

**Course:****Microsoft Access 2013: Basic**

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**Duration:** 1 day**Description:**

This ILT Series course covers the basic skills and concepts students need to use Microsoft Access 2013 productively and efficiently. After an introduction to the Access 2013 environment, students will learn how to plan databases and create tables. Then they will learn to organize fields and records, and to work with data entry rules. They will learn how to create basic queries, and how to work with forms and reports.

This course will help students prepare for the Microsoft Office Specialist exam for Access 2013 (exam 77-424). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Access 2013. We also provide an online test preparation application for this course. Click the Test Prep/Assessment link on Axzo's home page to find a list of the applications.

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**Unit 4: Data Entry rules**

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