

## MICROSOFT ACCESS 2013 ESSENTIALS TRAINING

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Access 2013  
Essentials Training



**COURSE LENGTH: 1.0 DAYS**

Access 2013 has enhanced features, and the knowledge of which is essential to use Access 2013 efficiently will be taught in this Access 2013 Essentials Training Course. The course is designed to provide participants with the knowledge to use of all the essential functions of Access 2013. From basic functions such as opening and closing Access to creating new apps, this training course helps participants to use Access 2013 to fulfil multiple tasks.

This highly valuable and dynamic course is now available throughout New Zealand, including Auckland, Wellington and Christchurch.

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## MICROSOFT ACCESS 2013 ESSENTIALS TRAINING COURSE OUTLINE

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### FOREWORD

During this training course, participants will develop skills in using the interface of Access 2013, sharing data using apps, performing basic table tasks, working with Fields, using queries and reports, protecting data, and more. This training course is designed to help participants achieve essential knowledge of Microsoft Access 2013 so that they can use it effortlessly to fulfil tasks.

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### OUTCOMES

Developing essential knowledge and skills in using Access 2013 helps participants to perform various tasks, including creating a new app, managing his/her account, using the interface, understanding database terms, and more.

#### **After completing this course, participants will have learned to:**

- Understand security warnings
  - Open Files and use Recent List
  - Understand the Access interface
  - Open and close Access
  - Use the Navigation Pane
  - Understand Table and Table Relationships
  - Understand queries
  - Close database objects
  - Create a new app using a template
  - Select a table template
  - Use the Search box
  - Work with Related Items and AutoComplete
  - Group data
  - Understand keys, data types, and fields
  - Search for records
  - Use the clipboard
  - Enter and edit data
  - Work with Fields
  - Understand queries, forms, and reports
  - Work with Table Relationships
  - Protect their data
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### MODULES

#### **Lesson 1: Getting Started**

- Icebreaker
- Housekeeping Items

#### **Lesson 2: Opening and Closing Access**

- Opening Access
- Using the Recent List and Opening Files

- The Parking Lot
- Workshop Objectives

- Understanding Security Warnings
- Understanding the Ribbon and the Status Bar
- About Your Account
- Closing Files vs. Closing Access
- Lesson Two: Review Questions

### Lesson 3: An Introduction to Databases

- About Common Database Terms
- Using the Navigation Pane
- Understanding Tables and Table Relationships
- Understanding Queries
- Understanding Forms
- Understanding Reports
- Closing Database Objects
- Lesson Three: Review questions

### Lesson 4: Sharing Data using Apps

- About Apps vs. Desktop Databases
- Creating a New App Using a Template
- Selecting a Table Template
- Launching the App
- Entering Data
- Understanding the App Layout
- Uploading Your Changes
- Lesson Four: Review questions

### Lesson 5: Working in Your App

- Using the Search Box
- Using the Action Bar for Predefined Actions
- About Automatically Generated Controls
- Viewing Related Items
- Using AutoComplete to Look Up a Related Item
- Grouping and Summarising Data
- Lesson Five: Review questions

### Lesson 6: An Introduction to Desktop Databases

- Opening a Table in Datasheet View
- About Keys
- About Data Types
- Entering and Editing Data
- Selecting Records
- Deleting Records
- About Fields
- Lesson Six: Review questions

### Lesson 7: Understanding Basic Table Tasks

- Entering a New Record
- Saving Records
- Using the Clipboard
- Formatting Text
- Adding a Field by Entering Data
- Lesson Seven: Review Questions

### Lesson 8: Working With Fields

- Adding a Specific Type of Field
- Changing Field Name, Caption, or Description
- Changing the Data Type
- Changing Field Format
- Deleting a Field
- Lesson Eight: Review Questions

### Lesson 9: Navigating Records

- Filtering Records
- Sorting Record
- Searching for Records Using the Search Box
- Finding and Replacing Text
- Navigating Records
- Lesson Nine: Review Questions

### Lesson 10: An Introduction to Queries, Forms, and Reports

- Types of Queries
- Creating a Query with the Wizard
- Executing a Query
- About the Different Form Views
- Viewing a Report
- Using Print Preview
- Lesson Ten: Review Questions

### Lesson 11: Protecting Your Data

- Planning Backups
- Backing Up a Database
- Restoring a Database
- Restoring Objects in a Database
- Lesson Eleven: Review Questions

### Lesson 12: Wrapping Up

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

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### WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)