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## Microsoft Access 2013 - Level 2

### Course Overview

You will improve and customize tables, queries, forms and reports, and share Access data with other applications.

### Target Audience

This course is designed for individuals who wish to learn intermediate-level operations of the Microsoft Office Access program. The target students may also include individuals whose job responsibilities include creating databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces them to integrating Access data with other applications such as Microsoft Office Word or Excel.

### Prerequisites:

To ensure your success, an introductory course, such as Microsoft Office Access 2010 Level 1, or have equivalent knowledge and skills.

### Duration

1 Day

### Course Outline

#### Module 1: Designing a relational database

- Relational database design
- Create a table
- Create table relationships

#### Module 2: Joining tables

- Create query joins
- Join tables that have no common fields
- Relate data within a table
- Work with sub-datasheets
- Create subqueries

#### Module 3: Organizing database for efficiency

- Data normalization
- Create a junction table
- Improve table structure



#### **Module 4: Sharing data across applications**

- Import data into Access
- Export data to text file formats
- Export Access data to Excel
- Create a mail merge

#### **Module 5: Advanced reporting**

- Organize report information
- Format reports
- Include control formatting in a report
- Add a calculated field to a report
- Add a sub-report to an existing report

