



Microsoft Access 2013 Level 3

Course ACC13-3B 2 Days Instructor-led, Hands on

Introduction

Students will learn how to finalize building an Access database. Students will also learn maintenance, troubleshooting, and enhancement skills for Access databases.

At Course Completion

Upon successful completion of this course, students will be able to:

- Use macros to automate database processes
- Finalize a database build
- Maintain and troubleshoot a database
- Use Visual Basic for Applications (VBA) to automate database processes

Prerequisites

Students should understand well the concept of a relational database and should be able to use Access to build all four major aspects of a database: tables, queries, forms, and reports.

Completion of the following courses or equivalent knowledge and skills is recommended:

- Microsoft Access 2013 Level 1
- Microsoft Access 2013 Level 2

Certification

This course is one of a series of courses that address Microsoft Office Specialist (MOS) skill sets. The MOS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Office Specialist certification.

Ways to Save

- ISInc Training Tickets
- Government GSA, CMAS Contracts
- Save with six or more students in the same class. A dedicated training class at your location or ours can save you even more.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



Module 1: Using Macros on Forms

- Using a Macro to Open a Form
- Using a Macro to Validate Data
- Using a Macro to Automate Data Entry

Module 2: Using Macros on Tables and Reports

- Creating Table Macros
- Creating Report Macros

Module 3: Finalizing the Database Interface

- Creating a Switchboard
- Setting Startup Options

Module 4: Enhancing Security on a Database

- Utilizing Advanced Startup Options
- Splitting a Database
- Password-Protecting a Database

Module 5: Troubleshooting Tables

- Fixing Data in Fields
- Checking Object Dependencies
- Updating Database Objects Based on Table Changes
- Creating Many-to-Many Relationships

Module 6: Interacting Through Dialog Forms

- Using a Form to Run a Query
- Using a Form to Run a Report

Module 7: Using VBA

- Using VBA to Export Data
- Designing and Coding Interaction on a Form
- Testing VBA Code
- Adjusting and Enhancing VBA Code
- Bonus: Using VBA on Exports
- Using VBA to Calculate Forms
- Protecting VBA Code

Module 8: Performing Database Maintenance

- Analyzing Database Performance
- Backing up a Database
- Compacting a Database
- Documenting the Database

Module 9: XML in Access

- Using XML to Import Data into Access
- Using XML to Export Data from Access

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