

FastCourse Access 2007: Level 2

Quick References

Quick Reference tables provide generic instructions for key tasks. This document contains various Quick Reference tables for tasks you have learned in this course. You may want to print this document or save it to your Desktop to use as a reference.

QR > DESIGNING DATABASES

Step	Task
1	Identify the purpose of the database.
2	Locate and organize detailed information about what the database should contain, such as employee data, customer information, and inventory details—many of these will become fields.
3	Separate the details into related groups—these will make up your tables.
4	Identify additional breakdowns in information details, such as breaking Name into first name and last name. Also, separate information such as totals calculated using values in other fields. You won't need these in the tables.
5	Specify a primary key for each group of data.
6	Relate tables to each other by identifying how data in one table can be connected to data in other tables, and then add the necessary fields to tables or create new tables to help connect the data.
7	Create the database in Access and test the design. By creating the tables and entering sample data into each table, you can test the design to ensure that it provides the expected results. Refine as needed.
8	Apply normalization rules and make any necessary adjustments.

QR > FORMATTING SYMBOLS FOR TEXT AND MEMO FIELDS

Format Symbol	Description
@	Requires data entry of a character or space
>	Forces all characters in the field to uppercase
<	Forces all characters in the field to lowercase
&	Text is not required

QR > VIEWING OBJECT DEPENDENCIES

Task	Procedure
View Object Dependencies	<ul style="list-style-type: none">■ Select the object for which you want to view dependencies.■ Choose Database Tools → Show/Hide → Object Dependencies .

QR ➤ CREATING, SAVING, AND RUNNING SELECT QUERIES

Task	Procedure
Create a Query in Query Design	<ul style="list-style-type: none">■ Choose Create→Other→Query Design  on the Ribbon.■ Add appropriate tables to the query, and then click Close.■ Add fields and appropriate criteria to the query grid.
Save a Query	<ul style="list-style-type: none">■ Create the query and click Save .■ Type a name for the query and click OK.
Run a Query	<ul style="list-style-type: none">■ Double-click a query name in the Navigation Pane.■ or■ Create the query and display the query in Design View.■ Choose Design→Results→Run  on the Ribbon.

QR ➤ DEFINING WILDCARD SYMBOLS

Symbol	Description of Use
An asterisk (*)	Substitutes for a group of characters that appears at the position of the asterisk Example: If you type <i>R*</i> in the last name column of a query grid, Access will locate all names beginning with <i>R</i> regardless of how many characters make up the name— <i>Rogers</i> , <i>Rich</i> , and <i>Rovarino</i> would all appear in the results datasheet.
A question mark (?)	Substitutes for a single character that might appear at the position of the question mark Example: If you type <i>m?s</i> in the criteria row for a column, Access will locate records containing values such as <i>mrs</i> , <i>ms</i> , <i>mbs</i> , and so forth.

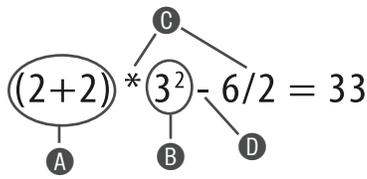
QR ➤ USING *AND* OR *OR* CRITERIA

Criterion Type	Description
AND	Use to select records that meet all criteria set in all query grid fields. For example, you might set AND criteria to locate customers from a specific city within a state by typing the city name in the City field on the query grid and the state in the State field on the grid.
OR	Use to select records meeting one condition or another condition whether the criteria are set for the same field or different fields. For example, you could set OR criteria to locate customers from two different states. By setting OR criteria, Access displays all records containing one state <i>or</i> the other state in the State field.

QR > SETTING A QUERY SORT ORDER

Task	Procedure
Set a Sort Order	<ul style="list-style-type: none"> ■ Display the query in Query Design View. ■ Click the Sort row of the query grid for the field on which you want to sort. ■ Select the appropriate sort order for the field.
Set Sort Orders for Multiple Fields	<ul style="list-style-type: none"> ■ Display the query in Query Design View and arrange the fields left to right in the order in which you want Access to sort. ■ Click the Sort row of the query grid for the field on which you want to sort. ■ Select the appropriate sort order for the field. ■ Repeat these steps for each additional field that you want to sort.
Limit the Number of Records Returned	<ul style="list-style-type: none"> ■ Display the query in Query Design View. ■ Choose Design→Query Setup→Return menu ▼ and select the number of records you want to view.

QR > IDENTIFYING THE ORDER OF MATHEMATICAL CALCULATIONS



Item	Calculation	Description
A	Parentheses	Calculations enclosed in parentheses are performed first.
B	Exponentials	Calculations "raised to the power of", such as squared or cubed, are performed next. Exponents appear as raised numbers, such as in x^2 .
C	Multiplication/Division	Multiplication and division are equal in calculation order and are calculated left to right, after calculations on parentheses and exponentials.
D	Addition/Subtraction	Addition and subtraction are equal in calculation order and are calculated last, left to right across a formula.

QR > USING CALCULATED DATES IN EXPRESSIONS

Sample Field	Returns
CurrentDate: =Date() or CurrentDate: Now()	Displays the current date in the <i>mm-dd-yyyy</i> format, where <i>mm</i> is the month, <i>dd</i> is the day, and <i>yyyy</i> is the year.
OrderProcessing: DateDiff("d", [OrderDate], [ShippedDate])	Displays the number of days (d) between the value in the OrderDate field and the ShippedDate field.
(Now()-[DOB])/365	Subtracts the value in the DOB (date of birth) field from the current date and divides the difference by 365 to display the calculated value in years.

QR ➤ CREATING CROSTAB, UNMATCHED, AND DUPLICATES QUERIES USING WIZARDS

Task	Procedure
Create Crosstab Query	<ul style="list-style-type: none"> ■ Choose Create→Other→Query Wizard  on the Ribbon. ■ Double-click Crosstab Query Wizard. ■ Follow screens to select objects and fields required to build the query.
Create Find Duplicates Query	<ul style="list-style-type: none"> ■ Choose Create→Other→Query Wizard  on the Ribbon. ■ Double-click Find Duplicates Query Wizard. ■ Follow screens to select objects and fields required to build the query.
Create Find Unmatched Query	<ul style="list-style-type: none"> ■ Choose Create→Other→Query Wizard  on the Ribbon. ■ Double-click Find Unmatched Query Wizard. ■ Follow screens to select objects and fields required to build the query.

QR ➤ USING FORM ELEMENTS

Element	Description
Sections	The major parts of the form, such as the Form Header, the Form Footer, the Detail, the Page Header, and the Page Footer. Section bars divide form sections.
Controls	Items on a form that display data, perform actions, and decorate the form. Access uses three main types of data controls on forms—bound controls, unbound controls, and calculated controls. Each data control consists of two parts—control label and control text box—that are tied to a field in a database table.
Bound control	A control that ties, or binds, data displayed on a form to a field in a database table so that the field value appears on the form. Bound controls normally appear in the Detail section of a form.
Unbound control	An item on a form that is independent of data and fields in a database table. Unbound controls can be lines, rectangles, pictures, and so forth. Unbound controls can appear in any form section.
Calculated control	A control that is tied to an expression or calculated field constructed in a query. Calculated controls normally appear in the Detail or Form Footer section of the form.
Control label	The part of a control that contains text to identify the data displayed on the form. Normally, the control label text is the field name or caption set for the field. For example, <i>Employee Number</i> is a label that identifies the <i>Employee#</i> field.
Control text box	The part of a control that displays data from a field in an Access table. For example, <i>ToliP01</i> is the data contained in the <i>Employee#</i> field.
Form Header/Footer	The sections of a form that contain text, pictures, and other items that are repeated at the top (header) or bottom (footer) of each form.
Detail section	The main section of the form, which normally displays data from database tables that varies from record to record.
Page Header/Footer	The sections of a form that contain text and other items that are repeated at the top (header) or bottom (footer) of every <i>page</i> of an individual record displayed in the form.

QR ➤ CREATING FORMS

Task	Procedure
Create a Simple Form	<ul style="list-style-type: none">■ Select the table for which you want to create a form.■ Choose Create→Forms→Form  on the Ribbon.
Create a Form in Design View	<ul style="list-style-type: none">■ Select the table for which you want to create a form.■ Choose Create→Forms→Form Design  on the Ribbon.
Create a Split Form	<ul style="list-style-type: none">■ Select the table for which you want to create the form.■ Choose Create→Forms→Split Form  on the Ribbon.
Create a Form Using a Wizard	<ul style="list-style-type: none">■ Select the table for which you want to create the form.■ Choose Create→Forms→More Forms→Form Wizard  on the Ribbon.
Create a Multiple Item Form	<ul style="list-style-type: none">■ Choose Create→Forms→Multiple Items  on the Ribbon.

QR ➤ DELETING CONTROLS AND LABELS

Task	Procedure
Delete an entire control	<ul style="list-style-type: none">■ Select the text box part of the control.■ Press Delete.
Delete a label	<ul style="list-style-type: none">■ Select the label part of the control.■ Press Delete.

QR ➤ SELECTING MULTIPLE CONTROLS

Task	Procedure
Select Controls Individually	<ul style="list-style-type: none">■ Click the first control.■ Press and hold Shift and click each additional control.
Select Controls in a Horizontal or Vertical Line	<ul style="list-style-type: none">■ Point to the vertical ruler on the left side of the form until the mouse pointer appears as a right-pointing arrow and click to select all controls horizontally.■ Point to the horizontal ruler at the top of the form until the mouse pointer appears as a down-pointing arrow and click to select all controls vertically.
Select Controls in a General Area of the Form	<ul style="list-style-type: none">■ Point to a position slightly outside the area of the top left control and then drag the mouse pointer to a position slightly outside the area of the bottom right control.

QR > ALIGNING SELECTED CONTROLS

Task	Procedure
Align Controls Using the Ribbon	<ul style="list-style-type: none">■ Select multiple controls.■ Choose Arrange→Control Alignment and click the alignment button that represents the alignment you want to apply—Left, Right, Top, Bottom, To Grid.
Align Controls Using the Shortcut Menu	<ul style="list-style-type: none">■ Select multiple controls.■ Right-click one of the selected controls and choose the Align menu.■ Choose the alignment you want to apply—Left, Right, Top, Bottom, To Grid.

QR > APPLYING AN AUTOFORMAT TO A FORM

Task	Procedure
Apply an AutoFormat to a Form	<ul style="list-style-type: none">■ Display the form to which you want to apply the AutoFormat in Design View.■ Choose Arrange → AutoFormat → AutoFormat  on the Ribbon.■ Choose the AutoFormat design to apply.

QR > PRINTING RECORD FORMS

Task	Procedure
Print All Records	<ul style="list-style-type: none">■ Choose Office→Print Menu→Quick Print.
Print Specific Records	<ul style="list-style-type: none">■ Choose Office→Print menu ► Print Preview.■ Choose Print Preview→Print→Print  on the Ribbon.■ Set the options you want to apply and click OK.



IDENTIFYING REPORT DESIGN ELEMENTS

Report Element	Description
Sections	The major parts of the report, such as the Report Header, the Report Footer, the Detail, the Page Header, and the Page Footer. Section bars divide report sections.
Controls	Items on a form or report that display data, perform actions, and decorate the object. Access uses three main types of controls on reports—bound controls, unbound controls, and calculated controls. Each control consists of two parts—control label and control text box—that are tied to a field in a database table.
Bound control	A control that ties, or binds, data displayed on a report to a field in a database table so that the field value appears on the report. Bound controls normally appear in the Detail section of a report.
Unbound control	An item on a report that is independent of data and fields in a database table. Unbound controls can be lines, rectangles, pictures, and so forth. Unbound controls can appear in any report section.
Calculated control	A control that is tied to an expression created for the report or to a calculated field constructed in a query. Calculated controls normally appear in the Detail or Report Footer section of the report.
Control label	The part of a control that contains text to identify the data displayed on the report. Normally, the control label text is the field name or caption set for the field. For example, <i>Employee Number</i> is a label that identifies the <i>Employee#</i> field.
Control text box	The part of a control that displays data from a field in an Access table. For example, <i>ToliP01</i> is the data contained in the <i>Employee#</i> field.
Report Header/Footer	The sections of a report that contain text, pictures, and other items that are repeated at the top (header) or bottom (footer) of the report.
Detail section	The main section of a report, which normally displays data from database tables that varies from record to record.
Page Header/Footer	The sections of a report that contain text and other items that are repeated at the top (header) or bottom (footer) of every <i>page</i> of the report.
Group Header/Footer	The sections that identify a field on which data in the report is grouped (<i>Group Header</i>) and enables you to report summary data for the group (<i>Group Footer</i>). The name of the grouped field appears in the <i>Group Header</i> and <i>Footer</i> bars.

QR > USING REPORT VIEWS

View	Description	Use this view to . . .
Report	Displays when you open a report. Report View does not permit modification of formatting or data. Report View presents the report as it will print.	<ul style="list-style-type: none">■ Preview a report layout before printing.■ View summarized data.
Layout	Displays a “run” of a report layout with sample data displayed so that you can size and position controls appropriately. You can modify formatting in this view as well as use many of the same design tools that are available in Design View.	<ul style="list-style-type: none">■ Preview a report with data.■ Size and position controls and ensure that all data contained in a field displays properly on a report.■ Add a limited number of controls to a report.
Design	Displays the design palette containing sections and section bars, controls, labels, design elements, and other report features. In addition, tools for adding many additional controls are available in Design View.	<ul style="list-style-type: none">■ Format and design a report.■ Add summary data and controls.■ Add design elements.

QR > SWITCHING AMONG REPORT VIEWS

Task	Procedure
Display Report View	<ul style="list-style-type: none">■ Open a report.■ Choose Format→Views→View menu ▼ and choose Report View.or■ Choose Home→Views→View menu ▼ and choose Report View.
Display Design View	<ul style="list-style-type: none">■ Right-click a report name in the Navigation Pane and choose Design View.or■ Open a report and choose Format→Views→View menu ▼ and choose Design View.or■ Open a report and choose Home→Views→View menu ▼ and choose Design View.
Display Layout View	<ul style="list-style-type: none">■ Right-click a report name in the Navigation Pane and choose Layout View.or■ Open a report and choose Format→Views→View menu ▼ and choose Layout View.or■ Open a report and choose Home→Views→View menu ▼ and choose Layout View.

QR ➤ ADDING CONTROLS TO A REPORT

Task	Procedure
Drag Controls	<ul style="list-style-type: none">■ Display the report in Layout or Design View.■ Choose Format→Controls→Add Existing Fields  to open the Field List.■ Expand the table containing the field you want to add.■ Drag the field onto the report and position it where you want it.
Add Controls from a Ribbon	<ul style="list-style-type: none">■ Display the report in Design View.■ Choose Design→Controls and click the control type button you want to add to the report.■ Click or drag a control in the position and size you want on the report.

QR ➤ ADDING SORT AND GROUP LEVELS

Task	Procedure
Display the Panel Using the Ribbon in Design View	<ul style="list-style-type: none">■ Display the report is Design View.■ Choose Design→Grouping & Totals→Group & Sort  on the Ribbon.
Display the Panel Using the Ribbon in Layout View	<ul style="list-style-type: none">■ Display the report in Layout View.■ Choose Format→Grouping & Totals→Group & Sort  on the Ribbon.
Add Group Level	<ul style="list-style-type: none">■ Right-click the field on which you want to group data records.■ Choose Group On.
Add Sort Order	<ul style="list-style-type: none">■ Right-click the field on which you want to sort data or groups.■ Choose Sort A to Z or Smallest to Largest  or Choose Sort Z to A or Largest to Smallest .

QR ➤ ADDING DATE AND TIME FIELDS TO A REPORT

Task	Procedure
Add Date Field to a Report	<ul style="list-style-type: none">■ Choose Design→Controls→Date & Time  on the Ribbon.■ Check the Include Date check box, select the format option, and click OK.
Add Time Field to a Report	<ul style="list-style-type: none">■ Choose Design→Controls→Date & Time  on the Ribbon.■ Check the Include Time check box, select the format option and click OK.

QR > ADDING A LOGO TO A REPORT OR FORM

Task

Add a Logo to a Report or Form

Procedure

- Display the form or report in Design View.
- Choose Design→Controls→Logo  on the Ribbon.

QR > APPLYING AN AUTOFORMAT TO FORMS AND REPORTS

Task

Apply an AutoFormat

Procedure

- Prepare the report or form to which you want to apply the AutoFormat.
- Display the report or form in Design View.
- Choose Arrange→AutoFormat→AutoFormat  on the Ribbon.
- Select the AutoFormat to apply.

QR > USING THE EXPRESSION BUILDER

Task

Create a Calculated Control Using the Expression Builder

Procedure

- Display the form or report in Design View.
- Choose Design→Controls→Text Box  on the Ribbon.
- Click or draw the control on the form or report palette where you want it to appear.
- Press [F4] to display the Property Sheet and click the Data tab.
- Click the Control Source property and then click the Build  button.
- Add fields, operators, and other elements to the expression and then click OK.

QR > USING GROUP, SORT, AND TOTAL FEATURES

Task

Display the Group Footer section

Procedure

- Display the report in Design View.
- Choose Design→Grouping & Totals→Group & Sort  on the Ribbon.
- Click More on the Group bar for the group for which you want to display a footer.
- Click the Without a Footer Section list button and choose With a Footer Section.

Set Aggregate Function Totals from the Group Bar

- Display the report in Design View.
- Choose Design→Grouping & Totals→Group & Sort  on the Ribbon.
- Click More on the Group bar for the group for which you want to display aggregate functions.
- Click the with no totals list button and set the field, type, and position of the function you want to set.

Set Aggregate Function Totals from the Ribbon

- Display the report in Design View and click the field control in the Detail section for which you want to set a function.
- Choose Design→Grouping & Totals→Totals  on the Ribbon.
- Choose the function you want to apply to the field.

QR CREATING LABELS

Task	Procedure
Launch the Label Wizard	<ul style="list-style-type: none">■ Select the table containing the data you want to use for the labels.■ Choose Create→Reports→Labels .
Work Through Wizard Screens	<ul style="list-style-type: none">■ Select the label type, format, and unit of measure you want to use for the labels and click Next.■ Set the font, size, and color, and then click Next.
Add Fields to a Label	<ul style="list-style-type: none">■ Double-click the field names in the Available Fields list in the order you want them to appear on the label.■ Add spacing, punctuation, and hard returns as needed to position the fields properly.■ Click Next.■ Select the field on which you want to sort the labels and click Next.■ Type a label report name and click Finish.

QR PRINTING RECORD FORMS

Task	Procedure
Print Specific Pages	<ul style="list-style-type: none">■ Choose Office→Print menu ► Print Preview.■ Choose Print Preview→Print→Print .■ Set the options you want to apply and click OK.