OVERVIEW OF ACCESS
- Introduction to database concepts and terminology
- Introduction to Access
- Database planning and Design

CREATING TABLES
- Examining a table
- Creating a table with the Table Wizard
- Creating a table in Design View
- Types of Primary keys

WORKING WITH TABLES
- Adding records
- Modifying the table design
- Finding and editing records
- Deleting, adding, and copying records and values
- Filtering and sorting records

USING SELECT QUERIES
- Selecting fields and sorting records
- Refining the results of a query
- Using queries to perform calculations
- Joining tables in a query

CREATING AND USING FORMS
- Creating a form
- Modifying the form design
- Using a form to locate and organize information
- Multiple-table forms

CREATING AND USING REPORTS
- Creating a report
- Creating a report that contains totals

CREATING AND MAINTAINING A DATABASE
- Creating a database
- Managing a database and it's objects
- Database maintenance