

The Complete Guide to Microsoft Access 2013 Syllabus

This course accurately and casually provides an introductory audience with an understanding of the needed information to pass the Microsoft Office Specialist Certification Series. Its uniqueness and accuracy of content stands out among other courseware, (Procert, November 2011) Students learn the commands in practical, real world applications. Perfect for office workers, professionals, and students who want to know both how and when to best apply Microsoft Access.

Course Prerequisites: Students who enroll in the Complete Guide to Microsoft Access 2013 should have basic computer skills, including how to turn on the computer, how to use an Internet browser, and how to select commands from a menu or toolbar. Students should know how to save files and send attachments by email as well.

Target Audience: The Complete Guide to Microsoft Access 2013 is for students to improve their level and breadth of knowledge with Microsoft Access functions in preparation for taking the Microsoft Certification Exam. The course includes both recall and authentic assessments to measure student understanding at an increasingly advanced level. Students will be working hands-on with the commands and completing sample projects to reinforce learning. This course does not rely on abstract learning, but on the program in context.

The primary instruction is related to business applications of Access, as Microsoft Access is used in most workplaces. Nearly every business has a use for Microsoft Office programs, from inter-office memos composed on Microsoft Word to Sales presentations created with Microsoft PowerPoint to Budget spreadsheets compiled in Microsoft Excel. This Microsoft Access certification training was developed for someone who works as a support professional, trainer, teacher, professor, database user, or database creator who needs to create or maintain an Access database. Home users may also find many uses for Microsoft Access, similar to those used in the workplace. Microsoft Access is a powerful product with great possibilities. This course aims to expose users to those possibilities.

Students for Exam 77-424: Microsoft Access 2013 should have the equivalent of six months of hands-on computer experience before taking the exam. These exam candidates should be proficient at file management. In addition, students should be able to readily identify and use the commands for at least 80% of the exam objectives in preparation for taking the timed exam. Amongst the skills necessary, students should be especially effective at entering information and analyzing data. Successful students will have mastered how to create and edit Forms, query the data for specific parameters, create and format Reports, maintain and optimize a database for multiple users.

Microsoft Certification

This course is also an exam study guide for the following [certification tests](#):
[Access® 2013: Exam 77-424](#)

This course teaches the following Exam 77-424: Microsoft Access 2013 Objectives

1.0 Create and Manage a Database

1.1 Create a New Database

- 1.1.1 Create New Databases
- 1.1.2 Create Databases Use Templates
- 1.1.3 Create Databases In Older Formats
- 1.1.4 Create Databases Use Wizards

1.2 Manage Relationships and Keys

- 1.2.1 Edit References Between Tables
- 1.2.2 Create and Modify Relationships
- 1.2.3 Set Primary Key Fields
- 1.2.4 Enforce Referential Integrity
- 1.2.5 Set Foreign Keys
- 1.2.6 View Relationships

1.3 Navigate Through a Database

- 1.3.1 Navigate To Specific Records
- 1.3.2 Set a Form As The Startup Option
- 1.3.3 Use Navigation Forms
- 1.3.4 Set Navigation Options
- 1.3.5 Change Views

1.4 Protect and Maintain a Database

- 1.4.1 Compact Databases
- 1.4.2 Repair Databases
- 1.4.3 Backup Databases
- 1.4.4 Split Databases
- 1.4.5 Encrypt Databases With a Password
- 1.4.6 Merge Databases
- 1.4.7 Recover Data From a Backups

1.5 Print and Export a Database

- 1.5.1 Print Reports
- 1.5.2 Print Records
- 1.5.3 Maintain Backward Compatibility
- 1.5.4 Save Databases As Templates
- 1.5.5 Save Databases To External Locations
- 1.5.6 Export To Alternate Formats

2.0 Build Tables

2.1 Create a Table

- 2.1.1 Create New Tables
- 2.1.2 Import External Data Into Tables
- 2.1.3 Create Linked Tables From External Sources
- 2.1.4 Import Tables From Others Database
- 2.1.5 Create Tables From Templates and Application Parts

2.2 Format a Table

- 2.2.1 Hide Fields In Tables
- 2.2.2 Change Data Formats
- 2.2.3 Add Total Rows
- 2.2.4 Add Table Descriptions
- 2.2.5 Rename Tables

2.3 Manage Records

- 2.3.1 Update Records
- 2.3.2 Add New Records
- 2.3.3 Delete Records
- 2.3.4 Append Records From External Data
- 2.3.5 Find and Replace Data
- 2.3.6 Sort Records
- 2.3.7 Filter Records
- 2.3.8 Group Records

2.4 Create and Modify Fields

- 2.4.1 Add Fields To Tables
- 2.4.2 Add a Validation Rules To Fields
- 2.4.3 Change Field Captions
- 2.4.4 Change Field Sizes
- 2.4.5 Change Field Data Types
- 2.4.6 Configure Fields To Auto-Increment
- 2.4.7 Set Default Values
- 2.4.8 Use Input Masks
- 2.4.9 Delete Fields

3.0 Create Queries

3.1 Create a Query

- 3.1.1 Run Queries
- 3.1.2 Create Crosstab Queries
- 3.1.3 Create Parameter Queries
- 3.1.4 Create Action Queries
- 3.1.5 Create Multi-Table Queries
- 3.1.6 Save Queries
- 3.1.7 Delete Queries

3.2 Modify a Query

- 3.2.1 Rename Queries
- 3.2.2 Add New Fields
- 3.2.3 Remove Fields
- 3.2.4 Hide Fields
- 3.2.5 Sort Data Within Queries
- 3.2.6 Format Fields Within Queries

3.3 Utilize Calculated Fields and Grouping Within a Query

- 3.3.1 Add Calculated Fields
- 3.3.2 Add Conditional Logic
- 3.3.3 Group and Summarize Data
- 3.3.4 Use Comparison Operators
- 3.3.5 Use Basic Operators

4.0 Create Forms

4.1 Create a Form

- 4.1.1 Create New Forms
- 4.1.2 Create Forms With Application Parts
- 4.1.3 Save Forms
- 4.1.4 Delete Forms

4.2 Set Form Controls

- 4.2.1 Move Form Controls
- 4.2.2 Add Form Controls
- 4.2.3 Modify Data Sources
- 4.2.4 Remove Form Controls
- 4.2.5 Set Form Control Properties
- 4.2.6 Manage Labels

4.3 Format a Form

- 4.3.1 Modify Tab Order In Forms
- 4.3.2 Format Print Layouts
- 4.3.3 Sort Records
- 4.3.4 Apply Themes
- 4.3.5 Change Margins
- 4.3.6 Insert Backgrounds
- 4.3.7 Auto-Order Forms
- 4.3.8 Insert Headers and Footers
- 4.3.9 Insert Images
- 4.3.10 Modify Existing Forms

5.0 Create Reports

5.1 Create a Report

- 5.1.1 Create New Reports
- 5.1.2 Create Reports With Application Parts
- 5.1.3 Delete Reports

5.2 Set Report Controls

- 5.2.1 Group Data By Fields
- 5.2.2 Sort Data
- 5.2.3 Add Sub-Forms
- 5.2.4 Modify Data Sources
- 5.2.5 Add Report Controls
- 5.2.6 Manage Labels

5.3 Format a Report

- 5.3.1 Format Reports Into Multiple Columns
- 5.3.2 Add Calculated Fields
- 5.3.3 Set Margins
- 5.3.4 Add Backgrounds
- 5.3.5 Change Report Orientation
- 5.3.6 Change Sort Order
- 5.3.7 Insert Headers and Footers
- 5.3.8 Insert Images
- 5.3.9 Insert Page Numbers
- 5.3.10 Apply Themes
- 5.3.11 Modify Existing Reports

Grading and Examination: This course has continuous assessments for goal-based learning. Each Level has an online quiz. There are several Skill Tests for students to demonstrate practical use of the materials. a student must earn 70% of the possible points for credit on the course. There is no penalty for re-taking a quiz or resubmitting a Skill Test to achieve a better score.

Microsoft Access 2013	120
I. Beginning Microsoft Access -40 hours	
a. Getting Started: How to use the online course -2 hours	2
b. Hello, Access: Introduction to Tables -4 hours	4
c. Tables and Table Design: Adding Fields -4 hours	4
d. Table and More Tables: Design View -4 hours	4
e. Forms and Form Design: Layout View -4 hours	4
f. Designing for Real Users: Edit the Form Properties -4 hours	4
g. Queries and Query Design: Ask questions -4 hours	4
h. More Queries: Use Criteria and Parameters -4 hours	4
i. Reports and Report Design: Layout View -4 hours	4
j. Reports and More Reports: Use Design View -4 hours	4
k. Managing Databases: Save and Save As -2 hours	2
II. Intermediate Microsoft Access -40 hours	
a. Hello, Again, Hello: Introduction to one-to-many relationships -1 hour	1
b. One-From-Many Relationships: Create a Combo Box -5 hours	5
c. Forms and Subforms, Part 1: Representing one-to-many -5 hours	5
d. Forms and Subforms, Part 2: Creating the Search Form -5 hours	5
e. Forms and Subforms, Part 3: Link the Form and Subform -5 hours	5
f. Meet the Stars: Create a Switchboard Form -5 hours	5
g. The Opening Scene: Manage the database environment -2 hours	2
h. Dress Rehearsal: How to TEST your software -2 hours	2
i. Report Totals: Use a Query to calculate the Total -5 hours	5
j. Report Design Options: Use Design View -5 hours	5
III. Advanced Microsoft Access -40 hours	
a. You say Goodbye, and I say Hello!: Normalize a database -2 hours	2
b. Relating Tables in a Database: Key data -4 hours	4
c. Primary Keys and Relationships -4 hours	4
d. The Receipt Form, Part 1: Design the Subform -4 hours	4
e. The Receipt Form, Part 2: Design the Form and link the two Forms -4 hours	4
f. The Receipt Printout, Part 1: Design the Report -4 hours	4
g. The Receipt Print, Part 2: Design the Subreport and link the two Reports -4 hours	4
h. The Producers: Working with Dates -4 hours	4
i. Prepare to Share: Visualize the results and export the Reports -4 hours	4
j. Strategies for Archiving: Use Action Queries -4 hours	4
k. The Performance Network: Optimize for Multi-Users -2 hours	2