

Microsoft Office Access 2013: Part 3

Course Length: 1 day (8:30am - 4:00pm)

Cost: \$310.00 plus GST (course materials included)

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

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.

Course Outline:

Lesson 1: Implementing Advanced Form Design

- Add controls to forms
- Create subforms
- Organize information with tab pages
- Enhance navigation of forms
- Apply conditional formatting

Lesson 2: Using Data Validation

- Field validation
- Form and record validation

Lesson 3: Using Macros to Improve User Interface Design

- Create a macro
- Restrict records using a condition
- Validate data using a macro
- Automate data entry using a macro
- Convert a macro to VBA

Lesson 4: Using Advanced Database Management

- Link tables to external data sources
- Manage a database
- Determine object dependency
- Document a database
- Analyze the performance of a database

Lesson 5: Distributing and Securing a Database

- Split a database for multiple user access
- Implement security
- Set passwords
- Convert an access database to an ACCDE File
- Package a database with a digital signature

Lesson 6: Managing Switchboards

- Create a database switchboard
- Modify a database switchboard
- Set startup options

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