Microsoft Access 2016 Advanced (Level III)

You've covered many of the basic functions of Microsoft® 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.

Course Content: Part I Course Content: Part II

### **Lesson 1:**Importing and Exporting Table Data

**Topic A:**Import and Link Data

**Topic B:**Export Data

**Topic C:**Create a Mail Merge

**Lesson 2:**Using Queries to Manage Data

**Topic A:**Create Action Queries

**Topic B:**Create Unmatched and Duplicate Queries

**Lesson 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

### **Lesson 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:**Filter Records by Using a Condition

**Topic D:**Create a Data Macro

**Lesson 5:**Using VBA to Extend Database Capabilities

**Topic A:**Introduction to VBA

**Topic B:**Use VBA with Form Controls

**Lesson 6:**Managing a Database

**Topic A:**Back Up a Database

**Topic B:**Manage Performance Issues

**Topic C:**Document a Database

**Lesson 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