

Access Introduction Course

Navigation

- Navigate Using the Navigation Pane
- Document Window Options
 - Overlapping Windows
 - Tabbed Documents

Tables

- Create and Save a New Table
- Enter Field names
- Specify Data Types
- Use the Lookup Wizard
- Enter Records in a Table
- Sort Data in a Table
- Filter Data in a Table
- Freeze Fields
- Hide Fields

Select Queries

- Create and Save Select Queries
- Add Fields to a Query
- Add Criteria to a Query
 - And Criteria
 - Or Criteria
 - Between And Criteria

Forms

- Create and Save a Basic Form
- Add Fields to a Form
- Create a Split Form
- Create a Navigation Form
- Use the Form Wizard
- Understanding Form Views
- Apply Formatting to a Form

Reports

- Create and Save a Basic Report
- Use the Report Wizard to Create a Report
 - Apply Grouping
 - Sort Data in a Report
- Understanding Report Views
- Adjust Column Widths
- Rearrange Columns
- Page Setup Settings – margins, orientation and page size
- Padding and Margins
- Add a Logo to Your Report
- Add Page Numbers to Your Report

Importing & Exporting

- Import Text and Excel Files into Your Database
- Export from Access to Excel and Word.

