

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 2

Course Description:

In this course, you will expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports. This course is designed for delegates wishing to gain intermediate-level Access skills.

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

Pre-requisites:

Before starting this course, delegates are recommended to take the PTR course: Microsoft Office Access 2013 : Level 1, or have equivalent knowledge and skills.

Course Content:

- **Designing a Relational Database**
 - Relational Database Design
 - Create a Table
 - Create Table Relationships
- **Joining Tables**
 - Create Query Joins
 - Join Tables That Have No Common Fields
 - Relate Data within a Table
 - Work with Subdatasheets
 - Create Subqueries
- **Organizing a Database for Efficiency**
 - Data Normalization
 - Create a Junction Table
 - Improve Table Structure

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- **Sharing Data Across Applications**
 - Import Data into Access
 - Export Data to Text File Formats
 - Export Access Data to Excel
 - Create a Mail Merge
- **Advanced Reporting**
 - Organize Report Information
 - Format Reports
 - Include Control Formatting in a Report
 - Add a Calculated Field to a Report
 - Add a Subreport to an Existing Report

Course Duration: 1 Days