

Table of Contents

<i>Quick Reference Tables</i>	v	Customizing the Database Interface	AC10.17
<i>Preface</i>	vi	Exploring a Database Switchboard	AC10.17
ACCESS 2013 LESSON 9: CUSTOMIZING REPORTS		Creating a Navigation Form	AC10.18
Importing a Report into a Database	AC09.3	Navigation Form Layouts	AC10.19
Identifying Report Record Sources	AC09.3	Adding Custom Command Buttons	AC10.23
Using Smart Tags	AC09.3	Setting Startup Options to Open a Form	AC10.25
Adding a Subreport to a Main Report	AC09.5	Concepts Review	AC10.26
Examining Database Objects	AC09.6	Reinforce Your Skills	AC10.27
Adding a Subreport	AC09.7	Apply Your Skills	AC10.38
Creating a Report from a Subreport	AC09.10	Extend Your Skills	AC10.46
Numbering Items in a Report	AC09.13	Transfer Your Skills	AC10.47
Setting Properties to Number Items	AC09.13	ACCESS 2013 LESSON 11: IMPORTING AND EXPORTING DATA USING WORD, EXCEL, AND HTML	
Numbering Subreports Separately	AC09.14	Converting Access 2013 Databases to	
Creating Calculated Controls on a Subreport	AC09.18	Earlier Formats	AC11.3
Positioning Calculated Controls	AC09.18	Identifying the Format of an Access Database	AC11.3
Growing a Subreport	AC09.20	Attaching Files to Database Records	AC11.4
Setting Page Breaks and Customizing Controls	AC09.21	Using the Attachment Data Type	AC11.4
Positioning the Page Break Control	AC09.21	Integrating Access with Word	AC11.8
Analyzing Report Performance	AC09.24	Copying Data from Access to Word	AC11.9
What the Performance Analyzer Analyzes	AC09.24	Publishing Data to Word	AC11.12
Concepts Review	AC09.26	Merging Access Data with Word Documents	AC11.14
Reinforce Your Skills	AC09.27	Integrating Access with Excel	AC11.16
Apply Your Skills	AC09.39	Importing Data from Excel Files	AC11.16
Extend Your Skills	AC09.49	Linking an Excel Worksheet to an	
Transfer Your Skills	AC09.50	Access Database	AC11.19
ACCESS 2013 LESSON 10: CUSTOMIZING THE DATABASE INTERFACE AND STARTUP OPTIONS		Fixing Broken Links	AC11.21
Setting Access Options	AC10.3	Exporting Access Data to Excel	AC11.22
Displaying Access Options	AC10.3	Displaying Access Data on the Web	AC11.24
Exploring Datasheet Effects	AC10.3	Exporting Access Objects as Web Pages	AC11.24
Setting Personal Information	AC10.4	Saving HTML Formatted Objects	AC11.24
Customizing the Navigation Pane	AC10.5	Importing HTML Files	AC11.26
Setting Database Properties	AC10.9	Adding Hyperlinks to Database Objects	AC11.28
Setting Up Current Database Format	AC10.10	Concepts Review	AC11.30
Splitting a Database	AC10.14	Reinforce Your Skills	AC11.31
Record Locking	AC10.14	Apply Your Skills	AC11.43
Reasons for Splitting Databases	AC10.14	Extend Your Skills	AC11.52
Using the Database Splitter	AC10.14	Transfer Your Skills	AC11.53
Split Database Terminology	AC10.14		
Backing Up a Database Prior to Splitting	AC10.15		

**ACCESS 2013 LESSON 12:
MAINTAINING A DATABASE**

Using Command Buttons to Improve Navigation	AC12.3
Creating Macros to Improve Efficiency	AC12.6
Using Macros to Display Adaptable Reports	AC12.8
Managing Database Objects	AC12.11
General Cleanup and Maintenance	AC12.11
Backing Up a Database	AC12.15
Analyzing and Documenting Databases	AC12.16
Reviewing and Analyzing Performance	AC12.16
Documenting a Database	AC12.17
Compacting and Repairing a Database	AC12.20
Setting Database Security	AC12.21
Opening a Database Exclusively	AC12.22
Encrypting a Database Using a Password	AC12.23
Exploring Microsoft Cloud Storage	AC12.25
Defining Cloud Storage	AC12.25
Concepts Review	AC12.28
Reinforce Your Skills	AC12.29
Apply Your Skills	AC12.40
Extend Your Skills	AC12.47
Transfer Your Skills	AC12.48
<i>Index</i>	INDEX.1