

Table of Contents

Quick Reference Tables
Preface

vi
vii

LESSON 2: BUILDING A DATABASE

32

LESSON 1: EXPLORING ACCESS 2010

2

Defining Access Databases	4
What Is a Database?	4
Identifying Database Structures	4
Organizing Data into Database Tables	5
Storing Your Exercise Files	6
Exploring the Access Environment	7
Launching Access 2010	7
Identifying Elements of the Access Window	9
Creating a Blank Database	9
Identifying Features of the Database Window	12
Using the Navigation Pane	12
Creating Tables in Datasheet View	15
Working with Tables	15
Identifying Table Guidelines	16
Identifying Reserved Words	17
Requiring Data in Key Fields	17
Identifying Field Data Types	17
Navigating Tables and Entering Data	19
Using AutoCorrect	20
Working with Tabs and Closing	
Database Objects	20
Previewing and Printing Data	22
Setting Up Data to Print	22
Examining the Preview Window	22
Using Help	25
Access Help and Databases	25
Closing a Database and Exiting Access	27
Concepts Review	27
Reinforce Your Skills	28
Apply Your Skills	30
Critical Thinking & Work-Readiness Skills	31

Designing a Database	34
Planning a Database Design	34
Documenting a Database Design	34
Opening a Database	35
Enabling Macros Controlling	
Database Security	35
Saving a Database as a New File	38
Using the Save As Command	38
Opening Database Objects	39
Identifying Database Objects	39
Opening Existing Database Objects	41
Navigating Records in a Table Datasheet	42
Creating Database Objects	43
Creating and Using Forms	43
Entering Data Using Datasheets and Forms	45
Creating and Generating Reports	47
Creating Tables Using Other Techniques	50
Displaying and Using Table Design View	50
Creating a Table from an Excel Worksheet	54
Creating a New Database Using a Template	57
Managing Databases and Database Objects	59
Saving Database Objects as New Objects	59
Backing Up a Database	61
Concepts Review	62
Reinforce Your Skills	63
Apply Your Skills	66
Critical Thinking & Work-Readiness Skills	69

**LESSON 3: MAINTAINING
A DATABASE****70**

Formatting a Table Datasheet Layout	72
Changing the Width of Columns	72
Moving and Hiding Data Columns	72
Saving a Table Layout	73
Enhancing a Datasheet	75
Modifying Table Structures	78
Renaming Tables and Editing, Adding, and	
Deleting Table Fields	78
Setting Lookup Fields Using the Lookup Wizard	81
Examining the Benefits of Lookup Tables	82
Performing a Lookup	82
Setting Field Properties	85
Why Set Field Properties?	86
Setting Field Size	86
Setting Captions	86
Formatting Data Using Input Masks	86
Setting Validation Rules	92
Setting Default Field Values	94
Retrieving Data	95
Sorting Records	95
Sorting Records Using Multiple Fields	97
Locating and Deleting Records Using Table	
Datasheets	99
Using Forms to Locate and Edit Records	102
Using Find and Replace to Update Records	102
Filtering Records	103
Filtering Records by Form	105
Previewing and Printing Data	108
Setting Up Data to Print	108
Concepts Review	108
Reinforce Your Skills	109
Apply Your Skills	115
Critical Thinking & Work-Readiness Skills	120

**LESSON 4: QUERYING A
DATABASE****122**

Creating Select Queries	124
Reviewing Query Features	124
Identifying Tools for Creating Select Queries	124
Creating a Select Query Using Query Design	127
Designing a Query Using Multiple Tables	132
Choosing Fields to Include in a Query	132
Selecting a Field Appearing in	
Multiple Tables	132
Setting Query Criteria	134
Adding Criteria to a Query	134
Using Wildcards	136
Setting AND and OR Criteria	137
Entering Date Criteria	140
Sorting a Query and Limiting Results	141
Setting a Query Sort Order	141
Limiting Number of Results Displayed	141
Performing Calculations in Queries	143
Identifying Parts of a Calculated Field	144
Creating and Formatting a Calculated Field	145
Using a Function in a Query Expression	146
Creating Special Types of Queries	151
Creating a Crosstab Query	151
Creating Unmatched and Duplicates Queries	154
Viewing Structured Query Language (SQL)	156
Concepts Review	157
Reinforce Your Skills	158
Apply Your Skills	164
Critical Thinking & Work-Readiness Skills	169

**LESSON 5: DESIGNING A
RELATIONAL DATABASE****170**

Designing a Relational Database—	
An Overview	172
Principles for Good Database Design	172
Planning a Relational Database	173
Normalizing Data	174
Examining and Editing Database Objects	175
Modifying Table Field Settings	175
Testing Control Settings	181
Creating Lookup Fields	182
Creating a Split Form	185
Working with Relationships	186
Identifying Relationship Types	186
Creating and Modifying Relationships	188
Editing Relationships	192
Reviewing Effects of Relationships on Datasheets	194
Printing Relationships	194
Reviewing Relationship Join Properties	196
Setting Join Properties	196
Identifying Join Types	197
Defining Left and Right Joins	197
Identifying Object Dependencies	200
Concepts Review	201
Reinforce Your Skills	202
Apply Your Skills	205
Critical Thinking & Work-Readiness Skills	209

**LESSON 6: CREATING
COMPLEX QUERIES****210**

Identifying Advanced Query Features—	
An Overview	212
Querying Tables Containing No Relationships	213
Creating Select Queries	213
Creating a Multi-Table Report Based on a Query	215
Creating and Running Parameter Queries	216
Setting Up a Parameter Query	217
Formatting the Criteria Expression	217
Creating Complex Parameter Prompts	217
Creating a Calculated Field in a Query	219
Identifying Features of a Calculated Field	219
Adding Totals to Datasheets	221
Creating and Running Action Queries	222
Identifying Action Query Types	222
Identifying Queries by Their Icons	222
Enabling Content	223
Creating an Append Action Query	223
Creating an Update Query	226
Creating a Delete Query	228
Creating a Make Table Query	228
Protecting and Repairing a Database	230
Reviewing Performance Results	230
Documenting a Database	230
Backing Up a Database	233
Compacting and Repairing a Database	234
Concepts Review	234
Reinforce Your Skills	235
Apply Your Skills	240
Critical Thinking & Work-Readiness Skills	243
<i>Index</i>	244