

---

# Table Of Contents

---

## Class Presentation

Topic	Slide(s)
Basic Database Concepts.....	4-20
Creating a Database.....	24-27
Table Wizard.....	29-35
Using Tables.....	36-
Adding Data.....	36-41
Moving Around.....	42-44
Edit Records.....	45-47
Delete A Record.....	48
The Status Bar.....	49
Open And Close Objects And Databases.....	50-53
Work With Table Datasheets.....	54-60, 107-129
Resize Columns.....	54
Move Columns/Fields.....	55
Freeze Fields.....	56-59
Sort Fields.....	108-109
Find Records.....	111-112
Filtering.....	113-129

Table Design.....	63-104
Field Definitions.....	68-74
Field Properties.....	75-100
Format.....	78-80
Input Mask.....	81-86
Caption.....	87
Validation Rule.....	88-91
Default Value.....	92-93
Required.....	94-95
Field Size.....	96-98
Primary Key.....	101-103
Queries.....	132-186
Create A Query.....	133-142
Remove A Field From A Query.....	143
Run A Query.....	144
Sort In A Query.....	147-148
Hide A Field From A Query.....	149-150
Queries And Criterion.....	151-155
Null And Not Null.....	156-157
Parameter Queries.....	158-162

Queries (cont.).....	132-186
Expressions In Queries .....	163-184
Expression Builder.....	166-170
String Operations/&.....	174
Functions .....	176-183
Query Field Properties .....	185
Forms.....	189-228
AutoForms.....	189
Form Wizard .....	190-195
Controls.....	198
Select Controls .....	199-200
Move Objects.....	202-205
Align Objects To Each Other .....	206-208
Resize Controls.....	209-212
Objects And Properties .....	213-217
Formatting .....	218-220
The Toolbox.....	222-223
Add A Title To A Form.....	224-227
Adjust Tab Order .....	228
Reports .....	231-254
Report Wizard .....	232-242
Report Print Preview .....	243-244
Report Design .....	245-246
Report Bands.....	247-253

Reports (cont.).....	231-254
Lines In Reports .....	254

### Appendices

Appendix	Location	Page(s)
A: Create Expressions .....	Book .....	A1-A42
B: Building Reports.....	Book .....	B1-B75

Introduction To Access - Table Of Contents