

Course Outline



Tel: +44 (0) 118 979 4000 Fax: +44 (0) 118 979 4000

Email: training@ptr.co.uk Web: www.ptr.co.uk

Microsoft Office Access 2013 Level 1

Course Description:

In this course, you will learn how to use Access 2013 to manage your data, including creating a new database, constructing tables, designing forms and reports, and creating queries to join, filter, and sort data. This course is designed for delegates who wish to establish a foundational understanding of Microsoft Office Access 2013.

This course will prepare you for the Microsoft Office Specialist (MOS) Certification exam.

Pre-requisites:

Delegates should be familiar with using personal computers, and should have experience using a keyboard and mouse. Delegates should be comfortable in the Windows 8 environment, and be able to use Windows 8 to manage information on their computers. Specific tasks the delegates should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

Course Content:

- **Getting Started with Access**
 - Orientation to Microsoft Access
 - Create a Simple Access Database
 - Get Help in Microsoft Access
- **Working with Table Data**
 - Modify Table Data
 - Sort and Filter Records
 - Create Lookups
- **Querying a Database**
 - Join Data from Different Tables in a Query
 - Sort and Filter Data in a Query
 - Perform Calculations in a Query

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- **Creating Advanced Queries**
 - Create Parameter Queries
 - Create Action Queries
 - Create Unmatched and Duplicate Queries
 - Summarize Data
- **Generating Reports**
 - Create a Report
 - Add Controls to a Report
 - Enhance the Appearance of a Report
 - Prepare a Report for Print
- **Customizing the Access Environment**
 - The Access Options Dialog Box

Course Duration:

1 Days

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