Microsoft® Office Access® 2013: Level 1 (Second Edition)

Training Course Content

Course Objective: You will create and modify new databases and their various objects. 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.

Prerequisites: You should be familiar with using Windows computers and managing information on the computer. Specifically, you should be able to easily launch and close programs; navigate to information stored on the computer; and manage files and folders.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Getting Started with Access Databases

Topic 1A: Identify the Elements of the Access 2013 Interface
Topic 1B: Identify the Components of a Database
Topic 1C: Examine the Relational Database Design Process

Lesson 2: Building the Structure of a Database

Topic 2A: Create a New Database
Topic 2B: Create a Table
Topic 2C: Manage Tables
Topic 2D: Establish Table Relationships

Lesson 3: Managing Data in a Table

Topic 3A: Modify Table Data
Topic 3B: Sort and Filter Records
Topic 3C: Work with Subdatasheets

Lesson 4: Querying a Database

Topic 4A: Create a Query
Topic 4B: Add Criteria to a Query
Topic 4C: Add a Calculated Field to a Query
Topic 4D: Perform Calculations on a Record Grouping

Lesson 5: Designing Forms

Topic 5A: Create a Form
Topic 5B: Modify the Design of a Form
Topic 5C: View and Edit Data Using an Access Form

Lesson 6: Generating Reports

Topic 6A: Create a Report
Topic 6B: Add a Control to a Report
Topic 6C: Format the Controls in a Report
Topic 6D: Enhance the Appearance of a Report
Topic 6E: Prepare a Report for Print

Microsoft® Office Access® 2013: Level 2 (Second Edition)

Training Course Content

Course Objective: You will improve and customize tables, queries, forms and reports, and share Access data with other applications. This course is designed for individuals who wish to learn intermediate-level operations of the Microsoft® Office Access® program. The target students may also include individuals whose job responsibilities include creating databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces them to integrating Access data with other applications such as Microsoft Office Word or Excel.

Prerequisites: To ensure your success, we recommend that you first take Access Level 1 or have equivalent knowledge and skills.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Controlling Data Entry

Topic 1A: Constrain Data Entry Using Field Properties
Topic 1B: Establish Data Entry Formats for Entering Field Values
Topic 1C: Create a List of Values for a Field

Lesson 2: Joining Tables

Topic 2A: Create Query Joins
Topic 2B: Join Tables That Have No Common Fields
Topic 2C: Relate Data within a Table

Lesson 3: Creating Flexible Queries

Topic 3A: Set the Select Query Properties
Topic 3B: Retrieve Records Based on Input Criteria
Topic 3C: Create Action Queries

Lesson 4: Improving Forms

Topic 4A: Restrict Data Entry in Forms

Topic 4B: Organize Information with Tab Pages
Topic 4C: Add a Command Button to a Form
Topic 4D: Create a Subform
Topic 4E: Display a Summary of Data in a Form
Topic 4F: Change the Display of Data Conditionally

Lesson 5: Customizing Reports

Topic 5A: Organize Report Information
Topic 5B: Format Reports
Topic 5C: Control Report Pagination
Topic 5D: Add a Calculated Field to a Report
Topic 5E: Add a Subreport to an Existing Report
Topic 5F: Create a Mailing Label Report

Lesson 6: Sharing Data across Applications

Topic 6A: Import Data into Access
Topic 6B: Export Data to Text File Formats
Topic 6C: Export Access Data to Excel
Topic 6D: Create a Mail Merge

Microsoft® Office Access® 2013: Level 3 (Second Edition)

Training Course Content

Course Objective: You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance. This course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

Prerequisites: To ensure your success, we recommend that you first take Access Level 1 and Level 2, or have equivalent knowledge and skills - such as knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Structuring Existing Data

Topic 1A: Restructure the Data in a Table
Topic 1B: Create a Junction Table
Topic 1C: Improve the Table Structure

Lesson 2: Writing Advanced Queries

Topic 2A: Create Subqueries
Topic 2B: Create Unmatched and Duplicate Queries
Topic 2C: Filter Records Using Criteria
Topic 2D: Summarize Data Using a Crosstab Query
Topic 2E: Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros

Topic 3A: Create a Macro
Topic 3B: Attach a Macro
Topic 3C: Restrict Records Using a Condition

Topic 3D: Validate Data Using a Macro
Topic 3E: Automate Data Entry Using a Macro

Lesson 4: Creating Effective Reports

Topic 4A: Include a Chart in a Report
Topic 4B: Print Data in Columns
Topic 4C: Cancel Printing of a Blank Report
Topic 4D: Publish a Report as a PDF

Lesson 5: Maintaining an Access Database

Topic 5A: Link Tables to External Data Sources
Topic 5B: Manage a Database
Topic 5C: Determine Object Dependency
Topic 5D: Document a Database
Topic 5E: Analyze the Performance of a Database

Microsoft® Office Access® 2013: Level 4

Training Course Content

Course Objective: You will exchange data with other applications, automate business processes by using VBA code, and secure and share databases. This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft® Office Access® 2013 application, and are interested in learning introductory level administrator skill sets. The course is also for students who may be working in a networked or SharePoint environment and may need to adapt Access applications to the environment.

Prerequisites: To ensure your success, we recommend that you first take Access Level 1, Level 2, and Level 3, or have equivalent knowledge and skills - such as knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports, and macros.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Integrating Access into Your Business

Topic 1A: Import XML Data into an Access Database
Topic 1B: Export Access Data to the XML Format
Topic 1C: Export Data to an Outlook Address Book
Topic 1D: Collect Data through Email Messages

Lesson 2: Automating a Business Process with VBA

Topic 2A: Create a Standard Module
Topic 2B: Develop Code
Topic 2C: Call a Procedure from a Form
Topic 2D: Run a Procedure

Lesson 3: Managing Switchboards

Topic 3A: Create a Database Switchboard
Topic 3B: Modify a Database Switchboard
Topic 3C: Set the Startup Options

Lesson 4: Distributing and Securing Databases

Topic 4A: Split a Database
Topic 4B: Implement Security
Topic 4C: Set Passwords
Topic 4D: Convert an Access Database to an ACCDE File
Topic 4E: Package a Database with a Digital Signature

Lesson 5: Sharing Databases Using a SharePoint Site

Topic 5A: Export a Table to a SharePoint List
Topic 5B: Import Data from a SharePoint List
Topic 5C: Publish a Database to a SharePoint Site
Topic 5D: Move a Database to a SharePoint Site
Topic 5E: Work Offline