

# Access 2013 Level 4

Course Length: 1 day

## Course Description

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### Overview

You've covered many of the basic functions of Microsoft Access in levels 1 - 3 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 multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.

### Course Content

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Lesson 1 – Implementing Advanced Form Design	<ul style="list-style-type: none"><li>• Add Controls to Forms</li><li>• Create Subforms</li><li>• Organize Information with Tab Pages</li><li>• Enhance Navigation of Forms</li><li>• Apply Conditional Formatting</li></ul>
Lesson 2 – Using Data Validation	<ul style="list-style-type: none"><li>• Field Validation</li><li>• Form and Record Validation</li></ul>
Lesson 3 – Using Macros to Improve User Interface Design	<ul style="list-style-type: none"><li>• Create a Macro</li><li>• Restrict Records Using a Condition</li><li>• Validate Data Using a Macro</li><li>• Automate Data Entry Using a Macro</li><li>• Convert a Macro to VBA</li></ul>
Lesson 4 – Using Advanced Database Management	<ul style="list-style-type: none"><li>• Link Tables to External Data Sources</li><li>• Manage a Database</li><li>• Determine Object Dependency</li><li>• Document a Database</li><li>• Analyze the Performance of a Database</li></ul>
Lesson 5 – Distributing and Securing a Database	<ul style="list-style-type: none"><li>• Split a Database for Multiple User Access</li><li>• Implement Security / Set Password</li><li>• Convert Database to ACCDE File</li></ul>
Lesson 6 – Managing Switchboards	<ul style="list-style-type: none"><li>• Create a Database Switchboard</li><li>• Modify a Database Switchboard</li><li>• Set Startup Options</li></ul>