



## Microsoft Access 2019/2021 - Part 3

### Summary

Length: 8 hours Level: Advanced

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 multiple-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers. This course is the third part of a three-course series that covers the skills needed to perform basic database design and development in Access 2019/2021. Microsoft Office Access 2019/2021: Part 1 : Focuses on the design and construction of an Access database—viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports. Microsoft Office Access 2019/2021: Part 2 : Focuses on optimization of an Access database, including optimizing performance and normalizing data; data validation; usability; and advanced queries, forms, and reports. Microsoft Office Access 2019/2021: Part 3 (this course): Focuses on managing the database and supporting complex database designs, including import and export of data; using action queries to manage data; creating complex forms and reports; macros and Visual Basic for Applications (VBA); and tools and strategies to manage, distribute, and secure a database. This material will benefit users of any current Office version. The classroom environment setup is based on Office 2019. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Access Expert (Office 363 and Office 2019): Exam MO-500 certification. This course may earn a Credly Badge.

### Learning Objectives

In this course, you will manage an Access 2019 database and add complex database features to improve its usability, efficiency, performance, and security.

You will:

Share data across applications.

Use action, unmatched, and duplicate queries to manage data.

Create complex reports and forms.

Use macros to improve user interface design.

Use VBA to extend database capabilities.

Perform database management tasks such as backup, compacting, repairing, performance analysis, checking object dependencies, and documenting.

Implement security strategies and distribute a database to multiple users.

### Course Outline

#### 1. Importing and Exporting Table Data

Topic A- Import and Link Data

Topic B- Export Data

Topic C- Create a Mail Merge

#### 2. Using Queries to Manage Data

Topic A- Create Action Queries

Topic B- Create Unmatched and Duplicate Queries

#### 3. Creating Complex Reports and Forms

Topic A- Create Subreports

Topic B- Create a Navigation Form

Topic C- Show Details in Subforms and Popup Forms

#### 4. Creating Access Macros

Topic A- Create a Standalone Macro to Automate Repetitive Tasks  
Topic B- Create a Macro to Program a User Interface Component  
Topic C- Restrict Records by Using a Condition  
Topic D- Create a Data Macro

5. **Using VBA to Extend Database Capabilities**

Topic A- Getting Started with VBA  
Topic B- Using VBA with Form Controls

6. **Managing a Database**

Topic A- Back Up a Database  
Topic B- Manage Performance Issues  
Topic C- Document a Database

7. **Distributing and Securing a Database**

Topic A- Split a Database for Multiple-User Access  
Topic B- Implement Security  
Topic C- Convert an Access Database to an ACCDE File  
Topic D- Package a Database with a Digital Signature

## **Audience**

Students taking this course are database administrators or prospective database administrators who have experience working with Access 2019/2021 and need to learn advanced skills.

## **Prerequisites**

To ensure your success in this course, you should have experience working with Access 2019/2021, including a working knowledge of database design and creation, form design and creation, report design and creation, and a working knowledge of database querying and the various table relationships. You can obtain this level of skills and knowledge by taking the following Logical Operations courses: