

Table of Contents

Chapter 1 ■ Getting Started with Microsoft Access 2010	1
Introducing a Database.....	2
Exploring New and Enhanced Features of MS Access 2010.....	2
Exploring the Database Objects.....	3
Tables.....	3
Forms.....	4
Query.....	5
Report.....	5
Starting MS Access 2010	6
Introducing the File Tab (Backstage View)	7
Creating a Database.....	8
Creating a Database using a Blank Template	8
Creating a Database using Sample Templates.....	9
Creating a Database using a Template from Office.com	12
Opening an Existing Database.....	14
Exploring the MS Access 2010 User Interface.....	15
The Quick Access Toolbar.....	16
The Title Bar	16
The Minimize, Maximize, and Close Buttons.....	16
The Status Bar	17
The Record Selector.....	17
The View Buttons	17
Ribbon	17
The Dialog Box Launcher.....	21
The Navigation Pane.....	21
The Tab Object	21
Getting Help in MS Access 2010	22
Exploring MS Access 2010 Options	23
The General Tab.....	23
The Current Database Tab	24
The Datasheet Tab.....	25
The Object Designers Tab.....	26
The Proofing Tab	26
The Language Tab	27
The Customize Ribbon Tab.....	28

The Quick Access Toolbar Tab.....	28
The Add-ins Tab.....	29
The Trust Center Tab.....	30
Closing a Database and Quitting MS Access 2010.....	30
Summary.....	32

Chapter 2 ■ Introduction to Tables in Microsoft Access 2010 33

Creating a Table.....	34
Creating a Table in Datasheet View.....	34
Creating a Table in the Design View.....	37
Saving a Table.....	40
Opening a Table in the Design View.....	43
Working with Fields in a Table.....	45
Inserting a New Field.....	45
Rearrange the Sequence of Fields.....	47
Deleting a Field.....	48
Understanding Data Types.....	50
Entering Records in a Table.....	51
Navigating Between Records in a Datasheet view.....	52
Editing Records in a Table.....	53
Adding Validation to the Table.....	56
Adding Validation to the Text Field.....	56
Adding Validation to the Numeric Field.....	58
Understanding the Primary and Foreign Keys.....	63
Setting the Primary Key.....	63
Removing a Primary key.....	65
Understanding the Relationship between Tables.....	66
Creating Relationships between Two Tables.....	66
Removing the Relationships.....	69
Summary.....	72

Chapter 3 ■ Working with Queries 73

Introducing Query Types.....	74
Creating a Query.....	74
Creating a Query using the Query Wizard Option.....	75
Creating a Query in the Query Design Option.....	79
Running a Query.....	84
Saving a Query.....	85

Working with Fields in a Query.....	86
Inserting a New Field in the Query Design Grid.....	86
Moving a Field.....	89
Showing a Field in a Database.....	91
Adding an Alias to a Query Field.....	92
Sorting the Field Order.....	93
Removing a field.....	95
Specifying Criteria in a Query field.....	96
Exploring the Criteria Ranges.....	96
Filtering a Query for a Specific Value.....	97
Working with the Action Query.....	100
Creating the Make Table Query.....	100
Creating the Update Query.....	102
Creating the Append Query.....	104
Creating the Delete Query.....	106
Summary.....	110

Chapter 4 ■ Creating Forms in MS Access 2010

111

Introducing Forms.....	112
Creating Forms in MS Access 2010.....	112
Creating a Form Using the Form Tool.....	113
Creating a Form Using the Blank Form Tool.....	114
Creating a Form Using Form Wizard.....	117
Creating a Form Using the Form Design Tool.....	122
Saving and Closing a Form.....	124
Creating Some Special Types of Forms.....	126
Creating the Navigation Form.....	126
Creating the Multiple Items Form.....	127
Creating a Datasheet Form.....	128
Creating a Split Form.....	129
Introducing Controls in a Form.....	131
Classifying the Form Controls.....	131
Working with Views in a Form.....	132
Defining the Form View.....	132
Defining the Layout View.....	132
Defining the Design View.....	133
Displaying the Header and Footer.....	133
Formatting a Form.....	136
Applying Themes in a Form.....	136

Changing the Background Color of a Title in a Form	138
Adding a Label in a Form	140
Inserting an Image in a Form	142
Modifying a Form.....	144
Changing the Title of a Form.....	144
Changing the Sections of a Form	146
Summary.....	148

Chapter 5 ■ Creating Reports in MS Access 2010 **149**

Working with Reports.....	150
Creating a Report Using the Report Tool.....	150
Creating a Report by Using the Report Design Tool.....	151
Creating a Report Using the Blank Report Tool.....	152
Creating a Report Using Report Wizard	155
Saving a Report	161
Exploring Views in a Report.....	162
Formatting a Report	165
Applying Themes in a Report	165
Applying Text Formatting in a Report	167
Inserting a Title in a Report	175
Inserting a Logo in a Report	177
Inserting Date and Time in a Report.....	179
Working with Page Setup in a Report.....	181
Setting the Page Size	181
Setting the Page Margin	182
Setting the Page Orientation.....	184
Previewing and Printing a Report	185
Printing a Report Using the Print Preview Option.....	185
Printing a Report from Backstage View	187
Summary.....	188

Chapter 6 ■ Importing, Linking, and Exporting Data in MS Access 2010 **189**

Importing Data.....	190
Importing Data from an Excel Worksheet.....	190
Importing Data from a Text File	195
Importing Data from an HTML document	201
Importing Data from another Access Database	206

Importing Data from an Outlook Folder	209
Linking the Access Database	213
Linking to an Excel Worksheet.....	213
Linking to an Outlook Folder.....	218
Updating the Linked Objects.....	221
Exporting Data	223
Exporting Data to an Excel Worksheet	223
Exporting Data to a Text File.....	225
Exporting Data in an HTML Format.....	227
Summary.....	230