ACCESS LEVEL 2 – 2 day class

Create and manage a database

- Manage relationships and keys
  - Create and modify relationships
  - Set the primary key
  - Enforce referential integrity
  - Set foreign keys
  - View relationships

Build tables

- Create tables
  - Create a table
  - Import tables from other databases
- Manage tables
  - Add table descriptions
- Create and modify fields
  - Add validation rules to fields
  - Set default values
  - Using input masks

Create queries

- Create a query
  - Create a crosstab query
  - Create a parameter query
  - Create an action query
  - Create a multi-table query

Create reports

- Configure report controls
  - Add report controls
- Format a report
  - Add calculated fields
  - Format report elements