

Access 2013 Advanced II

Modality: On Demand

Duration: 5 Hours

About this Course:

This course is a part of series of courses on Advanced operations of Microsoft Access 2013 which aspires to impart advanced level Microsoft Access skills. This course is the second in the aforementioned series of courses. Individuals can expect to better hone their skills of managing databases in Microsoft Access which serves as one of the most famous business program by Microsoft. This course has a particular focus on how to design and build databases. Later, this course will delve deeper into exploring tables and forms, querying data, creating advanced reports and using Macros to develop automation.

Microsoft Access takes things up a notch as compared to Microsoft Excel. The primary features which differentiate it from Excel include tracking, reporting and working with data, reports and calculations in a modified manner. Another advantage of Access includes its ability to work without additional programming which enables common businesses to use it instead of spending time, energy and money on developing expensive and customized programs. Access comes with a set of powerful features which can satisfy professional data managers as well as new users due to their level of complexity which is paired with easy use features.

Audience:

This course is targeted towards the following audience;

- Those who have a fundamental understanding of Microsoft Access 2013 and an interest to learn further.

Prerequisites:

These are the prerequisites which are an absolute requirement for attending this course.

- A strong basic working knowledge of Microsoft Access
- A basic understanding of databases including how to design and manage them.
- Microsoft Access 2013

Course Outline:

Automating Access Databases

- Introduction
- Open CMDBTNS

- Open frmDataReview
- Turn tabbed windows OFF
- What is a Macro?
- Create our First Macro
- Add Arguments
- Save macros before running them
- Run our First Macro
- OpenForm Action
- Maximize all windows
- Restore Window (un-Maximize)
- Insert an Action between others
- Add Message Box
- Double-clicking Macro
- Add a macro button
- Format the button
- Button Properties
- Macro button with NO wizard
- Revisit linked form
- Custom Macro: Re-open frmCustomerData
- Issue: Child doesn't match parent
- Intellisense for formulas
- Final Step: Test your Where-clause
- Control window placement
- Data entry macros
- Create IF-block
- Test our GoToControl
- Visual Basic
- VBA Code Builder
- What if I make a mistake?
- [Alt]+[F11] to VBA Editor
- Debugging VBA macros
- InputBox and Select Case
- Test your macro
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Database Maintenance and Deployment

- Open File CMDBTNS.accdb
- Compact and Repair
- Compact on Close
- Open MY SWITCHBOARDS.accdb
- Create Hyperlinks in a Database
- Freeze fields
- Hyperlink 2nd record to your company's website
- Edit hyperlinks

- Switchboard method A
- Button-wizard just for forms and reports
- Find the Switchboard Manager
- Start Switchboard Manager
- Test Basic Switchboard "Switching"
- Buttons for Forms & Reports
- Open forms in Add or Edit Mode
- Test latest Switchboard B
- Navigation Form
- Insert Navigation Button
- Drag in Child Forms
- Format the tabs
- Add a logo
- AutoExec macro
- Startup Options
- Test your Startup Options
- Override Startup Options
- Full screen, no tabs
- Reset normal startup
- Record Locking
- Group Security
- User Security Wizard
- Create User Groups
- Add new users
- Assign people to user groups
- Security Snapshot Report
- Sign in as John
- Sign in as Paul
- Sign in as Richard
- Override permissions
- Test the permissions override
- Add a new user