

Table of Contents

ACCESS 2016 CHAPTER 1: GETTING STARTED WITH TABLES

| | |
|--|----|
| Introducing Databases | 2 |
| Types of Databases | 2 |
| Open and Save an Access Database | 3 |
| Database Objects and the Access Window | 3 |
| Introducing Tables | 5 |
| Table Features | 5 |
| Field Data Types | 6 |
| Primary Key Fields | 6 |
| Creating a Table in a New Database | 6 |
| Creating Tables in Design View | 8 |
| Field Properties | 8 |
| Sorting Table Data | 9 |
| Importing Data Sources | 10 |
| Relational Databases | 11 |
| Referential Integrity | 11 |
| Data Normalization | 11 |
| Self-Assessment | 13 |

ACCESS 2016 CHAPTER 2: WORKING WITH FORMS

| | |
|-------------------------------------|----|
| Creating Forms | 16 |
| Record Sources | 16 |
| Creating and Using Basic Forms | 16 |
| Creating Forms with the Form Wizard | 17 |
| Changing Forms in Layout View | 18 |
| Changing Forms in Design View | 20 |
| Modify the Form Header Section | 20 |
| Tab Order | 21 |
| Themes | 22 |
| Creating Other Types of Forms | 23 |
| Creating Multiple Item Forms | 23 |
| Creating Split Forms | 24 |
| Self-Assessment | 25 |

ACCESS 2016 CHAPTER 3: QUERYING A DATABASE

| | |
|---|----|
| Select Queries | 28 |
| Query Features | 28 |
| Creating a Select Query Using Query Design View | 30 |
| Designing a Query Using Multiple Tables | 31 |
| Choosing Fields to Include in a Query | 31 |
| Selecting a Field That Appears in Multiple Tables | 31 |
| Using Criteria in Queries | 32 |
| Wildcard Characters | 33 |
| AND and OR Criteria | 34 |
| Date Criteria | 35 |
| Sorting and Showing Results | 36 |
| Calculated Fields | 37 |
| Identifying Parts of a Calculated Field | 37 |
| Calculated Field Properties | 38 |
| Self-Assessment | 40 |

ACCESS 2016 CHAPTER 4: USING REPORTS TO DISPLAY INFORMATION

| | |
|-----------------------------------|----|
| Introducing Reports | 46 |
| Basic Reports | 46 |
| Report Organization and Structure | 47 |
| Sections | 47 |
| Grouping and Sorting | 48 |
| The Report Wizard | 48 |
| Modifying Reports | 50 |
| Controls | 50 |
| Adding Fields to a Report | 50 |
| Header and Footer Objects | 54 |
| Formatting Controls | 56 |
| Self-Assessment | 60 |
| <i>Self-Assessment Answer Key</i> | 63 |
| <i>Index</i> | 65 |