

# Microsoft Access 2013 Essentials



Duration: 2 Days Course Code: ACC13E

*This course is designed to not only teach core database concepts but to take the through the four main elements of an Access database, Tables, Queries, Forms and Report. A full system from looking at basic designs to producing finished reports from the program.*

## Learning Outcomes

By the end of this course students will be able to understand the principals creating a fully functional database system.

## Prerequisites

This course is designed for students with little or no knowledge of Access however a good understanding of Office packages (especially Excel) would be an advantage.

## Getting Started

- What is Microsoft Access?
- What's New in Access 2013?
- Basic Terminology
- Opening Microsoft Access
- An Overview of the Interface
- Closing Access

## Using the Getting Started Windows

- Getting Started Components
- Navigating through the Window
- Creating Databases from a Template
- Creating a Blank Database

## The Trust Centre

- Warnings you may see when opening a Database
- Enabling Blocked Content
- About Digital Signatures
- About Trusted Locations
- Opening the Trust Centre
- Assigning a Password to your Database

## Getting Help in Access

- Opening the Help Screen
- Using Help Effectively
- Online v's Offline Help
- Searching for Help

## The Access 2013 Interface

- Using the Quick Access Toolbar
- Default Access Buttons
- Adding/Removing Buttons
- Customising the Toolbar
- Basics of Ribbons
- Working with Dialog Boxes
- Reviewing Ribbon Tabs

## Creating a Database

- Planning a Database
- Creating a Database from a Template
- Creating a Blank Database
- Using Database Objects
- Setting Navigation Options

## Working with Records and Tables

- What is a Record?
- Navigation Tips
- Adding/Editing Records
- Deleting Records
- E-Mailing Records
- Printing Records

## Creating New Tables

- A Tables Overview
- Creating Tables
- Entering Data in a Table
- Formatting a Table

## Creating Forms to View and Edit Data

- What is a Form?
- Bound v's Un-Bound Controls
- Creating a Form Using the Wizard
- Using Design View to Modify your Form
- Using Forms for Data Entry

## Creating Queries to Select Records

- What is a Query?
- Creating Queries with the Wizard
- Using Design View to Modify a Query
- Building Effective Queries

## Creating Reports

- What is a Report?
- Creating a Report with the Wizard
- Using Design View to Modify a Report
- Using Reports

## Viewing and Filtering Data

- Using the View Menu
- Using the View Icons
- Using the Tabs
- Closing Individual Tabs
- Using Find and Replace
- Sorting Ascending and Descending
- Toggling Filters
- Using Selection Sort
- Using Advanced Sorting

## Printing out Data

- Using the Quick Print Icon
- Using the Print Menu
- Using Print Preview
- Using the Print Preview Ribbon
- Printing v's Exporting

