

Access 2013 Advanced

Modality: On Demand

Duration: 5 Hours

NATU: 24 Units

About this Course:

This course is a part of series of courses on Advanced operations of Microsoft Access 2013 which aspires to impart advanced level Microsoft Access skills. This course is the first in the aforementioned series of courses. Individuals can expect to better hone their skills of managing databases in Microsoft Access which serves as one of the most famous business program by Microsoft. This course has a particular focus on how to design and build databases. Later, this course will delve deeper into exploring tables and forms, querying data, creating advanced reports and using Macros to develop automation.

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.

Audience:

This course is targeted towards the following audience;

- Those who have a fundamental understanding of Microsoft Access 2013 and an interest to learn further.

Prerequisites:

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

- A strong basic working knowledge of Microsoft Access
- A basic understanding of databases including how to design and manage them.
- Microsoft Access 2013

Course Outline:

Creating Forms

- Queries vs. Tables
- Record Source for a form
- Object Dependencies Task Pane
- Tables & Related Views
- Fast Columnar Form
- See more records
- Rename a form
- Filter by Form
- Tabular Form
- Split Form
- AutoFilter
- Form Wizard
- Design View
- Compare Layout Sections
- Format sections
- Another type of form
- Import a table
- Lookup list in a table
- Form inherits the lookup
- Add a logo
- Calculations
- Tabbed Forms
- Line-up the labels
- Ctrl + Tab to switch pages
- Name the page tabs
- The Child Form
- Parent Form
- Drag the child into the parent
- Navigating the parent and child
- Data Entry
- 2nd Parent/Child
- 3rd Parent/Child
- Datasheet Layout in Wizard
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Creating Reports

- Saving to Favorites
- Quick Report
- Report Design View
- Report Layout View
- Landscape Orientation
- Print Preview
- Design View for record-widths
- Layout view for row heights

- Report Wizard
- 2nd set of View-buttons
- The Tabular-button
- Sorting w/o the Wizard
- Color Formatting
- Export your report
- Sorting and Grouping
- Query for report
- Report from query
- Grouping level 1
- Grouping level 2
- Sorting
- Report layout
- The Report View
- Report view vs. Print Preview
- Group breaks
- Keep Group together
- Summary Reports
- Another Report from Query
- Design View Sections
- Currency Format
- Summary and Details
- Reports with Long Text fields
- Rolodex-style Grouping
- Mailing Labels