

MICROSOFT ACCESS FOR OFFICE 365 – PART 3

COURSE SPECIFICATIONS

Course Code:	MS-ACC-P3
Course No:	ELK91–146_rev1.1
Course Length:	2 Days
CertiPort Exam No:	MO-500

COURSE DESCRIPTION

You have covered many of the basic functions of Microsoft Access, and now you are 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 separate 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 Microsoft Access.

Microsoft Access for Office 365 - Part 3 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 VBA, and tools and strategies to manage, distribute, and secure a database.

TARGET AUDIENCE

Candidates 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.

PRE-REQUISITES

To ensure your success in this course, you should have experience working with Access, including a working knowledge of database design and creation, form design and creation, report design and creation, and a working knowledge of database querying and the various table relationships. It is recommended that you have completed *Microsoft Access for Office 365 – Part 1* and *Microsoft Access for Office 365 – Part 2* or possess equivalent knowledge.

HARDWARE REQUIREMENTS

For this course, you will need one computer for each candidate. **For classroom-based training, each computer will need the following *minimum* hardware configurations:**

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1280 × 1024 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse (or another pointing device).
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).

For virtual online training:

- The above-mentioned hardware requirements, also including, if possible, an extra monitor to follow the trainer with ease of access.
- Microphone and speakers or headset.

SOFTWARE REQUIREMENTS

For both classroom-based and virtual online training:

- Microsoft Windows 10 or 11.
- Microsoft 365 license (which provides the Microsoft Office apps).

NOTE: *The Microsoft 365 plan you use depends on the licensing available in your environment. Note that some Microsoft 365 plans do not include Access, so make sure you use one of the plans that includes the Access application.*

For virtual online training:

- A Microsoft Team account.
NOTE: *You don't need an account, as you can join a session as a guest, but it will be beneficial to you as it will give you more options and a better sharing experience.*

COURSE OBJECTIVES

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.

LEARNING OUTLINE

1. Importing and Exporting Table Data
 - a. Import and Link Data
 - b. Export Data
 - c. Create a Mail Merge
2. Using Queries to Manage Data
 - a. Create Action Queries
 - b. Create Unmatched and Duplicate Queries
3. Creating Complex Reports and Forms
 - a. Create Subreports
 - b. Create a Navigation Form
 - c. Show Details in Subforms and Popup Forms
4. Creating Access Macros
 - a. Create a Standalone Macro to Automate Repetitive Tasks
 - b. Create a Macro to Program a User Interface Component
 - c. Filter Records by Using a Condition
 - d. Create a Data Macro
5. Using VBA to Extend Database Capabilities
 - a. Introduction to VBA
 - b. Use VBA with Form Controls
6. Managing a Database
 - a. Back Up a Database
 - b. Manage Performance Issues
 - c. Document a Database

7. Distributing and Securing a Database

- a. Split a Database for Multiple-User Access
- b. Implement Security
- c. Convert an Access Database to an ACCDE File
- d. Package a Database with a Digital Signature

ASSESSMENTS

Formative assessments in the form of a knowledge questionnaire as well as minor projects will take place during the course. *Summative* assessments will be conducted at the end of the course in the form of a practical/theoretical test.

If a candidate does not wish to write a summative assessment, a Onetrust Training Solutions certificate that indicates *Attendance* will be provided.

MERSETA TRAINING PROVIDER

Onetrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.)

We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a *Onetrust Training Solutions* certificate for the relevant courses.

MICROSOFT CERTIFICATION

Microsoft Office certifications gives candidates a professional edge by providing globally recognized industry endorsed evidence of skills mastery, demonstrating your abilities and willingness to embrace new technologies. Workers can prove their skills and proficiency with Microsoft computer programs by earning the Microsoft Office Specialist (MOS) certification. Individuals can elect to earn certification in one or more Microsoft programs, such as Word, Excel, or PowerPoint.

This course is part of a **3-part-series** that covers the Microsoft Office Specialist Program exam objectives to help you prepare for the **Microsoft Access Expert (Microsoft Office 365 Apps and Office 2019): Exam MO-500** certification exam.

Microsoft Office Specialist is an internationally recognised qualification available in more than 160 countries around the world. Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

CONTACT DETAILS

Further enquiries may be directed to:

ONETRUST TRAINING SOLUTIONS (PTY) LTD

Vanderbijlpark | South Africa

Tel: +27 16 982 1651

Cell: +27 83 565 0915

Email: admin@otts.co.za