

Microsoft Office Access 2013 Level 3 Online Training



Course Outline

Access 2013: Level 3

Lesson 01 - Implementing Advanced Form Design

Topic A: Add Controls to Forms
 Types of Controls
 Other Elements
 The Original frmInventory View
 The frmInventory Target Layout
 Styling Elements
 Demo 1-1: Changing the Tab Order on a Form
 Topic B: Create Subforms
 Subforms
 Demo 1-2: Creating a Subform
 Topic C: Organize Information with Tabs Pages
 Demo 1-3: Creating Tab Pages
 Topic D: Enhance Navigation of Forms
 Demo 1-4: Creating a Navigation Form
 Topic E: Apply Conditional Formatting
 Demo 1-5: Changing the Display of Data Conditionally
 Lesson 01 Review

Lesson 02 - Using Data Validation

Topic A: Field and Record Validation
 Field and Record Navigation
 Field Properties for a Number Data Type Field in tblInventory
 Input Masks
 Input Mask Characters
 Lookup Lists
 Demo 2-1: Validating Data with a Field Property
 Topic B: Form Validation
 Selecting the Type of Combo Box for a Form
 Controls – List Box and Option Group
 Demo 2-2: Using a Combo Box Control to Limit Option Values
 Lesson 02 Review

Lesson 03 - Using Macros to Improve User Interface Design

Topic A: Create a Macro
 Macros

The Macro Builder Window and Action Catalog
 Macro Actions and Positioning Arrows
 Types of Macro Actions
 Event Options Form Field
 Macro Event Groups
 Events and Supported Controls
 Demo 3-1: Creating a Macro to Open a New Record on a Form
 Topic B: Restrict Records Using a Condition
 The OpenForm Macro Action with Where Condition
 Demo 3-2: Using the Where Condition to Restrict Data
 Topic C: Validate Data Using a Macro
 Validate Data Using a Macro
 Demo 3-3: Using a Macro to Validate Data
 Topic D: Automate Data Entry Using a Macro
 Event Properties for Automating Data Entry
 Demo 3-4: Automating Data Entry with a Macro
 Topic E: Convert a Macro to VBA
 Macros and VBA
 Demo 3-5: Converting a Macro to VBA
 Lesson 03 Review

Lesson 04 - Using Advanced Database Management

Topic A: Link Tables to External Data Sources
 External Data Sources
 Demo 4-1: Using an External Data Source
 Topic B: Manage a Database
 Modes to Open a Database
 Maintaining a Database
 Demo 4-2: Compacting and Repairing a Database
 Topic C: Determine Object Dependency
 The Object Dependencies Pane
 Demo 4-3: Viewing Object Dependency
 Topic D: Document a Database
 Database Documenter
 Demo 4-4: Using the Database Documenter
 Topic E: Analyze the Performance of a Database
 Analysis Results

Demo 4-5: Using the Performance Analyzer
Lesson 04 Review

Lesson 05 - Distributing and Securing a Database

Topic A: Splitting a Database for Multiple User Access
Viewing Tables in a Split Database
Demo 5-1: Splitting a Database
Topic B: Implement Security
The Message Bar
Implementing Security
The Trust Center Dialog Box
Demo 5-2: Adding a Trusted Location
Topic C: Set Passwords
Password Guidelines
Demo 5-3: Setting a Database Password
Topic D: Convert an Access Database to an ACCDE File
ACCDE File Format
Creating an ACCDE File
Quick Start Database Templates Menu
Template Customization
Saving Your Database as a Template
Demo 5-4: Converting a Database to ACCDE Format
Topic E: Package a Database with a Digital Signature
Packaging a Database with Digital Signatures
Package and Sign
Certificates
Lesson 05 Review

Lesson 06 - Managing Switchboards

Topic A: Create a Database Switchboard
The Switchboard Manager's Initial Message
The Switchboard Manager's Main Screen
Demo 6-1: Creating a Simple Switchboard
Topic B: Modify a Database Switchboard
Demo 6-2: Modifying a Switchboard
Topic C: Set Startup Options
Startup Options for the Current Database
Error Checking Options
Demo 6-3: Setting Startup Options
Lesson 06 Review
Course Closure