



Microsoft Access 2013

Module 2



INFocus COURSEWARE

Product Code: INF1334

ISBN: 978-1-925179-35-4

❖ General Description

The skills and knowledge acquired in **Microsoft Access 2013 - Module 2** are sufficient to design and create a multi-table database, automate operations using macros, and provide a general understanding of the programming environment in Microsoft Access 2013.

❖ Learning Outcomes

At the completion of this course you should be able to:

- design a relational database project
- create a relational database file with multiple tables
- set table relationships and join tables together
- export records to and import records from a wide variety of sources and applications
- create queries based on one or more tables
- create and use parameter queries
- create calculated queries
- create and work with aggregation queries
- create and use a series of action queries
- modify and adapt an existing form according to specific needs
- create forms using a combination of wizards and manual techniques
- create and use macros in **Access**
- work with a number of macro techniques
- create and work with macros in forms
- make your **Microsoft Access** data and computer more secure
- understand and use a variety of tools that ensure the wellness of your database files
- create some simple programming code using **VBA**

❖ Prerequisites

Microsoft Access 2013 - Module 2 assumes that you can use Microsoft Access 2013 to create a database file, store and manage data.

❖ Topic Sheets

175 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

This information sheet was produced on Monday, June 15, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



Contents

Relational Database Design

- Designing a Relational Database
- Scoping the System
- Determining the Inputs
- Normalising a Database
- First Normal Form (1NF)
- Second Normal Form (2NF)
- Second Normal Form Case Study
- Third Normal Form (3NF)
- Database Indexing

Creating a Relational Database

- Creating a New Database File
- Creating Lookup Tables
- Defining a Primary Key
- Saving and Closing a Table
- Creating the Expense Type Table
- Creating the Transactions Table
- Creating the Details Table

Setting Table Relationships

- Understanding Table Relationships
- Understanding Lookup Relationships
- Looking Up the Employees Table
- Looking Up the Expense Types Table
- Viewing Table Relationships
- Understanding Table Joins
- Editing the Employee Table Join
- Editing the Expense Type Table Join
- Creating a New Join
- Creating a Relationship Report

Importing and Exporting Records

- Exporting Records to Microsoft Excel
- Exporting Records to a Text File
- Importing From Microsoft Excel
- Importing From a Text File
- Linking to an External Source

Multi Table Queries

- Understanding Relational Queries
- Creating a Relational Query Design
- Filtering a Relational Query
- Filtering Related Fields
- Adding More Tables and Fields
- Utilising Hidden Fields
- Understanding Query Joins
- Creating an Inner Join
- Creating a Left Outer Join

Creating a Right Outer Join

Parameter Queries

- Creating a Parameter Query
- Displaying All Records
- Using Parameters to Display a Range
- Using Parameters in Expressions
- Using Parameters With Wildcards

Calculations in Queries

- Creating a Calculated Field
- Formatting Calculated Fields
- Summarising Data Using a Query
- Changing the Grouping
- Calculating With Dates
- Using Criteria in Calculations
- Concatenating String Fields

Aggregation Queries

- Creating an Aggregation Query
- Working With Aggregation Queries
- Multiple Aggregations
- Modifying Aggregation Headings
- Aggregating Calculated Fields
- Applying Criteria to Aggregates
- Understanding Nested Queries
- Creating an Assembly Query
- Creating the Nesting Query

Action Queries

- Creating a Make Table Query
- Using a Make Table Query
- Understanding Expressions and Update Queries
- Preparing an Update Query
- Running an Update Query
- Updating Using Expressions
- Running an Expression-Based Update
- Creating a Delete Query
- Running a Delete Query
- Creating an Append Query
- Running an Append Query
- Turning Action Messages Off

Modifying Forms

- Understanding Form Design and Layout
- Switching Between Form Views
- Selecting Form Objects
- Working With a Control Stack

- Changing Control Widths
- Moving Controls on a Form
- Aligning Controls
- Understanding Properties
- Changing Label Captions
- Adding an Unbound Control
- Adding a Control Source
- Formatting a Control
- Checking the Current Tab Order
- Changing the Tab Order
- Inserting the Date Into the Form Header

DIY Forms

- Creating a Multiple Item Form
- Adjusting the Layout of a Form
- Typing Into a Form Layout
- Disabling Fields
- DIY Sub Forms
- Removing SubForm Redundancy
- Splitting and Merging Layout Cells
- Adding an Easy Lookup Field
- Adding Buttons to a Form
- Adjusting Form Properties

Creating and Using Macros

- Understanding Macros and VBA
- Creating a Macro
- Running a Macro
- Modifying an Existing Macro
- Interacting With the User
- Stepping Through a Macro
- Documenting Macros

Macro Techniques

- Creating a Print Macro
- Using Conditions to Enhance a Macro
- Creating a Sequence of Conditions
- Understanding the Versatility of MsgBox
- Using the MsgBox Function
- Reconfiguring a Message Box
- Using the InputBox Function

Macros on Forms

- Understanding Macros on Forms
- Creating Navigation Macros
- Accessing Event Macros
- Creating Unassigned Buttons
- Programming an Event





Microsoft Access 2013

Module 2



INFOCUS COURSEWARE

Product Code: INF1334

ISBN: 978-1-925179-35-4

Running an Event Macro
Modifying an Event Macro
Setting Echo Off
Adding a Close Button
Creating a Search Macro
Running the Search Macro
Understanding the Search Macro
Naming Macros
Referencing Macro Sheet Macros

Database Security

Understanding Database Trust
Enabling Blocked Content
Understanding the Trust Centre
Creating a Trusted Location
Opening a Database From a Trusted Location
Encrypting a Database
Decrypting and Opening a Database
Removing a Database Password
Understanding Package and Sign
Creating a Self Signed Certificate
Creating a Signed Package
Extracting and Using a Signed Package

Database Wellness

Compacting and Repairing a Database
Understanding Database Splitting
Using the Database Splitter
Managing Linked Tables
Checking Object Dependencies
Analysing Database Performance
Documenting a Database

An Introduction to VBA

Understanding VBA
Coding VBA for an Event
Running VBA Event Code
Understanding MsgBox and InputBox
Modifying an Existing Procedure
Understanding the Modified Code
Creating a Standard Module
Loan Simulator Code
Running the Code
Understanding the Loan Simulator Code
Creating a Button for the Simulator
Attaching the Simulator Code



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information