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What's in Access 2013:

This course is designed for beginners and intermediate users to learn the updated interface in Access 2013 and to use click and point technique to create your own database to keep track of records and information. After successful completion students will be able to perform their day to day responsibilities, and to understand the advantages that using a relational database program can bring to their business process. Upon successful completion, students will be prepared to take the Microsoft Exam.

Target Audience:

Individuals looking to gain knowledge in Microsoft Access 2013.

Prerequisites:

Basic computer skills

Duration:

20 Hours

Topics Covered in Access 2013:

Exploring the Access Environment

- Lesson Objectives
- An Introduction to Databases
- Databases in Spreadsheets
- Relational Database Management
- Systems (RDBMS)
- What is Access?
- Access Database File
- Database Objects
- Desktop Databases and Access Web
- Apps
- Components of the Access 2013 User
- Interface
- The Ribbon
- The Navigation Pane
- Backstage View
- Looking at the Screen
- Viewing Screen Tips
- Using the Quick Access Toolbar
- Starting Access and Working with
- Database Files
- Database Wizards
- Templates
- Closing a Database
- Opening an Existing Database
- Using the Navigation Pane
- Viewing Objects
- Sorting and Filtering Objects
- Copying Objects
- Renaming Objects
- Deleting Objects
- Setting Navigation Options
- Saving and Exporting Databases
- Saving Databases to Different
- Locations
- Saving a Database as a Template
- Access 2013 and Backward
- Compatibility
- Exporting Data to Alternate
- Formats
- Setting Access Options
- Lesson Summary

- Review Questions

Building Tables

- Lesson Objectives
- Table Basics
- Planning Tables
- Planning Fields
- Naming Rules and Conventions
- A Model of Table Structure
- Data Types
- Field Size Property
- Table Views
- Creating Tables in Design View
- Modifying Tables in Design View
- Primary Keys
- Selecting a Primary Key
- Creating Tables in Datasheet View
- Reusing Design Elements
- Using Quick Start Fields
- Using Application Parts
- Using User Templates
- Importing Data
- Importing Tables from Other
- Databases
- Importing Data from Excel
- Importing Data as a Linked Table
- Working in Datasheet View
- Navigating a Datasheet
- Adding, Updating and Deleting
- Records
- Manipulating a Datasheet
- Printing Datasheet Records
- Constraining Input
- Validation Rules
- Input Masks
- Default Values
- Auto-incrementing Fields
- Table Relationships
- Relationship Types
- Creating Relationships in a
- Database
- Creating Lookup Fields
- Viewing Related Data

Retrieving the Data You Want

- Lesson Objectives
- Retrieving Data
- Finding Records
- Finding and Replacing Data
- Using Wildcards
- Sorting Records
- Filtering Records
- Filter by Selection
- Filter by Form
- Creating Queries
- Creating a Select Query in Query
- Design View
- Creating a Select Query with the Query Wizard
- Modifying Queries
- Adjusting Fields
- Sorting Query Fields
- Hiding Query Fields
- Adding Query Criteria
- Arithmetic Operators
- Comparison Operators
- Logical Operators
- Special Operators
- Working with Joined Tables
- Performing Calculations in Queries
- Adding Calculated Fields to a
- Query
- Formatting Query Fields
- Using the Expression Builder
- Displaying Totals in a Query Result
- Set Datasheet
- Grouping and Summarizing Query
- Data
- Creating Parameter Queries
- Using Conditional Logic in a Query
- Creating Action Queries
- Creating Update Queries
- Creating Make-Table Queries
- Creating Append Queries
- Creating Delete Queries
- Creating Crosstab Queries

Topics Covered in Access 2013 (Continued):

Working with Forms
- Lesson Objectives
- Why Use Forms?
- The Inside Scoop - Controls and Properties
- Designing a Form
- Form Types
- Form Views
- Creating Forms Using Automated
- Tools
- Form Tool
- Form Wizard
- Application Parts
- Creating Forms from Scratch
- The Fields List Pane
- The Property Sheet
- Form and Control Properties
- Modifying Forms
- Adding controls
- Removing controls
- Repositioning controls
- Managing labels
- Modifying data sources
- Setting form control properties
- Working with a Form in Layout view
- Working with a Form in Design View
- Adding Controls from the Ribbon
- Adding Controls in Layout View
- Adding Controls in Design View
- Microsoft Access 2013
- The Visible Property
- Using Lookup Fields on Forms
- Ensuring Accuracy
- Validating Data Entry
- Validation Rules
- The Tab Stop Property
- The Locked and Enabled
- Properties
- Specifying Default Values
- Setting Form Properties
- Formatting Forms
- Aligning and Sizing Controls
- Tab Order

Designing Reports
- Lesson Objectives
- What is a Report?
- Report sections
- Designing a report
- Report layouts
- Controls and properties
- Report Views
- Report View
- Print Preview
- Layout View
- Design View
- Creating Reports
- Using the Report Tool
- Creating a Report Using the Report
- Wizard
- Creating a Report Using Application Parts
- Creating a Blank Report
- The Field List Pane
- The Property Sheet
- The Record Source Property
- Working with Reports
- Selecting and Formatting Controls
- Moving Controls
- Working with Padding and
- Margins
- Adding Controls from the Ribbon
- Working with Report Labels
- Adding a Subreport
- Changing the Data Source
- Grouping and Sorting
- Adding Calculated Controls
- Working with Reports in Design View
- Adding controls from the Ribbon
- Selecting Controls
- Aligning, Sizing and Spacing

- Controls
- Formatting Reports
- Working with page size and page
- orientation
- Changing the Sort Order
- Creating Columns
- Adding Images to Reports
- Adding Page Numbers
- Report headers and footers
- Applying a theme
- Applying Background Images to
- Reports
- Previewing and Printing Reports

Managing, Maintaining and Protecting Databases
- Lesson Objectives
- Protecting Database Files
- Open Modes
- Encrypting and Password protecting a Database
- Maintaining Database Files
- Saving and publishing a database
- Backing Up a Database
- Recovering Data from a Backup
- Compacting and Repairing
- Managing Databases
- Front-End and Back-End Databases
- Splitting a Database
- Merging Split Databases
- Creating Templates and Application
- Parts
- Using User Templates
- User-Defined Data Type Templates
- User-Defined Database Templates
- and Application Parts Templates

What's in Access 2016:

This course is designed for beginners and intermediate users to learn the updated interface in Access 2016 and to use click and point technique to create your own database to keep track of records and information. After successful completion students will be able to perform their day to day responsibilities, and to understand the advantages that using a relational database program can bring to their business process.

Target Audience:

Individuals looking to gain knowledge in Microsoft Access 2016.

Prerequisites:

Basic computer skills

Duration:

20 Hours

Topics Covered in Access 2016:

Exploring the Access Environment
- Lesson Objectives
- An Introduction to Databases
- Spreadsheet Databases
- Relational Database Management Systems (RDBMS)
- What is Access?
- Access Database Files
- Database Objects
- Access Web App Databases and Desktop Databases
- Components of the Access User Interface
- The Ribbon
- The Navigation Pane
- Backstage View
- Looking at the Screen
- Viewing Screen Tips
- Using the Quick Access Toolbar
- Starting Access and Working with Databases
- Creating New Databases
- Importing Objects into a Database
- Closing Databases
- Opening Databases
- Using the Navigation Pane
- Viewing Objects
- Sorting and Filtering Objects
- Setting Navigation Options
- Copying Objects
- Renaming Objects
- Deleting Objects
- Saving and Exporting Options
- Saving a Database as a Template
- Exporting Data to Alternate Formats
- Setting Access Options
- Lesson Summary
- Review Questions

Building Tables
- Lesson Objectives
- Table Basics
- Table Structure
- Data Types
- Primary Keys
- Defining Tables in Access
- Modifying Table Fields

- Selecting Fields
- Using the Field Properties Pane
- About Table Properties
- Access Table Views
- Creating Tables in Datasheet View
- Reusing Design Elements
- Using Quick Start Fields
- Using Application Parts
- Importing Data
- Importing Tables from Other Databases
- Importing Data from Excel
- Appending Records to a Table
- Importing Data as a Linked Table
- Working in Datasheet View
- Navigating a Datasheet
- Adding, Updating, and Deleting Records
- Manipulating a Datasheet
- Printing Datasheet Records
- Constraining Input
- Validation Rules
- Input Masks
- Default Values
- Table Relationships and Keys
- Foreign Keys
- Relationship Types
- Database Schema
- Creating Relationships in a Database
- Creating Lookup Fields
- Working with Related Data
- Error/Alert Messages
- Messages Encountered in Design View
- Messages Encountered during Data Entry
- Messages Pertaining to Related Tables
- Lesson Summary
- Review Questions

Retrieving the Data You Want
- Lesson Objectives
- Retrieving Data
- Finding Records
- Using Wildcards
- Finding and Replacing Data

- Sorting Records
- Filtering Records
- Filter by Selection
- Filter by Form
- Understanding Queries
- Running a Query (Datasheet View)
- Creating a Select Query in Design View
- Creating a Select Query with the Query Wizard
- Modifying Queries
- Adding and Removing Fields
- Sorting Query Fields
- Hiding Query Fields
- Formatting Query Fields
- Renaming Queries
- Creating Multiple-Table Queries
- Understanding Joins and Relationships
- Querying Related Tables
- Creating Joins in a Query
- Adding Query Criteria
- Arithmetic Operators
- Comparison Operators
- Concatenation Operators
- Special Operators
- Logical Operators
- Performing Calculations in Queries
- Understanding Expressions
- Adding Calculated Fields to a Query
- Using the Expression Builder
- Grouping and Summarizing Query Data
- Aggregate Functions
- Creating Parameter Queries
- Parameters and Data Types
- Adding Parameters
- Using Conditional Logic in a Query
- Creating Action Queries
- Creating Update Queries
- Creating Make Table Queries
- Creating Append Queries
- Creating Delete Queries
- Creating Crosstab Queries
- Using the Crosstab Query Wizard
- Lesson Summary

Topics Covered in Access 2016 (Continued):

Working with Forms
- Lesson Objectives
- Why Use Forms?
- Working with Records in a Form
- The Inside Scoop – Controls and Properties
- Form Views
- Form View
- Layout View
- Design View
- Creating Forms Using Automated Form Tools
- Understanding Forms with Subforms
- Using the Form Wizard
- Creating Forms from Scratch
- The Field List Pane
- The Property Sheet The Record Source and Control Source Properties
- Modifying Forms
- Selecting Controls
- Removing Controls
- Resizing Controls
- Applying Formatting to Controls
- Working with Layouts
- Moving Controls
- Using Table Functions
- Working with a Form in Design View
- Positioning Form Controls
- Creating Forms Using Application Parts
- Deleting Forms
- Adding Controls from the Ribbon
- Adding Controls in Layout View
- Adding Controls in Design View
- Aligning and Sizing Controls
- Adding a Subform Control
- Manually Creating and Linking a Subform
- Making Forms User-Friendly
- Using Lookup Fields on Forms
- Changing the Tab Order

- Creating Control Tips and Hot Keys
- Validating Data Entry in Forms
- Applying Formatting and Design Options
- Working with Headers and Footers
- Working with Fonts, Backgrounds, and Images
- Working with Themes
- Formatting Forms for Printing
- Navigation Forms
- Lesson Summary
- Review Questions

Designing Reports
- Lesson Objectives
- What is a Report?
- Report Sections
- Report Layouts
- Controls and properties
- Report Views
- Report View
- Print Preview
- Layout View
- Design View
- Creating Reports
- Using the Report Tool
- Creating a Report Using the Report Wizard
- Deleting Reports
- Creating Reports from Scratch
- The Field List Pane
- The Property Sheet
- The Record Source and Control Source Properties
- Working with Reports
- Selecting Controls
- Resizing Controls
- Control Report Positioning
- Applying Formatting to Report Elements
- Working in Layout View
- Working in Design View
- Adding Controls from the Ribbon

- Adding Controls from the Ribbon in Layout View
- Adding Controls from the Ribbon in Design View
- Working with Subform/Subreport Controls
- Adding Calculations to Reports
- Grouping and Sorting Data in Reports
- Adding Grouping Levels with the Shortcut Menu
- Using the Group, Sort and Total Pane
- Formatting and Previewing Reports
- Previewing Reports
- Working with Page Size, Orientation and Report Width
- Margins
- Formatting Reports into Multiple Columns
- Report Headers and Footers
- Adding Images to Reports
- Working with Colors
- Applying a Theme
- Printing Reports
- Sorting and Filtering Printed Output
- Report Output Options

Protecting, Maintaining, and Managing Databases
- Lesson Objectives
- Protecting Database Files
- Open Modes for Databases
- Encrypting and Password-protecting a Database
- Maintaining Database Files
- Backing Up a Database
- Recovering Data from a Backup
- Compacting and Repairing
- Managing Databases
- Setting Startup Options
- Renaming Database Objects
- Object Dependencies and Deleting Database Objects
- Working with Split Databases