### Microsoft Access Basic Outline

**Domain 1: Getting started**

1.1 Database concepts
1.2 Exploring the Access environment
1.3 Getting help

**Domain 2: Databases and tables**

2.1 Planning and designing databases
2.2 Exploring tables
2.3 Creating tables

**Domain 3: Fields and records**

3.1 Changing the design of a table
3.2 Finding and editing records
3.3 Organizing records

**Domain 4: Data entry rules**

4.1 Setting field properties
4.2 Working with input masks
4.3 Setting validation rules

**Domain 5: Basic queries**

5.1 Creating and using queries
5.2 Modifying query results and queries
5.3 Performing operations in queries

**Domain 6: Using forms**

6.1 Creating forms
6.2 Using Design view
6.3 Sorting and filtering records

**Domain 7: Working with reports**

7.1 Reports
7.2 Modifying and printing reports