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Microsoft Access 2016 **Advanced Training**

Overview & Learning Outcomes

The skills and knowledge acquired in **Microsoft Access 2016 - Advanced** 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.

Upon successful completion of this course you 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**

Prerequisites

Microsoft Access 2016 – Advanced 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.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

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Microsoft Access 2016
Advanced Training Course Outline

Relational Database Design

Designing a relational database
Scoping the system
Determining the inputs
Normalising a database
First normal form (1NF)
Second normal form (2NF)
Third normal form case study
Third normal form (3NF)
Database indexing

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

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 type table join
Editing the expense type table join
Creating a new join
Creating a relationship report

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

Multi Table Queries

Understanding relational queries
Creating a relational query design
Filtering a relational query
Filtering related fields
Understanding query joins
Creating an inner join
Creating a left outer join
Creating a right outer join

Aggregation Queries

Creating an aggregation query
Working with aggregation queries
Multiple aggregations
Modifying aggregation headings
Aggregating calculated fields
Applying criteria to aggregates
Understanding nested queries
Creating an assembly query
Creating the nesting query

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

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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

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

An Introduction to VBA

- Understanding VBA
- Coding VBA for an event
- Running VBA event code
- Understanding MsgBox and InputBox
- Modifying and 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

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