

Microsoft® Access 2013

FUNDAMENTALS

- Starting Access 2013
- What's New in Access 2013
- Understanding the Access Program Screen
- Database concepts
- Exploring the Access Window
- Getting Help

DATABASES AND TABLES

- Planning and designing databases
- Exploring tables
- Creating tables

FIELDS AND RECORDS

- Changing the design of a table
- Finding and editing records
- Organizing records

DATA ENTRY RULES

- Setting field properties
- Working with input masks
- Setting validation rules

BASIC QUERIES

- Creating and using queries
- Modifying query results and queries
- Performing operations in queries