

# Microsoft® Office Access® 2013: Part 1

## Course Specifications

### Course Length:

1 day

## Course Description

### Overview:

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.

### Course Objectives:

In this course, you will learn to create and manage a fundamental Access 2013 database.

You will:

- Navigate within the Microsoft Access application environment and create a simple database.
- Organize and manage data stored within Access tables.
- Use queries to join, sort, and filter data from different tables.
- Create advanced queries, including action queries and parameter queries.
- Create and format custom reports.
- Customize Access configuration options.

### 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 Content

### **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