Microsoft Access 2007 Agenda

Starting Microsoft Access
- Opening Access
- Creating a database

Working with Tables
- Creating a Table
- Entering data
- Sorting/Filtering data
- Deleting records
- Saving a table

Working with forms
- Creating a form
- Entering data in a form
- Changing the design of a form
- Saving a form

Working with Queries
- Creating a Query
- Updating records with queries
- Deleting records with queries
- Saving a query

Working with Reports
- Creating a report
- Changing the report design
- Changing the report style
- Changing the report title
- Saving a report
- Printing a report
- Closing a report

Help
- Using the Help wizard

For questions or additional training on Microsoft Excel, send an email communication to StudentTechTraining@depaul.edu.