Table of Contents

ACCESS 2016 CHAPTER 1: REFINING TABLE DESIGN		ACCESS 2016 CHAPTER 3: CREATING COMPLEX QUERIES	
Creating and Modifying Relationships	2	Crosstab Queries	42
Relationship Types	2	Find Queries	43
Adding, Deleting, and Modifying Relationships	2	Find Unmatched Query	43
Editing Relationships	5	Find Duplicates Query	44
Modifying Table Structures	7	Parameter Queries	44
Renaming Tables and Editing, Adding, and Deleting		Complex Parameter Queries	45
Table Fields	7	Action Queries	46
Formatting a Table Datasheet Layout	9	Make Table Queries	47
Changing the Width of Columns	9	Append Queries	48
Moving and Hiding Data Columns	9	Update Queries	49
Saving a Table Layout	9	Delete Queries	50
Enhancing a Datasheet	10	Self-Assessment	52
Setting Field Properties	12	ACCECC 201C CHARTER 4.	
Why Set Field Properties?	12	ACCESS 2016 CHAPTER 4: Customizing reports	
Set Field Sizes, Captions, and Default Values	12	-	
Custom Text and Memo Field Formats	15	Importing a Report into a Database	56
Short Text and Long Text Field Unique Properties	16	Identifying Report Record Sources	56
Entering Field Properties	16	Adding a Subreport to a Main Report	57
Formatting Data Using Input Masks	17	Adding a Subreport	57
Setting Validation Rules	20	Creating a Report from a Subreport	59
Setting Lookup Fields with the Lookup Wizard	22	Numbering Items in a Report	61
Examining the Benefits of Lookup Tables	22	Setting Properties to Number Items	61
Performing a Lookup	23	Numbering Subreports Separately	61
Creating Lookup Fields for Multiple Values	24	Creating Calculated Controls on a Subreport	63
Self-Assessment	26	Positioning Calculated Controls	63
ACCESS 2016 CHAPTER 2:		Growing a Subreport	65
CUSTOMIZING INPUT FORMS		Setting Page Breaks and Customizing Controls	65
	20	Positioning the Page Break Control	65
Subforms	30	Self-Assessment	67
Creating Subforms	30	Calf Aggregation Angelian Val	(0
Modifying Subforms	32 35	Self-Assessment Answer Key Index	69 71
Applying Totals to Forms in Patasheat Layout		IIIILA	/1
Applying Totals to Forms in Datasheet Layout	35 36		
Creating Calculated Controls in Forms			
Self-Assessment	39		