Microsoft Access for Office 365: Advanced Course

You've covered many of the basic functions of Microsoft® Access®, and now you're ready to learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multiple-user access, and more. Knowledge of these features separates database professionals from casual database users or occasional designers.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/microsoft-access-for-office-365-advanced

CustomerRelations@graduateschool.edu • (888) 744-4723

Course Outline

Module 1: Importing and Exporting Table Data

- Import and link data from various sources to your Access database.
- Export data to different file formats for use in other applications.
- Create mail merges using Access data and Microsoft Word integration.

Module 2: Using Queries to Manage Data

- Create action queries to modify and manipulate database records.
- Build unmatched and duplicate queries to identify data inconsistencies.

Module 3: Creating Complex Reports and Forms

- Design subreports for more detailed data presentation.
- Create navigation forms to enhance user interface and usability.
- Use subforms and popup forms to display related record details.

Module 4: Creating Access Macros

- Develop standalone macros to automate repetitive tasks.
- Program UI components using embedded macros.
- Apply conditions to filter records and trigger actions.
- Create data macros to automate back-end data processes.

Module 5: Using VBA to Extend Database Capabilities

- Gain a foundational understanding of Visual Basic for Applications (VBA).
- Write VBA code to interact with form controls and automate tasks.

Module 6: Managing a Database

- Back up, compact, and repair a database for performance optimization.
- Run performance analysis and resolve common issues.
- Document your database objects for maintainability and audit.

Module 7: Distributing and Securing a Database

- Split databases for multi-user environments.
- Implement user-level security and protect sensitive data.
- Convert databases to ACCDE format to protect source code.
- Package databases with digital signatures for trusted distribution.