INFOCUS COURSEWARE

Microsoft Access 2013

Module 1 (with Challenge Exercises)

WATSONIA PUBLISHING

Product Code: INF1397 ISBN: 978-1-921939-93-8

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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Product Information

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Practice Exercise Sample

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