

Table of Contents

Welcome vii
Copying the Student Files viii
Setting up Access to Work with This Course viii

Lesson 1

Relational Database Design

Table Design Guidelines. 2
 Avoid Repeating Fields 3
 Break Down Large Tables 5
 Always Use a Primary Key 7
Field Design Guidelines 9
 Store Information in Logical Parts 9
 Relate Fields to the Primary Key 10
 Avoid Fields that Can be Calculated 11
Normalizing Tables 12
Creating an Index 13
 Viewing Indexes. 14
 Creating a Multiple-Field Index 16
 Deleting an Index 17
Review Exercise 18

Lesson 2

Advanced Table Design

Customizing Field Formats. 22
 Number and Currency Formats 22
 Date/Time Formats 25
 Text/Memo Formats 27
 Custom Formats 28
Captions 30
Default Values. 31
Input Masks 32

Input Mask Wizard	36
Validating Field Data	39
Review Exercise	43

Lesson 3 **Relating Tables**

One-to-Many Relationships	46
Relating Non-Primary Key Fields	50
One-to-One Relationships	53
Many-to-Many Relationships	54
Managing Relationships	58
Displaying Relationships	58
Deleting Relationships	60
Review Exercise	61

Lesson 4 **Referential Integrity**

Establishing Referential Integrity	64
Testing Referential Integrity	66
Overriding Referential Integrity	69
Testing Cascading Updates	70
Testing Cascading Deletes	73
Printing a Relationships Report	74
Review Exercise	76

Lesson 5 **Querying a Relational Database**

Creating Multi-Table Queries	80
Queries with One-to-One Relationships	80
Queries with One-to-Many Relationships	83
Summarizing Data	87
Counting Totals	87
Calculating Averages	90
Displaying Top Values	91
Grouping Fields	93
Review Exercise	96

Lesson 6	Calculating Values with Fields	
	Calculations on Number Fields	100
	Formatting a Calculation Field	104
	Combining Text Fields	106
	Calculations on Date Fields	108
	Review Exercises.	111

Lesson 7	Using Lookup Fields	
	Looking Up Values in Tables.	116
	Looking Up Values in a List	121
	The Lookup Wizard	123
	Review Exercise	130

Lesson 8	Customizing Forms	
	Customizing Labels and Text.	134
	Modifying the Format	136
	Resizing Controls	138
	Working with Text Box Controls	139
	Adding a Bound Text Box Control.	140
	Multiline Controls	143
	Creating Calculated Controls.	146
	Changing the Tab Order	151
	Improving the Form Design	153
	Review Exercise	153

Lesson 9	Using Complex Controls with Forms	
	Using Different Control Types.	156
	Combo Box Controls.	156
	List Box Controls.	159
	Check Box Controls	160
	Option Button Controls	161
	Toggle Button Controls	161

Adding Option Groups	163
The Option Group Wizard	168
Review Exercise	175

Lesson 10 **Improved Report Design**

Customizing a Report Layout	178
Adjusting Alignment and Spacing.	180
Formatting Controls	184
Report Properties	187
Section Properties	189
AutoFormat	191
Review Exercise	194

Lesson 11 **Importing and Linking Data**

Copying Objects from Another Database.	198
Linking an External Table	201
Importing Spreadsheet Data	203
Importing Text Data.	209
Review Exercise	214

Lesson 12 **Creating Mailing Labels**

The Mailing Label Wizard	218
Modifying the Labels	224
Review Exercise	226

Index