



# Office Productivity Training

*Helping your employees work smarter, not harder*

## Access 2013 Level 1

### Fundamentals

#### Module 1

- Database Basics
- Running Access
- The Initial Screen
- Opening a Database
- Working with Help

#### Module 2

- Viewing a Table
- Navigating
- Editing
- Working with AutoCorrect
- Spell Checking
- Table vs Form View
- Sorting the Data
- Print Previewing
- Page Setup
- Printing the Table

#### Module 3

- Creating a Database
- Designing a Table
- Restructuring a Table

#### Module 4

- Creating a Primary Key
- Converting Field Types
- Changing Field Size
- Applying Custom Display Formats
- Creating an Input Mask
- Using the Lookup Wizard
- Assigning a Caption
- Setting Default Values
- Creating Validation Rules
- Adding Validation Text

#### Module 5

- Filtering Records
- Viewing All Records
- Using the Selection Filter
- Creating Text and Number Filters
- Using the Form Filter
- Performing Quick Searches
- Working with the Advanced Filter
- Removing a Filter
- Finding Data

## **Module 6**

- Creating Permanent Relationships
- Viewing Subdatasheets
- Enforcing Referential Integrity
- Printing Database Relationships

## **Module 7**

- Querying Tables
- Modifying a Query
- Adding Criteria
- Rearranging Fields in the Query
- Adding Fields to the Query
- Removing Fields from the Query
- Changing Column Widths
- Sorting the Query
- Sorting on Multiple Fields
- Saving/Opening a Query
- Using Wildcards in Queries
- Compound Queries

## **Module 8**

- Using the Report Wizard
- Printing Options
- Changing Margins
- Changing Paper Size
- Changing Column Layout
- Printing the Report
- Saving/Closing a Report

## **Module 9**

- Creating Forms
- Using the Forms Wizard
- Saving/Opening Forms

## **Appendix**

- Changing the Table Image
- Sizing the Table
- Moving Columns
- Hiding Columns
- Freezing Columns
- Highlighting Columns
- Formatting Tables
- Importing Data