



▶ ROLLOUT AND TRAINING

**Why should you attend?
We are transitioning!**

We are moving from Microsoft Office 2003/2007 to the improved Office 2013.

Please join us at one of the upcoming training sessions!



▶ ACCESS 2013

DATE:
Tuesday, August 11, 2015

TIME:
9am to 12pm

LOCATION:
DIT Training Lab,
Thurgood Marshall Library,
Lower Level



▶ **Stepping Stones Technology
Access 2013**

▶ BENEFIT

Navigate Microsoft Access 2013 utilizing short cuts and tips to perform basic commands of the software .



▶ TRAINING AGENDA

What we will cover:

- Creating a Custom Web App
- Using Templates
- Setting Field Properties
- Designing a Query
- Customizing a Form
- Launching an App
- Backing up a Database



Presented by:

**The Office of Human Resources
and**

The Division of Information Technology

**Please contact Nicol King to
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**Program questions, please
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