

Access Intermediate

Tables

- *Primary and Foreign Keys*
- *Relationships*
- *Validation Rules and Validation Text*
- *Using Field Properties for Protection.*
- *Input Mask*
- *Lookups; Using Lookups for Referential Integrity*
- *Using indexes*
- *Multi-table Datasheet View*
- *Creating and Editing Relationships*
- *Checking Referential Integrity*
- *Required, Default Value field properties*
- *Adding Hyperlinks to Datasheet Views.*

Forms

- *Form Sections*
- *The toolbox; bound and unbound controls*
- *Form Control layout*
- *Control Wizards*
- *Control Properties*
- *Multiple Table Forms*

Queries

- *Multi-table Queries:*
- *The Expression Builder.*
- *Cross tab Queries*
- *General Query Properties*
- *Adding a Calculated Field to a Query*
- *Calculated and Concatenated Fields*
- *Parameter queries*

Reports

- *Report Sections*
- *Report Controls*
- *Report Control Layout*
- *Calculating Summary Information*
- *Sorting and Grouping Data*

Additional Database Features

- *Importing from Other Data Sources.*
- *Importing Data Using Drag-and-Drop*
- *Backing Up and Restoring a Database.*

- *Compacting and Repairing a Database*
- *Publishing Datasheet Views on the Internet*
- *Adding Hyperlinks to HTML Pages*
- *Creating a Switchboard*

Macros

- *Create simple macros*
- *Running macros*
- *Add macros to a toolbar*
- *Use keyboard shortcuts to run macros*