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#### Prerequisites

Little or no knowledge of the software is assumed. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

#### Target Audience

This course is primarily designed for people who need to know how to use Access to create databases. It is ideal for people who work in a variety of tasks and occupations where the assembly and collection of data is important.

#### Learning Outcomes

- Understand how Access is used and how to navigate around it
  - Design a database with lookup tables
  - Create a database structure
  - Modify the structure of an existing table
  - Add records to a new table
  - Add transactional records to a lookup database
  - Use various data validation features in Access to protect data
  - Work with the records in a database table
  - Format the data in a table
  - Sort and filter records in a table
  - Create simple and effective queries
  - Perform more advanced queries using a variety of querying techniques
  - Create meaningful reports from tables
  - Create and use a variety of forms
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