

Access 2007 Level 2

Modifying Tables

- Inserting a Column into a Table
- Changing a Column Name
- Deleting a Column
- Inserting a Lookup Column
- Inserting a Hyperlink Column
- Creating a Many-to-Many Relationship
- Modifying Tables

Setting Field Properties

- Using Field Properties
- Limiting Field Size
- Setting Number Formats
- Setting Date/Time Formats
- Setting Yes/No Formats
- Setting Default Values
- Setting Validation Rules
- Creating an Input Mask - Wizard
- Creating an Input Mask Manually
- Creating a Custom Input Mask
- Typing a Lookup List
- Modifying Lookup Properties
- Setting Field Properties

Using Operators in Queries

- Using Comparison Operators
- Using an And Condition
- Using an Or Condition
- Using the Between And Operator
- Using the Expression Builder
- Using a Wildcard Character
- Using Operators in Queries

Designing Advanced Queries

- Setting Top Values in a Query
- Creating a Calculated Field
- Formatting a Calculated Field
- Displaying a Totals Row in a Query
- Creating a Function Query
- Creating a Parameter Query
- Using Multivalued Fields
- Creating a Concatenation in a Query
- Filtering a Query
- Designing Advanced Queries

Creating Action Queries

- Creating a Make-table Query
- Creating an Update Query
- Creating an Append Query
- Creating a Delete Query
- Creating Action Queries

Using Advanced Query Wizards

- Using the Crosstab Query Wizard
- Using the Find Duplicates Query Wizard
- Using the Find Unmatched Query Wizard
- Using Advanced Query Wizards

Using Advanced Database Features

- Importing Data
- Linking Data to an Access Table
- Using the Linked Table Manager
- Exporting Data
- Converting Files
- Printing a Relationship Document
- Compacting a Database
- Using Name AutoCorrect
- Backing Up a Database
- Using Advanced Database Features

Using Controls and Layouts

- Switching Views
- Using Controls
- Using Control Layouts
- Using a Stacked Layout
- Using a Tabular Layout
- Removing a Control from a Layout
- Moving Controls
- Viewing the Properties of an Object
- Changing a Control Property
- Manipulating Controls

Manipulating Form Controls in Design View

- Selecting Non-adjacent Controls
- Selecting Adjacent Controls
- Deleting Controls
- Sizing a Control by Dragging
- Sizing Controls Automatically
- Setting Control Margins
- Setting Control Padding
- Hiding the Ruler
- Disabling the Snap to Grid Feature
- Displaying the Field List
- Adding a Field
- Adding a Field from Another Table
- Moving Part of a Paired Control
- Aligning Controls
- Spacing Controls
- Manipulating Form Controls in Design View

Using Design View

- Adding a Label
- Adding an Image
- Adding a Rectangle
- Adding a Line
- Editing an Unbound Control
- Using Multiple Undo/Redo in Design View
- Using Design View

Using Advanced Form Design

- Using Forms in Design View
- Creating a Combo Box
- Editing List Items
- Creating a List Box
- Creating an Option Group
- Adding a Logic Control
- Setting the Tab Order Automatically
- Setting the Tab Order Manually
- Adding a Form Header and Footer
- Creating a Blank Form
- Using Advanced Form Design

Using Editing Tools

- Changing the Font
- Changing the Font Size
- Changing the Character Format
- Changing the Font Color
- Changing Fill and Background Colors
- Formatting Lines and Borders
- Applying Special Effects
- Using Conditional Formatting
- Using the Format Painter
- Using AutoFormat
- Using Error Checking
- Running the Spelling Checker
- Setting AutoCorrect Options
- Adding AutoCorrect Entries
- Using Editing Tools

Using Advanced Report Design

- Adding Report Sections in Design View
- Creating a Calculated Control
- Creating a Running Summary
- Inserting a Date/Time Control
- Inserting a Page Break
- Changing the Report Margins
- Using the Label Wizard
- Creating a Report without Using a Wizard
- Using Advanced Report Design