



### **Section 1 - Access Basics**

- Database terms
- Starting Access
- Quick Access Toolbar
- Ribbon and Menu Options
- Opening Tables
- Status Bar
- Home Tab Views
- Saving and Printing
- Getting Help
- Closing Tables
- Backstage View
- Additional Features
- Exiting Access

### **Section 2 - Designing Databases**

- Database Design
- Objects
- Field Types
- Primary Key
- Saving Tables
- Adding Data
- Modifying the Design

### **Section 3 - Editing Tables**

- Adding and Deleting Records
- Adding and Updating Fields
- Deleting Fields
- Changing Display Options
- Change Column Widths
- Freeze Columns
- Move Fields

### **Section 4 - Sorting Tables**

- Sort Commands
- Ascending and Descending Order
- Remove Sort
- Multiple Field Sort
- Table Filters
- Filter by Selection
- Filter by Form

### **Section 5 - Customizing Tables**

- Required Field
- Default Values
- Validation Rules
- Input Masks
- Formats
- Property Update Options
- Custom Formats

### **Section 6 - Queries and Reports**

- Queries
- Duplicates Queries
- Run, Save, and Update Queries
- OR and AND Statements
- Field Updates
- Naming Ranges
- Reports
- Mail Labels
- Report Wizard
- Change Report Design and Layout
- Sort and Group