

Ref : EB42-310

Access 2013

Database design

Aim

To discover Access and master its features. From the essential to the advanced commands, this training programme, organised by topic, will make it possible for you to understand the structure and set up a database. You will be able to manage your tables and records, create and customize your queries, forms and reports.

Target audience	Level required	Estimated time to complete the essential modules
Any user who wishes to discover or deepen their knowledge of Access' features.	No prior knowledge of Access is necessary. However, some use of the software may make it possible to progress faster.	10h 10min

Course content

► The essential modules

Access 2013 – Database

 MEDIPlus eLearning	<p>This module offers interactive training consisting of 7 training videos, 7 exercises and 2 additional resources.</p>
	<p>The database and its objects</p> <ul style="list-style-type: none"> • You need to know: About your database management system • You need to know: The ribbon and the Quick Access toolbar • Opening a database • Database objects • Managing objects • Creating a database • Converting a database • Protecting a database • Object dependencies

Access 2013 – Saving

 MEDIPlus eLearning	<p>This module offers interactive training consisting of 12 training videos and 12 exercises.</p>
	<p>Records</p> <ul style="list-style-type: none"> • Entering records • Moving around in a datasheet/form • Editing the value in a field • Finding records • Replacing the value in a field • Deleting records

Sorting and filtering

- Sorting records
- Filtering records by the value in a field
- Filtering by a range of field values

Integrating with other applications

- Importing data from another application
- Exporting data
- Collecting and sharing data

Access 2013 – Tables



MEDIAplus
eLearning

This module offers interactive training consisting of 11 training videos and 11 exercises.

Tables: design, structure

- Formatting/reorganising a datasheet
- Inserting a Total row into a datasheet
- Creating a table
- Restructuring a table in Datasheet view
- Restructuring a table in Design view
- Primary key

Tables: management

- Restricting what can be entered in a field
- Input masks
- Lookup lists
- Indexing a table
- Relationships between tables

Access 2013 – Forms, reports



MEDIAplus
eLearning

This module offers interactive training consisting of 37 training videos and 37 exercises.

Forms

- Creating a form
- Form properties
- Preventing access to form fields
- Changing the order of access to fields
- Subforms
- Using a form to enter data in several tables at once

Reports

- Creating a report
- Sorting information in a report
- Grouping records in a report
- Printing groups on separate pages of a report
- Mailing labels

Printing

- Print Preview
- Selecting the records to print in a report
- Margins and orientation for printing any object

Creating controls

- Creating a text box to represent a field
- Creating a check box/button
- Creating an option group
- Creating a label
- Creating a calculated control
- Calculating statistics in forms and reports
- Creating a set list of values
- Creating a list of values from an existing table/query
- Creating a rectangle/line control
- Numbering pages in a report or form
- Inserting a picture
- Themes

Managing controls

- Selecting and deleting controls
- Moving and copying controls
- Aligning and spacing controls
- Changing the height of a section
- Resizing controls
- Formatting text in a control
- Aligning text in a control
- Formatting controls
- Conditional formatting
- Copying a format from one control to another
- Grouping/ungrouping controls

Access 2013 – Queries and data analysis



MEDIAplus
eLearning

This module offers interactive training consisting of 18 training videos and 18 exercises.

Basic Select queries

- Creating a Select query
- Using the query design grid
- Setting a selection criterion in a query
- Running a query
- Setting criteria on multiple fields
- Setting multiple criteria on the same field
- Sorting the records in a query

Advanced Select queries

- Calculated fields in a query
- Statistics without grouping
- Statistics on groups
- Statistics on groups of pre-selected records
- Parameter queries
- Find Unmatched query
- Find Duplicates query

Queries performing various tasks

- Delete query
- Make Table query
- Update query
- Crosstab query