



# Microsoft Access 2013

## Module 2



INFocus COURSEWARE

Product Code: INF1334

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### ❖ 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](http://www.watsoniapublishing.com).

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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





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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



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