Access 2010/13 Syllabus

Introduction

1. What is a Database, When and Why to use Access Database
2. How to profitably use Access database where otherwise Macros would have been needed in Excel.

Queries

1. Create Simple Queries
2. Create Pivot Data Queries
3. Getting Results in Desired manner and formats
4. Filtering Data and using Wild Card Searches.
5. Filtering Data after summarization
6. Arranging Data in Order
7. Creating Sub Queries
8. Understanding and applications of Joins
    i. Left Join
    ii. Right Join
    iii. Inner Join
    iv. Full Join
9. Consolidating Data
10. Appending & Deleting Data
    v. Directly
    vi. From another table
    vii. From another Access Database
11. Modifying Data
12. Creating Backup in same Access and/or another Access

Excel and Access Operations

1. Import data to Access from Excel
2. Import data to Access from Text File
3. Export data from Access to Excel
4. Copy/Append data from Excel to Access
5. Connect Excel in Access
6. Connect Access in Excel
7. Import Customized Data to Excel

8. Using Access as an intermediary where both input and output data lies in Excel

Tables

1. Relational Database Management concepts.
2. Managing Primary Keys and relationship with other tables
3. Various type of data that can be stored
4. Concept and Application of Indexes
5. Using Calculated Fields
6. Understanding Attachments & OLE Objects
7. Lookups and Lists
8. Multi columns Lists
9. Managing Access Triggers/Events

Using Forms

Creating Macros

Creating Reports

Misc.

1. Concept of Repairing and Compacting the database
2. Encrypting database with password
3. Overcoming Size Limitation of Access Database.
4. Optimizing Access Database
5. Using Various shortcuts for easy usage of Access
6. Best Practices

Practical Examples

1. Creating an Authorization System
2. Cleaning Data
3. Consolidating Data
4. Reconcile data
5. Find Duplicate data
6. Find Unique data
7. Find Mismatch in data
8. Creating Switchboard
9. Other example which might be needed to make concepts clearer.