

Working with Tables and Datasheets

Exercise 7

- Open a Table for Editing in Design View
- Rename a Field in Design View
- Add a Field in Design View
- Delete a Field in Design View
- Reorder Fields
- Change Field Properties

Exercise 8

- How Data is Stored in a Plain Text File
- Import Data
- Export Data
- Save Import or Export Steps

Exercise 9

- Insert a Field on a Datasheet
- Change Field Properties from Datasheet
- Move a Column
- Hide and Unhide Columns
- Change Datasheet Column Widths
- Freeze Columns

Exercise 10

- Relate Tables
- Enforce Referential Integrity
- Print Relationships
- Show Related Records

END OF LESSON PROJECTS

Exercise 11

- Critical Thinking

Exercise 12

- Curriculum Integration