

Microsoft Office 2016: Access 2016 Advanced Series!

Description

This course will teach students how to implement advanced form design, share data across applications, use macros to improve user interface design, use VBA, use advanced database management, distribute and secure a database, and manage switchboards

Course Modules:

Module 01: Implementing Advanced Form Design

(Duration: 29m)

1. Workbook
2. Topic A: Add Controls to Forms
3. The Original frmInventory View
4. The frm Inventory Target Layout
5. Quick Styles
6. Demo – Changing the Tab Order on a Form
7. Topic B: Enhance Navigation and Organization of Forms
8. Demo – Creating a Subform
9. Demo – Creating Tab Pages
10. Demo – Creating a Navigation Form

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11. Topic C: Apply Conditional Formatting
12. Demo – Changing the Display of Data Conditionally
13. Chapter 01 Review
14. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 02: Sharing Data Across Applications

(Duration: 22 m)

1. Workbook
2. Topic A: Import Data into Access
3. External Data Tab—Import & Link Group
4. Get External Data Wizard
5. Demo – Importing Data from a Text File
6. Demo – Importing Data from an Excel File
7. Topic B: Export Access Data
8. External Data Tab—Export Group
9. Demo – Exporting Data
10. Topic C: Link Tables to External Data Sources
11. Linked Table Manager
12. Demo – Using an External Data Source
13. Topic D: Create a Mail Merge
14. Microsoft Word Mail Merge Wizard
15. Merge Fields
16. The Mail Merge Task Pane
17. Chapter 02 Review
18. **Review Quiz (Number of attempts allowed: Unlimited)**

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Module 03: Using Macros to Improve User Interface Design

(Duration: 31 m)

1. Workbook
2. Topic A: Create a Macro
3. The Macro Builder Window and Action Catalog
4. Macro Actions and Positioning Arrows
5. Form Field Events
6. Demo- Creating a Macro to Open a New Record on a Form
7. Topic B: Restrict Records by Using a Condition
8. The OpenForm Macro Action with Where Condition
9. Demo- Using the Where Condition to Restrict Data
10. Topic C: Validate Data by Using a Macro
11. Demo- Using a Macro to Validate Data
12. Topic D: Automate Data Entry by Using a Macro
13. Demo- Automating Data Entry with a Macro
14. Chapter 03 Review
15. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 04: Using VBA

(Duration: 15 m)

1. Workbook
2. Topic A: Getting Started with VBA
3. The VBA Editor
4. Demo- Creating a Standard Module
5. Demo- Converting a Macro to VBA

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6. Topic B: Enhance Access by Using VBA
7. Demo- Enhancing Forms with VBA
8. Chapter 04 Review
9. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 05: Using Advanced Database Management

(Duration: 15 m)

1. Workbook
2. Topic A: Manage a Database
3. Demo- Compacting and Repairing a Database
4. Analysis Results
5. Demo- Using the Performance Analyzer
6. Topic B: Determine Object Dependency
7. The Object Dependencies Pane
8. Demo- Viewing Object Dependency
9. Topic C: Document a Database
10. The Documenter Dialog Box
11. Demo- Using the Database Documenter
12. Chapter 05 Review
13. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 06: Distributing and Securing a Database

(Duration: 15 m)

1. Workbook
2. Topic A: Splitting a Database for Multiple-User Access
3. Viewing Tables in a Split Database
4. Demo- Splitting a Database

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5. Topic B: Implement Security
6. The Message Bar
7. The Trust Center Dialog Box
8. Demo- Adding a Trusted Location
9. Demo- Setting a Database Password
10. Topic C: Convert an Access Database to an ACCDE File
11. Creating an ACCDE File
12. Quick Start Database Templates Menu
13. Template Customization
14. Demo – Converting a Database to ACCDE Format
15. Topic D: Package a Database with a Digital Signature
16. Chapter 06 Review
17. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 07: Managing Switchboards

(Duration: 13 m)

1. Workbook
2. Topic A: Create a Database Switchboard
3. The Switchboard Manager's Main Screen
4. Demo – Creating a Simple Switchboard
5. Topic B: Modify a Database Switchboard
6. Demo – Modifying a Switchboard
7. Topic C: Set Start-up Options
8. Start-up Options for the Current Database
9. Error Checking Options
10. Demo – Setting Start-up Options
11. Chapter 07 Review
12. Course Closure
13. Review Quiz (**Number of attempts allowed: Unlimited**)

This course includes

- On-demand video

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