

Access 2016 - Part 2

Price
\$590.00

Duration
2 Days

Delivery Methods
VILT, Private Group



In this course, students add to their Access education in order to provide themselves with marketable job skills. This course builds on the foundational skills obtained by attending the Access 2016 - Part 1 course.

On July 1, 2022 all Microsoft Office Classes will be taught using Microsoft Office 365 courseware and labs. Whether you use Microsoft Office 2016, 2019 or 365 versions, the process, tools, and techniques are the same. You will learn everything you need to improve your productivity, knowledge, and skill.

Who Should 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.

This class is not currently scheduled.

[Contact us and we will help you get the training you need!](#)

Course Objectives

In this course, you will learn to create and manage a fundamental Access 2016 database. You will: Customize a form layout to improve usability and efficiency of data entry. Share data across applications. Use macros to improve user interface design. Use VBA to enhance tasks. 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.

Agenda

1 - IMPLEMENTING ADVANCED FORM

DESIGN

- Add Controls to Forms
- Enhance Navigation and Organization of Forms
- Apply Conditional Formatting

2 - SHARING DATA ACROSS APPLICATIONS

- Import Data into Access
- Export Access Data
- Link Tables to External Data Sources
- Create a Mail Merge

3 - USING MACROS TO IMPROVE USER INTERFACE DESIGN

- Create a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

4 - USING VBA

- Getting Started with VBA
- Enhance Access Using VBA

5 - USING ADVANCED DATABASE MANAGEMENT

- Manage a Database
- Determine Object Dependency
- Document a Database

6 - DISTRIBUTING AND SECURING A DATABASE

- Splitting a Database for Multiple User Access
- Implement Security
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

7 - MANAGING SWITCHBOARDS

- Create a Database Switchboard
- Modify a Database Switchboard
- Set Startup Options

Prerequisite Courses Recommended

- Access 2016 - Part 1