

Index

• *Symbols and Numerics* •

- & (ampersand) required code for input mask, 118
- \ (backslash) code for input mask, 118
- = (equals) operator, 206
- ! (exclamation point) required code for input mask, 118
- > (greater than) operator, 206
- >= (greater than or equal to) operator, 206
- > (greater than) required code for input mask, 118
- < (less than) operator, 206
- <= (less than or equal to) operator, 206
- < (less than) required code for input mask, 118
- < > (not equal to) operator, 206
- # (pound) optional code for input mask, 118
- ? (question mark) optional code for input mask, 118
- 9 (nine) optional code for input mask, 118
- 0 (zero) required code for input mask, 118

• *A* •

- Access 2007
 - advantages of, 10–11
 - big databases, building, 10–11
 - Blank Database button, 22
 - existing database, opening, 21–22
 - how it works, 18–28
 - icon on Taskbar for, creating, 20
 - multiple tables, creating databases with, 11–13
 - new database, creating, 22–24

- new features, 30
- new interface, 29–30
- not starting, troubleshooting for when it is, 376
- opening, 18–20
- overview, 9–11
- special reporting, databases requiring, 15–17
- Start menu button used to open, 18–20
- template, creating database from a, 24–27
- user forms, databases with, 13–15
- Access Options button, 45
- Access Options dialog box, 41
- accidental deletion, 369–370
- accuracy, checking criteria for, 370
- Address 1 field, 56
- Address 2 field, 56
- address for hyperlinks, 170
- Advanced Filter/Sort
 - comparison operators, 206
 - deleting your filter, 209
 - Field list, 202–203
 - filter window, 202–203
 - overview, 202
 - queries compared, 202
 - Query grid, 203
 - running the filter, 207
 - saving your work, 208–209
 - selecting fields and criteria, 205–207
 - starting the process for, 204
 - steps for, 204–209
- advantages of Access 2007, 10–11
- alignment of text, 307–308
- allowable entries for yes/no fields, 113
- Alt key, 49–50

- ampersand (&) required code for input mask, 118
 - Analyzer tools
 - Database Documenter, 347–350
 - flat files converted to relational tables, 344–347
 - overview, 343
 - Performance Analyzer, 351–352
 - Table Analyzer, 344–347
 - anchored controls, 139–140
 - AND operator
 - dates, finding data that falls within range of, 229–230
 - multiple criteria, using, 230–232
 - OR operator combined with, 234–235
 - overview, 228–229
 - applying validation rule, 125
 - AutoCorrect feature, 368–369
 - AutoForm
 - advantages of, 131
 - disadvantages of, 131
 - Multiple Items Form, 131
 - Simple Form, 131
 - Split Form, 131
 - using, 132–133
 - when to use, 130
 - AutoFormat, 309–310
 - Auto_Logo icon, 312
 - automatic reporting
 - columns, rearranging, 271
 - formatting options, 270
 - open table, creating report on, 269–273
 - overview, 268
 - Report Wizard, 273–278
 - sizing columns to fit data, 271–273
 - automatic rounding, 367–368
 - automatically editing data
 - backups, first performing, 155–157
 - duplicate records, searching for, 160–161
 - Find Duplicates Query Wizard, 161–164
 - options for editing duplicate records, 165
 - queries used to automate editing process, 160–165
 - Replace command used for small-scale editing, 157–159
 - small-scale editing, 157–159
 - spelling errors, correcting, 159
 - Undo option used to correct errors when, 159
 - AutoNumber field
 - overview, 55
 - as primary key, 73
 - Avg function, 238
- B •**
- backups
 - automatically editing data, performing backups before, 155–157
 - data loss, used to prevent, 101
 - expert tips, 381
 - missing records, used to recover, 370
 - overview, 155–157
 - steps for, 156
 - bad data, troubleshooting, 149
 - Baroudi, Carol (*The Internet For Dummies*), 386
 - BETWEEN operator, 230
 - big databases
 - building, 10–11
 - customer databases, 11–12
 - Blank Database button, 22
 - books, help from, 386
 - Boolean operators
 - AND operator, 228–235
 - BETWEEN operator, 230
 - criteria, establishing, 232–233
 - dates, finding data that falls within range of, 229–230
 - multiple criteria, using, 230–232
 - OR operator, 228–235

- borders
 - coloring, 304
 - overview, 303
 - thickening, 304–306
- Burmeister, Mary (*HTML 4 For Dummies*), 173
- buttons
 - Access Options button, 45
 - Blank Database button, 22
 - drop-down list buttons, 35
 - Filtered button, 207
 - overview, 35
 - Quick Access toolbar, adding buttons
 - from the tabs to, 40–42
 - Quick Access toolbar, removing buttons
 - from, 42–43
 - Report button, 37, 267–273
 - Ribbon, 35
 - Start menu button, 18–20
 - Toggle Filter button, 207
- C •**
- calculated field. *See also* Expression Builder
 - creating, 252–254
 - formulas, creating, 253
 - multiple calculations in single query, 254
 - nested calculations, 255–256
 - order of operations, 256
 - overview, 251
 - parameter queries, 256–258
 - syntax for, 252
 - text formulas, 258–259
- Can Grow option (Property Sheet), 330–331
- Can Shrink option (Property Sheet), 331
- capitalization
 - memo fields, 107
 - text fields, 107
- cellular phone field, 57
- characters
 - fields, not used in names for, 57
 - memo fields, formatting, 106–107
 - text fields, formatting, 106–107
- charts, creating, 340
- check box control, 139
- child table, 80
- city field, 56
- Clear Grid command, 196
- clicking tabs in Ribbon, 34–35
- codes for input mask, 118
- color
 - adding, 297–299
 - borders, 304
 - lines, 304
- columnar forms, 135
- columnar reports, 285, 317
- columns
 - adding space between, 302–303
 - in reports, adjusting, 286–287
- Columns tab (Page Setup dialog box), 286–287
- combo box control, 139
- commands
 - Compact and Repair command, 374
 - Filter command, 189–191
 - Find command, 184–188
 - Replace command, 157–159
 - Selection command, 192–193
 - Sort command, 188–189
 - for Switchboard Manager, 356
 - Undo command, 101, 369
- comments field, 57
- common fields for everyday tables, 56–57
- Compact and Repair command, 374
- compacting your database, 374
- company field, 56
- comparison operators
 - equals (=) operator, 206
 - greater than (>) operator, 206
 - greater than or equal to (>=) operator, 206

comparison operators (*continued*)
 less than (<) operator, 206
 less than or equal to (<=) operator, 206
 not equal to (<>) operator, 206
 concatenation operator, 258
 content of field, filtering data by, 189–191
 context-sensitive help, 384
 context-sensitive menus, 48
 context-sensitive tools, accessing, 37–39
 controls
 in Design view, 298
 managing, 139–142
 report design, 292
 corrupt database, 375–376
 Count function, 238, 244–246
 country field, 56
 Crosstab Wizard, 217
 currency field
 currency formats, 110
 decimal formats, 110–111
 Euro format, 110
 fixed format, 110
 formatting, 109–111
 general number format, 110
 overview, 55
 percent format, 110–111
 scientific format, 111
 standard format, 110
 Customer Service Database template, 25
 customization
 date stamp, 334
 footers, 331
 forms, 137–142
 headers, 331
 labels, 331–332
 overview, 39
 page numbers, 333–334
 properties, 325–334
 Quick Access toolbar, adding buttons
 from the tabs to, 40–42
 Quick Access toolbar, removing buttons
 from, 42–43

Quick Access toolbar, repositioning,
 39–40
 Ribbon, minimizing, 43–44
 ScreenTips, 44–46
 time stamp, 334
 visibility, correcting your screen
 resolution for maximum, 47–48
 yes/no fields, 114



data
 defined, 52
 error, troubleshooting, 369–370
 loss, watching for, 151
 redundant data, 59
 types, troubleshooting, 151
 Database Documenter, 347–350
 databases
 backups, 155–157
 building, 60–64
 defined, 53–54
 file formats for importing data, 145
 flat file databases, 58–60
 maintenance, 155–157
 opening, 88–91
 primary key, 63
 relational databases, 58–60
 saving, 63
 datasheet forms, 135
 Datasheet tab, 34
 Datasheet view, 138
 date field validations, 124
 date stamp
 customizing, 334
 inserting, 333
 dates, finding data that falls within range
 of, 229–230
 date/time fields
 formatting, 111–112
 overview, 55

- dBASE, importing data from, 145
 - decimal formats, 110–111
 - decimals, changing field size setting to
 - accept, 367–368
 - defaults for primary key, 73
 - deletions
 - accidental deletion, 369–370
 - expert tips, 381
 - filter, 209
 - form controls, 142
 - records, 92
 - switchboard items, 360–361
 - switchboards, 360–361
 - Design view
 - controls in, 298
 - Detail section, 293
 - overview, 138
 - report design, 289–291
 - designing input mask, 119–120
 - Detail section, 293
 - details added to search, 186–188
 - diagnostics, using, 376
 - display text in hyperlinks, 170
 - documentation
 - database documentation, 347–350
 - expert tips, 378–379
 - list of items needing, 378–379
 - reviewing, 379
 - double-checking changes before
 - saving, 101
 - drawing lines, 311–312
 - drop-down list buttons, 35
 - duplicate records, searching for, 160–161
 - duplicate values in indexes, 85
- E •**
- Edit Hyperlink menu, 171–172
 - Edit Switchboard Item dialog box, 357
 - Edit Switchboard Page dialog box, 357
 - editing data. *See also* automatically
 - editing data
 - adding records, 91–92
 - backups used to prevent data loss, 101
 - deleting fields, 94–95
 - deleting records, 92
 - doublechecking changes before
 - saving, 101
 - inserting fields, 93–94
 - modifying field content, 96
 - opening a table for, 88–91
 - renaming a table, 99–100
 - renaming fields, 97–99
 - switchboard items, 360
 - Undo command used to recover from one
 - add or edit, 101
- e-mail address field, 57
- Enforce Referential Integrity option, 81–82
- entering validation rule, 124–125
- equals (=) operator, 206
- Euro format, 110
- examples of hyperlinks, 171
- Excel
 - chart created with, 340
 - importing data from, 145
- Exchange, importing data from, 145
- exclamation point (!) required code for
 - input mask, 118
- excluding selection, filtering data by, 197
- existing database
 - opening, 21–22
 - tables added to, 64–66
- existing records, enforcing mask on, 121
- expert tips
 - on asking for help, 382
 - on backups, 381
 - on deletions, 381
 - documentation of everything, 378–379
 - field size, keeping a small, 379
 - on help, 382
 - on naming, 380
 - number fields used for real numbers, 380

- expert tips (*continued*)
 - on organization, 382
 - thinking before acting, 381
 - validations, 380
- exporting data
 - data loss, watching for, 151
 - data types, troubleshooting, 151
 - field names, troubleshooting, 151
 - formats for, 151–152
 - overview, 151
 - query, exporting, 152–153
 - reports, 283
 - tables, exporting, 152–153
- expression. *See* calculated field
- Expression Builder
 - opening, 260
 - how it works, 260–263
 - troubleshooting on your own before using, 260
- Expression function, 238
- external data source storage methods, 150

● F ●

- fax number field, 57
- Field list, 202–203
- fields
 - adding a hyperlink field to your table, 169–170
 - Address 1 field, 56
 - Address 2 field, 56
 - AutoNumber field, 55
 - cellular phone field, 57
 - characters not used in names for, 57
 - city field, 56
 - comments field, 57
 - common fields for everyday tables, 56–57
 - company field, 56
 - country field, 56
 - currency field, 55
 - Datasheet tab, renaming a field in, 98–99
 - date/time field, 55
 - defined, 52
 - deleting fields, 94–95
 - e-mail address field, 57
 - expert tips on, 379
 - fax number field, 57
 - First Name field, 56
 - home phone field, 57
 - hyperlink field, 56
 - to index, deciding on, 84
 - inserting fields, 93–94
 - Job field, 56
 - Last Name field, 56
 - length of name for, 57
 - memo field, 55
 - Middle Initial field, 56
 - modifying field content, 96
 - naming, 57
 - number field, 55
 - office phone field, 56
 - OLE object field, 55
 - overview, 54
 - province field, 56
 - punctuation marks not used in names for, 57
 - renaming fields, 97–99
 - size, keeping a small, 379
 - SSN field, 57
 - state field, 56
 - Suffix field, 56
 - for summary queries, 249–250
 - symbols not used in names for, 57, 58
 - Table view used for renaming fields, 97–99
 - telex field, 57
 - text fields, 55, 56–58
 - Title field, 56
 - troubleshooting, 151
 - types of, 54–58
 - Web site field, 57
 - Yes/No field, 55
 - Zip Code field, 56

- file formats
 - overview, 143
 - translating, 144–147
- file:// protocol code, 169
- File Transfer Protocol (FTP) software, 179
- fill color, 297
- filler spaces, not showing
 - memo fields, 108
 - text fields, 108
- filler spaces, showing
 - memo fields, 108
 - text fields, 108
- Filter by Form, 193–196
- Filter command, 189–191
- filter window, 202–203
- Filtered button, 207
- filtering data
 - by content of field, 189–191
 - by excluding selection, 197
 - with Filter command, 189–191
 - by form, 193–196
 - overview, 189–190
 - by selection, 192–193
- filters. *See also* queries
 - Advanced Filter/Sort, 202–209
 - disadvantages of, 200
 - how they work, 200
 - overview, 200
- Find & Replace dialog box
 - Look In drop-down list, 186
 - Match Case option, 188
 - Match option, 187
 - overview, 185–188
 - Search Fields As Formatted option, 188
 - Search option, 187
- Find command
 - details added to search, 186–188
 - how it works, 184–186
 - not finding what you are looking for,
 - options for, 185–186
 - overview, 184
 - wrong matches, reducing number of, 186
- Find Duplicates Query Wizard
 - automatically editing data, 161–164
 - queries, 217
- First function, 238
- First Name field, 56
- fixed format, 110
- flat file databases
 - advantages of, 60
 - converted to relational tables, 344–347
 - overview, 59
 - relational databases compared, 58–60
- fonts
 - changing, 307
 - color, 297
 - size, changing, 307
- footers
 - customizing, 331
 - overview, 294
- Force New Page option (Property Sheet), 330
- foreign key, 74–75
- form controls
 - anchored controls, 139–140
 - check box control, 139
 - combo box control, 139
 - deleting, 142
 - label control, 139
 - labels for, editing, 142
 - list box control, 139
 - managing, 139–142
 - moving, 140
 - sizing, 140–141
 - subform control, 139
 - text box control, 139
 - types of, 139
- Form view, 138
- Form Wizard
 - using, 133–137
 - when to use, 131
- Format tab (Property Sheet), 329

formatting

- date/time fields, 111–112
- for exporting data, 151–152
- hyperlinks, 170–172
- memo fields, 106–108
- number and currency fields, 109–111
- overview, 106
- properties, 106–114
- report design, 295–308
- Report Wizard, 276–277
- reports, 270
- text fields, 106–108
- troubleshooting, 106
- yes/no fields, 112–114

Formatting tab (Layout view), 295–297**form creation**

- with AutoForm, 131–133
- with Form Wizard, 133–137
- overview, 129–130
- tool to use for, criteria for determining, 130–131

forms

- advantages of, 130
- AutoForm used to create, 130–133
- columnar forms, 135
- controls, managing, 139–142
- creating, 129–137
- customizing, 137–142
- datasheet forms, 135
- Datasheet view, 138
- Design view, 138
- filtering data by, 193–196
- Form view, 138
- Form Wizard used to create, 133–137
- justified forms, 135
- Layout view used to make customize, 137–139
- overview, 13–15, 129
- Pivot Chart view, 138
- Pivot Table view, 138
- Print Preview view, 138
- reasons to use, 130

tabular forms, 135

- views for, 138

formulas

- creating, 253
- order of operations, 256
- troubleshooting, 260

FTP (File Transfer Protocol) software, 179

- ftp:// protocol code, 169

• G •**general number format, 110****Getting Started window, 31–33****Google For Dummies (Hill), 386****Gradebook Database template, 25****greater than (>) operator, 206****greater than or equal to (>=) operator, 206****greater than (>) required code for input mask, 118****Group By function, 238, 240–243****group of controls, moving, 300–301****group sections, 318–319****Group, Sort, and Total panel, 321–324****GroupHeader settings (Property Sheet), 329–331****grouping records, 321–324****guidelines**

- for primary key, 72–73
- for table relationships, 75

• H •**headers**

- customizing, 331
- overview, 292–293

help

- from books, 386
- calling for, 387–389
- context-sensitive help, 384
- expert tips on, 382
- installation help, where to call for, 388

installed help files, 384
keywords, looking for help based on, 385
live technical support, 387–389
from Microsoft.com, 386
non-technical help, where to call for, 388
online help, 384, 385–387
question mark in Access window used to
access, 384–385
from search engines, 387
TDD/TT help calls, 389
technical help, where to call for, 389
voice calls, 387–389
Hill, Brad (*Google For Dummies*), 386
home phone field, 57
HTML 4 For Dummies (Tittel &
Burmeister), 173
HTML programs, importing data from, 146
http:// protocol code, 169
hyperlink field, 56
hyperlinks
adding a hyperlink field to your table,
169–170
address, 170
display text, 170
Edit Hyperlink menu used to format,
171–172
examples of, 171
file:// protocol code, 169
formatting, 170–172
ftp:// protocol code, 169
http:// protocol code, 169
mailto:// protocol code, 169
news:// protocol code, 169
overview, 168–169
protocol codes, 168–169
screen tip, 171
subaddress, 171
testing, 173

• 1 •

icons
Auto_Logo icon, 312
on Taskbar for Access 2007, creating, 20
importing and linking data
bad data, troubleshooting, 149
one-way link, 150
overview, 147
slow imports and links, troubleshooting,
148–149
steps for, 148–149
troubleshooting, 148–149
two-way link, 150
when to use, 147
importing data. *See also* importing and
linking data
bad data, troubleshooting, 149
database file formats, compatible, 145
from dBASE, 145
from Excel, 145
from Exchange, 145
file formats, translating, 144–147
from HTML programs, 146
linking tables, 144
from Lotus 1-2-3, 145
from ODBC, 145
from Outlook, 145
overview, 144
from Paradox, 145
from SharePoint list, 146
slow imports and links, troubleshooting,
148–149
spreadsheet file formats, compatible, 145
spreadsheet files, importing, 146–147
spreadsheets, troubleshooting, 374–375
steps for, 148–149
text files, importing, 147
from text programs, 146
troubleshooting, 150–151
when to, 147
from XML programs, 146

indexes

- adding, 85–86
- creating, 83–84
- deleting, 85–86
- duplicate values in, 85
- fields to index, deciding on, 84
- how it works, 83
- listing, 84
- overview, 82–83
- individual sections of report, adjusting, 329–331
- inner join, 242
- input mask
 - codes for, 118
 - creating, 115
 - designing, 119–120
 - entering in Access, 120–121
 - existing records, enforcing mask on, 121
 - Input Mask Wizard, 115–117
 - manually creating, 118–121
 - optional codes for, 118
 - overview, 114–115
 - properties, 114–121
 - required codes for, 118
 - special characters, using, 119
 - testing, 121
- Input Mask Wizard, 115–117
- installation help, where to call for, 388
- installed help files, 384
- The Internet For Dummies* (Levine, Baroudi, & Young), 386
- intranets, 174
- items on report, adjusting individual, 331–334

• J •

- Job field, 56
- join lines, 222
- Join Properties dialog box, 242
- junction tables, 77
- justified forms, 135

• K •

- key field, 59–60, 210–211
- keyboard shortcuts, 46
- keywords, looking for help based on, 385

• L •

- label control, 139
- Label Wizard
 - building a label report, 336–340
 - overview, 335–336
- labels
 - customizing, 331–332
 - for form controls, editing, 142
 - overview, 292
- Last function, 238
- Last Name field, 56
- launching your switchboard, 358–359
- Layout view
 - customized forms, used to make, 137–139
 - Formatting tab, 295–297
 - report design, 290–291
- length of name for fields, 57
- less than (<) operator, 206
- less than or equal to (<=) operator, 206
- less than (<) required code for input mask, 118
- Levine, John (*The Internet For Dummies*), 386
- lines
 - coloring, 304
 - drawing, 311–312
 - overview, 303
 - rectangular boxes, adding, 311–312
 - straight lines, adding, 311
 - thickening, 304–306
 - type of, changing, 306
- linking field, 59–60
- linking tables, 144
- list box control, 139

live technical support, 387–389
 location of primary key, 72–73
 logo, adding, 312–314
 Look In drop-down list (Find & Replace dialog box), 186
 Lotus 1-2-3, importing data from, 145
 lowercase text
 memo fields, 107
 text fields, 107

• M •

`mailto://` protocol code, 169
 maintenance of switchboard
 deleting switchboard, 360–361
 deleting switchboard items, 360–361
 editing switchboard items, 360
 moving switchboard items, 361–362
 overview, 359–360
 managing form controls, 139–142
 anchored controls, 139
 control types, 139
 deleting, 142
 editing labels, 142
 moving controls, 140
 sizing controls, 140–141
 managing table relationships, 79–82
 creating, 79–81
 Enforce Referential Integrity, 82
 modifying, 82
 manually creating input mask, 118–121
 codes for 118,
 designing, 119
 entering, 120–121
 many-to-many table relationship
 junction tables, 77
 multivalued fields, 76–77
 overview, 76
 margins in reports, adjusting, 284–285
 Margins section (Page Setup dialog box), 284–285
 Marketing Projects Database template, 25
 mass mailings. *See* Label Wizard
 Match Case option (Find & Replace dialog box), 188
 Match option (Find & Replace dialog box), 187
 Max function, 238
 memo fields
 capitalization, 107
 characters used for formatting, 106–107
 filler spaces, not showing, 108
 filler spaces, showing, 108
 formatting, 106–108
 lowercase text, 107
 missing text data, highlighting, 108
 overview, 55
 punctuation, 107–108
 spacing, 107–108
 uppercase text, 107
 Microsoft.com used for help, 386
 Middle Initial field, 56
 Min function, 238
 missing record
 backups, used to recover, 370
 searching for, 369–370
 missing text data, highlighting, 108
 modifying properties, 104–105
 modifying table relationships, 82
 mouse, 48
 multifield key, 72
 multiple calculations in single query, 254
 multiple fields, sorting data by, 189
 Multiple Items Form, 131
 multiple table databases
 big customer database, 11–12
 overview, 11
 planning for, 12–13
 multiple tables, creating databases with, 11–13
 multivalued fields, 76–77

• N •

names

- characters not used in names for fields, 57
- Datasheet tab, renaming a field in, 98–99
- expert tips, 380
- field names, troubleshooting, 151
- First Name field, 56
- Last Name field, 56
- length of name for fields, 57
- punctuation marks not used in names for fields, 57
- renaming a table, 99–100
- renaming fields, 97–99
- symbols not used in names for fields, 57, 58
- Table view used for renaming fields, 97–99
- tables, renaming, 63
- navigation. *See* Switchboard Manager
- nested calculations, 255–256
- new database, creating, 22–24
- new features, 30
- new interface, 29–30
- news:// protocol code, 169
- nine (9) optional code for input mask, 118
- non-technical help, where to call for, 388
- not equal to (<>) operator, 206
- number and currency fields
 - currency formats, 110
 - decimal formats, 110–111
 - Euro format, 110
 - expert tips, 380
 - fixed format, 110
 - formatting, 109–111
 - general number format, 110
 - overview, 55
 - percent format, 110–111
 - real numbers, number field used for, 380

- scientific format, 111
- standard format, 110
- number field validations, 124

• O •

- ODBC, importing data from, 145
- Office 2007 and SharePoint Productivity For Dummies* (Williams), 174
- office phone field, 56
- OLE object field, 55
- one-to-many table relationship, 75
- one-to-one table relationship, 76
- one-way link, 150
- online capabilities of Access 2007
 - hyperlinks, 168–173
 - overview, 167–168
 - publishing your data to the Web, 173–179
 - requirements for using, 168
- online help, 384, 385–387
- Open dialog box, 89–90
- Open Recent Database panel, 31
- open table, creating report on, 269–273
- opening
 - Access 2007, 18–20
 - databases, 88–91
 - Page Setup dialog box, 283
 - recently used database, 88–89
- operators
 - BETWEEN operator, 230
 - Boolean operators, 228–235
 - concatenation operator, 258
 - equals (=) operator, 206
 - greater than (>) operator, 206
 - greater than or equal to (>=) operator, 206
 - less than (<) operator, 206
 - less than or equal to (<=) operator, 206
 - not equal to (<>) operator, 206
- optional codes for input mask, 118

- OR operator
 - AND operator combined with, 234–235
 - criteria, establishing, 232–233
 - overview, 228–229
 - order of operations, 256
 - organization
 - expert tips, 382
 - of report, 291–295
 - outer join, 242
 - Outlook, importing data from, 145
- p •**
- page breaks
 - adding, 294–295
 - deleting, 295
 - overview, 294
 - page footer
 - editing, 327–329
 - overview, 294, 319–320
 - page header
 - editing, 327–329
 - overview, 293, 319–320
 - Page Header section (Property Sheet), 327–329
 - page numbers
 - customizing, 333–334
 - inserting, 333
 - Page Numbers dialog box, 333–334
 - page orientation, 285
 - Page Setup dialog box
 - Columns tab, 286–287
 - Margins section, 284–285
 - opening, 283
 - overview, 283
 - Page tab, 285–286
 - panels, accessing, 37–39
 - panes, accessing, 37–39
 - Paradox, importing data from, 145
 - parameter queries, 256–258
 - parent table, 79
 - percent format, 110–111
 - Performance Analyzer, 351–352
 - Pivot Chart view, 138
 - Pivot Table view, 138
 - pound (#) optional code for input mask, 118
 - PowerPoint, chart created with, 340
 - previewing your reports
 - exporting reports, 283
 - overview, 279–280
 - printing reports, 283
 - sending reports, 283
 - tools for, 279–280
 - zooming in on report, 280–282
 - primary key
 - AutoNumber field as, 73
 - choosing field for, 73
 - creating, 73
 - defaults for, 73
 - guidelines for, 72–73
 - location of, 72–73
 - multifield key, 72
 - overview, 63, 71–72
 - restrictions for, 73
 - uses of, 72
 - Print Preview, 138, 308–309
 - printing reports, 283, 286
 - properties
 - accessing, 104–105
 - customizing, 325–334
 - formatting, 106–114
 - individual sections of report, adjusting, 329–331
 - input mask, 114–121
 - items on report, adjusting individual, 331–334
 - modifying, 104–105
 - overview, 103–105
 - page footer, editing, 327–329
 - page header, editing, 327–329

- properties (*continued*)
 - required property, 122
 - validation, 122–125
 - viewing, 325
- Property Sheet
 - Can Grow option, 330–331
 - Can Shrink option, 331
 - Force New Page option, 330
 - Format tab, 329
 - GroupHeader settings, 329–331
 - overview, 326–327
 - Page Header section, 327–329
 - Repeat Section option, 331
- protocol codes, 168–169
- province field, 56
- publishing your data to the Web
 - overview, 173–174
 - tables and their data, publishing, 175–179
- punctuation
 - memo fields, 107–108
 - names for fields, punctuation marks not used in, 57
 - text fields, 107–108

• Q •

- queries. *See also* filters
 - Advanced Filter/Sort compared, 202
 - building a multiple-table query by hand
 - in Design view, 218–220
 - correct tables, adding, 222
 - Crosstab Wizard, 217
 - exporting, 152–153
 - Find Duplicates Query Wizard, 217
 - join lines, 222
 - overview, 199–200, 201
 - referential integrity, 217
 - reports based on, 274
 - results, unexpected, 370–371
 - running, 224
 - saving, 222–223

- Select Query, 209–217
- Simple Query Wizard, 212–217
- sort order, 223
- sorting query results, 221–222
- summary queries, 249–250
- top-ten list, creating, 248–249
- troubleshooting, 225, 370–371
- Unmatched Query Wizard, 217
- unwanted tables in, deleting, 222
- used to automate editing process, 160–165
- Query grid, 203
- question mark in Access window used to access help, 384–385
- question mark (?) optional code for input mask, 118
- Quick Access toolbar
 - adding buttons from the tabs to, 40–42
 - overview, 31, 35–37
 - removing buttons from, 42–43
 - repositioning, 39–40

• R •

- rearranging columns in reports, 271
- recently used database, opening, 88–89
- records
 - adding, 91–92
 - defined, 52–53
 - deleting records, 92
- rectangular boxes, adding, 311–312
- redundant data, 59
- referential integrity, 217
- relational databases. *See also* tables
 - advantages of, 60
 - flat file databases compared, 58–60
 - foreign key, 74–75
 - key field, 59–60
 - linking field, 59–60
 - overview, 59
- Relationship window, 77–78

- renaming a table, 99–100
- Repeat Section option (Property Sheet), 331
- Replace command used for small-scale editing, 157–159
- Report button
 - open table, creating report on, 269–273
 - overview, 37, 267–268
- report design
 - AutoFormat, 309–310
 - borders, 303–306
 - color, adding, 297–299
 - columns, adding space between, 302–303
 - controls, 292
 - in Design view, 289–291
 - Detail section, 293
 - fill color, 297
 - font color, 297
 - footers, 294
 - formatting, 295–308
 - group of controls, moving, 300–301
 - headers, 292–293
 - labels, 292
 - in Layout view, 290–291
 - lines, 303–306, 311–312
 - logo, adding, 312
 - organization of report, 291–295
 - page breaks, 294–295
 - page footers, 294
 - page headers, 293
 - Print Preview used to view, 308–309
 - report footers, 294
 - report headers, 292–293
 - sections, 292–294
 - single control, moving, 299–300
 - sizing controls, 301–302
 - spacing, 299
 - structural devices, 291–294
 - text, 307–308
 - text boxes, 292
 - views, changing, 290–291
- report footer, 294, 319–320
- report formatting
 - alignment of text, 307–308
 - color, adding, 297–299
 - coloring lines, 304
 - columns, spacing, 302–303
 - font, changing, 307
 - font size, changing, 307
 - group of controls , moving, 300–301
 - line type, changing, 306
 - overview, 295–296
 - single control, moving, 299–300
 - sizing controls, 301–302
 - spacing, 299–301
 - thickening lines, 304–306
- report header
 - editing, 327–329
 - overview, 292–293, 319–320
- report layout
 - columnar report, 317
 - group sections, 318–319
 - grouping records, 321–324
 - overview, 316–318
 - page footer, 319–320
 - page header, 319–320
 - report footer, 319–320
 - report header, 319–320
 - sections, 318–320
 - tabular report, 317–318
- Report Wizard
 - formatting options, 276–277
 - overview, 267–268
 - sort order for report, choosing, 275–276
 - using, 273–278
- reports. *See also* Report button; Report Wizard
 - automatic reporting, 268–278
 - columnar reports, 285
 - columns, adjusting, 286–287
 - exporting, 283
 - formatting options, 270
 - margins, adjusting, 284–285
 - overview, 15–17, 267–268

- reports (*continued*)
 - page orientation, 285
 - Page Setup dialog box for, 283–287
 - previewing, 279–283
 - printing, 283, 286
 - queries, based on, 274
 - rearranging columns, 271
 - row spacing, 287
 - sending, 283
 - sizing columns to fit data, 271–273
 - tabular reports, 285
 - required codes for input mask, 118
 - required property, 122
 - requirements for using online capabilities
 - of Access 2007, 168
 - restrictions for primary key, 73
 - reviewing documentation, 379
 - Ribbon
 - buttons, 35
 - clicking tabs in, 34–35
 - Datasheet tab, 34
 - minimizing, 43–44
 - overview, 33–34
 - Table Tools tab, 34
 - row spacing in reports, 287
- S •**
- saving
 - databases, 63
 - queries, 222–223
 - scientific format, 111
 - scientific notation, 111
 - ScreenTips, 44–46
 - search engines, help from, 387
 - Search Fields As Formatted option (Find & Replace dialog box), 188
 - Search option (Find & Replace dialog box), 187
 - sections, 292–294, 318–320
 - Select Query
 - advantages of, 210
 - key fields, 210–211
 - overview, 209
 - queries, 209–217
 - Simple Query Wizard, 212–217
 - solid relationships, 209–212
 - selection
 - of fields and criteria, 205–207
 - filtering data by, 192–193
 - of tables in table relationships, 78–79
 - Selection command, 192–193
 - Selection filter, 197
 - selection logic, correcting, 371
 - sending reports, 283
 - SharePoint, 146, 174
 - Simple Form, 131
 - Simple Query Wizard
 - overview, 212
 - queries, 212–217
 - Select Query, 212–217
 - steps for, 212–217
 - summary query, 215–216
 - single control, moving, 299–300
 - single field, sorting data by, 188–189
 - size of database, 373–374
 - sizing
 - columns to fit data in reports, 271–273
 - controls, 301–302
 - form controls, 140–141
 - slow imports and links, troubleshooting, 148–149
 - small-scale editing, 157–159
 - Social Security Number (SSN) field, 57
 - solid relationships, 209–212
 - Sort command, 188–189
 - sort order
 - queries, 223
 - for report, choosing, 275–276
 - sorting data
 - by multiple fields, 189
 - overview, 188
 - by single field, 188–189

sorting query results, 221–222
spacing
 memo fields, 107–108
 overview, 299
 text fields, 107–108
special characters, using, 119
special reporting, databases requiring,
 15–17
speed of database, 372–373
spelling errors, correcting, 159
Split Form, 131
splitting a database, 372–373
spreadsheet files
 formats, compatible, 145
 importing, 146–147
SSN (Social Security Number) field, 57
standard format, 110
Start menu button used to open Access
 2007, 18–20
starting the process for Advanced
 Filter/Sort, 204
startup, displaying switchboard at,
 362–363
state field, 56
StDev function, 238
storage methods for external data
 sources, 150
straight lines, adding, 311
structural devices, 291–294
subaddress, 171
subform control, 139
Suffix field, 56
Sum function, 238, 243–244
summary queries
 fields for, choosing, 249–250
 guidelines for choosing fields for, 249–250
 Simple Query Wizard, 215–216
Switchboard Manager
 adding items to switchboard, 356–358
 commands for, 356
 creating a switchboard, 354–355

deleting switchboard items, 360–361
deleting switchboards, 360–361
editing switchboard items, 360
launching your switchboard, 358–359
maintenance of switchboard, 359–362
moving switchboard items, 361–362
overview, 353–354
startup, displaying switchboard at,
 362–363
testing your switchboard, 358–359
symbols not used in names for fields,
 57, 58
syntax for calculated field, 252

• T •

Table Analyzer
 exiting, 347
 opening, 344
 steps for, 344–347
 overview, 344
table joins, 371
table relationships
 building, 77–82
 child table, 80
 creating relationships, 79–81
 Enforce Referential Integrity option,
 81–82
 guidelines for, 75
 managing, 79–82
 many-to-many table relationship, 76–77
 modifying relationships, 82
 one-to-many table relationship, 75
 one-to-one table relationship, 76
 overview, 75
 parent table, 79
 Relationship window, 77–78
 selecting tables, 78–79
 types of, 75–77
Table Tools tab, 34
Table view, 13–14

- tables. *See also* table relationships
 - adding, 64–66
 - adding a hyperlink field to your table, 169–170
 - correct tables added to queries, 222
 - defined, 53
 - deleting, 66–68
 - existing database, added to, 64–66
 - exporting, 152–153
 - foreign key, 74–75
 - hyperlink field added to your table, 169–170
 - publishing, 175–179
 - renaming, 63
 - unwanted tables in queries, deleting, 222
- tabular forms, 135
- tabular reports, 285, 317–318
- TDD/TT help calls, 389
- technical help, where to call for, 389
- telex field, 57
- templates
 - creating a database from, 24–27
 - Customer Service Database template, 25
 - Gradebook Database template, 25
 - Marketing Projects Database template, 25
 - selecting, 25
- terminology
 - data, 52
 - database, 53–54
 - fields, 52
 - overview, 51–54
 - records, 52–53
 - tables, 53
- testing
 - hyperlinks, 173
 - input mask, 121
 - switchboard, 358–359
- text
 - alignment, 307–308
 - font size, changing, 307
 - fonts, changing, 307
 - text box control, 139
 - text boxes, 292
 - text fields
 - capitalization, 107
 - characters used for formatting, 106–107
 - filler spaces, not showing, 108
 - filler spaces, showing, 108
 - formatting, 106–108
 - lowercase text, 107
 - missing text data, highlighting, 108
 - overview, 56–58
 - punctuation, 107–108
 - spacing, 107–108
 - uppercase text, 107
 - text files, importing, 147
 - text formulas, 258–259
 - text programs, importing data from, 146
 - thinking before acting as expert tip, 381
 - time stamp, customizing, 334
 - Title field, 56
 - Tittel, Ed (*HTML 4 For Dummies*), 173
 - Toggle Filter button, 207
 - tools for previewing your reports, 279–280
 - Top Values property, 248–249
 - top-ten list, creating, 248–249
 - Total row
 - added to your query, 239–240
 - adding Total row to your query, 239–240
 - Avg function, 238
 - Count function, 238, 244–246
 - Expression function, 238
 - First function, 238
 - functions of, 238
 - Group By function, 238, 240–243
 - Last function, 238
 - Max function, 238
 - Min function, 238
 - overview, 237–239
 - StDev function, 238
 - Sum function, 238, 243–244
 - Var function, 238
 - Where function, 238, 247
 - troubleshooting
 - Access 2007 not starting, 376
 - accidental deletion, 369–370

AutoCorrect feature, 368–369
 automatic rounding, 367–368
 corrupt database, 375–376
 data error, 369–370
 formatting, 106
 formulas, 260
 importing and linking data, 148–149
 importing data, 150–151
 importing your spreadsheet, 374–375
 queries, 225
 query results, unexpected, 370–371
 size of database, 373–374
 speed of database, 372–373
 table joins, 371
 validations, 372
 two-way link, 150

• U •

Undo command
 overview, 369
 used to correct errors when automatically editing data, 159
 used to recover from one add or edit, 101
 Unique Values property, 370–371
 Unmatched Query Wizard, 217
 unwanted tables in queries, deleting, 222
 uppercase text
 memo fields, 107
 text fields, 107
 user forms, databases with, 13–15
 user interface for databases. *See* Switchboard Manager

• V •

validation
 applying validation rule, 125
 common date field validations, 124
 common number field validations, 124
 entering validation rule, 124–125
 expert tips, 380

 overview, 122–123
 troubleshooting, 372
 Var function, 238
 viewing properties, 325
 views, changing, 290–291
 views for forms, 138
 visibility, correcting your screen resolution for maximum, 47–48

• W •

Web site field, 57
 Where function, 238, 247
 Williams, Vanessa (*Office 2007 and SharePoint Productivity For Dummies*), 174
 Windows Desktop, changing screen resolution with, 47–48
 World Wide Web Consortium (W3C), 173–174
 wrong matches, reducing number of, 186

• X •

XML programs, importing data from, 146

• Y •

yes/no fields
 allowable entries for, 113
 customizing, 114
 formatting, 112–114
 overview, 55
 Young, Margaret Levine (*The Internet For Dummies*), 386

• Z •

zero (0) required code for input mask, 118
 Zip Code field, 56
 zooming in on report, 280–282

