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How to Build a New Database in  
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Navigation Pane, click the table or query that contains the data for your form, and on the Create tab, click Form. Access creates a form and displays it in Layout view.

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This name is often called an alias.

If you do not supply an alias,

Access will create one, such as

Expr1. When you run the query,

Access performs the calculation

on each row, as shown in the

following illustration:

PROCEDURE. In the Navigation



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