

MICROSOFT ACCESS

PART 3

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

Microsoft® Office Access® Part 3: Focuses on managing the database and supporting complex database designs, including import and export of data; using action queries to manage data; creating complex forms and reports; macros and Visual Basic for Applications (VBA); and tools and strategies to manage, distribute, and secure a database

LESSON 1: IMPORTING AND EXPORTING TABLE DATA

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

LESSON 2: USING QUERIES TO MANAGE DATA

- Create Action Queries
- Create Unmatched and Duplicate Queries

LESSON 3: CREATING COMPLEX REPORTS AND FORMS

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

LESSON 4: CREATING ACCESS MACROS

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

LESSON 5: USING VBA TO EXTEND DATABASE CAPABILITIES

- Getting Started with VBA
- Using VBA with Form Controls

LESSON 6: MANAGING A DATABASE

- Back Up a Database



- Manage Performance Issues
- Document a Database

LESSON 7: DISTRIBUTING AND SECURING A DATABASE

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