

### Microsoft Access Level 3 – Course Outline

#### Course Objectives:

To understand the next level of Access' features such as: database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access.

#### Target Audience:

Preferably, you have attended Access Levels 1 and 2 or have relevant experience of working with the following features of Access:

- Understand the steps required to properly design a database
- Create a database
- Create tables and table relationships
- Control data entry with field properties
- Create queries and understand query joins
- Create reports and subreports
- Add and format controls on forms and reports
- Import and export data

#### Course Contents:

##### Unit 1: Implementing Advanced Form Design

- Add Controls to Forms
- Create Subforms
- Organise Information with Tab Pages
- Enhance Navigation of Forms
- Apply Conditional Formatting

##### Unit 2: Using Data Validation

- Field and Record Validation
- Form Validation

##### Unit 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
- Convert a Macro to VBA

##### Unit 4: Using Advanced Database Management

- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyse the Performance of a Database

##### Unit 5: Distributing and Securing a Database

- Splitting a Database for Multiple User Access
- Implement Security
- Set Passwords



- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

### **Unit 6: Managing Switchboards**

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

Course duration: one day

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