

Access

Access Introduction

Tables

- *Creating a Table Using the Table Wizard*
- *Adding Records*
- *Saving Changes and Moving Around the Datasheet*
- *Finding a Record, Modifying and Deleting Records*
- *Switching Between Views*
- *Saving Tables*
- *Field Properties and Field Size Property*
- *Format and Input Mask Properties*
- *Caption Property*
- *Default Value Property and Required Property*
- *Allow Zero Length Property; Indexed Property*
- *Sorting and Filtering Data*
- *Using Advanced Filters*
- *Printing from Datasheet View.*

Forms

- *Using Auto Form to Design Forms*
- *Using Wizards to Design Forms*
- *Entering Data Using a Form*
- *The toolbox; bound and unbound controls*

Queries

- *Creating a Query*
- *Modifying a Query*
- *Restricting Records Returned by a Query*
- *Simple Calculated Fields.*
- *Summary Queries*

Reports

- *Reporting from Access*
- *Auto Reports*
- *Designing a Report Using Report Wizards.*
- *Label Reports*
- *Modifying Reports*

Additional Database Features

- *Getting help with Access*
- *Manipulating the Help window*