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Best Practices in Database Design

- Building an efficient, flexible database
- Understanding the relational database concept
- Database logic & data normalization

Exploring Access

- Opening an Existing Database
- Using the Ribbon & Contextual Tabs
- Using the Quick Access and Mini Toolbar
- Using/Opening Database Objects
- Using/Closing Tabbed Documents
- Using the Options Dialog Box and Status Bar
- Closing a Database & Exiting Access

Creating Tables

- Using Database Templates
- Creating a New Database
- Designing/Saving Tables
- Adding Field Names
- Assigning Data Types
- Adding a Field Description
- Setting a Primary Key
- Using Multi-valued Fields

Working with Tables

- Using Datasheet View
- Navigating Fields in Tables
- Using Field Templates
- Adding/Moving through Records
- Selecting/Editing Records
- Saving/Deleting Records
- Displaying a Totals Row in a Table

Editing Tables

- Changing the Row Height/Column Width
- Changing Font Attributes & Cell Effects
- Selecting/Moving a Column
- Hiding/Unhiding a Column
- Freezing/Unfreezing a Column

Printing Table Data

- Printing Table Data
- Print Preview & Page Setup
- Printing Selected Records

Linking Data to E-mail, Files or Web Pages

- Working with Hyperlinks
- Creating, Editing & Deleting a Hyperlink Field

Creating Basic Forms for Data Entry

- Using Forms
- Using the Form Button
- Adding a Record using a Form
- Using the Calendar for Date Picking
- Using the Form Wizard
- Viewing/Printing Records in a Form
- Basing a Form on a Query

Understanding Form Design Tools

- Switching Views
- Using Controls & 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

Best Practices for Efficient Forms Design

- Selecting Adjacent/Non-Adjacent Controls
- Aligning, Spacing & Deleting Controls
- Sizing Controls by Dragging
- Sizing Controls Automatically
- Setting Control Margins & Padding
- Hiding the Ruler
- Disabling the Snap to Grid Feature
- Adding a Field
- Moving Part of a Paired Control

Modifying an Existing Table

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

Controlling Data Entry: Rules & Properties

- Using Field Properties
- Limiting Field Size
- Setting Number Formats
- Setting Date/Time Formats
- Setting Yes/No Formats
- Setting Default Values
- Setting Validation Rules
- Using the Input Mask Wizard
- Creating an Input Mask Manually
- Creating a Custom Input Mask
- Creating & Controlling Lookup Fields