



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

M J H COMPUTER TRAINING

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Microsoft® Office Access® 2013: Level 2

Course Number: 091005

Course Length: 1 day

Target Student: This course is designed for students wishing to gain intermediate-level skills or individuals whose job responsibilities include constructing relational databases, performing database maintenance, creating advanced queries and reports, or integrating Access with other programs.

Course Content

Lesson 1: Designing a Relational Database

Topic A: Relational Database Design

Topic B: Create a Table

Topic C: Create Table Relationships

Lesson 2: Joining Tables

Topic A: Create Query Joins

Topic B: Join Tables That Have No Common Fields

Topic C: Relate Data within a Table

Topic D: Work with Subdatasheets

Topic E: Create Subqueries

Lesson 3: Organizing a Database for Efficiency

Topic A: Data Normalization

Topic B: Create a Junction Table

Topic C: Improve Table Structure

Lesson 4: Sharing Data Across Applications

Topic A: Import Data into Access

Topic B: Export Data to Text File Formats

Topic C: Export Access Data to Excel

Topic D: Create a Mail Merge

Lesson 5: Advanced Reporting

Topic A: Organize Report Information

Topic B: Format Reports

Topic C: Include Control Formatting in a Report

Topic D: Add a Calculated Field to a Report

Topic E: Add a Subreport to an Existing Report

Appendix A: Additional Reporting Options

Appendix B: Microsoft Access 2013 Common Keyboard Shortcuts