

Access 2007

Beginner

3Modules - 13topics

Records (Level 1)

Training in basic skills with records

Entering records

Moving around in a datasheet/form

Editing the value in a field

Finding records

Deleting records

Replacing the value in a field

Sorting records

Total number of topics in the module: 7

Printing (Level 1)

Training in basic printing skills

Print Preview

Page setup (report or other object)

Total number of topics in the module: 2

The database and its

Training in basic skills with databases and database objects

Overview

Opening a database

Opening a database object

Running a query

Total number of topics in the module: 4