

Microsoft Access 365 Level 2 Course Outline

Duration: 1 Day

Elevate your database management skills to professional levels with our Microsoft Access 365 Level 2 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.

What You'll Learn

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

Course Prerequisites

To make the most of this course, we recommend:

- A solid understanding of Access basics, including creating and editing tables, forms, and queries.
- Familiarity with relational databases, including linking tables and designing relationships.
- General experience navigating the Access interface and managing database objects like forms and reports.

Full Course Outline

Implementing Advanced Form Design

- Add controls to forms
- Set form controls
- Create subforms
- Organise information with tab pages
- Enhance navigation with forms

- Format a form
- Apply conditional formatting

Using Data Validation

- Form and field validation
- Data validation using controls

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

Using Advanced Database Management

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

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

Managing Switchboards

- Create a database switchboard
- Modify a database switchboard
- Set start up options

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.