

Microsoft® Office Access® 2013: Part 3 [Exam 77-424]

Course Specifications

Course Number: ELK91-006_rev2.2

Course length: 1.0 day(s)

Course Description

You've covered many of the basic functions of Microsoft® Office 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 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 previous two days round out your Access education and provide you with marketable job skills.

You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Access 2013.

Target Student: Students taking this course are database administrators or prospective database administrators who have experience working with Access 2013 and need to learn advanced skills.

This course is also for students who seek the Microsoft Office Specialist (MOS) certification and who want to prepare for Exam 77-885, Microsoft Office 2013.

Prerequisites: To ensure your success in your course you should have experience working with Microsoft Access 2013, including a working knowledge of database design and creation, form design and creation, report design and creation, a working knowledge of database querying and the various table relationships. You can obtain this level of skill and knowledge by taking the following Logical Operations courses:

- Microsoft® Office Access® 2013: Part 1
- Microsoft® Office Access® 2013: Part 2 **Delivery Method:** Instructor led ...

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software Requirements

- Microsoft® Office Professional Edition 2013
- Microsoft® Windows® 8

Course Content

Lesson 1: Implementing Advanced Form Design

- Topic A: Add Controls to Forms
- Topic B: Create Subforms
- Topic C: Organize Information with Tab Pages
- Topic D: Enhance Navigation of Forms
- Topic E: Apply Conditional Formatting

Lesson 2: Using Data Validation

- Topic A: Field and Record Validation
- Topic B: Form Validation

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
- Topic E: Convert a Macro to VBA

Lesson 4: Using Advanced Database Management

- Topic A: Link Tables to External Data Sources
- Topic B: Manage a Database
- Topic C: Determine Object Dependency
- Topic D: Document a Database
- Topic E: Analyze the Performance of a Database

Lesson 5: Distributing and Securing a Database

- Topic A: Splitting a Database for Multiple User Access
- Topic B: Implement Security
- Topic C: Set Passwords
- Topic D: Convert an Access Database to an ACCDE File
- Topic E: Package a Database with a Digital Signature

Lesson 6: Managing Switchboards

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