



*Are you a pencil pusher trapped in a computer?
We can help?*

M J H COMPUTER TRAINING

www.mjhtraining.com

m.herman@sasktel.net

☎ 306.242-2231 (Office)

☎ 306.220-5112 (Cell)

Microsoft® Office Access® 2013: Level 1

Course Number: 091004

Course Length: 1 day

Target Student: 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.

Course Content

Lesson 1: Getting Started with Access

Topic A: Orientation to Microsoft Access

Topic B: Create a Simple Access Database

Topic C: Get Help in Microsoft Access

Lesson 2: Working with Table Data

Topic A: Modify Table Data

Topic B: Sort and Filter Records

Topic C: Create Lookups

Lesson 3: Querying a Database

Topic A: Join Data from Different Tables in a Query

Topic B: Sort and Filter Data in a Query

Topic C: Perform Calculations in a Query

Lesson 4: Creating Advanced Queries

Topic A: Create Parameter Queries

Topic B: Create Action Queries

Topic C: Create Unmatched and Duplicate Queries

Topic D: Summarize Data

Lesson 5: Generating Reports

Topic A: Create a Report

Topic B: Add Controls to a Report

Topic C: Enhance the Appearance of a Report

Topic D: Prepare a Report for Print

Lesson 6: Customizing the Access Environment

Topic A: The Access Options Dialog Box

Appendix B: Microsoft Access 2013 Common Keyboard Shortcuts