



Infotech Performance Group

Software Training with CEU's

INFOTECH

PERFORMANCE GROUP

Software Training with CEU's®

760.716.5868

infotech4scripps.com

BRN

Provider approved by the California
Board of Registered Nursing, Provider
#11907,
for 3.5 Contact Hours

TUITION REIMBURSEMENT

All courses eligible for reimbursement
through the Scripps tuition
reimbursement program

For more information on our courses
or consulting services please visit us
on the Web at:

www.infotech4scripps.com

The BEST Way to use Access

- The Access Environment
- Overview of Relational Databases
- File Functions
- Opening an Existing Database
- Creating a New Database
- Closing a Database:
- Creating Tables
- Using the Wizard to Create a Table
- Editing the Structure of Databases
- Entering Data
- Using Input Masks to Simplify Data Entry
- Opening an Existing Table to Edit Data
- Creating Forms – The Easy Way To Enter Data
- Using the Form Tab
- Using the AutoForm Button
- Navigating in Forms
- Entering Data In Forms
- Creating Reports
- Using The Report Tab
- Using the AutoReport Button
- Printing Reports
- Finding Information in Access: Queries
- Sorting and Filtering: Performing One Time Searches
- Creating Queries
- Creating Relationships between Tables
- Running Queries On Multiple Tables
- Printing Reports From Query Results