

# Microsoft Access 2016/2013 – Basic Course

Course code: MSAC1

This course is designed for users, who need to create relational databases in Microsoft Access, fill in data, analyse and execute it and create simple applications. You learn how to create simple relational databases, work with them and create simple applications. This course is suitable for users of every version of Microsoft Office products. Excel is a well-matured application and control of its interface has not changed significantly since the 2007 version. There will be 3 latest Excel versions installed in each classroom in case the users would like to work with the version they are accustomed to. The student's books of appropriate versions will also be available.

## Who is the course for

This course is assigned for users, who have never worked with Access database.

## What we teach you

You learn how to create simple relational databases, work with them and create simple applications.

## Required skills

Basics of work with computer and Microsoft Windows system.

## Course Outline

Introduction to relational databases

Viewing datasheet

- User operations

Design view

- Setting of properties of items

Filters

- By selection, by form
- Elementary syntax of expressions

Relations between tables

- Setting properties of relations

Queries

- Counted fields
- Counting totals
- Parametrical queries
- Crosstab query
- Action queries

Forms

- Form sections
- Editing source query or table
- Form properties
- Controls and its properties
- Expressions in forms
- Using charts, pictures and other objects

Reports

- Templates of reports
- Reports and controls
- Using sections and page breaks
- Using expressions in reports
- Sorting and grouping, header and footer of group

### GOPAS Praha

Kodařská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

### GOPAS Brno

Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

### GOPAS Bratislava

Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



Copyright © 2020 GOPAS, a.s.,  
All rights reserved

# Microsoft Access 2016/2013 – Basic Course

Database administration

Export and import

Innovations in MS Access

**GOPAS Praha**  
Kodařská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Brno**  
Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Bratislava**  
Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)

 **GOPAS**®

Copyright © 2020 GOPAS, a.s.,  
All rights reserved