



Product Catalogue of E-learning Courses



COLLEGE AFRICA GROUP

Discover your Potential

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MS Access 2013

Set of 3 Interactive Courses

Microsoft Access is a program designed for creating and managing relational databases. In three courses dedicated to this program, you will learn step by step to create such databases and to process their data. Within the first lessons, you will get acquainted with the program environment and the used terminology. You will learn to design tables, set the properties of their fields and try the entry of data to them. You will link the individual tables with each other via relations and will set the relation properties. You will also learn how to structure the entire database to be able to use it efficiently. Then you will learn to select specific data from the created tables via queries, in combination with calculations to achieve new data. You will also learn to use special action queries. You will examine how to arrange the data from tables and those derived by queries using forms and reports in order to print them or to make the entry of new data easier even to other users. You will learn to create macros that will automate the work in a database and will control whether the entered data comply with the set rules. You will also familiarise yourself with the options of importing and exporting data in databases and saving their individual objects.

List of Courses:



MS Access 2013: Introduction
MS Access 2013: Intermediate
MS Access 2013: Advanced

66
Lessons

3
Courses

33
Study hours

MS Office 2013

STUDY LANGUAGE: English

MS Access 2013: Introduction

In the course MS Access 2013: Introduction, you will familiarise yourself with the terminology concerning relational databases and with the basics of working in the Access program. You will try various ways of creating tables and setting the properties of their fields. You will learn to further analyse the data in tables through select queries, including the creation of calculated fields in them. You will set relations between tables and ensure their referential integrity. You will also familiarise yourself with an easy way of creating simple forms and reports.

List of lessons

- Introduction to databases
- Program interface and the database objects
- Creating a table in the Datasheet view
- Creating a table in the Design view
- Special field types and working with fields
- Restricting data entry in tables
- Analysis of the relations between tables
- Table relationships
- Working with tables
- Searching and editing records
- Filtering and sorting records
- Select queries
- Sorting records in select queries
- Working with criteria in select queries
- Calculated fields
- Joining tables in queries
- Creating a lookup column
- Editing the query of a lookup column
- Creating forms
- Creating reports
- Referential integrity

Application language

MS Access 2013 - English version

Course content

Pre-assessment (optional)

21 lessons

Final test

Lesson content

Tutorial, exercise, quiz

Estimated time of study

11 hours

Target audience

Office computer user

MS Office 2013

STUDY LANGUAGE: English

MS Access 2013: Intermediate

In the course MS Access 2013: Intermediate, you will learn to create calculated fields in queries that operate with functions. You will create totals queries and parameter queries. You will familiarise yourself with the properties of table joins and will examine how they can affect the result of queries. You will create forms in the Design view and will learn to insert calculated fields into them. You will also design and edit reports and will learn to perform various calculations in them. You will also learn how to insert controls into forms and reports, including subforms and subreports.

List of lessons

- Copy and import data
- Query with parameters
- Join properties
- Custom joins
- Function and Expression Builder
- Other function categories
- Indexing fields and validating data
- Totals
- Aggregate functions
- Crosstab query
- Sort and pick data in forms
- Form in Design View
- Form creation in Design View
- Edit a form
- Form controls
- Calculated form fields and conditional format
- Combo Box in forms
- Option buttons in forms and change form source
- Form fields organizing
- Form with subform creation
- Subforms and aggregate functions in Design View
- Command button
- Totals in reports
- Calculations and sorting in reports
- Additional report options
- Reports graphical editing

Application language

MS Access 2013 - English version

Course content

Pre-assessment (optional)
26 lessons
Final test

Lesson content

Tutorial, exercise, quiz

Estimated time of study

13 hours

Target audience

Office computer user



MS Office 2013

STUDY LANGUAGE: English

MS Access 2013: Advanced

In the course MS Access 2013: Advanced, you will familiarise yourself with action queries. You will examine different types of queries in the SQL view and will get acquainted with the essential clauses of this language. You will learn to create and use macros to automate your work with databases. You will explore importing and exporting of objects and their data. You will examine the printing options of different objects in details and you will familiarise yourself with normalisation of data. You will also examine the options of navigation in a database.

List of lessons

- Update and append queries
- Other action queries
- SQL language and specific query types
- SQL - domain functions and subqueries
- Pick up parameters from forms
- Macro basics
- Assigning a macro to a button
- Data validation via macros
- Data evaluation via macros
- Data exporting
- Objects importing and splitting a database
- Programmatic import and export
- XML format
- Object dependencies and properties inheritance
- Navigation Pane
- Security and privacy in databases
- Database print and documentation
- Data normalization
- Navigation forms

Application language

MS Access 2013 - English version

Course content

Pre-assessment (optional)

19 lessons

Final test

Lesson content

Tutorial, exercise, quiz

Estimated time of study

10 hours

Target audience

Office computer user





ABOUT ARNOLD MUSCAT

Obtained a B.Comm degree majoring in Business Management and Economics (UNISA). Arnold also obtained a First Class pass with IMM. Arnold has worked in the financial, sales, marketing, manufacturing, production and retail industries attaining positions of General Manager, Finance Director and MD. Arnold began using spreadsheets in the 1980's and has been a continuous and progressive user of MS office and related programmes for the past 20 years. Arnold has been involved with training since 2005 and is the Managing Director and co-owner of College Africa Group, a national training company in South Africa.



ABOUT JENNY MUSCAT

Obtained a B.Comm degree majoring in Business Management and Industrial Psychology. Jenny also obtained a Diploma in PR and in Real Estate. Jenny has worked in banking and foreign exchange, marketing, public relations, logistics planning, project management, operations in the transport industry and real estate attaining positions of General Manager and Director. Jenny has been involved with project management for more than 20 years which included Rugby World Cup 1995 and World Cup Soccer 2010 held in South Africa. Jenny joined the training industry in 2008 and is currently a Director and co-owner of College Africa Group, a national training company in South Africa



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