



Infotech Performance Group

Software Training with CEU's

Intermediate Access

Queries

- Creating, running, saving and changing a query
- Primary Keys
- Criteria
- Relationships
- Relating two tables
- Saving the relationship layout
- Re-defining (or deleting) a relationship
- Refining your query
- Creating crosstab queries

Forms & Reports

- Creating custom forms and reports from scratch
- The field list, toolbars & toolbox
- The ruler
- The grid
- Changing the size of the form or report
- Adding controls
- Adding labels
- Adding text boxes
- Adding combo boxes & list boxes
- Working with controls
- Formatting (font, color and more)
- Controlling the tab order
- Form sections
- Report sections
- Grouping data in reports

INFOTECH

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