

MS Access 2013 Level 2

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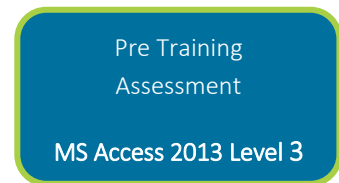
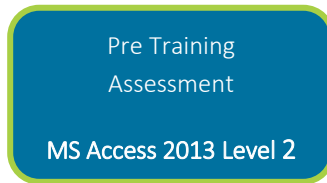
Accelerating quality skills towards an information savvy society

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 2

Course description

You have the basic skills needed to work with Microsoft® Office Access™ 2013 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.

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 ensure the successful completion of Microsoft Office Access 2013 Level 2, the completion of the Microsoft Office Access 2013 Level 1 course, or equivalent knowledge, is recommended.

Documentation

The following documentation is included with the course

- Microsoft Access 2013 Level 2 user guide
- Certificate of attendance



After attending you will be able to:

- Streamline data entry and maintain data integrity
- Join tables to retrieve data from unrelated tables
- Create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries
- Improve forms
- Customize reports to organize the displayed information and produce specific print layouts
- Share data between Access and other applications

Who should attend?

Microsoft Office Access 2013 Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. The Level 2 course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. This course is also a prerequisite to taking more advanced courses in Access 2013.

Topics Covered

Database Basics

- Database Planning
- Database Normalization
- Relational Database structure
- Understanding relationships

Relationships

- Relationships
- Creating Relationships
- Referential Integrity
- Specifying Relationship Options
- Setting the Join Type
- Editing a relationship
- Viewing Relationships

Customising Tables

- Data Types
- Field Properties
- Field Size
- Formats
- Custom Formats
- Input Masks
- Data Validation
- Indexed property
- Primary Key
- The Lookup Property Window

Working with Queries

- Queries
- Select Queries
- Entering Criteria



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- Calculations in Queries
- Using the Expression Builder
- Aggregate functions
- Parameter Queries
- Append Queries
- Delete Queries
- Update Queries

Working with Forms

- Using Forms
- Design View
- The Form Design toolbars
- Selecting, Moving and Sizing Controls
- Formatting Controls
- Working with the Toolbox
- Working with Controls
- Setting the tab order on Forms
- Creating a Combo Box on a Form
- Combo Box Properties
- Creating a Calculated Text box
- Using Properties to format calculation results
- Conditional Formatting on Controls

Working with Reports

- Report Design View
- The Toolbox and Toolbars
- Print Preview
- Page Setup
- Printing

Managing the Database

- Compact and Repair
- Database password
- Importing Data
- Exporting Data



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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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