

Access 2013 Intermediate

Modality: On Demand

Duration: 4 Hours

About this Course:

This course is designed to target those business professionals who have a fundamental working knowledge of Microsoft Access 2013. This course hopes to build upon the afore mentioned previous knowledge and takes it one step further by adding to your skills of creation of databases and their efficient management with Microsoft access 2016. This program hopes to hone your simple skills of data base management by helping individuals acquire advanced level skills such as accessing complicated features such as queries and formulas.

Microsoft Access takes things up a notch as compared to Microsoft Excel. The primary features which differentiate it from Excel include tracking, reporting and working with data , reports and calculations in a modified manner. Another advantage of Access includes its ability to work without additional programming which enables common businesses to use it instead of spending time , energy and money on developing expensive and customized programs. Access comes with a set of powerful features which can satisfy professional data managers as well as new users due to their level of complexity which is paired with easy use features.

Course Objectives:

By the end of this course, the students should be have learnt the following skills and be able to;

- Learn how to easily and quickly navigate within the Microsoft Access application environment, build a simple database.
- Learn how to customize Access configuration options to your liking.
- Learn how to effectively organize and maintain data entered within Access tables.
- Learn how to create queries to join, sort and filter data from different tables.
- Learn how to use the feature for forms to make it easier to view, access and input data.
- Learn how to build and format tailored reports

Audience:

This course is targeted towards the following audience;

- Those individuals/participants who aspire to gain a comprehensive understanding of Microsoft Office Access 2013,
- Those individuals/participants who want to learn the skills needed to build a new and efficient database, create data tables, design forms and reports as well as create queries

Prerequisites:

These are the prerequisites which are an absolute requirement for attending this course.

- Successful completion of Access 2013 Beginner program or knowledge equivalent to the course

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
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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