

Microsoft Access 2013 - Introduction

General Description

Design a relational lookup database complete with tables, queries, reports and forms.

Learning Outcomes

- Examine the Start screen, create a new blank database and navigate an existing database
- Scope and refine the design of a database
- Create a lookup database containing related lookup and transaction tables
- Modify table field properties and manage tables
- Add records into a lookup table directly, using a form and via importing from Microsoft Excel
- Add records into a transaction table directly, using a form and via a subdatasheet
- Navigate, edit, search and print table records
- Sort and filter records in a table
- Create, edit, save and run queries
- Generate basic, grouped and statistical reports
- Create a basic form, split form and a form bound to a query

Duration

One Day

Prerequisite

Basic understanding of the Microsoft Windows operating system

Topics

Access 2013 Orientation

Designing a Lookup Database

Creating a Lookup Database

Modifying Table Structures

Adding Records to a Table

Adding Transactional Records

Working with Records

Sorting and Filtering

Creating Queries

Creating and Using Reports

Creating and Using Forms