



# Product Catalogue of E-learning Courses



**COLLEGE AFRICA GROUP**

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# 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



#### **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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