Microsoft Access 2013 Certificate Program

This online learning program was developed by the NYS & CSEA Partnership for Education and Training for CSEA-represented NYS employees who use the Microsoft Office 2013 suite of applications. The Microsoft Office 2013 Access Certificate Program is a learning opportunity for employees who are looking to enhance their knowledge and improve their skills in the Microsoft Access application. Participants are required to successfully complete the following courses and achieve a passing grade of 70% or higher in each course.

Creating and Populating a Database in Access 2013   1 Hour

Access 2013 is the newest version of Microsoft's dynamic database management system and it offers features that allow you to create and modify a variety of database types through a convenient graphic user interface. This course explores the fundamentals of databases and the many tools that will help you create and modify databases in Access 2013. It will cover creating and saving databases, creating and renaming tables, importing and linking data, as well as creating relationships between tables.

Modifying Tables in Access 2013   1 Hour

Microsoft Access 2013 makes it easy for you to modify database tables. This course explores ways to modify tables. It will cover creating and modifying fields, controlling data entry with required fields, indexing, input masks, and data validation rules. The course will also cover ways manage records including adding, updating, deleting records, as well as sorting and filtering. Finally, it will cover ways to format a table.

Creating and Modifying Queries in Access 2013   1 Hour

Microsoft Access 2013 includes a collection of query options to help make creating and modifying queries, easy. This course explores creating queries through the Query Wizard and Query Design. It also covers different types of queries like the Update and Delete queries, as well as the Parameter query. This course will cover adding new fields to queries, saving queries, and renaming them. It will also cover hiding or removing fields from queries as well as deleting queries. Finally, this course shows how to add calculated fields to queries, and group and summarize data in a query.

Creating and Modifying Forms in Access 2013   1 Hour

Microsoft Access 2013 offers several options for creating and managing forms. This course describes how to create forms in Access 2013. It covers creating basic forms from scratch, from an existing table, or using the Form Wizard. It includes adding and setting form controls, as well as creating forms from application parts. Finally, this course will demonstrate ways to format a form.

Creating and Modifying Reports in Access 2013   1 Hour

Microsoft Access 2013 reports are used to convert data into useful information and are an essential part of any database application. This course demonstrates the use of the Report Wizard, Blank Report, and Report Design. Also covered is how to add and bind controls, group and sort data, and format and print reports.

Foundational Competencies

Workplace development competencies are job-based skills employees need in order to succeed across a wide variety of occupations. Having completed this certificate, you have enhanced your skills in one or more competency areas. You can learn more about these competencies by visiting the Workforce Development Competencies page. This certificate assisted you in developing the following competencies:

Critical Thinking and Problem Solving

Reading and Locating Information