

# Course Outline



Tel: +44 (0) 118 979 4000 Fax: +44 (0) 118 979 4000

Email: [training@ptr.co.uk](mailto:training@ptr.co.uk) Web: [www.ptr.co.uk](http://www.ptr.co.uk)

## Microsoft Office Access 2013 Level 3

### Course Description:

You will 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. Delegates taking this course will usually be database administrators or prospective database administrators who have experience working with Access 2013 and need to learn advanced skills.

This course will prepare you for the Microsoft Office Specialist (MOS) certification.

### Pre-requisites:

Before starting this course, delegates are recommended to take the PTR courses: Microsoft Office Access 2013 : Level 1 and Microsoft Office Access 2013 : Level 2, or have equivalent knowledge and skills.

### Course Content:

- **Implementing Advanced Form Design**
  - Add Controls to Forms
  - Create Subforms
  - Organize Information with Tab Pages
  - Enhance Navigation of Forms
  - Apply Conditional Formatting
- **Using Data Validation**
  - Field and Record Validation
  - Form Validation

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- **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
  - Convert a Macro to VBA
- **Using Advanced Database Management**
  - Link Tables to External Data Sources
  - Manage a Database
  - Determine Object Dependency
  - Document a Database
  - Analyze the Performance of a Database
- **Distributing and Securing a Database**
  - Splitting a Database for Multiple User Access
  - Implement Security
  - Set Passwords
  - 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

**Course Duration:**

**1 Days**

21a Peach Street Wokingham Berkshire RG40 1XJ

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Registered Office: Grenville Court Britwell Road Burnham Bucks SL1 8DF Company Registered No: 2442290 – VAT registration No:532 1929 56