

Basic Access 2007

This hands-on workshop covers the basic functions and features of Access 2007. Topics include:

- How to design and create databases
- Work with tables, fields, and records
- Sort and filter data
- Create queries, forms, and reports

Text: *ILT Series Basic Access* manual - \$25

Instructors: ExecuTrain

Dates: Monday, January 11

Location: Central Training Room (CPT) in Central Plaza –
Washington Group Complex

Hours: 7

Note: Class size is limited to 15 students.