



## MS Access I: Introduction to Access 2010/2013

Sub-Topic 1	Understanding Access Databases
Description	Keeping Track of Your Data, What is a Database,
Sub-Topic 2	Introduction to Tables
Description	Creating Tables, and Entering Data
Sub-Topic 3	Understanding Fields and Data Types
Description	Various Data Types and Field Properties
Sub-Topic 4	Understanding Database Objects:
Description	Create Tables, Forms, Reports and Queries
Sub-Topic 5	Establishing Search Criteria and Retrieving Data
Description	Types of Criteria, Wildcards and overview of retrieval methods
Sub-Topic 6	MS Access Sort Feature
Description	Sorting Records
Sub-Topic 7	The MS Access Find Feature
Description	Using the find & Replace dialog box
Sub-Topic 8	The MS Access Specialized Filter Feature
Description	Discuss the advantages and disadvantages of various types of filters
Sub-Topic 9	The Access Query and Filter Criteria
Description	The power of a saved query over an ordinary table filter