



Microsoft Access 2016 Level 3

Take your skills to the next level by utilizing the advanced features of Access 2016. Topics include customizing a form layout to improve usability and efficiency of data entry; sharing data across applications; using macros to improve user interface design; using VBA to enhance tasks; organizing data into appropriate tables; locking down and preparing tables for distribution to multiple users; and creating and modifying a database switchboard.

Who Should Take This Course?

Students taking this course are database administrators or prospective database administrators who have experience working with Access 2016 and need to learn advanced skills.

Course Objectives

- Customize a form layout to improve usability and efficiency of data entry.
- Share data across applications.
- Use macros to improve user interface design.
- Use VBA to enhance tasks.
- Organize data into appropriate tables to ensure data dependency and minimize redundancy.
- Lock down and prepare a database for distribution to multiple users.
- Create and modify a database switchboard and set the startup options.

Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and practice
- Prerequisite: Microsoft Access Level 2 or equivalent

Course Content

Implementing Advanced Form Design

- Add Controls to Forms
- Enhance Navigation and Organization of Forms
- Apply Conditional Formatting

Sharing Data Across Applications

- Import Data into Access
- Export Access Data
- Link Tables to External Data Sources
- Create a Mail Merge



Using Macros to Improve User Interface Design

- Create a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

Using VBA

- Getting Started with VBA
- Enhance Access Using VBA

Using Advanced Database Management

- Manage a Database
- Determine Object Dependency
- Document a Database

Distributing and Securing a Database

- Splitting a Database for Multiple User Access
- Implement Security
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

Managing Switchboards

- Create a Database Switchboard
- Modify a Database Switchboard
- Set Startup Options

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance* and other program requirements have been met. If you complete a certificate program by



CONTINUING EDUCATION Course Outline

taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm. The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

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