Table of Contents

Quick Reference Tables	V	Retrieving Data	AC02.20
Preface	vi	Sorting Records	AC02.20
ACCESS 2013 LESSON 1:		Sorting Records Using Multiple Fields	AC02.22
EXPLORING ACCESS 2013		Filtering Records	AC02.25
		Filtering Records by Form	AC02.27
Defining Access Databases	AC01.3	Update Records with Find and Replace	AC02.30
What Is a Database?	AC01.3	Concepts Review	AC02.32
Purpose of Databases	AC01.3	Reinforce Your Skills	AC02.33
Database Management Software	AC01.3	Apply Your Skills	AC02.39
Exploring the Access Environment	AC01.4	Extend Your Skills	AC02.42
Starting Access	AC01.4	Transfer Your Skills	AC02.43
Opening an Existing Database	AC01.6		
Identifying Features of the Database Window	AC01.9	ACCESS 2013 LESSON 3:	
Introducing Access Objects	AC01.10	WORKING WITH FORMS	
Tables	AC01.11	Exploring Form Design	AC03.3
Forms	AC01.14	Examining Form Views	AC03.3
Deleting Records Using a Form	AC01.17	The Property Sheet	AC03.5
Queries	AC01.18	Creating Forms	AC03.7
Reports	AC01.21	Identifying a Record Source	AC03.7
Closing a Database and Exiting Access	AC01.24	Using the Form Wizard	AC03.9
Concepts Review	AC01.25	Working with Form Controls	AC03.11
Reinforce Your Skills	AC01.26	Deleting Controls	AC03.16
Apply Your Skills	AC01.37	Arranging Controls	AC03.18
Extend Your Skills	AC01.41	Applying Themes to Forms	AC03.24
Transfer Your Skills	AC01.42	Modifying Form Controls	AC03.26
ACCESS 2013 LESSON 2:		Editing Labels	AC03.27
DESIGNING A DATABASE AND		Using Design Font Tools	AC03.27
CREATING TABLES		Using the Property Sheet	AC03.27
	1.602.2	Using the Fill Color Palette	AC03.29
Designing a Relational Database	AC02.3	Modifying Form Layout	AC03.32
What Is a Relational Database?	AC02.3	Displaying Form Header and Form Footer	AC03.32
Gathering Data	AC02.4	Adding Unbound Controls to a Form	AC03.35
Importance of Good Database Design	AC02.6	Setting Additional Form Properties	AC03.37
Normalizing Databases	AC02.6	Setting a Form Tab Order	AC03.40
Planning Related Tables	AC02.8	Creating Multiple Items Forms	AC03.42
Linking Tables with Primary and Foreign Keys	AC02.8	Creating Split Forms	AC03.44
Primary Keys	AC02.8	Printing Forms	AC03.45
Foreign Keys	AC02.9	Printing All Record Forms	AC03.45
Identifying Relationship Types	AC02.10	Printing Selected Record Forms	AC03.45
Developing an Entity Relationship Diagram	AC02.12	Using Help	AC03.46
Defining Data Types	AC02.12	Concepts Review	AC03.48
Creating Access Tables in a New Database	AC02.15	Reinforce Your Skills	AC03.49
Creating a New Database	AC02.15	Apply Your Skills	AC03.59
Creating Tables in Design View	AC02.17	Extend Your Skills	AC03.66
		Transfer Your Skills	AC03.67

ACCESS 2013 LESSON 4: QUERYING A DATABASE

Creating Select Queries	AC04.3
Reviewing Query Features	AC04.3
Identifying Tools for Creating Select Queries	AC04.4
Creating a Select Query Using Query Design	AC04.7
Designing a Query Using Multiple Tables	AC04.12
Choosing Fields to Include in a Query	AC04.12
Selecting a Field that Appears in	
Multiple Tables	AC04.12
Setting Query Criteria	AC04.14
Adding Criteria to a Query	AC04.14
Using Wildcards	AC04.17
Setting AND and OR Criteria	AC04.18
Entering Date Criteria	AC04.20
Sorting a Query and Limiting Results	AC04.23
Setting a Query Sort Order	AC04.23
Limiting Number of Results Displayed	AC04.24
Performing Calculations in Queries	AC04.27
Identifying Parts of a Calculated Field	AC04.27
Creating and Formatting a Calculated Field	AC04.29
Using a Function in a Query Expression	AC04.31
Creating Special Types of Queries	AC04.36
Creating a Crosstab Query	AC04.36
Creating Unmatched and Duplicates Queries	AC04.40
Viewing Structured Query Language (SQL)	AC04.42
Concepts Review	AC04.43
Reinforce Your Skills	AC04.44
Apply Your Skills	AC04.65
Extend Your Skills	AC04.75
Transfer Your Skills	AC04.76
Index	INDEX.1