

Access 365 Level 3 Outline

ACCESS 365 LEVEL 3 – INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN ACCESS 365?

LESSON 1 - WORKING WITH MACROS

- 1.1 CREATING A MACRO
- 1.2 ADDING ADDITIONAL MACRO ACTIONS
- 1.3 RUNNING A MACRO STEP-BY-STEP
- 1.4 ASSIGNING A MACRO TO A COMMAND BUTTON
- 1.5 CREATING A MACRO GROUP
- 1.6 USING A MACRO GROUP
- 1.7 USING MACRO CONDITIONS
- 1.8 THE AUTOEXEC MACRO
- 1.9 CREATING AN AUTOKEYS MACRO
- 1.10 CREATING A DATA MACRO
- 1.11 ADDING A MACRO TO THE QUICK ACCESS TOOLBAR

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

LESSON 2 - ACTION QUERIES

- 2.1 ABOUT ACTION QUERIES
- 2.2 CREATING A MAKE-TABLE QUERY
- 2.3 CREATING AN APPEND QUERY
- 2.4 CREATING AN UPDATE QUERY
- 2.5 CREATING A DELETE QUERY
- 2.6 CREATING A SQL QUERY

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

LESSON 3 - IMPORTING AND EXPORTING DATA

- 3.1 IMPORTING DATA FROM A TEXT FILE
- 3.2 IMPORTING DATA FROM EXCEL
- 3.3 IMPORTING DATA FROM ANOTHER ACCESS DATABASE
- 3.4 LINKING DATA
- 3.5 EXPORTING DATA TO OTHER FORMATS
- 3.6 EXPORTING DATA TO A PDF FILE
- 3.7 EXPORTING DATA TO ANOTHER ACCESS DATABASE
- 3.8 EXPORTING DATA TO EXCEL

3.9 EXPORTING DATA TO MICROSOFT WORD
3.10 EXPORTING DATA TO A MICROSOFT WORD MAIL MERGE
LESSON 3 QUIZ
LAB 3 – ON YOUR OWN

LESSON 4 - CREATING A MENU SYSTEM
4.1 CREATING A SWITCHBOARD
4.2 ADDING SWITCHBOARD ITEMS
4.3 USING THE SWITCHBOARD
4.4 EDITING A SWITCHBOARD
4.5 SETTING STARTUP OPTIONS
4.6 CREATING A NAVIGATION FORM
LESSON 4 QUIZ
LAB 4 – ON YOUR OWN

LESSON 5 - WORKING WITH FORMS AND REPORTS
5.1 ADDING A SUBFORM USING THE SUBFORM/SUBREPORT TOOL
5.2 MODIFYING A SUBFORM
5.3 ALIGNING CONTROLS TO EACH OTHER
5.4 CREATING AN OPTION GROUP
5.5 EDIT SORTING AND GROUPING LEVELS IN A REPORT
5.6 INSERTING TOTAL FIELDS IN A REPORT
5.7 USING RECTANGLES, LINES AND BORDERS
LESSON 5 QUIZ
LAB 5 – ON YOUR OWN

LESSON 6 - DATABASE TOOLS AND MAINTENANCE
6.1 USING COMPACT AND REPAIR
6.2 CHANGING DATABASE PROPERTIES
6.3 DOCUMENTING A DATABASE
6.4 ANALYZING A DATABASE
6.5 VIEWING OBJECT DEPENDENCIES
6.6 BACKING UP A DATABASE
6.7 SPLITTING A DATABASE
6.8 SETTING A DATABASE PASSWORD
LESSON 6 QUIZ
LAB 6 – ON YOUR OWN

CLASS PROJECT – SALES DATABASE

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