

Quick Course[®]

in Microsoft

Access

2002

Training Edition

Fast-track training[®] for busy people

234 pages, 8" x 10"
\$17.95

ISBN 1-58278-070-6

Online Training
Solutions, Inc.

Content details

Introduction ix

PART ONE: LEARNING THE BASICS

1 Getting Started 2

Understanding Database Concepts	4
Working with Databases	6
Starting Access	6
Opening an Existing Database	7
Opening an Existing Table	9
Moving Around a Table	11
Moving Fields	12
Sorting Records	14
Opening an Existing Form	14
Opening an Existing Query	16
Opening an Existing Report	20
Closing an Open Database	22
Giving Commands	22
Using Menu Commands	22
Using the Toolbars	23
Using the Task Pane	24
Getting Help	25
Using the Office Assistant	25
Asking Questions	26
Using the Help Index	27
Ending an Access Session	29

2 Creating and Editing Tables 30

Creating a New Database	32
Creating a Database with a Wizard	32
Creating Tables	34
Creating a Table with the Table Wizard	34
Creating a Table in Design View	37
Creating a Table with the Lookup Wizard	38
Creating a Table by Entering Data	40
Adding and Updating Records	41
Creating a Record	41
Duplicating a Field	43
Copying and Pasting a Field	43
Undoing an Edit	44
Adding a Record	44
Deleting a Record	45

Changing a Table's Appearance	46
Sizing Windows, Columns, and Rows	46
Changing the Width of Multiple Fields	47
Restoring Original Row Height	47
Setting Options	48
Changing the Font	48
Changing a Table's Structure	49
Exploring Data Types	49
Setting the Field Size	52
Assigning a Caption	52
Setting a Default Value	53
Requiring an Entry	53
Exploring Other Properties	54
Controlling the Appearance of Data	54
Creating a Custom Number Format	54
Creating a Custom Text Format	56
Restricting Data Entry	57
Specifying an Input Mask	58
Using the Input Mask Wizard	59
Creating an Input Mask for Text	61
Creating a Phone Number Input Mask	61
Testing Your Input Masks	62
Printing Tables	63
Checking Page Layout	63
Adjusting Page Layout	64
Choosing Print Options	64

3 Creating and Customizing Forms and Data Access Pages

66

Creating Forms	68
Creating a Form Using AutoForm	68
Creating a Form with the Form Wizard	69
Customizing Forms	73
Exploring the Form Window	73
Moving Controls and Labels	74
Sizing Controls and Labels	75
Making Information Stand Out	76
Changing Formats	77
Deleting and Adding Controls	78
Adding a Title	79
Setting the Input Order	81
Entering Records	82

Creating and Modifying Data Access Pages	82
Converting a Table to a Data Access Page	82
Viewing a Page in Access	83
Protecting Fields on a Page	84
Removing Navigation Buttons	85
Viewing a Page in Internet Explorer	86
Sorting and Filtering in a Data Access Page	87

4 Creating Simple Queries and Reports

88

Using Find and Filters	90
Finding a Field Value	90
Finding Part of a Field Value	90
Filtering by Selection	91
Creating Queries	91
Selecting Specific Fields	92
Selecting Specific Records	94
Using Wildcards	96
Editing Query Datasheets	98
Sorting Using Queries	98
Using Mathematical and Logical Operators	99
Using Mathematical Operators	100
Using the AND Operator	100
Using the OR Operator	101
Using the NOT and NULL Operators	102
Creating and Printing Reports	103
Creating an AutoReport	103
Creating a Report with the Report Wizard	104
Printing a Report	107
Modifying Reports	108
Deleting Report Controls	108
Aligning Report Controls	110
Improving the Report's Appearance	111
Adding Lines to a Report	112
Creating and Printing Mailing Labels	114
Using the Label Wizard	114

PART TWO: BUILDING PROFICIENCY

5	Designing Effective Databases	120
	Applying Database Design Rules	122
	Rule 1: Keeping Information Compartmentalized	123
	Rule 2: Separating Information Using Determinants	123
	Rule 3: Moving Partial Dependencies to a Linked Table	125
	Establishing Relationships	128
	Creating a One-to-Many Relationship	128
	Testing Referential Integrity	131
	Creating a Many-to-Many Relationship	132
	Creating a Relationship with the Lookup Wizard	135
	Making Entries in a Related Lookup Table	138
	Viewing and Editing Related Data	140
	Using Sub-Subdatasheets	141
	Reducing Database Errors	144
	Using Formulas as Default Values	144
	Using Validation Rules	146
	Protecting Data	148
	Locking Records	148
6	Creating Sophisticated Forms and Queries	150
	Creating Flat Multi-Table Forms	152
	Creating a Multi-Table Form with a Wizard	152
	Protecting Data in a Multi-Table Form	153
	Creating Hierarchical Multi-Table Forms	155
	Creating a Subform	155
	Adding a Subform to a Form	156
	Adding Controls to Forms	160
	Adding a Command Button	160
	Adding a Date Control	163
	Using Queries and Forms Together	164
	Creating a Parameter Query	164
	Creating a Form Based on a Parameter Query	165
	Using Formulas in Queries and Forms	167
	Creating a Calculated Query	167
	Adding Unbound Controls to a Form	168
	Building an Expression	170
	Using the Total Row in Queries	173
	Using an Expression to Group Results in a Query	174
	Using a Chart in a Form	175

7	Managing and Maintaining Your Database	178
	Using Switchboards.....	180
	Creating a Simple Switchboard.....	180
	Displaying a Switchboard	181
	Customizing a Switchboard	182
	Creating a Second-Level Switchboard	183
	Linking and Testing Switchboards.....	184
	Adding a Return Button	185
	Working with Multiple Records	185
	Converting Query Results to a Table.....	185
	Using a Query to Update Records	188
	Moving Records with a Query	189
	Deleting Records with a Query	192
	Securing Databases Accessed by Multiple Users	195
	Protecting a Database with a Password	195
	Setting Security for Multiple Users.....	196
	Creating a Secure Workgroup.....	197
	Creating User Accounts	199
	Creating a Secure Database	201
	Creating a Group and Adding Users	204
	Setting Group Permissions	204
	Removing Security Settings	206
	Sharing Information	207
	Exporting Data to Excel.....	208
	Exporting Data as HTML	209
	Importing from Another Access Database	210
	Importing Data from Excel	211
	Performing Preventive Maintenance	214
	Compacting and Repairing a Database.....	214



Quick Course® Series
Fast-track training® for busy people
2000/XP Series

2217 152nd Avenue NE
 Redmond, WA 98052

Tel: (425) 885-1441
 Fax: (425) 881-1642
 Toll free outside WA: (800) 854-3344

Web site: www.otsi.com
 E-Mail: QuickCourse@otsi.com

Microsoft Office XP Series

ISBN	Training Edition Textbooks	Price each	5 or more
1-58278-075-7	Quick Course in Microsoft Office XP*	\$27.95	\$22.36
1-58278-070-6	Quick Course in Microsoft Access 2002	\$17.95	\$14.36
1-58278-069-2	Quick Course in Microsoft Excel 2002	\$17.95	\$14.36
1-58278-072-2	Quick Course in Microsoft FrontPage 2002*	\$17.95	\$14.36
1-58278-074-9	Quick Course in Microsoft Outlook 2002	\$17.95	\$14.36
1-58278-071-4	Quick Course in Microsoft PowerPoint 2002	\$17.95	\$14.36
1-58278-073-0	Quick Course in Microsoft Publisher 2002*	\$17.95	\$14.36
1-58278-068-4	Quick Course in Microsoft Word 2002*	\$17.95	\$14.36
	<input type="checkbox"/> <input type="checkbox"/>		

Microsoft Office 2000 Series

ISBN	Textbooks	Price each	5 or more
1-58278-001-3	Quick Course in Microsoft Office 2000	\$25.95	\$20.76
1-58278-005-6	Quick Course in Microsoft Access 2000	\$15.95	\$12.76
1-58278-003-X	Quick Course in Microsoft Excel 2000	\$15.95	\$12.76
1-58278-008-0	Quick Course in Microsoft FrontPage 2000	\$15.95	\$12.76
1-58278-006-4	Quick Course in Microsoft Outlook 2000	\$15.95	\$12.76
1-58278-004-8	Quick Course in Microsoft PowerPoint 2000	\$15.95	\$12.76
1-58278-007-2	Quick Course in Microsoft Publisher 2000	\$15.95	\$12.76
1-58278-002-1	Quick Course in Microsoft Word 2000	\$15.95	\$12.76

ISBN	Workbooks and IRPs**	Price each	5 or more
1-58278-010-2	Quick Course in Microsoft Office 2000		\$15.95
1-58278-014-5	Quick Course in Microsoft Office 2000 IRP	\$16.95	
1-58278-012-9	Quick Course in Microsoft Excel 2000		\$12.75
1-58278-016-1	Quick Course in Microsoft Excel 2000 IRP	\$16.95	
1-58278-011-0	Quick Course in Microsoft Word 2000		\$12.75
1-58278-015-3	Quick Course in Microsoft Word 2000 IRP	\$16.95	

ISBN	Single-User CD-ROMs	Price each	
	<i>presented in eclecticClassroom™</i>		
MOUS2K4PACK	Office 2000 MOUS Study 4-Pack	\$79.95	
1-58278-030-7	Quick Course in Microsoft Access 2000	\$24.95	
1-58278-029-3	Quick Course in Microsoft Excel 2000	\$24.95	
1-58278-031-5	Quick Course in Microsoft PowerPoint 2000	\$24.95	
1-58278-028-5	Quick Course in Microsoft Word 2000	\$24.95	

Microsoft Windows and Internet Explorer

ISBN	Textbooks	Price each	5 or more
1-58278-077-3	Quick Course in Microsoft Windows XP	\$17.95	\$14.36
1-58278-009-9	Quick Course in Microsoft Windows 2000	\$17.95	\$14.36
1-879399-91-1	Quick Course in Microsoft Internet Explorer 5	\$15.95	\$12.76

How to Order

We welcome orders via phone or fax. For the fastest service, place your order on our web site.

Please fax purchase orders to us at (425) 881-1642.

Quick Course = Consistent Quality

All the Quick Course books are written by the same team of authors, so if you like one, you'll like them all! Detailed Tables of Contents are available for your review on our web site.

Backlist Titles

Many backlist titles are available at a discounted price, on a non-returnable basis. Please consult our web site for price and availability.



Prices are effective August 1, 2000. Prices and availability are subject to change without notice.

Quick Course®, Fast-track training®, and eclecticClassroom™ are trademarks or registered trademarks of Online Training Solutions, Inc.

*Please call for availability.

**Workbooks are sold only in quantities of 5 or more. At least one Instructor Resource Packet (IRP) is needed to complete workbook exercises. One IRP is complimentary with every order of 10 workbooks.