Learning Microsoft Access 2013 Beginner Level 1: Build Databases with Microsoft Access (Access Learning Zone)

Richard Rost

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This book will teach you all you need to know to get started building databases using Microsoft Access 2013. Everyone who purchases this book will receive access to watch the related 3-hour-long video tutorial on our web site. Learn about creating a new database, building tables, queries, forms, and reports. We will begin by learning about databases in general, some important database terminology. Next, you'll learn the importance of planning your database before you build it. You'll learn how to determine what tables your database will need, and what fields to place in which tables. We will then take some time to go over the Access development interface, including the Ribbon menu, the Navigation Pane, and more. We will next learn how to build our first table. You will learn how to build your table in design view. You'll learn about field names, descriptions, and most of the different data types. You will learn about AutoNumbers, sorting and filtering data, and more. You can design queries to present your data in whatever filtered or sorted manner you want, and then save those queries for later use. You'll see how to add fields to your query, perform a sort, and add criteria to your query. We'll discuss multi-column sorts (left-to-right). You'll learn how to save multiple queries that each perform slightly different functions. You will learn how to build forms to show a single record, multiple records, and a split form to show both. You'll learn about labels and text boxes, how to resize them, and how to save your form. We'll discuss editing data in your form, using record selectors to delete records, and how to use navigation buttons to move around. You'll learn how to create a simple customer report, how to modify the report title, how to use Print Preview, the Zoom controls, how to change the paper size and margins, and how to switch between layout view and report view. You'll also learn how to use the Report Wizard and create customer mailing labels.

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