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### Sorting, Finding & Filtering Data

- Sorting Records
- Finding Specific Records
- Using Wildcards
- Using Find & Replace
- Using Filter By Selection
- Applying/Removing a Filter
- Using Filter Excluding Selection
- Using the Search Box
- Using Quick Filter & AutoFilter

### Creating Relationships Between Tables

- Using Related Tables
- Creating a Relationship between Tables
- Setting Referential Integrity
- Viewing Subdatasheets
- Deleting a Join Line

### Extracting Subsets of Data with Queries

- Using Queries & Recordsets
- Using the Simple Query Wizard
- Creating a Query in Design View
- Adding a Table to a Query
- Joining Tables in a Query
- Running a Query

### Modifying Query Results

- Sorting a Query
- Adding Criteria to a Query
- Hiding a Field in a Query
- Displaying a Totals Row in a Query
- Adding a Record using a Query
- Printing a Query

### Query Criteria: And, Or, Between & More

- Using Comparison Operators
- Using an & Condition
- Using an OR Condition
- Using the Between & Operator
- Using the Expression Builder
- Using a Wildcard Character

### Creating Basic Reports

- Using Reports and the Report Button
- Using Print Preview - Reports
- Printing Pages of a Report
- Using the Report Wizard
- Changing Views in a Report
- Grouping & Summarizing Report Data
- Basing a Report on a Query

### 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

### Editing Fonts, Fills & Formats

- Changing Font Attributes
- Changing Fill & Background Colors
- Formatting Lines & 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

### Exporting Data

- Exporting Data to an Excel Workbook
- Saving Export Setup
- Dragging & Dropping Data into Excel
- Creating Word Mail Merge Documents

### 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

### Creating Queries that Perform Actions

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

### Using Advanced Query Wizards

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