

Table of Contents

Quick Reference Tables
Preface

vi
vii

LESSON 8: CREATING CUSTOM REPORTS

284

LESSON 7: CUSTOMIZING INPUT FORMS

244

Customizing Form Design	246
Examining Form Design View	246
Identifying Layout View Elements	247
Creating Forms	250
Identifying a Record Source	250
Working with Form Controls	250
Modifying Form Controls	254
Editing Labels	254
Deleting Controls	254
Using Design Font Tools	255
Applying Conditional Formatting	256
Using the Property Sheet	256
Using the Fill Color Palette	257
Arranging Controls	260
Modifying Form Layout	263
Displaying Form Header and Form Footer	263
Formatting Form Section Background	264
Adding Design Elements to Forms	265
Setting Additional Form Properties	267
Setting a Form Tab Order	269
Creating Multiple Items Forms	271
Applying Themes to Forms	271
Printing Forms	273
Printing All Record Forms	273
Printing Selected Record Forms	273
Concepts Review	274
Reinforce Your Skills	275
Apply Your Skills	280
Critical Thinking & Work-Readiness Skills	283

Using Report Design View	286
Identifying Report Design View Elements	286
Displaying Report Views	288
Creating a Report in Design View	290
Working with Report Controls	290
Modifying a Report in Design View	294
Adding Report Sorting and Grouping Levels	294
Adding Date and Time Data to a Report	298
Adding Graphics to Reports	299
Applying Themes	299
Formatting Controls	300
Adding a Title to the Report Header	302
Using the Property Sheet	302
Performing Report Calculations	304
Using the Expression Builder	304
Creating Controls to Calculate Totals	307
Creating Labels Using the Label Wizard	309
Setting Up the Labels	309
Adding Fields to the Labels	309
Printing Reports	311
Setting Report Print Layout	311
Controlling Page Breaks	311
Concepts Review	313
Reinforce Your Skills	314
Apply Your Skills	322
Critical Thinking & Work-Readiness Skills	325

LESSON 9: SETTING UP COMPLEX FORMS 326

Identifying Complex Form Features	328
Creating a Main Form Containing a Subform	328
Removing the Layout	329
Connecting Related Tables in Forms	329
Creating a Form with Subform	329
Editing a Data Source	333
Formatting a Form	336
Adding a Calculated Control to a Form	339
Totaling Calculated Fields	339
Positioning Calculated Controls in Form Sections	340
Applying Totals to Datasheets	340
Using the Expression Builder	340
Adding the Current Date to the Form	341
Setting Properties to Assist and Control Data Entry	343
Disabling Form Fields	343
Locking Form Fields	343
Adding Tips to Controls	345
Creating a Pop-up Form	346
Hiding Form Screen Elements	348
Concepts Review	350
Reinforce Your Skills	351
Apply Your Skills	357
Critical Thinking & Work-Readiness Skills	360

LESSON 10: CREATING COMPLEX REPORTS 362

Importing a Report into a Database	364
Identifying Report Record Sources	364
Using SmartTags	364
Adding a Subreport to a Main Report	366
Examining the iJams Database Objects	366
Identifying Procedures for Adding a Subreport	367
Creating a Report from a Subreport	368
Numbering Items in a Report	369
Setting Properties to Number Items	369
Numbering Subreports Separately	369
Creating Calculated Controls on a Subreport	372
Positioning Calculated Controls	372
Growing a Subreport	374

Setting Page Breaks and Customizing Controls	376
Positioning the Page Break Control	376
Analyzing Report Performance	378
What the Performance Analyzer Analyzes	378
Concepts Review	380
Reinforce Your Skills	381
Apply Your Skills	387
Critical Thinking & Work-Readiness Skills	390

LESSON 11: CUSTOMIZING THE DATABASE INTERFACE AND SETTING SECURITY 392

Setting Access Options	394
Displaying Access Options	394
Enabling Error Checking	396
Customizing the Navigation Pane	396
Setting Database Properties	399
Setting Up Current Database Format	400
Setting Datasheet Colors and Default Font	402
Customizing the Database Interface	404
Splitting a Database	404
Creating a Database Switchboard	406
Adding Items to a Switchboard	408
Adding Custom Command Buttons to a Switchboard	410
Creating a Navigation Form	412
Locating Navigation Form Layouts	414
Setting Startup Options to Open a Form	416
Setting Database Security	417
Opening a Database Exclusively	417
Encrypting a Database Using a Password	418
Concepts Review	420
Reinforce Your Skills	421
Apply Your Skills	425
Critical Thinking & Work-Readiness Skills	428

LESSON 12: INTEGRATING ACCESS WITH OTHER APPLICATIONS 430

Converting Access 2010 Databases to Other Access Formats	432
Identifying the Format of an Access Database	432
Attaching Files to Database Records	433
Using the Attachment Data Type	433
Integrating Access with Word	436
Merging Access Data with Word Documents	436
Publishing Data to Word	438
Copying Data from Access to Word	439
Integrating Access with Excel	441
Importing Data from Excel Files	441
Exporting Access Data to Excel	442
Linking an Excel Worksheet to an Access Database	443
Fixing Broken Links	444
Collecting Data Using Outlook	446
Setting Up to Collect Data	446
Sending a Request for Data	446
Managing Replies	448
Displaying Access Data on the Web	449
Exporting Access Objects as Web Pages	449
Saving HTML Formatted Objects	449
Importing HTML Files	451
Adding Hyperlinks to Database Objects	452
Concepts Review	454
Reinforce Your Skills	455
Apply Your Skills	459
Critical Thinking & Work-Readiness Skills	461
<i>Index</i>	462