



Product Catalogue of E-learning Courses



COLLEGE AFRICA GROUP

Discover your Potential

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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



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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