

## Course Outline

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### Microsoft Access Beginner



**Duration:** 2 days (12 hours)

#### Learning Objectives:

This ILT Series course covers the basic functions and features of Access 2013. After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Students will then learn to create queries, forms, and reports.

#### Topics Covered:

- Getting started
  - Topic A: Database concepts
  - Topic B: Exploring the Access environment
  - Topic C: Getting help
- Databases and tables
  - Topic A: Planning and designing databases
  - Topic B: Exploring tables
  - Topic C: Creating tables
- Fields and records
  - Topic A: Changing the design of a table
  - Topic B: Finding and editing records
  - Topic C: Organizing records
- Data entry rules
  - Topic A: Setting field properties
  - Topic B: Working with input masks
  - Topic C: Setting validation rules
- Basic queries
  - Topic A: Creating and using queries
  - Topic B: Modifying query results and queries
  - Topic C: Performing operations in queries
- Using forms
  - Topic A: Creating forms
  - Topic B: Using Design view
  - Topic C: Sorting and filtering records

- Working with reports
  - Topic A: Creating reports
  - Topic B: Modifying and printing reports
  
- Relational databases
  - Topic A: Database normalization
  - Topic B: Table relationships
  - Topic C: Referential integrity
  
- Related tables
  - Topic A: Creating lookup fields
  - Topic B: Modifying lookup fields
  - Topic C: Subdatasheets
  
- Complex queries
  - Topic A: Joining tables in queries
  - Topic B: Using calculated fields
  - Topic C: Summarizing and grouping values