

MICROSOFT ACCESS INTRODUCTION (LEVEL 1)		
This is a one day course on how to work in an existing database. Prerequisite: Excel Introduction.		
ACCESS INTRODUCTION		
	What Is Microsoft Access?	
	Parts Of An Access Database	
STARTING AND EXITING MICROSOFT ACCESS		
MICROSOFT ACCESS WINDOW		
OPEN A DATABASE		
TABLES		
	Capture A Record	
	Saving Data	
	Editing A Record	
	Deleting A Record	
	Viewing Data	
	Finding Records	
	Filtering Records	
	Sorting Records	
	Printing Records	
FORMS		
	Capture A Record In A Form	
	Editing A Record In A Form	
	View Records	
	Find Records	
	Filter Records	
QUERIES		
	What Is A Query	
	Create A Query	
	Save A Query	
	View Data In A Query	
	Edit A Query	
REPORTS		
	Viewing Reports	
	Printing A Report	
	Save A Report	