

Course Name	Microsoft Office Access 2013 Basic
Course Duration	1 Day
Course Structure	Instructor-Led
Course Overview	This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access 2013, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.
Course Outcome	<p>Students will learn:</p> <ul style="list-style-type: none"> - Database Terminology & Benefits - Planning Your Database - The Access Interface & Ribbon - Building a Customer Table - Entering and Editing Data - Sorting & Filtering Records - Constructing Customer Queries - Designing a Customer Form Interface - Developing Reports & Mailing Labels
Course Details	<p>Module 1: Getting started Topic A: Database Concepts Topic B: Exploring the Access environment</p> <p>Module 2: Databases and tables Topic A: Planning and designing databases Topic B: Exploring tables Topic C: Creating tables</p> <p>Module 3: Fields and records Topic A: Changing the design of a table Topic B: Finding and editing records Topic C: Organizing records</p> <p>Module 4: Data Entry rules Topic A: Setting field properties Topic B: Working with input masks Topic C: Setting validation rules</p> <p>Module 5: Basic queries Topic A: Creating and using queries Topic B: Modifying query results and queries Topic C: Performing operations in queries</p> <p>Module 6: Using forms Topic A: Creating forms Topic B: Using Design view Topic C: Sorting and filtering records</p> <p>Module 7: Working with reports Topic A: Creating reports Topic B: Modifying and printing reports</p>