

Microsoft Office Access 2013: Part 3

Course Overview

This course provides students with knowledge and skills such as database management, advanced form design, packaging a database, encrypting a database, and preparing a database for multi-user access.

<u>Course Introduction</u>	2m
Course Introduction	
<u>Lesson 01 - Implementing Advanced Form Design</u>	42m
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	
<u>Lesson 02 - Using Data Validation</u>	29m
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

40m

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

27m

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

32m

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

17m

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

Total Duration: 3h 9m