



## Microsoft Access 2016

Level 3

One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

### General Description:

The skills and knowledge acquired in Microsoft Access 2016 - Level 3 are sufficient to design and create a multi-table database and automate operations using macros and have a general understanding of the programming environment in Microsoft Access 2016.

### What You Will Learn:

At the completion of this course participants should be able to:

- design a relational database project
- create a relational database file with multiple tables
- set table relationships and join tables together
- export records to and import records from a wide variety of sources and applications
- create queries based on one or more tables
- create and work with aggregation queries
- create and use a series of action queries
- make your *Microsoft Access* data and computer more secure
- understand and use a variety of tools that ensure the wellness of your database files
- create some simple programming code using **VBA**

### Course Content

The course covers:

#### Creating a Relational Database

- Creating a New Database File
- Creating Lookup Tables
- Defining a Primary Key
- Saving and Closing a Table
- Creating the Expense Type Table
- Creating the Transactions Table
- Creating the Details Table
- Challenge Exercise
- Challenge Exercise Data

#### Setting Table Relationships

- Understanding Table Relationships
- Understanding Lookup Relationships
- Looking Up the Employees Table

- Looking Up the Expense Types Table
- Viewing Table Relationships
- Understanding Table Joins
- Editing the Employee Table Join
- Editing the Expense Type Table Join
- Creating a New Join
- Creating a Relationship Report
- Challenge Exercise
- Challenge Exercise Sample

#### Importing and Exporting Records

- Exporting Records to Microsoft Excel
- Exporting Records to a Text File
- Importing From Microsoft Excel
- Importing From a Text File
- Linking to an External Source
- Challenge Exercise

- Challenge Exercise Sample

#### Multi Table Queries

- Understanding Relational Queries
- Creating a Relational Query Design
- Filtering a Relational Query
- Filtering Related Fields
- Adding More Tables and Fields
- Utilising Hidden Fields
- Understanding Query Joins
- Creating an Inner Join
- Creating a Left Outer Join
- Creating a Right Outer Join
- Challenge Exercise
- Challenge Exercise Sample

#### Aggregation Queries

- Creating an Aggregation Query
- Working With Aggregation Queries
- Multiple Aggregations



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- Modifying Aggregation Headings
- Aggregating Calculated Fields
- Applying Criteria to Aggregates
- Understanding Nested Queries
- Creating an Assembly Query
- Creating the Nesting Query
- Challenge Exercise
- Challenge Exercise Sample

#### Action Queries

- Creating a Make Table Query
- Using a Make Table Query
- Understanding Expressions and Update Queries
- Preparing an Update Query
- Running an Update Query
- Updating Using Expressions
- Running an Expression-Based Update
- Creating a Delete Query
- Running a Delete Query
- Creating an Append Query
- Running an Append Query
- Turning Action Messages Off
- Challenge Exercise

- Challenge Exercise Sample

#### Database Security

- Understanding Database Trust
- Enabling Blocked Content
- Understanding the Trust Centre
- Creating a Trusted Location
- Opening a Database From a Trusted Location
- Encrypting a Database
- Decrypting and Opening a Database
- Removing a Database Password
- Understanding Package and Sign
- Creating a Self Signed Certificate
- Creating a Signed Package
- Extracting and Using a Signed Package
- Challenge Exercise

#### Database Wellness

- Compacting and Repairing a Database
- Understanding Database Splitting

- Using the Database Splitter
- Managing Linked Tables
- Checking Object Dependencies
- Analysing Database Performance
- Documenting a Database
- Challenge Exercise
- Challenge Exercise Sample

#### An Introduction to VBA

- Understanding VBA
- Coding VBA for an Event
- Running VBA Event Code
- Understanding MsgBox and InputBox
- Modifying an Existing Procedure
- Understanding the Modified Code
- Creating a Standard Module
- Loan Simulator Code
- Running the Code
- Understanding the Loan Simulator Code
- Creating a Button for the Simulator
- Attaching the Simulator Code
- Challenge Exercise
- Challenge Exercise Workspace

#### What You Take Away:

At the completion of the course, you get to take away the extensive coursebook for future reference.

#### What You Need To Know:

Microsoft Access 2016 - Level 3 assumes a significant knowledge of the software, and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

#### Measure of Success:

A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.

#### Certificate:

Upon successful completion of the workshop, you will be issued with an official course certificate

#### Which Course Next?:

This is the most advanced Access workshop.

#### Dates & Times:

Please refer to separate workshop schedule.

#### Course Policies Warranty:

There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course