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Let's Reach For Excellence!

Microsoft Access 2013: Basic Skills

Duration: 01 day

Data is everywhere. Whether you are at the grocery store, office, laboratory, classroom, or ballpark, you are awash in data: prices, schedules, performance measures, lab results, recipes, contact information, quality metrics, market indices, grades, and statistics.

Most job roles today involve some form of data management. In the case of data workers, it may be their primary job task. For some, like research scientists and accountants, data management may be a strong component of the job. And for others, such as sales clerks or those in the skilled trades, data management may consist of an incidental job responsibility such as time reporting or recording a sale. But virtually everyone is affected in some way by the need to manage data.

A relational database application such as Microsoft® Office Access® 2013 can help you and your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization. In this course, you will learn how to use Access 2013 to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

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PEARSON VUE-Authorized Test Center
KRYTERION GLOBAL TESTING SOLUTIONS

TARGET STUDENT

This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access 2013, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

PREREQUISITES

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows® 8 environment, and be able to use Windows 8 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

COURSE OUTLINE

Lesson 1: Getting Started with Access

- **Topic A:** Orientation to Microsoft Access
- **Topic B:** Create a Simple Access Database
- **Topic C:** Get Help in Microsoft Access

Lesson 2: Working with Table Data

- **Topic A:** Modify Table Data
- **Topic B:** Sort and Filter Records
- **Topic C:** Create Lookups

Lesson 3: Querying a Database

- **Topic A:** Join Data from Different Tables in a Query
- **Topic B:** Sort and Filter Data in a Query
- **Topic C:** Perform Calculations in a Query

Lesson 4: Creating Advanced Queries

- **Topic A:** Create Parameter Queries
- **Topic B:** Create Action Queries
- **Topic C:** Create Unmatched and Duplicate Queries
- **Topic D:** Summarize Data

Lesson 5: Generating Reports

- **Topic A:** Create a Report
- **Topic B:** Add Controls to a Report
- **Topic C:** Enhance the Appearance of a Report
- **Topic D:** Prepare a Report for Print

Lesson 6: Customizing the Access Environment

- **Topic A:** The Access Options Dialog Box