

Microsoft Access 2007 Beginning: In this course, the student will learn all the basics of creating, modifying, saving and printing a database. The student will learn how the creation of a table is the basis for all other components that are created in Access.

- Beginning with Access
 - Defining the database
 - The Access window
 - The Help command

- Tables
 - Plan
 - Creating tables
 - Defining fields and records
 - . Change the design
 - . Finding records
 - . Organizing records

- Data entry
 - Properties
 - Input masks
 - Validation rules

- Queries
 - Creating and saving
 - Using queries
 - Modifying the query
 - Operations in queries
 - Printing queries

- Forms
 - Creating and saving
 - Design view
 - Sorting
 - Filtering
 - Printing forms

- Reports
 - Creating and saving
 - Modifying reports
 - Printing reports