MICROSOFT ACCESS 2013 ADVANCED TRAINING

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COURSE LENGTH: 1.0 DAYS

The Microsoft Access 2013 Advanced Training course provides expert knowledge and skills in using the advanced features of MS Access 2013.

This course teaches you how to: use the Expression Builder and Table Design view, build and share an Access web app, create queries, forms and reports, move, resize and delete controls, add, edit and delete views, add lookup and relationship fields, use the Access templates, modify the Action bar and much more

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

MICROSOFT ACCESS 2013 ADVANCED TRAINING COURSE OUTLINE

FOREWORD

During this course, participants will develop skills in using the advanced features of Microsoft Access 2013, including using app view tools, customizing apps, working with advanced Field tasks, working with external data, creating queries, and creating forms and reports. This Access 2013 Advanced Training Course helps in understanding and using the various advanced features of Access 2013 to help participants achieve mastery in it.

OUTCOMES

This extensive training course empowers participants with advanced understanding and skill development in Access 2013 to help them master it.

After completing this course, participants will have learned to:
- Use app view
- Format controls
- Add, edit and delete views
- Modify the Action bar
- Move, resize and delete controls
- Add controls from the Ribbon and the Field List
- Change control properties
- Adjust row height and width
- Hide and freeze fields
- Add from Outlook and save an Outlook contact
- Work with Required Fields and Unique Fields
- Work with indexing
- Add lookup and relationship fields
- Work with the Expression Builder
- Work in the Table Design view
- Link, import and export data
- Create queries
- Create forms and reports

MODULES

Lesson 1: Getting Started
- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Lesson 2: Using App Views
- Understanding Views
- Adding a New View
- Editing a View
- Deleting a View

- Adding a Popup View
- Module Two: Review Questions

Lesson 3: Customizing Apps (I)
- Checking Your Database Name or Server Location
- Modifying the Action Bar
- Opening a Table for Editing
- Moving, Resizing, or Deleting Controls
- Module Three: Review Questions

Lesson 4: Customizing Apps (II)
- Adding Controls from the Ribbon
- Adding Controls from the Field List
- Changing Control Properties
- Module Four: Review Questions

Lesson 5: Advanced Record Tasks
- Showing Totals
- Adding from Outlook
- Saving a Record as an Outlook Contact
- Adjust Row Height
- Hiding and Un-hiding Fields
- Freezing and Unfreezing Fields
- Formatting Text
- Module Five: Review Questions

Lesson 6: Adding Other Types of Fields
- Adding Rich Text and Long Text Fields
- Adding Attachment Fields
- Adding Hyperlink Fields
- Adding Lookup & Relationship Fields
- Adding Calculated Fields
- Module Six: Review Questions

Lesson 7: Advanced Field Tasks
- Adjusting the Field Size/Width
- Setting Field Default Value
- Working with More Fields
- Working with Field Validation Options
- Using the Field List
- Module Seven: Review Questions

Lesson 8: Working in Table Design View
- Opening Design View
- Working with Field Properties
- Setting the Primary Key
- Using the Properties Sheet
- Working with Table Properties
- Viewing Table Relationships
- Using Relationship Tools
- Viewing Object Dependencies
- Module Eight: Review Questions

Lesson 9: Working with External Data
- Linking Data
- Importing Data
- Using the Table Analyser
- Refreshing Data
- Exporting Data
- Module Nine: Review Questions

Lesson 10: Creating Queries
- Creating a Select Query
- Creating a Make Table Query
- Creating an Append Query
- Creating a Cross tab Query
- Showing and Removing Tables
- Module Ten: Review Questions

Lesson 11: Creating Forms and Reports
- Creating a Form with the Form Wizard
- Creating a Report with the Report Wizard
- Modifying Form Layout
- Navigating the Field List
- Key Features on the Form Tools Tabs

Lesson 12: Wrapping Up
- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

- Key Features on the Report Tools Tabs
- Module Eleven: Review Questions

WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote