



Microsoft Access

Microsoft Access is a database management system and is a member of the Microsoft Office suite of applications.

Its templates and wizards allow you to create functional databases in the minimal amount of time without having to write code or being a database expert.

Content includes:

- Overview and Navigation
- Designing a Lookup Database
- Modifying table structure
- Working With Records
- Sorting, filtering and querying
- Forms and reports
- Validating data
- Querying techniques
- Parameter queries
- Calculations in queries
- Form design
- Macros
- Creating a relational database
- Setting table relationships
- Importing and exporting records
- Multi-table queries
- Aggregation queries
- Action queries
- Database security
- Compacting a database
- An introduction to VBA

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