SOFTWARETEACHER, INC.

Planning and Designing Databases

- Determine appropriate data inputs for your database
- Determine appropriate data outputs for your database
- Create table structure
- Establish table relationships

Working with Access

- Use the Office Assistant
- Select an object using the Objects Bar
- Print database objects (tables, forms, reports, queries)
- Navigate through records in a table, query, or form
- Create a database (using a Wizard or in Design View)

Building and modifying tables

- Create tables by using the Table Wizard
- Set primary keys
- Modify field properties
- Use multiple data types
- Modify tables using Design View
- Use the Lookup Wizard
- Use the input mask wizard

Building and modifying forms

- Create a form with the Form Wizard
- Use the Control Toolbox to add controls
- Modify Format Properties (font, style, font size, color, caption, etc.) of controls
- Use form sections (headers, footers, detail)
- Use a Calculated Control on a form

Viewing and organizing information

- Use the Office Clipboard
- Switch between object Views
- Enter records using a datasheet
- Enter records using a form
- Delete records from a table
- Find a record
- Sort records
- Apply and remove filters (filter by form and filter by selection)
- Specify criteria in a query
- Display related records in a subdatasheet
- Create a calculated field
- Create and modify a multi-table select query

Defining relationships

- Establish relationships
- Enforce referential integrity

Producing reports

- Create a report with the Report Wizard
- Preview and print a report
- Move and resize a control
- Modify format properties (font, style, font size, color, caption, etc.)
- Use the Control Toolbox to add controls
- Use report sections (headers, footers, detail)
- Use a Calculated Control in a report

Integrating with other applications

- Import data to a new table
- Save a table, query, form as a Web page
- Publish a presentation to the Web
- Add Hyperlinks

Using Access Tools

- Print Database Relationships
- Backup and Restore a database
- Compact and Repair a database

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