

Microsoft Office Access 2013 Online Training



Course Outline

Access 2013: Level 1

Lesson 01 - Getting Started with Access

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

Lesson 02 - Working with Table Data

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

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

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

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

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

Access 2013: Level 2

Lesson 01 - Designing a Relational Database

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

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

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

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

Access 2013: Level 3

Lesson 01 - Implementing Advanced Form Design

Topic A: Add Controls to Forms
Types of Controls
Other Elements
The Original frmInventory View
The frmInventory Target Layout
Styling Elements
Demo 1-1: Changing the Tab Order on a Form
Topic B: Create Subforms
Subforms
Demo 1-2: Creating a Subform
Topic C: Organize Information with Tabs Pages
Demo 1-3: Creating Tab Pages
Topic D: Enhance Navigation of Forms
Demo 1-4: Creating a Navigation Form
Topic E: Apply Conditional Formatting
Demo 1-5: Changing the Display of Data Conditionally
Lesson 01 Review

Lesson 02 - Using Data Validation

Topic A: Field and Record Validation
Field and Record Navigation
Field Properties for a Number Data Type Field in tblInventory
Input Masks
Input Mask Characters
Lookup Lists
Demo 2-1: Validating Data with a Field Property
Topic B: Form Validation

Lesson 05 - Advanced Reporting

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

Selecting the Type of Combo Box for a Form
Controls – List Box and Option Group
Demo 2-2: Using a Combo Box Control to Limit Option Values
Lesson 02 Review

Lesson 03 - Using Macros to Improve User Interface Design

Topic A: Create a Macro
Macros
The Macro Builder Window and Action Catalog
Macro Actions and Positioning Arrows
Types of Macro Actions
Event Options Form Field
Macro Event Groups
Events and Supported Controls
Demo 3-1: Creating a Macro to Open a New Record on a Form
Topic B: Restrict Records Using a Condition
The OpenForm Macro Action with Where Condition
Demo 3-2: Using the Where Condition to Restrict Data
Topic C: Validate Data Using a Macro
Validate Data Using a Macro
Demo 3-3: Using a Macro to Validate Data
Topic D: Automate Data Entry Using a Macro
Event Properties for Automating Data Entry
Demo 3-4: Automating Data Entry with a Macro
Topic E: Convert a Macro to VBA
Macros and VBA

Demo 3-5: Converting a Macro to VBA
Lesson 03 Review

Lesson 04 - Using Advanced Database Management

Topic A: Link Tables to External Data Sources
External Data Sources
Demo 4-1: Using an External Data Source
Topic B: Manage a Database
Modes to Open a Database
Maintaining a Database
Demo 4-2: Compacting and Repairing a Database
Topic C: Determine Object Dependency
The Object Dependencies Pane
Demo 4-3: Viewing Object Dependency
Topic D: Document a Database
Database Documenter
Demo 4-4: Using the Database Documenter
Topic E: Analyze the Performance of a Database
Analysis Results
Demo 4-5: Using the Performance Analyzer
Lesson 04 Review

Lesson 05 - Distributing and Securing a Database

Topic A: Splitting a Database for Multiple User Access
Viewing Tables in a Split Database
Demo 5-1: Splitting a Database
Topic B: Implement Security
The Message Bar
Implementing Security
The Trust Center Dialog Box
Demo 5-2: Adding a Trusted Location
Topic C: Set Passwords
Password Guidelines
Demo 5-3: Setting a Database Password
Topic D: Convert an Access Database to an ACCDE File
ACCDE File Format
Creating an ACCDE File
Quick Start Database Templates Menu
Template Customization
Saving Your Database as a Template
Demo 5-4: Converting a Database to ACCDE Format
Topic E: Package a Database with a Digital Signature
Packaging a Database with Digital Signatures
Package and Sign
Certificates
Lesson 05 Review

Lesson 06 - Managing Switchboards

Topic A: Create a Database Switchboard
The Switchboard Manager's Initial Message
The Switchboard Manager's Main Screen
Demo 6-1: Creating a Simple Switchboard
Topic B: Modify a Database Switchboard
Demo 6-2: Modifying a Switchboard
Topic C: Set Startup Options
Startup Options for the Current Database
Error Checking Options
Demo 6-3: Setting Startup Options
Lesson 06 Review
Course Closure