* To edit a record in datasheet view of a table

<https://mediaplayer.pearsoncmg.com/assets/_video.true/SA_IfiALxpDASvTmUZEai2QubCqevW2J>

* To navigate a main form

<https://mediaplayer.pearsoncmg.com/assets/_video.true/hHsyQzCsMWuRMTG7fY1V56ua3Xn4BcUA>

* To navigate a form with a subform

<https://mediaplayer.pearsoncmg.com/assets/_video.true/H1miRX2mergVgsEESwcf9TOQI7eHOafj>

* To navigate a split form

<https://mediaplayer.pearsoncmg.com/assets/_video.true/o7Go6roe2DCtd5OHDhCI2G2HLfSZiaUU>

* To use the find command in a form

<https://mediaplayer.pearsoncmg.com/assets/_video.true/ZlFfaKArmFKlQ9O_2U7ui5VabUqKE2hE>

* To add a new record using a form

<https://mediaplayer.pearsoncmg.com/assets/_video.true/UI9KUCz7luM4XX0zgVYncmsH9oz_1xuW>

* To edit records using

<https://mediaplayer.pearsoncmg.com/assets/_video.true/P2rebhVAlESCfJrps1XesdZUXu4ocvLN>

* To delete records using a form

<https://mediaplayer.pearsoncmg.com/assets/_video.true/ySeK9MuGr07S1B_bbnsXRhYSmEmbHr8>v

* To create a single-Table form

<https://mediaplayer.pearsoncmg.com/assets/_video.true/U_mibo3_zQMx_N1bnCEZRrdWkAw0dF36>

* To create a subform (multiple-table form)

<https://mediaplayer.pearsoncmg.com/assets/_video.true/no76GvJoSlYbS2U3E_EXRO3WWZA713Y8>

* To create a split form

<https://mediaplayer.pearsoncmg.com/assets/_video.true/PbMlaN2GO69j2MyQCoh_yJjfVreRdxwW>

* To change the form theme

<https://mediaplayer.pearsoncmg.com/assets/_video.true/TqlaqTe8akFc4OJ9SEFxeym23vJz_mN5>

* To resize and change controls on a form

<https://mediaplayer.pearsoncmg.com/assets/_video.true/OiR2wfaB6fC2HzEUmQNedaWzVZIfX_Mt>

* To add a picture to the form

<https://mediaplayer.pearsoncmg.com/assets/_video.true/heNKKuix8UE_l5J_w2Bxp47OCP73MwMk>

* To preview and print a record from a form
* To create a single-Tablet report using the wizard

<https://mediaplayer.pearsoncmg.com/assets/_video.true/_WDheaheOPQRRy_f9Xc54R_iMrKR_evo>

* To create a multiple table report using the report wizard

<https://mediaplayer.pearsoncmg.com/assets/_video.true/by_A_UNspvT29rzr8ScaKg7Dqvzc93FE>

* To explore report views

<https://mediaplayer.pearsoncmg.com/assets/_video.true/4r1kyHoKjP1RMezg6tOFKFA_aWSddZts>

* To create a report totals using the report wizard

<https://mediaplayer.pearsoncmg.com/assets/_video.true/Hb0XBs7__cz_kXlP75dwfRfjEsnz7xGY>

* To move,resize, and format report controls

<https://mediaplayer.pearsoncmg.com/assets/_video.true/UcnGF78gBFsr0P7j1gXvYzjWsIqKMUWX>

* To enhance a report with conditional formatting

<https://mediaplayer.pearsoncmg.com/assets/_video.true/RRYABk8TBfBfilnP6gmTTO53l7PIAO_D>

* To apply groupim and sorting

<https://mediaplayer.pearsoncmg.com/assets/_video.true/k7iyst8WhOES_2O2rRY_9f5iEdJpM1cm>

* To add subtotals

<https://mediaplayer.pearsoncmg.com/assets/_video.true/BPC0UgDfsOyXwHc5LZv1X0jLjqmpRTjD>

* Tosave a report as a pdf file

<https://mediaplayer.pearsoncmg.com/assets/_video.true/7dfmTLQOgDr5fJQ3ztWv7av4JEa6JCbO>