

Microsoft Access 2013

Level 2

ERP · BI · CRM · EPM · HR · PAYROLL

Course Outline

You have the basic skills needed to work with Microsoft® Office Access™ 2013 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.

Course duration:

This course is scheduled for one day from 9:00 till 16:00.

Course pre-requisites:

To ensure the successful completion of Microsoft Office Access 2013 Level 2, the completion of the Microsoft Office Access 2013 Level 1 course, or equivalent knowledge, is recommended.

Documentation:

The following documentation is included with the course

- > Microsoft Access 2013 Level 2 user guide
- > Certificate of attendance

After attending you will be able to:

- > Streamline data entry and maintain data integrity
- > Join tables to retrieve data from unrelated tables
- > Create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries
- > Improve forms
- > Customize reports to organize the displayed information and produce specific print layouts
- > Share data between Access and other applications

Who should attend?

Microsoft Office Access 2013 Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. The Level 2 course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. This course is also a prerequisite to taking more advanced courses in Access 2013.



Topics Covered

- Unit 1: Relational databases
 - Topic A: Database normalization
 - Topic B: Relating tables
 - Topic C: Implementing referential integrity
- Unit 2: Related tables
 - Topic A: Lookup fields
 - Topic B: Modifying lookup fields
 - Topic C: Subdatasheets
- Unit 3: Complex queries
 - Topic A: Joining tables in queries
 - Topic B: Calculated fields
 - Topic C: Summarizing and grouping values
- Unit 4: Advanced form design
 - Topic A: Adding unbound controls
 - Topic B: Adding Graphics
 - Topic C: Adding calculated values
 - Topic D: Adding combo boxes
 - Topic E: Advanced form types
- Unit 5: Reports and printing
 - Topic A: Customized headers and footers
 - Topic B: Adding calculated values
 - Topic C: Printing
 - Topic D: Labels
- Unit 6: Charts
 - Topic A: Charts in forms
 - Topic B: Charts in reports
- Unit 7: PivotTables and PivotCharts
 - Topic A: PivotTables
 - Topic B: Modifying PivotTables
 - Topic C: PivotCharts
 - Topic D: PivotTable forms

Venue Details

We have training facilities in Centurion and Rivonia. Please mention which will be your preferred venue for the training. The location will be confirmed once the booking has been received.

Centurion

1001 Clifton Avenue
Lyttelton Manor
Centurion

Rivonia

3 Fifth Avenue
Rivonia
Johannesburg



For bookings or more information

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz