

TUTORIAL 5 CREATING ADVANCED QUERIES AND ENHANCING TABLE DESIGN

MAKING THE PANORAMA DATABASE EASIER TO USE

- Reviewing the panorama database
- Using a pattern match query
- Using a list-of-values match in a query
- Using the Not operator in a query
- Using an AutoFilter to filter data
- Assigning a conditional value to a calculated field
- Creating a Parameter Query
- Creating a Crosstab Query
- Creating a Find Duplicates Query
- Creating a Find Unmatched Query
- Creating a Top Values Query
- Creating a Lookup field
- Using the Input Mask Wizard
- Identifying object dependencies
- Defining data validation rules
- Working with memo fields
- Designating a trusted folder

TUTORIAL 6 USING FORM TOOLS AND CREATING CUSTOM FORMS

CREATING FORMS FOR BELMONT LANDSCAPES

- Designing forms
- Printing database relationships and using the documenter
- Creating forms using the form tools
- Planning and designing a custom form
- Creating a custom form in design view
- Selecting, moving, and aligning controls
- Resizing and deleting controls
- Adding a combo box to a form
- Using form headers and form footers
- Adding a combo box to find records
- Adding a subform to a form
- Displaying a subform's calculated controls in the main form
- Changing the tab order in a form
- Improving a form's appearance

TUTORIAL 7 MAINTAINING AND QUERYING A DATABASE

UPDATING AND RETRIEVING INFORMATION ABOUT CUSTOMERS, CONTRACTS, AND INVOICES

- Customizing existing reports
- Designing a custom report
- Creating a query for a custom report
- Creating a custom report
- Sorting and grouping data in a report
- Working with controls in design view
- Adding lines to a report
- Hiding duplicate values in a report
- Adding the date to a report
- Adding page numbers to a report
- Adding a title to a report
- Creating mailing labels

TUTORIAL 8 SHARING, INTEGRATING, AND ANALYZING DATA

IMPORTING, EXPORTING, LINKING, AND ANALYZING DATA IN THE PANORAMA DATABASE

- Using the web
- Exporting an Access query to an HTML document
- Viewing an HTML document using Internet Explorer
- Importing a CSV file as an Access table
- Using XML
- Creating a Multi-page form using a tab control
- Integrating Access with other programs
- Embedding a chart in a form
- Creating and using a PivotTable
- Creating a PivotChart
- Linking data from an Excel Worksheet