

Access 2013 Beginner

Modality: Self-Paced Learning

Duration: 4 Hours

About this Course:

Microsoft Access is a management program designed to create databases and manage them. Users can create integrated and detailed data bases to stream line the running of organizations.

This course is designed to introduce users to the world of Microsoft Access 2013. This is a beginner level course which aims to teach individuals how to create queries, better use functions and formulas and analyze data with Microsoft Access. Primarily, this course aspires to provide participants with a strong and comprehensive understanding of the fundamentals of formatting.

Furthermore this course has a particular focus on the following themes:

- The methodology and techniques needed to build an Access database especially tables, forms, query creation and building reports.
- The skills needed to design and work with multiple Access objects and relationships.
- Management and maintenance of consistent data and the technique of customizing database components and quick sharing of data with other applications.
- Designing form controls, macros, sub forms and tab pages.
- Effective management of a database including backup, compact and repair, documentation and database splitting.
- Efficiently encrypting a database and adding a digital signature to a database.
- The skills needed to create a switchboard for different database applications.

Audience:

This course is targeted towards the following audience;

- Those who are new to Microsoft Access 2013 and consider themselves beginners.
- Those who have experience working with Microsoft Access 2013 and can be considered to be at an advanced level.

- This course is not meant for those who can effectively carry out tasks in Microsoft Access 2013

Prerequisites:

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

- A working copy of Microsoft Access 2013 is needed to attend this course.

Course Outline:

Introduction to Access and Creating Tables

- Templates
- Web Databases
- Organize by Objects
- The Objects
- Tables
- Touch Screen Mode
- Navigating in a Table
- Editing Data
- Records are saved immediately
- Undo a record
- Only 1 Undo for data editing
- Datasheet View and Design View
- Queries
- Data entry in a Query
- Closing Objects
- Query Design View
- Forms
- Form Design View
- Reports
- Report Design View
- Find Function
- Sort Function
- Reverse Sort and Multiple Sort
- Filter Function
- Filter a Range of Values
- Filter Multiple Fields
- Remove All Filters
- Search for a Template
- Planning the New Database
- New Database
- Create a Table
- Table Design View
- Create table in Datasheet view
- More Field Properties
- Input Mask
- Descriptions
- Phone Input Mask
- Change Primary Key Data Type
- Primary Key Special Property
- More Field Properties

Working with Relationships and Tables

- Open QUERY.ACCDB

- Leszynski Naming Conventions
- Relationships between Tables
- Field Captions
- The Relationships Window
- Delete Relationship Windows
- Make Window Relationships
- Subtables
- Orphan Records
- Problem Editing a Relationship
- Results of Referential Integrity
- Test Referential Integrity
- Cascade Updates
- Cascade Deletions
- Open Beyond Clean 1st Draft
- Open Beyond Clean (no draft)
- Lookup Wizard
- Adding entries to the lookup
- Reopen the Veterinarian db
- Where will we put the Foreign Key?
- Add the Foreign key
- Add the Lookup