Table of Contents

ACCESS 2016 CHAPTER 1: GETTING STARTED WITH TABLES		ACCESS 2016 CHAPTER 3: Querying a database	
Introducing Databases	2	Select Queries	28
Types of Databases	2	Query Features	28
Open and Save an Access Database	3	Creating a Select Query Using Query Design View	3(
Database Objects and the Access Window	3	Designing a Query Using Multiple Tables	3
Introducing Tables	5	Choosing Fields to Include in a Query	3
Table Features	5	Selecting a Field That Appears in Multiple Tables	3
Field Data Types	6	Using Criteria in Queries	32
Primary Key Fields	6	Wildcard Characters	3
Creating a Table in a New Database	6	AND and OR Criteria	34
Creating Tables in Design View	8	Date Criteria	3
Field Properties	8	Sorting and Showing Results	30
Sorting Table Data	9	Calculated Fields	37
Importing Data Sources	10	Identifying Parts of a Calculated Field	3
Relational Databases	11	Calculated Field Properties	38
Referential Integrity	11	Self-Assessment	40
Data Normalization	11	ADDECC ODAC OHADTED A.	
Self-Assessment	13	ACCESS 2016 CHAPTER 4: USING REPORTS TO DISPLAY INFORMATION	
ACCESS 2016 CHAPTER 2:		Introducing Reports	40
WORKING WITH FORMS		Basic Reports	4
Creating Forms	16	Report Organization and Structure	4
Record Sources	16	Sections	4
Creating and Using Basic Forms	16	Grouping and Sorting	48
Creating Forms with the Form Wizard	17	The Report Wizard	48
Changing Forms in Layout View	18	Modifying Reports	50
Changing Forms in Design View	20	Controls	50
Modify the Form Header Section	20	Adding Fields to a Report	50
Tab Order	21	Header and Footer Objects	54
Themes	22	Formatting Controls	50
Creating Other Types of Forms	23	Self-Assessment	60
Creating Multiple Item Forms	23		
Creating Split Forms	24	Self-Assessment Answer Key	6
Self-Assessment	25	Index	6