

# Microsoft Access Introduction

## OBJECTIVES

Understand the concept of database design. Learn how to create tables to store data, produce forms for data entry, append, find and edit data in a table and form. Also produce queries to extract only specific records and share the data with others by producing reports..

**Duration:** 1 Day

1. **GETTING STARTED**

- Database concepts
- Exploring the Access environment
- Getting help

2. **DATABASES AND TABLES**

- Planning and designing databases
- Explore tables
- Create tables

3. **FIELDS AND RECORDS**

- Change the design of a table
- Find and edit records
- Organize records

4. **DATA ENTRY RULES**

- Set field properties
- Work with input masks
- Set validation rules

5. **BASIC QUERIES**

- Create and use queries
- Modify query results & queries
- Perform operations in queries

6. **USING FORMS**

- Create forms
- Use Design view
- Sort and filter records

7. **WORKING WITH REPORTS**

- Create reports
- Modify and print reports