

Advanced Microsoft Access 2019 (MS-55280)

Modality: Virtual Classroom

Duration: 2 Days

About this course:

A sound knowledge of Office 365 can help you succeed at life by not only helping you land a well paying job but also a job which you will greatly enjoy. An average Office 365 Consultant is paid around **\$104,073** per year which is a pretty good annual income in the current economy. However, it is absolutely necessary that you be equipped with the right skill set needed to succeed at it. This course offers you exactly that.

The Microsoft Advanced Access 2019 course is a master class in designing highly advanced databases. This course is specifically designed for students who wish to create better and superior databases and /or those who want to build upon their previous Microsoft Access 2019 databases or Microsoft 365 databases.

Course Objective:

Upon completion of the course, the participant should have an advanced skill set and a sound working knowledge of the following principals.

- A good knowledge and understanding of database relationships
- An advanced ability to work with table relationships
- The aptitude to work with queries at a highly advanced stage.
- A higher understanding of working with forms at a more complex level.
- An advanced understanding and skills required to work with reports.
- A basic but skilled ability to work with macros.
- A general working knowledge of how to complete the desktop application with the navigation form.

Audience:

This particular course is aimed at the following audience;

- Students with a basic know-how of Microsoft Access 2019 and an intention to gain a higher and more advanced skill set .
- Students who wish to learn about the topics in the 2019 interface which have been overviewed by this course

Prerequisites:

The following prerequisites are absolutely necessary to be eligible to take this course;

- A very basic working knowledge and an entry level skill set in Microsoft Access

Course Outline:

Module 1: Relationships

This module explains how to work with relationships in Microsoft Access.

Lessons

- Review
- Referential Integrity
- Relationships
- A Few Words about Naming Conventions

Lab : Installing and Configuring Windows 7

After completing this module, students will be able to:

- Understand referential integrity.
- Establish relationships between tables.

Module 2: Queries

This module explains how to work with queries in Microsoft Access.

Lessons

- Query Design View
- Review of Select Queries
- Review of Select Queries with Criteria
- Logical Operators
- Parameter Queries
- Action Queries

Lab : Queries Exercises

- Creating Select and Action Queries
- Creating a Parameter Query

After completing this module, students will be able to:

- Work with select and action queries.
- Work with logical operators.
- Create and run select, parameter, make table, append, update, and delete queries.

Module 3: Table Functions

This module explains how to work with table functions.

Lessons

- Importing Data
- Linking Tables from External Sources
- Import Tables from Other Databases
- Tables from Templates and Application Parts

Lab : Table Functions Exercises

- Importing Data from Excel
- Exporting Data to Excel

After completing this module, students will be able to:

- Import data from Excel.
- Export data to Excel.

Module 4: Forms

This module explains how to work with forms in Microsoft Access.

Lessons

- Design View
- Formatting
- Tab Order
- Create Forms with Application Parts
- Creating a Subform
- Alter a Form

Lab : Creating Forms

After completing this module, students will be able to:

- Understand the parts of a form.
- Add objects to a form.
- Add, move, format, and order fields on a form.
- Understand controls available for forms.

Work with form properties, section properties

Module 5: Reports

This module explains how to work with reports in Microsoft Access.

Lessons

- Design View
- Report Sections
- Arranging Fields on a Report
- Resizing the Detail Section
- Grouping and Sorting
- Setting Properties on a Report
- Special Report Fields
- Controls
- Subreports
- Application Parts
- Deleting a Report
- Formatting a Report

Lab : Creating Reports

After completing this module, students will be able to:

- Create and format Access reports.
- Work with the various sections of a report.
- Group, sort, and add totals for records on a report.
- Work with the Expression Builder.
- Work with property sheets.

Module 6: Macros

This module explains how to work with macros in Microsoft Access.

Lessons

- Macro Basics
- Running a Macro

Lab : Creating Simple Macros

After completing this module, students will be able to:

- Create several simple macros.
- Run macros.

Module 7: Completing the Desktop Application

This module explains how to complete the desktop application in Microsoft Access.

Lessons

- The Navigation Form
- Running Macros from a Navigation Form
- Setting the Navigation Form as the Default Form
- Splitting the Database
- Distributing the Front-end Database
- Database Maintenance

Lab : Creating a Navigation Form

After completing this module, students will be able to:

- Create navigation forms.
- Split an Access database into front-end and back-end databases.
- Distribute an Access database front end to your users.