

# Gearing You For Growth

Bursaries | Business Skills | Coaching and Mentoring | **Computer Skills** | E-Learning | Learnerships | Skills Development | Virtual Training

## Microsoft Access 2013 (Level 1)

### Course Overview

You will create and modify new databases and their various objects.

### Target Audience

This course is designed for delegates who wish to learn the basic operations of the Microsoft Access database program to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work.

It provides the fundamental knowledge and techniques needed to use more complex Access features such as maintaining databases and using programming techniques that enhance Access applications.

### Prerequisites

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

### Duration

- 1 Day



## Course Outline

### Module 1: Getting started with Access databases

- Identify the elements of the Access 00 interface.
- Identify the components of a database.
- Examine the relational database design process.

### Module 2: Building the structure of a database

- Create a new database.
- Create a table using the design view.
- Manage tables.
- Establish table relationships.

### Module 3: Managing data in a table

- Modify table data.
- Sort and filter records.
- Work with sub-datasheets.

### Module 4: Querying a database

- Create a query.
- Add criteria to a query.
- Add a calculated field to a query.
- Perform calculations on a record grouping.

### Module 5: Designing forms

- Create a form.
- Modify the design of a form.
- View and edit data using an Access form.

### Module 6: Generating reports

- Create a report.
- Add a control to a report.
- Format the controls in a report.
- Enhance the appearance of a report.
- Prepare a report for print.