Microsoft® Office Access® 2013: Level 2 (Second Edition)

Training Course Content

Course Objective: You will improve and customize tables, queries, forms and reports, and share Access data with other applications. This course is designed for individuals who wish to learn intermediate-level operations of the Microsoft® Office Access® program. The target students may also include individuals whose job responsibilities include creating databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces them to integrating Access data with other applications such as Microsoft Office Word or Excel.

Prerequisites: To ensure your success, we recommend that you first take Access Level 1 or have equivalent knowledge and skills.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Controlling Data Entry

Topic 1A: Constrain Data Entry Using Field Properties
Topic 1B: Establish Data Entry Formats for Entering Field Values
Topic 1C: Create a List of Values for a Field

Lesson 2: Joining Tables

Topic 2A: Create Query Joins
Topic 2B: Join Tables That Have No Common Fields
Topic 2C: Relate Data within a Table

Lesson 3: Creating Flexible Queries

Topic 3A: Set the Select Query Properties
Topic 3B: Retrieve Records Based on Input Criteria
Topic 3C: Create Action Queries

Lesson 4: Improving Forms

Topic 4A: Restrict Data Entry in Forms

Topic 4B: Organize Information with Tab Pages
Topic 4C: Add a Command Button to a Form
Topic 4D: Create a Subform
Topic 4E: Display a Summary of Data in a Form
Topic 4F: Change the Display of Data Conditionally

Lesson 5: Customizing Reports

Topic 5A: Organize Report Information
Topic 5B: Format Reports
Topic 5C: Control Report Pagination
Topic 5D: Add a Calculated Field to a Report
Topic 5E: Add a Subreport to an Existing Report
Topic 5F: Create a Mailing Label Report

Lesson 6: Sharing Data across Applications

Topic 6A: Import Data into Access
Topic 6B: Export Data to Text File Formats
Topic 6C: Export Access Data to Excel
Topic 6D: Create a Mail Merge