

Course:**Microsoft Access 2013: Basic**

Duration: 1 day**Description:**

This ILT Series course covers the basic skills and concepts students need to use Microsoft Access 2013 productively and efficiently. After an introduction to the Access 2013 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.

This course will help students prepare for the Microsoft Office Specialist exam for Access 2013 (exam 77-424). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Access 2013. We also provide an online test preparation application for this course. Click the Test Prep/Assessment link on Axzo's home page to find a list of the applications.

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

Course:**Microsoft Access 2013: Intermediate**

Duration: 2 days**Description:**

This ILT Series course provides students with additional skills and concepts needed to use Microsoft Access 2013 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.

This course will help students prepare for the Microsoft Office Specialist exam for Access 2013 (exam 77-424). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Access 2013. We also provide an online test preparation application for this course. Click the Test Prep/Assessment link on Axzo's home page to find a list of the applications.

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

Course:**Microsoft Access 2013: Advanced**

Duration: 1 Day**Description:**

This ILT Series course builds on the skills and concepts taught in Access 2013: Basic and Access 2013: Intermediate.

This course will help students prepare for the Microsoft Office Specialist exam for Access 2013 (exam 77-424). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Access 2013. We also provide an online test preparation application for this course. Click the Test Prep link on Axzo's home page to find a list of the applications

Table Of Contents:**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