



Course Description

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

Learning Objectives

- Customize a form layout to improve usability and efficiency of data entry.
- Share data across applications.
- Use Macros to improve user interface design.
- Organize data into appropriate tables to ensure data dependency to minimize redundancy.
- Use VBA to enhance tasks.
- Lock down and prepare a database for distribution to multiple users.
- Create and modify a database switchboard and set the start-up options.

Implementing Advanced Form Design

- Add Controls to Forms
 - Controls
 - Types of Controls
 - Command Buttons
 - Calendar/Datepicker Control
 - Form Layouts
 - Quick Styles
 - Tab Order
 - The Anchoring Tool
- Enhance Navigation and Organization of Forms
 - Subforms
 - The Subform Control
 - Tab Pages
 - Navigation Control and Navigation Forms
- Apply Conditional Formatting
 - Conditional Formatting
 - The Conditional Formatting Rules Manager

Distributing and Securing a Database

- Splitting a Database for Multiple-User Access
 - The Split Database
 - Front-End and Back-End Databases
 - The Database Splitter
 - Advantages of a Split Database
- Implement Security
 - Security Strategies in Access
 - The Message Bar
 - The Trust Center Dialog Box
 - Password Protection
- Convert an Access Database to an ACCDE File
 - User Templates
 - Database as a Template
- Package a Database with a Digital Signature
 - Digital Signatures
 - Digital Certificates
 - The Package and Sign Feature

Sharing Data Across Applications

- Import Data Into Access
 - Data Importing
 - The Get External Data Wizard
 - Delimiters
- Export Access Data
 - Data Export to Text File Formats
 - Data Export to Excel
- Link Tables to External Data Sources
 - External Data Sources
 - The Linked Table Manager
- Create a Mail Merge
 - The Microsoft Word Mail Merge Wizard

Using VBA

- Getting Started with VBA
 - VBA
 - The VBA Editor
 - Modules
 - Procedures
 - Macros and VBA
- Enhance Access by Using VBA
 - Objects
 - Properties
 - Methods
 - Events

Managing Switchboards

- Create a Database Switchboard
 - Switchboards
 - Switchboard Manager
- Modify a Database Switchboard
 - Switchboard Modification
 - Switchboard Appearance Options
- Set Start-up Options
 - Database Start-up Options
 - Error Checking Options

Using Macros to Improve User Interface Design

- Create a Macro
 - Macros
 - The Macro Builder Window
 - Macro Actions
 - Types of Macro Actions
 - Action Arguments
 - Object Events
 - Macros in Access Web Apps
 - Access Web Apps User Interface Macros
 - Access Web Apps Data Macros
- Restrict Records by Using a Condition
 - Macro Conditions
 - Conditions
 - The Where Condition
- Validate Data by Using a Macro
 - Event Properties for Data Validation
 - Macro Actions for Data Validation
 - Embedded Macros
- Automate Data Entry by Using a Macro
 - Event Properties for Automating Data Entry
 - Macro Actions for Automating Data Entry

Using Advanced Database Management

- Manage a Database
 - Exclusive Mode
 - Database Access Modes
 - Database Backup
 - The Compact and Repair Database Option
 - Performance Analyzer
- Determine Object Dependency
 - Object Dependency
 - Object Dependencies Pane
- Document a Database
 - The Need for Database Documentation
 - The Database Documenter