

Access 2013 Intermediate

Modality: Self-Paced Learning

Duration: 4 Hours

SATV Value:

CLC:

NATU:

SUBSCRIPTION: Learn, Master

About this course:

Business professionals with a basic knowledge of Access 2013 will benefit from this course, which furthers your knowledge of database creation and management within this Microsoft program. Go beyond rudimentary database skills to master more complicated features of the program, like queries and formulas.

Microsoft Access goes a step further than Excel, and is useful for tracking, reporting, and working with data, reports, and calculations. Because Access does not require programming, ordinary business professionals use it to develop robust databases, instead of hiring an expensive developer. Access provides a powerful set of tools which are sophisticated enough for professional data managers, yet simple enough for new users to learn.

Course Objectives:

- In this course, you will create and manage an Access 2013 database.
- You will navigate within the Microsoft Access application environment, create a simple database, and customize Access configuration options.
- Organize and manage data stored within Access tables. Use queries to join, sort, and filter data from different tables.
- Also, use forms to make it easier to view, access, and input data. Create and format custom reports.

Audience:

- 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

Prerequisites:

- Knowledge of Access 2013 Beginner program

Course Outline:

Queries

- Open QUERY.MDB
- Navigation Pane options
- Relationships window
- Convert to 2013 format
- Trusted Location
- Show tabbed document
- Hide and UnHide table fields
- Query Wizard
- Sort by 1 field
- Sort by multiple fields
- Field order in Design view
- Query Design
- Filter a query
- Multiple criteria
- Deleting filtering criteria
- Find records with blank data
- Using NOT
- Using AND
- AND vs. OR
- Filter by multiple fields
- Parameter query
- Re-query
- Multiple prompts
- Queries and Tables
- Lookup list
- Multitable Query
- A common mistake
- Too many tables
- Temporary Joins
- Query Calculations
- Expression Builder
- Concatenation
- Wildcard filters
- Wildcard parameter query

Additional Queries and Importing/Exporting Objects & Data

- Open Query DSN
- Turn On Tab Documents
- Totals Query
- Query from a query

- Other kinds of math
- Another Totals Query
- CrossTab Query
- SQL View
- Export to Excel
- Export to Word (RTF)
- Squeeze to 1 pg wide
- Import from Excel
- Link to Excel
- Problem with linked worksheet
- Link to Access
- Edit in the linked table
- Edit in the local table
- Action Queries
- Make-Table Query
- Add Clear Grid to Quick Access Toolbar
- Delete Query
- Update Query
- Append Query