

Course ACS1301: Microsoft Access 2013 – Basic Level

One Day, Instructor-Led

Pre-requisites

- Windows XP or Windows 7

Course Outline

Unit 1: Getting Started

- Database Concepts
- Exploring the Access environment

Unit 2: Databases and Tables

- Planning and designing databases
- Exploring Tables
- Creating Tables

Unit 3: Fields and Records

- Changing the design of Table
- Finding and editing records
- Organizing records

Unit 4: Data Entry Rules

- Setting field properties

- Working with input masks
- Setting validation rules

Unit 5: Basic queries

- Creating and using queries
- Modifying query results and queries
- Performing operations in queries

Unit 6: Using Forms

- Creating forms
- Using design view
- Sorting and filtering records

Unit 7: Working with Reports

- Creating reports
- Modifying and printing reports

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes