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*The Fast
and Easy Way
to Learn*

Faith Wempen

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Access® 2010



by Faithe Wempen



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In order to get this information to you in a timely manner, this book was based on a pre-release version of Microsoft Office 2010. There may be some minor changes between the screenshots in this book and what you see on your desktop. As always, Microsoft has the final word on how programs look and function; if you have any questions or see any discrepancies, consult the online help for further information about the software.

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Author's Acknowledgments

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How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result of the action.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross-reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, or text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

Sort Records

6 One way to quickly find a particular record is to *reorder*, or *sort*, the records by a particular field. You can sort by one field in either ascending (A to Z) or descending (Z to A) order. You can also do a multifield sort that specifies what field to use in the event of a tie in the primary sort field.

Sort Records

Sort Records by a Single Field (the Ribbon Method)

1 Click anywhere in the field by which you want to sort.

2 Click the **Ascending** button on the Home tab to sort in ascending order.

- Alternatively, you can sort in descending order by clicking the **Descending** button.

The data is sorted.

Sort Records by a Single Field (the Right-Click Method)

1 Right-click anywhere in the column by which you want to sort.

2 Choose **Sort A to Z** from the shortcut menu to sort in ascending order.

- Alternatively, you can sort in descending order by choosing **Sort Z to A** from the shortcut menu.

The data is sorted.

2 *Note: Depending on the field type, the sort options may be different. For example, for a Date/Time field, the commands are Sort Oldest to Newest and Sort Newest to Oldest.*

Entering and Editing Data chapter 2

Sort Records by Multiple Fields

1 Click **Advanced** on the Home tab.

2 Click **Advanced Filter/Sort**.

- A query grid appears.

3 Drag the fields you want to sort by into the grid — in the order by which you want to apply them.

4 For each field in the grid, click here to choose **Ascending** or **Descending**.

5 Click **Toggle Filter**.

The datasheet is sorted by the fields that you specified.

TIPS

How do I sort records in a form?
All the same techniques for sorting a datasheet also work in a form, even though most forms show only one record at a time. The sort affects the order in which records appear when you move among them by using the **Next Record** and **Previous Record** buttons. The record number for each record stays the same.

How do I move a sort?
Press **Ctrl + Z** to undo the last action (the sort). If you have performed other actions since the sort, close the datasheet without saving your changes:

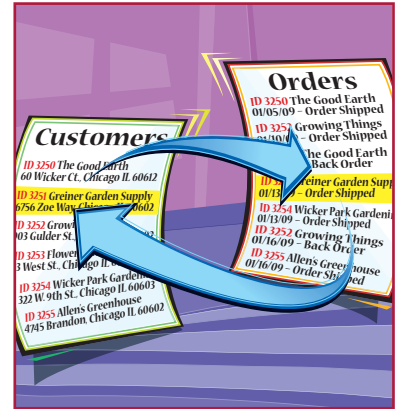
- Right-click on the datasheet tab.
- Choose **Close** from the shortcut menu.
- At the prompt to save changes to the design of the table, click **No**.

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chapter 2

Entering and Editing Data

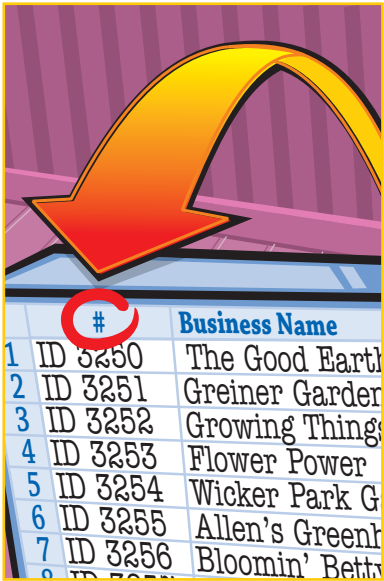
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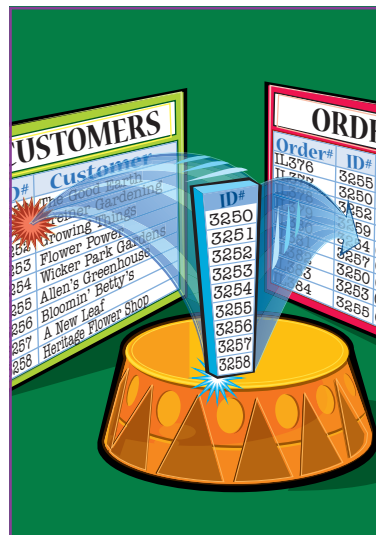


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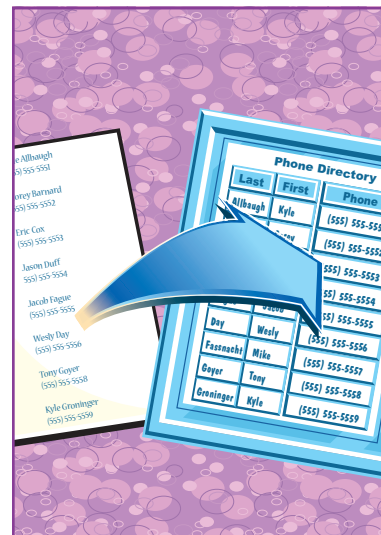


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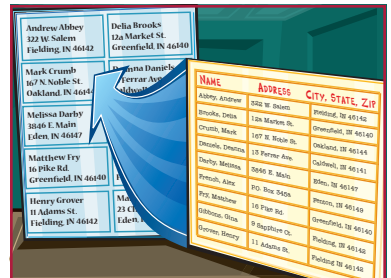
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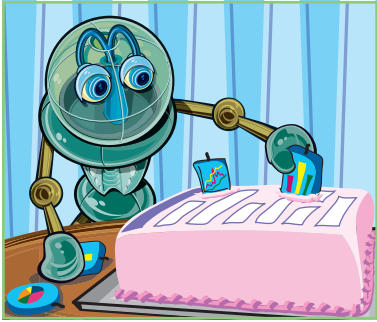
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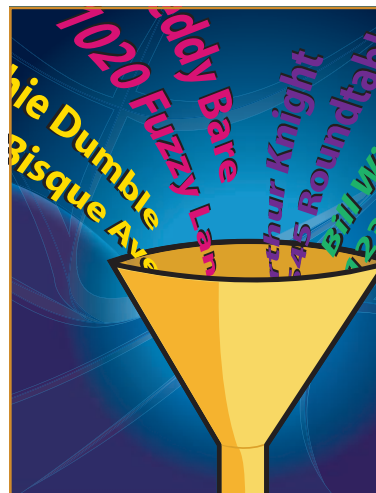


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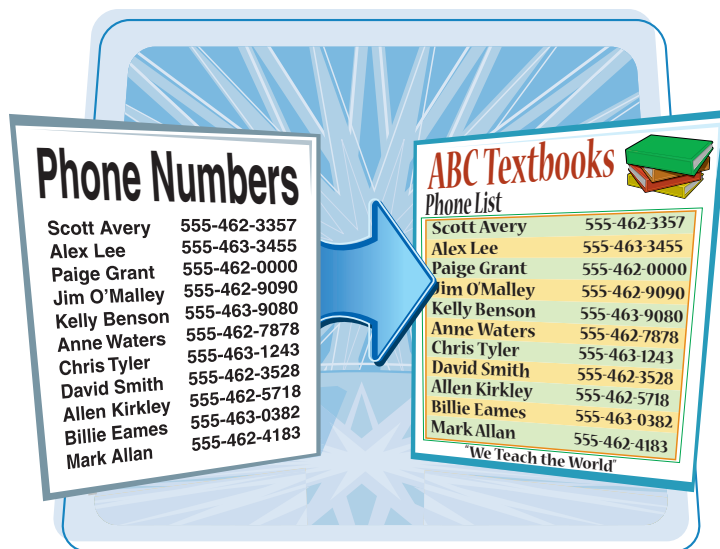
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CHAPTER

1

Getting Started with Access 2010

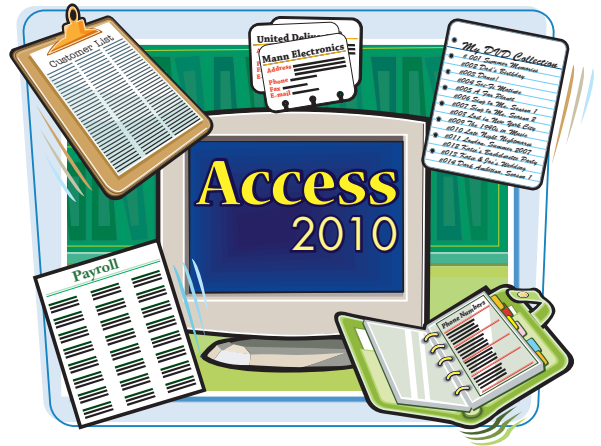


Are you new to Access or upgrading to the latest version? This chapter explains how to create a database as well as how to navigate through the new-and-improved Microsoft Office Access 2010 interface.

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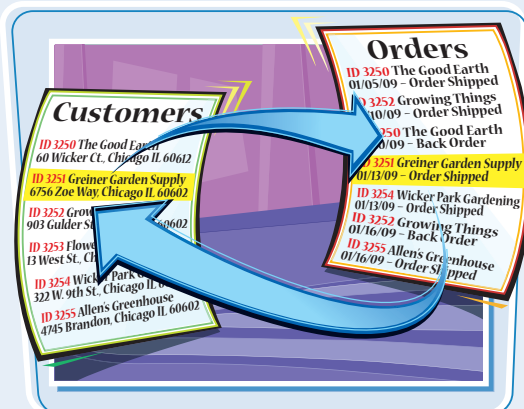
An Introduction to Access 2010

Microsoft Access 2010 is a program for creating databases to store business or personal data. You can use Access to create, retrieve, and manage large or small collections of information.



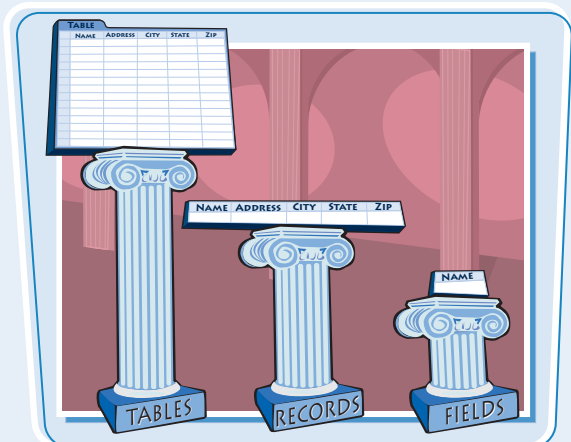
Relational Databases

Microsoft Access creates *relational databases* — that is, databases that can contain multiple tables with links between them. For example, a business may have a Customers table for storing customer contact information and an Orders table for storing information about orders placed. Each customer in the Customers table has a unique ID, and each order in the Orders table references a specific customer ID.



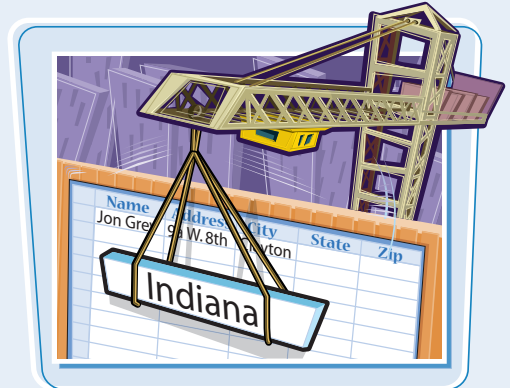
Tables, Records, and Fields

In Access, data is stored in *tables*, and each individual entry in the table is called a *record*. For example, in a Customers table, the information about each customer is a separate record. Each record is composed of one or more *fields* that contain individual pieces of data. For example, customer fields may include Name, Address, City, State, and Zip Code.



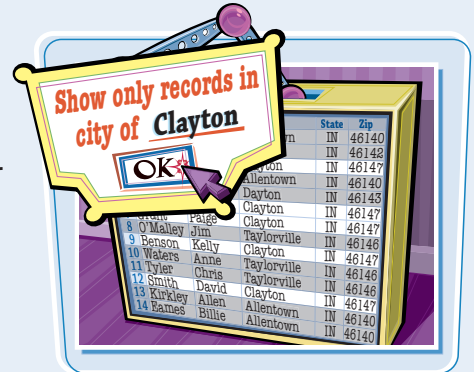
Datasheets and Forms

By default, each table appears as a spreadsheet grid called a *datasheet*. You can type directly into a datasheet. To make data entry more convenient, some people choose to create on-screen *forms*, which are like dialog boxes that prompt for field entries. An attractively formatted form is easier and more pleasant to use to enter new records than a plain datasheet.



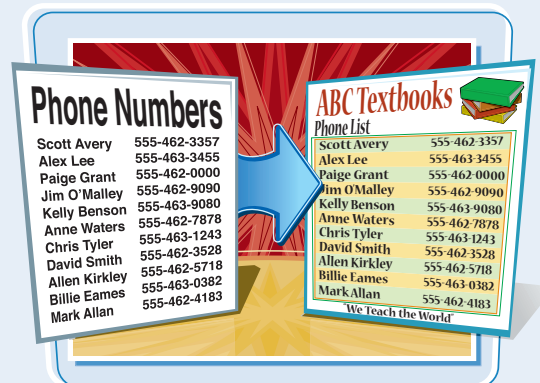
Filters and Queries

It is often useful to display a filtered view of a table. You can filter a table to show only certain records, only certain fields, or both. You can run a one-time filter or you can create a *query*, which is like a saved filter. Queries also enable you to combine data from multiple related tables into a single datasheet of results.



Reports

Tables and query results appear in plain datasheets, which are not very attractive when printed. Reports present data from tables and queries in an attractive, customizable format — complete with titles, headers and footers, and even logos and graphics.



Start and Exit Access

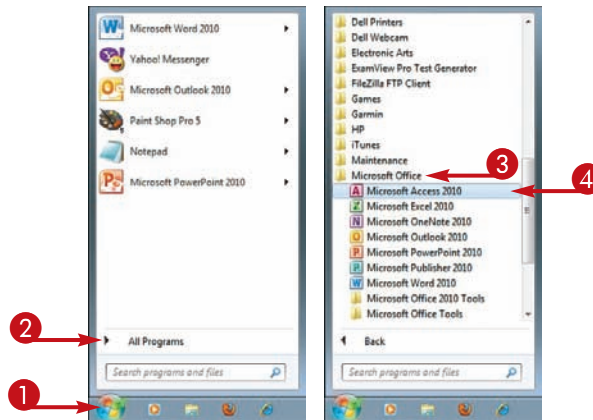
Before you can create or open a database file, you must first start Access. Access starts with the File menu open and the New command selected. From here, you can create a new database or open an existing one. When you are finished working with Access, you should exit the program.



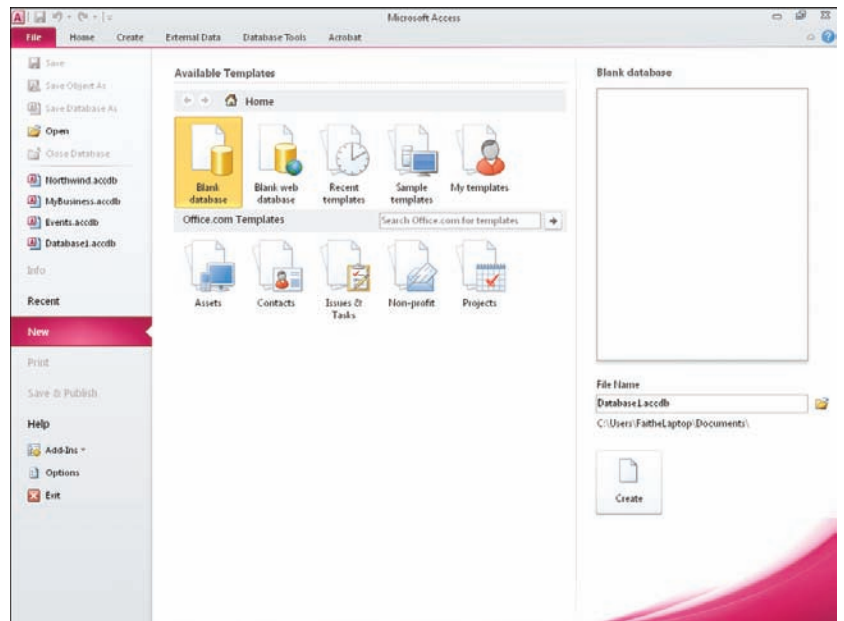
Start and Exit Access

Start Access

- 1 Click **Start**.
- 2 Click **All Programs**.
- 3 Click **Microsoft Office**.
- 4 Click **Microsoft Access 2010**.



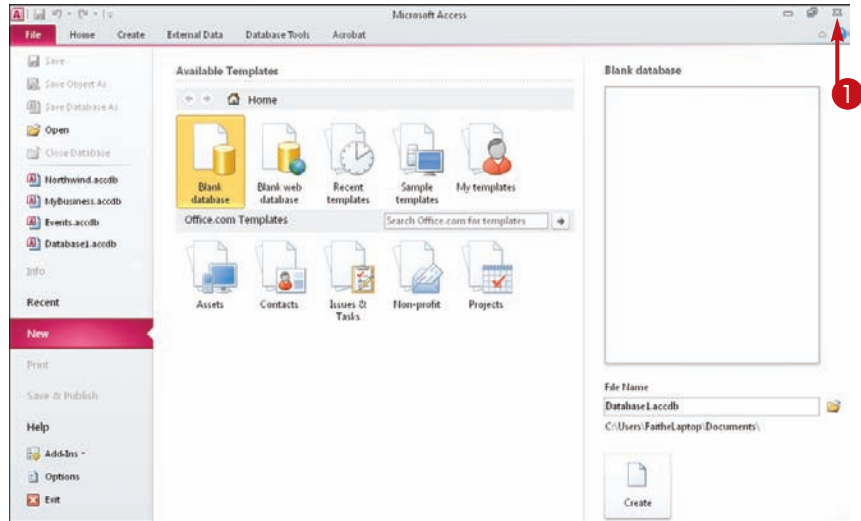
The Access program window opens.



Exit Access by Using the Close Button

- 1 Click the **Close** button () .

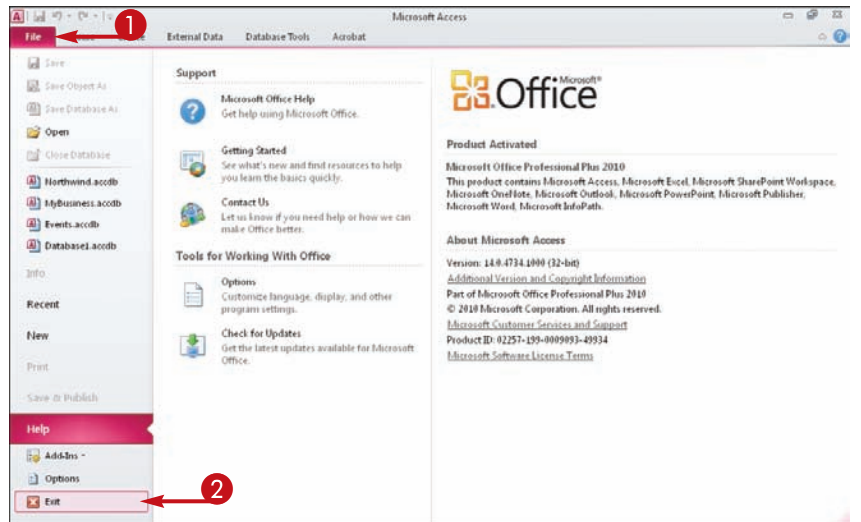
Access closes, returning you to your desktop view.



Exit Access by Using the File Menu

- 1 Click **File**.
- 2 Click **Exit**.

Access closes, returning you to your desktop view.

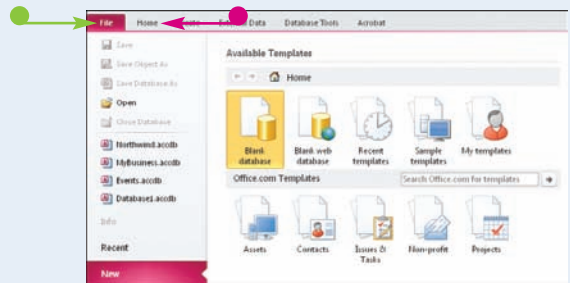


TIP

How is the File tab different from the tabs?

The File tab in Access 2010 opens a menu, with commands arranged vertically. Each command displays different options. It is equivalent to the Office button's menu in Access 2007.

- To open the File menu, click the **File** tab.
- To close the File menu, click any other tab (Home, for example).



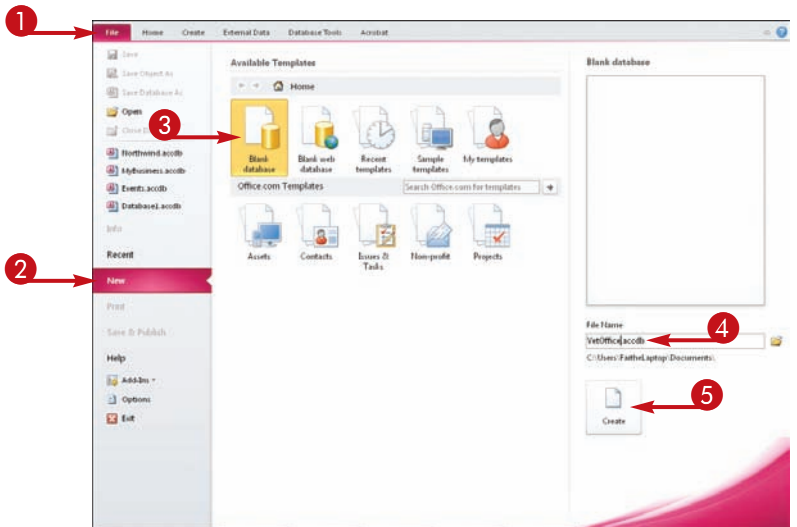
Create a Blank Database

A blank database contains only a single blank table and no other database objects, such as queries or forms. It provides the freedom to create exactly the objects that you want for your project.

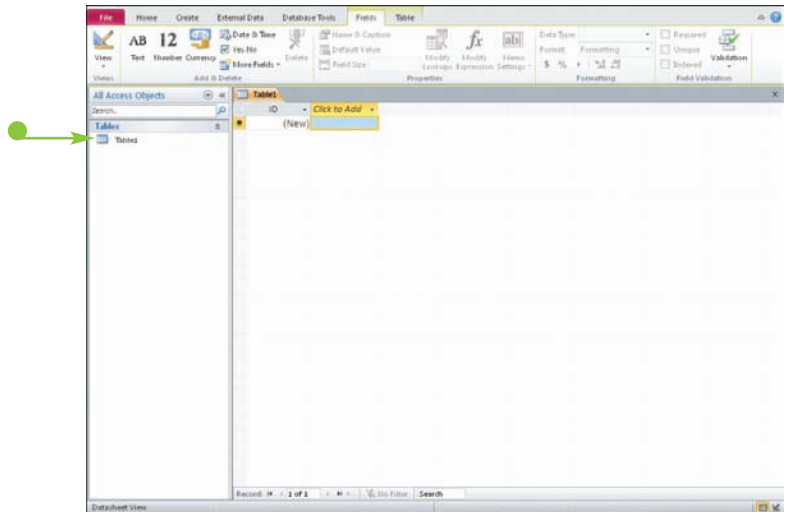


Create a Blank Database

- 1 Click **File**.
- 2 Click **New**.
- 3 Click **Blank Database**.
- 4 Type a file name for the database.
- 5 Click **Create**.



- A new database opens, with a new blank table started.



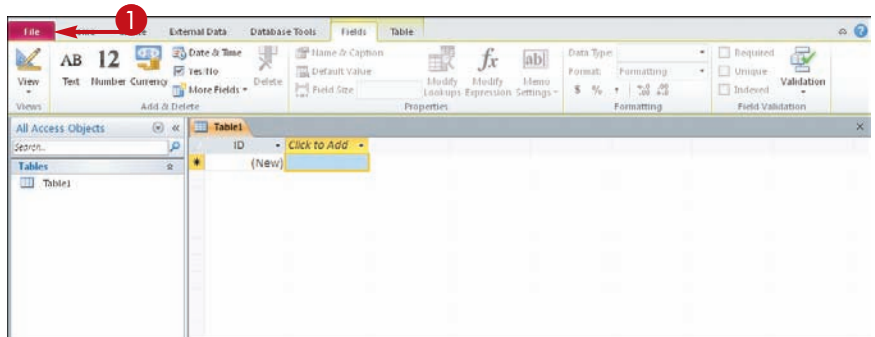
You can close a database without closing Access 2010 itself. Multiple databases can be open at once, each in its own copy of the application, but closing a database when you are finished with it frees up your computer's memory.



Close a Database

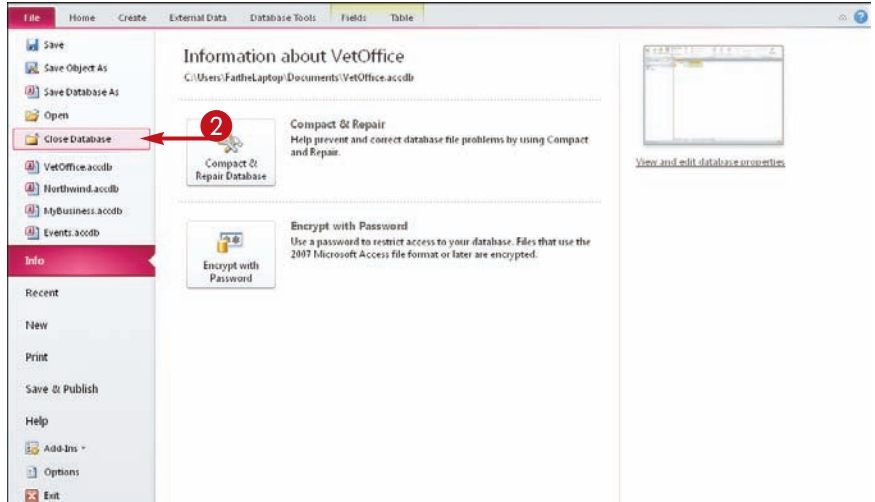
- 1 Click **File**.

The File menu opens.



- 2 Click **Close Database**.

The File menu stays open, and the New command becomes selected.



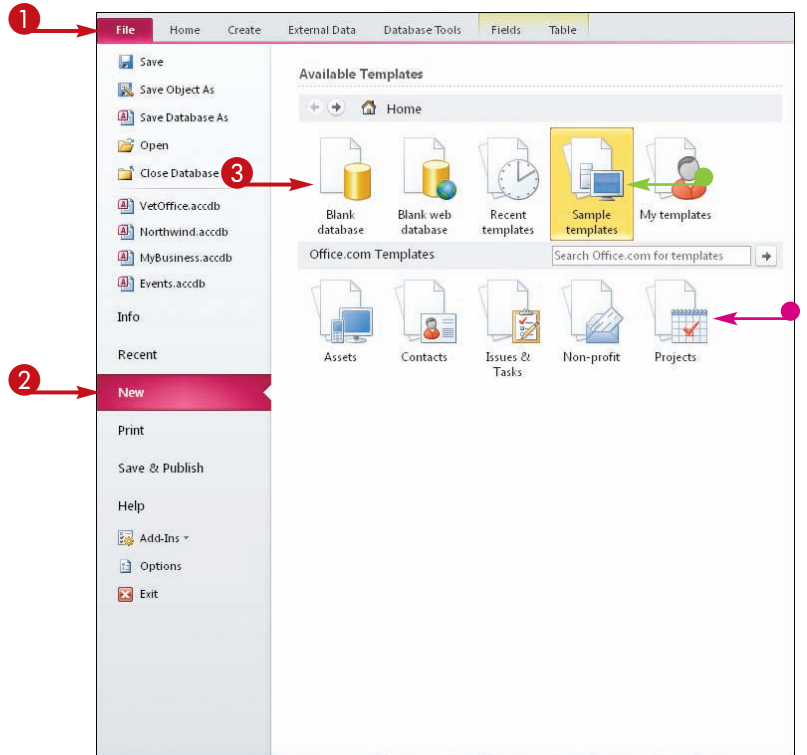
Create a Database by Using a Template

You can create a new database based on a template. Templates provide a jumpstart in creating a database by supplying tables, forms, and queries that you are likely to need.



Create a Database by Using a Template

- 1 Click **File**.
 - 2 Click **New**.
 - 3 Click the template category that you want.
- Sample templates are Microsoft-supplied templates stored on your hard disk.
 - Office Online Templates are available from the Internet if you are connected.



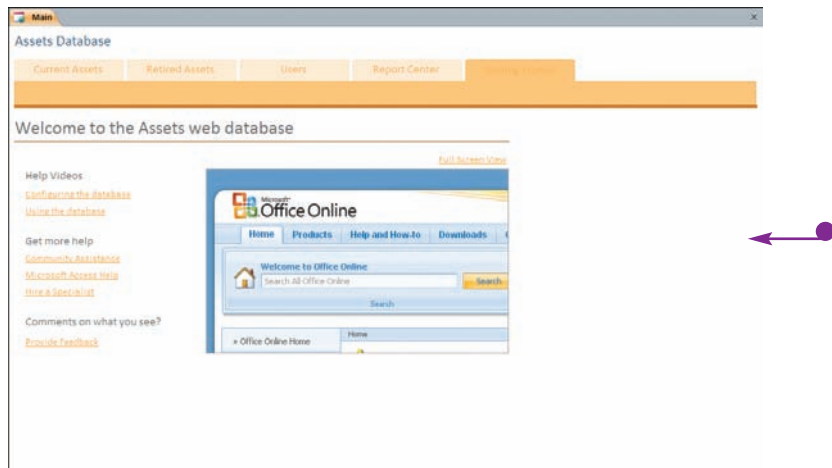
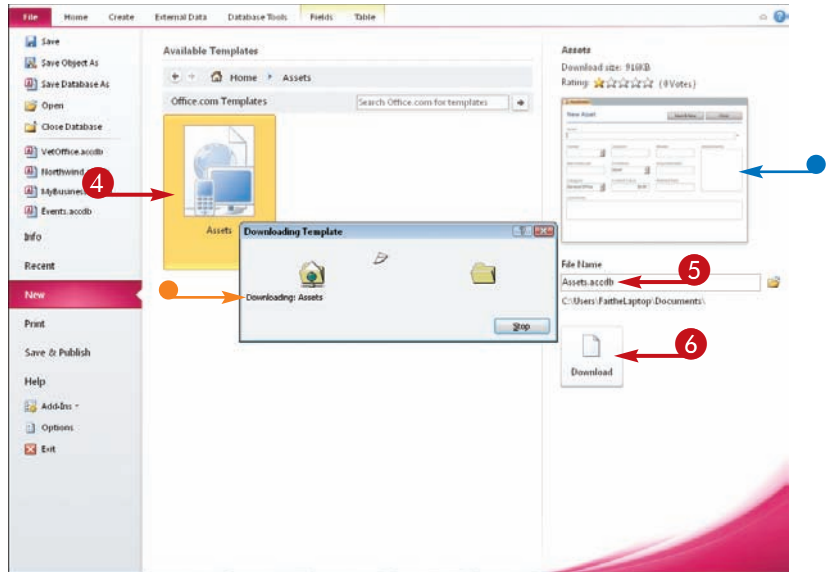
- 4 Click the template that best matches your needs.

Note: Under *Sample Templates* is a *Northwind Traders* template, which provides sample data and many objects. This database is used for many of the examples in this book.

- The screen for the template category that you chose appears on the right.
- 5 Type a name for the database file or accept the default name.
- 6 Click **Download**.

Note: If you chose a template stored on your local hard drive, the button name in step 6 is *Create*.

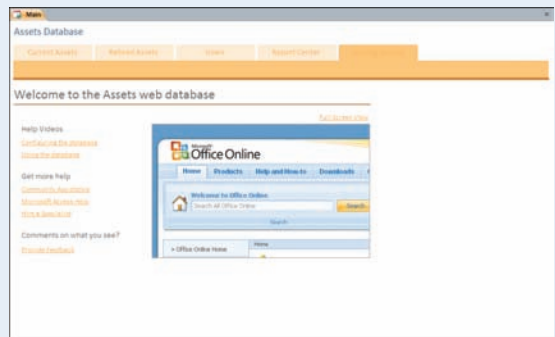
- If you chose an online template, it is downloaded from the Internet.
- A form opens. Its appearance depends on the template that you chose.



TIP

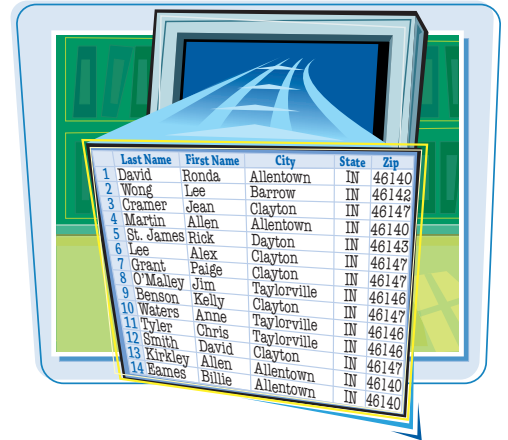
What do I do if a Welcome or Getting Started tab or window appears in the new database?

Just follow the prompts that appear. Depending on the template, there may be instructions to read, a video to play, or Web hyperlinks to explore.



Open a Database File

You can open a database that you previously created to continue developing its structure, typing data in it, or analyzing its data. Database files can be stored on a local hard drive or on a network or SharePoint server.



Open a Database File

Browse for and Open a Database File

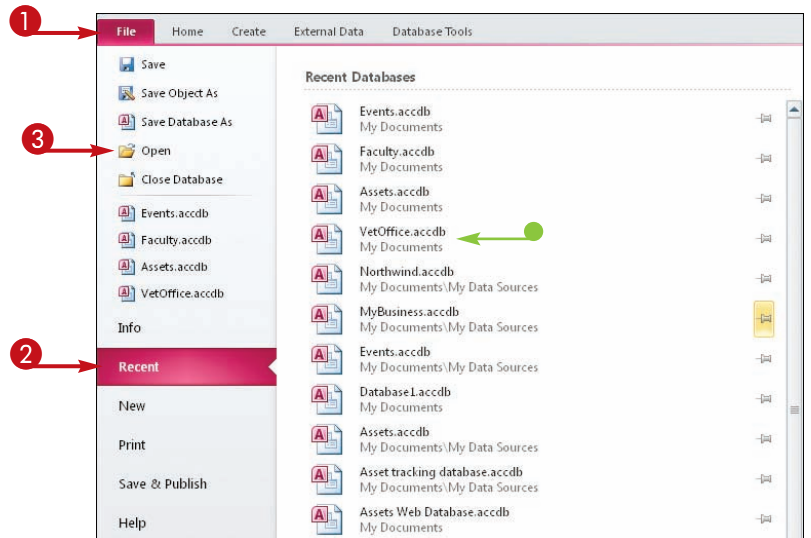
1 Click **File**.

2 Click **Recent**.

● If the desired file appears in the Recent Databases list, click it — and you're done. Otherwise, proceed to the next step.

3 Click **Open**.

Note: You can also press **Ctrl** + **O** instead of performing steps 1 and 2.



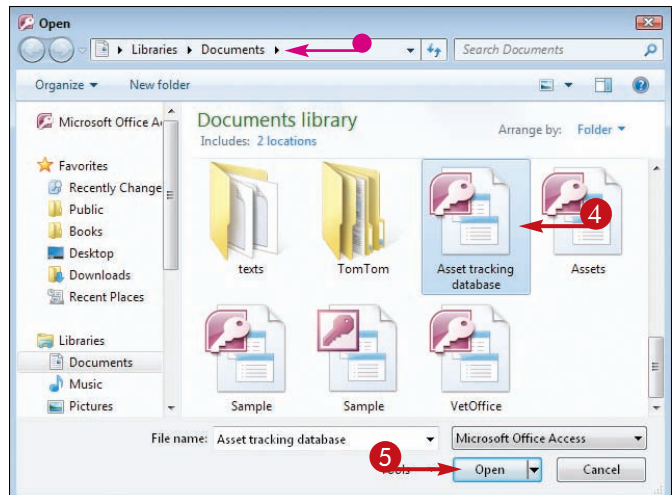
The Open dialog box opens.

● If necessary, you can navigate to a different location.

4 Click the name of the file that you want to open.

5 Click **Open**.

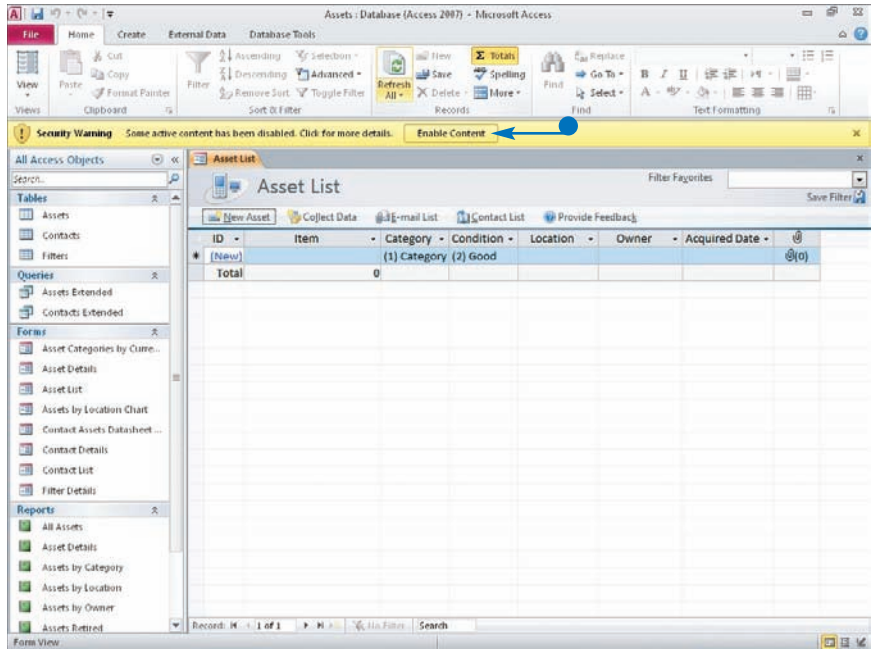
The database file opens.



If a Security Warning Message Bar Appears

- Click **Enable Content**.

The message bar closes and the content is enabled.



TIPS

Why does the Security Warning message bar appear?

A security warning appears when you are opening a database that is stored in a location that is not trusted, such as a file you received as an e-mail attachment, or when opening a file that contains macros (sets of recorded actions). The message implies that the file contains dangerous content, but that is not necessarily so; even a blank database can trigger this warning.



How can I prevent the security alert from appearing?

After the first time you click **Enable Content** for a document that contains macros, the warning will not reappear for that document. If the warning pertains to an untrusted location rather than a document with macros, you can prevent the security alert by adding the location to your Trusted Locations list. To do this, see Chapter 17.



Understanding the Access 2010 Interface

Access 2010 has a user interface consistent with those of other Office 2010 applications, including Word and Excel. It contains tabs, a multiple-tabbed Ribbon, and a status bar.

Understanding the Access 2010 Interface

- File displays a menu of database commands.
- Tabs contain buttons and other controls for working with data.
- The Ribbon displays and organizes tabs.
- Groups organize controls into sections within tabs.
- Clicking this icon opens a dialog box related to the group.
- The Record selector displays the current record number and allows you to navigate to other records.

