



Microsoft Access I: Getting Started

DATABASE OBJECTS

The Navigation Pane

Object Views

TABLES

Data Types

Primary Keys

Foreign Keys

Create a Table

Field Properties

RELATIONSHIPS

Referential Integrity

QUERIES

The Select Query

The Append Query

The Update Query

The Delete Query

The Make-Table Query

Aggregate Queries

FORMS

Create a Form

Views

Modify the Design

Properties

REPORTS

Create a Report

Modify the Design

Create a Running Sum

Sorting and Grouping

TIPS

Export to Excel

Set the Default Open Folder

Set a Form to Display on Startup

Conditional Formatting

Compacting/Repairing your Database