



Microsoft® Office Access® 2013: Part 3

Course Specifications

Course Number:

091006

Course Length:

1 day

Course Description

Overview:

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 multi-user access, and more.

Knowledge of these features separate database professionals from the casual database users or occasional designers. Today's training, added to that which you've gained from the previous two days, rounds out your Access education and provides you with marketable job skills.

You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Access 2013.

Course Objectives:

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

- Customize a form layout to improve usability and efficiency of data entry.
- Add user interface features to validate data entry.
- Use macros to improve user interface design.
- Organize data into appropriate tables to ensure data dependency and minimize redundancy.
- Lock down and prepare a database for distribution to multiple users.
- Create and modify a database switchboard and set the startup options.

Target Student:

Students taking this course are database administrators or prospective database administrators who have experience working with Access 2013 and need to learn advanced skills.

Prerequisites:

To ensure your success in your course you should have experience working with Microsoft Access 2013, including a working knowledge of database design and creation, form design and creation, report design and creation, a working knowledge of database querying and the various table relationships. You can obtain this level of skill and knowledge by taking the following Logical Operations courses:

- *Microsoft® Office Access® 2013: Part 1*
- *Microsoft® Office Access® 2013: Part 2*

Course-specific Technical Requirements

Hardware

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software

- Microsoft® Office Professional 2013
- Microsoft® Windows® 8
- A PDF reader such as Adobe® Reader®

Course Content

Lesson 1: Implementing Advanced Form Design

Topic A: Add Controls to Forms

Topic B: Create Subforms

Topic C: Organize Information with Tab Pages

Topic D: Enhance Navigation of Forms

Topic E: Apply Conditional Formatting

Lesson 2: Using Data Validation

Topic A: Field Validation

Topic B: Form and Record Validation

Lesson 3: Using Macros to Improve User Interface Design

Topic A: Create a Macro

Topic B: Restrict Records Using a Condition

Topic C: Validate Data Using a Macro

Topic D: Automate Data Entry Using a Macro

Topic E: Convert a Macro to VBA

Lesson 4: Using Advanced Database Management

Topic A: Link Tables to External Data Sources

Topic B: Manage a Database

Topic C: Determine Object Dependency

Topic D: Document a Database

Topic E: Analyze the Performance of a Database

Lesson 5: Distributing and Securing a Database

Topic A: Split a Database for Multiple User Access

Topic B: Implement Security

Topic C: Set Passwords

Topic D: Convert an Access Database to an ACCDE File

Topic E: Package a Database with a Digital Signature

Lesson 6: Managing Switchboards

Topic A: Create a Database Switchboard

Topic B: Modify a Database Switchboard

Topic C: Set Startup Options

Appendix A: Microsoft Office Access 2013 Exam 77-424

Appendix B: Microsoft Access 2013 Common Keyboard Shortcuts