Microsoft Access 2013
Module 2

INFOCUS COURSEWARE

WATSONIA PUBLISHING

❖ **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*.

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Product Information

Contents

Product Information

Product Information