

MS Access 2013 Level 1

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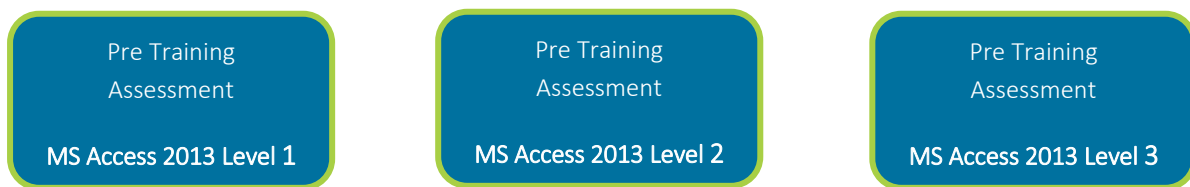
Accelerating quality skills towards an information savvy society

A. Course Outlines



1. Free online pre-training assessments

Not sure which level to book – then click on the links below and/or forward the links to your colleagues in order to distinguish which level you/they need to book for.



2. MS Access 2013 Level 1

Course description

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2013 relational database application.

Course duration

This course is scheduled for one (1) day from 9:00 till 16:00.

The course duration is an estimate and could vary according to levels of experience of the group.

Course pre-requisites

To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure your success, we recommend you first take one of our introductory Windows courses, such as either of the following, or have equivalent skills and knowledge:

- Windows XP Professional: Level 1
- Windows XP: Introduction

Documentation

The following documentation is included with the course

- Microsoft Access 2013 Level 1 user guide
- Certificate of attendance

After attending you will be able to:

- Identify the basic components of an Access database
- Build the structure of a database
- Manage data in tables
- Query a database
- Design forms
- Generate reports
- Customize reports to organize the displayed information and produce specific print layouts

Who should attend?

This course is designed for students who wish to learn the basic operations of the Microsoft Access database program to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to use more complex Access features such as maintaining databases and using programming techniques that enhance Access applications.

Topics Covered

Database Concepts

- What is a Database
- Database concepts
- Database objects

Working with a Database

- Starting the Access Programme
- The Access Startup screen
- Understanding the database window
- Working in a datasheet
- Working with records in the datasheet
- Editing records in a datasheet
- Close a database

Working with a Database Table

- Creating a new database
- Creating a new table
- Field names
- Data Types
- Field Properties
- Primary Key and Indexes
- Delete a database table
- Modifying a database table in design view



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Database relationships

- Understanding relationships
- Create a relationship using the Lookup Wizard
- Display Relationships
- Creating relationships in the Relationships window

Working with Forms

- Understanding forms
- Creating Forms with Form Wizards
- Changing the Design of a Form
- The Form Design toolbars
- Selecting, Moving and Sizing Controls
- Formatting Controls
- Working with the Toolbox and Controls

Working with Queries

- Understanding Queries
- Creating a Select Query
- Selecting fields for a query
- Sorting the Display
- Entering Criteria
- Using the Expression Builder
- View Query results
- Action Queries

Working with Reports

- Creating Reports with the Report Wizard
- Modifying a Report Design
- Working with the Toolbox
- Printing Reports
- Page Setup
- Printing



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B. Contact Details

1. Location for training

We have training facilities in Centurion or training can be done on-site on request.

Physical Address:

Centurion
1001 Clifton Avenue
Lyttelton Manor
Centurion

2. For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz



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