

Microsoft Office Access 2013: Part 1

Course Length: 1 day (8:30am - 4:00pm)

Cost: \$310.00 plus GST (course materials included)

This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access 2013, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

In this course, you will learn to create and manage a fundamental Access 2013 database.

You will:

- Navigate within the Microsoft Access application environment and create a simple database.
- Organize and manage data stored within Access tables.
- Use queries to join, sort, and filter data from different tables.
- Create advanced queries, including action queries and parameter queries.
- Create and format custom reports.
- Customize Access configuration options

Course Outline:

Lesson 1: Getting Started with Access

- Orientation to Microsoft Access
- Create a simple access database
- Get help in Microsoft Access

Lesson 2: Working with Table Data

- Modify table data
- Sort and filter records
- Create lookups

Lesson 3: Querying a Database

- Join data from different tables in a query
- Sort and filter data in a query
- Perform calculations in a query

Lesson 4: Creating Advanced Queries

- Create parameter queries
- Create action queries
- Create unmatched and duplicate queries
- Summarize data

Lesson 5: Generating Reports

- Create a report
- Add controls to a report
- Enhance the appearance of a report
- Prepare a report for print

Lesson 6: Customizing the Access Environment

- The access options dialog box

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