Access 365 Level 3 : Access 365 Level 3

In this course, you learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multiple-user access, and more. Knowledge of these features separates database professionals from the casual database users or occasional designers.

Course Outcomes

Upon successful completion of this course, you will be able to:

Use action, unmatched, and duplicate queries to manage data.

Create complex reports and forms.

Use macros to improve user interface design.

Use VBA to extend database capabilities.

Perform database management tasks such as backup, compacting, repairing, performance analysis, checking object dependencies, and documenting.

Implement security strategies and distribute a database to multiple users.