

PRINCIPLES OF TABLE DESIGN

- Normalizing data
- Normalizing data for fourth and fifth normal forms

PRINCIPLES OF TABLE RELATIONSHIPS

- Analyzing table relationships
- Establishing and testing referential integrity

TABLE DESIGN TECHNIQUES

- Data validation techniques
- Indexing techniques

DESIGNING SELECT QUERIES

- Using Calculated fields in queries
- Creating multiple-table queries

CUSTOMIZING FORM DESIGNS

- Customizing the form design
- Performing calculations on a form
- Adding combo boxes to a form
- Adding unbound controls

WORKING WITH DATA ACCESS PAGES

- Creating data access pages

CUSTOMIZING REPORTS

- Customizing a report created by the Report Wizard
- Working with subreports