

Access 2003 Level 2 Table of Contents

1	An Overview of Table Relationships	5
1.1	Creating a Relationship	5
1.2	Deleting a Relationship	10
1.3	Using a Relationship to Provide Lookup Data	10
1.4	Using Relationships in a Select Query	17
1.5	Documenting Table Relationships.....	20
2	Linking to External Data	23
2.1	Creating a Link to Data in an Excel Workbook	23
3	Table Field Properties Revisited	27
3.1	Modifying Embedded Lookup Data	27
3.2	Creating a New Input Mask	29
4	Using Access Queries	37
4.1	Select Queries Revisited	37
4.1.1	Summarizing Data Using Totals	37
4.1.2	Performing Calculations in a Query	45
4.1.3	Creating Multi-Table Select Queries.....	49
4.1.4	Using Multiple Parameters in a Query	54
4.2	Using an Update Query	57
4.3	Using a Delete Query	60
4.4	Using a Make-Table Query	64
4.5	Using an Append Query	69
5	Intermediate Forms Activities.....	74
5.1	AutoForms Revisited	74
5.1.1	Moving Fields in a Form.....	74
5.1.2	Deleting Fields from a Form	77
5.1.3	Adding Text Fields to a Form.....	81
5.1.4	Adding Background Colour to a Form	83
5.1.5	Adding a Special Effect to a Form Field	84
5.1.6	Changing the Tab Order	87
5.1.7	Adding a Calculated Field to a Form	88
5.1.8	Adding an Image to a Form	90

Table of Contents (Continued)

5.2	Other Form Concepts	92
5.2.1	Creating a Form with a Sub-Form	92
5.2.2	Creating a Form with an Embedded Fill-in Field	100
5.3	Creating a Form Control Button	104
6	Intermediate Reports Activities	109
6.1	Modifying Report Objects.....	109
6.2	Adding a Calculated Field to a Report	116
6.3	Modifying a Parameter Based Report.....	120
6.4	Creating a Report with an Embedded Sub-Report.....	130