Microsoft Office Access 2013 Courses
24 Hours

COURSE OUTLINES

FOUNDATION LEVEL COURSE OUTLINE

ACCESS 2013 DATABASE CONCEPTS
What is a database?
Database examples
What is a relational database?
What is a table?
What is a record (row)?
What is a field (column)?
What is data?
The difference between data and information
Data types
Common uses of large-scale databases
Keeping data discrete
Each field should contain only one item
Database designers, database administrators and database users

OPENING A DATABASE & SECURITY ISSUES
Opening a database within your samples folder
Trusted locations – using the trust center
Setting the default folder location within Access
TABLES, FIELDS AND FIELD TYPES
Creating a new blank database
Adding fields and setting the field type
About Access data types
Closing and naming a table

TABLE NAVIGATION & MODIFICATION
Opening a table within a database
Switching between 'datasheet view' and 'design view'
Adding records to a table
Saving the changes made to a table
Navigating through records within a table
Adjusting the column width
Automatically resizing a column width to fit contents
Moving a column to rearrange the column order

ACCESS 2013 FIELD PROPERTIES
Field properties
Input masks
Validating numbers
Validating dates
Data entry required / not required
Field properties – reference materials
Field properties – logical operators
Field properties – validation rule examples
Field properties – general
Field properties – format
Field properties – input mask characters
Field properties – input mask examples

MANIPULATING TABLES & RECORDS
Renaming a table
Editing data within a record
Deleting data within a record
Using the undo command
Deleting a single record
Deleting multiple records
Using save as to back up the database using a different file name
Deleting a table

ACCESS 2013 PRIMARY KEYS & INDEXING
Defining a primary key
Indexing - reference notes
Creating a single-field index
Creating a multiple-field index
Deleting multi-field indexes

FILTERING WITHIN ACCESS 2013
Text filters
Applying a single filter
Clearing a single filter
Creating multiple filters
Clearing multiple filters

SORTING WITHIN ACCESS 2013
Sorting records a-z
Sorting records z-a
Removing a sort

Sorting on multiple fields

SEARCHING WITHIN ACCESS 2013
Searching through records
Access 2013 relationships
Table relationships
One-to-many relationship
Many-to-many relationship
One-to-one relationships
Creating relationships between tables
About referential integrity
Enabling referential integrity
Cascade options
Cascade update related fields
Cascade delete related records
Enabling cascade options
Deleting relationships

ACCESS 2013 FORMS
Forms overview
Creating forms
Modifying forms
Modifying a form title
Changing a form logo
Modifying a form label
Saving a form
Form view
Adding and formatting attachments
Modifying data within records
Deleting records using a form
Adding records using a form
Adding or deleting text in a record using a form
Closing forms
Opening forms
Deleting a form
Filtering a form
Removing a filter from a form
Inserting and modifying a form header
Inserting and modifying a form footer

INTERMEDIATE LEVEL COURSE OUTLINE
TRUSTED LOCATIONS & DEFAULT LOCATIONS

Specifying a trusted location
Specifying the default file location

QUERIES
Creating a query
Adding (and removing) criteria to a query
Running a query
Editing criteria in a query
Creating a two table query and sorting the results
Refining your query
What are wildcards?
Deleting a query
Hiding and un-hiding fields within a query

REPORTS
What are reports?
Creating a simple report
Using the report wizard
Modifying the report view
Widening a report column
Modifying the report title
Adding a logo to a report
Formatting a form using themes
Modifying field names within a report
Inserting and formatting the date & time
Adding existing fields to a report
Resizing reports for printing
Totals
Closing a report
Deleting a report

LOOKUP TABLES AND INPUT MASKS
What is a table lookup?
Creating a lookup within a field
Modifying a lookup within a field
Deleting a lookup within a field
What is an input mask?
Creating an input mask
Modifying an input mask
Deleting an input mask
What does data entry required/not required mean?
Modifying a field to require data entry

Modifying a field so that it does not require data entry

RELATIONSHIPS
What is a one-to-one relationship?
Creating a one-to-one relationship
Modifying a one-to-one table relationship
Deleting a one-to-one table relationship
What is a one-to-many table relationship?
Creating a one-to-many relationship
Modifying a one-to-many relationship
Deleting a one-to-many relationship
What is a many-to-many relationship?
Creating a many-to-many relationship using a junction table
Modifying or deleting a many-to-many relationship
What is referential integrity?
Enforcing referential integrity
Applying automatic updating of related fields
Applying automatic deletion of related records

JOINS
Applying an inner join
Modifying an inner join
Applying an outer join
Modifying an outer join
Creating a subtract join
Modifying a subtract join
What is a self join?
Applying a self join

EXPORTING
What does exporting data mean?
What is a spread sheet format?
What is text only and csv format?
What is a pdf file?
What is an xml file?
Exporting a table as an excel file
Exporting a table as a text file (keeping data format & layout)
Exporting a table as a text csv formatted file
Exporting a table as a pdf formatted file
Exporting a table as an XPS formatted file

PRINTING
Considerations before printing
Print previewing
Which orientation, portrait or landscape?
Adjusting the layout within print preview
Setting page margins
Printing a complete table
Printing selected records
Printing a query or reports
Printing forms

ADVANCED LEVEL COURSE OUTLINE

TRUSTED LOCATIONS & DEFAULT LOCATIONS
Specifying a trusted location
Specifying the default file location

QUERIES
About queries
Creating and running an update query
Creating and running a delete query
Creating and running a make table query
Creating and running an append query
Creating and running a crosstab query
Creating and running a find duplicates query
Creating and running a find unmatched records query
What is a parameter query?
Creating and running a one variable parameter query
Modifying a one variable parameter query
Creating and running a two variable parameter query
Modifying a two variable parameter query
Using wildcards in a query: star
Using wildcards in a query: brackets and dash
Using wildcards in a query: exclamation mark
Using wildcards in a query: hash
Showing maximum or minimum values in a query
Using calculated fields that perform arithmetic calculations
Grouping information in a query using functions - sum
Grouping information in a query using functions - count
Grouping information in a query using functions - average
Grouping information in a query using functions - max & min

FORMS
Types of form controls
Bound controls vs. Unbound controls
Creating, modifying and deleting bound controls: text box
Creating, modifying and deleting bound controls: combo box
Creating modifying and deleting bound controls: list box
Creating bound controls: check box
Modifying and deleting bound controls: check box
Manipulating bound controls: option groups
Applying bound control properties: limit to list
Applying bound control properties: distinct values
Manipulating unbound controls containing arithmetic expressions
Manipulating unbound controls containing logical expressions
Modifying the tab order within a form
What is a sub-form?
Creating a sub-form
Linking a sub-form

REPORTS
Formatting arithmetic calculation controls to display a percentage
Formatting arithmetic calculation controls to display currency
Formatting arithmetic calculation controls to display specific decimal places
Applying a running sum for a group or over all
What is concatenation?
Concatenating fields within a report.
Inserting a data field into a report group
Inserting a data field into a report page
Inserting a data field into report headers and footers
Sorting and grouping records in a report by field(s)
Forcing page breaks for groups in a report
Creating a linked sub-report

MACROS
Macro to close an object and open another object
Macro to open and maximize an object
Macro to print and close an object
Assigning a macro to a command button
Assigning a macro to an object
Assigning a macro to a control

LINKING DATA
Linking external data in an excel workbook to a database

Linking external text data in a txt file to a database
Linking external text data in a csv file to a database
Linking external data to a database using existing database files

IMPORTING DATA
Importing an excel file into a database
Importing a csv text into a database
Importing a txt file into a database
Importing an xml file into a database
Importing an existing database file into a database