

## Table Design Data Types

- Review Of Field Data Types
- Insert Website / E-mail Hyperlinks
- Edit / Delete Hyperlinks
- Edit Text To Display
- Insert Hyperlinks To Files
- Insert OLE Objects – New Files
- Insert OLE Objects – Existing Files
- Insert OLE Objects – Linked Files

## Change Table Design Properties

- Field Size
- Capitalising Text
- Input Masks
- Default Values
- Validation Rules / Text
- Required Fields
- Indexing
- Use Help

## Table Relationships

- Review Of Creating Relationships
- Enforce Referential Integrity
- Cascade Update Related Records
- Cascade Delete Related Records
- Create a Junction Table

## Queries

- Review Of Creating Queries
- Use And/Or Operators
- Use Calculated Fields
- Formatting Fields
- Using The Expression Builder
- Make Table Queries
- Append Queries
- Update Queries
- Crosstab Queries
- Delete Queries
- Parameter Queries
- Find Duplicates Query Wizard
- Find Unmatched Query Wizard
- Top / Bottom Values
- Copy / Delete / Rename

## Forms

- Review Of Creating Forms
- Modify Form Layout
- Select / Move / Resize / Delete Controls
- Format Controls
- Insert Fields
- Add / Modify Headers
- Change The Tab Order
- Conditional Formatting
- Control Tips
- Capitalising Text
- Create A Shortcut To A Form

## Reports

- Review Of Creating Reports
- Add / Modify Headers
- Add / Modify Footers
- Insert The Date Automatically
- Insert An Image File
- Use Basic Calculations (Sum, Minimum, Maximum, Average, Count)
- Group And Sort Data
- Create A Group Header
- Create Group Footer Totals
- Can Grow Property
- Keep Together Property
- Create a Report Snapshot
- The Label Wizard

## Introduction To Macros

- Create A Macro To Close A Form
- Create A Macro To Open A Form
- Create A Macro To Create A New Record In A Form
- Create A Macro To Print A Report
- The AutoExec Macro
- Create A Macro To Close Access