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Exploring New Access Features

- Opening an Existing Database
- Using Database Objects
- Using the Navigation Pane
- Opening Database Objects
- Using Tabbed Documents
- Closing a Tabbed Document
- Closing all Tabbed Documents
- Using the Status Bar
- Using the Options Dialog Box
- Closing a Database

Creating & Working with Tables

- Using a Database Template
- Using a Table Template
- Creating a Table in Datasheet View
- Using Field Templates
- Using Multi-Valued Fields in Tables
- Using Rich Text in a Memo Field
- Using the Attachment Data Type
- Displaying a Totals Row in a Table
- Using Alternate Background Colors
- Displaying Truncated Numbers

Finding & Filtering Data

- Using the Search Box
- Using AutoFilter
- Using Quick Filters

Working with Queries & Recordsets

- Using Multi-Valued Fields in a Query
- Displaying a Totals Row in a Query

Working with Forms

- Creating a Form with the Create Tab
- Using Form/Layout/Design Views
- Moving Fields in a Form
- Using the Field List Task Pane
- Adding a Field from Another Table
- Creating a Split Form
- Converting an Existing Form to a Split Form
- Editing a Split Form
- Using Control Layouts in Forms
- Using Stacked Layout in a Form
- Using a Tabular Layout in a Form
- Removing a Control from a Layout in a Form
- Using the Calendar for Date Picking
- Editing List Items

Laying Out a Well Organized Report

- Creating a Report Using the Create Tab
- Using Layout & Design Views in a Report
- Using Stacked Layout in a Report
- Using Tabular Layout in a Report
- Removing a Control from a Layout
- Moving Fields in a Report
- Grouping & Sorting in Reports
- Displaying Report Totals

Customizing The Navigation Pane

- Creating Custom Categories
- Creating Custom Groups
- Adding Database Objects to a Group
- Showing/Hiding Unassigned Objects Group
- Deleting Objects from a Group