

Access 2013 Level 2 (advanced) – 2 days

Overview

Students will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

Who Should Attend

This course is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

At Course Completion:

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

- Restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- Write advanced queries to analyze and summarize data.
- Create macros.
- Customize reports by using various Access features.
- Maintain your database using Access tools.

Prerequisite(s) or equivalent knowledge: Access 2013 level 1

Outlines:

Lesson 1:

- Structuring Existing Data
- Restructure the Data in a Table
- Create a Junction Table
- Improve the Table Structure

Lesson 2:

- Writing Advanced Queries
- Create Subqueries
- Create Unmatched and Duplicate Queries
- Filter Records Using Criteria
- Summarize Data Using a Crosstab Query
- Create a PivotTable and a PivotChart

Lesson 3:

- Simplifying Tasks with Macros
- Create a Macro

Lesson 4:

- Attach a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

Lesson 5:

- Creating Effective Reports
 - Include a Chart in a Report
 - Print Data in Columns
 - Cancel Printing of a Blank Report
 - Publish a Report as a PDF
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- Maintaining an Access Database Link
 - Tables to External Data Sources
 - Manage a Database
 - Determine Object Dependency
 - Document a Database
 - Analyze the Performance of a Databas