

## Microsoft Access 2013, Level 1

### Program Highlights:

Microsoft Access is a tool to manage information that helps you store information for reference, reporting and analysis. **Microsoft® Access 2013: Level 1** provides thorough introductory training of Access 2013. This text covers beginning-level skills, and is ideal for the newer computer user who wants to become well versed in Access.

Topics introduced include the Ribbon interface, creating tables in Datasheet view, previewing and printing data, designing databases, creating database objects, formatting tables, lookup fields, field properties, queries, and more.

### Job Outlook:

Microsoft Office Specialist (MOS) certifications are the only globally recognized credentials that validate your technical expertise in Microsoft Office Suite.

### Certification:

Microsoft Access 2013 Specialist

### Next Steps:

Microsoft Access Level 2  
Microsoft Access Level 3



### Benefits:

- Step-by-step, skills-based approach ensures that students master subjects and achieve success quickly
- Our real-world focus helps students develop practical skills they can apply immediately



**Stay Ahead!**

# Course Outline

## **ACCESS 2013 LESSON 1**

- Defining Access Databases
- What Is a Database?
- Purpose of Databases
- Database Management Software
- Exploring the Access Environment
- Starting Access
- Opening an Existing Database
- Identifying Features of the Database Window
- Introducing Access Objects
- Tables
- Forms
- Deleting Records Using a Form
- Queries
- Reports
- Closing a Database and Exiting Access

## **ACCESS 2013 LESSON 2:**

- Designing a Relational Database
- What Is a Relational Database?
- Gathering Data
- Importance of Good Database Design
- Normalizing Databases
- Planning Related Tables
- Linking Tables with Primary and Foreign Keys
- Primary Keys
- Foreign Keys
- Identifying Relationship Types
- Developing an Entity Relationship Diagram
- Defining Data Types
- Creating Access Tables in a New Database
- Creating a New Database
- Creating Tables in Design View
- Retrieving Data
- Sorting Records
- Sorting Records Using Multiple Fields
- Filtering Records
- Filtering Records by Form
- Update Records with Find and Replace

## **ACCESS 2013 LESSON 3**

- Exploring Form Design
- Examining Form Views
- The Property Sheet
- Creating Forms
- Identifying a Record Source
- Using the Form Wizard
- Working with Form Controls
- Deleting Controls
- Arranging Controls
- Applying Themes to Forms
- Modifying Form Controls
- Editing Labels
- Using Design Font Tools
- Using the Property Sheet
- Using the Fill Color Palette
- Modifying Form Layout
- Displaying Form Header and Form Footer
- Adding Unbound Controls to a Form
- Setting Additional Form Properties
- Setting a Form Tab Order
- Creating Multiple Items Forms
- Creating Split Forms
- Using Help

## **ACCESS 2013 LEVEL 4:**

- Creating Select Queries
- Reviewing Query Features
- Identifying Tools for Creating Select Queries
- Creating a Select Query Using Query Design
- Designing a Query Using Multiple Tables
- Choosing Fields to Include in a Query
- Selecting a Field that Appears in Multiple Tables
- Setting Query Criteria & adding Criteria
- Using Wildcards
- Setting AND/OR Criteria
- Entering Date Criteria
- Sorting a Query and Limiting Results
- Setting a Query Sort Order
- Limiting Number of Results Displayed
- Performing Calculations in Queries
- Identifying Parts of a Calculated Field
- Creating and Formatting a Calculated Field
- Using a Function in a Query Expression