Table of Contents

Preface	iv	Access 2016 Chapter 3: Querying a Database	
Access 2016 Chapter 1:		Select Queries	4(
Getting Started with Tables		Query Features	40
Introducing Databases	2	Creating a Select Query Using Query Design View	42
Types of Databases	2	Designing a Query Using Multiple Tables	43
Open and Save an Access Database	3	Choosing Fields to Include in a Query	43
Database Objects and the Access Window	3	Selecting a Field That Appears in Multiple Tables	43
Introducing Tables	6	Using Criteria in Queries	44
Table Features	6	Wildcard Characters	46
Field Data Types	7	AND and OR Criteria	46
Primary Key Fields	7	Date Criteria	47
Creating a Table in a New Database	7	Sorting, Showing, and Limiting Results	49
Creating Tables in Design View	9	Limiting the Number of Results Displayed	49
Field Properties	9	Calculated Fields	5(
Sorting and Filtering Table Data	11	Identifying Parts of a Calculated Field	5(
Importing Data Sources	12	Calculated Field Properties	51
Relational Databases	13	Reinforce Your Skills	53
Referential Integrity	13	Apply Your Skills	58
Data Normalization	13	Extend Your Skills	62
Reinforce Your Skills	15	Zitteria i dai dimita	0.
Apply Your Skills	18	Access 2016 Chapter 4:	
Extend Your Skills	20	Using Reports to Display Information	
Access 2016 Chapter 2:		Introducing Reports	64
Working with Forms		Basic Reports	64
		Report Organization and Structure	65
Creating Forms	22	Sections	65
Record Sources	22	Grouping and Sorting	66
Creating and Using Basic Forms	23	The Report Wizard	66
Creating Forms with the Form Wizard	23	Modifying Reports	68
Changing Forms in Layout View	24	Controls	68
Changing Forms in Design View	26	Adding Fields to a Report	68
Modify the Form Header Section	26	Header and Footer Objects	72
Tab Order	28	Formatting Controls	74
Themes	29	Themes	77
Creating Other Types of Forms	30	Reinforce Your Skills	78
Creating Multiple Item Forms	30	Apply Your Skills	8.
Creating Split Forms	31	Extend Your Skills	89
Reinforce Your Skills	32		
Apply Your Skills	35	Glossary	92
Extend Your Skills	38	Index	93