

Course ACS1302: Microsoft Access 2013 – Intermediate Level

One Day, Instructor-Led

Pre-requisites

- Microsoft Office Access 2013 Basic, or equivalent

Course Outline

Unit 1: Relational Databases

- Database normalization
- Table Relationships
- Referential Integrity

Unit 2: Related Tables

- Creating lookup fields
- Modifying lookup fields
- Sub-Data Sheets

Unit 3: Complex Queries

- Joining tables in queries
- Using calculated fields
- Summarizing and grouping values

Unit 4: Advanced Form Design

- Adding unbound controls
- Graphics
- Adding calculated values
- Adding combo boxes
- Advanced form types

Unit 5: Reports and Printing

- Report formatting
- Calculated values and sub-reports
- Printing
- Label Printing

Unit 6: Charts

- Charts in forms
- Charts in 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