Access for Office 365 Advanced

Length: 1/2 Day

Summary: You've covered many of the basic functions of Microsoft® 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.

Prerequisites: Access for Office 365 Introduction and Access for Office 365 Intermediate

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.

COURSE CONTENT

IMPORTING AND EXPORTING TABLE DATA

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

USING QUERIES TO MANAGE DATA

- Create Action Queries
- Create Unmatched and Duplicate Queries

CREATING COMPLEX REPORTS AND FORMS

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

CREATING ACCESS MACROS

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