

# The Sharper Turtle

Microsoft Access Tutorials (5/8/18)

## Beginner Basics

- [Advantages of using a database vs. a spreadsheet](#)

## Beginner Steps

- [Some insights on how to create and link tables to achieve your objectives](#)
- [Tips on how to name fields and set initial parameters](#)
- [Limit the dates that can be entered and use simple yes/no or true/false check box fields](#)
- [Design simple drop-down fields](#)
- [Control data entry for phone number and zip code](#)
- [Import an Excel file as a table](#)