Document Generated: 11/15/2026

Learning Style: Online Instructor-Led

Technology: Microsoft

Difficulty: Advanced

Course Duration: 1 Day

Microsoft® Access® for Office 365™ : Part 3



About This Course:

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 separates database professionals from the casual database users or occasional designers.

Course Objectives:

- Share data across applications.
- Use action, unmatched, and duplicate queries to manage data.
- Create complex reports and forms.
- Use macros to improve user interface design.
- Use VBA to extend database capabilities.
- Perform database management tasks such as backup, compacting, repairing, performance analysis, checking object dependencies, and documenting.
- Implement security strategies and distribute a database to multiple users.

Audience:

- Individuals with basic to intermediate knowledge of database management.
- Office professionals, data analysts, and anyone looking to improve productivity with Access.
- Students or learners aiming to strengthen their practical database skills.

Prerequisites:

- To ensure your success in this course, you should have experience working with Access, including a working knowledge of database design and creation, form design and creation, report design and creation, and a working knowledge of database querying and the various table relationships

Course Outline:

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