



## **Microsoft Access 2013 Level 2**

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

### **Introduction**

Students will learn the analyzing and reporting aspects of databases in Microsoft Access. Students will also learn how to further enhance form and report design.

### **At Course Completion**

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

- Create basic and advanced queries
- Create and design reports
- Import data into Access
- Export data from Access
- Use advanced form design features
- Use advanced report design features

### **Prerequisites**

Students should be familiar with the concept of relational databases and understand the role of tables and relationships between tables in an Access database.

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

- Microsoft Access 2013 Level 1

### **Course Outline**

#### **Module 1: Review**

- Importing Data from an Access Database
- Importing Data from Excel
- Creating table relationships

#### **Module 2: Querying a Database**

- Building a Query Using a Wizard
- Building a Query in Design View
- Working with Join Types in Queries
- Using a Single Criterion to Limit Results
- Using Multiple Criteria to Limit Results
- Using Keywords in Queries
- Using Wildcards in Criteria
- Building a Parameter Query

#### **Module 3: Calculations and Groups in Queries**

- Adding Calculated Fields to Queries

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



- Adding Groups and Totals to Queries

#### **Module 4: Generating Reports**

- Creating Basic Reports
- Creating a Report Using the Report Wizard
- Creating a report from scratch
- Making basic report enhancements
- Printing a Report

#### **Module 5: Customizing Reports**

- Adding a Group to an Existing Report
- Adding a Custom Calculation to a Report

#### **Module 6: Creating Action Queries**

- Updating Records with an Update Query
- Copying Records with an Append Query
- Deleting Records with an Action Query
- Use a Make-Table Query

#### **Module 7: Exporting Data**

- Exporting a Query to Excel
- Exporting a Report to Excel
- Exporting a Report to Word

#### **Module 8: Writing Advanced Queries**

- Creating a Subquery
- Union Queries
- Queries That Find Duplicate Records in a Table
- Queries That Find Unmatched Records between Tables
- Crosstab Queries
- Using Autolookup Queries

#### **Module 9: Advanced Form Design**

- Using the Form Header to Search for Data
- Setting up Tab Forms
- Creating a Dialog Form
- Setting Dialog Form Properties
- Saving a Form as a Report

#### **Module 10: Enhancing Reports**

- Controlling page breaks and page layouts
- Including a chart in a report
- Using customized groups and layouts in reports
- Saving the report as a PDF file