



**REAL WORLD**  
TECHNOLOGY TRAINING & SOLUTIONS  
"Training You Can Really Use"

# Microsoft® Office Access® 2013: Part 1

**Duration: 2 Days**

**Method: Instructor-Led Training (ILT) | Live Online Training**

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**Certification:** Microsoft Office Specialist (MOS): Access 2013 —  
**Exam:** 77-424

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## Course Description

A relational database application such as Microsoft Office Access 2013 can help you and your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization. In this course, participants will learn how to use Access 2013 to manage their data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

## Target Audience

This course is intended for:

- Persons who wish to establish a foundational understanding of Access 2013.

## Prerequisites

To attend this course, candidates must have:

- Familiar with using personal computers
- Comfortable using a keyboard and mouse.
- Comfortable in the Windows® environment, and be able to use Windows to manage information on their computers.



## Exam Details

<b>Exam Code:</b>	• 77-424
<b>Length of Exam:</b>	• 120 Minutes
<b>Number of Questions:</b>	• 40-60
<b>Passing Score:</b>	• 70%
<b>Question Format:</b>	• Multiple Choice and Multi-Response

## Course Objectives

Upon successful completion of this course, attendees will be able to:

- 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 Topics

### Module 1: Getting Started with Access

- Orientation to Microsoft Access
- Create a Simple Access Database
- Get Help in Microsoft Access

### Module 2: Working with Table Data

- Modify Table Data
- Sort and Filter Records
- Create Lookups



## Course Topics *Continued*

### Module 3: Querying a Database

- Join Data from Different Tables in a Query
- Sort and Filter Data in a Query
- Perform Calculations in a Query

### Module 4: Creating Advanced Queries

- Create Parameter Queries
- Create Action Queries
- Create Unmatched and Duplicate Queries
- Summarize Data

### Module 5: Generating Reports

- Create a Report
- Add Controls to a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print

### Module 6: Customizing the Access Environment

- The Access Options Dialog Box

## ACTIVITIES INCLUDED