The skills and knowledge acquired in *Microsoft Access 2013 - Level 3* are sufficient to design and create a multi-table database and automate operations using macros and have a general understanding of the programming environment in Microsoft Access 2013.

At the completion of this course you should be able to:

- design a relational database project
- create a relational database file with multiple tables
- set table relationships and join tables together
- create queries based on one or more tables
- create and work with aggregation queries
- create and use a series of action queries
- work with a number of macro techniques
- create some simple programming code using VBA

*Microsoft Access 2013 - Level 3* assumes a significant knowledge of the software, and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

84 topics

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

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There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.appliededucation.edu.au

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Microsoft Access 2013
Level 3
Product Code: INF1332

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