



DEVORE
TECHNOLOGIES

Access 2013: Advanced

Prerequisites

- Access 2013 Introduction
- Access 2013 Intermediate
- Must have experience with intermediate level Access features, working with tables, queries, forms and reports

Course Objectives

- Use Access 2013 to maximize your data with advanced queries and macros
- Learn techniques to maintain your database and link to external sources

Course Outline

Structure Existing Data

- Analyze tables
- Create a junction table
- Improve table structure

Write Advanced Queries

- Create subqueries
- Create unmatched and duplicate queries
- Group and summarize records using criteria
- Summarize data using a crosstab query
- Create a Pivot Table and a Pivot Chart

Simplify Tasks with Macros

- Create a macro
- Attach a macro
- Restrict records using a condition
- Validate data using a macro
- Automate data entry using a macro

Make Effective Use of Forms

- Display a calendar on a form
- Organize information with tab pages
- Display a summary of data in a form

Make Reports More Effective

- Include a chart in a report
- Print data in columns
- Cancel printing of a blank report
- Create a report snapshot

Maintain an Access Database

- Link tables to external data sources
- Manage a database
- Determine object dependency
- Document a database
- Analyze the performance of a database

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