

Contents at a Glance

Introduction	1
Part I: Learning Database Fundamentals	7
Chapter 1: Getting Started with Access	9
Chapter 2: Managing Databases	21
Part II: Creating and Using Tables	33
Chapter 3: Creating and Modifying Tables	35
Chapter 4: Entering Data in Tables	49
Chapter 5: Viewing Data in Tables	59
Chapter 6: Building Relationships	73
Part III: Viewing Data with Select Queries	83
Chapter 7: Creating Single-Table Queries	85
Chapter 8: Creating Multi-Table Queries	97
Chapter 9: Performing Calculations in Queries	105
Part IV: Manipulating Data with Action Queries	113
Chapter 10: Changing Data with Update Queries	115
Chapter 11: Adding Data with Append Queries	125
Chapter 12: Removing Data with Delete Queries	131
Chapter 13: Creating Tables with Make Table Queries	137
Part V: Building Forms	143
Chapter 14: Creating and Using Forms.....	145
Chapter 15: Basic Form Design	153
Chapter 16: Changing Control Properties.....	163
Chapter 17: Changing Form Properties.....	171
Chapter 18: Creating Calculated Controls	181
Part VI: Advanced Form Design	189
Chapter 19: Formatting a Form	191
Chapter 20: Arranging and Sizing Controls on a Form	197
Chapter 21: Using Combo Boxes and List Boxes	205
Chapter 22: Using Split Forms and Subforms.....	215

<i>Part VII: Building Reports</i>	225
Chapter 23: Creating Simple Reports	227
Chapter 24: Changing Report Design	237
Chapter 25: Grouping and Sorting Reports	243
<i>Part VIII: Automating Access</i>	251
Chapter 26: Adding Buttons to Forms.....	253
Chapter 27: Editing and Building Simple Macros.....	263
Chapter 28: Creating a Switchboard.....	273
Chapter 29: Importing and Exporting Data.....	279
<i>Part IX: The Part of Tens</i>	285
Chapter 30: Ten Tips for Using Access Like a Pro	287
Chapter 31: Ten (More or Less) Shortcut Keys for Using Access.....	295
Chapter 32: Ten (More or Less) Shortcut Keys for Entering Data.....	297
<i>Appendix A: About the CD</i>	299
<i>Appendix B: Exercises</i>	303
<i>Index</i>	313
<i>Wiley Publishing, Inc. End-User License Agreement</i>	331

Table of Contents

<i>Introduction</i>	1
About This Book	1
Conventions Used in This Book.....	1
Foolish Assumptions.....	2
How This Book Is Organized	2
Part I: Learning Database Fundamentals	3
Part II: Creating and Using Tables.....	3
Part III: Viewing Data with Select Queries	3
Part IV: Manipulating Data with Action Queries	3
Part V: Building Forms	3
Part VI: Advanced Form Design	3
Part VII: Building Reports	4
Part VIII: Automating Access.....	4
Part IX: The Part of Tens.....	4
Icons Used in This Book	4
Where to Go from Here	5
<i>Part I: Learning Database Fundamentals</i>	7
Chapter 1: Getting Started with Access	9
Understanding What a Database Is	9
Defining two types of databases	9
Exploring the basic parts of Access databases	10
Launching Access	11
Creating and Opening Databases	12
Creating a new database	13
Opening an existing database	16
Exploring the Access Interface	17
Using the Ribbon.....	18
Using the Navigation pane.....	19
Finding help on Access topics	20
Chapter 2: Managing Databases	21
Backing up Databases	21
Compacting and Repairing Databases	22
Saving a Database in a Different Format.....	23
Setting Access Options	24
Using the Tabbed Documents interface.....	26
Using the Overlapping Windows interface	27
Understanding Access Security.....	29
Using the Trust Center	29
Encrypting a database	30

Part II: Creating and Using Tables	33
Chapter 3: Creating and Modifying Tables.....	35
Creating Tables	35
Using Datasheet view	35
Using Design view	38
Setting Field Properties	43
Setting the Field Size property	44
Setting other field properties	45
Chapter 4: Entering Data in Tables	49
Adding Data to a Table.....	49
Editing Data in a Table	51
Removing Data from a Table	52
Using the Navigation Buttons	54
Finding and Replacing Data.....	55
Checking Spelling.....	57
Chapter 5: Viewing Data in Tables	59
Sorting Data in a Table.....	59
Filtering Data in a Table	62
Changing the Datasheet's Appearance	68
Chapter 6: Building Relationships.....	73
Defining Relationships	73
Using the Relationships Window	74
Creating a Relationship.....	76
Editing and Deleting a Relationship	77
Enforcing Referential Integrity.....	78
Part III: Viewing Data with Select Queries	83
Chapter 7: Creating Single-Table Queries	85
Creating a New Select Query.....	85
Using Design view	85
Using Datasheet view	88
Customizing Fields in a Select Query.....	88
Sorting Data in a Select Query	90
Adding Criteria to a Select Query.....	91
Using SQL View	95
Chapter 8: Creating Multi-Table Queries	97
Adding Data by Using a Select Query	97
Creating a Multi-Table Query	99
Changing the Join Type.....	101
Creating a Find Unmatched Query.....	103

Chapter 9: Performing Calculations in Queries	105
Creating Calculated Fields	105
Creating numeric calculated fields	105
Creating concatenated text fields	108
Calculating Totals	109
 <i>Part IV: Manipulating Data with Action Queries.....</i>	 113
Chapter 10: Changing Data with Update Queries	115
Creating a Backup Table	115
Creating an Update Query	116
Updating with Criteria.....	119
Updating to a Calculated Value.....	120
Chapter 11: Adding Data with Append Queries	125
Creating a Source Table	125
Creating an Append Query	126
Appending a Single Record	129
Chapter 12: Removing Data with Delete Queries	131
Creating a Delete Query.....	131
Deleting with Criteria	133
Chapter 13: Creating Tables with Make Table Queries	137
Creating a Make Table Query	137
Combining Multiple Tables.....	140
 <i>Part V: Building Forms</i>	 143
Chapter 14: Creating and Using Forms.....	145
Creating a New Form	145
Manipulating Data in Form View.....	146
Editing data in Form view	146
Navigating data in Form view	148
Adding records in Form view	149
Using the Form Wizard.....	150
Chapter 15: Basic Form Design	153
Switching Between Views on a Form	153
Using Layout View	154
Sizing and moving controls	155
Adding and removing controls.....	157
Formatting controls	159
Changing label text	162

Chapter 16: Changing Control Properties	163
Using the Property Sheet.....	163
Changing Single Control Properties	166
Changing Multiple Control Properties	168
Getting Help on Properties.....	169
Chapter 17: Changing Form Properties	171
Using Design View	171
Changing the form's caption	173
Showing and hiding form elements	174
Changing Data Entry Properties	175
Allowing Different Views.....	176
Creating a Modal Pop-Up Form.....	178
Chapter 18: Creating Calculated Controls.....	181
Changing the Control Source	181
Using Built-In Functions.....	185
<i>Part VI: Advanced Form Design</i>	<i>189</i>
Chapter 19: Formatting a Form.....	191
Using AutoFormat.....	191
Adjusting Control Padding and Margins.....	192
Using Conditional Formatting	194
Adding a Picture	195
Chapter 20: Arranging and Sizing Controls on a Form	197
Grouping and Ungrouping Controls	197
Sizing and Moving Controls.....	198
Setting the Tab Order.....	202
Chapter 21: Using Combo Boxes and List Boxes	205
Adding a Combo Box to a Form.....	205
Adding a List Box to a Form	208
Exploring the Property Sheet.....	211
Chapter 22: Using Split Forms and Subforms	215
Using Split Forms.....	215
Using Subforms	218
Exploring Subform Properties	222
<i>Part VII: Building Reports</i>	<i>225</i>
Chapter 23: Creating Simple Reports	227
Creating a New Report	227
Using Report View	229
Print Previewing a Report	230
Using the Report Wizard.....	232
Creating Labels	234

Chapter 24: Changing Report Design	237
Sizing Controls	237
Setting Control Properties	239
Setting Report Properties	241
Formatting a Report	242
Chapter 25: Grouping and Sorting Reports.....	243
Adding Groups, Sorts, and Totals to a Report	243
Moving Controls Between Sections	247
Adding Page Breaks	248
Exploring Other Section Properties	249
<i>Part VIII: Automating Access</i>	<i>251</i>
Chapter 26: Adding Buttons to Forms	253
Using the Command Button Wizard	253
Adding a close button	253
Creating navigation buttons	255
Opening a form.....	258
Reusing Buttons	261
Chapter 27: Editing and Building Simple Macros.....	263
Editing a Macro Created with a Wizard	263
Creating a New Macro	266
Running a Macro	267
Editing a Macro from the Navigation Pane.....	269
Chapter 28: Creating a Switchboard	273
Creating a New Switchboard	273
Editing a Switchboard	275
Setting the Startup Form	278
Chapter 29: Importing and Exporting Data	279
Exporting Data	279
Importing Data	281
<i>Part IX: The Part of Tens.....</i>	<i>285</i>
Chapter 30: Ten Tips for Using Access Like a Pro	287
Back Up Your Database.....	287
Plan Your Database's Design	288
Define Primary Keys and Relationships	288
Use a Naming Convention	289
Change Captions	289
Use the Clipboard	290
Right-Click Everything	291
Automate Your Database	291
Explore and Customize Access Options	292
Search til You Drop.....	293

Chapter 31: Ten (More or Less) Shortcut Keys for Using Access	295
Chapter 32: Ten (More or Less) Shortcut Keys for Entering Data.....	297
<i>Appendix A: About the CD</i>	<i>299</i>
System Requirements	299
Using the CD	299
What You'll Find on the CD.....	300
Author-created material	300
Troubleshooting	301
<i>Appendix B: Exercises.....</i>	<i>303</i>
Chapter 1: Getting Started with Access	303
Chapter 2: Managing Databases.....	303
Chapter 3: Creating and Modifying Tables	304
Chapter 4: Entering Data in Tables	304
Chapter 5: Viewing Data in Tables	305
Chapter 6: Building Relationships	305
Chapter 7: Creating Single-Table Queries	306
Chapter 8: Creating Multi-Table Queries.....	306
Chapter 9: Performing Calculations in Queries	306
Chapter 10: Changing Data with Update Queries	307
Chapter 11: Adding Data with Append Queries	307
Chapter 12: Removing Data with Delete Queries	307
Chapter 13: Creating Tables with Make Table Queries	307
Chapter 14: Creating and Using Forms.....	308
Chapter 15: Basic Form Design	308
Chapter 16: Changing Control Properties.....	308
Chapter 17: Changing Form Properties.....	309
Chapter 18: Creating Calculated Controls	309
Chapter 19: Formatting a Form	309
Chapter 20: Arranging and Sizing Controls on a Form	309
Chapter 21: Using Combo Boxes and List Boxes	310
Chapter 22: Using Split Forms and Subforms.....	310
Chapter 23: Creating Simple Reports	310
Chapter 24: Changing Report Design	310
Chapter 25: Grouping and Sorting Reports	311
Chapter 26: Adding Buttons to Forms.....	311
Chapter 27: Editing and Building Simple Macros.....	311
Chapter 28: Creating a Switchboard.....	311
Chapter 29: Importing and Exporting Data.....	312
<i>Index.....</i>	<i>313</i>
<i>Wiley Publishing, Inc. End-User License Agreement</i>	<i>331</i>

Table of Exercises



Chapter 1: Getting Started with Access	9
Exercise 1-1: Launching Access	11
Exercise 1-2: Creating Additional Icons to Launch Access.....	12
Exercise 1-3: Creating a New Blank Database from Access	13
Exercise 1-4: Creating a New Blank Database from Explorer	14
Exercise 1-5: Creating a Database from a Local Template	14
Exercise 1-6: Creating a Database from an Online Template.....	15
Exercise 1-7: Opening an Existing Database.....	16
Exercise 1-8: Using the Ribbon.....	18
Exercise 1-9: Manipulating the Navigation Pane.....	19
Exercise 1-10: Getting Help	20
Chapter 2: Managing Databases.....	21
Exercise 2-1: Backing up a Database from Access	21
Exercise 2-2: Backing up a Database from Windows Explorer	22
Exercise 2-3: Compacting and Repairing an Open Database.....	23
Exercise 2-4: Compacting and Repairing Any Database	23
Exercise 2-5: Saving an Access Database to an Earlier Version	24
Exercise 2-6: Exploring Access Options	25
Exercise 2-7: Using the Tabbed Documents Interface.....	26
Exercise 2-8: Using the Overlapping Windows Interface	27
Exercise 2-9: Enabling Database Content	29
Exercise 2-10: Setting a Trusted Location.....	30
Exercise 2-11: Encrypting a Database	31
Chapter 3: Creating and Modifying Tables.....	35
Exercise 3-1: Creating a Table in Datasheet View	36
Exercise 3-2: Saving a Table.....	37
Exercise 3-3: Renaming a Field in Datasheet View.....	37
Exercise 3-4: Switching Between Datasheet View and Design View	38
Exercise 3-5: Adding a Field to a Table from Design View	40
Exercise 3-6: Creating a New Table in Design View	41
Exercise 3-7: Inserting a Lookup Column in Design View	42
Exercise 3-8: Setting the Field Size Property	44
Exercise 3-9: Setting Other Field Properties.....	46
Chapter 4: Entering Data in Tables	49
Exercise 4-1: Adding Records to a Table.....	49
Exercise 4-2: Editing Records in a Table	51
Exercise 4-3: Undoing Changes while Editing	51
Exercise 4-4: Deleting One Record from a Table.....	52
Exercise 4-5: Deleting Multiple Records from a Table.....	53
Exercise 4-6: Using the Navigation Buttons.....	54
Exercise 4-7: Finding Data by Using the Search Box	55
Exercise 4-8: Finding Data by Using the Find and Replace Dialog Box	55
Exercise 4-9: Replacing Data by Using the Find and Replace Dialog Box.....	56
Exercise 4-10: Checking Spelling in a Datasheet	57

Chapter 5: Viewing Data in Tables	59
Exercise 5-1: Sorting Data by One Column	59
Exercise 5-2: Clearing the Sort	60
Exercise 5-3: Sorting Data by Multiple Columns	61
Exercise 5-4: Filtering Data by Selection (One Value)	62
Exercise 5-5: Turning the Filter On and Off	64
Exercise 5-6: Removing the Filter	64
Exercise 5-7: Filtering Data by Multiple Values	64
Exercise 5-8: Filtering Data on Multiple Columns	65
Exercise 5-9: Filtering Data by Form	66
Exercise 5-10: Changing the Datasheet's Font	68
Exercise 5-11: Changing the Row Colors	69
Exercise 5-12: Formatting Gridlines	69
Exercise 5-13: Adding a 3-D Look to Your Datasheet	69
Exercise 5-14: Aligning Text in a Datasheet Column	71
Chapter 6: Building Relationships	73
Exercise 6-1: Adding Tables to the Relationships Window	74
Exercise 6-2: Rearranging the Relationships Layout	75
Exercise 6-3: Creating a Relationship	76
Exercise 6-4: Editing an Existing Relationship	77
Exercise 6-5: Deleting a Relationship	78
Exercise 6-6: Creating the Genre Table	78
Exercise 6-7: Creating Relationships with Referential Integrity	79
Exercise 6-8: Testing Referential Integrity	81
Chapter 7: Creating Single-Table Queries	85
Exercise 7-1: Creating a New Select Query in Design View	86
Exercise 7-2: Viewing a Select Query in Datasheet View	88
Exercise 7-3: Removing a Field from a Query	89
Exercise 7-4: Rearranging Fields in a Query	90
Exercise 7-5: Sorting Data in a Query	90
Exercise 7-6: Adding Criteria to a Query	91
Exercise 7-7: Dealing with Null Values in a Query	92
Exercise 7-8: Using Wildcard Characters in a Query	93
Exercise 7-9: Prompting for Criteria in a Query	94
Exercise 7-10: Using SQL View	95
Chapter 8: Creating Multi-Table Queries	97
Exercise 8-1: Adding Data by Using a Select Query	97
Exercise 8-2: Creating a New Multi-Table Select Query	99
Exercise 8-3: Changing the Join Type	101
Exercise 8-4: Creating a Find Unmatched Query	103
Chapter 9: Performing Calculations in Queries	105
Exercise 9-1: Creating Numeric Calculated Fields	105
Exercise 9-2: Creating Concatenated Text Fields	108
Exercise 9-3: Counting Records	109
Exercise 9-4: Adding Values from Multiple Rows	111

Chapter 10: Changing Data with Update Queries	115
Exercise 10-1: Making a Backup Copy of a Table	116
Exercise 10-2: Creating the Select Query	116
Exercise 10-3: Changing a Select Query to an Update Query	117
Exercise 10-4: Updating with Criteria	119
Exercise 10-5: Updating to a Calculated Value	121
Exercise 10-6: Updating to Values from Another Table	122
Chapter 11: Adding Data with Append Queries	125
Exercise 11-1: Creating a Source Table	125
Exercise 11-2: Appending Records from a Source Table	126
Exercise 11-3: Appending a Single Record	129
Chapter 12: Removing Data with Delete Queries	131
Exercise 12-1: Creating the Select Query	131
Exercise 12-2: Changing the Select Query to a Delete Query	132
Exercise 12-3: Deleting with Criteria	133
Chapter 13: Creating Tables with Make Table Queries	137
Exercise 13-1: Creating the Select Query	137
Exercise 13-2: Changing a Select Query to a Make Table Query	138
Exercise 13-3: Combining Multiple Tables	140
Chapter 14: Creating and Using Forms	145
Exercise 14-1: Creating a New Form	145
Exercise 14-2: Editing Data in Form View	147
Exercise 14-3: Navigating Data in Form View	148
Exercise 14-4: Adding Records in Form View	149
Exercise 14-5: Using the Form Wizard	150
Chapter 15: Basic Form Design	153
Exercise 15-1: Switching Between Views on a Form	153
Exercise 15-2: Changing Control Sizes in Layout View	155
Exercise 15-3: Moving a Control in Layout View	156
Exercise 15-4: Adding an Existing Field in Layout View	157
Exercise 15-5: Deleting a Control in Layout View	159
Exercise 15-6: Formatting Fonts and Colors in Layout View	159
Exercise 15-7: Using the Format Painter in Layout View	160
Exercise 15-8: Formatting Numbers and Dates in Layout View	161
Exercise 15-9: Changing Label Text in Layout View	162
Chapter 16: Changing Control Properties	163
Exercise 16-1: Displaying and Navigating the Property Sheet	163
Exercise 16-2: Selecting Controls on a Form	165
Exercise 16-3: Changing the Caption Property of a Label	166
Exercise 16-4: Formatting Numbers and Dates	167
Exercise 16-5: Changing Multiple Control Properties	168
Exercise 16-6: Getting Help on Properties	169



Chapter 17: Changing Form Properties	171
Exercise 17-1: Selecting the Form	172
Exercise 17-2: Changing the Form's Caption Property	173
Exercise 17-3: Showing and Hiding Form Elements	174
Exercise 17-4: Changing Data Entry Properties	175
Exercise 17-5: Allowing Different Views	176
Exercise 17-6: Changing the Default View	177
Exercise 17-7: Creating a Modal Pop-Up Form	178
Chapter 18: Creating Calculated Controls	181
Exercise 18-1: Adding a Text Box to Display a Mathematical Calculation	181
Exercise 18-2: Concatenating Text Fields into One Text Box	183
Exercise 18-3: Showing the Date on a Form	185
Exercise 18-4: Creating a Multiple Items Form with Totals	186
Chapter 19: Formatting a Form	191
Exercise 19-1: Using AutoFormat	191
Exercise 19-2: Adjusting Control Padding and Margins	193
Exercise 19-3: Using Conditional Formatting	194
Exercise 19-4: Adding a Picture	195
Exercise 19-5: Changing an Existing Graphic	196
Chapter 20: Arranging and Sizing Controls on a Form	197
Exercise 20-1: Grouping and Ungrouping Controls	197
Exercise 20-2: Sizing Controls	199
Exercise 20-3: Moving and Aligning Controls	200
Exercise 20-4: Setting the Tab Order	202
Chapter 21: Using Combo Boxes and List Boxes	205
Exercise 21-1: Adding a Combo Box to a Form	205
Exercise 21-2: Adding a List Box to a Form	208
Exercise 21-3: Exploring the Property Sheet for Combo Boxes and List Boxes	211
Chapter 22: Using Split Forms and Subforms	215
Exercise 22-1: Creating a Split Form	215
Exercise 22-2: Changing the Look of a Split Form	217
Exercise 22-3: Adding a Subform to a Form	218
Exercise 22-4: Using an Existing Form as a Subform	221
Exercise 22-5: Exploring Subform Properties	222
Chapter 23: Creating Simple Reports	227
Exercise 23-1: Creating a New Report	227
Exercise 23-2: Using Report View	229
Exercise 23-3: Print Previewing a Report	230
Exercise 23-4: Using the Report Wizard	232
Exercise 23-5: Creating Labels	235

Chapter 24: Changing Report Design	237
Exercise 24-1: Sizing Controls	237
Exercise 24-2: Setting Control Properties	239
Exercise 24-3: Formatting Page Numbers	240
Exercise 24-4: Setting Report Properties	241
Exercise 24-5: Formatting a Report	242
Chapter 25: Grouping and Sorting Reports.....	243
Exercise 25-1: Adding a Grouping and Totals to a Report	243
Exercise 25-2: Moving Controls Between Sections	247
Exercise 25-3: Adding Page Breaks	248
Exercise 25-4: Exploring Section Properties.....	250
Chapter 26: Adding Buttons to Forms	253
Exercise 26-1: Adding a Close Button.....	254
Exercise 26-2: Creating Navigation Buttons	256
Exercise 26-3: Opening a Form.....	258
Exercise 26-4: Reusing Buttons	261
Chapter 27: Editing and Building Simple Macros.....	263
Exercise 27-1: Editing a Macro Created with a Wizard.....	263
Exercise 27-2: Creating a New Macro	266
Exercise 27-3: Running a Macro from the Navigation Pane.....	267
Exercise 27-4: Running a Macro from a Command Button	268
Exercise 27-5: Editing a Macro from the Navigation Pane	270
Chapter 28: Creating a Switchboard	273
Exercise 28-1: Creating a New Switchboard	273
Exercise 28-2: Editing a Switchboard	275
Exercise 28-3: Setting the Startup Form.....	278
Chapter 29: Importing and Exporting Data	279
Exercise 29-1: Exporting Data to an Excel Spreadsheet.....	279
Exercise 29-2: Exporting Data to Other Formats	281
Exercise 29-3: Importing Data from an Excel Spreadsheet	282
Exercise 29-4: Importing Data from Other Formats.....	283

