



White Horse Computer Training

Course Outline

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TRAINING • DEVELOPMENT • CONSULTANCY

Access Tables in Depth

Duration: 1/2 day **Pre requisites:** Basic familiarity with keyboard and mouse

- Table creation methods
- Fields and data types explained
- Creating Field formats
- Creating Input masks
- Setting up Indexes
- Look up lists
- Creating relationships
- Referential integrity
- Sorting a table
- Filtering data