



Training Solutions, Inc.

Microsoft Access 2010 Mini-Series: Tables Course Outline

Section 1 - Designing Tables

- Table Design
- Objects
- Creating Tables
- Table Views
- Field Names
- Data Types
- Field Size
- Defining Fields
- Primary Keys
- Text Fields
- Number Fields
- Lookup Fields
- Date/Time Fields
- Logical Fields
- Closing Tables
- Modifying Table Design

Section 2 - Editing Tables

- Adding Records
- Data Entry Shortcuts
- Deleting Records
- Adding Fields
- Updating New Fields
- Deleting Fields
- Changing Layout
- Column Width
- Freezing Columns
- Moving Fields

Section 3 - Customizing Tables

- Required Fields
- Default Values
- Validation Rules
- Validation Text
- Input Masks
- Property Update Options
- Formats
- Uppercase Entry
- Date Formats
- Custom Formats
- Number Formats

Section 4 - Creating Relationships

- One-to-One Relationships
- One-to-Many Relationships
- Many-to-Many Relationships
- Creating Relationships
- Referential Integrity
- Cascade Updates and Deletes
- Removing Relationships
- Viewing Relationships in
Subdatasheet