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Course Outline :: ACS13 ::

Module Title   :   **Course ACS13 : Microsoft® Access® 2013 Step By Step**
Duration   :   **3 days**

Course Description

Learn Access 2013—one step at a time!

Experience learning made easy—and quickly teach yourself how to build your own database with Access 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you them! Includes downloadable practice files and a companion eBook.

Discover how to:

- Build a database from scratch or ready templates
- Create easy-to-use data-entry forms
- Write queries to extract and manipulate data
- Design reports to summarize data in effective ways
- Import data from other databases and documents

Course Outline

I. SIMPLE DATABASE TECHNIQUES

- Explore Microsoft Access 2013
- Create databases and simple tables
- Create simple forms
- Display data
- Create simple reports

II. RELATIONAL DATABASE TECHNIQUES

- Maintain data integrity
- Create queries
- Create custom forms
- Create custom reports

III. DATABASE MANAGEMENT AND SECURITY

- Import and export data
- Make databases user friendly
- Protect databases
- Work in Access more efficiently