

# **Access 2013**

**Modality: On Demand**

**Duration: 2 Hours**

## **About this course:**

In this online training series for Access 2013, you will learn how to use the results-oriented user interface that's context-sensitive and optimized for efficiency and flexibility. You will discover how to create a database, work with tables, and develop queries. You'll also learn how to create a form for entering data and running reports.

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 Objective:**

- Getting Started with Access
- Working with Table Data
- Querying a Database
- Designing Forms
- Generating Reports
- Designing a Relational Database
- Creating Advanced Queries
- Sharing Data Across Applications

## **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.

## **Prerequisite:**

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 Outline:**

## Getting Started

- What you will learn in this training
- Beginning from a template
- Working with Access objects: Tables
- Working with Access objects: Forms
- Working with Access objects: Reports
- Working with Access objects: Queries

## Basics

- Working with, using, and minimizing the ribbon
- Customizing the ribbon
- Resetting ribbon customizations
- Using the Quick Access toolbar
- Customizing the Quick Access toolbar
- Resetting the Quick Access toolbar
- Using Backstage view
- Using the navigation pane and shutter bar
- Finding help in Access
- Searching for a topic in Access help
- Creating a PDF

## Understanding Content Security

- Enabling a database that is not trusted
- Viewing and understanding the Trust Center
- Defining trusted locations

## Creating a Database

- Creating a new database based on an existing database
- Creating a database from a template
- Finding database templates online
- Beginning a new database from scratch

## Creating a Table: The First Steps

- Creating a table in Design View
- Creating a table by entering data
- Creating a table by using a template
- Assigning a Primary Key
- Assigning multiple Primary Keys
- Inserting additional fields
- Deleting existing fields
- Navigating through a table
- Adding, editing, and deleting records in a table

## Working with a Table

- Finding data in a table
- Replacing data in a table
- Entering data using AutoCorrect
- Adding to the AutoCorrect collection
- Using spell check
- Hiding and unhiding columns
- Freezing and unfreezing columns
- Renaming a field
- Copying a field
- Changing row height and column width
- Filtering records in a table
- Filtering records by form

## Creating a Form

- Creating a simple form
- Working in layout view
- Creating a form using the Form Wizard
- Creating a form from scratch
- Adding a field to a form
- Working in design view
- Using a form for adding, modifying, or deleting records
- Displaying a form and its data simultaneously

## Working with Queries

- Creating a detail query
- Creating a summary query
- Creating a query in Design view
- Creating a multiple-table query
- Adding criteria to a query
- Using logical operators in queries
- Sorting query results
- Finding the top values in a query

## Working with Reports

- Creating a report using the Report Wizard
- Creating a one-click report
- Creating a report in Design view
- Creating a report in Layout view
- Adding a page header and footer
- Adding a report header and footer

## Knowledge Assessments

- Getting started with Access 2013
- Access 2013 Basics
- Understanding content security
- Creating a database
- Creating a table
- Working with a table
- Creating a form
- Working with queries
- Working with reports