



Microsoft Access 2013/2016 Course Outlines (version differences will be noted in the outline).

Microsoft Access 2013/2016 Level I – Course Content

Duration:
One day

Description:

This Instructor-led Training course covers the basic skills and concepts students need to use Microsoft Access 2013/2016 productively and efficiently. After an introduction to the Access 2013/2016 environment, students will learn how to plan databases and create tables. Then they will learn to organize fields and records, and to work with data entry rules. They will learn how to create basic queries, and how to work with forms and reports.

Table of Contents:

- Unit 1: Getting started
 - Topic A: Database Concepts
 - Topic B: Exploring the Access environment

- Unit 2: Databases and tables
 - Topic A: Planning and designing databases
 - Topic B: Exploring tables
 - Topic C: Creating tables

- Unit 3: Fields and records
 - Topic A: Changing the design of a table
 - Topic B: Finding and editing records
 - Topic C: Organizing records

- Unit 4: Data Entry rules
 - Topic A: Setting field properties
 - Topic B: Working with input masks
 - Topic C: Setting validation rules

- Unit 5: Basic queries
 - Topic A: Creating and using queries
 - Topic B: Modifying query results and queries



Topic C: Performing operations in queries

Unit 6: Using forms

Topic A: Creating forms

Topic B: Using Design view

Topic C: Sorting and filtering records

Unit 7: Working with reports

Topic A: Creating reports

Topic B: Modifying and printing reports



Microsoft Access 2013/2016 Level II – Course Content

Duration:

One day

Description:

This Instructor-led Training course provides students with additional skills and concepts needed to use Microsoft Access 2013/2016 productively and efficiently. They will learn to normalize data, join tables while observing referential integrity, query multiple tables, format forms and reports, insert background images and charts; and create specialized objects such as lookup fields, subforms and subreports, navigation forms, and calculated fields.

Table of Contents:

Unit 1:	Relational databases
Topic A:	Database normalization
Topic B:	Table relationships
Topic C:	Referential integrity
Unit 2:	Related tables
Topic A:	Creating lookup fields
Topic B:	Modifying lookup fields
Topic C:	Subdatasheets
Unit 3:	Complex queries
Topic A:	Joining tables in queries
Topic B:	Using calculated fields
Topic C:	Summarizing and grouping values
Unit 4:	Advanced form design
Topic A:	Adding unbound controls
Topic B:	Graphics
Topic C:	Adding calculated values
Topic D:	Adding combo boxes
Topic E:	Advanced form types
Unit 5:	Reports and printing
Topic A:	Report formatting
Topic B:	Calculated values and subreports
Topic C:	Printing
Topic D:	Label printing



Unit 6: Charts
Topic A: Charts in forms
Topic B: Charts in reports



Microsoft Access 2013/2016 Level III – Course Content

Duration:

One day

Prerequisites: Microsoft Office Access 2013/2016 Intermediate, or equivalent

Unit 1: Querying with SQL

Topic A: SQL and Access

Topic B: Writing SQL statements

Topic C: Attaching SQL queries to controls

Unit 2: Advanced queries

Topic A: Creating crosstab queries

Topic B: Creating parameter queries

Topic C: Using action queries

Unit 3: Macros

Topic A: Creating, running, and modifying macros

Topic B: Attaching macros to the events of database objects

Unit 4: Advanced macros

Topic A: Creating macros to provide user interaction

Topic B: Creating macros that require user input

Topic C: Creating AutoKeys and AutoExec macros

Topic D: Creating macros for data transfer

Unit 5: Importing, exporting, and linking objects

Topic A: Importing objects

Topic B: Exporting objects

Topic C: Working with XML documents

Topic D: Linking Access objects

Topic E: Using hyperlink fields

Unit 6: Database management

Topic A: Optimizing resources

Topic B: Protecting databases

Topic C: Setting options and properties