



❖ General Description

The skills and knowledge acquired in **Microsoft Access 2013 - Level 1** are sufficient to be able to create database systems, enter, edit and delete data in database files, produce information in forms and reports and generate queries on the data.

❖ Learning Outcomes

At the completion of this course you should be able to:

- understand how **Access** is used and how to navigate around it
- design a database with lookup tables
- create a database structure using **Access 2013**
- modify the structure of an existing table
- add records to a new table
- add transactional records to a lookup database
- work with the records in a database table
- sort and filter records in a table
- create simple and effective queries
- create meaningful reports from tables
- create and use forms

❖ Prerequisites

Microsoft Access 2013 - Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

98 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Duration

This course is based around a 1 day training program consisting of 6 hours class training.

❖ After training support

All the training material will be available for the delegate to use after the training day through our online workroom.



Contents

Access 2013 Orientation

- Understanding Microsoft Access 2013
- Starting Access From The Windows Start Screen
- Starting Access From The Desktop
- Understanding The Start Screen
- Creating A New Blank Database
- Understanding The Backstage View
- Opening An Existing Database File
- Understanding The Access 2013 Screen
- Using The Ribbon
- Working With The Navigation Pane
- Adding Commands To The QAT
- Working With Touch Mode
- Working With A Table
- Working With Other Database Objects
- Closing A Database File
- Exiting From Access 2013

Designing a Lookup Database

- Understanding How Access Stores Data
- Understanding Access 2013 Data Types
- Scoping Your New Database
- Identifying Table Problems
- Refining Table Structures
- Finalising The Design

Creating a Lookup Database

- Creating A New Database File
- Creating The Lookup Table
- Defining The Primary Key
- Saving And Closing A Table
- Creating The Transaction Table
- Understanding Lookup Table Relationships
- Connecting To A Lookup Table
- Viewing Table Relationships

Modifying Table Structures

- Opening An Existing Table
- Adding Fields To An Existing Table
- Understanding Field Properties
- Changing Field Size
- Changing Field Names

- Changing Decimal Places
- Changing Date Formats
- Indexing Fields
- Deleting Fields From A Table
- Copying A Table Within A Database
- Deleting A Table From A Database File

Adding Records to a Table

- Typing Records In A Table
- Adding Records Using A Form
- Saving A Form Layout For Reuse
- Adding Records Using An Existing Form
- Assignment: Adding Records
- Importing From Microsoft Excel

Adding Transactional Records

- Typing Transactional Records
- Adding Transactional Records Using A Form
- Assignment: Adding Transactional Records
- Adding Records Using A Subdatasheet
- Removing A Subdatasheet
- Inserting A Subdatasheet

Working With Records

- Table Navigation
- Navigating To A Specific Record
- Editing A Record
- Deleting Record Data
- Undoing A Change
- Deleting A Record
- Deleting Several Records
- Searching In A Table
- Searching In A Field
- Finding And Replacing
- Printing Records From A Table
- Compacting A Database

Sorting and Filtering

- Simple Sorting
- Sorting On Several Fields
- Simple Filtering
- Working With Filters
- Filtering Between Dates

Creating Queries

- Understanding Queries
- Creating A Query Design
- Working With A Query
- Changing A Query Design
- Applying Record Criteria
- Clearing Selection Criteria
- Saving A Query
- Running Queries From The Navigation Pane
- Deleting A Query
- Assignment: Creating Queries

Creating and Using Reports

- Understanding Reporting In Access
- Creating A Basic Report
- Working With Existing Reports
- Previewing And Printing A Report
- Changing The Report Layout
- Using The Report Wizard
- Creating A Grouped Report
- Creating A Statistical Report
- Working With Grouped Reports

Creating and Using Forms

- Understanding Forms
- Creating A Basic Form
- Creating A Split Form
- Binding A Form To A Query
- Using The Form Wizard
- Working With Existing Forms
- Editing Records In A Form
- Deleting Records Through A Form
- Deleting An Unwanted Form