

Module 1 – Access Basics

- Creating a Table
- Primary Keys
- Query Basics
- Setting Query Criteria
- Sorting in a Query
- Multi-Table Queries
- Automatic Linking
- Establishing Permanent Table Relationships

Module 2 – Advanced Queries

- Creating a Query to Find Unmatched Records
- Working with Join Types
- Make a Table from Query Data
- Append Information to a Table
- Updating Table Records
- Deleting Records
- Creating Calculated Fields
- Parameter Queries

Module 3 – The Report Wizard

- Creating a Groups/Totals Report
- Editing the Report
- Working with Report Sections
- Adding Objects to the Report
- Modifying the Report Format
- Creating Mailing Labels

Module 4 - Advanced Reports

- Creating a Report in Report Design View
- Page Setup
- Adding Report Sections
- Connecting the Report to a Source
- Adding and Arranging Fields
- Formatting Techniques
- Sorting Reports
- Using Functions in Reports
- Creating a Grouped Report
- Adding Subtotals and Grand Totals

Module 5 – Creating and Validating Forms

- Using the Form Wizard
- Working in Form View
- Design vs. Layout View
- Customizing Forms
- Combination Boxes
- Check Boxes
- Option Groups
- Tab Order
- Setting Form Properties
- Creating a Form to be Used as Query Criteria
- Creating Subforms
- Using the Tab Control

Module 6 – Automating Forms

- Command Buttons
- Creating Buttons with the Wizard
- Creating Buttons without the Wizard
- Creating a Macro to Close the Form

Module 7 – Creating a Menu System

- Creating the Main Menu
- The AUTOEXEC Macro
- Creating Sub Menus
- Adding Command Buttons

Module 8 – Automating the Menus with Macros

- Creating Macros and Submacros
- Assigning Macros to the Menu Buttons
- Creating Macros to Run Queries
- Using Conditions in a Macro
- Setting Database Startup Options