## **Contents**

OVERVIEW CHAPTER 1		CHAPTER 2	
Introducing Microsoft Office and Using		Working with Forms	33
Common Features	1	Creating Forms	34
Introduction to Microsoft Office	2	Record Sources	34
What Devices Will Microsoft Office Work With?	2	Creating and Using Basic Forms	34
What Storage Does Microsoft Office Provide?	2	Creating Forms with the Form Wizard	35
Which Microsoft Office Should I Use?	2	Changing Forms in Layout View	36
What Are the Microsoft Office Apps?	3	Changing Forms in Design View	39
Microsoft Accounts	4	Modifying Form Header and Footer Sections	39
Common Features in Microsoft Office Apps	4	Tab Order	41
The Ribbon	4	Themes	42
The Quick Access Toolbar	4	Creating Other Types of Forms	43
Common Features on the File Tab	5	Creating Multiple Item Forms	44
Common Features on the Home Tab	10	Creating Split Forms	45
Help	15	Sorting and Filtering Records by Form Field	45
		Filtering a Form	45
CHAPTER 1			
Getting Started with Tables	17	CHAPTER 3	
Introducing Databases	18	Querying a Database	49
Types of Databases	18	Select Queries	50
Open and Save an Access Database	18	Creating a Select Query Using Query Design View	52
Database Objects and the Access Window	19	Designing a Query Using Multiple Tables	53
Introducing Tables	23	Choosing Fields to Include in a Query	53
Table Features	23	Selecting a Field That Appears in Multiple Tables	54
Field Data Types	23	Using Criteria in Queries	55
Primary Key Fields	23	Wildcard Characters	56
Creating a Table in a New Database	24	AND and OR Criteria	57
Creating Tables in Design View	25	Date Criteria	58
Field Properties	25	Sorting, Showing, and Limiting Results	59
Sorting and Filtering Table Data	28	Limiting the Number of Results Displayed	59
Importing and Exporting Data Sources	29	Calculated Fields	60
Relational Databases	30	Identifying Parts of a Calculated Field	61
Referential Integrity	30	Calculated Field Properties	61
Data Normalization	30		

## **CHAPTER 4**

Using Reports to Display Information	63
Introducing Reports	
Basic Reports	64
Report Organization and Structure	
Sections	65
Grouping and Sorting	66
The Report Wizard	66
Modifying Reports	
Controls	68
Adding Fields to a Report	68
Header and Footer Objects	72
Formatting Controls	74
Themes	77
Backgrounds	77
Index	79