



# Access 2019 - Part 2

## **COURSE OUTLINE**

### 1 - IMPROVING TABLE USABILITY

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- Topic A: Create Lookups Within a Table
- Topic B: Work with Subdatasheets

### 2 - CREATING ADVANCED QUERIES

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- Topic A: Create Query Joins
- Topic B: Create Subqueries
- Topic C: Summarize Data

### 3 - IMPROVING FORM PRESENTATION

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- Topic A: Apply Conditional Formatting
- Topic B: Create Tab Pages with Subforms and Other Controls

### 4 - CREATING ADVANCED REPORTS

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- Topic A: Apply Advanced Formatting to a Report
- Topic B: Add a Calculated Field to a Report
- Topic C: Control Pagination and Print Quality
- Topic D: Add a Chart to a Report

### 5 - IMPORTING AND EXPORTING TABLE DATA

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- Topic A: Import and Link Data
- Topic B: Export Data
- Topic C: Create a Mail Merge

## 6 - USING QUERIES TO MANAGE DATA

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- Topic A: Create Action Queries
- Topic B: Create Unmatched and Duplicate Queries

## 7 - CREATING COMPLEX REPORTS AND FORMS

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- Topic A: Create Subreports
- Topic B: Create a Navigation Form
- Topic C: Show Details in Subforms and Popup Forms

## 8 - CREATING ACCESS MACROS

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- Topic A: Create a Standalone Macro to Automate Repetitive Tasks
- Topic B: Create a Macro to Program a User Interface Component
- Topic C: Restrict Records by Using a Condition
- Topic D: Create a Data Macro

## 9 - USING VBA TO EXTEND DATABASE CAPABILITIES

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- Topic A: Getting Started with VBA
- Topic B: Using VBA with Form Controls

## 10 - MANAGING A DATABASE

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- Topic A: Back Up a Database
- Topic B: Manage Performance Issues
- Topic C: Document a Database

## 11 - DISTRIBUTING AND SECURING A DATABASE

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- Topic A: Split a Database for Multiple-User Access
- Topic B: Implement Security
- Topic C: Convert an Access Database to an ACCDE File
- Topic D: Package a Database with a Digital Signature