

MS Access 2013 Level 3

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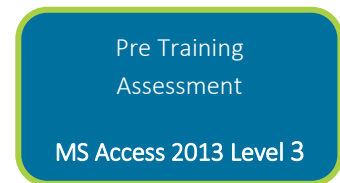
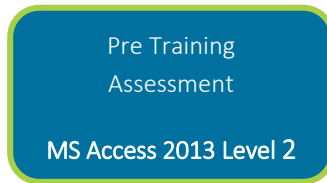
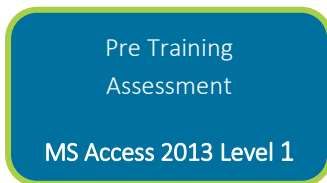
Accelerating quality skills towards an information savvy society

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 3

Course description

The training in and use of Microsoft® Office Access 2013 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access 2013. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

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 3, the following courses or equivalent knowledge are recommended: basic and intermediate features of Access tables, relationships, queries, forms, and reports, as well as Microsoft® Office Access 2013 Level 1, and Microsoft® Office Access 2013 Level 2.

Documentation

The following documentation is included with the course



- Microsoft Access 2013 Level 3 user guide
- Certificate of attendance

After attending you will be able to:

- Restructure data into appropriate tables to ensure data dependency and minimize redundancy
- Write advanced queries to analyse and summarize data
- Create and revise Microsoft® Office Access® 2013 macros
- Customize reports by using various Microsoft® Office Access® 2013 features
- Maintain their databases using Microsoft® Office Access® 2013 tools

Who should attend?

The Level 3 course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access 2013, and it is a prerequisite to take more advanced courses in Microsoft® Office Access 2013.

Topics Covered

Database Design

- Database Normalization
- Relational Database structure
- Understanding relationships

Expert Form Design

- Size and position of a Form
- Modifying the record source for a form
- Setting or changing the tab order on Forms
- Creating an Option group using a wizard.
- Creating Sub forms
- Create a sub form and add it to a form
- Forms with a tab control
- Forms with page breaks
- Pivot Table Forms
- Command buttons on a form

Expert Queries

- Query types
- Append Queries
- Delete Queries
- Update Queries
- Make Table Queries
- Query Joins and Join properties
- Types of joins
- Cross tab Queries
- Unmatched and Duplicates Queries

Expert Reports

- Creating a report with sub reports
- Create a calculated control



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- Add Charts to Reports (or Forms)
 - Creating a Report Snapshot

Working with Macros

- Macros
- Creating a macro
- To run a macro

Expert Database Tools

- Importing Data
- Exporting Data
- Linking Data
- Linked table manager
- Compact and Repair
- Startup Options
- Document a database
- Analyse a Table
- Analyse Database Performance
- Improving the performance of an Access database
- Editing data in a shared database
- Database password security
- User Level Security



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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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