
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 and Data Access Pages 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 144

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 172

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.

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3 Creating Forms and Data Access Pages

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