

# MICROSOFT ACCESS 365: PART 2

Course Code: 821471

By the end of this course, users should be comfortable managing existing databases and completing light database development and management work. Users should also know how to find information about databases and use the validation techniques covered to ensure the integrity of the data that is collected.

Welcome to the second part of our Microsoft Access 365 courseware. Access is Microsoft's flagship database application that allows you to create and manage databases for all sorts of different purposes. This new version of Access incorporates a few new features and connectivity options to make databases more accessible to the everyday user.

This course is intended to build on foundational knowledge that was gained in Part 1 to impart an intermediate level of knowledge of Access 365. We will cover how to complete advanced form design tasks, add data validation, explore macros, better manage databases, secure databases, and much more.

**Most of the features Microsoft incorporated in Office 2019 already exist in Office 365. Office 365 is a great solution for those looking for Office 2019 Training.**

## What You'll Learn

- Implementing Advanced Form Design
- Using Data Validation
- Using Macros to Improve Use Interface Design
- Using Advanced Database Management
- Distributing and Securing a Database
- Managing Switchboards

## Who Needs to Attend

Users who have experience working with table data, querying a database, creating advanced queries, creating advanced queries, generating reports and using advanced reporting tools, designing a relational database, joining tables and importing and exporting data.

## Prerequisites

This manual assumes that the user has completed or understands the materials covered in the first part of the Microsoft Access 365 courseware, including:

- Getting started with Access

- Working with table data
- Querying a database
- Creating advanced queries
- Generating reports and using advanced reporting tools
- Designing a relational database
- Joining tables
- Importing and exporting data

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CLASSROOM LIVE

\$295 USD

1 Day

## Classroom Live Outline

### **Lesson 1: Implementing Advanced Form Design**

- Topic A: Add Controls to Forms
- Topic B: Set Form Controls
- Topic C: Create Subforms
- Topic D: Organize Information with Tab Pages
- Topic E: Enhance Navigation with Forms
- Topic F: Format a Form
- Topic G: Apply Conditional Formatting

### **Lesson 2: Using Data Validation**

- Topic A: Form and Field Validation
- Topic B: Data Validation Using Controls

### **Lesson 3: Using Macros to Improve User Interface Design**

- Topic A: Create a Macro
- Topic B: Restrict Records Using a Condition
- Topic C: Validate Data Using a Macro
- Topic D: Automate Data Entry Using a Macro
- Topic E: Convert a Macro to VBA

### **Lesson 4: Using Advanced Database Management**

- Topic A: Link Tables to External Data Sources
- Topic B: Manage a Database
- Topic C: Determine Object Dependency
- Topic D: Document a Database
- Topic E: Analyze the Performance of a Database

### **Lesson 5: Distributing and Securing a Database**

- Topic A: Split a Database for Multiple User Access
- Topic B: Implement Security
- Topic C: Passwords
- Topic D: Convert an Access Database to an ACCDE File
- Topic E: Package a Database with a Digital Signature

## **Lesson 6: Managing Switchboards**

- Topic A: Create a Database Switchboard
- Topic B: Modify a Database Switchboard
- Topic C: Set Startup Options

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VIRTUAL CLASSROOM LIVE

\$295 USD

1 Day

## Virtual Classroom Live Outline

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- Topic D: Automate Data Entry Using a Macro
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### **Lesson 4: Using Advanced Database Management**

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- Topic C: Set Startup Options

Jul 17 - 17, 2026 | 9:00 AM - 5:00 PM EDT

Oct 23 - 23, 2026 | 9:00 AM - 5:00 PM EDT



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PRIVATE GROUP TRAINING

1 Day

Visit us at [www.globalknowledge.com](http://www.globalknowledge.com) or call us at 1-866-716-6688.

Date created: 6/24/2026 9:38:47 PM

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