Microsoft Access – Basic

May 25, 27, 29: 5pm-7pm PT | 6pm-8pm MT | 8pm-10pm ET

Online via Zoom (The link will be sent to registered participants)

The fee for this course is $10.00

Course Outline

Registration for this course with pre-payment is required:
https://iicanada.org/form/microsoft-access-basic-0

A First Look at Access
- *Understanding the ribbon and contextual tabs*
- *Using and modifying tabs and view*
- *Create and open an Access database*

Database Concepts
- *Basic and relational database*
- *Tables, records, fields keys, and indexes*

Access Tables
- *Create and save a table*
- *Add or delete fields, data, and records*
- *Apply rules to relationships*
- *Define printing feature and options*

Access Forms and Queries
- *Create, open, save, delete, and close forms*
- *Create and save a single/multiple table query*
- *Apply filters, edit, run, and delete a query*
- *Sort records*

Access Reports
- *Create and save a report*
- *Group data under a specific field*

For more information, please email: epb.crcprairies@iicanada.net, or call/text: Zull Punjani at 403-689-8584 or the EPB office at (403) 215-6200 Ext. 7039