



Microsoft® Office Access® 2013: Part 1

Course Specifications

Course Number:

091004

Course Length:

1 day

Course Description

Overview:

Data is everywhere. Whether you are at the grocery store, office, laboratory, classroom, or ballpark, you are awash in data: prices, schedules, performance measures, lab results, recipes, contact information, quality metrics, market indices, grades, and statistics.

Most job roles today involve some form of data management. In the case of data workers, it may be their primary job task. For some, like research scientists and accountants, data management may be a strong component of the job. And for others, such as sales clerks or those in the skilled trades, data management may consist of an incidental job responsibility such as time reporting or recording a sale. But virtually everyone is affected in some way by the need to manage data.

A relational database application such as Microsoft® Office Access® 2013 can help you and your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization. In this course, you will learn how to use Access 2013 to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

You can also use this course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Access 2013.

Course Objectives:

In this course, you will learn to create and manage a fundamental Access 2013 database.

You will:

- Navigate within the Microsoft Access application environment and create a simple database.
- Organize and manage data stored within Access tables.
- Use queries to join, sort, and filter data from different tables.
- Create advanced queries, including action queries and parameter queries.
- Create and format custom reports.
- Customize Access configuration options.

Target Student:

This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access 2013, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

Prerequisites:

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows® 8 environment, and be able to use Windows 8 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- *Using Microsoft® Windows® 8*
- *Microsoft® Windows® 8: Transition from Windows® 7*

Course-specific Technical Requirements

Hardware

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software

- Microsoft® Office Professional 2013
- Microsoft® Windows® 8

Course Content

Lesson 1: Getting Started with Access

Topic A: Orientation to Microsoft Access

Topic B: Create a Simple Access Database

Topic C: Get Help in Microsoft Access

Lesson 2: Working with Table Data

Topic A: Modify Table Data

Topic B: Sort and Filter Records

Topic C: Create Lookups

Lesson 3: Querying a Database

Topic A: Join Data from Different Tables in a Query

Topic B: Sort and Filter Data in a Query

Topic C: Perform Calculations in a Query

Lesson 4: Creating Advanced Queries

Topic A: Create Parameter Queries

Topic B: Create Action Queries

Topic C: Create Unmatched and Duplicate Queries

Topic D: Summarize Data

Lesson 5: Generating Reports

Topic A: Create a Report

Topic B: Add Controls to a Report

Topic C: Enhance the Appearance of a Report

Topic D: Prepare a Report for Print

Lesson 6: Customizing the Access Environment

Topic A: The Access Options Dialog Box

Appendix A: Microsoft Office Access 2013 Exam 77-424

Appendix B: Microsoft Access 2013 Common Keyboard Shortcuts