



Microsoft Access 2013

Level 1



INFOCUS COURSEWARE

Product Code: INF1330

ISBN: 978-1-921939-62-4

❖ General Description

The skills and knowledge acquired in **Microsoft Access 2013 - Level 1** are sufficient to be able to create database systems, enter, edit and delete data in database files, produce information in forms and reports and generate queries on the data.

❖ Learning Outcomes

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

- understand how **Access** is used and how to navigate around it
- design a database with lookup tables
- create a database structure using **Access 2013**
- modify the structure of an existing table
- add records to a new table
- add transactional records to a lookup database
- work with the records in a database table
- sort and filter records in a table
- create simple and effective queries
- create meaningful reports from tables
- create and use forms

❖ Prerequisites

Microsoft Access 2013 - Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

98 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 Tuesday, April 01, 2014 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Product Information



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