

**DURATION:** 2 days  
**CODE:** SOL\AC\SD13

### COURSE OBJECTIVE

By the end of this overview, participants are able to:

- Know Access 2013 Essential Concepts
- Create a new database
- Use Table for storing data
- Create a Queries
- Updating and Deleting record by Query
- Use Forms for Editing Data
- Creating reort by wizard
- Modifying report design
- Securing your Access Database.
- Print some or all of the records.
- Importing and Exporting data
- Ect.

### WHO SHOULD ATTEND

- Access Introduction is for people new to databases, and for self-taught users to enhance their knowledge. It is a pre-requisite for the Intermediate & Advanced courses

### PRE-REQUISITES

- Have a basic knowledge for working with Personal Computers in operation system of Microsoft Windows.
- Working knowledge and Experience on prior versions of Microsoft Office technologies.

## Microsoft Office Access 2013

### INTRODUCTION

Microsoft Access 2013 is an information management tool that allows you to store, report, and analyze information within a relational database. If you're trying to use Excel to manage large amounts of information, then chances are Microsoft Access will be helpful to you. Access makes it easy to keep track, organize, and sort your data. It can be the back-end of a business, keeping your records for you.

### COURSE OUTLINE

#### Explore Microsoft Access 2013

- Introducing Access 2013
- Working in the Access 2013 User Interface
- Designing Your Database the Relational Way

#### Tables for Storing Your Data

- Creating and Modifying Tables
- Refining Your Table in Design View
- Sorting, Finding, and Filtering Data in a Datasheet
- Importing and Exorting Data
- Avoiding Garbage in, Garbage out

#### Queries getting information from your data)

- Creating Select Queries
- Letting quering do the Math
- Doing Neat things with Action Queries and Queries Wizard
- Viewing Your Data from Angles Using Crosstabs and PivotTables

#### Forms for Editing Data

- Introducing and Designing Forms
- Creating Form
- Making and Using a Form

#### Reporting in Words and Pictures

- Creating and Spiffing up Reports
- Printing Beautiful Reports

#### Database Administration

- Database Housekeeping
- Securing Your Access Database