



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

Introduction to MS Access 2007

- 1. What is Access?**
- 2. Why would you use a Database?**
- 3. How to create a new Database**
- 4. How to create a Table in Design View**
 - Components of a table
 - Defining Fields
 - Adding Records
 - Saving a Table
- 5. Moving around in a Table**
- 6. Rearranging data in a table**
 - Moving the fields in a table
 - Sorting the fields
- 7. Creating a Report using a Wizard**
- 8. Printing a Report**
- 9. Creating a Query (time permitting)**

TIMES CHANGE WOMEN'S EMPLOYMENT SERVICE 365 BLOOR STREET EAST, SUITE 1003, TORONTO, ONTARIO M4W 3L4
TEL: 416-927-1900 FAX: 416-927-7212 EMAIL: women@timeschange.org WEBSITE: www.timeschange.org

