

Environment

☐ Overview

Starting Microsoft Access 2010	7
Exiting Microsoft Access 2010	9
Using/managing the Ribbon	9
The Navigation Pane	10
Undoing/redoing actions	11

Managing databases

☐ Databases

What do I want to do with my database?	13
Creating a new database.	13
Creating a database using a template	14
Creating a database template	17
Opening/closing a database	19
Using the Recent Databases list	22
Protecting a database with a password	23
Opening files from versions of Access prior to 2007	24
Compacting and repairing a database.	25
Backing up a database	26
Splitting a database	26
Adding an application part to a database	27

☐ Database objects

The objects in an Access database.	31
Changing the display/order of objects	31
Searching for an object.	32
Managing objects	33
Working with custom categories and groups.	34
Using themes.	38
Creating a shortcut to an object	41
Showing the definition of an object.	41
Viewing object dependency information.	42
Saving an object in PDF or XPS format.	43

Tables

☐ Table structure

Creating a table in a database.	47
Modifying a table's design in Datasheet View	49
Modifying a table's design in Design View	53
Modifying field properties	54
Creating a lookup column.	58
Modifying the values of a multivalued lookup column based on a fixed list of data	61
Indexing a table	62
Defining a primary key	63

☐ Relationships between tables

Establishing a relationship between two tables	65
Managing relationships in a database.	67
Showing/modifying linked data in a subdatasheet	68
Printing database relationships	69

Managing data

☐ Records

Entering records in a datasheet	71
Managing the datasheet	71
Entering records using a form	74
Entering different types of data	75
Using the AutoCorrect feature	75
Accessing the records	77
Deleting records.	78
Sorting records quickly	79
Filtering records.	79
Showing/hiding the Total row in a datasheet	84

☐ Data

Modifying a field value	87
Copying/moving data with the Office Clipboard	87
Creating a hyperlink	88
Checking spelling	91
Finding data in records	92
Replacing data	93

☐ Printing data

Using the Print Preview.	95
Changing printing margins and orientation	96
Printing a database object.	96

Creating forms and reports

☐ Creating forms

Create a form using the Form tool	99
Creating a form using the Form Wizard	100
Creating a navigation form.	102
Displaying a form in Design View	103
Setting a form's tab order	104
Editing a form's properties	105
Accessing the source query for the form	106
Creating a form with a subform	107
Managing subforms	111
Inserting fields from several tables.	112
Protecting a field against unauthorised access/editing.	113
Defining an input mask	113

☐ Creating reports

Creating a report with a Wizard.	115
Display the report in Design view	117
Changing the sort order in a report	118
Inserting separate subreports into a main report	119
Inserting related subreports into the main report	119
Creating a report for printing mailing labels	121
Changing label layout.	122

☐ Printing reports

Introduction	123
Printing selected records as a report.	123
Grouping records on a report	124
Printing each group on a separate page	125
Hiding the header/footer when printing.	126

Hiding duplicates when printing	126
---	-----

Design View

☐ Bound controls

Inserting a text box	127
Inserting a field as a check box, an option button or a toggle button.	128
Creating a list of set values.	129
Creating a list of data from other tables	130
Inserting an option group into a form	133
Changing the type of control for a field.	134
Inserting an object	135

☐ Unbound controls

Creating a label	138
Drawing a rectangle or a line.	138
Managing a Tab Control.	139
Inserting a Page Break	140
Inserting a picture	141
Inserting a background image	141

☐ Calculated controls

Creating a calculated control.	143
Conditional calculations.	144
Using the Expression Builder.	145
Inserting a statistical calculation into a form/report	147

☐ Managing controls

Applying/removing a tabular or stacked layout	149
Selecting controls	151
Copying/moving controls	153
Deleting controls	154
Resizing a control.	154
Adapting control height for printing	155
Modifying a control's anchoring	156
Standardising control size.	157
Aligning controls.	158
Evening out space between controls	158
Displaying a control in the foreground/background	158
Grouping/ungrouping controls	159
Modifying text style in a control.	159
Modifying a control's margins	161
Changing the appearance of controls	161
Copying the appearance of one control to another.	161
Changing the format of the values in a control	162
Modifying the appearance of pages in a tab control	162
Creating a custom format.	163
Hiding a control on the screen or when printing	165
Modifying the default format for controls	165
Creating conditional formats	165
Adding a Smart tag to a control or a field.	168
Checking errors in a form or report	170

☐ Sections

Showing/hiding sections	173
Changing the height of a section	173

Queries

☐ **Select queries**

Creating a single table query	175
Creating a multiple table query	177
Defining the properties of a query	180
Managing the query grid	181
Running a query	181
Defining query criteria.	181
Creating a parameter query.	184
Changing the join in a multiple-table query	185
Creating a crosstab query.	185
Creating a query to find unmatched records	188
Creating a query to find duplicate records	189

☐ **Calculating using queries**

Inserting a calculated field in a query	191
Calculating statistics without grouping	191
Calculating statistics on groups	192

☐ **Action queries**

Using a query to delete records.	194
Using a query to create a table	194
Adding records to a table using a query	195
Updating selected records using a query	196

Tables and charts

☐ **Pivot table forms**

Creating a pivot table form	197
Selecting an element in a pivot table form.	198
Changing the pivot table display	199
Removing a field from a pivot table	200
Adding a field to a pivot table.	200
Moving/renaming a field in a pivot table.	201
Formatting a pivot table item	202
Grouping records in a pivot table	202
Filtering the records in a pivot table.	204
Adding a total field to a pivot table.	205
Creating a calculated total field in a pivot table	205
Showing/hiding totals	207
Showing totals as percentages	207

☐ **Charts**

Creating a chart of data	209
Inserting a bound chart into a form	211
Creating a PivotChart	213
Selecting an element in a PivotChart	214
Showing/hiding data in a PivotChart	216
Changing the type of a PivotChart	216
Managing PivotChart titles	217
Managing a PivotChart's legend.	218
Formatting a PivotChart element.	218
Managing the axes of a PivotChart.	218
Displaying several charts in a PivotChart form	219
Modifying functions associated with PivotChart data fields.	221

Advanced features

☐ Copying/importing/exporting

Copying a table or query into Excel or Word with a link	223
Exporting an object to a database	223
Exporting an object to Word, Excel or an HTML document	225
Exporting an object to a text file	227
Linking data to a Word mail-merge document	228
Importing or linking data from a text, Excel or HTML document	230
Importing or linking data from your Outlook contacts	233
Importing or linking data from another Access database	234
Running an export or import operation	235
Collecting data via e-mail.	236

☐ Macros

Creating a macro	241
Creating an action group.	243
Running a standalone macro	244
Running a macro when a database is opened.	244
Creating submacros	245
Associating a macro with a form/report/control.	246
Modifying a macro.	246
Setting conditions for performing actions.	246
Referring to a field/property.	247
Running another macro.	248
Assigning a keyboard shortcut to a macro	248
Setting the value of a property in a macro	249

☐ Customising the Access interface

Customising the Quick Access Toolbar	251
Customising the Ribbon.	252

Index	257
-----------------	-----