Microsoft® Office Access® 2016: Part 3

Duration: 2 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Certification: *Microsoft Office Specialist (MOS): Access 2016 —*
Exam: *77-730*

Course Description

In this course, attendees will learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers. Today's training will round out attendees' Access education and provides them with marketable job skills.

Target Audience

This course is intended for:

- Database administrators or prospective database administrators who have experience working with Access 2016 and need to learn advanced skills.

Prerequisites

To attend this course, candidates must have:

- Completed *Microsoft Office Access 2016: Part 1 and Part 2* or possess equivalent knowledge.

Microsoft Partner

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Exam Details

Exam Code:	• 77-730
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice and Multi-Response

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Customize a form layout to improve usability and efficiency of data entry.
- Share data across applications.
- Use macros to improve user interface design.
- Use VBA to enhance tasks.
- Organize data into appropriate tables to ensure data dependency and minimize redundancy.
- Lockdown and prepare a database for distribution to multiple users.
- Create and modify a database switchboard and set the startup options.

Course Topics

Lesson 1: Implementing Advanced Form Design

- Add Controls to Forms
- Enhance Navigation and Organization of Forms
- Apply Conditional Formatting

Lesson 2: Sharing Data Across Applications

- Import Data into Access
- Export Access Data
- Link Tables to External Data Sources
- Create a Mail Merge

Course Topics *Continued*

Lesson 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

Lesson 4: Using VBA

- Getting Started with VBA
- Enhance Access Using VBA

Lesson 5: Using Advanced Database Management

- Manage a Database
- Determine Object Dependency
- Document a Database

Lesson 6: Distributing and Securing a Database

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

Lesson 7: Managing Switchboards

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

ACTIVITIES INCLUDED