

Access 2002: Expert

(OFFICE EXPERT)

Task Reference List

KEY

Description of task

Exercise reference(s)

3-D effect

2-11

Select the object and click the 3-D Style button  on the Drawing toolbar. Choose a style.

Summary of recommended procedure

AutoJoin, enable	2-2	Force New Page	4-23
Click <u>T</u> ool, <u>O</u> ption. Click Tables/Queries tab, select Enable AutoJoin.		Open properties window for group header. On Format tab, choose location of break in Force New Page property.	
Combo box, create	7-16	Group, create	6-4
While in Design View of form, click Combo Box button  .		Choose <u>T</u> ools, <u>S</u> ecurity, <u>U</u> ser and <u>G</u> roup <u>A</u> ccounts. Choose Groups, New.	
Command button, create	7-13	Group, delete	6-5
While in Design View of form, click Command Button button  .		Choose <u>T</u> ools, <u>S</u> ecurity, <u>U</u> ser and <u>G</u> roup <u>A</u> ccounts. Choose Groups, Delete.	
Conditional Formatting	4-10	Grouping, create, Data Access Pages	7-18
Choose <u>F</u> ormat, <u>C</u> onditional Formatting.		Add field to page, click Promote button  .	
Controls, type change	8-5	Hyperlink, add to form	8-13
Select control in Design View. Choose <u>F</u> ormat, <u>C</u> hange <u>T</u> o. Choose new type.		In Design View, click Insert Hyperlink button  .	
Data Access Page, create	6-12	Image, Background	4-26
Click <u>P</u> ages button, double-click Create database access page by using wizard.		With form or report open in Design View, double-click report or form selector button. On Format tab, click Picture row and Build button  .	
Database, create	6-1	Image, insert	4-11
Click Start button. Choose New Office Document, Databases tab. Choose database.		With form or report open in Design View, click Image tool  in toolbox. Click desired section.	
Database, encrypt	6-7	Index, create	2-19
Choose <u>T</u> ools, <u>S</u> ecurity, Encrypt/Decrypt.		In Design View of table, click Indexes button  , add field to table.	
Database, replicate	8-19	Join, type	2-3
Choose <u>T</u> ools, <u>R</u> eplication, <u>C</u> reate Replica.		Right-click sloping portion of join line. Choose an appropriate type of join from Join Properties dialog box.	
Database, split	6-2	Keeping grouped information together	4-23
Choose <u>T</u> ools, <u>D</u> atabase <u>U</u> tilities, <u>D</u> atabase <u>S</u> plitter.		Click Sorting and Grouping button  . Select field you wish to keep together in top half of window. In bottom half, set property to Keep Together to Whole Group.	
Documenter, use	3-15	Linked Table Manager, update	2-1
From Database window, choose <u>T</u> ools, <u>A</u> nalyze and <u>D</u> ocumenter.		Choose <u>T</u> ools, <u>D</u> atabase <u>U</u> tilities, <u>L</u> inked <u>T</u> able <u>M</u> anager. Select link(s) to update, click OK.	
Dynaset, print	1-8		
Open query in Datasheet View. Click Print button  .			
Expression, IIF	5-6		
In Expression Builder, open Functions folder in left pane. Click Program Flow in middle pane.			
Fields, concatenate	5-5		
In Expression Builder, key & symbol between two fields.			

List box, add	8-7	PivotTable, create	6-14
In Design View, click List box button  Click section of form you wish to add control.		Open a table or query, click View button, choose PivotTable View.	
Lookup, create	2-14	Query, Append, create	3-12
With table open in Design View, click field type of target field. Choosing Lookup as field type will start lookup wizard.		Click Queries, <u>N</u> ew. Choose Design View. After adding tables and fields, enter criteria. Select Append Query as query type.	
Macro, assign to object	9-5	Query, Crosstab, create	3-3
Open property sheet of object, click Event tab. Click drop-down arrow of event to launch macro. Choose macro from list.		Click Queries, <u>N</u> ew. Choose Design View. After adding tables and fields, click <u>T</u> otals. Choose Crosstab Query.	
Macro, create	9-5	Query, Delete, create	3-11
In Database window, choose Macros button. Click <u>N</u> ew.		Click Queries, <u>N</u> ew. Choose Design View. After adding tables and fields, enter criteria. Select Delete Query as query type.	
Macro, group	9-8	Query, field, add	1-7
To save several macros in one Macro object, use Macro Name column.		Open query in Design View. Double-click field name in Field List box.	
Macro, set conditions	9-11	Query, field, add calculated	1-21
To set a condition to a macro, use Condition column.		Open query in Design View. In new column, right-click field name, choose <u>B</u> uild, construct equation.	
Mail/Merge, create	6-18	Query, field, edit	1-6
Click the Office Links button  , choose <u>M</u> erge it with MS Word.		Open query in Datasheet View, move to field, edit data.	
MDE file, create	9-20	Query, field, move	1-7
Click <u>T</u> ools, <u>D</u> atabase Utilities, <u>M</u> ake MDE File.		Open query in Design View, click column selector of field to move, drag field to new position.	
Module, create form class	9-16	Query, Make-Table, create	3-10
Open form, select object, open its property sheet. Click Event tab, choose event. Click Build button  .		Click Queries, <u>N</u> ew. Choose Design View. After adding tables and fields, enter criteria. Select Make-Table as query type.	
Module, create standard	9-14	Query, Parameter, create	3-6
In database window, click module button. Click <u>N</u> ew button.		Click Queries, <u>N</u> ew. Choose Design View. After adding tables and fields, enter criteria. From <u>Q</u> uery menu, choose <u>P</u> arameters. Enter parameters.	
Objects, set behind	5-7	Query, PivotTable, view	3-4
With one object on top of another, click object on top. Choose <u>F</u> ormat, <u>S</u> end to Back.		Click Queries, <u>N</u> ew. Choose Design View. After adding tables and fields, click PivotTable View.	
Option group, add	8-2	Query, set AND criteria	1-17
In Design View, click Option Group button  Click section of form you wish to add control.		Open query in Design View, key criteria in criteria, same row for appropriate columns.	
Option group, add controls	8-3		
Click and drag control, drop it in group.			
Password, assign	6-3		
Choose <u>T</u> ools, <u>S</u> ecurity, <u>S</u> et <u>D</u> atabase Password.			
PivotChart, create	6-15		
Open a table or query, click View button, choose PivotChart View.			

Query, set criteria	1-14	Relationship, edit	9-3
Open query in Design View, key criteria in criteria row for appropriate column.		While in Relationship window, double-click diagonal join line.	
Query, set OR criteria	1-18	Relationship, view	2-16
Open query in Design View, key criteria in separate criteria rows for appropriate columns.		Click Relationships button  . Click Show All Relationships button  .	
Query, size Design panes	1-5	Relationships, print report	2-17
Place pointer on horizontal bar between top and bottom panes. When double-ended arrow appears, drag up or down.		Click <u>F</u> ile, <u>P</u> rint <u>R</u> elationships in Relationships window.	
Query, sort by multiple fields	1-12	Report, view Record Source	1-5
Open query in Design View, move columns in left to right sort order, choose Ascending or Descending in sort field of each column to sort.		Open report, double-click Report Selector button  , click <u>D</u> ata tab, view Record Source row.	
Query, sort by single field	1-11	Startup, assign form	8-18
Open query in Design View, choose Ascending or Descending in sort field of column to sort.		Choose <u>T</u> ools, <u>S</u> tartup. In Display Form/Page, choose form.	
Query, Summary, create	3-1	Subform, create	7-9
Click <u>Q</u> ueries, <u>N</u> ew. Choose Simple Query Wizard. After adding tables and fields, click <u>S</u> ummary in dialog box. Click <u>S</u> ummary <u>O</u> ptions.		Open form that will be main form. Click Subform/Subreport button  .	
Query, Update, create	3-8	Subreport, add	5-11
Click <u>Q</u> ueries, <u>N</u> ew. Choose Design View. After adding tables and fields, enter criteria. Select <u>U</u> ppdate Query as query type.		In a report, click Subreport/Subform button [Subreport/Subform]. Click in main report.	
Records, Duplicates, find	3-14	Switchboard, add	8-17
Click <u>Q</u> ueries, <u>N</u> ew. Choose Find Duplicates Query Wizard.		Choose <u>T</u> ools, <u>D</u> atabase Utilities, <u>S</u> witchboard <u>M</u> anager.	
Records, Unmatched, find	3-13	Tab control, add	8-12
Click <u>Q</u> ueries, <u>N</u> ew. Choose Find Unmatched Query Wizard.		In Design View, click Tab Control button  .	
Referential Integrity, set	2-10	Tab control, add controls	8-12
In Relationship window, edit join line, click Referential Integrity check box.		Click and drag a control, drop it on page.	
Relationship, create	2-4	Text File, export	6-9
While in Relationship window, choose tables you wish to join. Find common field in both tables; click and drag one field, drop it on common field in other table.		Right-click window of database, choose <u>I</u> mport, change file type to XML.	
Relationship, delete	2-9	Text File, import	6-8
Right-click join line, choose <u>D</u> elete.		Select tables window, right-click window, choose <u>I</u> mport.	
		User, create	6-4
		Choose <u>T</u> ools, <u>S</u> ecurity, <u>U</u> ser and Group <u>A</u> ccounts. Choose Users, New.	
		User, delete	6-5
		Choose <u>T</u> ools, <u>S</u> ecurity, <u>U</u> ser and Group <u>A</u> ccounts. Choose Users, Delete.	
		Visual Basic Editor, open	9-13
		Click <u>T</u> ools, <u>M</u> acro, <u>V</u> isual Basic Editor.	