



Index Computers
Professional Computer Services

7447 Egan Drive, Suite 100
Savage, MN 55378
(952) 447-1040
Fax: (952) 447-1048
Web: www.IndexComputers.com

Access 2013

Level 1

Getting Started

Database Concepts
Exploring the Access environment

Databases and Tables

Planning and designing databases
Exploring tables
Creating tables

Fields and Records

Changing the design of a table
Finding and editing records
Organizing records

Data Entry Rules

Setting field properties
Working with input masks
Setting validation rules

Basic Queries

Creating and using queries
Modifying query results and queries
Performing operations in queries

Using Forms

Creating forms
Using Design view
Sorting and filtering records

Working with Reports

Creating reports
Modifying and printing reports