



DEVORE
TECHNOLOGIES

Access 2013: Introduction

Prerequisites

- Experience with the Microsoft Windows operating system
- Experience minimizing and maximizing windows, opening, saving and closing files, creating folders

Course Objectives

- Use Access 2013 to manage data
- Learn database concepts, and work with tables, queries and forms to create reports of your data

Course Outline

Overview of Access

- Introduction to databases
- Access objects
- Database planning & design
- Understand primary keys
- Customize Quick Access Toolbar

Create Tables

- Create a table
- Name fields and data types
- Set primary keys
- Basic field property settings

Work with Tables

- Add records
- Delete records
- Sort records
- Modify the table design
- Find and edit records
- Move columns
- Size columns/rows
- Add total to column
- Font and datasheet changes

Create Relationships

- Understand relationships
- Relationship window
- Create relationships
- Print relationships
- Delete relationships

Use Filters

- Filter by selection
- Filter by form
- Advanced filter

Create Select Queries

- Differences between filters and queries
- Create queries with Query Wizard
- Create queries in Design View
- Use criteria to filter queries
- Refine the results of a query
- Print a query
- Use queries to perform calculations and combine text

Create and Work with Forms

- Create a form with Form Wizard
- Create a form in Design View
- Modify the form design
- Work with controls – moving, sizing, selecting, formatting
- Use toolbox to create list boxes, combo boxes, option groups, labels, text boxes and formulas

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Create and Work with Reports

- Create a report using Report Wizard
- Create a report that contains totals
- Modify the report design
- Group information in a report
- Create calculations and combined fields in a report
- Print a report
- Create labels using the Label Wizard

Import and Export

- Use Office Links to create a mail merge
- Export tables to an Excel spreadsheet
- Import spreadsheets into Access

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