

Teach Yourself
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Microsoft®

Access® 2013

The Fast and Easy Way to Learn



Paul McFedries



Microsoft®
Access® 2013



by Paul McFedries



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Paul McFedries is a full-time technical writer. Paul has been authoring computer books since 1991 and has more than 80 books to his credit. His books have sold more than four million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY Microsoft Excel 2013*, *Teach Yourself VISUALLY Microsoft Windows 8*, *Windows 8 Visual Quick Tips*, *iPhone 5 Portable Genius*, and *iPad 4th Generation and iPad mini Portable Genius*. Paul is also the proprietor of Word Spy (www.wordspy.com), a website that tracks new words and phrases as they enter the language. Paul invites you to drop by his personal website at www.mcfedries.com or follow him on Twitter at [@paulmcf](https://twitter.com/paulmcf) and [@wordspy](https://twitter.com/wordspy).

Author's Acknowledgments

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you will read in this book. However, this book is more than just the usual collection of words and phrases. A quick thumb through the pages will show you that this book is also chock-full of images, including sharp screenshots. Those colorful images make for a beautiful book, and that beauty comes from a lot of hard work by Wiley's immensely talented group of designers and layout artists. They are all listed in the Credits section on the previous page, and I thank them for creating another gem. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that included project editor and copy editor Dana Lesh and technical editor Vince Averello. Thanks for your exceptional competence and hard work. Thanks, as well, to Wiley executive editor Jody Lefevere for asking me to write this book.

How to Use This Book

Whom This Book Is For

This book is for the reader who has never used Microsoft Access. It is also for readers who want to expand their knowledge of Access and learn about the features of the latest version.

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 perform; **bulleted steps** clarify a point, step, or optional feature; and **indented steps** give you the result.

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 or options that you must click and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

CHAPTER 4
Working with Fields

Create a Validation Rule

Although an input mask helps a user enter data into a field using the proper number and type of characters, it cannot restrict the field to certain entries based on logic. A better solution for preventing data-entry errors is the data validation feature. With data validation, you create *validation rules* that specify exactly what kind of data can be entered in a field and in what range that data can fall. You can also specify an error message that appears when a user enters data that does not satisfy a validation rule.

Create a Validation Rule

Create the Rule

- In the Design view, click in the field for which you want to create a validation rule.
The properties for that field appear.
- Click in the **Validation Rule** row.
- Click **...**.

The Expression Builder dialog box opens.

- Enter the expression that represents the criteria you want to specify.
- Click **OK**.

Note: You could have simply typed the validation rule into the row and skipped steps 1 to 5, but the Expression Builder's tools can be useful for complex expressions.

Test the Rule

- Click **OK** and then retype the field entry.
- When the rule is violated, a custom error message appears, containing the text that you specified in the Validation Text row.

TIP

How do I use the Expression Builder?
The Expression Builder can guide you in determining the correct syntax for an expression. There are many types of expression content available, including functions, constants, and operators. For example, to enter the expression from the steps in this section (>0), you would do the following:

- Click **Operators**.
- Click **Comparison**.
- Double-click **>**.
- The **>** character appears in the expression at the top of the dialog box.
- Type **0**.
- Click **OK**.

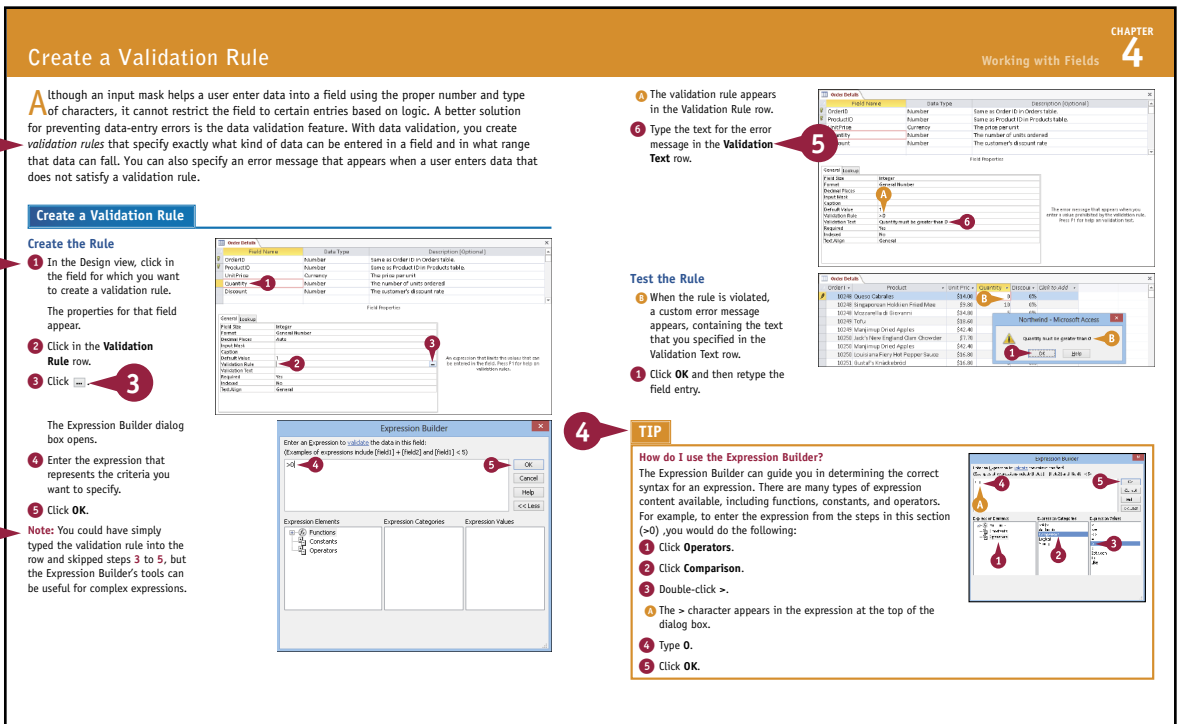
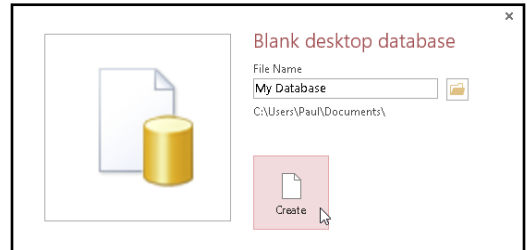


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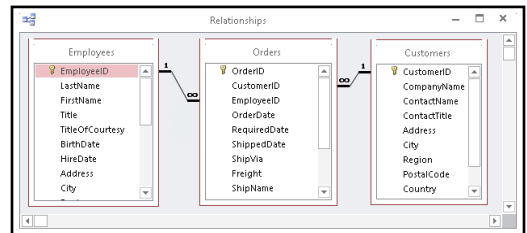
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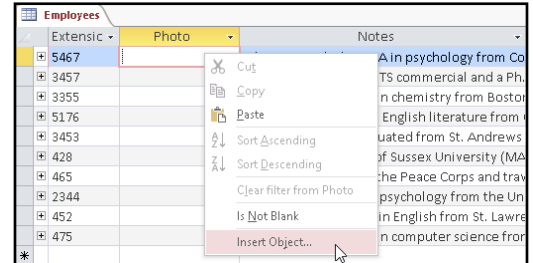
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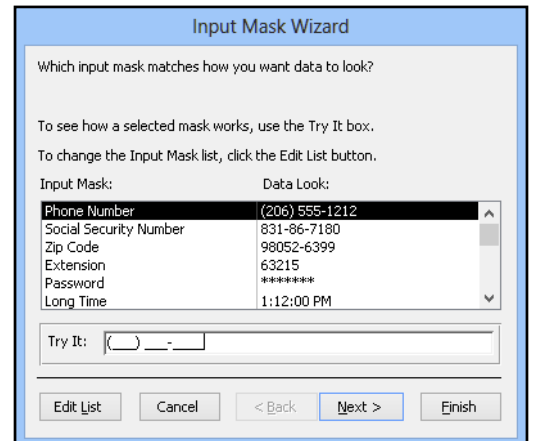
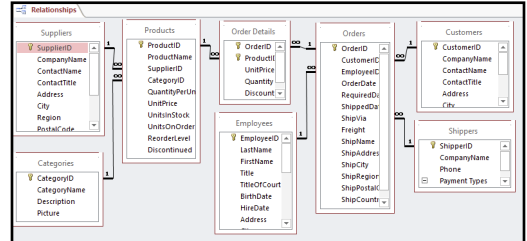


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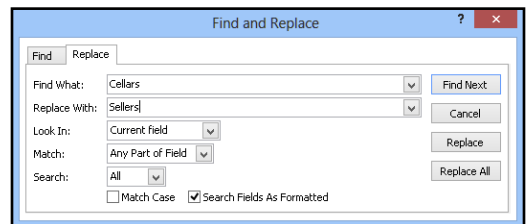
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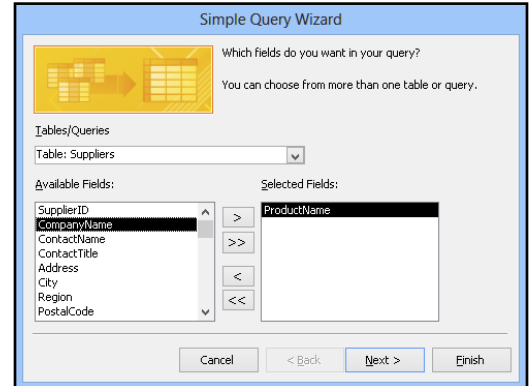
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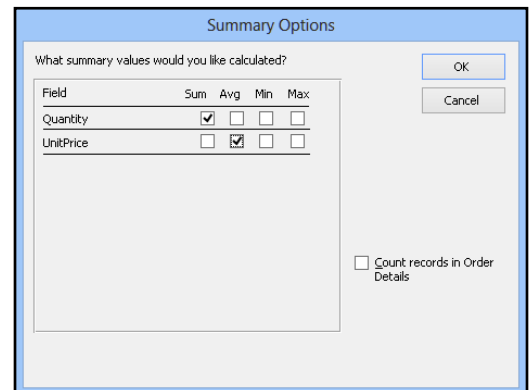


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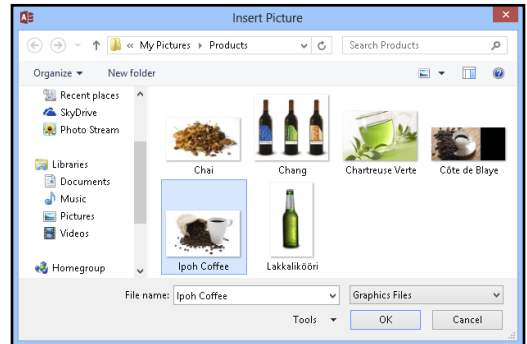
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A screenshot of a 'Customers' form. The form has a title bar 'Customers' and a list box on the left. The main area contains several text input fields with the following values: Customer ID: ALFKI; Company Name: Alfreds Futterkiste; Phone: 030-0074321; Address: Öbere Str. 57; City: Berlin; Region: (empty); Postal Code: 12209; Country: Germany.

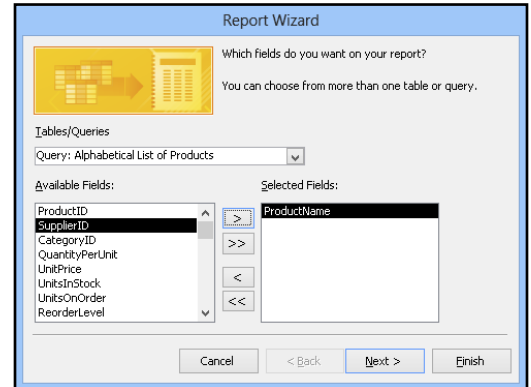
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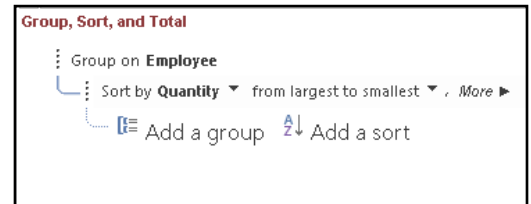
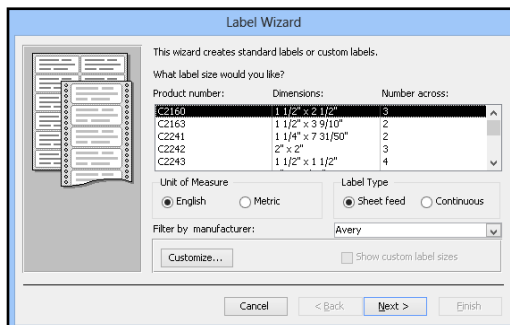


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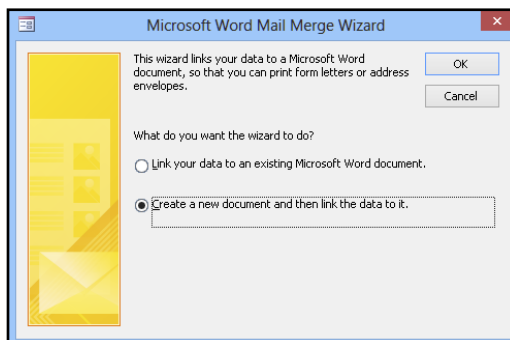
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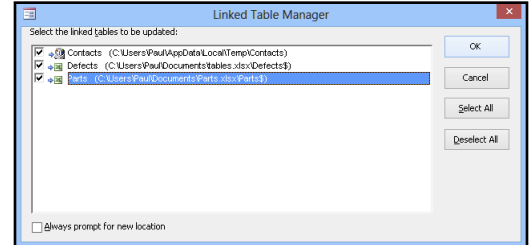
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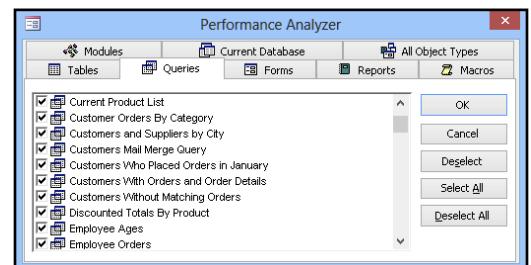
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Chapter 16 Maintaining a Database

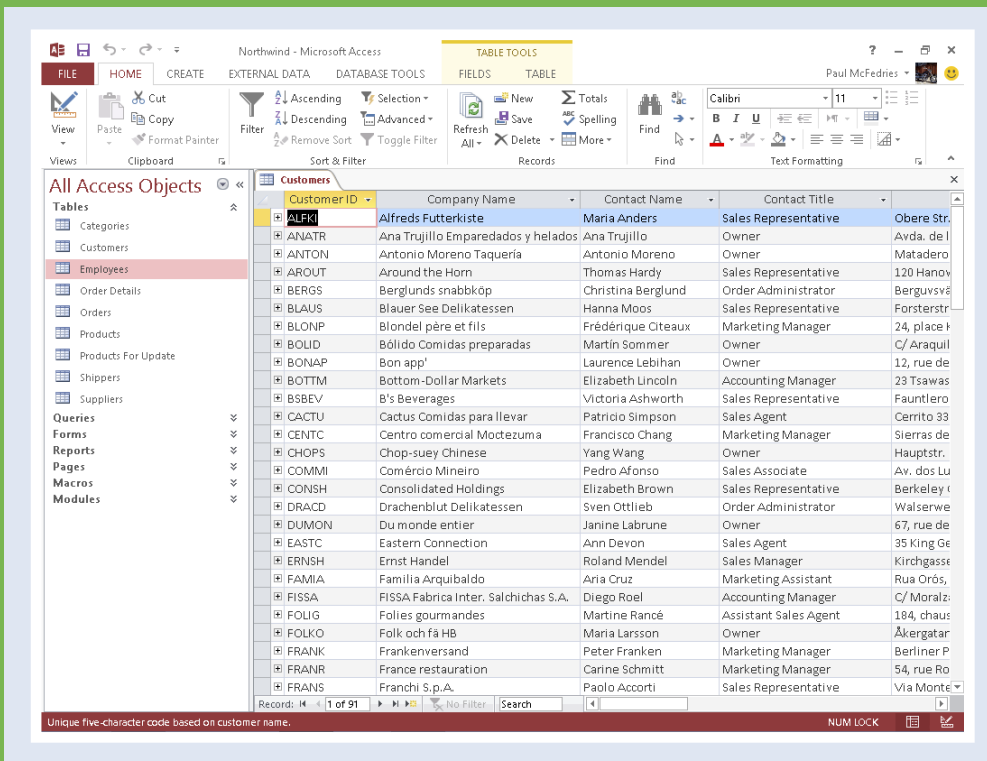
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CHAPTER 1

Getting Started with Access

Are you new to Microsoft Access or upgrading to the latest version of the program? This chapter introduces you to Access and to some useful database concepts. You also learn how to create and open a database as well as how to navigate through the Access interface.



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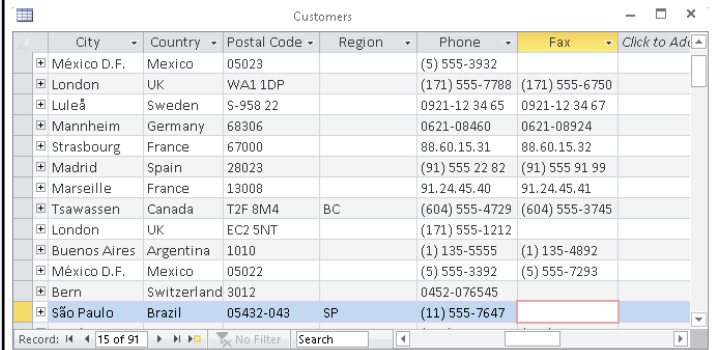
An Introduction to Access

Microsoft Access is a program for creating and working with special files called *databases*, which are designed to store collections of related information. For example, one database might store business data such as customers, invoices, and inventory, whereas another might store personal data such as contacts, movies, and household items. You can use Access to create, retrieve, and manage large or small collections of information.

To get the most out of Access, you need to understand basic concepts such as tables, records, and fields; database objects such as datasheets and forms; and database tools such as filters, queries, and reports.

Tables, Records, and Fields

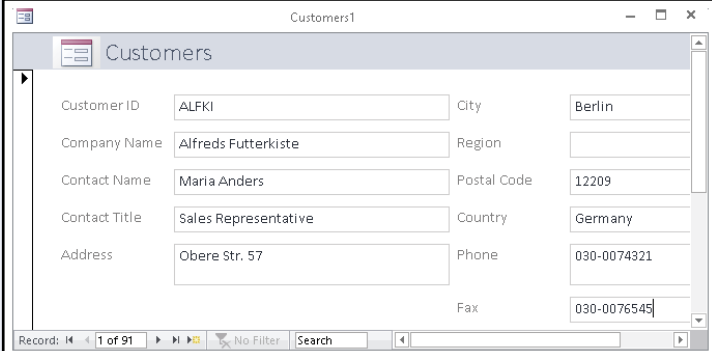
In Access, data is stored in *tables*, and each individual entry in a table is called a *record*. For example, in a Customers table, the information about each customer is a separate record. Each record is composed of one or more *fields* that contain individual pieces of data. In this example, customer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



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Mannheim	Germany	68306		0621-08460	0621-08924	
Strasbourg	France	67000		88.60.15.31	88.60.15.32	
Madrid	Spain	28023		(91) 555 22 82	(91) 555 91 99	
Marseille	France	13008		91.24.45.40	91.24.45.41	
Tsawassen	Canada	T2F 8M4	BC	(604) 555-4729	(604) 555-3745	
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Buenos Aires	Argentina	1010		(1) 135-5555	(1) 135-4892	
México D.F.	Mexico	05022		(5) 555-3932	(5) 555-7293	
Bern	Switzerland	3012		0452-076545		
São Paulo	Brazil	05432-043	SP	(11) 555-7647		

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.



Customer ID	ALFKI	City	Berlin
Company Name	Alfreds Futterkiste	Region	
Contact Name	Maria Anders	Postal Code	12209
Contact Title	Sales Representative	Country	Germany
Address	Obere Str. 57	Phone	030-0074321
		Fax	030-0076545

Filters and Queries

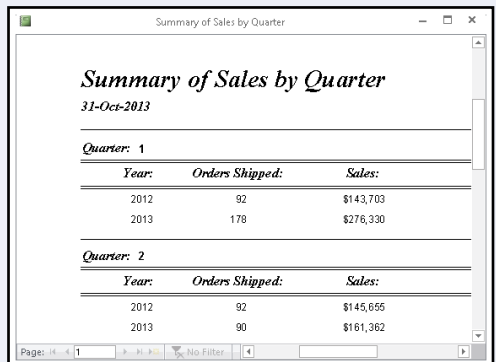
It is often useful to display a filtered view of a table. You can filter a table to show only certain records, only certain fields, or both. You can run a one-time filter, or you can create a *query*, which is like a saved filter. Queries also enable you to combine data from multiple related tables into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



Company Name	Contact Name	Customer ID
Alfreds Futterkiste	Maria Anders	ALFKI
Antonio Moreno Taquería	Antonio Moreno	ANTON
Berglunds snabbköp	Christina Berglund	BERGS
Blauer See Delikatessen	Hanna Moos	BLAUS
Blondel père et fils	Frédérique Citeaux	BLONP
Bon app'	Laurence Lebihan	BONAP
Cactus Comidas para llevar	Patricio Simpson	CACTU
Consolidated Holdings	Elizabeth Brown	CONSH
Drachenblut Delikatessen	Sven Ottilieb	DRACD
Ernst Handel	Roland Mendel	ERNSH
Folk och få HB	Maria Larsson	FOLKO
Frankenversand	Peter Francken	FRANK
France restauration	Carine Schmitt	FRANR
Great Lakes Food Market	Howard Snyder	GREAL

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.



Summary of Sales by Quarter
31-Oct-2013

Quarter: 1

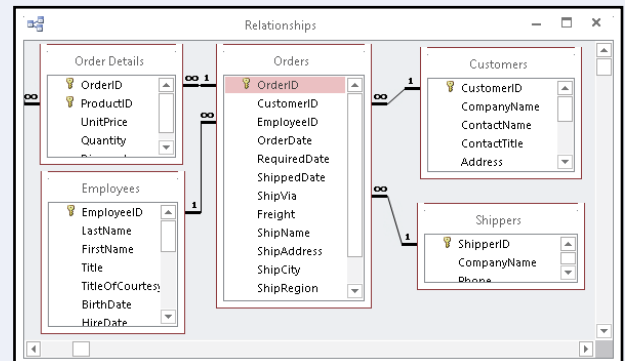
Year:	Orders Shipped:	Sales:
2012	92	\$143,703
2013	178	\$276,330

Quarter: 2

Year:	Orders Shipped:	Sales:
2012	92	\$145,656
2013	90	\$161,362

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.



Start and Exit Access

Before you can create or open a database file, you must first start Access. This brings the Access window onto the Windows desktop so that you can then begin using the program.

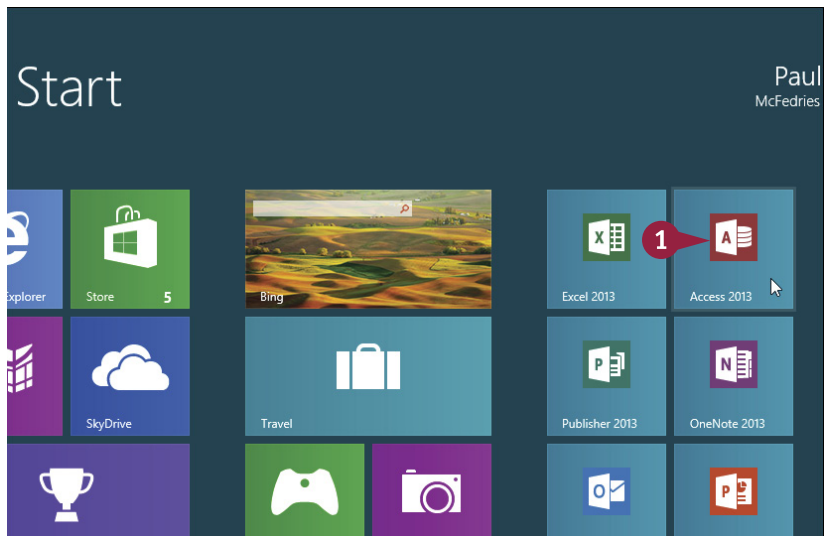
How you start Access depends on which version of Windows you are using. In this section, you learn how to start Access 2013 in Windows 8 and in Windows 7. When you are finished working with Access, you should exit the program.

Start and Exit Access

Start Access in Windows 8

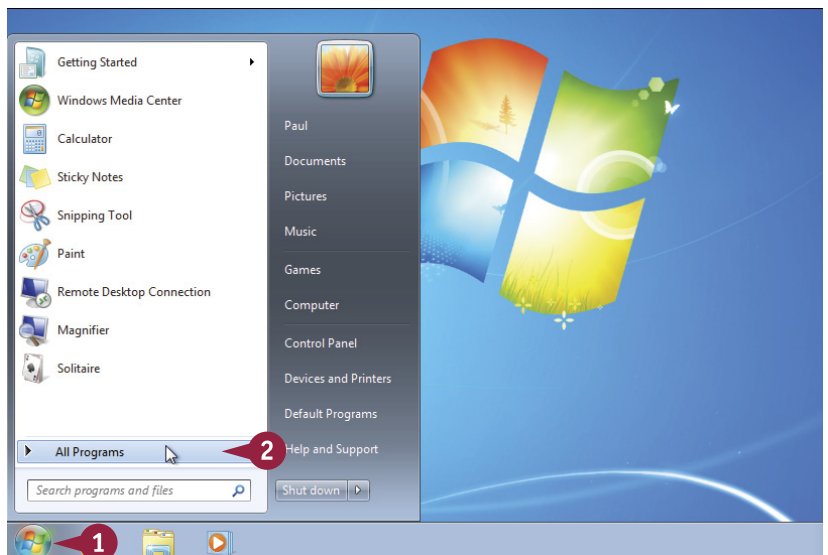
- 1 On the Windows 8 Start screen, click **Access 2013**.

The Microsoft Access window appears on the desktop.

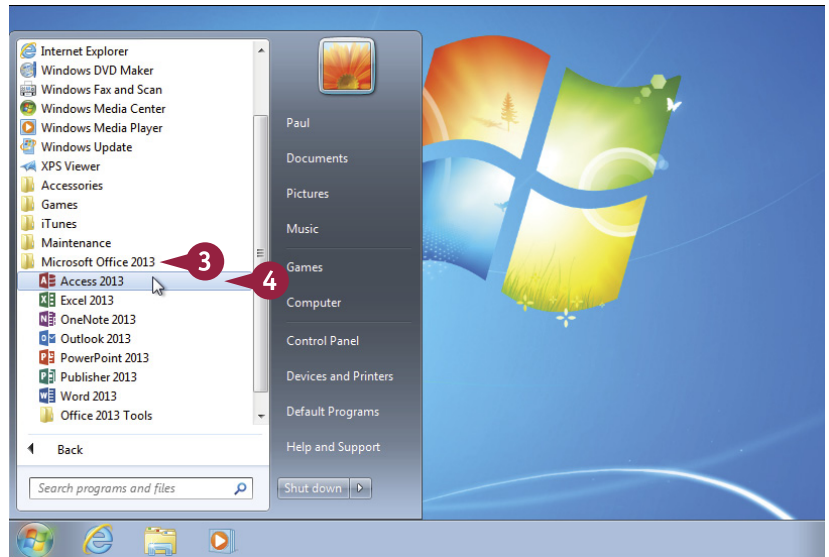


Start Access in Windows 7

- 1 Click **Start**.
- 2 Click **All Programs**.



- 3 Click **Microsoft Office 2013**.
- 4 Click **Access 2013**.



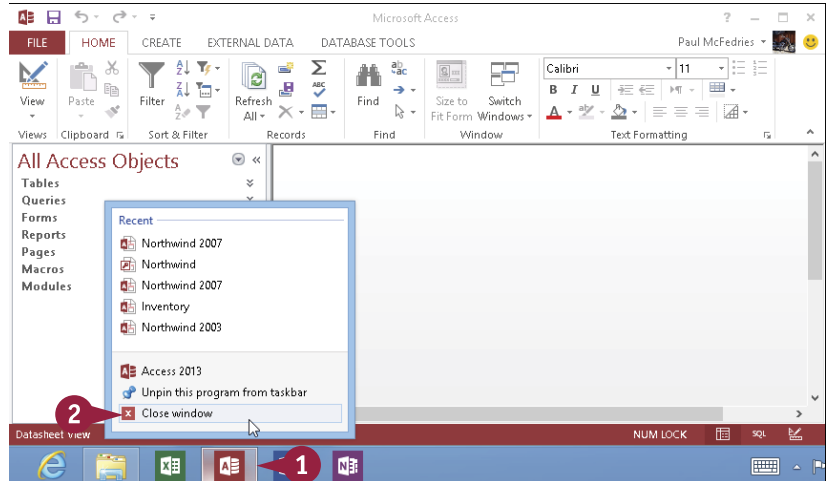
The Microsoft Access window appears on the desktop.

Exit Access

- 1 Right-click the Access taskbar button ().
- 2 Click **Close window**.

Note: If you have two or more database files open, click **Close all windows** instead.

Access closes, returning you to your desktop view.



TIP

Are there faster methods that I can use to start Access?

Yes. After you have used Access a few times in Windows 7, it should appear on the main Start menu in the list of your most-used programs. If so, you can click that icon to start the program. You can also force the Access icon onto the Start menu by following steps 1 to 3 in the “Start Access in Windows 7” subsection, right-clicking the **Microsoft Access 2013** icon, and then clicking **Pin to Start Menu**. If you are using Windows 8, you can right-click the **Access 2013** tile and then click **Pin to Taskbar** to add the Access icon to the desktop taskbar.

Create a Blank Database

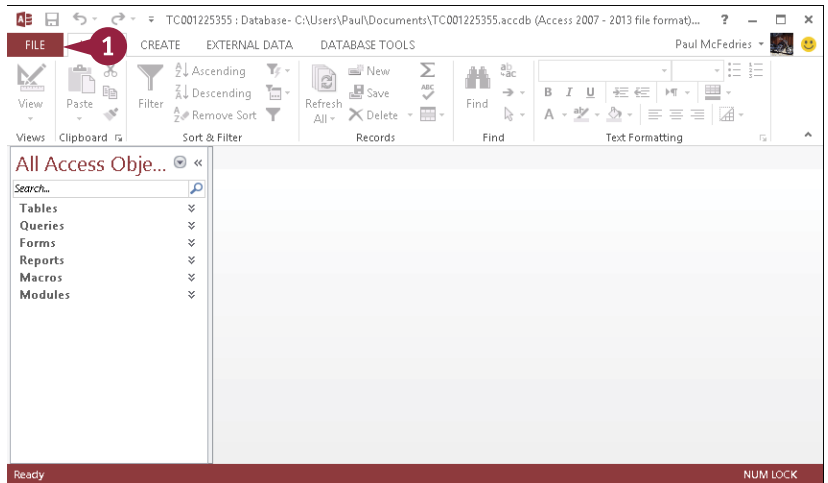
The simplest way to get started with Microsoft Access is to create a blank database. A blank database contains only a single, empty table and no other database objects, such as queries, forms, or reports. A blank database provides the freedom to create exactly the objects that you want for your project.

If another person or your company has provided you with a database file, you should open that file instead; see the section “Open a Database.”

Create a Blank Database

1 Click **File**.

Note: If you have just started Access, skip to step 3.

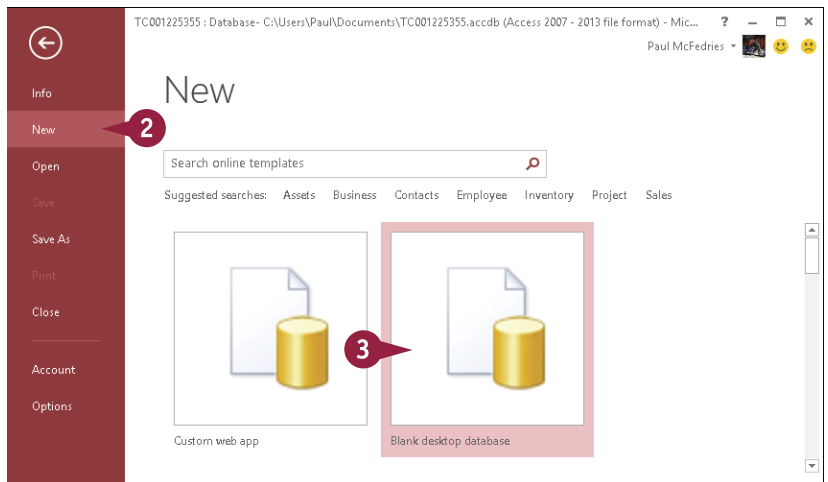


The File options appear.

2 Click **New**.

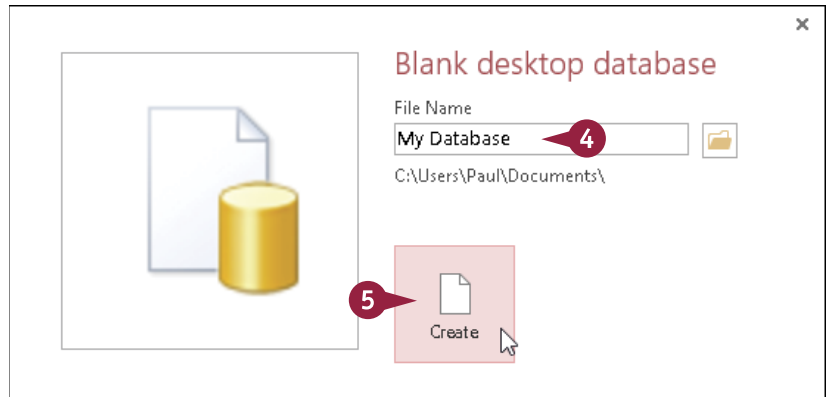
The New options appear.

3 Click **Blank desktop database**.

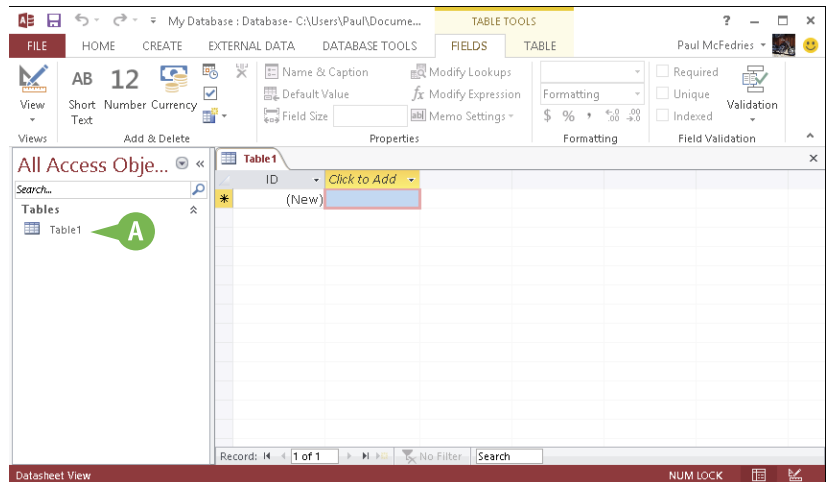


The Blank Desktop Database dialog box appears.

- 4 Type a filename for the database.
- 5 Click **Create**.



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



TIP

Are there shortcuts that I can use to create a blank database?

Yes, Access offers a couple of techniques that you can use to shorten the process of creating a blank database. First, you can quickly display the New tab by pressing **Ctrl** + **N**. Second, if you prefer to use your mouse to begin the process of creating a blank database, you can add the New command to the Quick Access Toolbar. After you have done this, you can click **New** on the Quick Access Toolbar to go directly to the New tab. See the section “Customize the Quick Access Toolbar” to learn how to add commands to this toolbar.

Create a Database by Using a Template

Rather than start from scratch with a blank database, you can get your database project off the ground easier and faster by creating a new database based on a template.

A *template* is a special file that includes prefabricated database objects that you can use right away. For example, a contact management template might include a table with fields such as Name, Address, and Phone, as well as a form for entering data and a report that organizes the contacts into an address book. With a template, all you do is fill in the data, and Access does the rest.

Create a Database by Using a Template

1 Start Microsoft Access.

Note: If Access is already running, click **File** and then click **New** instead.

2 Type a word that describes the type of database you want to create.

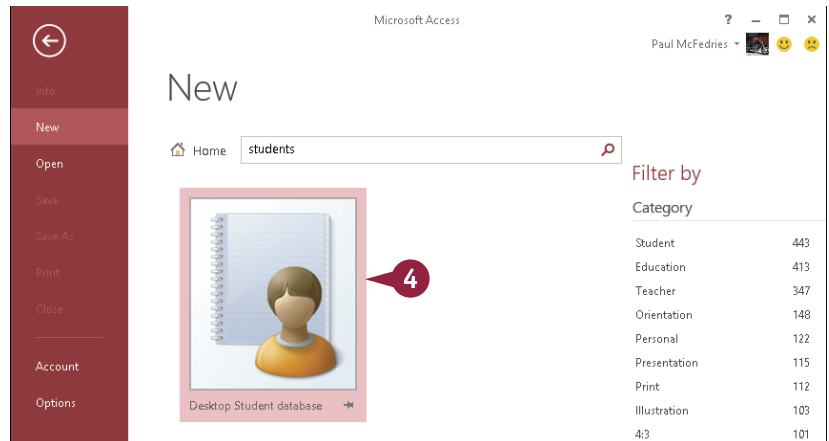
A You can also click any of these suggested template search terms.

B You can also click one of these Microsoft-supplied templates that are stored on your computer and then skip to step 5.

3 Press **Enter**.

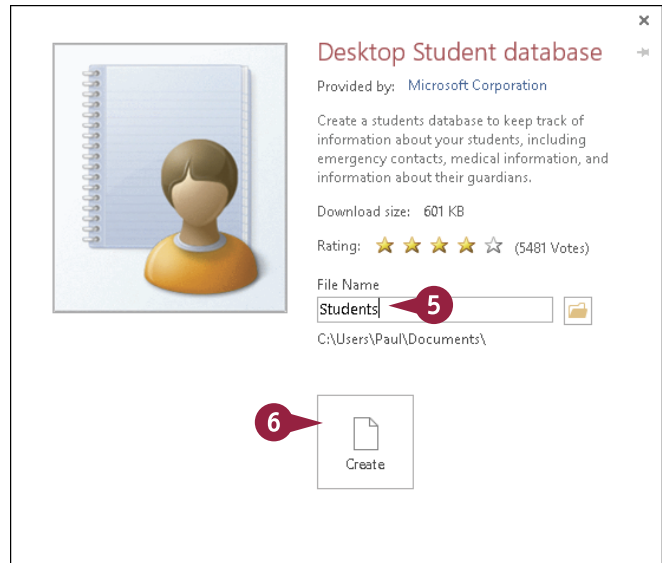
The search results appear.

4 Click the template that best matches your needs.



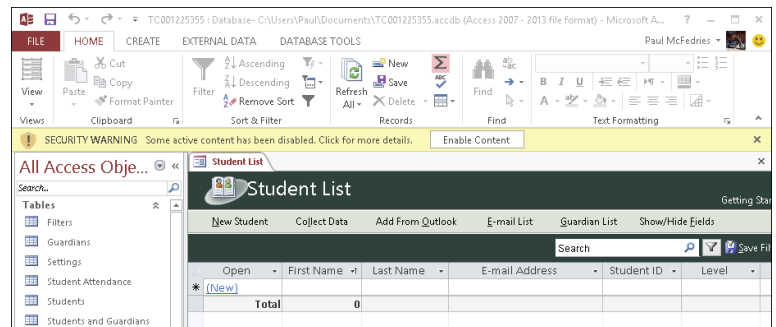
A dialog box for that template appears.

- 5 Type a name for the database file.
- 6 Click **Create**.



If you chose an online template, it is downloaded from the Internet.

The database opens. Its appearance depends on the template that you chose.



TIPS

When I create a database using a template, why do I sometimes see a security warning at the top of the database?

The Security Warning information bar tells you that the template includes extra programming tools called *macros* that provide some of the template's functionality. Macros can be dangerous if you download a template or database file from an unknown location. However, the templates available through Office Online are safe, so you should click **Enable Content** in the information bar to enable the template's macros.

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

Some templates offer extra features that make the template easier to use. For example, depending on the template, there may be instructions to read, a video to play, or web links to explore. Just follow the prompts that appear. Note that you might not see this extra content until you click **Enable Content** in the information bar.

Open a Database

If you have created multiple databases, you can open a database that you previously created to continue developing its structure, type data in it, or analyze its data.

Your database files will most often be stored on your computer's hard drive. However, it is also possible to open databases from your network or from the online SkyDrive storage area associated with your Microsoft account.

Open a Database

1 Start Microsoft Access.

2 Click **Open Other Files**.

Note: If Access is already running and you have another database open, click **File** instead.

The File options appear.

3 Click **Open**.

The Open options appear.

A If you opened the database recently, you can also click **Recent** and then click the database. In this case, you can skip the rest of the steps in this section.

4 Click **Computer**.

5 Click **Browse**.

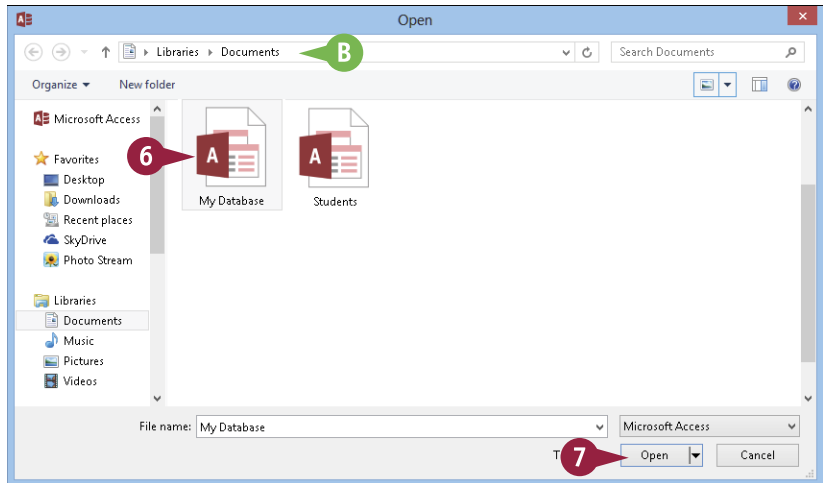
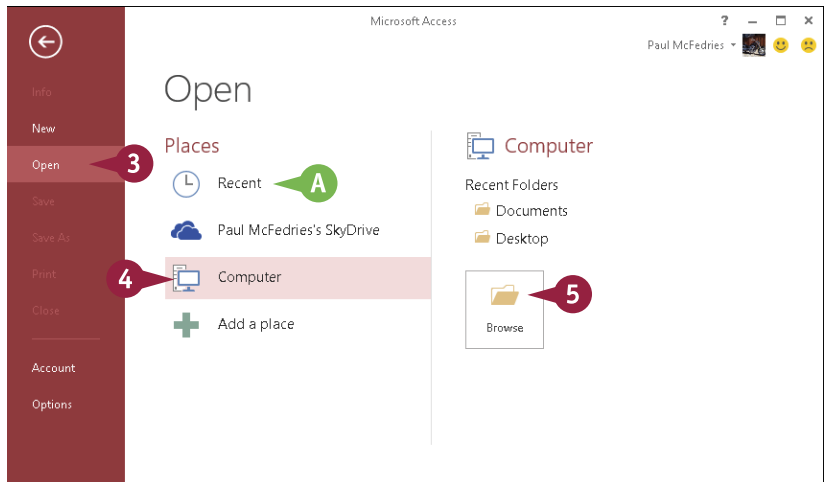
The Open dialog box appears.

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

6 Click the database that you want to open.

7 Click **Open**.

Access opens the database.



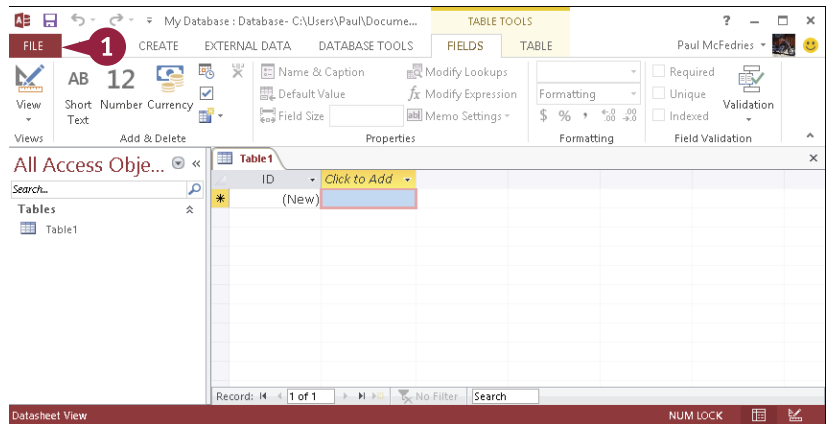
Close a Database

When you have finished your work with an Access database, you should close the file. You can have multiple databases 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.

When you close a database, Access checks to see whether any open objects have unsaved changes. If Access detects an object that has unsaved changes, it prompts you to save it. This is a very important step because it prevents you from losing work, so be sure to save your changes when and if Access prompts you.

Close a Database

1 Click **File**.



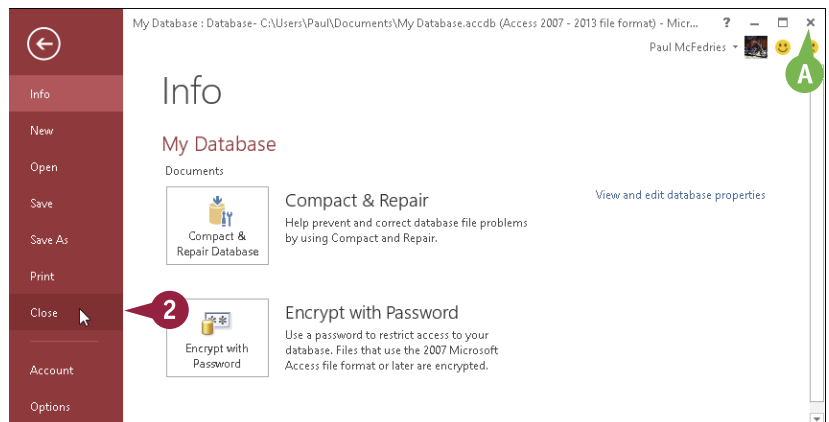
The File options appear.

2 Click **Close**.

A You can also close a database by clicking the Close button (X).

Access closes the database.

Note: If Access prompts you to save an object, click **Yes**.



Understanding the Access Interface

Access 2013 has a user interface consistent with those of other Office 2013 applications, including Word and Excel. It contains tabs, a multiple-tabbed Ribbon, and a status bar.

A File

Displays a menu of file commands.

B Quick Access Toolbar

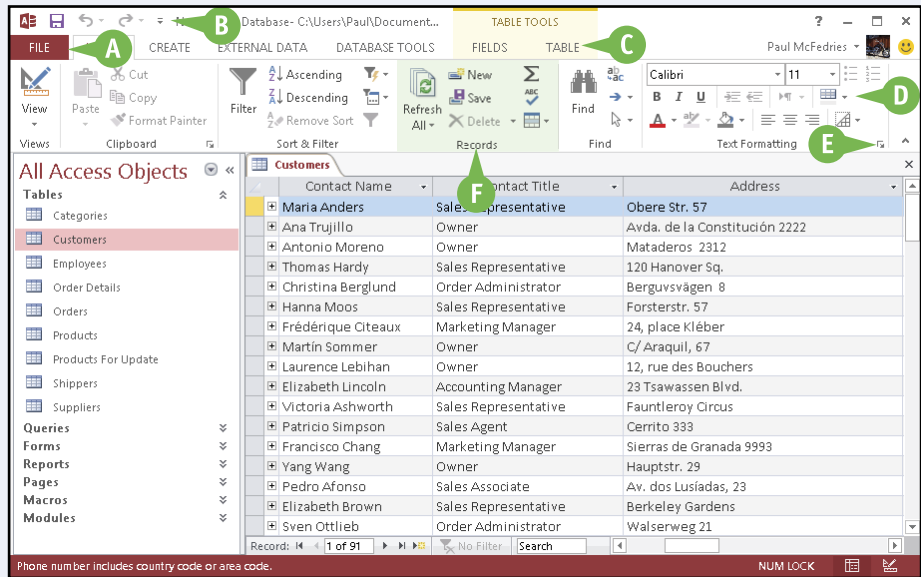
Provides shortcuts to commonly used features. This toolbar is customizable.

C Tabs

Contain buttons and other controls for working with data.

D Ribbon

Displays and organizes tabs.



E Dialog box launcher

Clicking this icon (☰) opens a dialog box related to the group.

F Groups

Organize controls into sections within tabs.

A Object tabs

Provide access to all open database objects, such as tables, reports, and forms.

B Scroll bars

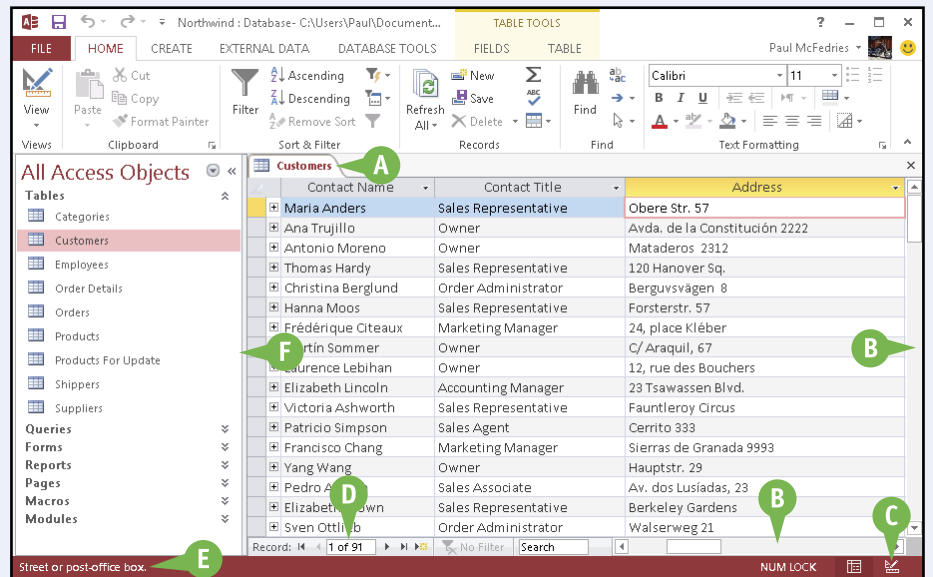
Enable you to scroll through a datasheet.

C View buttons

Switch between various views of the selected object. The buttons are different depending on what type of object is active. Hover over a button to find out which view each button represents.

D Record selector

Displays the current record number and enables you to navigate to other records.

**E Status bar**

Displays information about the current object or view.

F The Navigation pane


Lists all available database objects.

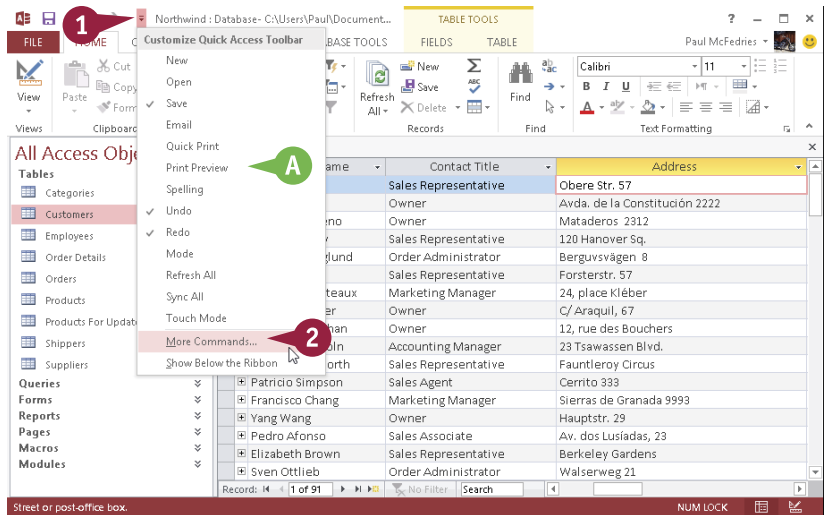
Customize the Quick Access Toolbar

You can make Access easier to use by customizing the Quick Access Toolbar to include the Access commands that you use most often. You run Quick Access Toolbar commands with a single click, so adding your favorite commands saves time because you no longer have to search for and click a command on the Ribbon.


By default, the Quick Access Toolbar contains three buttons: Save, Undo, and Redo. You can add common commands such as New and Open to the Quick Access Toolbar, as well as hundreds of other Access commands.

Customize the Quick Access Toolbar

- 1 Click the Customize Quick Access Toolbar button ().
- A If you see the command that you want, click it and skip the rest of the steps in this section.
- 2 Click **More Commands**.



The Access Options dialog box appears.

- B Access automatically displays the Quick Access Toolbar tab.
- 3 Click the **Choose commands from**  .
- 4 Click the command category that you want to use.

