

Microsoft Office Access 2013 Level 2 Online Training



Course Outline

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

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