Beyond the Basics – Access Tips

If these tips don't play with Safari, try using Chrome.

Access Basics – Please review the Access Basics tutorial as needed.	
Access – Specific Skills – these are very quick demos, offered to refresh your memories from prerequisite classes. Please feel free to 'Google' other demos for more detailed information.	
1. Using lookup fields to create dropdown menus and relationships	• Lookup Tip
2. Queries: Using 'and' / 'or' operators	• And / Or Tip
3. Queries: Setting Top Values	• Top Value Tip
4. Queries: Using Grouping	• Grouping Tip
5. Queries: Creating calculated fields	• Calculated Field AND Formatting Fields Tip
6. Queries: IIF operator	• IIF Tip
7. Queries: More advanced wildcards	• * ? # Wildcards Tip
8. Reports: Creating Quick reports	• Quick Reports Tip
9. Creating a Navigation Form	• Navigation Form Tip