

## **Access: Introduction**

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<b>Introduction</b>	
<b>Creating a database including:</b>	<b>Formatting a table including:</b>
Database terminology Planning and designing your database Getting HELP Creating your table What is a Primary Key Examining the structure & contents Adding information Controlling data entry with input masks Importing data from Excel	Editing your information Viewing all and selective information with filters Finding specific information Deleting information Changing the contents of your table Modifying the structure of your table Sorting your information Creating a data entry form Adding data through a form
<b>Selecting your information including:</b>	<b>Printing your information including:</b>
Specifying criteria Retrieving information with a Select Query Options for specifying information in a query Saving and running your queries Creating a mail merge with query data	Types of reports Using the Report Wizard Creating the report structure Adding Totals to a report Using a query to select the data for the report