

# Microsoft Office Access 2013: Part 1

## Course Overview

This course provides students with the knowledge and skills create a new database, construct data tables, design forms and reports, and create queries.

<b><u>Course Introduction</u></b>	2m
Course Introduction	
<b><u>Lesson 01 - Getting Started with Access</u></b>	1h 19m
Topic A: Orientation to Microsoft Access	
Why Use a Database Application?	
Transform Data into Knowledge	
Using Access Instead of Excel	
Using Access Instead of Other Databases	
Demo 1-2: Launching Access and Opening a Database	
Access 2013 Window Components	
Demo 1-3: Navigating and Editing Data in Tables	
Forms and Views	
Record Navigation Bar	
Demo 1-4: Navigating and Editing Data in a Form	
The Capable Query	
A Query Join	
Demo 1-5: Using Queries	
Demo 1-6: Using Reports	
Demo 1-7: Exploring Access Ribbon Commands	
Topic B: Create a Simple Access Database	
Create a Simple Access Database	
Saving Options	
Initial Views	
Field Data Types	
Primary Key	
Object Names	
Demo 1-8: Creating a New Database	
Demo 1-9: Creating and Testing a Form	
Topic C: Get Help in Microsoft Access	
Access Help Window	
Demo 1-10: Getting Help in Access	
Lesson 01 Review	
<b><u>Lesson 02 - Working with Table Data</u></b>	36m
Topic A: Modify Table Data	
Modify Table Data	
Demo 2-1: Undoing Record Modifications	
Quick Search	

Demo 2-2: Using Quick Search to Find and Modify Records  
Demo 2-3: Using Find and Replace to Modify Records  
Adding Calculations to the Totals Row  
Demo 2-4: Adding a Totals Row to a Datasheet  
Topic B: Sort and Filter Records  
Records in Ascending Order by Dept  
Filtering Records  
Demo 2-5: Sorting and Filtering Records  
Topic C: Create Lookups  
Table Relationship  
The Relationships View  
Foreign Keys  
Referential Integrity  
Demo 2-6: Examining the Purpose of a Primary Key  
The Property Sheet  
Demo 2-7: Configuring a Form Lookup Field  
Lesson 02 Review

### **Lesson 03 - Querying a Database**

47m

Topic A: Join Data from Different Tables in a Query  
Query Object Views  
Simple Query Wizard  
Types of Queries  
Demo 3-1: Creating a Query by Using the Query Wizard  
Using Query Design to Create a Query  
Types of Queries  
Demo 3-2: Creating a Query by Using Query Design  
Topic B: Sort and Filter Data in a Query  
Query Criteria  
A Comparison Operator  
Logical Operators  
Wildcards  
Like Operator Examples  
Demo 3-3: Filtering a Query Using a Comparison Operator  
Demo 3-4: Filtering a Query Using a Wildcard  
Zoom Dialog Box  
Demo 3-5: Filtering a Query Using a Date Range  
Topic C: Perform Calculations in a Query  
Calculations in a Query  
Demo 3-6: Performing Calculations  
Lesson 03 Review

### **Lesson 04 - Creating Advanced Queries**

35m

Topic A: Create Parameter Queries  
Create Parameter Queries  
Matching a Parameter Query  
Using the Ampersand Operator  
A Parameter Query Displays a Prompt  
Demo 4-1: Creating a Parameter Query  
Demo 4-2: Using Wildcards in a Parameter Query

Demo 4-3: Creating a Query with Multiple Parameters  
Topic B: Create Action Queries  
Action Queries  
Action Query Update Expression  
Demo 4-4: Creating Action Queries  
Topic C: Create Unmatched and Duplicate Queries  
Find Unmatched and Find Duplicate Queries  
Demo 4-5: Creating Queries to Search for Unmatched and Duplicate Records  
Topic D: Summarize Data  
Crosstab Queries & Display Details  
Analyzing Country of Origin  
Demo 4-6: Creating a Crosstab Query  
Lesson 04 Review

**Lesson 05 - Generating Reports**

30m

Topic A: Create a Report  
Report Creation Tools  
Report Object Views  
The Report Wizard  
Demo 5-1: Creating Reports  
Demo 5-2: Using the Report Wizard  
Topic B: Add Controls to a Report  
Sections in a Report  
The Completed Report  
Demo 5-3: Adjusting Report Control Layout  
Topic C: Enhance the Appearance of a Report  
Galleries and Themes  
Demo 5-4: Enhancing the Appearance of a Report  
Topic D: Prepare a Report for Print  
Page Setup Options  
Print Preview Tab  
Demo 5-5: Preparing a Report for Print  
Lesson 05 Review

**Lesson 06 - Customizing the Access Environment**

7m

Topic A: The Access Options Dialog Box  
Access Options  
Demo 6-1: Setting Access Options  
Lesson 06 Review  
Course Closure

**Total Duration: 3h 56m**