

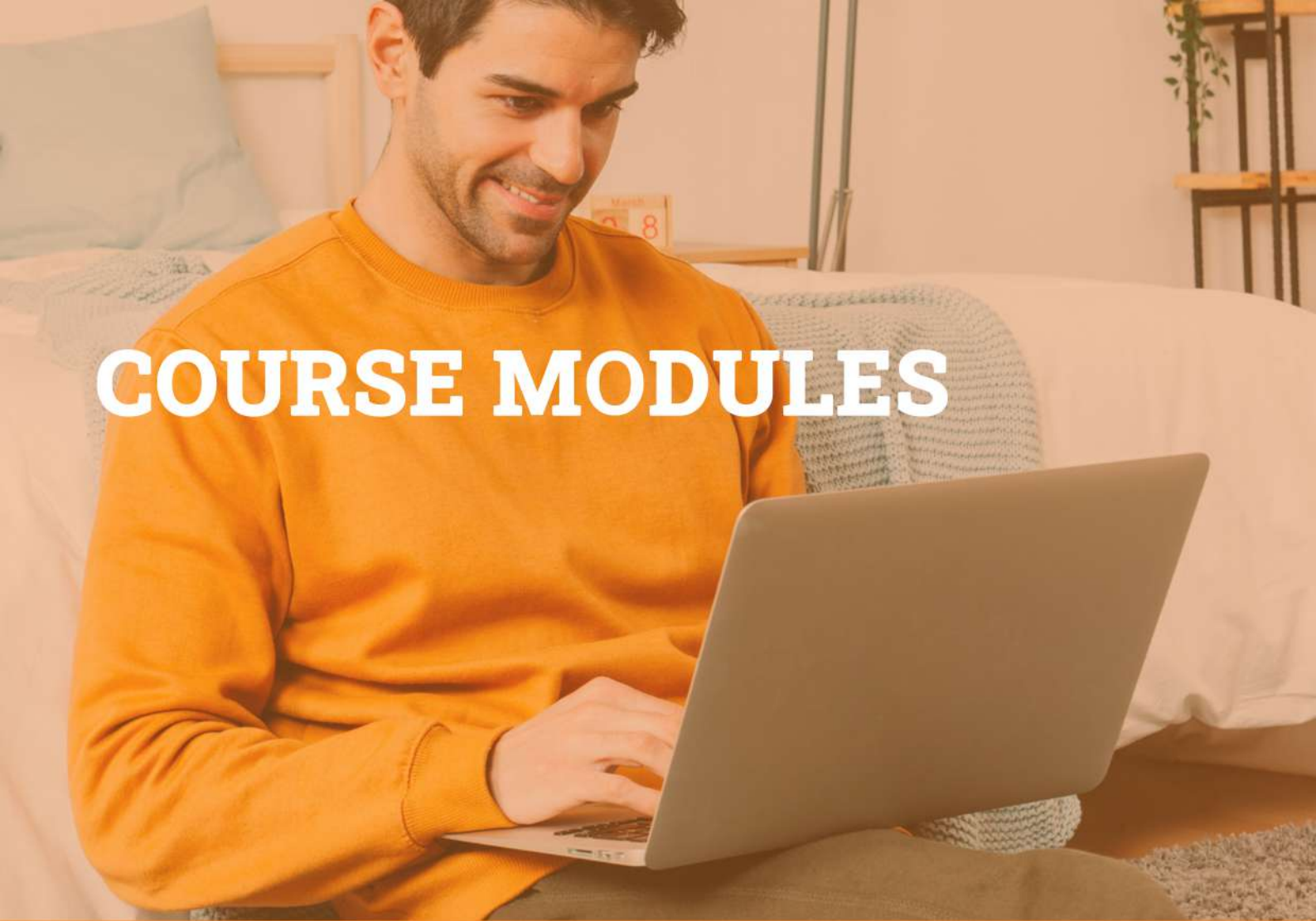
Microsoft Access Expert



Online Learning Course

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COURSE MODULES

Manage Databases

Modify Database Structure

- Import objects or data from other sources
- Delete database objects
- Hide and display objects in the Navigation Pane

Manage Table Relationships and Keys

- Understand relationships
- Display relationships
- Set primary keys
- Enforce referential integrity
- Set foreign keys

Print and Export Data

- Configure print options for records, forms, and reports
- Export objects to alternative formats

Create and Modify Tables

Create Tables

- Import data into tables
- Create linked tables from external sources
- Import tables from other databases

Manage Tables

- Hide fields in tables
- Add total rows
- Add table descriptions

Manage Table Records

- Find and replace data
- Sort records
- Filter records

Create and Modify Fields

- Add and remove fields
- Add validation rules to fields
- Change field captions
- Change field sizes
- Change field data types
- Configure fields to auto-increment
- Set default values
- Apply built-in input masks



Create and Modify Queries

Create and Run Queries

- Create simple queries
- Create basic crosstab queries
- Create basic parameter queries
- Create basic action queries
- Ceate basic multi-table queries

Modify Queries

- Add, hide, and remove fields in queries
- Sort data within queries
- Filter data within queries
- Format fields within queries

Modify Forms in Layout View

Configure form Controls

- Add, move, and remove form controls
- Set form control properties
- Add and modify form labels

Format Forms

- Modify tab order on forms
- Sort records by form field
- Modify form positioning
- Insert information in form headers and footers
- Insert images on forms

Modify Reports in Layout View

Configure Report Controls

- Group and sort fields on reports
- Add report controls
- Add and modify labels on reports

Format Reports

- Format a report into multiple columns
- Modify report positioning
- Format report elements
- Change report orientation
- Insert information in report headers and footers
- Insert images on reports

