

Microsoft Office Access 2013: Part 2

Course Overview

This course provides students with the knowledge and skills to construct relational databases, perform database maintenance, create advanced queries and reports, or integrate Access with other programs.

Course Introduction 2m
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Lesson 01 - Designing a Relational Database 37m

Topic A: Relational Database Design
Database Relationship
Relational Database Design Process
Statement of Purpose
Existing Data
Determine Fields
Business Rules
Group Fields into Tables
Primary Keys
Primary and Foreign Keys
Composite Keys
One-to-One Relationships
One-to-Many Relationships
Topic B: Create a Table
Table Views
List of Data Types in Datasheet View
Data Types
List of Data Types in Design View
Calendar for Picking Dates
Turn the Date Picker On or Off
Lookup Wizard
The Table Properties Dialog Box
Demo 1-2: Analyzing the Relational DB Design Process
Topic C: Create Table Relationships
Relationships Window
Edit Relationships Dialog Box
Enforce Referential Integrity Options
Join Line
Relationship Report
Demo 1-3: Creating a Table Relationship
Lesson 01 Review

Lesson 02 - Joining Tables

31m

Topic A: Create Query Joins
Query Joins
Inner Join
Left Outer Join
Right Outer Join
Join Properties Dialog Box
What the Join Options Return
Demo 2-1: Creating Inner and Outer Joins
Topic B: Join Tables That Have No Common Fields
Demo 2-2: Joining Unrelated Tables
Topic C: Relate Data within a Table
Self Join
Demo 2-3: Creating a Self Join
Topic D: Work with Subdatasheets
Subdatasheet
Demo 2-4: Modifying Data in a Subdatasheet
Topic E: Create Subqueries
Subquery Example
Subquery Expression Example
Demo 2-5: Creating Subqueries
Lesson 02 Review

Lesson 03 - Organizing a Database for Efficiency

25m

Topic A: Data Normalization
First Normal Form
Second Normal Form
Third Normal Form
Denormalization
Table Analyzer Wizard
Demo 3-1: Running the Table Analyzer Wizard
Topic B: Create a Junction Table
Many-to-Many Relationship
Junction Table
Demo 3-2: Creating a Many-to-Many Relationship
Topic C: Improve Table Structure
Demo 3-3: Improving Table Structure
Lesson 03 Review

Lesson 04 - Sharing Data Across Applications

32m

Topic A: Import Data into Access
External Data Tab—Import & Link Group
Get External Data Wizard
Demo 4-1: Importing Data from a Text File
Demo 4-2: Importing Data from an Excel File
Topic B: Export Data to Text File Formats
External Data Tab—Export Group

Demo 4-3: Exporting Data to Text File Formats
Topic C: Export Access Data to Excel
Demo 4-4: Exporting Data to Excel
Topic D: Create a Mail Merge
Microsoft Word Mail Merge Wizard
Merge Fields
The Mail Merge Task Pane
Demo 4-5: Merging Access Data with a Word Document
Lesson 04 Review

Lesson 05 - Advanced Reporting

51m

Topic A: Organize Report Information
Report Controls Group
Some Controls
The Group, Sort, and Total Pane
The Field List Pane
Demo 5-1: Making Report Design Modifications
Topic B: Format Reports
Rich Text Property
Report Format Options
Report Arrange Options
Property Sheet Controls
Useful Control Properties
Keep Together Property Settings
Force New Page Property Options
Demo 5-2: Formatting a Report
Topic C: Include Control Formatting in a Report
Data Bars
Demo 5-3: Adding Data Bars to a Report
Topic D: Add a Calculated Field to a Report
Demo 5-4: Adding a Calculated Field to a Report
Topic E: Add a Subreport to an Existing Report
Demo 5-5: Adding a Subreport to an Existing Report
Lesson 05 Review
Course Closure

Total Duration: 2h 58m