

Microsoft Access Training – Level 1 Course Contents - Duration: 1 Day

What we will learn:

Getting Started

Database Concepts
Exploring the Access environment

Working with Input Masks

Setting validation rules

Databases and Tables

Planning and designing databases
Exploring tables
Creating tables

Basic Queries

Creating and using queries
Modifying query results and queries
Performing operations in queries

Fields and Records

Changing the design of a table
Finding and editing records
Organizing records

Using Forms

Creating forms
Using Design view
Sorting and filtering records

Data Entry Rules

Setting field properties

Working with Reports

Creating reports
Modifying and printing reports