

Contents

Preface	v		
CHAPTER 5		CHAPTER 6	
Refining Table Design	131	Customizing Input Forms	177
Creating and Modifying Relationships	132	Subforms	178
Relationship Types	132	Creating Subforms	179
Adding and Modifying Relationships	132	Modifying Subforms	181
Editing and Deleting Relationships	136	Adding Calculations to Forms	184
Modifying Table Structures	138	Applying Totals to Forms in Datasheet Layout	184
Renaming Tables and Adding, Deleting, and		Creating Calculated Controls in Forms	185
Editing Table Fields	138	Setting Properties to Assist and Control Data Entry	189
Formatting a Table Datasheet Layout	140	Disabling Form Fields	189
Changing the Width of Columns	140	Locking Form Fields	189
Moving and Hiding Data Columns	140	Adding Control Tips	190
Saving a Table Layout	141	Creating a Pop-Up Form	191
Enhancing a Datasheet	142	Reinforce Your Skills	193
Setting Field Properties	143	Apply Your Skills	198
Why Set Field Properties?	143	Project Grader	200
Set Field Sizes, Captions, and Default Values	144	Extend Your Skills	204
Custom Text and Memo Field Formats	147		
Short Text and Long Text Field Unique Properties	147	CHAPTER 7	
Entering Field Properties	148	Creating Complex Queries	205
Formatting Data Using Input Masks	148	Crosstab Queries	206
Setting Validation Rules	153	Find Queries	208
Setting Lookup Fields with the Lookup Wizard	154	Find Unmatched Query	208
Benefits of Lookup Tables	155	Find Duplicates Query	209
Performing a Lookup	155	Parameter Queries	210
Creating Lookup Fields for Multiple Values	157	Complex Parameter Queries	210
Reinforce Your Skills	159	Action Queries	212
Apply Your Skills	167	Make Table Queries	212
Project Grader	173	Append Queries	213
Extend Your Skills	176	Update Queries	214
		Delete Queries	215
		Reinforce Your Skills	217
		Apply Your Skills	221
		Project Grader	224
		Extend Your Skills	227

CHAPTER 8

Customizing Reports	229
Importing a Report into a Database	230
Identifying Report Record Sources	230
Adding a Subreport to a Main Report	231
Adding a Subreport	232
Creating a Report from a Subreport	233
Numbering Items in a Report	235
Setting Properties to Number Items	235
Numbering Subreports Separately	235
Creating Calculated Controls on a Subreport	238
Positioning Calculated Controls	238
Growing and Shrinking a Subreport	240
Setting Page Breaks and Customizing Controls	241
Adding Charts	242
Formatting Modern Charts	242
Refreshing Chart Data	243
Reinforce Your Skills	245
Apply Your Skills	253
Project Grader	260
Extend Your Skills	265
Glossary	267
Index	269