

Creating Basic Forms

- Use Form Button
- Add a Record using a Form
- Use the Calendar for Date Picking
- Use the Form Wizard
- View Records in a Form
- Print Records in a Form
- Base a Form on a Query

Creating Basic Reports

- Use Report Button
- Use Print Preview
- Print Pages of a Report
- Report Wizard
- Change Views in a Report
- Group & Summarize Report Data
- Base a Report on a Query

Modifying Tables

- Insert a Column into a Table, Insert a Lookup Column, Insert a Hyperlink Column, Create a Many-to-Many Relationship

Setting Field Properties

- Limit Field Size
- Set Number Formats
- Set Date/Time Formats
- Setting Yes/No Formats
- Set Default Values
- Set Validation Rules
- Create an Input Mask – Wizard
- Create an Input Mask Manually
- Create a Custom Input Mask
- Lookup List, Modify Lookup Properties

Using Operators in Queries

- Use Comparison Operators
- Use an & Condition
- Use an Or Condition
- Use the Between & Operator
- Use a Wildcard Character

Designing Advanced Queries

- Set Top Values in a Query
- Create a Calculated Field
- Format a Calculated Field
- Create a Function Query
- Create a Parameter Query
- Multi valued Fields
- Create a Concatenation in a Query
- Filter a Query

Using Advanced Query Wizards

- Use the Crosstab Query Wizard
- Find Duplicates Query Wizard
- Find Unmatched Query Wizard

Manipulating Form Controls in Design View

- Select, Delete, Size Controls
- Set Control Margins & Padding
- Hide the Ruler
- Disable Snap to Grid Feature
- Display Field List
- Add a Field
- Move Part of a Paired Control
- Align & Space Controls

Using Design View

- Add a Label
- Add an Image
- Add a Rectangle
- Add a Line
- Edit an Unbound Control
- Use Multiple Undo/Redo in Design View

Using Editing Tools

- Change the Font
- Change Character Format
- Change Fill & Background Colors
- Format Lines & Borders
- Apply Special Effects
- Conditional Formatting
- Use Format Painter
- Use AutoFormat
- Use Error Checking
- Run Spelling Checker
- Set AutoCorrect Options
- Add AutoCorrect Entries

Using Advanced Form Design

- Use Forms in Design View
- Create a Combo Box
- Edit List Items
- Create a List Box
- Create an Option Group
- Add a Logic Control
- Set the Tab Order Automatically
- Set the Tab Order Manually
- Add a Form Header & Footer
- Create a Blank Form

Using Advanced Report Design

- Add Report Sections in Design View
- Create a Calculated Control
- Create a Running Summary
- Insert a Date/Time Control
- Insert a Page Break
- Change the Report Margins
- Use the Label Wizard
- Create a Report without Using a Wizard