

# Table of Contents

Preface	v	Reinforce Your Skills	144
		Apply Your Skills	148
		Extend Your Skills	151
<b>Access 2016 Chapter 5: Refining Table Design</b>			
Creating and Modifying Relationships	92	<b>Access 2016 Chapter 7: Creating Complex Queries</b>	
<i>Relationship Types</i>	92	Crosstab Queries	154
<i>Adding, Deleting, and Modifying Relationships</i>	92	Find Queries	156
<i>Editing Relationships</i>	96	<i>Find Unmatched Query</i>	156
Modifying Table Structures	97	<i>Find Duplicates Query</i>	156
<i>Renaming Tables and Editing, Adding, and Deleting     Table Fields</i>	97	Parameter Queries	157
Formatting a Table Datasheet Layout	99	<i>Complex Parameter Queries</i>	158
<i>Changing the Width of Columns</i>	99	Action Queries	159
<i>Moving and Hiding Data Columns</i>	99	<i>Make Table Queries</i>	159
<i>Saving a Table Layout</i>	99	<i>Append Queries</i>	160
<i>Enhancing a Datasheet</i>	100	<i>Update Queries</i>	162
Setting Field Properties	102	<i>Delete Queries</i>	163
<i>Why Set Field Properties?</i>	102	Reinforce Your Skills	165
<i>Set Field Sizes, Captions, and Default Values</i>	102	Apply Your Skills	169
<i>Custom Text and Memo Field Formats</i>	105	Extend Your Skills	172
<i>Short Text and Long Text Field Unique Properties</i>	106		
<i>Entering Field Properties</i>	106	<b>Access 2016 Chapter 8: Customizing Reports</b>	
<i>Formatting Data Using Input Masks</i>	107	Importing a Report into a Database	174
<i>Setting Validation Rules</i>	110	<i>Identifying Report Record Sources</i>	174
Setting Lookup Fields with the Lookup Wizard	112	Adding a Subreport to a Main Report	175
<i>Examining the Benefits of Lookup Tables</i>	112	<i>Adding a Subreport</i>	176
<i>Performing a Lookup</i>	113	Creating a Report from a Subreport	177
<i>Creating Lookup Fields for Multiple Values</i>	114	Numbering Items in a Report	179
Reinforce Your Skills	116	<i>Setting Properties to Number Items</i>	179
Apply Your Skills	124	<i>Numbering Subreports Separately</i>	179
Extend Your Skills	130	Creating Calculated Controls on a Subreport	181
		<i>Positioning Calculated Controls</i>	181
<b>Access 2016 Chapter 6: Customizing Input Forms</b>		<i>Growing a Subreport</i>	182
Subforms	132	Setting Page Breaks and Customizing Controls	183
<i>Creating Subforms</i>	132	<i>Positioning the Page Break Control</i>	183
<i>Modifying Subforms</i>	134	Reinforce Your Skills	185
Adding Calculations to Forms	137	Apply Your Skills	192
<i>Applying Totals to Forms in Datasheet Layout</i>	137	Extend Your Skills	199
<i>Creating Calculated Controls in Forms</i>	138		
Setting Properties to Assist and Control Data Entry	140	Glossary	201
<i>Disabling Form Fields</i>	140	Index	205
<i>Locking Form Fields</i>	140		
<i>Adding Control Tips</i>	141		
<i>Creating a Pop-Up Form</i>	142		