

Microsoft®

Access 2013

Certification Guide

Courseware 3255 Exam 77-424 ISBN 978-1-55332-399-0

Course Description

This *Microsoft® Access 2013 Certification Guide* teaches students how to design data tables, select appropriate data types and relate tables logically. Students will create and modify database objects including tables, forms, reports, queries and macros, and will apply intermediate skills to streamline data entry, ensure data integrity, automate tasks and analyze data.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Office Specialist Access 2013 Exam #77-424. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- start and run Windows
- use the taskbar
- use the Start button
- use the Help feature
- use Minimize, Restore Down/Maximize, or Close
- use the left and right mouse buttons appropriately
- understand file management techniques
- navigate between files, folders, or drives

Courseware Description	Data Types	Adding Query Criteria
Course Design	Field Size Property	Arithmetic Operators
Course Objectives	Table Views	Comparison Operators
Conventions and Graphics	Creating Tables in Design View	Logical Operators
Lesson 1: Exploring the Access Environment	Modifying Tables in Design View	Special Operators
Lesson Objectives	Primary Keys	Working with Joined Tables
An Introduction to Databases	Selecting a Primary Key	Performing Calculations in Queries
Databases in Spreadsheets	Creating Tables in Datasheet View	Adding Calculated Fields to a Query
Relational Database Management Systems (RDBMS)	Reusing Design Elements	Formatting Query Fields
What is Access?	Using Quick Start Fields	Using the Expression Builder
Access Database File	Using Application Parts	Displaying Totals in a Query Result Set Datasheet
Database Objects	Using User Templates	Grouping and Summarizing Query Data
Desktop Databases and Access Web Apps	Importing Data	Creating Parameter Queries
Components of the Access 2013 User Interface	Importing Tables from Other Databases	Using Conditional Logic in a Query
The Ribbon	Importing Data from Excel	Creating Action Queries
The Navigation Pane	Importing Data as a Linked Table	Creating Update Queries
Backstage View	Working in Datasheet View	Creating Make-Table Queries
Looking at the Screen	Navigating a Datasheet	Creating Append Queries
Viewing Screen Tips	Adding, Updating and Deleting Records	Creating Delete Queries
Using the Quick Access Toolbar	Manipulating a Datasheet	Creating Crosstab Queries
Starting Access and Working with Database Files	Printing Datasheet Records	Lesson Summary
Database Wizards	Constraining Input	Review Questions
Templates	Validation Rules	Lesson 4: Working with Forms
Closing a Database	Input Masks	Lesson Objectives
Opening an Existing Database	Default Values	Why Use Forms?
Using the Navigation Pane	Auto-incrementing Fields	The Inside Scoop - Controls and Properties
Viewing Objects	Table Relationships	Designing a Form
Sorting and Filtering Objects	Relationship Types	Form Types
Copying Objects	Creating Relationships in a Database	Form Views
Renaming Objects	Creating Lookup Fields	Creating Forms Using Automated Tools
Deleting Objects	Viewing Related Data	Form Tool
Setting Navigation Options	Lesson Summary	Form Wizard
Saving and Exporting Databases	Review Questions	Application Parts
Saving Databases to Different Locations	Lesson 3: Retrieving the Data You Want	Creating Forms from Scratch
Saving a Database as a Template	Lesson Objectives	The Fields List Pane
Access 2013 and Backward Compatibility	Retrieving Data	The Property Sheet
Exporting Data to Alternate Formats	Finding Records	Form and Control Properties
Setting Access Options	Finding and Replacing Data	Modifying Forms
Lesson Summary	Using Wildcards	Adding controls
Review Questions	Sorting Records	Removing controls
Lesson 2: Building Tables	Filtering Records	Repositioning controls
Lesson Objectives	Filter by Selection	Managing labels
Table Basics	Filter by Form	Modifying data sources
Planning Tables	Creating Queries	Setting form control properties
Planning Fields	Creating a Select Query in Query Design View	Working with a Form in Layout view
Naming Rules and Conventions	Creating a Select Query with the Query Wizard	Working with a Form in Design View
A Model of Table Structure	Modifying Queries	Adding Controls from the Ribbon
	Adjusting Fields	Adding Controls in Layout View
	Sorting Query Fields	Adding Controls in Design View
	Hiding Query Fields	

- Adding Subforms
 - The Visible Property
 - Using Lookup Fields on Forms
- Ensuring Accuracy
 - Validating Data Entry
 - Validation Rules
 - The Tab Stop Property
 - The Locked and Enabled Properties
 - Specifying Default Values
 - Setting Form Properties
- Formatting Forms
 - Aligning and Sizing Controls
 - Tab Order
- Summary
- Review Questions
- Lesson 5: Designing Reports**
- Lesson Objectives
- What is a Report?
 - Report sections
 - Designing a report
 - Report layouts
 - Controls and properties
- Report Views
 - Report View
 - Print Preview
 - Layout View
 - Design View
- Creating Reports
 - Using the Report Tool
- Creating a Report Using the Report Wizard
- Creating a Report Using Application Parts

- Creating a Blank Report
 - The Field List Pane
 - The Property Sheet
 - The Record Source Property
- Working with Reports
 - Selecting and Formatting Controls
 - Moving Controls
 - Working with Padding and Margins
 - Adding Controls from the Ribbon
 - Working with Report Labels
 - Adding a Subreport
 - Changing the Data Source
 - Grouping and Sorting
 - Adding Calculated Controls
- Working with Reports in Design View
 - Adding controls from the Ribbon
 - Selecting Controls
 - Aligning, Sizing and Spacing Controls
- Formatting Reports
 - Working with page size and page orientation
 - Changing the Sort Order
 - Creating Columns
 - Adding Images to Reports
 - Adding Page Numbers
 - Report headers and footers
 - Applying a theme
 - Applying Background Images to Reports
- Previewing and Printing Reports
- Summary
- Review Questions

Lesson 6: Managing, Maintaining and Protecting Databases

- Lesson Objectives
- Protecting Database Files
 - Open Modes
 - Encrypting and Password-protecting a Database
- Maintaining Database Files
 - Saving and publishing a database
 - Backing Up a Database
 - Recovering Data from a Backup
 - Compacting and Repairing
- Managing Databases
 - Front-End and Back-End Databases
 - Splitting a Database
 - Merging Split Databases
- Creating Templates and Application Parts
 - Using User Templates
 - User-Defined Data Type Templates
 - User-Defined Database Templates and Application Parts Templates
- Summary
- Review Questions
- Appendices**
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