

Working with Multiple Tables & Intermediate Query Concepts

(Access 2007 Level 2)



Working with Multiple Tables

- Principles for Creating a Well-Designed Database
- Understanding Table Relationships
- Creating Relationships Between Tables
- Types of Relationships
 - One to Many
 - One to One
 - Many to Many
- Enforcing Integrity in Table Relationships ("Referential Integrity")
- Deleting Table Relationships

Working with Queries

- Creating a Multiple Table Query
- Creating Calculations Using Fields From Multiple Tables
- Creating Parameter Queries
- Creating Concatenated Fields ("Mr. John Smith" or "Jones, Mary")
- Working with Expressions and Expression Builder

Modifying Forms & Reports

- Deleting, Moving and Sizing Fields and Controls
- Changing the Tab Order
- Creating a Subform to Display Information from Related Tables

A Few More Things

- Copying, Pasting and Renaming Database Objects
- Compacting & Repairing a Database