**Microsoft Access 365:**

**Part 2**

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| **DURATION** | **SKILL LEVEL** | **DELIVERY**  **METHOD** | **TRAINING**  **CREDITS** | **TECHNOLOGY** |
| 1 Day(s) | Advanced | VITL | N/A | Microsoft |

# Course Overview

This is the second part of a two-level course, and is intended to build on foundational knowledge. We will cover how to complete advanced form design tasks, add data validation, explore macros, better manage databases, secure databases, and much more.



COURSE OUTLINE



By the end of this course, users should be comfortable managing existing databases and completing light database development and management work. Users should also know how to find information about databases and use the validation techniques covered to ensure the integrity of the data that is collected.

# Topics

TOPIC E: Enhance Navigation with Forms

**Module1: Implementing Advanced Form Design**

* Creating a Navigation form This lesson takes a look at several topics to increase your
* Using a Navigation Form students’ knowledge of Access 365. Here, students will
* Activity 1-5: Creating and Using a Navigation form to learn how to add controls to forms, set form controls, create subforms, organize information with tab pages,

TOPIC F: Format a Form

enhance database navigation with forms, format a form,

* Insert Headers and Footers

and apply conditional formatting.

* Insert Images

* Sort Records

TOPIC A: Add Controls to Forms

* Apply Themes
* About Form Editing Modes
* Insert Backgrounds
* About the Types of Controls
* Change Margins
* Adding a Date Picker Control
* Activity 1-6: Inserting and Formatting Form Headers
* About Quick Styles and Footers
* About Tab Order

* Using the Anchoring Tool

TOPIC G: Apply Conditional Formatting

* Activity 1-1: Adding Controls to Forms
* Conditional Formatting

* Activity 1-7: Applying Conditional Formatting

TOPIC B: Set Form Controls

* Moving Form Controls

**Module 2: Using Data Validation**

* Add Form Controls from the Field List

In this second lesson of the course, the focus switches to

* Remove Form Controls

data validation. Covered here is field validation along

* Modify Data Sources with form and record validation.
* Set Form Control Properties

* Activity 1-2: Managing Controls on a Form

TOPIC A: Form and Field Validation

* Field Properties

TOPIC C: Create Subforms

* Input Masks
* About Subforms
* The Input Mask Wizard
* Activity 1-3: Creating a Subform
* Input Mask Characters

TOPIC D: Organize Information with Tab Pages

* Lookup Lists
* Tab Pages
* Expression Builder
* Activity 1-4: Organizing Information with Tab Pages
* Record Validation

* Activity 2-1: Validating Data With a Field Property

TOPIC B: Data Validation Using Controls

* Control Wizards
* The Combo Box Control
* The List Box Control
* The Option Group Control
* Activity 2-2: Using Combo Box Controls in a Form

**Module 3: Using Macros to Improve User Interface**

**Design**

The next lesson turns to macros and using them to improve user interface design. Students will learn to create basic macros that use actions, conditions, arguments, and events to complete a task. They should also be able to create macros that complete basic validation and automation tasks, as well as convert existing macros to VBA.

TOPIC A: Create a Macro

* Macros
* The Macro Builder Window
* Macro Actions
* Types of Macro Actions
* Action Arguments
* Object Events
* Activity 3-1: Creating a Macro

TOPIC B: Restrict Records Using a Condition

* Macro Conditions
* The Where Condition
* Activity 3-2: Using the Where Condition to Restrict

Data

TOPIC C: Validate Data Using a Macro

* Event Properties for Data Validation
* Macro Action for Data Validation
* Embedded Macros
* Activity 3-3: Validating Data Using a Macro

TOPIC D: Automate Data Entry Using a Macro

* Event Properties for Automating Data Entry
* Macro Actions for Automating Data Entry
* Activity 3-4: Automating Data Entry Using a Macro

TOPIC E: Convert a Macro to VBA

* Macros and VBA
* Activity 3-5: Converting a Macro to VBA

**Module 4: Using Advanced Database Management** Some advanced database management skills come under scrutiny in this lesson. Topics in this lesson teach students how to: link tables to external data sources, manage a database, determine object dependency, document a database, and analyze the performance of a database.

TOPIC A: Link Tables to External Data Sources

* External Data Sources
* The Linked Table Manager
* Activity 4-1: Link Tables to External Data Sources

TOPIC B: Manage a Database

* Exclusive Mode
* Database Access Modes
* Database Backup
* The Compact and Repair Database Option
* Activity 4-2: Managing a Database

TOPIC C: Determine Object Dependency

* Object Dependency
* Object Dependencies Task Pane
* Activity 4-3: Viewing Object Dependency TOPIC D: Document a Database
* The Database Documenter
* Activity 4-4: Documenting a Database

TOPIC E: Analyze the Performance of a Database

* Performance Analyzer
* Activity 4-5: Analyzing the performance of a database

**Module 5: Distributing and Securing a Database** In this lesson, students will learn about the many ways that you can distribute and secure a database. Topics covered are splitting a database, as well as implementing many of the security strategies that are available in *Access*. Students should feel comfortable converting a database into the ACCDE format and be able to package and digitally sign a database for distribution.

TOPIC A: Split a Database for Multiple User Access

* Splitting a Database
* The Database Splitter
* Merging a Database
* Activity 5-1: Splitting a Database

TOPIC B: Implement Security

* Security Strategies in *Access*
* The Message Bar
* The Trust Center Dialog Box
* Trusted Locations
* Activity 5-2: Adding a Trusted Location

TOPIC C: Set Passwords

* Password Protection Guidelines
* Activity 5-3: Setting a Database Password

TOPIC D: Convert an *Access* Database to an ACCDE File

* The ACCDE File Format
* Activity 5-4: Converting a Database to ACCDE Format

TOPIC E: Package a Database with a Digital Signature

* Digital Signatures
* Digital Certificates
* The Package and Sign Feature
* Activity 5-5: Packaging a Database With a Digital Signature

**Module 6: Managing Switchboards**

The final lesson of Microsoft Access 365: Part 2, is all about switchboards. Students are taught how to create a database switchboard, how to modify a database switchboard, and how to set startup options.

TOPIC A: Create a Database Switchboard

* Switchboards
* Switchboard Manager
* Activity 6-1: Creating a Simple Switchboard

TOPIC B: Modify a Database Switchboard

* Switchboard Modification
* Activity 6-2: Modifying a Database Switchboard

TOPIC C: Set Startup Options

* Database Startup Options
* Activity 6-3: Setting Startup Options

**Exams and Certifications**

**Notes and Annotations**

**What is Next**