Course Title: Microsoft Access III

Course Description: Advanced topics include action and parameter queries, advanced forms including subforms; advanced reports, integration with other programs, and setting Access options and database security.

Course Prerequisite(s): Microsoft Access II

Course Objectives:
1. Set up complex queries and forms
2. Create complex reports
3. Customize database interface and set security

Textbook(s):
Microsoft Access 2013: Level 3
Labyrinth Learning

Next Class Possibilities:
Microsoft Access VBA I

Lesson Plan – by week or session
Session 1: Setting up Complex Forms
- Identifying Complex Form Features
- Creating a main form containing a Subform
- Adding a calculated control to a form
- Setting Properties to Assist and Control Data Entry

Session 2: Creating Complex Reports
- Importing a report into a database
- Adding a subreport to a main report
- Creating a report from a subreport
- Numbering items in a report
- Creating calculated controls on a subreport
- Setting page breaks and customizing controls
- Analyze report performance

Session 3: Customizing the Database Interface and Setting Security
- Setting Access options
- Customizing the database interface
• Setting database security

Session 4: **Integrating Access with Other Applications**
  • Converting Access 2010 databases to other Access formats
  • Attaching files to database records
  • Integrating Access with Word
  • Integrating Access with Excel
  • Collecting data using Outlook
  • Displaying Access data on the web

Session 5: **Instructor’s Discretion**

Session 6: **Course Summary**
  • Review
  • Question and Answers