

COURSE OUTLINE



Microsoft Access 365: Part 2

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day	Advanced	VILT/ILT	N/A	End User

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.

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

Module1: Implementing Advanced Form Design

This lesson takes a look at several topics to increase your students' knowledge of Access 365. Here, students will learn how to add controls to forms, set form controls, create subforms, organize information with tab pages, enhance database navigation with forms, format a form, and apply conditional formatting.

TOPIC A: Add Controls to Forms

- About Form Editing Modes
- About the Types of Controls
- Adding a Date Picker Control
- About Quick Styles
- About Tab Order
- Using the Anchoring Tool
- Activity 1-1: Adding Controls to Forms

TOPIC B: Set Form Controls

- Moving Form Controls
- Add Form Controls from the Field List
- Remove Form Controls
- Modify Data Sources
- Set Form Control Properties
- Activity 1-2: Managing Controls on a Form

TOPIC C: Create Subforms

- About Subforms
- Activity 1-3: Creating a Subform

TOPIC D: Organize Information with Tab Pages

- Tab Pages
- Activity 1-4: Organizing Information with Tab Pages

TOPIC E: Enhance Navigation with Forms

- Creating a Navigation Form
- Using a Navigation Form
- Activity 1-5: Creating and Using a Navigation Form

TOPIC F: Format a Form

- Insert Headers and Footers
- Insert Images
- Sort Records
- Apply Themes
- Insert Backgrounds
- Change Margins
- Activity 1-6: Inserting and Formatting Form Headers and Footers

TOPIC G: Apply Conditional Formatting

- Conditional Formatting
- Activity 1-7: Applying Conditional Formatting

Module 2: Using Data Validation

In this second lesson of the course, the focus switches to data validation. Covered here is field validation along with form and record validation.

TOPIC A: Form and Field Validation

- Field Properties
- Input Masks
- The Input Mask Wizard
- Input Mask Characters
- Lookup Lists
- Expression Builder
- 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