

***Module 1 – Access Basics***

- Creating a Table
- Query Review
- Multi-Table Queries
- Establishing Permanent Table Relationships

***Module 2 – Advanced Queries***

- Creating Action Queries
- Make a Table from Query Data
- Append Information to a Table
- Updating Table Records
- Deleting Records
- Crosstab Queries
- Creating Calculated Fields
- Parameter Queries

***Module 3 – The Report Wizard***

- Creating a Groups/Totals Report
- Editing the Report
- 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
- Creating a Basic List Report
- 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
- Customizing Forms
- Combination Boxes
- Check Boxes
- Option Groups
- Tab Order
- Setting Form Properties
- Creating Subforms
- Using the Tab Strip Control

***Module 6 – Automating Forms***

- Command Buttons
- Creating Buttons with the Wizard
- Creating Buttons without the Wizards
- 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
- Creating Macros for the Buttons
- Assigning Macros to the Menu Buttons

***Module 8 – More Macro Tools***

- Adding Command Buttons to the Sub Menus
- Creating the Macros
- Assigning the Macros
- Creating Macros to Run Queries
- Creating Macros with Conditions
- Setting Database Startup Options

***Appendix – Extra Options***

- Using a Form as Query Criteria
- Creating Custom Toolbars and Menus