



# Microsoft Access 2013

## Module 1



INFocus COURSEWARE

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### ❖ General Description

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

### ❖ 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
- use various data validation features in **Access** to protect data
- work with the records in a database table
- format the data in a table
- sort and filter records in a table
- create simple and effective queries
- perform more advanced queries using a variety of querying techniques
- create meaningful reports from tables
- create and use forms
- create a navigation form for a database in **Access 2013**

### ❖ Prerequisites

**Microsoft Access 2013 - Module 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

150 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



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