

## Access 2013 Introduction

**Length:** 1 Day

**Summary:** This course offers grounding in creating the core objects of a database and covers data manipulation and extraction at an introductory level.

### COURSE CONTENT

#### 1: 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

#### 2: 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

#### 3: WORKING WITH TABLES

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

#### 4: 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

#### 5: INTRODUCTION TO REPORTS

- Reports
- The Report Wizard

#### 6: INTRODUCTION TO E-MAILING DATABASE INFORMATION

- E-Mailing Database Information