MACCAUVLEI LEARNING ACADEMY

Duration: 1 day

Course Overview

The purpose of the Advanced Microsoft Access training is to empower participants with advanced skills in database design, data manipulation, automation, and data analysis using Microsoft Access. This course equips individuals to handle complex data management tasks efficiently and offers insights into database optimization and data security. Participants will gain proficiency in advanced Access features and best practices, making them more valuable assets in their organizations

Audience Profile

Database Administrators seeking to deepen their database management skills. Database Developers and Analysts looking to automate and optimize data processes. Business Professionals and Analysts working with complex data sets. IT Professionals responsible for database management and security.

Certification

Certificate of completion

Word Intermediate Overview

Lesson 1: Advanced Database Design

- Entity-Relationship Diagrams (ERD)
- Table Normalization Techniques
- Complex Table Relationships
- Indexing and Optimization

Lesson 2: Advanced Query Techniques

- Advanced Query Design
- Parameter Queries
- Crosstab and Pivot Queries
- SQL Queries and Expressions

Lesson 3: Data Validation and Validation Rules

- Input Masks and Data Types
- Advanced Validation Rules
- Handling Null Values
- Complex Data Validation Techniques

Lesson 4: Advanced Form Design

- Tab Controls and Sub-forms
- Advanced Form Controls
- Creating Custom Forms
- Data-Driven Forms

Lesson 5: Advanced Report Design

- Sub-reports and Linked Reports
- Calculated Controls and Expressions
- Grouping and Sorting in Reports
- Interactive Reports

Lesson 6: Automation with Macros

- Creating Advanced Macros
- Data Import and Export Macros
- Event-Driven Macros
- Error Handling and Debugging

Lesson 7: VBA (Visual Basic for Applications)

- Introduction to VBA
- Writing VBA Code
- Automating Complex Tasks
- Custom Functions and Procedures

Lesson 8: Integration with Office Applications

- Integrating Access with Excel
- Data Export to Word and PowerPoint
- Outlook Integration
- Automating Office Tasks

Lesson 9: Advanced Data Management

- Data Import and Export Techniques
- Data Transformation and Manipulation
- Data Analysis and PivotTables
- Handling Large Datasets

Lesson 10: Security and Data Protection

- User-Level Security
- Encrypting Databases
- Backup and Restore Strategies
- Data Recovery Options

Pre-Requisites

Required:

- Familiarity with a Windows-based computer

Invest in your people, Invest In your future.