



Microsoft Access Level 3

Course ACC-03

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.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

At Course Completion

- Upon successful completion of this course, students will be able to:
- Use macros to automate database processes
- Finalize a database build
- Enhancing Security on a Database
- 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 Level 1
- Microsoft Access Level 2

Outline

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

- Table Macros
- Report Macros

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Module 3: Finalizing the Database Interface

- Create a Navigation Form
- Create 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

- Designing and Coding Interaction on a Form
- Testing VBA Code
- Adjusting and Enhancing VBA Code
- Protection VBA Code
- Using VBA on Exports
- Using VBA to Calculate Forms

Module 8: Performing Database Maintenance

- Analyzing Database Performance
- Backing up a Database
- Compacting a Database
- Creating a blank copy of an Existing Database