Microsoft Access 2013 - Introduction

Access 2013 Orientation
- Understanding Microsoft Access 2013
- Starting Access From The Windows Start Screen
- Starting Access From The Desktop
- Understanding The Start Screen
- Creating A New Blank Database
- Understanding The Backstage View
- Opening An Existing Database File
- Understanding The Access 2013 Screen
- Using The Ribbon
- Working With The Navigation Pane
- Adding Commands To The QAT
- Working With Touch Mode
- Working With A Table
- Working With Other Database Objects
- Closing A Database File
- Exiting From Access 2013

Designing a Lookup Database
- Understanding How Access Stores Data
- Understanding Access 2013 Data Types
- Scoping Your New Database
- Identifying Table Problems
- Refining Table Structures
- Finalising The Design

Creating a Lookup Database
- Creating A New Database File
- Creating The Lookup Table
- Defining The Primary Key
- Saving And Closing A Table
- Creating The Transaction Table

- Understanding Lookup Table Relationships
- Connecting To A Lookup Table
- Viewing Table Relationships

Modifying Table Structures
- Opening An Existing Table
- Adding Fields To An Existing Table
- Understanding Field Properties
- Changing Field Size
- Changing Field Names
- Changing Decimal Places
- Changing Date Formats
- Indexing Fields
- Deleting Fields From A Table
- Copying A Table Within A Database
- Deleting A Table From A Database File

Adding Records to a Table
- Typing Records In A Table
- Adding Records Using A Form
- Saving A Form Layout For Reuse
- Adding Records Using An Existing Form
- Assignment: Adding Records
- Importing From Microsoft Excel

Adding Transactional Records
- Typing Transactional Records
- Adding Transactional Records Using A Form
- Assignment: Adding Transactional Records
- Adding Records Using A Subdatasheet
- Removing A Subdatasheet
- Inserting A Subdatasheet

Working With Records
- Table Navigation
- Navigating To A Specific Record
- Editing A Record
- Deleting Record Data
- Undoing A Change
- Deleting A Record
- Deleting Several Records
- Searching In A Table
- Searching In A Field
- Finding And Replacing
- Printing Records From A Table
- Compacting A Database

Sorting and Filtering
- Simple Sorting
- Sorting On Several Fields
- Simple Filtering
- Working With Filters
- Filtering Between Dates
- Creating Queries
- Understanding Queries
- Creating A Query Design
- Working With A Query
- Changing A Query Design
- Applying Record Criteria
- Clearing Selection Criteria
- Saving A Query
- Running Queries From The Navigation Pane
- Deleting A Query
- Assignment: Creating Queries

Creating and Using Reports
- Understanding Reporting In Access
- Creating A Basic Report
- Working With Existing Reports
- Previewing And Printing A Report
- Changing The Report Layout
- Using The Report Wizard
- Creating A Grouped Report
- Creating A Statistical Report
- Working With Grouped Reports

Microsoft Access 2013 - Introduction

PRIME SOLUTIONS

Creating and Using Forms
- Understanding Forms
- Creating A Basic Form
- Creating A Split Form
- Binding A Form To A Query
- Using The Form Wizard
- Working With Existing Forms
- Editing Records In A Form
- Deleting Records Through A Form
- Deleting An Unwanted Form