

Access 2019 Advanced

Length: 1 Day

Summary: You've covered many of the basic functions of Microsoft® Office 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 separate database professionals from the casual database users or occasional designers.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Access Expert (Office 363 and Office 2019): Exam MO-500 certification.

Target Student: Students taking this course are database administrators or prospective database administrators who have experience working with Access 2019 and need to learn advanced skills.

Prerequisites: To ensure your success in this course, you should have experience working with Access 2019, including a working knowledge of database design and creation, form design and creation, report design and creation, and a working knowledge of database querying and the various table relationships. You can obtain this level of skills and knowledge by taking the following courses:

- Microsoft® Office Access® 2019 Introduction
- Microsoft® Office Access® 2019 Intermediate

Course Objectives: In this course, you will manage an Access 2019 database and add complex database features to improve its usability, efficiency, performance, and security.

You will:

- Share data across applications.
- Use action, unmatched, and duplicate queries to manage data.
- Create complex reports and forms.
- Use macros to improve user interface design.
- Use VBA to extend database capabilities.
- Perform database management tasks such as backup, compacting, repairing, performance analysis, checking object dependencies, and documenting.
- Implement security strategies and distribute a database to multiple users.

COURSE CONTENT

1: IMPORTING AND EXPORTING TABLE DATA

- Import and Link Data
- Export Data
- Create a Mail Merge

2: USING QUERIES TO MANAGE DATA

- Create Action Queries
- Create Unmatched and Duplicate Queries

3: CREATING COMPLEX REPORTS AND FORMS

- Create Subreports
- Create a Navigation Form
- Show Details in Subforms and Popup Forms

4: CREATING ACCESS MACROS

- Create a Standalone Macro to Automate Repetitive Tasks
- Create a Macro to Program a User Interface Component
- Restrict Records by Using a Condition
- Create a Data Macro

5: USING VBA TO EXTEND DATABASE CAPABILITIES

Getting Started with VBA

Using VBA with Form Controls

6: MANAGING A DATABASE

- Back Up a Database
- Manage Performance Issues
- Document a Database

7: DISTRIBUTING AND SECURING A DATABASE

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

Appendix A: Mapping Course Content to Access Expert (Office 365 and Office 2019): Exam MO-500

Appendix B: Microsoft® Office Access® 2019
Common Keyboard Shortcuts