

# Exam 77-424

## Access-2013



- **An Introduction to Database Development**
  - The Database Terminology of Access
  - Relational Databases
  - Access Database Objects
  - A Five-Step Design Method
- **Getting Started with Access**
  - The Access Welcome Screen
  - How to Create a Blank Desktop Database
  - The Access 2013 Interface
- **Creating Access Tables**
  - Table Types
  - Creating a New Table
  - Creating tblCustomers
  - Changing a Table Design
  - Understanding tblCustomers Field Properties
  - Setting the Primary Key
  - Indexing Access Tables
  - Printing a Table Design
  - Saving the Completed Table
  - Manipulating Tables
  - Adding Records to a Database Table
  - Understanding Attachment Fields
- **Understanding Table Relationships**
  - Building Bulletproof Databases
  - Data Normalization and Denormalization
  - Table Relationships
  - Integrity Rules
  - Keys
- **Working with Access Tables**
  - Understanding Datasheets
  - Looking at the Datasheet Window
  - Opening a Datasheet

- Entering New Data
- Navigating Records in a Datasheet
- Changing Values in a Datasheet
- Using the Undo Feature
- Copying and Pasting Values
- Replacing Values
- Adding New Records
- Deleting Records
- Displaying Records
- Sorting and Filtering Records in a Datasheet
- Aggregating Data
- Printing Records
- **Importing and Exporting Data**
  - How Access Works with External Data
  - Options for Importing and Exporting
  - How to Import External Data
  - How to Export to External Formats
- **Linking to External Data**
  - Linking External Data
  - Working with Linked Tables
  - Splitting a Database
- **Selecting Data with Queries**
  - Introducing Queries
  - Creating a Query
  - Working with Query Fields
  - Adding Criteria to Your Queries
  - Printing a Query's Recordset
  - Saving a Query
  - Creating Multi-Table Queries
  - Working with the Table Pane
  - Creating and Working with Query Joins
- **Using Operators and Expressions in Access**
  - Introducing Operators
  - Using Operators and Expressions in Queries
  - Entering Single-Value Field Criteria
  - Using Multiple Criteria in a Query
  - Entering Criteria in Multiple Fields
- **Going Beyond Select Queries**
  - Aggregate Queries

- Action Queries
- Crosstab Queries
- **Transforming Data in Access**
  - Finding and Removing Duplicate Records
  - Common Transformation Tasks
- **Working with Calculations and Dates**
  - Using Calculations in Your Analyses
  - Using Dates in Your Analyses
- **Performing Conditional Analyses**
  - Using Parameter Queries
  - Using Conditional Functions
- **Fundamentals of Using Access SQL**
  - Understanding Basic SQL
  - Getting Fancy with Advanced SQL Statements
  - Using SQL Specific Queries
- **Subqueries and Domain Aggregate Functions**
  - Enhancing Your Analyses with Subqueries
  - Domain Aggregate Functions
- **Running Descriptive Statistics in Access**
  - Basic Descriptive Statistics
  - Advanced Descriptive Statistics
- **Creating Basic Access Forms**
  - Formulating Forms
  - Working with Controls
  - Introducing Properties
- **Working with Data on Access Forms**
  - Using Form View
  - Changing Values in a Form
  - Printing a Form
  - Working with Form Properties
  - Adding a Form Header or Footer
  - Working with Section Properties
  - Changing the Layout
  - Converting a Form to a Report
- **Working with Form Controls**
  - Setting Control Properties
  - Creating a Calculated Control
  - Working with Subforms
  - Form Design Tips

- Tackling Advanced Forms Techniques
- Using the Tab Control
- Using Dialog Boxes to Collect Information
- Designing a Form from Scratch
- **Presenting Data with Access Reports**
  - Introducing Reports
  - Creating a Report, from Beginning to End
  - Banded Report Design Concepts
  - Creating a Report from Scratch
  - Improving the Report's Appearance
- **Advanced Access Report Techniques**
  - Grouping and Sorting Data
  - Formatting Data
  - Adding Data
  - Trying More Techniques
- **Using Access Macros**
  - An Introduction to Macros
  - Understanding Macro Security
  - Multi-Action Macros
  - Submacros
  - Conditions
  - Temporary Variables
  - Error Handling and Macro Debugging
  - Embedded Macros
  - Macros versus VBA Statements
- **Getting Started with Access VBA**
  - Introducing Visual Basic for Applications
  - Understanding VBA Terminology
  - Starting with VBA Code Basics
  - Creating VBA Programs
  - Understanding VBA Branching Constructs
  - Working with Objects and Collections
  - Exploring the Visual Basic Editor
- **Mastering VBA Data Types and Procedures**
  - Using Variables
  - Working with Data Types
  - Understanding Subs and Functions
  - Creating Functions
  - Simplifying Code with Named Arguments

- **Understanding the Access Event Model**
  - Programming Events
  - Identifying Common Events
  - Paying Attention to Event Sequence
- **Debugging Your Access Applications**
  - Organizing VBA Code
  - Testing Your Applications
  - Traditional Debugging Techniques
  - Using the Access Debugging Tools
  - Trapping Errors in Your Code
- **Accessing Data with VBA Code**
  - Working with Data
  - Understanding ADO Objects
  - Understanding DAO Objects
  - Writing VBA Code to Update a Table
- **Advanced Data Access with VBA**
  - Adding an Unbound Combo Box to a Form to Find Data
  - Filtering a Form
- **Integrating Access and SQL Server**
  - Introducing SQL Server Express
  - Understanding Data Types in SQL Server
  - Installing SQL Server Express
  - Connecting to SQL Server
  - Working with SQL Server Objects
- **Customizing the Ribbon**
  - The Ribbon Hierarchy
  - Editing the Default Ribbon
  - Working with the Quick Access Toolbar
  - Developing Custom Ribbons
  - Creating a Custom Ribbon
  - The Basic Ribbon XML
  - Adding Ribbon Controls
  - Attaching Ribbons to Forms and Reports
  - Completely Removing the Ribbon
- **Preparing Your Access Application for Distribution**
  - Defining the Current Database Options
  - Developing the Application
  - Polishing Your Application
  - Bulletproofing an Application

- Securing the Environment
- **Understanding Windows SharePoint Services**
  - Introducing SharePoint
  - Reviewing Various Types of SharePoint Sites
  - Looking at a SharePoint Website
  - The Concept Behind Access and SharePoint Integration
- **Integrating Access with SharePoint**
  - Sharing Access Data with SharePoint
  - Using SharePoint Templates
- **Understanding Access Services**
  - Explaining Managed Applications
  - Looking at Web Publishing in Access
  - Understanding Access Services
  - Examining Access Web Application Limits
- **Deploying Access Applications to SharePoint**
  - Publishing a Custom Access Application to SharePoint
- **Using Access Data Macros**
  - Introducing Data Macros
  - Understanding Table Events
  - Using the Macro Designer for Data Macros
  - Understanding the Action Catalog
  - Creating Your First Data Macro
  - Managing Macro Objects
  - Recognizing the Limitations of Data Macros