

MS Access 2013 Level 1 (basic) – 2 days

Overview

In this course, students will create and modify new databases and their various objects.

Who Should Attend

This course is designed for students who wish to learn the basic operations of the Microsoft Access database program to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to use more complex Access features such as maintaining databases and using programming techniques that enhance Access applications.

At Course Completion:

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

- Identify the basic components of an Access database.
- Build the structure of a database.
- Manage data in tables.
- Query a database.
- Design forms.
- Generate reports.
- Streamline data entry and maintain data integrity.
- Join tables to retrieve data from unrelated tables.
- Create flexible queries to retrieve data and modify tables.
- Improve the functionality of Access forms.
- Customize reports to organize the displayed information and produce specific print layouts.
- Share data between Access and other applications.

Prerequisite(s) or equivalent knowledge: Students should be familiar with using personal computers and have used a mouse and keyboard. Students should be comfortable with the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Outlines:

Lesson 1:

- Getting Started with Access 2013
- Identify the Elements of the Access 2013
- Tell me what you want to do
- Interface
- Identify the Components of a Database
- Examine the Relational Database Design Process

Lesson 2:

- Building The Structure of a Database
- New Database
- Create a Table
- Manage Tables
- Establish Table Relationships

Lesson 3:

- Managing Data in a Table
- Modify Table Data
- Sort and Filter Records
- Work with Subdatasheets

Lesson 4:

- Querying a Database



- Create a Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform Calculations on a Record Grouping

Lesson 5:

- Designing Forms
- Create a Form
- Modify the Design of a Form
- View and Add Data Using an Access Form

Lesson 6:

- Generating Reports
- Create a Report
- Add a Control to a Report Format the Controls in a Report Enhance the Appearance of a Report Prepare a Report for Print

Lesson 7:

- Controlling Data Entry
- Constrain Data Entry Using Field Properties Establish Data Entry Formats for Entering Field Values
- Create a List of Values for a Field

Lesson 8:

- Joining Tables
- Create Query Joins
- Join Tables That Have No Common Fields
- Relate Data Within a Table

Lesson 9:

- Creating Flexible Queries
- Set the Select Query Properties
- Retrieve Records Based on Input Criteria
- Create Action Queries

Lesson 10:

- Improving Forms
- Restrict Data Entry in Forms
- Organize Information with Tab Pages Add a Command Button to a Form Create a Subform
- Display a Summary of Data in a Form
- Change the Display of Data Conditionally

Lesson 11:

- Customizing Reports Organize Report Information Format Reports
- Control Report Pagination
- Add a Calculated Field to a Report
- Add a Subreport to an Existing Report
- Create a Mailing Label Report

Lesson 12:

- Sharing Data Across Applications
- Import Data into Access
- Export Data to Text File Formats Export Access Data to Excel Create a Mail Merge