

Microsoft® Office Access® 2013: Part 2 [Exam 77-424]

Course Specifications

Course Number: ELK91-005_rev2.2

Software: Microsoft® Office Project Professional 2007

Course length: 1.0 day(s)

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, you will expand your 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.

You can also use this course to prepare for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Access 2013.

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.

Prerequisites: To ensure your success, it is recommended you have completed Microsoft® Office Access® 2013: Part 1, or possess equivalent knowledge.

Technical Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen
- Microsoft® Office Professional Edition 2013
- Microsoft® Windows® 8

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