

# Access 2013 Introduction



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Microsoft Access is flexible, powerful, and easy to use -- if you understand how it works. The difference it can make to the use and presentation of relatively complex sets of data can be quite astonishing.

## Who should attend

If you're new to Access, start here. This course explains key concepts and terms, the first steps in database design, and how to build tables.

The course runs from 9.30 am to approximately 4.30 pm.

Duration: 1 day.

## Introduction to Databases

- Database concepts
- Database Layout
- Launching Access.
- The Access Menu System
- Dialog Boxes
- Getting Help
- Creating A New Database
- Closing A Database (Vs Exit Access)
- Opening A Database

## Working with Tables

- Pasting Records
- Sorting The Table
- Deleting A Table
- Table Layout Changes
- Find
- Replace
- Wildcards

## Tables

- Database Design.
- Creating Tables Using The Table Wizard
- Creating Tables In The Datasheet View
- Creating Tables In The Design View
- Data Types
- Field Properties

- Data Display Format Vs Input Mask
- The Input Mask
- Data Entry Problems
- Moving And Copying Records

## Queries

- The Simple Query Wizard
- The Design View
- Modifying The Query
- Using Basic Criteria
- Additional Criteria
- Parameters
- Multiple Object Queries
- Custom Calculations In A Query
- Calculating Fields Continued
- Grouping Fields

## Introduction to E-mailing database

- information
- E-Mailing Database Information

## Introduction to Reports

- Reports
- The Report Wizard

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# Access 2013 Intermediate



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## Who should attend

Can't change the data returned by a query? This course explains the most common causes and solutions, and provides links to information about other ways to deal with the problem.

The course runs from 9.30 am to approximately 4.30 pm.

Duration: 1 day.

## Action Queries

- Types Of Query
- The Crosstab Query
- The Make Table Query
- The Append Query
- The Delete Query
- The Update Query

## Customising Forms

- Manipulating Data in the Form
- Creating A New Form
- Using the Form Wizard
- Creating a Form With a Subform
- Modifying and Redesigning the Form

## Reports

- The Report Wizard
- Creating a Report With Summary Totals
- Using the Label Wizard
- Modifying and Redesigning the Report.
- Publishing Access Data on the Web

## Protecting desktop database with

- backup and restore processes
- Why do I need a backup?
- Creating a debase backup
- Creating a Split Databases
- Backing up back-end database and front-end database
- Restoring a database

## Appendix A:

- Backwards Compatibility
- E-mailing Database Information

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# Access 2013 Advanced



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Microsoft Access is flexible, powerful, and easy to use -- if you understand how it works. The difference it can make to the use and presentation of relatively complex sets of data can be quite astonishing.

## Who should attend

Get ready to take your Microsoft Access 2013 skills to the next level with this advanced Access 2013 course.

The course runs from 9.30 am to approximately 4.30 pm.

Duration: 1 day.

## Managing Relational Databases

- Database Concepts.
- Database Design
- Normalisation
- Database Integrity
- Types of Relationship
- Creating Table Links
- Referential Integrity

## Advanced Forms Customising

- List And Combo Boxes
- Check Boxes, Option & Toggle Buttons.
- Option Groups
- Command Buttons
- Calculated Fields.
- Using Form's Input Values
- Create A Form With Multiple Pages Or Tabs
- Tab Order
- Inserting Graphics in Forms or Reports
- AutoFormat

## Optimising and Administering Access

- Optimising Performance
- The Performance Analyzer
- The Add in Manager
- Compacting Your Database
- The Database Documentor
- The Database Splitter
- Recovering Damaged Databases
- Importing And Linking Tables

## Appendix A:

- Backwards Compatibility
- E-mailing Database Information

## Appendix B:

- Introduction to SQL (fundamentals)

## Introduction

- Data Definition Language
- Data Manipulation Language

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