

# Access 2013 - Part 1

## Course Overview

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This is a 2-day class

In this course, students 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.



## Who Should Attend

This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access 2013, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

## Course Outline

### 1 Getting Started with Access

- Orientation to Microsoft Access
- Create a Simple Access Database
- Get Help in Microsoft Access

### 2 Working with Table Data

- Modify Table Data
- Sort and Filter Records
- Create Lookups

### 3 Querying a Database

- Join Data from Different Tables in a Query
- Sort and Filter Data in a Query
- Perform Calculations in a Query

### 4 Creating Advanced Queries

- Create Parameter Queries
- Create Action Queries
- Create Unmatched and Duplicate Queries
- Summarize Data

### 5 Generating Reports

- Create a Report
- Add Controls to a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print

### 6 Customizing the Access Environment

- The Access Options Dialog Box

### 7 Designing a Relational Database

- Relational Database Design
- Create a Table
- Create Table Relationships

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## 8 Joining Tables

- Create Query Joins
- Join Tables That Have No Common Fields
- Relate Data within a Table
- Work with Subdatasheets
- Create Subqueries

## 9 Organizing a Database for Efficiency

- Data Normalization
- Create a Junction Table
- Improve Table Structure

## 10 Sharing Data Across Applications

- Import Data into Access
- Export Data to Text File Formats
- Export Access Data to Excel
- Create a Mail Merge

## 11 Advanced Reporting

- Organize Report Information
- Format Reports
- Include Control Formatting in a Report
- Add a Calculated Field to a Report
- Add a Subreport to an Existing Report