

CHAPTER 1 GETTING STARTED

| | | |
|------|--------------------------------------|----|
| 1.1. | Getting Started in Access 2010 | 11 |
| 1.2. | Opening an Existing Database | 13 |
| 1.3. | Exploring Access Tables | 16 |
| 1.4. | Exploring Access Queries | 18 |
| 1.5. | About Designing a Database | 20 |
| 1.6. | Modifying Datasheet Columns and Rows | 27 |

CHAPTER 2 WORKING WITH TABLES

| | | |
|------|--------------------------------------|----|
| 2.1. | Creating Tables | 31 |
| 2.2. | Create the TblCustomers Table | 41 |
| 2.3. | Create the TblBookOrders Table | 43 |
| 2.4. | Create the TblCategories Table | 48 |
| 2.5. | Create the TblPublishers Table | 49 |
| 2.6. | Create the TblBooks Table | 51 |
| 2.7. | Create the TblBookOrderDetails Table | 52 |

CHAPTER 3 RELATIONSHIPS AND QUERIES

| | | |
|------|--|----|
| 3.1. | Relationship between Tables | 55 |
| 3.2. | Filtering Tables | 62 |
| 3.3. | Working with Queries | 63 |
| 3.4. | Creating the Calculated Fields | 66 |
| 3.5. | Creating the Total Queries | 67 |
| 3.6. | Creating a Query that Prompts the User for a Parameter | 72 |

CHAPTER 4 WORKING WITH FORMS

| | | |
|------|----------------------------------|----|
| 4.1. | Creating Simple Types of Forms | 75 |
| 4.2. | Modifying and Formatting Form | 78 |
| 4.3. | Using the Control Wizard | 85 |
| 4.4. | Adding a Tab Control Onto a Form | 89 |

CHAPTER 5 CREATING REPORTS

| | | |
|------|--------------------------|-----|
| 5.1. | Creating a Simple Report | 105 |
| 5.2. | Using the Report Wizard | 108 |

| | | |
|------|---------------------------------|-----|
| 5.3. | Editing the Report | 112 |
| 5.4. | Create a PivotTable | 113 |
| 5.5. | Create a PivotChart | 120 |
| 5.6. | Create an Embedded Chart Object | 125 |
| 5.7. | Compact and Repair the Database | 136 |

CHAPTER 6 BUILDING NAVIGATION FORMS

| | | |
|------|----------------------------|-----|
| 6.1. | Creating a Switchboard | 138 |
| 6.2. | Creating a Navigation Form | 143 |