

Released June 2022

Section/Lesson/Topic Section	Name	Change Type
Throughout the course		<ul style="list-style-type: none"> <li>Reshot images as the tabs for objects has a new look (no longer is the tab the theme color used in Access, it now is white with a theme color border on the top of the selected tab).</li> </ul>
Frontmatter	Microsoft Office Software Updates	<ul style="list-style-type: none"> <li>Here and throughout the course, reference to the subscription is changed from “Office 365” to “Microsoft 365”.</li> </ul>
	Presentation Tips	<ul style="list-style-type: none"> <li>Added Student Note at end of section regarding Microsoft accounts.</li> </ul>
	Course-Specific Technical Requirements	<ul style="list-style-type: none"> <li>Hardware—Updated supported hardware.</li> <li>Software—Two new Student Notes.</li> </ul>
	Setting Up the Course	<ul style="list-style-type: none"> <li>Updated Steps 6e and f.</li> <li>Updated Step 10 and added new Steps 11-13 to ensure latest Office features are enabled.</li> </ul>
Lesson 1, Topic A	External Data Options	<ul style="list-style-type: none"> <li>Added last sentence regarding importing and linking data.</li> <li>Added new Instructor Note about export options.</li> </ul>
	Activity: Combining Output from Multiple Data Sources	<ul style="list-style-type: none"> <li>Step 2e and Steps 3b-c updated.</li> </ul>
Lesson 1, Topic B	Data Export (NEW)	<ul style="list-style-type: none"> <li>Added new KB, including a figure and slide.</li> </ul>
	Data Export to Text File Formats	<ul style="list-style-type: none"> <li>Section updated, figure deleted and slide updated to reflect changes.</li> </ul>
Lesson 1, Topic C	The Mail Merge Task Pane	<ul style="list-style-type: none"> <li>Image updated to include six steps for mail merge.</li> </ul>
	Activity: Merging Access Data with a Word Document (Optional)	<ul style="list-style-type: none"> <li>Deleted Step 1c.</li> <li>Step 4d updated.</li> </ul>
Lesson 2, Topic A	How to Create Action Queries	<ul style="list-style-type: none"> <li>Updated Step 2 for all procedures. Changed <b>Design</b> to <b>Query Design</b>.</li> </ul>
	Activity: Using an Append Query to Copy Records	<ul style="list-style-type: none"> <li>Step 3 updated, including substeps.</li> <li>Step 6a updated.</li> </ul>
	Activity: Creating a Delete Query	<ul style="list-style-type: none"> <li>Updated dates from 2018 to 2021 throughout.</li> <li>Changed <b>Design</b> to <b>Query Design</b> throughout.</li> <li>Step 2 updated substeps and removed Instructor Notes.</li> </ul>

		<ul style="list-style-type: none"> <li>• Step 3e, added new Instructor Note regarding the table.</li> <li>• Updated Step 5b and added Student Note.</li> </ul>
Lesson 2, Topic B	Activity: Creating a Query to Search for Duplicate Records	<ul style="list-style-type: none"> <li>• Updated the <b>Before You Begin</b> section.</li> </ul>
Lesson 3, Topic A	How to Create Subreports	<ul style="list-style-type: none"> <li>• Changed <b>Design</b> to <b>Report Design</b>.</li> </ul>
	Activity: Adding a Subreport to an Existing Report	<ul style="list-style-type: none"> <li>• Updated Scenario image.</li> <li>• Changed <b>Design</b> to <b>Report Design</b> throughout.</li> <li>• Steps 2b-d updated with new images and Instructor Note.</li> <li>• Step 3a updated.</li> <li>• Step 4b, updated step and deleted image.</li> </ul>
Lesson 3, Topic B	How to Create a Navigation Form	<ul style="list-style-type: none"> <li>• Changed <b>Design</b> to <b>Form Design</b>.</li> </ul>
	Activity: Setting Startup Options	<ul style="list-style-type: none"> <li>• Step 2b deleted.</li> <li>• Step 3h deleted.</li> </ul>
Lesson 3, Topic C	Activity: Showing Details through a Subform	<ul style="list-style-type: none"> <li>• Updated the <b>Before You Begin</b> section.</li> <li>• Step 1e updated.</li> <li>• Step 2j updated.</li> <li>• Steps 2k and m, added new images.</li> <li>• Step 3b updated.</li> </ul>
Lesson 4, Topic A	The Macro Builder Window	<ul style="list-style-type: none"> <li>• Changed <b>Close</b> button to <b>Delete</b> button.</li> </ul>
	How to Create a Macro	<ul style="list-style-type: none"> <li>• Updated How to <b>Create a Standalone Macro</b>, Steps 2 and 7.</li> </ul>
Lesson 4, Topic B	Activity: Creating an Event-Driven Macro to Open a Form	<ul style="list-style-type: none"> <li>• Steps 3b and j updated.</li> </ul>
Lesson 4, Topic C	Activity: Using the Where Condition to Filter Data	<ul style="list-style-type: none"> <li>• Steps 3 and 4, updated substeps.</li> </ul>
Lesson 4, Topic D	Data Macros	<ul style="list-style-type: none"> <li>• Deleted Instructor Note.</li> </ul>
	Activity: Creating a Macro to Validate Data	<ul style="list-style-type: none"> <li>• Steps 3 and 4 updated, including substeps.</li> </ul>
	Activity: Revising a Data Validation Macro	<ul style="list-style-type: none"> <li>• Changed <b>Design</b> to <b>Macro Design</b>.</li> <li>• Updated dates throughout.</li> </ul>
Lesson 5, Topic A	Activity: Converting a Macro to VBA	<ul style="list-style-type: none"> <li>• Step 3a, added new Student Note.</li> <li>• Steps 4e-h updated.</li> </ul>
	The VBA Editor	<ul style="list-style-type: none"> <li>• Updated the figure and content that follows.</li> </ul>

Lesson 6, Topic A	How to Open a Database in Exclusive Mode	<ul style="list-style-type: none"> <li>• Step 1 updated.</li> </ul>
	Database Backup	<ul style="list-style-type: none"> <li>• Updated dates.</li> </ul>
	Activity: Backing Up and Compacting a Database	<ul style="list-style-type: none"> <li>• <b>Before You Begin</b> section added.</li> <li>• Step 1c updated.</li> <li>• Step 3e updated.</li> <li>• Steps 5a and b updated.</li> </ul>
Lesson 6, Topic B	Activity: Viewing Object Dependency	<ul style="list-style-type: none"> <li>• Step 6a updated.</li> </ul>
Lesson 6, Topic C	How to Document a Database with Database Documenter	<ul style="list-style-type: none"> <li>• Updated procedures on How to <b>Document a Database with Database Documenter</b> and How to <b>Save a Database Documenter Report</b>.</li> </ul>
	Activity: Using the Database Documenter	<ul style="list-style-type: none"> <li>• Updated Steps 2a and e and added new Step 2h.</li> <li>• Step 3, updated substeps.</li> <li>• Step 4, updated substeps a and d, and deleted substeps e and f.</li> <li>• Step 5 updated.</li> </ul>
Lesson 7, Topic A	Activity: Splitting a Database	<ul style="list-style-type: none"> <li>• Steps 1a and b.</li> </ul>
Lesson 7, Topic B	How to Add a Trusted Location	<ul style="list-style-type: none"> <li>• Updated Steps 6 and 7 in How to <b>Add a Trusted Location</b>.</li> </ul>
	Activity: Adding a Trusted Location	<ul style="list-style-type: none"> <li>• Added new Step 1h.</li> <li>• Step 2b updated.</li> </ul>
	Activity: Setting a Database Password	<ul style="list-style-type: none"> <li>• Steps 1a and e updated.</li> <li>• Step 3d updated.</li> </ul>
Lesson 7, Topic C	How to Create a Template from a Database (NEW)	<ul style="list-style-type: none"> <li>• Added new procedure on How to <b>Create a Template from a Database</b>.</li> </ul>
Lesson 7, Topic D	The Package and Sign Feature	<ul style="list-style-type: none"> <li>• Added new figure.</li> </ul>
	Activity: Digitally Sign a Database	<ul style="list-style-type: none"> <li>• Step 1a, updated Student Note.</li> <li>• Step 1b updated.</li> <li>• Step 1d, added new image.</li> </ul>
Appendix	Mapping Course Content to Microsoft Access Expert (Microsoft 365 Apps and Office 2019): Exam MO-500	<ul style="list-style-type: none"> <li>• Updated exam name.</li> </ul>
	<b>Course Files</b>	<ul style="list-style-type: none"> <li>• Mapping document, OVs, and Data Files updated per changes to lesson content.</li> </ul>