



INFOCUS COURSEWARE

Microsoft Access 2013

Module 2 (with Challenge Exercises)



Product Code: INF1398

ISBN: 978-1-921939-94-5

❖ General Description

The skills and knowledge acquired in **Microsoft Access 2013 - Module 2 (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:

- design a relational database project
- create a relational database file with multiple tables
- set table relationships and join tables together
- export records to and import records from a wide variety of sources and applications
- create queries based on one or more tables
- create and use parameter queries
- create calculated queries
- create and work with aggregation queries
- create and use a series of action queries
- modify and adapt an existing form according to specific needs
- create forms using a combination of wizards and manual techniques
- create and use macros in **Access**
- work with a number of macro techniques
- create and work with macros in forms
- understand and use a variety of tools that ensure the wellness of your database files
- create some simple programming code using **VBA**

❖ Prerequisites

Microsoft Access 2013 - Module 2 (with Challenge Exercises) assumes that you can use Microsoft Access 2013 to create a database file, store and manage data.

❖ Topic Sheets

178 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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Creating and Using Macros

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- Creating A Standard Module
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