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)**