

PARAMETER AND ACTION QUERIES

- Creating parameter queries
- Creating action queries

QUERY JOINS AND CROSSTAB QUERIES

- Joining tables and working with join properties
- Creating crosstab queries
- Editing limitations in query datasheets

USING ADVANCED FORMS TECHNIQUES

- Organizing field placement
- Using functions to control data entry
- Adding an option group to a form
- Using a form as the user interface
- Creating a form that contains a subform

CREATING BASIC MACROS TO AUTOMATE FORMS

- Macro basics
- Attaching a macro to a command button
- Revising a macro
- Attaching a macro to an event in a form

USING MACROS TO PROVIDE USER INTERACTION AND AUTOMATE TASKS

- Using a macro to provide user interaction
- Using macros to automate data entry
- AutoKeys and AutoExec macros

USING ADVANCED REPORT TECHNIQUES

- Customizing the appearance and functionality of a report
- Mailing and other types of labels

ACCESS AND THE INTERNET

- Using hyperlinks
- Access tools for working on the internet