

Lesson 1: Structuring Existing Data

Topic 1A: Use the Table Analyzer Wizard for Help

Topic 1B: Decide on Your Own Design

Topic 1C: Create a Junction Table

Topic 1D: Modifying the Original Tables and Completing the Design

Topic 1E: Compact and Repair a Database

Lesson 2: Summarizing Data

Topic 2A: Group and Summarize Records in Different Ways

Topic 2B: Summarize with a Crosstab Query

Topic 2C: Pivot Query Results

Topic 2D: Displaying a Graphical Summary on a Form

Lesson 3: Simplifying Tasks with Macros

Topic 3A: Create a Macro

Topic 3B: Attach a Macro to a Command Button

Topic 3C: Restrict Records

Lesson 4: Adding Interaction and Automation with Macros

Topic 4A: Require Data Entry with a Macro

Topic 4B: Displaying a Message Box with a Macro

Topic 4C: Automate Data Entry

Lesson 5: Making Forms More Usable

Topic 5A: Change the Display of Data Under Certain Conditions

Topic 5B: Display a Calendar on a Form

Topic 5C: Organize Information with Tab Pages

Lesson 6: Making Reports More Powerful

Topic 6A: Cancel Printing of a Blank Report

Topic 6B: Including a Chart

Topic 6C: Arranging Data in Columns

Topic 6D: Distributing Reports as a Snapshot

Lesson 7: Expanding the Reach of Your Data

Topic 7A: Merge Access Data with a Word Document

Topic 7B: Publishing Access Data as a Word Document

Topic 7C: Analyze Access Data in Excel