



# MS Access Advanced



Table



Slicer



PivotTable



PivotChart



Interactive Dashboards

Data Model

**DAX**

Power Pivot

Power Query

Power BI



Excel Online



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## MS Access Advanced Course

A customizable course

### Duration

1 day (2 sessions of 3.5 hours each)

### Objectives

Elevate your database management skills to professional levels with our Microsoft Access Advanced Course. Designed to build on foundational knowledge, this course delves into intricate aspects of database design, formulating queries, and implementing robust security measures. Master advanced form design, data validation techniques, and interface improvement through macros. By the end of the course, you'll be proficient in advanced database management and capable of light database development work, ensuring the integrity of your collected data.

By the end of this course, delegates will learn to:

1. Implement advanced form designs, including control settings, sub-forms, and conditional formatting.
2. Execute comprehensive data validation at both the field and form levels.
3. Create and utilize macros for enhanced user interface design, automation, and basic validation.
4. Manage advanced database tasks such as linking to external data sources, object dependency tracking, and performance analysis.
5. Secure and distribute databases effectively, including database splitting and implementing advanced security strategies.

The course is totally hands-on. No theory! No PowerPoint presentation. Throughout the course you practice the skills on Access. The exercises are based on real life data scenarios.

### Pre-requisite

To benefit fully from this course, please ensure that the student has completed or understands the materials covered in the Microsoft Access Beginners and Intermediate courses.



# Outline of MS Access Advanced Course

## 1. Implementing Advanced Form Design within Microsoft Access

1. Add Controls to Forms
2. Set Form Controls
3. Create Sub-forms
4. Organize Information with Tab Pages
5. Enhance Navigation with Forms
6. Format a Form
7. Apply Conditional Formatting

## 2. Using Data Validation

1. Form and Field Validation
2. Data Validation Using Controls

## 3. Using Macros To Improve User Interface Design

1. Create a Macro
2. Restrict Records Using a Condition
3. Validate Data Using a Macro
4. Automate Data Entry Using a Macro
5. Convert a Macro to VBA

## 4. Create Advanced Queries

1. Create Query Joins
2. Create Subqueries
3. Summarize Data

## 5. Using Advanced Database Management

1. Link Tables to External Data Sources
2. Manage a Database
3. Determine Object Dependency
4. Document a Database
5. Analyze the Performance of a Database



## 6. Distributing and Securing a Database

1. Split a Database for Multiple User Access
2. Implement Security
3. Set Passwords
4. Convert an Access Database to an ACCDE File
5. Package a Database with a Digital Signature

## 7. Managing Switchboards

1. Create a Database Switchboard
2. Modify a Database Switchboard
3. Set Startup Options