



INFOCUS COURSEWARE

Microsoft Access 2013

Level 3 (with Challenge Exercises)



Product Code: INF1396

ISBN: 978-1-921939-89-1

❖ General Description

The skills and knowledge acquired in **Microsoft Access 2013 - Level 3 (with Challenge Exercises)** are sufficient to design and create a multi-table database and automate operations using macros and have 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
- create queries based on one or more tables
- create and work with aggregation queries
- create and use a series of action queries
- work with a number of macro techniques
- create some simple programming code using **VBA**

❖ Prerequisites

Microsoft Access 2013 - Level 3 (with Challenge Exercises) assumes a significant knowledge of the software, and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

100 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 Wednesday, June 17, 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



INFOCUS COURSEWARE

Microsoft Access 2013

Level 3 (with Challenge Exercises)



Product Code: INF1396

ISBN: 978-1-921939-89-1

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
- Practice Exercise
- Practice Exercise Sample

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
- Practice Exercise
- Practice Exercise Data

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
- Practice Exercise
- Practice Exercise Sample

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

- Practice Exercise
- Practice Exercise Sample

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
- Practice Exercise
- Practice Exercise Sample

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
- Practice Exercise
- Practice Exercise Sample

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
- Practice Exercise
- Practice Exercise Sample

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
- Practice Exercise
- Practice Exercise Workspace



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