Course Name	Microsoft Access 2016 Advanced
Course Duration	2 Days
Course Structure	Instructor-Led
Course Overview	You've covered many of the basic functions of Microsoft® Office Access® 2016, 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 multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers. Today's training, added to that which you've gained from the Microsoft® Office Access® 2016: Part 1 and Microsoft® Office Access® 2016: Part 2 courses, rounds out your Access education and provides you with marketable job skills. **Audience profile** Students taking this course are database administrators or prospective database administrators who have experience working with Access 2016 and need to learn advanced skills.
Course Outcome	In this course, you will create and manage an Access 2016 database. After completing this course, students will be able to: • Customize a form layout to improve usability and efficiency of data entry. • Share data across applications. • Use macros to improve user interface design. • Use VBA to enhance tasks. • 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 Details	**Lesson 1: Implementing Advanced Form Design** Topic A: Add Controls to Forms Topic B: Enhance Navigation and Organization of Forms Topic C: Apply Conditional Formatting **Lesson 2: Sharing Data Across Applications** Topic A: Import Data into Access Topic B: Export Access Data Topic C: Link Tables to External Data Sources Topic D: Create a Mail Merge

Lesson 3: Using Macros to Improve User Interface Design

Topic A: Create a Macro
Topic B: Restrict Records Using a Condition
Topic C: Validate Data Using a Macro
Topic D: Automate Data Entry Using a Macro

Lesson 4: Using VBA

Topic A: Getting Started with VBA
Topic B: Enhance Access Using VBA

Lesson 5: Using Advanced Database Management

Topic A: Manage a Database
Topic B: Determine Object Dependency
Topic C: Document a Database

Lesson 6: Distributing and Securing a Database

Topic A: Splitting 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

Lesson 7: Managing Switchboards

Topic A: Create a Database Switchboard
Topic B: Modify a Database Switchboard
Topic C: Set Startup Options