

## **ACCESS 2013 Beginner Level**

### **OBJECTIVES**

At the end of the course, the participant will be able to manipulate databases using Access.

### **TARGET CLIENTELE**

Public

### **PREREQUISITES**

Knowledge of Windows



## **COURSE SYLLABUS**

### **1. Access Environment 2013**

- Learning files
- Access software 2013
- Database
- Launch Access 2013
- Opening a database
- Closing a database
- Exit Access
- Access window 2013
  - File menu
  - Quick Access toolbar
  - Title bar
  - Ribbon
  - ToolTip
  - Object window
  - Status bar
  - Group dialog box
- Customizing the toolbar
  - Display a button
  - Remove a button
  - Move the Quick Access toolbar
- Help in access

- Navigation pane
  - Open / Close the Navigation pane
  - Set the display type of the Navigation pane
- Objects of the Navigation pane
  - Hide/show search bar
  - Find an object
  - Group objects
  - Hide/show objects in a collection
  - Open an object from the Navigation pane
  - Close an object
  - Rename an object
  - Copy an object
  - Delete an object
- Security of the database
  - Make a backup copy
  - Compact the database
- Creating a database
  - Delete a database

## **2. Tables**

- Principles for creating a table
- Creating a table in Datasheet view
  - Rename fields
  - Add field
  - Save table
- Data type and formatting
  - Select a data type
  - Select a data format
- Field management
  - Correct the contents of a "Hyperlink" field
  - Enter a data in an "OLE object" field
  - Enter a data in a "Long text" field
  - Insert field
  - Enter a data in an "Attachment" field
  - Delete a field
  - Move a field
- Display modes

- Creating a table in Design view
  - Insert fields into a structure
  - Delete a field in a structure
  - Delete multiple fields in a structure
  - Move a field in a structure
  - Rename a field

### **3. Fields Priorities**

- Field properties
- Size of a field
  - Change the size of a "Text Short" field
  - Change the size of a "Digital" type field
- Format
  - Assign a format to a "date/time" field
  - Show or not the calendar for a "date/time" field
  - Assign a format to a "Digital" or "numeric" field
  - Change the number of decimal places
  - Assign a format to a "text" field
- Input mask
  - Set an input mask
  - Edit an input mask
  - Create an input mask
- Legend
- Default value
- Valid IF and IF Error Message
  - Define a validation rule by typing it
  - Define a validation rule using the expression builder
- NULL banned
- Empty string allowed
- Indexing
  - Indexing a field
  - View index list
  - Undo an index
  - Create a multifield Index
  - Delete an index
- Aligning text
- Text format
- Modifying properties
  - Change a property

- List of choices
  - Create a lookup list from user-entered values
  - Create a lookup list from values contained in another table
  - Create a search column in Design view
  - Edit a list of choices
  - Restrict entry to the list of choices
  - Allow or prevent changes to the list
  - Disable a list of choices
  - Delete a list of choices

#### **4. Data sheet**

- Data selection
  - Select characters inside a field
  - Select the contents of a field
  - Select the contents of multiple consecutive fields
  - Select a record
  - Select multiple consecutive records
  - Select all records
  - Select a field
  - Select multiple consecutive fields
- Moving the pointer
- Data editing
- Adding/deleting records
  - Add a record
  - Delete one or more records
- Formatting the datasheet
  - Change font, size, and character style
  - Align data horizontally
  - Change background colors
  - Change gridlines
  - Apply other formatting options
  - Change the height of the lines
  - Change the height of the lines using the mouse
  - Change the width of a or multiple fields
  - Change the width of a Field using the mouse
- Masking Fields
  - Hide a field
  - Show hidden fields

- Freezing Fields
  - Freeze one or more Fields
  - Releasing fields
- Search and replace
  - Search for a data
  - Replace a data
- Total line
- Language tools
  - Automatically correct data
  - Add words to the list of corrections
  - Check spelling
- Print
  - Enable preview before printing
  - Select print options
- Layout
  - Change paper size
  - Change orientation
  - Change margins
  - Disable header/footer printing

## 5. Sorting and filter

- Sort
  - Sort using a field
  - Erase sorting
  - Sort using multiple fields
- Filter
  - Filter by selection
  - Remove filter
  - Filter by selection inside a field
  - Filter by selection with multiple criteria
  - Filter by form
  - Filter by form with multiple criteria
  - Create an advanced filter/sort
  - Delete a column from the polling grid
  - Delete a line from the polling grid
  - Insert a field between two fields in the polling grid
  - Close the polling grid

## 6. Relationships

- Primary key
  - Set the primary key
  - Delete primary key
- Relationship between tables
  - Create a relationship
  - Create other relationships
  - Delete a relationship
  - Hide the table in the "relationships" window
  - Show relationships between Tables
  - Open the "relationships" window in Datasheet view
- Data sub-Datasheet
  - Access the Subdatasheet
- Referential integrity
  - Enforce referential integrity
  - Override referential integrity
- Print a relationship report

## 7. Select query

- Select query
  - Create a query from a table
  - Switch between grid and sheet
  - Save a query
  - Open a query
- Query changes
  - Add a field in the query grid
  - Insert a field in the query grid
  - Delete one or more fields in the query grid
  - Exclude fields from the Dynamic response sheet
  - Sort records
  - Query in a "Yes/No" field type
  - Change the contents of a record
  - Create a query from an existing query
  - View numeric values or date settings
- Comparison operators
- Logical operators
  - Exploit the logical operator Yes
  - Exploit the logical operator And
- Wildcards
- Multi-table query
  - Create a multi-table query
  - Associate common fields

- Join types
  - Understanding join types
  - Change the join type

## **8. Query with calculations**

- Query with calculations
  - Create a calculated field
  - Change the properties of a calculated field
  - Show or not the calculation fields
- Condition in a calculated field
  - Insert a condition in a calculated field
  - Establish multiple conditions in a calculated field
- Total queries
  - Perform operations on a field
  - Perform operations on a group of records
- Date functions
  - Extract a date
  - Calculate the difference between two dates
- Displaying specific items
  - Combine text from two fields
  - Display part of a "text" or "numeric" field
  - Show part of a date

## **9. Other types of queries**

- Types of queries
- Data security
  - Disable query blocking
- Update query
- Add query
- Delete query
- Create table query
- Crosstab query
  - Create a crosstab query
- Parameterized query
- Auto search query
- Query search for duplicates
- Non-matching query