Microsoft Access 2019: Basics

Lesson 1: Getting Started with Access
   Topic A: Orientation to Microsoft Access
   Topic B: Create a Simple Access Database
   Topic C: Get Help and Configure Options in Microsoft Access

Lesson 2: Working with Table Data
   Topic A: Modify Table Data
   Topic B: Sort and Filter Records

Lesson 3: Querying a Database
   Topic A: Create Basic Queries
   Topic B: Sort and Filter Data in a Query
   Topic C: Perform Calculations in a Query

Lesson 4: Using Forms
   Topic A: Create Basic Access Forms
   Topic B: Work with Data on Access Forms

Lesson 5: Generating Reports
   Topic A: Create a Report
   Topic B: Add Controls to a Report
   Topic C: Enhance the Appearance of a Report
   Topic D: Prepare a Report for Print
   Topic E: Organize Report Information
   Topic F: Format Reports