PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Access 2016 Advanced Training

REQUEST QUOTE

1.0 DAY COURSE

Microsoft Access 2016 Advanced is the latest software that introduces web apps to Access. Now, you can easily build an Access web app and share it with others as a SharePoint app in a web browser.

This advanced training course in Access 2016 provides expert knowledge and skills in customizing apps, using advanced field tasks, working with Expression Builder, creating queries, handling data, creating forms and reports, and more.

This highly valuable and dynamic course is now available throughout Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio, Seattle and US wide.

Click the "Group Training Quote" button for a free quote for your internal team training or click the "Register Now" button to view the current public schedule.

What You'll Gain:

This Advanced Access 2016 training course is for participants who intend to design databases at an advanced level and/or want to improve existing Access databases. You will be introduced to the concept of the relational database and the Microsoft Office Access 2016 relational database application and its information management tools.

Outcomes

This extensive training course empowers participants with advanced understanding and skill development in Access 2016 to help them master it.

After completing this course, participants will have learned to:

- Use app view
- Format controls
- Add, edit and delete views
- Modify the Action bar
- Move, resize and delete controls

- Add controls from the Ribbon and the Field List
- Change control properties
- Adjust row height and width
- Hide and freeze fields
- Add from Outlook and save an Outlook contact
- Work with Required Fields and Unique Fields
- Work with indexing
- Add lookup and relationship fields
- Work with the Expression Builder
- Work in the Table Design view
- Link, import, and export data
- Create queries
- Create forms and reports

Modules

Lesson 1: Implementing Advanced Form Design

- Types of Controls
- Move Form Controls
- Sub forms
- Navigation Control and Navigation Forms
- Insert Headers and Footers
- Conditional Formatting
- Tab Pages

Lesson 2: Using Data Validation

- Field Properties
- Form Validation

Lesson 3: Using Macros to Improve User Interface Design

- Macros
- Macro Conditions
- Event Properties for Data Validation
- Event Properties for Automating Data Entry
- Macros and VBA

Lesson 4: Using Advanced Database Management

- Macros
- External Data Sources
- Exclusive Mode
- Object Dependency
- The Database Documenter
- Performance Analyser

Lesson 5: Distributing and Securing a Database

- Splitting a Database
- Security Strategies in Access 2016

Lesson 6: Managing Switchboards

- Switchboards
- Switchboard Modification
- Database Start-up Options

- Password Protection Guidelines
- The ACCDE File Format
- Digital Signatures

Talk to our expert team

Phone:

Email: