



## Microsoft® Office Access® 2013: Level 3 (Second Edition)

### Training Course Content

**Course Objective:** You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance. This course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

**Prerequisites:** To ensure your success, we recommend that you first take Access Level 1 and Level 2, or have equivalent knowledge and skills - such as knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports.

**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: Structuring Existing Data

Topic 1A: Restructure the Data in a Table  
Topic 1B: Create a Junction Table  
Topic 1C: Improve the Table Structure

#### Lesson 2: Writing Advanced Queries

Topic 2A: Create Subqueries  
Topic 2B: Create Unmatched and Duplicate Queries  
Topic 2C: Filter Records Using Criteria  
Topic 2D: Summarize Data Using a Crosstab Query  
Topic 2E: Create a PivotTable and a PivotChart

#### Lesson 3: Simplifying Tasks with Macros

Topic 3A: Create a Macro  
Topic 3B: Attach a Macro  
Topic 3C: Restrict Records Using a Condition

Topic 3D: Validate Data Using a Macro  
Topic 3E: Automate Data Entry Using a Macro

#### Lesson 4: Creating Effective Reports

Topic 4A: Include a Chart in a Report  
Topic 4B: Print Data in Columns  
Topic 4C: Cancel Printing of a Blank Report  
Topic 4D: Publish a Report as a PDF

#### Lesson 5: Maintaining an Access Database

Topic 5A: Link Tables to External Data Sources  
Topic 5B: Manage a Database  
Topic 5C: Determine Object Dependency  
Topic 5D: Document a Database  
Topic 5E: Analyze the Performance of a Database