


# Access 2002: Core Task Reference List

## KEY

Description of task

Exercise reference(s)

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





9-11

Summary of recommended procedure

Access, exit	1-19	Control spacing, horizontal, increase	6-16
Click <u>F</u> ile, <u>E</u> xit.		Select multiple controls; choose <u>F</u> ormat, <u>H</u> orizontal Spacing, <u>I</u> ncrease.	
Advanced filter	3-16	Control spacing, horizontal, make equal	6-16
Open table or query. Choose <u>R</u> ecord, <u>F</u> ilter, <u>A</u> dvanced Filter/Sort.		Select multiple controls. Choose <u>F</u> ormat, <u>H</u> orizontal Spacing, <u>M</u> ake Equal.	
AutoFormat	6-19	Control spacing, vertical, increase	6-16
Open form or report. Choose <u>F</u> ormat, <u>A</u> uto <u>F</u> ormat.		Select multiple controls. Choose <u>F</u> ormat, <u>V</u> ertical Spacing, <u>I</u> ncrease.	
Column, change width	1-8	Control spacing, vertical, make equal	6-16
Open object in Datasheet View. Place pointer on right border in column heading area of column to resize. Drag right or left.		Select multiple controls. Choose <u>F</u> ormat, <u>V</u> ertical Spacing, <u>M</u> ake Equal.	
Column, freeze	1-9	Control, add	6-6
Open object in Datasheet View. Click column headings to freeze. Click <u>F</u> ormat, <u>F</u> reeze <u>C</u> olumn.		Select tool from Toolbox. Click and drag to draw.	
Column, unfreeze	1-9	Control, move	6-7
Open object in Datasheet View. Click <u>F</u> ormat, <u>U</u> nfreeze <u>A</u> ll <u>C</u> olumns.		Use Open Hand pointer on control and drag.	
Conditional formatting	7-18	Control, sizing	6-6
Select control and click <u>F</u> ormat, <u>C</u> onditional Formatting.		Use two-headed arrow on handle of control and drag.	
Control Align, Bottom	6-9	Data, copy	2-8
Select multiple controls. Choose <u>F</u> ormat, <u>A</u> lign, <u>B</u> ottom.		Open table or query. Double-click field to copy. Press <u>C</u> trl + <u>C</u> . Move to new field and press <u>C</u> trl + <u>V</u> .	
Control Align, Left	6-9	Data, duplicate	2-7
Select multiple controls. Choose <u>F</u> ormat, <u>A</u> lign, <u>L</u> eft.		Open table or query. Click field and press <u>C</u> trl + <u>D</u> .	
Control Align, Right	6-9	Data, edit	2-4
Select multiple controls. Choose <u>F</u> ormat, <u>A</u> lign, <u>R</u> ight.		Open table or query. Click field and edit data.	
Control Align, To Grid	6-9	Data, export	7-21
Select a control. Choose <u>F</u> ormat, <u>A</u> lign, <u>T</u> o <u>G</u> rid.		Right-click table or query and choose <u>E</u> xport.	
Control Align, Top	6-9	Data, import	4-12
Select multiple controls. Choose <u>F</u> ormat, <u>A</u> lign, <u>T</u> op.		Choose <u>F</u> ile, <u>G</u> et External Data, <u>I</u> mport.	
Control size, fit	6-17	Database, compact	1-18
Select multiple controls. Choose <u>F</u> ormat, <u>S</u> ize, <u>T</u> o <u>F</u> it.		Choose <u>T</u> ools, <u>D</u> atabase Utilities, <u>C</u> ompact and Repair Database.	

Database, copy	1-1	Form, set default view	2-13
Make sure database is closed. Launch Explorer. Right-click database to copy. Choose <b>C</b> opy. Move to pointer to unused space of folder in which to copy. Right-click. Choose <b>P</b> aste.		Open form. Double-click Form Selector button  . In Properties window, click <b>F</b> ormat tab. In Default View Property, click Default View row.	
Database, new	4-2	Format Painter	7-17
Click Blank Database in task pane.		Select a control you wish to have format copied from. Click Format Painter button  . Click control that you wish to paste format to.	
Database, open	1-1	Grouping, add	7-4
Launch Explorer. Double-click database to open.		Click Sorting and Grouping button  . Choose field to sort or group by.	
Database, properties	1-2	Grouping, nonbreaking	7-5
Choose <b>F</b> ile, Database Properties.		Click Sorting and Grouping button  . Click <b>K</b> eep Together row and choose <b>W</b> hole Group.	
Database, rename	1-1	Lookup, set	5-11
Close database, if necessary. Launch Explorer. Right-click database to rename. Choose <b>R</b> ename. Key new name. Press <b>E</b> nter.		Open table in Design View and choose a field. Change data type to Lookup Wizard.	
Expression, edit	7-10	Object, field, find	3-1
Choose control with the expression. Open its properties and click <b>D</b> ata tab. Click <b>B</b> uild button  to right of Control Source property.		Open table or query. Click on field to search. Click <b>F</b> ind button  .	
Field value, copy	5-9	Object, field, replace	3-5
Press <b>C</b> trl + <b>C</b> in blank field to reproduce content of field in above record.		Open table or query. Click field to search. Press <b>C</b> trl + <b>H</b> .	
Field, Primary Key	4-11	Object, record, AND/OR criteria	3-17
Open table in Design View. Select a field that contains unique data. Click <b>P</b> rimary Key button  .		Open table or query. Click <b>F</b> ilter by Form button  .	
Font, change	1-8	Object, record, filter	3-10
Open object in Datasheet View. Choose <b>F</b> ormat, <b>F</b> ont.		Open table or query. Highlight text or field to use as filter. Click <b>F</b> ilter by Selection button  .	
Form header/footer, add	6-5	Object, record, sort	3-7
In Design View, choose <b>V</b> iew, <b>F</b> orm <b>H</b> eaders/ <b>F</b> ooter.		Open table or query. Click field to sort. Click <b>S</b> ort <b>A</b> scending button  .	
Form, add records	2-10	Objects, open multiple	1-12
Open form. Click <b>N</b> ew <b>R</b> ecord button and enter data.		Open first object. Maximize. Select database from <b>W</b> indow menu. Select next object. Maximize if necessary. Repeat until all objects are selected. Minimize database. Choose <b>W</b> indow, <b>T</b> ile <b>H</b> orizontally.	
Form, AutoForm	6-1	Page header/footer, add	6-5
Select table or query. Click <b>N</b> ew <b>O</b> bject:AutoForm.		In Design View, choose <b>V</b> iew, <b>P</b> age <b>H</b> eaders/ <b>F</b> ooter.	
Form, print	2-14	Page Setup	1-15
Open form. Click <b>P</b> review button  . Click <b>P</b> rint button.		Choose <b>F</b> ile, <b>P</b> age <b>S</b> etup.	

Print Choose <b>F</b> ile, <b>P</b> rint.	1-16	Record, delete Open table or query. Click Delete Record button  .	2-3
Print Preview Choose <b>F</b> ile, <b>P</b> rint <b>P</b> review.	1-15	Referential integrity, set Open Relationship window. Right-click sloping join line and choose <b>E</b> dit <b>R</b> elationship. Click <b>E</b> nforce Referential Integrity check box.	5-4
Print Preview, view two pages at once Click Two Pages button  .	7-2	Relationships, create Open Relationships window. Click Show Table button  . Choose tables that have common fields and click <b>A</b> dd. Drag a field from one table and drop on common field in the other table.	5-3
Print Preview, viewing size Click in Zoom box and key desired size.	7-2	Relationships, print Open Relationships window. Click Print button  .	5-2
Query, build Select table. Click drop-down arrow on New Object button  . Choose query.	3-20	Relationships, view Open Database window, click Relationships button  . Click Show All button  .	5-1
Query, Datasheet View Open query.	1-5	Reports, labels Click Reports button. Click <b>N</b> ew button. In New Report dialog box, choose Label Wizard.	7-20
Query, modify Open query. Click View button  .	3-21	Reports, multicolumn Choose <b>F</b> ile, <b>P</b> age <b>S</b> etup. Click Column tab. Set number of columns to desired amount.	7-19
Query, multi-table Create query with one table. Click Show Table button  . Select table to add.	6-2	Row, change height Open object in Datasheet View. Place pointer on horizontal line between two rows in Row Selector area. When pointer changes to two-headed arrow, drag pointer up or down.	1-8
Query, open Double-click query icon.	1-10	Subdatasheet, create Open table in Datasheet View. Choose <b>I</b> nsert, <b>S</b> ubdatasheet. In dialog box, choose table or query. Set linking fields at bottom.	5-6
Query, print Select query. Choose <b>F</b> ile, <b>P</b> rint.	1-16	Subdatasheet, delete Open table with a subdatasheet. Choose <b>F</b> ormat, <b>S</b> ubdatasheet, <b>R</b> emove.	5-7
Query, properties Right-click query and choose <b>P</b> roperties.	1-4	Tab order, set Open form in Design View. Choose <b>V</b> iew, <b>T</b> ab <b>O</b> rder.	6-11
Query, set Design View Open query. Click View-button down arrow. Click Design View  .	1-5	Table, Datasheet View Open table.	1-5
Query, view, switch Open query. Press <b>S</b> hift + <b>L</b> eft or <b>S</b> hift + <b>R</b> ight to scroll through view options.	1-5	Table, delete Click table and press <b>D</b> elete  .	4-14
Record, add Open table or query. Choose New Record button  .	2-1		
Record, add picture Open table or query. Click on field. Choose <b>I</b> nsert, <b>O</b> bject. From Insert Object dialog box, click <b>C</b> reate from <b>F</b> ile. Click <b>B</b> rowse button. Double-click image file. Click <b>O</b> K.	2-19		
Record, copy Open table or query. Click record selector of record to copy. Click Copy button  . Click New Record button  . Choose <b>E</b> dit, <b>P</b> aste, <b>A</b> ppend.	2-8		

Table, delete field	4-9	Table, set Design View	1-5
Open table in Design View. Select field to be deleted. Click Delete Rows button  .		Open table. Click View-button down arrow. Click Design View  .	
Table, insert field	4-9	Table, view, switch	1-5
Open table in Design View. Click field to follow new field. Click Insert Rows button  .		Open table. Press <b>Shift</b> + <b>&lt;</b> or <b>Shift</b> + <b>&gt;</b> to scroll through view options.	
Table, new	4-3	Text, custom format	5-9
Click <b>Tables</b> button. Click <b>New</b> button. In New Table dialog box, choose <b>Table Wizard</b> .		Open table in Design View. Click in Format row of desired field format (for example, mmmm d, yyyy)	
Table, open	1-5	Text, input mask	5-10
Double-click on table icon.		Open table in Design View. Click in Input Mask row of desired field. Click <b>Build</b> button  .	
Table, print	1-16	Text, uppercase	5-9
Select table. Choose <b>File</b> , <b>Print</b> .		Open table in Design View. Key <b>&gt;</b> in Format Property of field you want to be uppercase.	
Table, properties	1-4	Zoom dialog box, open	4-8
Right-click table icon and choose <b>Properties</b> .		Click in any text or row. Press <b>Shift</b> + <b>F2</b> .	
Table, rename	1-4		
Right-click table icon and choose <b>Rename</b> .			