

**Chapter 1: Advanced Queries**

Setting Top Values in a Query .....	1
Creating a Calculated Field .....	2-3
Creating a Function Query .....	4
Creating a Parameter Query .....	5-6

**Chapter 2: Advanced Form Design**

Using Forms in Design View .....	1
Creating a Combo Box .....	2
Creating a List Box .....	3-7
Creating an Option Group .....	8-10
Setting the Tab Order Automatically .....	11-12
Setting the Tab Order Manually .....	13-14
Adding a Form Header/Footer .....	15

**Chapter 3: Using Subforms**

Working with Subforms .....	1
Creating a Subform .....	2-3
Editing the Layout of a Subform .....	4
Displaying in Datasheet View .....	5-6
Adding a Form Header/Footer .....	7-8
Displaying a Subform Total .....	9-10

**Chapter 4: Working with Indexes**

Viewing Indexes .....	1
Creating a Single Field Index .....	2-3
Creating a Multiple Field Index .....	4-5
Deleting an Index .....	6
Creating a Multiple Field Key .....	7

**Chapter 5: Creating Macros**

Working with Macros .....	1
Opening the Macro Design Window .....	1
Creating a Macro .....	2
Assigning an Argument to an Action .....	3-7
Saving a Macro .....	8-9
Using Single Step Mode for Testing .....	10
Running a Macro .....	11
Editing an Existing Macro .....	12-13
Running a Macro - Tools Menu .....	13

**Chapter 6: Using Macros**

Using Properties .....	1
Assigning a Macro to a Control .....	2
Creating a Command Button .....	3-4
Using the Command Button Wizard .....	5-8
Adding a Condition to a Macro .....	9-10
Creating a Group Macro .....	11-12
Creating an Autoexec Macro .....	13

**Chapter 7: Using Switchboards**

Opening and Using a Switchboard .....	1-3
Creating a Switchboard Form .....	4-6
Adding a Button to a Switchboard .....	7-8
Setting Startup Options .....	9

**Chapter 8: Advanced Report Design**

Using Reports in Design View .....	1
Creating a Calculated Control .....	2-4
Grouping Data in a Report .....	5-7
Creating a Header for Each Group .....	8
Creating a Running Summary .....	9-11
Inserting a Date/Time Control .....	12
Inserting a Page Break .....	13
Changing the Report Margins .....	14-16
Using the Label Wizard .....	17-18

**Chapter 9: Understanding Macros**

Modifying Actions .....	1
Assign macro to Command Button .....	2
IF statements .....	3
Events .....	4
Data Macro .....	5
Functions .....	6
Class Modules .....	7