



## Sorting & Filtering Table Data

1. Simple Sorting
2. Sorting On Several Fields
3. Creating A Simple Filter
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5. Filtering By Exception
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## Formatting Table Data

1. Changing Column Widths
2. Changing Column Headings
3. Formatting The DataSheet
4. Changing Fonts
5. Moving Columns
6. Freezing Columns
7. Hiding Columns
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## Data Validation

1. Assigning Default Values
2. Marking A Required Field
3. Validation Rules And Text
4. Creating A Lookup Field
5. Working With Validations

## Exporting Records

1. Copying A Table
2. Exporting A Table To Microsoft Excel
3. Exporting A Table To A Text File
4. Exporting A Filtered Table
5. Exporting Selected Records
6. Creating An Export Query
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1. Exporting A Table To HTML
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3. Exporting A Report To HTML
4. Creating Hyperlinks

## Parameter Queries

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3. Using Parameters To Display A Record Range
4. Nominating Specific Data Types
5. Using Parameters In Expressions

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3. Calculating Across Two Tables
4. Calculating Dates
5. Using Criteria In Calculations
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2. Viewing A Table Created By A Make Table Query
3. Expressions & Update Queries
4. Preparing An Update Query
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6. Creating A Saved Update Query
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## Table & Query Relationships

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3. Creating A Menu Item
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