PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Access 2016 Advanced Training

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

Microsoft Access is the most popular database for Windows. It enables you to collect, organise, and report on data via a graphical user interface. Templates provide pre-defined forms, reports and database designs - and Macros enable you to automate regular tasks.

The PD Training Microsoft Access 2016 Advanced training course is designed for participants wishing to gain intermediate-level skills or individuals whose job responsibilities include constructing relational databases, performing database maintenance, creating advanced queries and reports, or integrating Access with other programs.

This hands-on training workshop is available now throughout Hong Kong, including Central and also via instructor-led online training.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

This Advanced Access 2016 training course is for participants who intend to design databases at an advanced level and/or want to improve existing Access databases. You will be introduced to the concept of the relational database and the Microsoft Office Access 2016 relational database application and its information management tools.

Outcomes

In this course, you will expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customise reports. Extending your knowledge of Microsoft Access 2016 will result in a robust, functional database for your users.

After completing this course, participants will have learned to:

- Implementing Advanced Form Design

- Use Data Validation
- Use Macros to Improve User Interface Design
- Use Advanced Database Management
- Distribute and Secure a Database
- Manage Switchboards

Modules

Lesson 1: Implementing Advanced Form Design

- Types of Controls
- Move Form Controls
- Sub forms
- Navigation Control and Navigation Forms
- Insert Headers and Footers
- Conditional Formatting
- Tab Pages

Lesson 2: Using Data Validation

- Field Properties
- Form Validation

Lesson 3: Using Macros to Improve User Interface Design

- Macros
- Macro Conditions
- Event Properties for Data Validation
- Event Properties for Automating Data Entry
- Macros and VBA

Lesson 4: Using Advanced Database Management

- Macros
- External Data Sources
- Exclusive Mode
- Object Dependency
- The Database Documenter
- Performance Analyser

Lesson 5: Distributing and Securing a Database

- Splitting a Database
- Security Strategies in Access 2016
- Password Protection Guidelines
- The ACCDE File Format
- Digital Signatures

Lesson 6: Managing Switchboards

- Switchboards
- Switchboard Modification
- Database Start-up Options

Talk to our expert team

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