



## Tables

Use **Design View** to create / edit

Field **data types** & properties

**Primary Keys**

Field **look ups**

Field **data validation**

Field data **input masks**

## Forms

Use **Form Wizard** to create

Use **Design View** to edit

**Add** Fields & Labels

**Format** Fields & Labels

Change field **Tab order**

Insert form background image

**A**

## Access

## Queries

Use **Design View** to create / edit

Simple **select** query, add fields

Add **criteria** to restrict records

**Criteria** with AND & OR

**Sort** fields in query

## Reports

Use **Report Wizard** to create

Use **Design View** to edit

**Format** Labels & Text boxes

Add to **Report Footer**

Add to **Group Footer**