

Chapter 1: Getting Started

You will learn:

- Starting Access.
- Opening an existing database.
- Using menu commands.
- Displaying and hiding toolbars.
- Changing menu and toolbar options.
- Selecting object types.
- Opening a database object.
- Exiting Access.

Chapter 2: Creating Tables

You will learn:

- Creating a new database.
- Creating a table in design view.
- Adding field names.
- Assigning data types.
- Adding a field description.
- Setting a primary key.
- Saving a new table.
- Using the Table Wizard.

Chapter 3: Working with Tables

You will learn:

- Adding records.
- Moving through records.
- Selecting/editing records.
- Saving records.
- Deleting records.



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Chapter 4: Modifying Tables

You will learn:

- Inserting a column in a table.
- Changing a column name.
- Deleting a column.
- Inserting a lookup column.
- Inserting a hyperlink column.
- Creating a many-to-many relationship.

Chapter 5: Setting Field Properties

You will learn:

- Limiting field size.
- Setting number formats.
- Setting date/time formats.
- Setting yes/no formats.
- Setting default values.
- Setting validation rules.
- Creating an input mask.

Chapter 6: Finding and Filtering Data

You will learn:

- Sorting records.
- Finding specific records.
- Finding records using wildcards.
- Using replace.
- Using filter by selection.
- Applying/removing a filter.
- Using filter excluding selection.
- Using the filter for feature.
- Using filter by form.

Chapter 7: Using Simple Queries

You will learn:

- Using the Simple Query Wizard.
- Creating a query in Design View.
- Opening a query.
- Adding a table to a query.
- Joining tables in a query.
- Running a query.

Chapters 8: Using Operators in Queries

You will learn:

- Using comparison operators.
- Using an AND condition.
- Using an OR condition.
- Using the between and operator.
- Using a wild card character.

Chapter 9: Designing Advanced Queries

You will learn:

- Selecting top values in a query.
- Creating a calculated field.
- Creating a function query.
- Creating a parameter query.
- Creating a concatenation in a query.
- Using multiple tables in a query.
- Filtering a query.



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Chapter 10: Creating Action Queries

You will learn:

- Creating a Make-table query.
- Creating an update query.
- Creating an append query.
- Creating a delete query.

Chapter 11: Creating Basic Forms

You will learn:

- Viewing records in a form.
- Printing records in a form.
- Basing a form on a query.
- Using auto form.
- Adding a record using a form.

Chapter 12: Using Design View

You will learn:

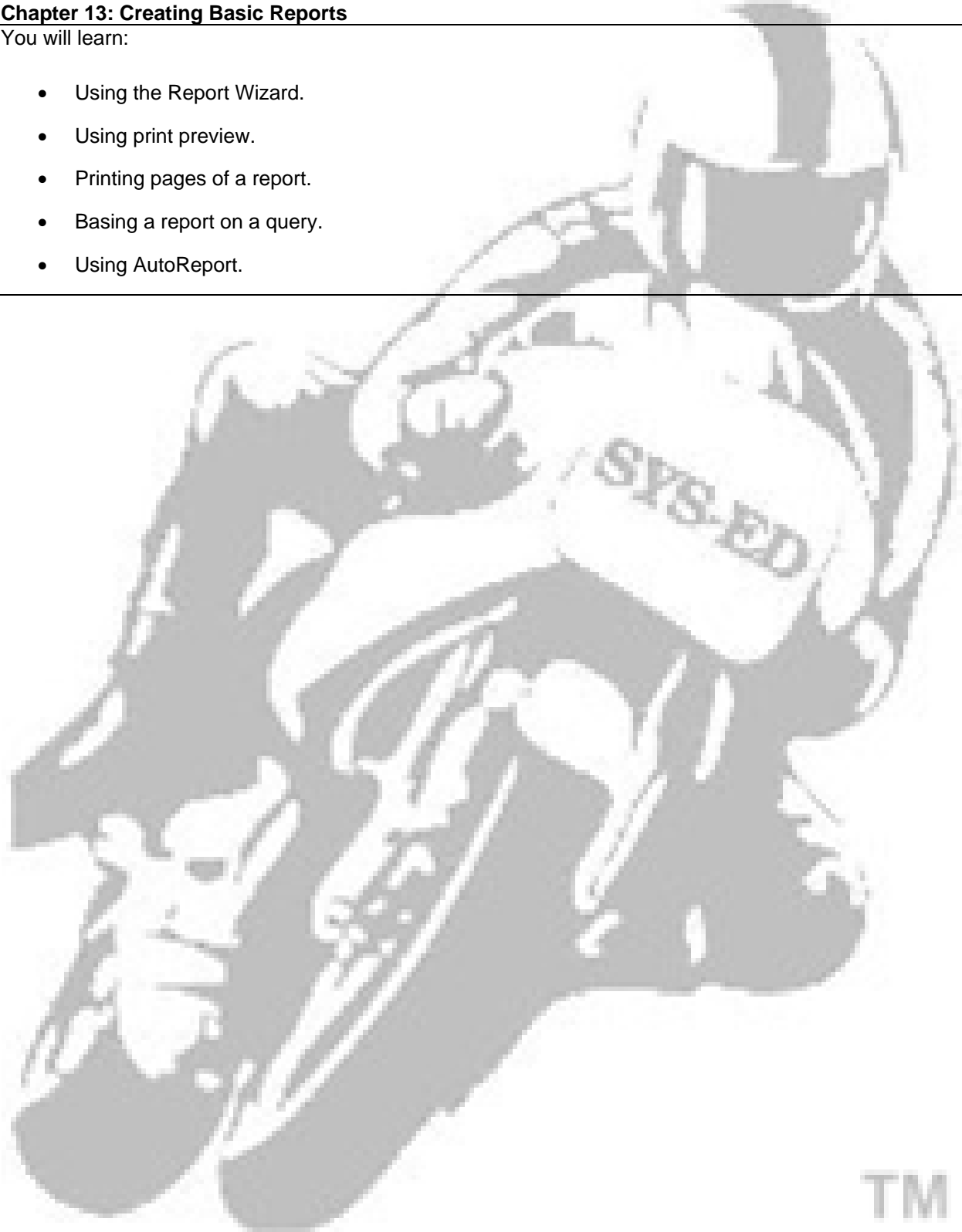
- Hiding the ruler.
- Disabling the snap to grid feature.
- Displaying the field list.
- Adding a field.
- Moving part of a paired control.
- Aligning controls.
- Spacing controls.
- Adding a label.
- Adding an image.
- Adding a rectangle.
- Adding a line.
- Editing an unbound control.



Chapter 13: Creating Basic Reports

You will learn:

- Using the Report Wizard.
- Using print preview.
- Printing pages of a report.
- Basing a report on a query.
- Using AutoReport.



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