

Course Name**Microsoft Access Level 3****Course Duration****One Day****Course Objectives**

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

Course Content

- **Implementing Advanced Form Design**
 - Add Controls to Forms
 - Create Subforms
 - Organize Information with Tab Pages
 - Enhance Navigation of Forms
 - Apply Conditional Formatting
- **Using Data Validation**
 - Field and Record Validation
 - Form Validation
- **Using Macros to Improve User Interface Design**
 - Create a Macro
 - Restrict Records Using a Condition
 - Validate Data Using a Macro
 - Automate Data Entry Using a Macro
 - Convert a Macro to VBA
- **Using Advanced Database Management**
 - Link Tables to External Data Sources
 - Manage a Database
 - Determine Object Dependency
 - Document a Database
 - Analyse the Performance of a Database
- **Distributing and Securing a Database**
 - Splitting a Database for Multiple User Access
 - Implement Security
 - Set Passwords
 - Convert an Access Database to an ACCDE File
 - Package a Database with a Digital Signature
- **Managing Switchboards**
 - Create a Database Switchboard
 - Modify a Database Switchboard
 - Set Startup Options

Prerequisites

Microsoft Access Levels 1 & 2, or equivalent level of knowledge.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**