

MICROSOFT ACCESS 2016 - LEVEL 2 & 3 / ADVANCED

Course Code: 6653

Learn advanced topics in Access 2016 such as how to manage data and data entry, creating forms and dialog boxes, advanced queries, splitting databases, and much more.

This course builds upon basic Microsoft Access skills acquired in Level 1 to help students become power users. In this Microsoft Access course, students will delve deeper into the program by studying topics such as how to manage data and data entry, create forms and dialog boxes, split databases, and much more.

What You'll Learn

In this course, you will learn to create and manage an Access 2016 database. You will:

- Create Subforms
- Customize a form layout to improve usability and efficiency of data entry
- Organize data into appropriate tables to ensure data dependency and minimize redundancy
- Lock down and prepare a database for distribution to multiple users
- Create and modify a database switchboard and set the startup options

Who Needs to Attend

Students taking this course are database administrators or prospective database administrators who have experience working with Access 2016 and need to learn advanced skills.

Prerequisites

The prerequisites for this course is our Access Level 1 course or an equivalent working knowledge of Access or other database applications.

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CLASSROOM LIVE

\$730 CAD

2 Day

Classroom Live Outline

Advanced Table Tasks

- Inserting Application Parts
- Using the Table Analyzer Wizard
- Creating Validation Rules
- Configuring Validation Messages
- Creating Lookup Fields
- Creating Value Lists
- Marking Fields as Required
- Marking a Field for Indexing
- Creating Input Masks

Advanced Form Tasks

- Limiting User Access to a Form
- Adding Calculated Fields in a Form
- Using the Expression Builder
- Creating Checkboxes and Command Buttons
- Building Command Button Events
- Creating Event Procedures
- Using Hyperlinks in a Form
- Adding Links to Other Database Objects
- Inserting a Mailto Link in a Form
- Adding a Browser Control to a Form
- Exporting Your Form to XML
- Exporting a Form as a Word Document
- Exporting a Form as HTML
- Sending a Form as an E-mail Attachment
- Exporting a Form to Other Formats

Creating Subforms

- Creating Subforms
- Using Subforms
- Linking Subforms with Parent Forms
- Formatting a Subform within a Main Form

Creating Split Forms

- Creating a Split Form
- Splitting an Existing Form
- Using a Split Form
- Fixing the Form Separator

Creating Navigation Forms

- Creating a Navigation Form
- Adding Tabs to a Navigation Form
- Creating a Tab Hierarchy
- Displaying the Navigation Form When the Database Opens

Creating Advanced Queries

- Creating and Using Parameter Queries
- Creating and Using Crosstab Queries
- Creating and Using Make-Table Queries
- Creating and Using Multiple Table Queries
- Creating and Using Append Queries
- Creating and Using Delete Queries
- Creating and Using Update Queries

Using Subqueries

- What is a Subquery?
- Creating a Subquery
- Subqueries with Aggregate Functions and Nested Subqueries
- Using the IN Keyword with Subqueries

Creating Advanced Report

- Adding Calculated Fields
- Adding Concatenated Fields
- Inserting Sub Reports
- Exporting Reports in Different Formats

Splitting the Database

- Backing Up the Database
- Splitting the Database

Add-Ons to Access

- COM Add-ins
- Digital Signatures
- Managing Your Database
- Customizing Access

SQL and Microsoft Access

- An Introduction to SQL
- Understanding SQL
- Using the Select Statement
- Using Subqueries
- Using SQL Joins

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VIRTUAL CLASSROOM LIVE

\$730 CAD

2 Day

Virtual Classroom Live Outline

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PRIVATE GROUP TRAINING

2 Day

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