



INFOCUS COURSEWARE

Microsoft Access 2013

Module 1 (with Challenge Exercises)



Product Code: INF1397

ISBN: 978-1-925179-53-8

❖ General Description

The skills and knowledge acquired in **Microsoft Access 2013 - Module 1 (with Challenge Exercises)** 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

❖ Prerequisites

Microsoft Access 2013 - Module 1 (with Challenge Exercises) 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

168 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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Contents

Getting to Know Access 2013

- Understanding Microsoft Access 2013
- Starting Access From the Windows Start Screen
- Starting Access From the Desktop
- Understanding the Start Screen
- Creating a New Blank Database
- Understanding the Backstage View
- Opening an Existing Database File
- Understanding the Access 2013 Screen
- Using the Ribbon
- Working With the Navigation Pane
- Adding Commands to the QAT
- Working With Touch Mode
- Working With a Table
- Working With Other Database Objects
- Closing a Database File
- Exiting From Access 2013
- Practice Exercise
- Practice Exercise Sample

Designing a Lookup Database

- Understanding How Access Stores Data
- Understanding Access 2013 Data Types
- Scoping Your New Database
- Identifying Table Problems
- Refining Table Structures
- Finalising the Design
- Practice Exercise
- Practice Exercise Workspace

Creating a Lookup Database

- Creating a New Database File
- Creating the Lookup Table
- Defining the Primary Key
- Saving and Closing a Table
- Creating the Transaction Table
- Understanding Lookup Table Relationships
- Connecting to a Lookup Table
- Viewing Table Relationships
- Practice Exercise
- Practice Exercise Sample

Modifying Table Structures

- Opening an Existing Table
- Adding Fields to an Existing Table
- Understanding Field Properties
- Changing Field Size
- Changing Field Names
- Changing Decimal Places
- Changing Date Formats
- Indexing Fields
- Deleting Fields From a Table
- Copying a Table Within a Database
- Deleting a Table From a Database File
- Practice Exercise
- Practice Exercise Sample

Adding Records to a Table

- Typing Records in a Table
- Adding Records Using a Form
- Saving a Form Layout for Reuse
- Adding Records Using an Existing Form
- Assignment Adding Records
- Importing From Microsoft Excel
- Practice Exercise
- Practice Exercise Data

Adding Transactional Records

- Typing Transactional Records
- Adding Transactional Records Using a Form
- Assignment Adding Transactional Records
- Adding Records Using a Subdatasheet
- Removing a Subdatasheet
- Inserting a Subdatasheet
- Practice Exercise
- Practice Exercise Data

Data Validation

- Assigning Default Values
- Validation Rules and Text
- Validating Numbers
- Setting Required Fields
- Working With Validations
- Practice Exercise
- Practice Exercise Sample

Working With Records

- Table Navigation
- Navigating to a Specific Record
- Editing a Record
- Deleting Record Data
- Undoing a Change
- Deleting a Record
- Deleting Several Records
- Searching in a Table
- Searching in a Field
- Finding and Replacing
- Printing Records From a Table
- Compacting a Database
- Practice Exercise
- Practice Exercise Sample

Formatting Tables

- Changing Column Widths
- Formatting Cells in a Table
- Changing Fonts
- Moving Columns in a Table
- Freezing Columns in a Table
- Hiding Columns in a Table
- Unhiding Columns
- Practice Exercise
- Practice Exercise Sample

Sorting and Filtering

- Simple Sorting
- Sorting on Several Fields
- Simple Filtering
- Working With Filters
- Filtering Between Dates
- Practice Exercise
- Practice Exercise Workspace

Creating Queries

- Understanding Queries
- Creating a Query Design
- Working With a Query
- Changing a Query Design
- Applying Record Criteria
- Clearing Selection Criteria
- Saving a Query
- Running Queries From the Navigation Pane
- Deleting a Query
- Assignment Creating Queries
- Practice Exercise



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Practice Exercise Sample

Querying Techniques

- Modifying a Saved Query
- Creating AND Queries
- Creating OR Queries
- Querying Numeric Data
- Querying Dates
- Using a Range Expression
- Querying Opposite Values
- Moving Fields in a Query
- Sorting Query Data
- Removing Fields From a Query
- Querying Using Wildcards
- Problem Characters
- Querying With a Lookup Table
- Sorting Query Data Numerically
- Displaying NULL Values
- Querying for Uniqueness
- Practice Exercise
- Practice Exercise Sample

Creating and Using Reports

- Understanding Reporting in Access
- Creating a Basic Report
- Working With Existing Reports
- Previewing and Printing a Report
- Changing the Report Layout
- Using the Report Wizard
- Creating a Grouped Report
- Creating a Statistical Report
- Working With Grouped Reports
- Practice Exercise
- Practice Exercise Sample

Creating and Using Forms

- Understanding Forms
- Creating a Basic Form
- Creating a Split Form
- Binding a Form to a Query
- Using the Form Wizard
- Working With Existing Forms
- Editing Records in a Form
- Deleting Records Through a Form
- Deleting an Unwanted Form
- Practice Exercise
- Practice Exercise Sample



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