

---

# Content overview

Introduction ix

## **PART ONE: LEARNING THE BASICS**

**1 Getting Started 2**

We set the stage with an explanation of basic database concepts. Then you take a tour of a sample database. You explore tables, forms, queries, and reports. You also see how to give Access instructions and how to get help.

**2 Creating and Editing Tables 28**

We show you how to create a table and enter records. Then you customize the table's structure, including setting field properties to control what data can be entered and how it looks.

**3 Creating Forms 64**

You learn how to use forms to enter and review data, and then design a custom form. You also see how to create and modify data access pages, which you use to enter and review data via the Web.

**4 Creating Simple Queries and Reports 86**

You learn techniques for extracting information from a database with the Find command, filters, and queries. You then see how to extract and format information in various types of reports that are suitable for printing.

## **PART TWO: BUILDING PROFICIENCY**

**5 Designing Effective Databases 116**

We give three basic rules for database design and show you how to build databases that are less error-prone. You also learn how to create relationships so that you can work with multiple tables, and how to protect your data.

**6 Creating Sophisticated Forms and Queries 146**

You create multi-table forms and then add subforms, command buttons, and formulas. You then use forms and queries together to increase data-input efficiency and better display extracted data.

**7 Managing and Maintaining Your Database 192**

You create a switchboard to help others find what they need. We then show how to keep your database up to date by using queries. Then we briefly cover database security, importing and exporting information, and basic maintenance.

Index 227

# Content details

Introduction	ix
<b>PART ONE: LEARNING THE BASICS</b>	
<b>1 Getting Started</b>	<b>2</b>
Understanding Database Concepts.....	4
Starting Access.....	6
Working with Databases.....	8
Opening an Existing Database.....	8
Opening an Existing Table .....	11
Moving in a Table .....	14
Moving Fields.....	16
Sorting Records .....	17
Opening an Existing Form .....	17
Opening an Existing Query.....	19
Opening an Existing Report .....	23
Closing an Open Database .....	24
Getting Help .....	25
Quitting Access .....	27
<b>2 Creating and Editing Tables</b>	<b>28</b>
Creating New Databases.....	30
Creating Tables.....	31
Using a Table Template.....	32
Working in Design View.....	34
Using the Lookup Wizard .....	37
Defining the Structure by Entering Data.....	39
Adding and Updating Records.....	40
Creating a Record.....	40
Duplicating and Copying a Field Value.....	41
Undoing an Edit .....	42
Deleting a Record .....	43
Changing the Appearance of Tables .....	44
Sizing Windows, Columns, and Rows.....	44
Setting Options.....	45
Changing the Font .....	46
Changing the Structure of Tables .....	47
Adding a Description.....	47
Setting the Field Size .....	48
Assigning a Caption .....	49
Setting a Default Value .....	50
Requiring an Entry .....	50
Exploring Other Properties .....	51

Controlling the Appearance of Data.....	52	
Creating a Custom Number Format.....	52	
Creating a Custom Text Format .....	54	
Restricting Data Entry .....	55	
Specifying an Input Mask.....	56	
Using the Input Mask Wizard .....	57	
Creating an Input Mask for Text .....	59	
Creating a Phone Number Input Mask .....	59	
Testing an Input Mask .....	60	
Printing Tables .....	61	
Checking and Adjusting Page Layout .....	61	
Choosing Print Options .....	63	
<b>3 Creating Forms</b> .....		<b>64</b>
Creating Forms.....	66	
Using the Form Button.....	66	
Using the Form Wizard .....	68	
Customizing Forms.....	70	
Moving Controls and Labels .....	71	
Sizing Controls and Labels .....	72	
Making Information Stand Out .....	75	
Changing Formats.....	76	
Deleting and Adding Controls.....	77	
Changing the Title.....	78	
Setting the Input Order .....	81	
Exporting Forms as Web Pages .....	82	
<b>4 Creating Simple Queries and Reports</b> .....		<b>86</b>
Finding and Filtering Information .....	88	
Finding a Field Value .....	88	
Finding Part of a Field Value .....	88	
Filtering Table Records.....	89	
Creating Queries.....	90	
Querying for Specific Fields .....	90	
Querying for Specific Records .....	92	
Using Wildcards .....	94	
Editing a Query Datasheet.....	96	
Sorting by Using a Query .....	96	
Using Comparison and Logical Operators .....	97	
Using Comparison Operators.....	98	
Using the AND Operator.....	98	
Using the OR Operator.....	99	
Using the NOT and NULL Operators.....	100	

Creating and Printing Reports.....	100
Using the Report Button.....	101
Using the Report Wizard.....	101
Printing a Report.....	105
Modifying Reports.....	105
Deleting Report Controls.....	105
Aligning Report Controls.....	107
Improving the Appearance of a Report.....	109
Adding a Line to a Report.....	110
Creating and Printing Mailing Labels.....	112
Using the Label Wizard.....	112

## **PART TWO: BUILDING PROFICIENCY**

<b>5 Designing Effective Databases</b>	<b>116</b>
Applying Database Design Rules.....	118
Rule 1: Keep Information Compartmentalized.....	119
Rule 2: Separate Information by Using Determinants.....	119
Rule 3: Move Partial Dependencies to a Linked Table.....	121
Rule 4: Remove Fields That Are Not Wholly Dependent on the Primary Key.....	124
Establishing Relationships.....	125
Creating a One-to-Many Relationship.....	126
Testing Referential Integrity.....	128
Creating a Many-to-Many Relationship.....	129
Creating a Relationship by Using the Lookup Wizard.....	132
Entering Data in a Related Lookup Table.....	135
Viewing and Editing Related Data.....	136
Creating a Sub-Subdatasheet.....	137
Reducing Database Errors.....	139
Using a Formula as a Default Value.....	139
Defining Allowable Field Values.....	141
Locking Records.....	144
<b>6 Creating Sophisticated Forms and Queries</b>	<b>146</b>
Creating Flat Multi-Table Forms.....	148
Creating a Multi-Table Form by Using a Wizard.....	148
Protecting Data in a Multi-Table Form.....	149
Creating Hierarchical Multi-Table Forms.....	152
Setting Up a Subform.....	152
Adding a Subform to a Form.....	153

Adding Controls to Forms.....	155	
Adding a Command Button.....	155	
Adding Visual Basic for Applications Code to Forms .....	158	
Using Queries and Forms Together .....	166	
Creating a Parameter Query .....	166	
Creating a Form Based on a Parameter Query .....	168	
Using Formulas in Queries and Forms .....	169	
Creating a Calculated Query .....	169	
Adding a Calculated Control to a Form .....	170	
Building an Expression.....	173	
Using the Total Row in a Query .....	175	
Grouping Query Results by Using an Expression .....	176	
Using a Chart in a Form.....	177	
Working with Multiple Records .....	180	
Converting Query Results to a Table.....	181	
Updating Records by Using a Query .....	183	
Moving Records by Using a Query .....	185	
Deleting Records by Using a Query.....	188	
<b>7 Managing and Maintaining Your Database</b>		<b>192</b>
Customizing the Navigation Pane .....	194	
Creating Custom Categories and Groups.....	194	
Moving Objects to a Custom Group.....	196	
Hiding Objects in the Navigation Pane .....	198	
Simplifying the Database User Interface.....	200	
Specifying the Opening Form.....	200	
Creating an Embedded Macro .....	201	
Disabling Ribbon Tabs, Shortcut Menus, and Layout View.....	205	
Bypassing the Access Options .....	206	
Trusting Databases.....	207	
Protecting Databases with a Password.....	209	
Sharing Information .....	211	
Exporting Data to Excel .....	212	
Importing Data from an Access Database .....	214	
Importing Data from Excel.....	215	
Exporting Tables to a SharePoint Server .....	218	
Performing Preventive Maintenance .....	225	
Compacting and Repairing a Database.....	225	
Backing Up Your Database.....	226	
<b>Index</b>		<b>227</b>

