

# Gearing You For Growth

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

## Microsoft Access 2013 (Level 2)

### Course Overview

This course builds upon basic Microsoft Access skills to help delegates become power users.

In this Microsoft Access 2013 course, delegates will delve deeper into the program by studying a dozen different topics.

Modules in this course cover how to manage data, create forms, macros, dialog boxes, and use SQL queries.

Delegates will also learn how to customise tables, split databases, and share Access data with other applications.

### Target Audience

This course is designed for delegates who wish to learn (Intermediate) level operations of the Microsoft Office Access program.

This course is targeted to delegates whose job responsibilities include creating databases, tables, relationships, revising (Intermediate) level queries, forms, and reports.

It also introduces delegates 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 Access 2013 (Level 1) should be completed or the delegate should 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: Organising database for efficiency

- Data normalisation.
- 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

- Organise 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.