Microsoft® Office Access® 2013: Part 2

Duration: 2 Days
Method: Instructor-Led Training (ILT) | Live Online Training

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

Course Description

Your training and experience using Microsoft Access 2013 has given you basic database management skills such as creating tables, designing forms and reports, and building queries. In this course, participants will expand their knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports. Extending your knowledge of Microsoft Access 2013 will result in a robust, functional database for your users.

Target Audience

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

Prerequisites

To attend this course, candidates must have:
- Completed the Microsoft Office Access 2013: Part 1 course, or possess equivalent knowledge.

Microsoft Partner

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Exam Details

Exam Code:	• 77-424
Length of Exam:	• 120 Minutes
Number of Questions:	• 40-50
Passing Score:	• 70%
Question Format:	• Multiple Choice and Multi-Response

Course Objectives

Upon successful completion of this course, attendees will be able to:
- Design a relational database.
- Join tables to retrieve data from unrelated tables.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Share data among Access and other applications.
- Customize reports to organize the displayed information and produce specific print layouts.

Course Topics

Lesson 1: Designing a Relational Database
- Relational Database Design
- Create a Table
- Create Table Relationships

Lesson 2: Joining Tables
- Create Query Joins
- Join Tables That Have No Common Fields
- Relate Data within a Table
- Work with Subdatasheets
- Create Subqueries

Course Topics *Continued*

Lesson 3: Organizing a Database for Efficiency

- Data Normalization
- Create a Junction Table
- Improve Table Structure

Lesson 4: Sharing Data Across Applications

- Import Data into Access
- Export Data to Text File Formats
- Export Access Data to Excel
- Create a Mail Merge

Lesson 5: Advanced Reporting

- Organize Report Information
- Format Reports
- Include Control Formatting in a Report
- Add a Calculated Field to a Report
- Add a Subreport to an Existing Report

Appendix A: Additional Reporting Options

ACTIVITIES INCLUDED

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