Microsoft Access for Office 365: Part 3

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

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.This course is the third part of a three-course series that covers the skills needed to perform basic database design and development in Access.Microsoft® Access® for Office 365 : Part 1 : Focuses on the design and construction of an Access database viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.Microsoft® Access® for Office 365 : Part 2 : Focuses on optimization of an Access database, including optimizing performance and normalizing data; data validation; usability; and advanced queries, forms, and reports.Microsoft® Access® for Office 365 : Part 3 (this course): Focuses on managing the database and supporting complex database designs, including import and export of data; using action queries to manage data; creating complex forms and reports; macros and Visual Basic for Applications (VBA); and tools and strategies to manage, distribute, and secure a database.This course may be a useful component in your preparation for the Microsoft Access Expert (Microsoft 365 Apps and Office 2019): Exam MO-500 certification exam.

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.This course is the third part of a three-course series that covers the skills needed to perform basic database design and development in Access.Microsoft® Access® for Office 365 : Part 1 : Focuses on the design and construction of an Access database viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.Microsoft® Access® for Office 365 : Part 2 : Focuses on optimization of an Access database, including optimizing performance and normalizing data; data validation; usability; and advanced queries, forms, and reports.Microsoft® Access® for Office 365 : Part 3 (this course): Focuses on managing the database and supporting complex database designs, including import and export of data; using action queries to manage data; creating complex forms and reports; macros and Visual Basic for Applications (VBA); and tools and strategies to manage, distribute, and secure a database.This course may be a useful component in your preparation for the Microsoft Access Expert (Microsoft 365 Apps and Office 2019): Exam MO-500 certification exam.

Who Should Attend

Students taking this course are database administrators or prospective database administrators who have experience working with Access for Microsoft 365 and need to learn advanced skills.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

In this course, you will manage an Access database and add complex database features to improve its usability, efficiency, performance, and security. You will:

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.

Detailed 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

Additional Course Details

Nexus Humans Microsoft Access for Office 365: Part 3 training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft Access for Office 365: Part 3 course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Microsoft Access for Office 365: Part 3?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Microsoft Access for Office 365: Part 3 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft Access for Office 365: Part 3 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft Access for Office 365: Part 3?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft Access for Office 365: Part 3. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Microsoft Access for Office 365: Part 3?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft Access for Office 365: Part 3 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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