Access 2007 Level 2

Modifying Tables
- Inserting a Column into a Table
- Changing a Column Name
- Deleting a Column
- Inserting a Lookup Column
- Inserting a Hyperlink Column
- Creating a Many-to-Many Relationship
- Modifying Tables

Setting Field Properties
- Using Field Properties
- Limiting Field Size
- Setting Number Formats
- Setting Date/Time Formats
- Setting Yes/No Formats
- Setting Default Values
- Setting Validation Rules
- Creating an Input Mask - Wizard
- Creating an Input Mask Manually
- Creating a Custom Input Mask
- Typing a Lookup List
- Modifying Lookup Properties
- Setting Field Properties

Using Operators in Queries
- Using Comparison Operators
- Using an And Condition
- Using an Or Condition
- Using the Between And Operator
- Using the Expression Builder
- Using a Wildcard Character
- Using Operators in Queries

Designing Advanced Queries
- Setting Top Values in a Query
- Creating a Calculated Field
- Formatting a Calculated Field
- Displaying a Totals Row in a Query
- Creating a Function Query
- Creating a Parameter Query
- Using Multivalued Fields
- Creating a Concatenation in a Query
- Filtering a Query
- Designing Advanced Queries

Creating Action Queries
- Creating a Make-table Query
- Creating an Update Query
- Creating an Append Query
- Creating a Delete Query
- Creating Action Queries
Using Advanced Query Wizards
   Using the Crosstab Query Wizard
   Using the Find Duplicates Query Wizard
   Using the Find Unmatched Query Wizard
   Using Advanced Query Wizards

Using Advanced Database Features
   Importing Data
   Linking Data to an Access Table
   Using the Linked Table Manager
   Exporting Data
   Converting Files
   Printing a Relationship Document
   Compacting a Database
   Using Name AutoCorrect
   Backing Up a Database
   Using Advanced Database Features

Using Controls and Layouts
   Switching Views
   Using Controls
   Using Control Layouts
   Using a Stacked Layout
   Using a Tabular Layout
   Removing a Control from a Layout
   Moving Controls
   Viewing the Properties of an Object
   Changing a Control Property
   Manipulating Controls

Manipulating Form Controls in Design View
   Selecting Non-adjacent Controls
   Selecting Adjacent Controls
   Deleting Controls
   Sizing a Control by Dragging
   Sizing Controls Automatically
   Setting Control Margins
   Setting Control Padding
   Hiding the Ruler
   Disabling the Snap to Grid Feature
   Displaying the Field List
   Adding a Field
   Adding a Field from Another Table
   Moving Part of a Paired Control
   Aligning Controls
   Spacing Controls
   Manipulating Form Controls in Design View

Using Design View
   Adding a Label
   Adding an Image
   Adding a Rectangle
   Adding a Line
   Editing an Unbound Control
   Using Multiple Undo/Redo in Design View
   Using Design View
Using Advanced Form Design
  Using Forms in Design View
  Creating a Combo Box
  Editing List Items
  Creating a List Box
  Creating an Option Group
  Adding a Logic Control
  Setting the Tab Order Automatically
  Setting the Tab Order Manually
  Adding a Form Header and Footer
  Creating a Blank Form
  Using Advanced Form Design

Using Editing Tools
  Changing the Font
  Changing the Font Size
  Changing the Character Format
  Changing the Font Color
  Changing Fill and Background Colors
  Formatting Lines and Borders
  Applying Special Effects
  Using Conditional Formatting
  Using the Format Painter
  Using AutoFormat
  Using Error Checking
  Running the Spelling Checker
  Setting AutoCorrect Options
  Adding AutoCorrect Entries
  Using Editing Tools

Using Advanced Report Design
  Adding Report Sections in Design View
  Creating a Calculated Control
  Creating a Running Summary
  Inserting a Date/Time Control
  Inserting a Page Break
  Changing the Report Margins
  Using the Label Wizard
  Creating a Report without Using a Wizard
  Using Advanced Report Design