

# Access 2013

What does this course offer you?

In this course, you will learn how to effectively use Access 2013 for both your individual needs and for the development of complex business solutions. You will gain an introduction to the planning of databases, structuring data and the creation of the required tables. You define data types, field properties and relationships between your different tables. Furthermore, you get to know how to set filters, create queries for evaluation and will learn how to simplify data input and maintenance via forms and create professional reports.



The main training topics:

## Access and Database Basics

- What is a database?
- Structure of a database
- Starting and exiting Access
- The Access application window
- Opening a database
- Creating a database

## Creating Tables

- Planning a database
- Tables and data fields
- Creating a table in the design view
- Defining field properties
- Using the input mask
- Using the output format
- Creating a validation rule
- Assigning an index
- Defining lookup list

## Entering and Editing Data in Tables

- Entering and editing data in a table
- Copying data between programs
- Changing the datasheet view
- Sorting data records
- Finding and replacing data

## Table Relationships

- Basics of relationships
- Referential integrity
- Setting up and deleting relationships
- Showing dependent data

## Working with Filters

- What are filters?
- Using operators
- Using selection-based filters
- Using form-based filters
- Saving form-based filters

## Working with Queries

- What are queries?
- Creating simple queries with the wizard
- Creating select queries in the design view
- Editing a query
- Queries for table creating and deletion

## Creating Forms

- Creating AutoForms
- Creating forms with the wizard
- Editing forms in the layout view
- Entering and editing text

## Creating Reports and Labels

- Creating basic reports
- Creating reports with the wizard
- The print preview
- Printing and exporting data

### What do you need to know in advance of this course?

Basic knowledge of how to use a mouse and keyboard is required.

### What does this course include?

In addition to the instructional content, practice exercises and test questions are also included.

Number of lessons: 50

Learning Hours: 5  
Audio Hours: 2.5