

Chapter 1: Advanced Queries

You will learn:

- Setting top values in a query.
- Creating a calculated field.
- Creating a function query.
- Creating a parameter query.

Chapter 2: Advanced Form Design

You will learn:

- Using forms in Design View.
- Creating a combo box.
- Creating a list box.
- Creating an option group.
- Setting the tab order automatically/manually.
- Adding a form header/footer.

Chapter 3: Using Subforms

You will learn:

- Working with subforms.
- Creating a subform.
- Editing the layout of a subform.
- Displaying in Datasheet View.
- Adding a form header/footer.
- Displaying a subform total.


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Chapter 4: Working with Indexes

You will learn:

- Viewing indexes.
- Creating a single/multiple field index.
- Deleting an index.
- Creating a multiple field key.

Chapter 5: Creating Macros

You will learn:

- Working with macros.
- Opening the Macro Design Window.
- Creating a macro.
- Assigning an argument to an action.
- Saving a macro.
- Using single step mode for testing.
- Running a macro.
- Editing an existing macro.
- Running a Macro - Tools menu.

Chapter 6: Using Macros

You will learn:

- Using properties.
- Assigning a macro to a control.
- Creating a command button.
- Using the Command Button Wizard.
- Adding a Condition to a macro.
- Creating a Group Macro.
- Creating an Autoexec Macro.



Chapter 7: Using Switchboards

You will learn:

- Opening and using a Switchboard.
- Creating a Switchboard Form.
- Adding a button to a Switchboard.
- Setting startup options.

Chapter 8: Advanced Report Design

You will learn:

- Using reports in Design View.
- Creating a calculated control.
- Grouping data in a report.
- Creating a header for each group.
- Creating a running summary.
- Inserting a date/time control.
- Inserting a page break.
- Changing the report margins.
- Using the Label Wizard.


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