

Microsoft Access 2016 Level 3



MS Access Course Outline:

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



ASM Educational Center (ASM)

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