Course Length --- *2 Days*
Course Format --*Instructor-Led*

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Microsoft® Access® 2013
Introduction

Course Description

Course Description: Data is everywhere. Whether you are at the grocery store, office, laboratory, classroom, or ballpark, you are awash in data: prices, schedules, performance measures, lab results, recipes, contact information, quality metrics, market indices, grades, and statistics.

Most job roles today involve some form of data management. In the case of data workers, it may be their primary job task. For some, like research scientists and accountants, data management may be a strong component of the job. And for others, such as sales clerks or those in the skilled trades, data management may consist of an incidental job responsibility such as time reporting or recording a sale. But virtually everyone is affected in some way by the need to manage data.

A relational database application such as Microsoft® Office Access® 2013 can help you and your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization. In this course, you will learn how to use Access 2013 to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

Course Overview: You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan. You will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

Target Student: This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access 2013, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries. This is also for individuals whose job responsibilities include constructing relational databases, performing database maintenance, creating advanced queries and reports, or integrating Access with other programs.

Prerequisites: To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows® environment, and be able to use Windows to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

Course Objectives

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

- Navigate within the Microsoft Access application environment and create a simple database.
- Organize and manage data stored within Access tables.
- Use queries to join, sort, and filter data from different tables.
- Create advanced queries, including action queries and parameter queries.
- Create and format custom reports.
- Customize Access configuration options.
- Design a relational database.
- Join tables to retrieve data from unrelated tables.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Share data among Access and other applications.
- Customize reports to organize the displayed information and produce specific print layouts.

Course Content (continued on next page)

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Course Content (continued from previous page)

DAY 1

Lesson 1: Getting Started with Access
- Orientation to Microsoft Access
- Create a Simple Access Database
- Get Help in Microsoft Access

Lesson 2: Working with Table Data
- Modify Table Data
- Sort and Filter Records
- Create Lookups

Lesson 3: Querying a Database
- Join Data from Different Tables in a Query
- Sort and Filter Data in a Query
- Perform Calculations in a Query

Lesson 4: Creating Advanced Queries
- Create Parameter Queries
- Create Action Queries
- Create Unmatched and Duplicate Queries
- Summarize Data

Lesson 5: Generating Reports
- Create a Report
- Add Controls to a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print

Lesson 6: Customizing the Access Environment
- The Access Options Dialog Box

Appendix B: Microsoft Access 2013 Common Keyboard Shortcuts

DAY 2

Lesson 1: Designing a Relational Database
- Relational Database Design
- Create a Table
- Create Table Relationships

Lesson 2: Joining Tables
- Create Query Joins
- Join Tables That Have No Common Fields
- Relate Data within a Table
- Work with Subdatasheets
- Create Subqueries

Lesson 3: Organizing a Database for Efficiency
- Data Normalization
- Create a Junction Table
- Improve Table Structure

Lesson 4: Sharing Data Across Applications
- Import Data into Access
- Export Data to Text File Formats
- Export Access Data to Excel
- Create a Mail Merge

Lesson 5: Advanced Reporting
- Organize Report Information
- Format Reports
- Include Control Formatting in a Report
- Add a Calculated Field to a Report
- Add a Subreport to an Existing Report

Appendix A: Additional Reporting Options

Appendix B: Microsoft Office Access 2013 Exam 77-424

Appendix C: Microsoft Access 2013 Common Keyboard Shortcuts