



Microsoft Access 2013 Level 1

Course ACC13-1B 2 Days Instructor-led, Hands on

Introduction

Students will learn how to create relational databases in Microsoft Access. This course also includes a primer on what relational databases are and how to plan a build of a relational database.

At Course Completion

Upon successful completion of this course, students will be able to:

- Define and plan a relational database
- Use Access to build a database
- Build and customize database tables
- Build data entry forms
- Build basic database queries
- Build a basic database report

Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Completion of the following courses or equivalent knowledge and skills is recommended:

- Windows 7 or 8 Introduction
- Microsoft Excel 2013 Level 1

Certification

This course is one of a series of courses that address Microsoft Office Specialist (MOS) skill sets. The MOS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Office Specialist certification.

Ways to Save

- ISInc Training Tickets
- Government GSA, CMAS Contracts
- Save with six or more students in the same class. A dedicated training class at your location or ours can save you even more.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



Course Outline

Module 1: What Is a Relational Database?

- What Is a Database?
- What Makes Data a Database and Not a Spreadsheet?
- What Makes a Relational Database “Relational”?
- What Are the Parts of a Relational Database?

Module 2: Exploring Microsoft Access

- Opening and Viewing Microsoft Access
- Exploring the Access Window
- Exploring the Main Parts of the Access Database
- Using the Access Help Feature
- Exploring the Navigation Pane

Module 3: Planning a Relational Database

- Identifying Classes
- Identifying Class Attributes
- Identifying Objects
- Defining Columns

Module 4: Grouping Attributes into Tables

- The First Rule: Making Sure Every Record Is Unique
- Breaking Columns Down to their Lowest Forms
- Another Rule: Avoiding Repeats of Information
- Another Rule: Avoiding Multiples of the Same Column
- Another Rule: Columns Need to Relate to a Primary Key
- Keeping Historical Data

Module 5: Building a Database

- Building a Database from a Template
- Creating a Database
- Creating Tables
- Testing Tables

Module 6: Designing Database Tables

- Creating Table Lookups
- Using Table Field Properties
- Using Input Masks
- Using Validation Rules
- Changing Field Structure in Tables



Module 7: Creating Table Relationships

- Defining Relationships between Tables
- Establishing Relationships between Tables
- Enforcing Referential Integrity
- Cascading Updates
- Cascading Deletes
- Using Subdatasheets in Tables

Module 8: Creating Forms

- Creating a Basic Form
- Creating a Form with the Form Wizard
- Creating a Split Form
- Creating Subforms

Module 9: Designing Forms

- Enhancing the Appearance of a Form
- Changing Form Layout
- Using Form Properties
- Adding Command Buttons to a Form

Module 10: Creating Basic Queries

- Creating a Query with a Wizard
- Creating a Query from Scratch
- Editing a Query

Module 11: Creating Basic Reports

- Creating a Report from a Table
- Creating a Report from a Query
- Examining Report Types