



## **Microsoft Access 2013 Advanced (12 hours)**

### **Chapter 1 Queries**

- Create A Simple Select Query
- Create A Query
- Add Calculations To The Query
- Summarize Query Values
- Count Data By Using A Query
- Count Data By Using A Total Row
- Use Parameters In Queries And Reports
- Use Parameters In Queries
- When should I search for unmatched records?
- Understand Duplicate Data
- Actions Queries
- Create a Make Table Query
- How To Create A Make-Table Query
- Create An Append Query
- Update Data By Using A Query
- Use Queries To Delete One Or More Records From A Database
- Stop Disabled Mode From Blocking A Query
- Sum Data By Using A Query
- Sum Data By Using A Total Row
- Calculate Group Totals By Using A Totals Query
- Sum Data Across Multiple Groups By Using A Crosstab Query

### **Chapter 2 Forms**

- Create A Form By Using The Form Tool
- Create a form by using the Form tool
- Create a split form by using the Split Form tool
- Create a form that displays multiple records by using the Multiple Items tool
- Create A Form By Using The Form Wizard
- Create A Form By Using The Blank Form Tool
- Understand Controls
- Understand Control Layouts
- Understand Layout View And Design View
- Fine-Tune Your Form In Layout View
- Fine-Tune Your Form In Design View
- Add Controls To Your Fo

- Display Yes/No Values By Using Check Boxes, Option Buttons, And Toggle Buttons
- Use A Command Button To Start An Action Or A Series Of Actions
- Create A Calculated Control
- Save Your Work
- Working With Subform
- Create A Form That Contains A Subform (A One-To-Many Form)
- Create A Form That Contains A Subform By Using The Form Wizard
- Create A Subform By Dragging One Form Onto Another
- Where Did My Switchboards Go? (Optional)
- Options For Using Switchboards
- Create A Custom Group Of Objects In The Navigation Pane
- Open And Close The Navigation Pane
- Turn Off The Navigation Pane
- Add the Switchboard Manager Command On The Quick Access Toolbar
- For Access 2010 the Switchboard Manager command is not in the ribbon. To add the command follows the following steps:
- Use The Switchboard Manager To Create Or Change A Switchboard

### **Chapter 3 Reports**

- Decide How To Lay Out Your Report
- Add Or Remove Report Or Page Header And Footer Sections
- Create A Grouped Or Summary Report
- Build A New Grouped Report By Using The Report Wizard
- Fine-Tune Your Report
- Add Or Modify Grouping And Sorting In An Existing Report
- Save, Print, Or Send Your Report

### **Chapter 4 Macros**

- Learn About The Macro Designer
- Create A Standalone Macro
- Add actions to a macro
- Use Conditions To Control Macro Actions
- How to Create a Macro Group in Access



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- Using Data Macros in Access 2013
- Adding a Macro to a Command Button in Access
- Expand and collapse macro actions or blocks
- Copy and paste macro actions
- Share a macro with others
- Run a macro
- Debug a macro
- Add error-handling actions to a macro

## Chapter 5 Importing & Exporting Of Data

- Import Or Link To Data In An Excel Workbook
- Export Data To Excel

## Chapter 6 Secure An Access 2013 Database

- Use An Office Access 2013 Database In A Trusted Location
- Package, Sign, And Distribute An Office Access 2013 Database
- Enable Disabled Content When You Open A Database
- Use A Database Password To Encrypt An Office Access 2013 Database
- How Security Works With Databases From Earlier Versions
- Run Unsafe Expressions (Disable Sandbox Mode)
- Learn About The Macro Designer

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