



# Access 2016

## Level 3

In this class, you will learn advanced features in Microsoft Access by automating tasks creating a Macro, actionable queries, a Switchboard Menu System, forms and subforms and more. These advance features when enable you to enhance your Access database experience in meeting your business needs.

### Lesson 1 - Working with Macros

- Creating a Macro
- Adding Additional Macro Actions
- Running a Macro Step-By-Step
- Assigning a Macro to a Command Button
- Creating a Macro Group
- Using a Macro Group
- Using Macro Conditions
- The AUTOEXEC Macro
- Creating an Autokeys Macro
- Creating a Data Macro
- Adding a Macro to the Quick Access Toolbar

### Lesson 2 - Action Queries

- About Action Queries
- Creating a Make-Table Query
- Creating an Append Query
- Creating an Update Query
- Creating a Delete Query
- Creating a SQL Query

### Lesson 3 - Importing and Exporting Data

- Importing Data from a Text File
- Importing Data from Excel
- Importing Data from Another Access Database
- Linking Data
- Exporting Data to Other Formats
- Exporting Data to a Pdf File
- Exporting Data to Another Access Database
- Exporting Data to Excel
- Exporting Data to Microsoft Word
- Exporting Data to a Microsoft Word Mail Merge

#### **Lesson 4 - Creating a Menu System**

- Creating a Switchboard
- Adding Switchboard Items
- Using the Switchboard
- Editing a Switchboard
- Setting Startup Options
- Creating a Navigation Form

#### **Lesson 5 - Working With Forms and Reports**

- Adding a Subform Using The Subform/Subreport Tool
- Modifying a Subform
- Aligning Controls to Each Other
- Creating an Option Group
- Edit Sorting and Grouping Levels in a Report
- Inserting Total Fields in a Report
- Using Rectangles, Lines and Borders

#### **Lesson 6 - Database Tools and Maintenance**

- Using Compact and Repair
- Changing Database Properties
- Documenting a Database
- Analyzing a Database
- Viewing Object Dependencies
- Backing Up a Database
- Splitting a Database
- Setting a Database Password