Full Circle
360° Solutions • 360° Results

MICROSOFT OFFICE ACCESS 2013
INTRODUCTION

Best Practices in Database Design

- Building an efficient, flexible database
- The relational database concept
- Database logic & data normalization

Exploring Access

- Opening an Existing Database
- Using the Ribbon & Contextual Tabs
- Using the Quick Access and Mini Toolbar
- Using/Opening Database Objects
- Using/Closing Tabbed Documents
- The Options Dialog Box and Status Bar
- Closing a Database & Exiting Access

Creating Tables

- Using Database Templates
- Creating a New Database
- Designing/Saving Tables
- Adding Field Names
- Assigning Data Types
- Adding a Field Description
- Setting a Primary Key
- Using Multi-valued Fields

Working with Tables

- Using Datasheet View
- Navigating Fields in Tables
- Adding/Moving through Records
- Selecting/Editing Records
- Saving/Deleting Records
- Displaying a Totals Row in a Table

Editing Tables

- Changing the Row Height/Column Width
- Changing Font Attributes & Cell Effects
- Selecting/Moving a Column
- Hiding/Unhiding a Column
- Freezing/Unfreezing a Column

Modifying an Existing Table

- Inserting/Deleting a Column into a Table
- Changing a Column Name
- Inserting a Lookup Column
- Inserting a Hyperlink Column
- Creating a Many-to-Many Relationship

Printing Table Data

- Printing Table Data
- Print Preview & Page Setup
- Printing Selected Records

Sorting, Finding & Filtering Data

- Sorting Records
- Finding Specific Records
- Using Wildcards
- Using Find & Replace
- Using Filter By Selection
- Applying/Removing a Filter
- Using Filter Excluding Selection
- Using the Search Box
- Using Quick Filter & AutoFilter

Creating Relationships Between Tables

- Using Related Tables
- Creating a Relationship between Tables
- Setting Referential Integrity
- Viewing Subdatasheets
- Deleting a Join Line

Extracting Subsets of Data with Queries

- Using Queries & Recordsets
- Using the Simple Query Wizard
- Creating a Query in Design View
- Adding a Table to a Query
- Joining Tables in a Query
- Running a Query

Creating Basic Forms for Data Entry

- Using Forms
- Using the Form Button
- Adding a Record using a Form
- Using the Calendar for Date Picking
- Using the Form Wizard
- Viewing/Printing Records in a Form
- Basing a Form on a Query

Creating Basic Reports

- Using Reports and the Report Button
- Using Print Preview - Reports
- Printing Pages of a Report
- Using the Report Wizard
- Changing Views in a Report
- Grouping & Summarizing Report Data
- Basing a Report on a Query