

# Microsoft Access 2013

## Level 3

**ERP · BI · CRM · EPM · HR · PAYROLL**

## Course Outline

The training in and use of Microsoft® Office Access 2013 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access 2013. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

### 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 3, the following courses or equivalent knowledge are recommended: basic and intermediate features of Access tables, relationships, queries, forms, and reports, as well as Microsoft® Office Access 2013 Level 1, and Microsoft® Office Access 2013 Level 2.

### Documentation:

The following documentation is included with the course

- > Microsoft Access 2013 Level 3 user guide
- > Certificate of attendance

### After attending you will be able to:

- > Restructure data into appropriate tables to ensure data dependency and minimize redundancy
- > Write advanced queries to analyse and summarize data
- > Create and revise Microsoft® Office Access® 2013 macros
- > Customize reports by using various Microsoft® Office Access® 2013 features
- > Maintain their databases using Microsoft® Office Access® 2013 tools

### Who should attend?

The Level 3 course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access 2013, and it is a prerequisite to take more advanced courses in Microsoft® Office Access 2013.



## Topics Covered

### Unit 1: Querying with SQL

- Topic A: SQL and Access
- Topic B: Writing SQL statements
- Topic C: Attaching SQL queries to controls

### Unit 2: Advanced queries

- Topic A: Creating crosstab queries
- Topic B: Creating parameter queries
- Topic C: Using action queries

### Unit 3: Macros

- Topic A: Creating, running, and modifying macros
- Topic B: Attaching macros to the events of database objects

### Unit 4: Advanced macros

- Topic A: Creating macros to provide user interaction
- Topic B: Creating macros that require user input
- Topic C: Creating the AutoKeys and AutoExec macros
- Topic D: Creating macros for data transfer

### Unit 5: Importing, exporting, and linking

- Topic A: Importing objects
- Topic B: Exporting objects
- Topic C: Interacting with XML documents
- Topic D: Linking Access objects
- Topic E: Working with Windows SharePoint Services

### Unit 6: Database management

- Topic A: Optimizing resources
- Topic B: Protecting databases
- Topic C: Setting options and properties

### Unit 7: Internet integration

- Topic A: Hyperlink fields
- Topic B: Working with Outlook 2013



## 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](mailto:training@acctech.biz)

For the latest event schedule visit our training page on [www.acctech.biz](http://www.acctech.biz)