

Learning Microsoft Access 365, 2022

Module 1 Contents

Chapter 1: Introduction to Microsoft Access

Getting Started With Microsoft Access	1-2
Starting a New Blank Database	1-2
The Database Screen	1-4
Creating a Table	1-5
Entering a Text Field	1-6
Setting the Field Properties	1-7
Entering More Text Fields	1-8
Entering a Date Field	1-9
Inserting Number Fields.....	1-10
Saving the Table	1-11
Entering a Record.....	1-12
Adjusting the Columns.....	1-13
Adding Extra Records.....	1-15
Changing the Data	1-16
Changing the Contents of a Field.....	1-16
Adding New Records	1-17
Deleting a Record	1-17
Printing the Database	1-18
Previewing the Database	1-18
The Page Setup	1-19
Adding Fields.....	1-21
Deleting Fields	1-23
Adding a Calculated Field.....	1-24
Finishing a Microsoft Access Session	1-25
Databases Assignment 1	1-27

Chapter 2: Processing Data

Loading the Sample File	2-1
Saving the Database	2-2
File Security.....	2-2
Sorting Data	2-3
Alphabetical Sorting	2-3
Numerical Sorting.....	2-4
Chronological Sorting	2-5
Unsorting.....	2-6
Sorting on More Than One Column.....	2-6
Filtering Information	2-7
Filter By Selection.....	2-7
Practice Exercise 2-1	2-9
Multiple Selection Searches.....	2-10
One Condition or Another Searches	2-11
Omitting Records	2-13
Practice Exercise 2-2	2-14
Common Filters.....	2-14
Finding Data	2-16
Using Find Wildcards	2-18
Databases Assignment 2	2-21
Databases Assignment 2 Question Sheet	2-22

Chapter 3: Introduction to Queries

Loading the Sample File	3-1
Looking at the Tables	3-2
Creating a Query	3-2
Linking the Tables	3-4
Building the Query.....	3-4
Looking at the Query.....	3-6
Adding a Calculation Field	3-6
Sorting the Query.....	3-8
Filtering a Query	3-10
Saving the Query	3-11
Opening the Queries Pane	3-11
Creating a Second Query	3-12
Using the Query Wizard.....	3-12
Adjusting the Query.....	3-15
Formatting Fields in a Query.....	3-16
Combining Text Fields.....	3-17
Sorting the Query.....	3-19
Interactive Queries	3-22
Duplicating a Query.....	3-22
Setting an Interactive Dialogue Box	3-23
Setting Multiple Interactive Dialogue Boxes	3-24
Deleting Queries.....	3-26
Creating Relationships Between Tables.....	3-27
Databases Assignment 3	3-29

Chapter 4: Simple Forms

Loading the Database	4-1
Creating a Form.....	4-2
Layout and Form View	4-3
Saving the Form.....	4-4
Changing the Form Title.....	4-4
Reducing the Field Width	4-6
Changing the Field Formats	4-7
Adding a Logo	4-8
Using the Form	4-10
Adjusting Forms	4-12
Control Padding	4-12
Adjusting Field Labels.....	4-13
Applying Themes.....	4-14
Adjusting the Field Order	4-16
Adjusting Rows and Columns	4-17
Duplicating the Form.....	4-17
Inserting Columns	4-18
Moving Controls.....	4-18
Merging Cells.....	4-20
Deleting Cells.....	4-21
Blank Forms	4-22
Databases Assignment 4	4-24

Chapter 5: Creating Data Entry Forms

Starting a New Database.....	5-1
Defining the Fields	5-2
Deleting the First Table	5-3
Starting the Form	5-4
Opening the Form in Design View	5-4
Linking the Form to the Data Table.....	5-5
Setting the Grid.....	5-6
Inserting Fields	5-6
Understanding the Handles	5-8
Saving the Form.....	5-10
Looking at the Form	5-10
Adding the Remaining Fields	5-11
Aligning the Fields and Labels	5-14
Adding Rectangles	5-17
Copying the Rectangle.....	5-19
Changing the Background Colour.....	5-21
Changing Text Colours.....	5-22
Adding a Company Logo	5-23
Inserting the Image	5-23
Entering the Logo Text	5-24
Entering the Data	5-27
Inserting an Image into the Photo Field.....	5-28
Adjusting the Form	5-30
Adding Another Record.....	5-31
The Value of Forms	5-32
Databases Assignment 5	5-33

Chapter 6: Enhancing Data Entry Forms

Creating a Pop-up List.....	6-1
Creating a Table to Store the Menu Items	6-1
Copying the Form	6-3
Setting the Menu List.....	6-3
Formatting the Menu List	6-5
Entering a Record Using the Menu List	6-7
Adjusting the Tab Order.....	6-8
Entering the Rest of the Record.....	6-8
Attachment Fields	6-9
Adding an Attachment Field.....	6-9
Adding the Photo2 Field to the Data Entry Form	6-11
Adding Data to the Attachment Field	6-14
Looking at the Table.....	6-16
Special Effect Formats.....	6-16
Printing the Field Definitions.....	6-18
Exercise 6-1	6-19
Databases Assignment 6	6-20

Chapter 7: Quick Reports

Loading the Sample File	7-1
Using the Report Wizard.....	7-2
Tabular Reports	7-2
Looking at the Report.....	7-4
Columnar Reports.....	7-6
Setting the Report Into Columns	7-8
Adjusting the Report.....	7-9
The Report Icon.....	7-12
Creating the Report.....	7-12
Saving the Report	7-13
Totals	7-14
Themes.....	7-15
Sorting the Data.....	7-15
Adjusting the Header	7-17
Adjusting the Page Numbers	7-18
Formatting Field Headings	7-19
Adjusting Field and Label Positions.....	7-20
Blank Reports.....	7-22
Databases Assignment 7	7-24

Chapter 8: Creating More Detailed Reports

Loading the Database	8-1
Starting a New Report	8-1
Reducing the Height of the Detail Section.....	8-2
Displaying the Grid Increments	8-3
Inserting Fields into the Detail Section.....	8-3
Looking at the Report.....	8-7
Widening the Grid	8-8
Adding a Calculation Field	8-10
Saving the Report	8-14
Formatting the Report	8-14
Formatting the Fields.....	8-14
Formatting the Labels.....	8-15
Adding a Main Heading	8-17
Adding the Sub-Heading.....	8-18
Inserting the Current Date.....	8-19
Adding Page Numbers to the Page Footer	8-21
Some Finishing Touches.....	8-22
Adding a Rectangle	8-22
Inserting a Line.....	8-23
Databases Assignment 8	8-26

Chapter 9: Creating User-Friendly Databases

Opening the Sample File	9-1
Opening the File as an Exclusive file	9-1
The Sections of the Database	9-2
Tables.....	9-2
Queries.....	9-2
Forms	9-2
Reports.....	9-2
The Structure of the Database.....	9-3
Completing the Data Entry Form	9-3
Inserting a New Record Button	9-4
Inserting a Find Record Button	9-5
Inserting a Delete Record Button.....	9-7
Testing the Buttons.....	9-10
Creating a Main Switchboard Form	9-12
Setting the Grid.....	9-13
Setting the Background Colour	9-14
Inserting a Graphic.....	9-14
Adding a Button to Open the Data Entry Form.....	9-16
Inserting Buttons to Print Reports.....	9-19
Adding an Exit Button	9-22
Formatting the Buttons.....	9-24
Adding a Rectangle	9-25
Adding the Headings	9-26
Testing the Buttons.....	9-27
Setting the Opening Form	9-30
Setting a Password.....	9-31
Printing the Form.....	9-32
Preventing Buttons From Printing.....	9-33
Databases Assignment 9	9-34

Microsoft Access Project

Andersons Real Estate	P-2
-----------------------------	-----

Module 2 Contents

Chapter 10: Using Macros

Loading the Sample File	10-1
Looking at the Database	10-1
Creating the Rental Properties Macro	10-2
Starting the Macro.....	10-2
Inserting a Comment.....	10-3
Inserting the Actions.....	10-3
Saving the Macro	10-7
Running the Macro	10-7
Editing the Macro.....	10-9
Creating the Sale Properties Macro	10-11
Starting a New Macro	10-11
Adding the Actions	10-11
Saving and Testing the Macro.....	10-14
Creating the Auction Properties Macro	10-15
Starting a New Macro	10-15
Adding the Actions	10-16
Saving and Testing the Macro.....	10-17
Macros to Open Forms.....	10-18
Opening the Data Entry Form.....	10-18
Opening the Main Switchboard Form.....	10-20
Assigning Buttons to the Macros	10-23
Switching to the Data Entry Form	10-23
Switching to the Main Switchboard Form	10-25
Buttons to Display the Report Macros	10-27
The Auction Properties Report Button.....	10-27
The Sale Properties Report Button.....	10-29
The Rental Properties Report Button	10-30
The Exit Application Button	10-30
Formatting the Buttons.....	10-32
Setting an AutoExec Button	10-33
Printing the Macro Definitions	10-34
Databases Assignment 10	10-35

Chapter 11: Reports That Total Items

Loading the Sample File	11-1
Creating a Daily Sales Report	11-1
Adjusting the Report.....	11-5
Adjusting the Report Header	11-5
Adjusting the Date Header and Detail Sections.....	11-8
Adjusting the Field Widths	11-9
Adjusting the Group Footer	11-11
Adjusting the Report Footer	11-14
Adjusting the Report's Spacing	11-17
Removing Background Colours	11-21
Creating a Second Report	11-22
Copying the Report.....	11-22
Altering the Report Header	11-23
Changing the Grouping.....	11-23
Practice Exercise 11.....	11-26
Databases Assignment 11	11-27

Chapter 12: Applying Relational Database Features

Creating a Relational Database System	12-1
Loading the Sample File	12-2
Defining the Relationship	12-2
Completing the Suppliers Form	12-6
Setting the Sub-Form Frame.....	12-6
Setting the Wizard Options.....	12-7
Adjusting the Sub-Form	12-8
Looking at the Form.....	12-9
Using the Main Form.....	12-11
Deleting Records	12-11
Allowing for Cascade Deletes.....	12-12
Deleting a Supplier	12-14
Deleting a Product.....	12-15
Adding a New Supplier.....	12-16
Adjusting the Sub-Form	12-18
Advantages of Relational Database Systems	12-20
Databases Assignment 12	12-21

Chapter 13: Setting Up An Invoice System

Planning the Database	13-1
Creating the Relationships	13-1
Avoiding Many to Many Relationships	13-2
The Table Contents.....	13-3
The Forms and Reports Required	13-4
Loading the Sample File	13-4
Looking at the Tables	13-4
Looking at the Forms.....	13-6
Creating the Invoice Table.....	13-7
Saving the Table.....	13-9
Creating the Relationships	13-10
Inserting the Tables	13-10
Relating the Customer Details and Invoice Details Tables	13-11
Relating the Invoice Details and Line Items Tables	13-13
Relating the Line Items and Product Details Tables	13-14
Calculating the Amount Sold	13-16
Databases Assignment 13	13-19

Chapter 14: Laying Out An Invoice

Completing the Invoice Form.....	14-1
Setting the Table	14-1
Setting the Default Settings.....	14-2
Inserting the Invoice Fields	14-3
Inserting the Customers Sub-Form into the Invoice	14-7
Creating the Line Items Sub-Form.....	14-11
Adjusting the Field Widths and Positions.....	14-14
Inserting the Line Items Sub-Form into the Invoice	14-16
Adding a New Invoice.....	14-19
Adding Calculations to the Invoice	14-20
Adding a Calculation Control in the Line Items Sub-Form ...	14-20
Placing the Calculation in the Main Form.....	14-22
Databases Assignment 14	14-27

Chapter 15: Formatting Invoice Systems

Loading the File.....	15-1
Setting Lookup Values	15-1
Deleting the Customer and Product Relationships	15-1
Setting the Customer Lookup Values	15-3
Looking at the Customer Lookup Settings	15-6
Setting the Products Popup List	15-7
Resetting the Customers and Products Relationships.....	15-10
Adjusting the Invoice	15-12
Testing the Invoice.....	15-16
Formatting the Invoice Elements	15-18
The Line Items Sub-Form.....	15-18
The Total Amount Controls	15-21
Adding a Border to the Invoice	15-22
Adjusting the Sub-forms	15-23
Adding a Page Break	15-24
Setting the Tab Order.....	15-25
Previewing the Form.....	15-26
Using the Invoice.....	15-28
Databases Assignment 15	15-31

Chapter 16: Reporting From Invoice Systems

Loading the Sample File	16-1
Creating a Total Items Sold Report.....	16-1
Starting the Report Wizard	16-1
Making the Total Items Sold Report More Concise.....	16-4
Formatting the Product Name Footer	16-8
Aligning the Fields and Field Labels.....	16-9
Completing the Sections.....	16-11
Renaming the Report.....	16-16
Creating the Monthly Sales Report.....	16-17
Creating the Monthly Sales Query.....	16-17
Copying the Items Sold Report	16-19
Adjusting the Grouping.....	16-20
Adjusting the Report.....	16-21
Creating Mailing Labels	16-25
Looking at the Mailing Labels	16-27
Databases Assignment 16	16-28

Chapter 17: Enhancing Invoice Systems

Loading the Sample File	17-1
Creating a Customers Data Entry Form	17-1
Creating the Form	17-1
Adding Buttons to the Form	17-4
Testing the Buttons.....	17-7
Creating a Products Data Entry Form.....	17-8
Creating a Main Switchboard	17-11
Creating a Reports Switchboard.....	17-13
Creating the Macros	17-14
Macros to Switch to the Different Forms	17-14
Macros to Preview the Reports.....	17-15
An AutoExec Macro.....	17-17
Setting the Buttons	17-18
Adding Buttons to the Main Switchboard Form.....	17-18
Adding Buttons to the Invoice Form	17-21
Adding Buttons to the Customers and Products Forms	17-23
Adding Buttons to the Reports Switchboard Form	17-24
Databases Assignment 17	17-29

Chapter 18: Form Tabs and Duplicate Records

Loading the Sample File	18-1
Creating Form Tabs.....	18-1
Creating the Form	18-1
Creating the Tab Controls	18-3
Placing Fields in the Form Tabs	18-5
Looking at the Form Tabs	18-7
Adjusting the Form Tabs	18-8
Changing the Order of the Form Tabs	18-10
Adding Another Form Tab.....	18-11
Changing the Form Heading	18-12
Checking for Duplicate Records	18-13
Creating a Duplicates Query.....	18-13
Using the Duplicates Query	18-15
Setting a Button to Run the Query.....	18-16
Charting Data	18-19
Loading the Sample File	18-19
Creating the Query.....	18-19
Inserting the Chart in a Form.....	18-21
Entering the Chart Settings.....	18-22
Formatting the Chart	18-23
The Tell Me Box.....	18-25
Sample Projects.....	18-26