

Intermediate Applications of Access 2010

| | |
|--|----|
| What You Will Learn..... | 1 |
| Working with Field Properties..... | 2 |
| Setting the Field Size | 3 |
| Assigning a Caption..... | 4 |
| Specifying a Default Value..... | 4 |
| Setting Up a Validation Rule..... | 5 |
| Displaying Validation Text..... | 5 |
| Requiring Data Entry | 6 |
| Allowing Zero-Length Strings..... | 6 |
| Assigning a Custom Format..... | 7 |
| Using Input Masks for Data Entry | 11 |
| Using the Lookup Wizard..... | 14 |
| Exercise 1: Assigning Field Properties..... | 17 |
| Creating Indexes and Primary Keys | 18 |
| Using Indexes..... | 18 |
| Creating Primary Keys..... | 21 |
| Exercise 2: Creating Indexes and Primary Keys..... | 23 |
| Creating Parameter Queries | 24 |
| Using Comparison Operators in Parameter Queries..... | 25 |
| Creating Queries with Aggregate Operators..... | 26 |
| Using the Where Clause to Specify Criteria..... | 27 |
| Calculating Subtotals with Group By | 27 |
| Applying Criteria to Your Totals..... | 28 |
| Displaying Grand Totals in Datasheet View | 28 |
| Exercise 3: Using Aggregate Operators in Queries | 30 |
| Exercise 4: Using Aggregate Operators in Queries | 31 |
| Working with Forms..... | 32 |
| Using the Form Wizard..... | 33 |
| Viewing the Form | 36 |
| Working with Form View..... | 37 |
| Modifying Form Design | 38 |
| Understanding the Form Sections (Design View) | 41 |
| Working with Controls | 42 |
| Formatting the Form | 52 |
| Adding and Deleting Controls | 53 |

| | |
|---|-----|
| Changing the Tab Order..... | 58 |
| Saving the Form..... | 59 |
| Exercise 5: Designing Forms..... | 60 |
| Creating and Viewing Reports..... | 61 |
| Using the Report Wizard..... | 62 |
| Viewing the Report..... | 66 |
| Modifying the Report Design..... | 67 |
| Understanding Report Sections (Design View)..... | 68 |
| Working with Controls..... | 69 |
| Formatting Your Reports..... | 70 |
| Adding and Deleting Controls..... | 72 |
| Working with the Page Footer..... | 74 |
| Saving the Report Design..... | 76 |
| Exercise 6: Designing Reports..... | 77 |
| Preparing a Report for Printing..... | 78 |
| Previewing the Report..... | 78 |
| Laying Out Your Report Pages..... | 80 |
| Printing the Report..... | 83 |
| Grouping and Sorting in a Report..... | 84 |
| Sorting and Grouping Data in the Report Wizard..... | 84 |
| Using the Group & Sort Command..... | 87 |
| Sorting Your Data..... | 88 |
| Changing Grouping Options in the Group, Sort, and Total Pane..... | 89 |
| Grouping on Multiple Fields..... | 91 |
| Setting Group Options in the Report Wizard..... | 92 |
| Exercise 7: Sorting and Grouping in Reports..... | 94 |
| Summarizing Data in Reports..... | 95 |
| Using the Summary Options in the Report Wizard..... | 95 |
| Using the Totals Command..... | 98 |
| Exercise 8: Creating Summary Reports..... | 100 |
| Using Calculations and Functions in a Report..... | 101 |
| Creating Calculations in Reports..... | 101 |
| Using Functions to Summarize Data..... | 103 |
| Using the Immediate IF (IIF) Function..... | 104 |
| Exercise 9: Including Calculations and Functions in Your Reports..... | 105 |
| Creating Mailing Labels and Form Letters..... | 106 |

| | |
|---|-----|
| Using the Label Wizard | 106 |
| Creating Form Letters | 109 |
| Exercise 10: Creating Labels and Form Letters..... | 113 |
| Appendix A: Form and Report Controls..... | 114 |
| Appendix B: Understanding the Access 2010 Interface | 116 |
| Appendix C: Ribbon Tabs in Access | 120 |
| Appendix D: Understanding the Access File Formats..... | 121 |
| Appendix E: Getting Help in Access 2010 | 124 |
| Appendix F: Formatting Tables and Queries | 125 |
| Appendix G: Solutions to Exercises | 128 |