

## Course Overview:

This course is designed for the Microsoft Excel user that collects data and needs to manipulate and/or relate the data before analyzing the results. In this course you will learn when and how to use Microsoft Excel and Microsoft Access to store and modify data. You will generate information using Access queries and learn to share & present your results in both Excel and Access. A working knowledge of Microsoft Excel at the intermediate level is a prerequisite for this course.

## Course Content:

### Transferring Data (Excel and Access)

- Determining which program to use
- Importing text files into Excel
- Import text and Excel files into Access
- Linking between file types (Excel to Access, Access to Access, Access to ODBC)
- Appending data to existing tables
- Troubleshooting

### Manipulating Data (Excel and Access)

- Creating Excel Text and Date functions
- Using Access queries to delete records and modify data
- Creating calculated fields
- Finding unmatched records and deleting duplicates

### Creating Information (Access)

- Using criteria and wild cards
- Understanding different Join types
- Using IF statements
- Summarizing data using summary queries and aggregate functions

### Sharing Results (Excel and Access)

- Exporting, sharing or connecting to Excel
- Saving specifications
- Troubleshooting

### Presenting Results (Excel and Access)

- Creating charts in Excel
- Creating reports in Access
- Sending results by e-mail
- Saving reports as PDF or XPS files