

## CAT 145: INTRODUCTION TO MICROSOFT ACCESS

Introduction to electronic databases; specify keys, joins, relationships, queries; create database tables, forms, and reports manually and with Wizards; link and embed filters, sorts, validation rules, input masks; build indexes; design advanced queries. Recommended: knowledge of file management (CAT 116) and touch typing skills (CBT104), and basic knowledge of Word and Excel. Keyboarding skills recommended.

Credits: 5

Program: [Computer Applications Technology](#)