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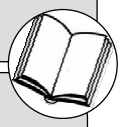

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Quick reference: Access shortcut keys

Command	Keystroke
Add new record	Ctrl +
Builder	Ctrl-F2
Check/uncheck box or option button	spacebar
Close	Ctrl-W
Copy	Ctrl-C
Cut	Ctrl-X
Cut current line and copy to Clipboard	Ctrl-Y
Cycle through sections	F6/Shift-F6
Cycle through tab of each object's type (toggle)	Ctrl-Tab/Shift-Ctrl-Tab
Database window	F11
Delete current record	Ctrl -
Edit/Navigation mode (toggle)	F2
Exit subform and move to next/previous field in next record	Ctrl-Tab/Shift-Tab
Extend selection to next/previous record	Shift-Down/Up
File/Save As	F12
Find	Ctrl-F
Find Next	Shift-F4
Find Previous	Shift-F3
Go To	Ctrl-G
Insert current date	Ctrl ;
Insert current time	Ctrl :
Insert default value	Ctrl-Alt-spacebar
Insert new line	Ctrl-Enter
Insert value from same field in previous record	Ctrl '
Menu bar	F10
Move to beginning/end of multiple-line field	Ctrl-Home/End
Move to current field in first/last record (Navigation mode)	Ctrl-Up/Down
Move to first field in first record (Navigation mode)	Ctrl-Home
Move to first/last field in current record (Navigation mode)	Home/End
Move to last field in last record (Navigation mode)	Ctrl-End
Move to left edge of page	Home or Ctrl-Left
Move to page number/record number box	F5
Move to right edge of page	End or Ctrl-Right
Next window	Ctrl-F6
Open combo box	F4
Open in Design view	Ctrl-Enter

Quick reference: Access shortcut keys

Command	Keystroke
Paste	Ctrl-V
Print	Ctrl-P
Property sheet	Alt-Enter
Refresh combo box	F9
Replace	Ctrl-H
Re-Query underlying tables in subform	Shift-F9
Save current record	Shift-Enter
Screen left/right	Ctrl-PgUp/PgDn
Select/unselect column (Navigation mode)	Ctrl-spacebar
Switch to Form view	F5
Turn on Move mode	Ctrl-F8
Undo	Ctrl-Z
Undo previous extension	Shift-F8
Zoom box	Shift-F2

Course Objectives

1. PivotTables and PivotCharts
2. Creating advanced forms
3. Creating macros
4. Exploring Access SQL
5. Using Hyperlinks And Customising Access
6. Managing databases
7. Security fundamentals

PivotTables and PivotCharts

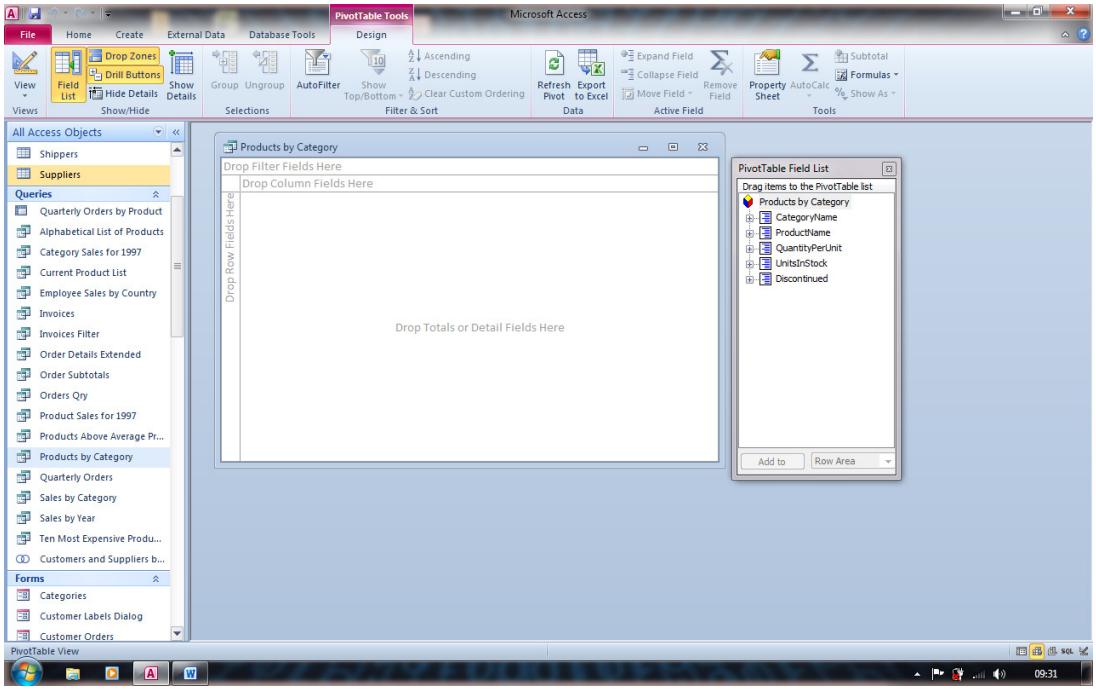
Unit 1 objectives

- Create a PivotTable to analyze and compare large amounts of data
- Summarize data, display different views of data by moving fields and showing and hiding details, and format the table's fields
- Create a PivotChart to graphically display the data from a record source

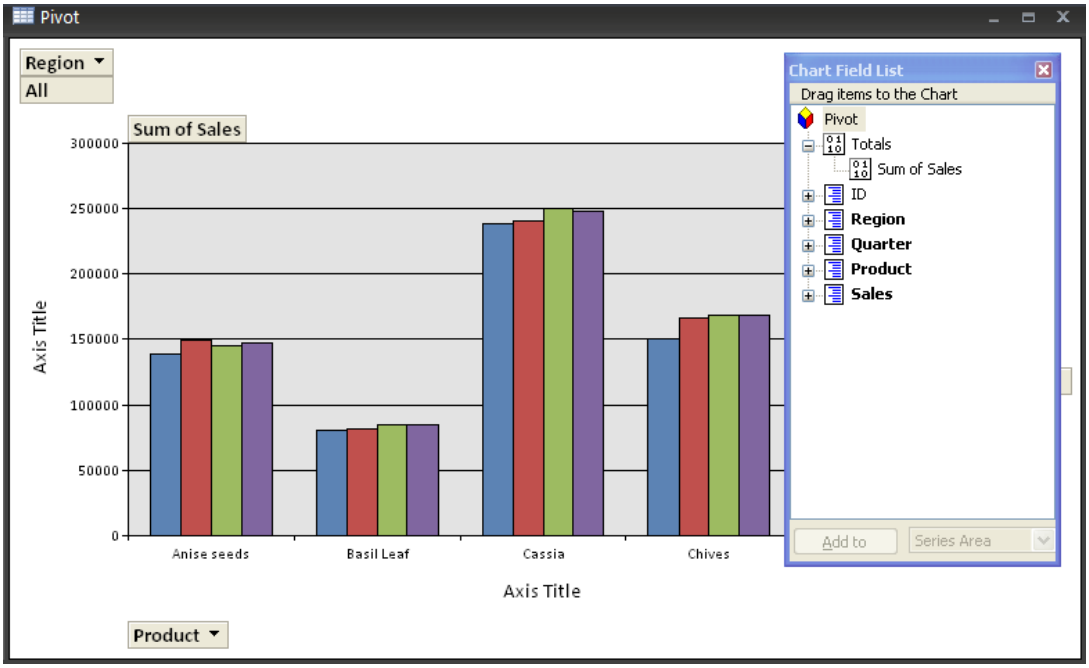
Your notes: Unit 1

Your notes: Unit 1

Pivot Table View



Pivot Chart View



Unit 1 Practice Activity

1. Open **Pivot Tables**. Open the **PivotPrac** table.
2. Create a PivotTable based on the data in the table.
3. First move Year to the **Row** area. Then move Quarter to the **Column** area and Product to the **Row** area (after the **Year** field).
4. Calculate totals for sales data.
5. Modify the view to display the data for 1999 and 2000 only
   (*Hint: clear all the other options from the Year list.*)
6. Create a PivotChart. Plot the sales value in the chart. Display the legend for the chart.
7. Change the type of the chart to display the sales value in a single data marker.
8. Change the PivotTable to display the first quarter sales only.
9. Save the table and close it.
10. Close the database.

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Creating advanced forms

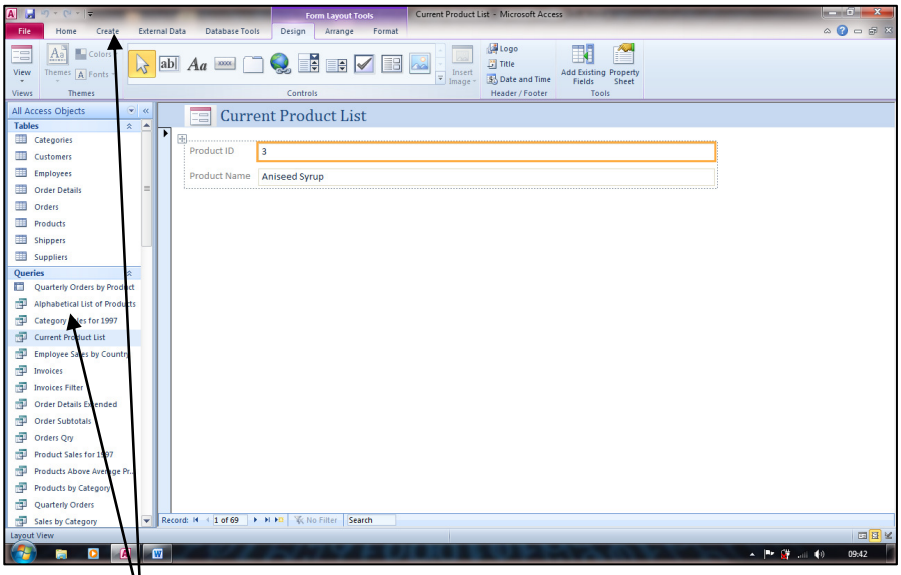
Unit 2 objectives

- Build a form based on joined tables
- Use functions to automate data entry in forms
- Create and use grouped controls in forms
- Make a form's interface user-friendly
- Create and use a subform to view data from multiple forms

Your notes: Unit 2

Your notes: Unit 2

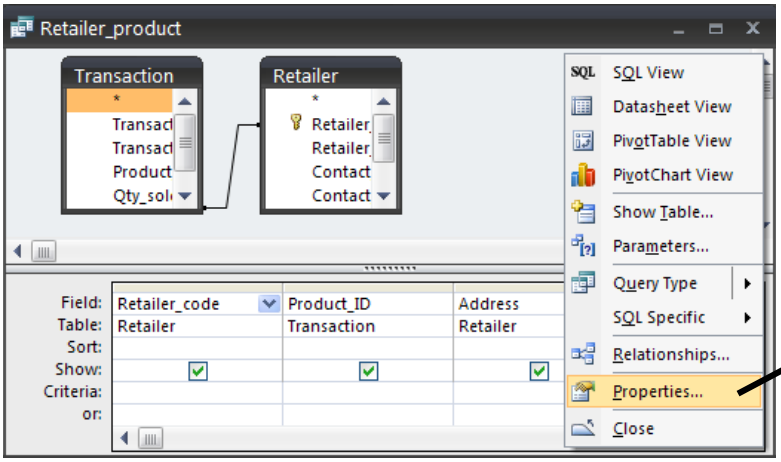
Create A Form From A MultiTable Query

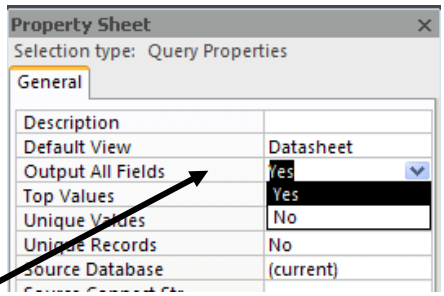


Select A Query then in the Ribbon Select Create, Form

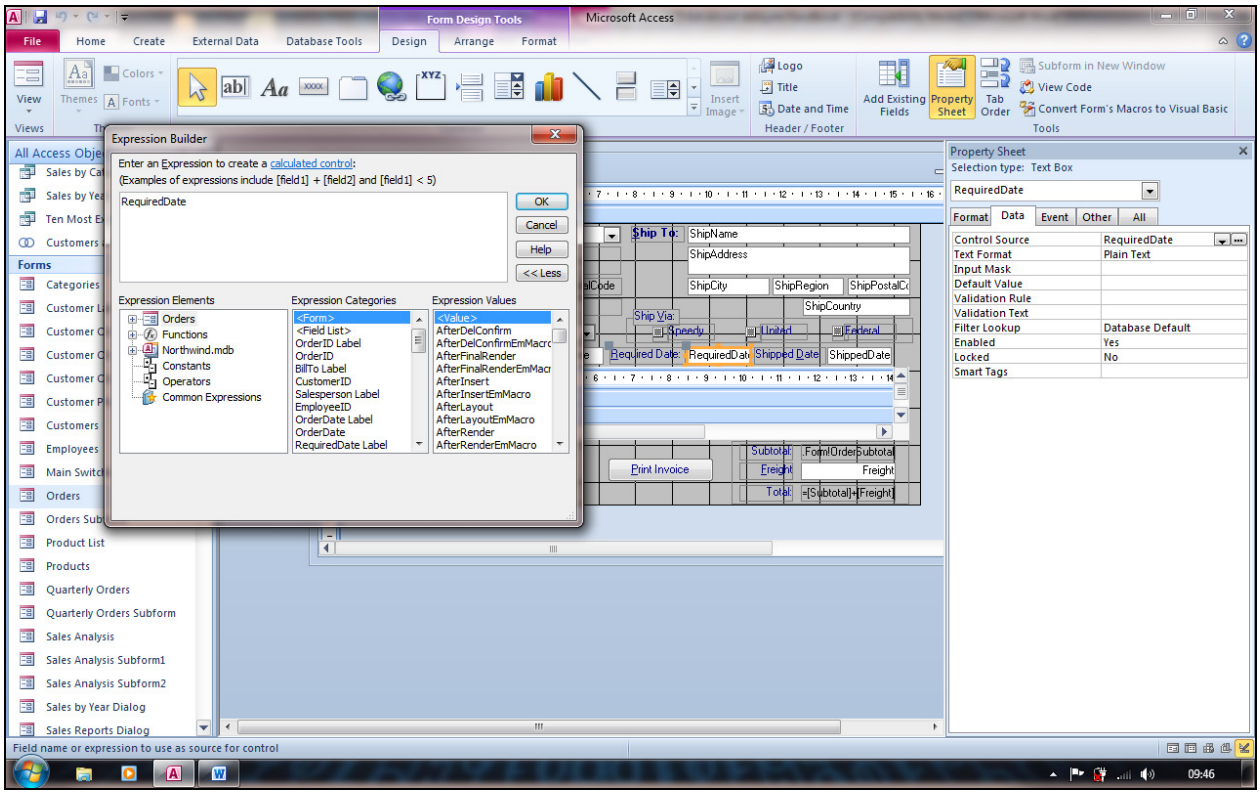
Then create the form

Query – Include all Fields

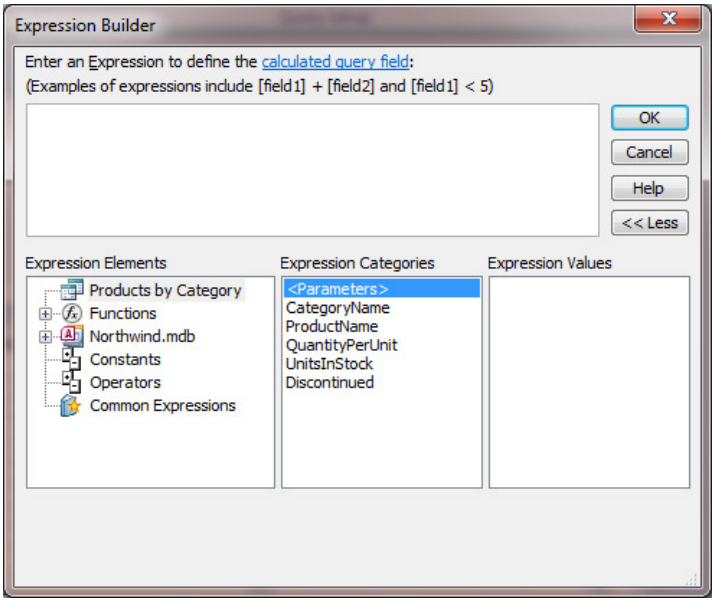




Date Function

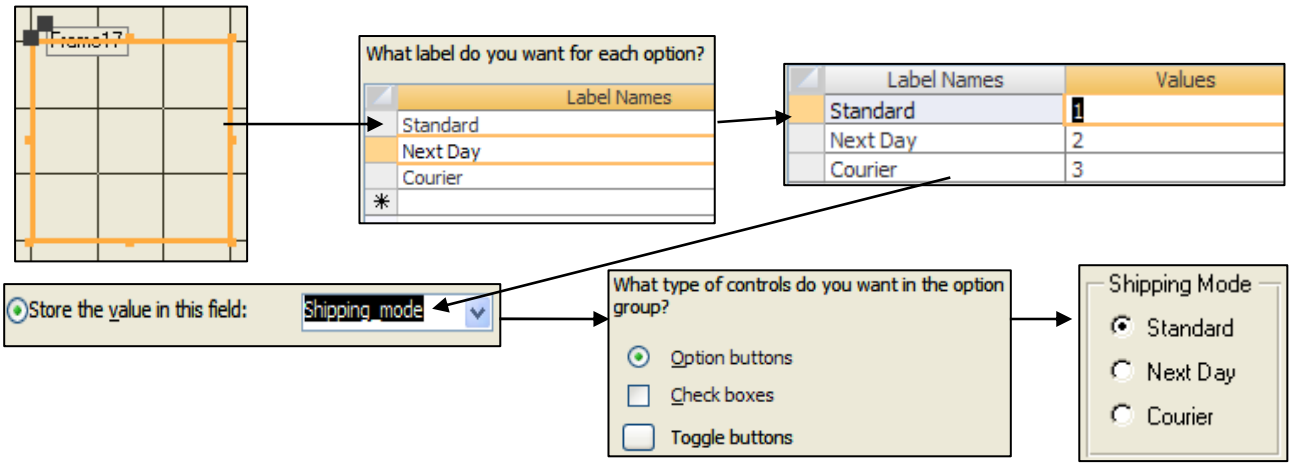


The Date-Add Function



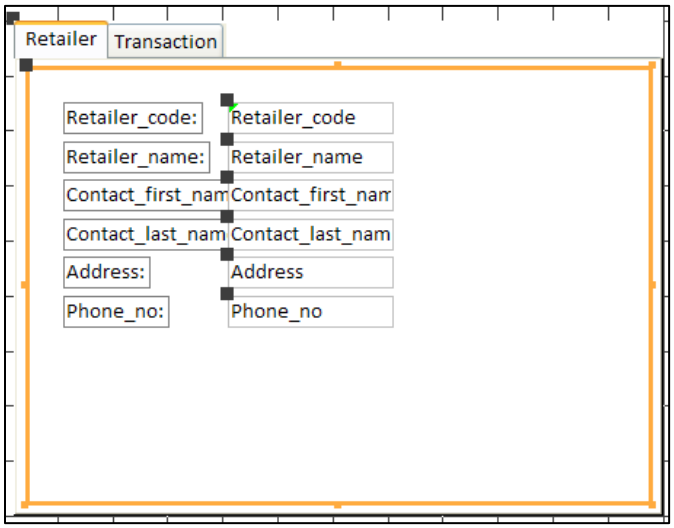
Create An Option Group

Select the **Option Group**

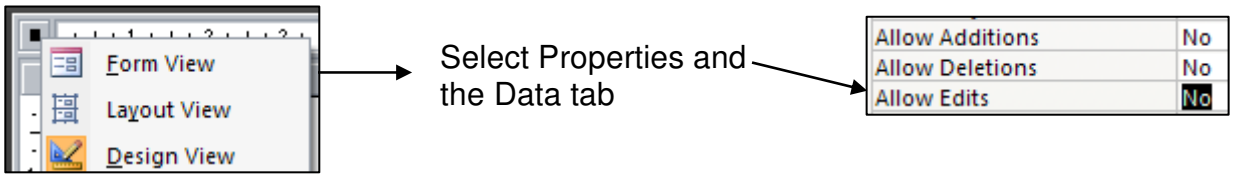


Tab Controls

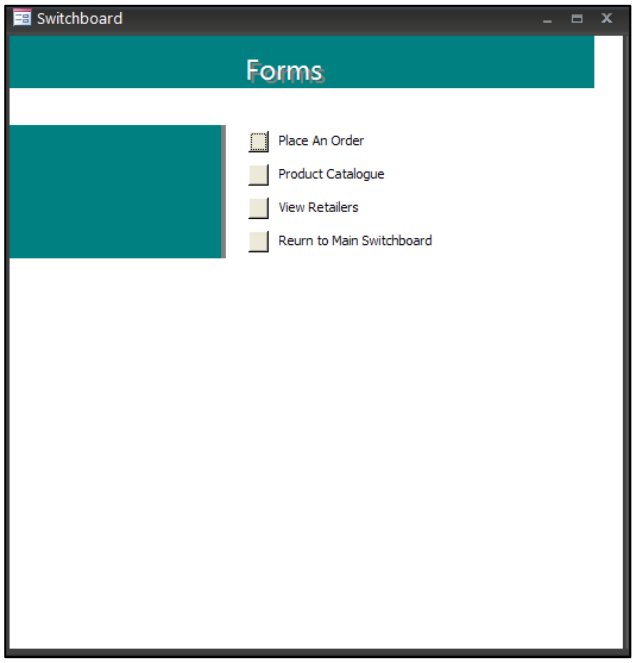
Select the **Tab Control**



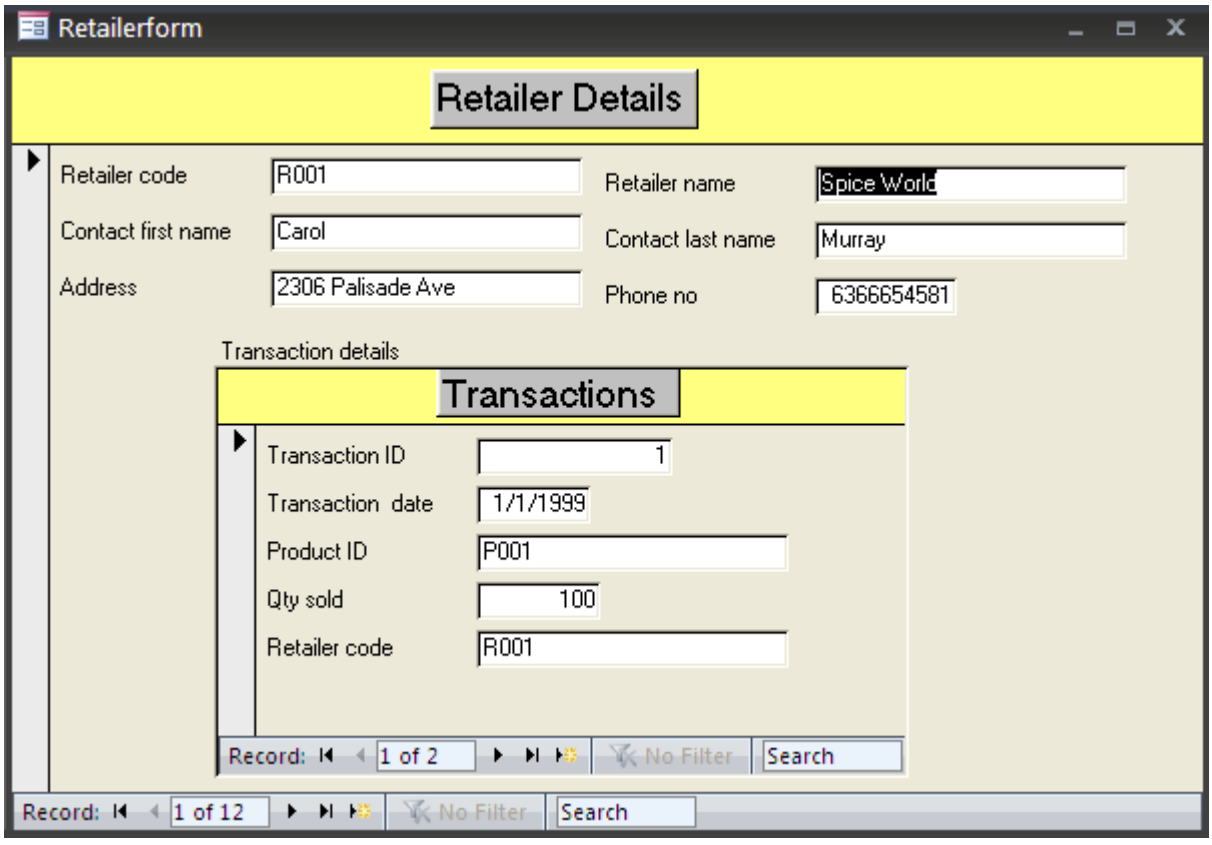
Setting Form Properties for a Read-Only Form



The Switchboard



The Sub Form



Unit 2 Practice Activity

1. Open **Practice_Advanced_forms**

2. Create a form based on the query **Products_suppliers**. You'll need to display all the fields from the Tables Products and Suppliers. Modify the properties of the query to show all the fields from both the tables. Save the form as **Product_supplier** and close it.

3. Open the form **Orderform** in Design view. Add an option group control to the form to display Cash and Credit Card as the two payment modes. Cash should be the default mode of payment. The value of the option group should be stored in the **Payment_mode** field of the **Order_details** table.

4. Switch to form view and add a record to the table. Verify that the correct value is stored in the **Order_details** table. Update and close the form.

5. Open the form **Order_shipment_dates** in Design view. Change the properties in this form to prevent modification or deletion of any data in the form. However, you should be able to add new records to the form. Switch to Form view and try to change the value of Order date with the Order ID as 1, to 12/10/99. Verify that the data does not change. Save and close the form.

6. Open the form **Productform** in Design view. Add **Orderform** as a subform to this form.

7. Switch to Form view and navigate through the records in the main form. Verify that the corresponding data is shown in the subform. Update and close the form.

8. Close the database.

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Creating macros

Unit 3 objectives

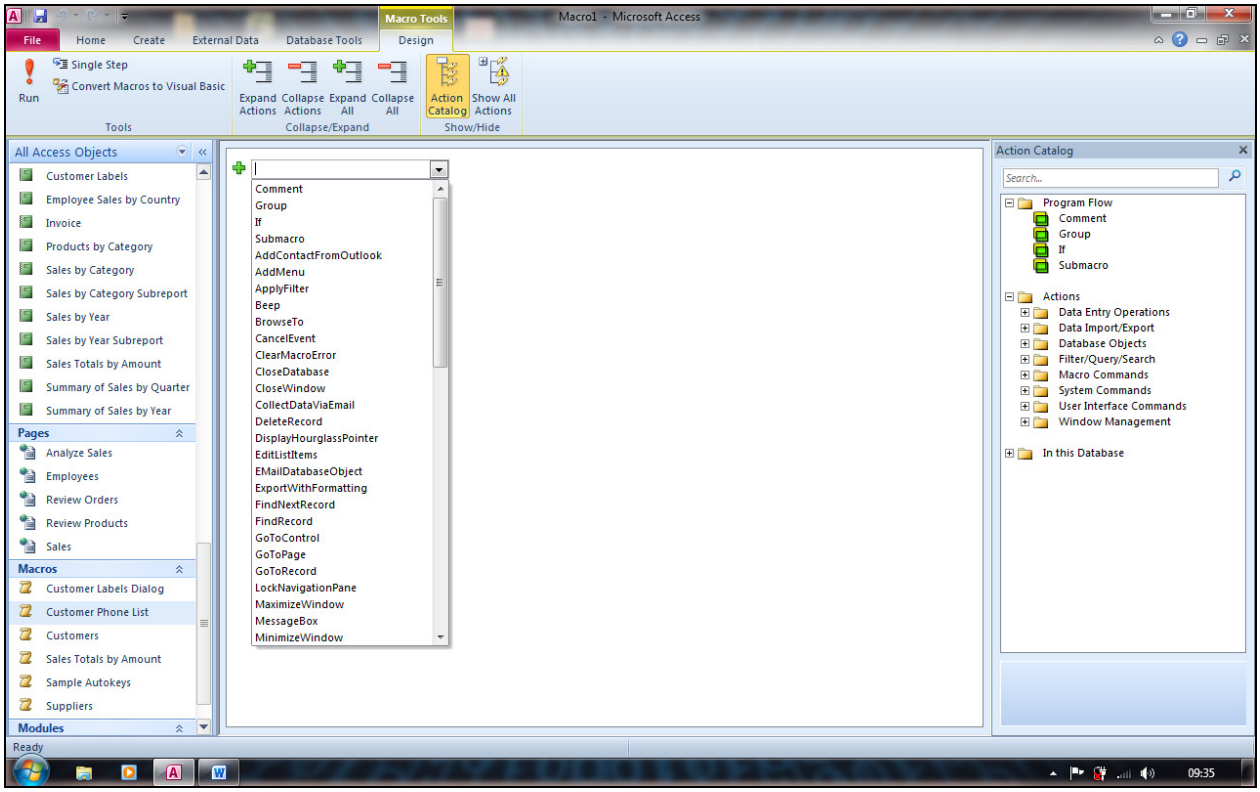
- Create and run macros to automate tasks
- Attach macros to the events of database objects

Your notes: Unit 3

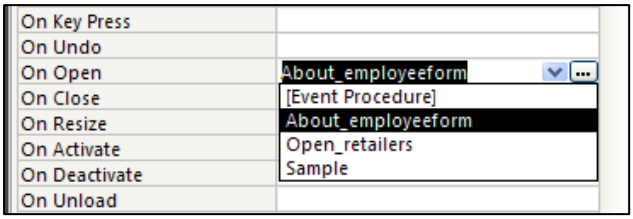
Your notes: Unit 3

Macro in Design View

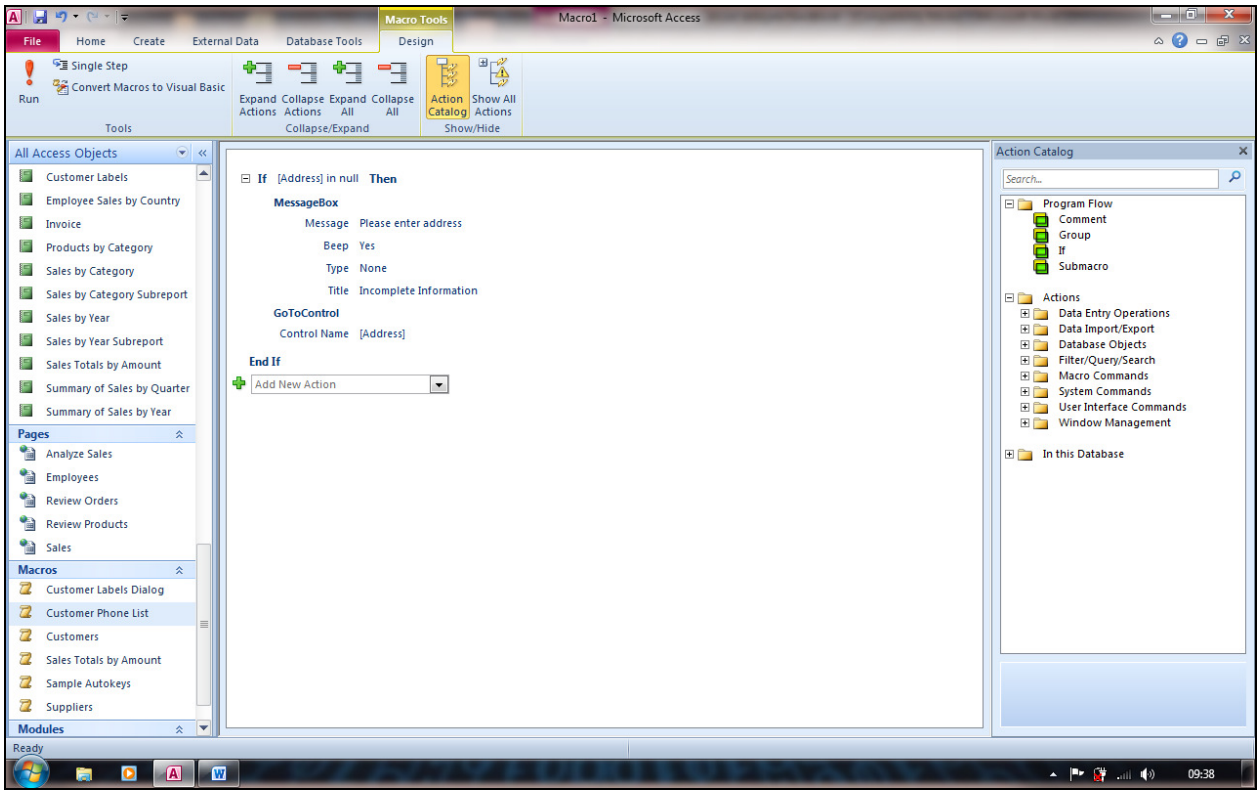
The macro design sheet in 2010 has been completely redesigned to allow a wider range of actions and better control flow logic



Attach Macro to an Event on a form



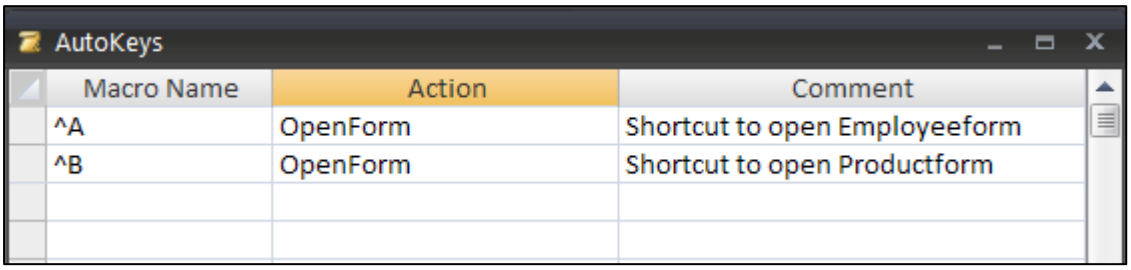
Data Validation Macro



On the **Customerform**, call the macro from the **On Lost Focus Event** of the **Address** text box.

AutoKeys

Create keyboard shortcuts



Macro Name	Action	Comment
^A	OpenForm	Shortcut to open Employeeform
^B	OpenForm	Shortcut to open Productform

Unit 3 Practice Activity

1. Open **Practice _macro**.
2. Create a macro to open the **Customers** table. The table should open in the Edit mode.
3. Save the macro as **Add_customer.**
4. Run the macro to open the Customers table and in the Customers table edit the Customer_name for the last record to read Brian Johnson. Close the table.
5. Modify the macro to also display a message. **Click OK to add details for a new customer.**
6. Update and run the macro to verify the modification and then close the table. Close the macro.
7. Create a new macro to open the form **Orderform**. Save the macro as **Open_order.**
8. Open the **Customerform** in Design view. Add a command button to the form.
9. Change the caption of the command button to read "**View orders**".
10. Attach the macro **Open_order** to the command button. The macro should run when you click the command button.
11. Switch to form view. Click the command button to verify that **Orderform** opens. Update and close the forms.
12. Close the database.

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Exploring Access SQL

Unit 4 objectives

- Identify different clauses in an SQL statement
- Write SQL statements to create queries
- Attach an SQL statement to a database object

Your notes: Unit 4

Your notes: Unit 4

Structured Query Language (SQL)

```
Query1
SELECT Product.Product_ID
FROM Product;
```

```
Query1
SELECT * FROM RETAILER
```

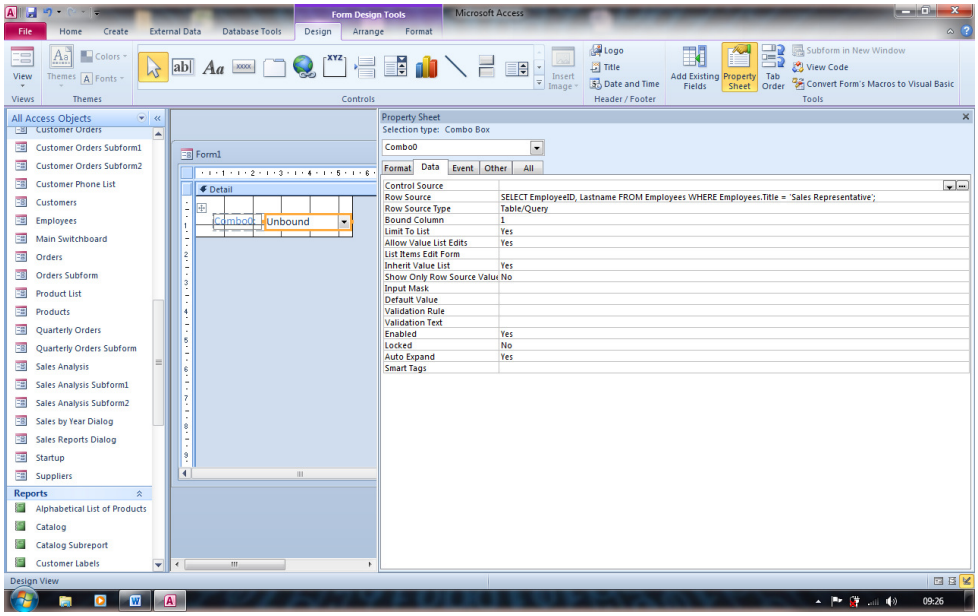
SQL statement to display Matching Data

```
Query1
SELECT [Product].[Product_ID], [Product].[Productname],
[Transaction].[Qty_sold]
FROM Product, Transaction
WHERE [Product].[Product_ID] = [Transaction].[Product_ID]
```

SQL statement to find Unmatched Data

```
Prod_qty
SELECT [Retailer].[Retailer_code], [Retailer].[Address]
FROM Retailer
WHERE [Retailer].[Retailer_Code] Not In
(SELECT [Transaction].[Retailer_Code] FROM Transaction);
```

SQL can be inserted directly into the row source property of either a combo box or list box, thus enabling more customised selections than would be available if the control had been built with the wizard



Unit 4 Practice Activity

1. Open **Practice_sql**.

2. Write a query to display all details about all customers from the Customers table. Save the query as **Show_customers.**

3. Run the query to view the results.

4. Modify the **Show_customers** query to display only the Customer_ID, Customer_first_name, and Customer_last_name from the table Customers.

5. Update and run the query. Close it.

6. Write a query to view the details of orders from the **Order_details** table where the Quantity is greater than 50. Save the query as **Bulk_order.**

7. Create a command button on the form **Orderform**.

8. Attach the query **Bulk_order** to this command button. The query should run when you click the command button. Set the command button's caption to **View Bulk Orders.**

9. Run the form and click the command button to verify that the query runs. Update and close the form.

10. Close the database.

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Using Hyperlinks And Customising Access

Unit 5 objectives

- Create and use hyperlink fields in tables
- Customise Access

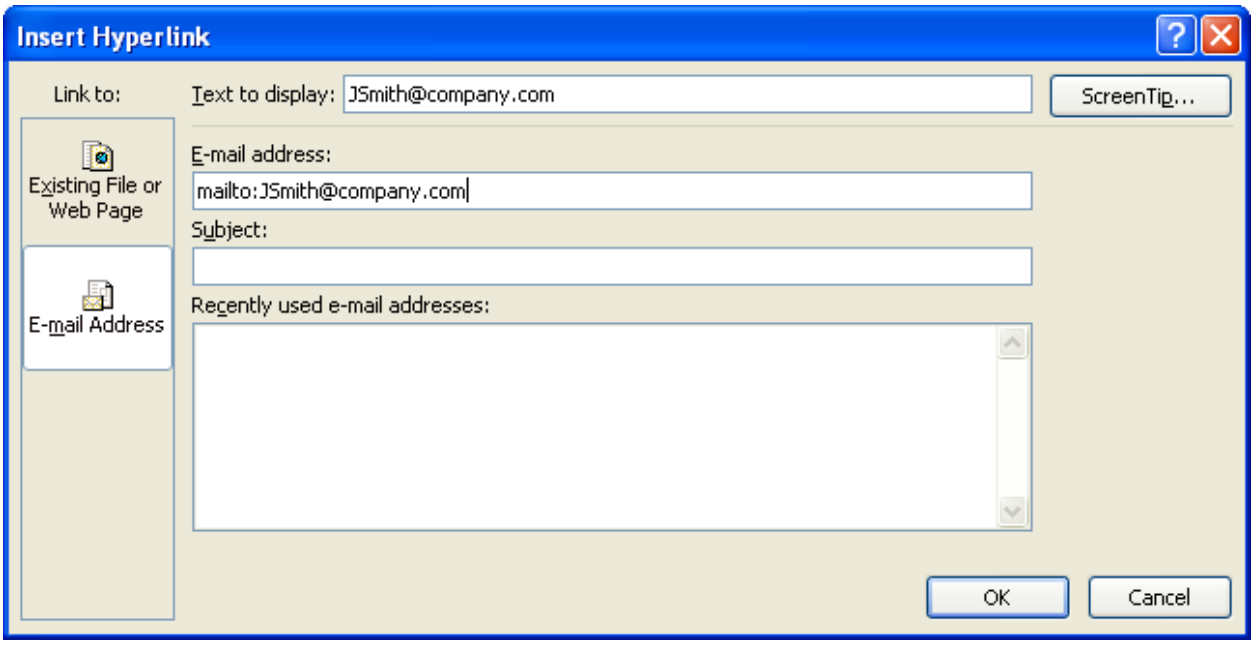
Your notes: Unit 5

Your notes: Unit 5

Hyperlink field in Design View

Customer_last_name	Text	Last name of the customer.
E-Mail	Hyperlink	Customer's E-Mail address
Address	Text	Street or post-office box.

Insert E-Mail Hyperlink



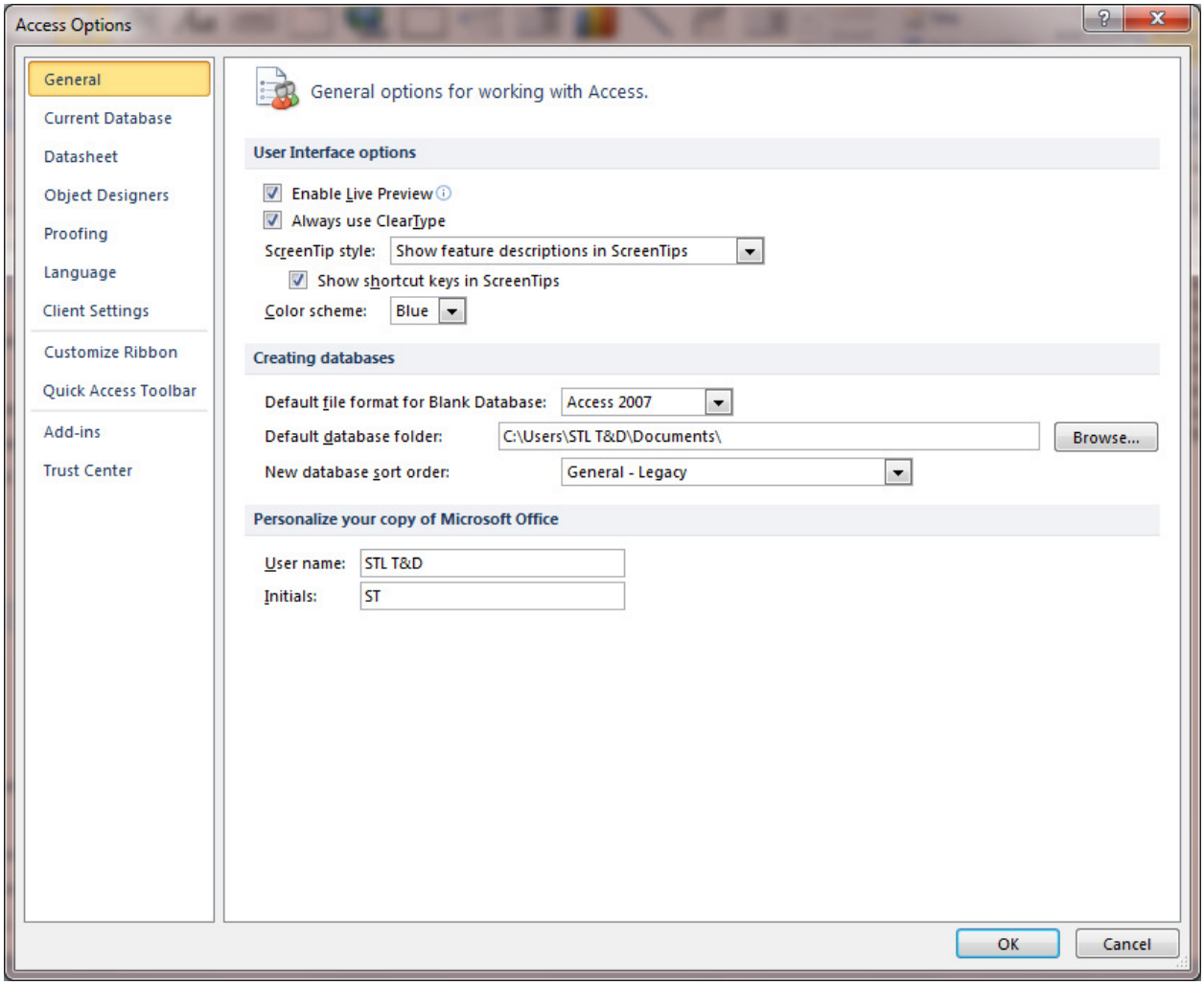
Customising Access

Access can be modified to suit every facet of your needs.

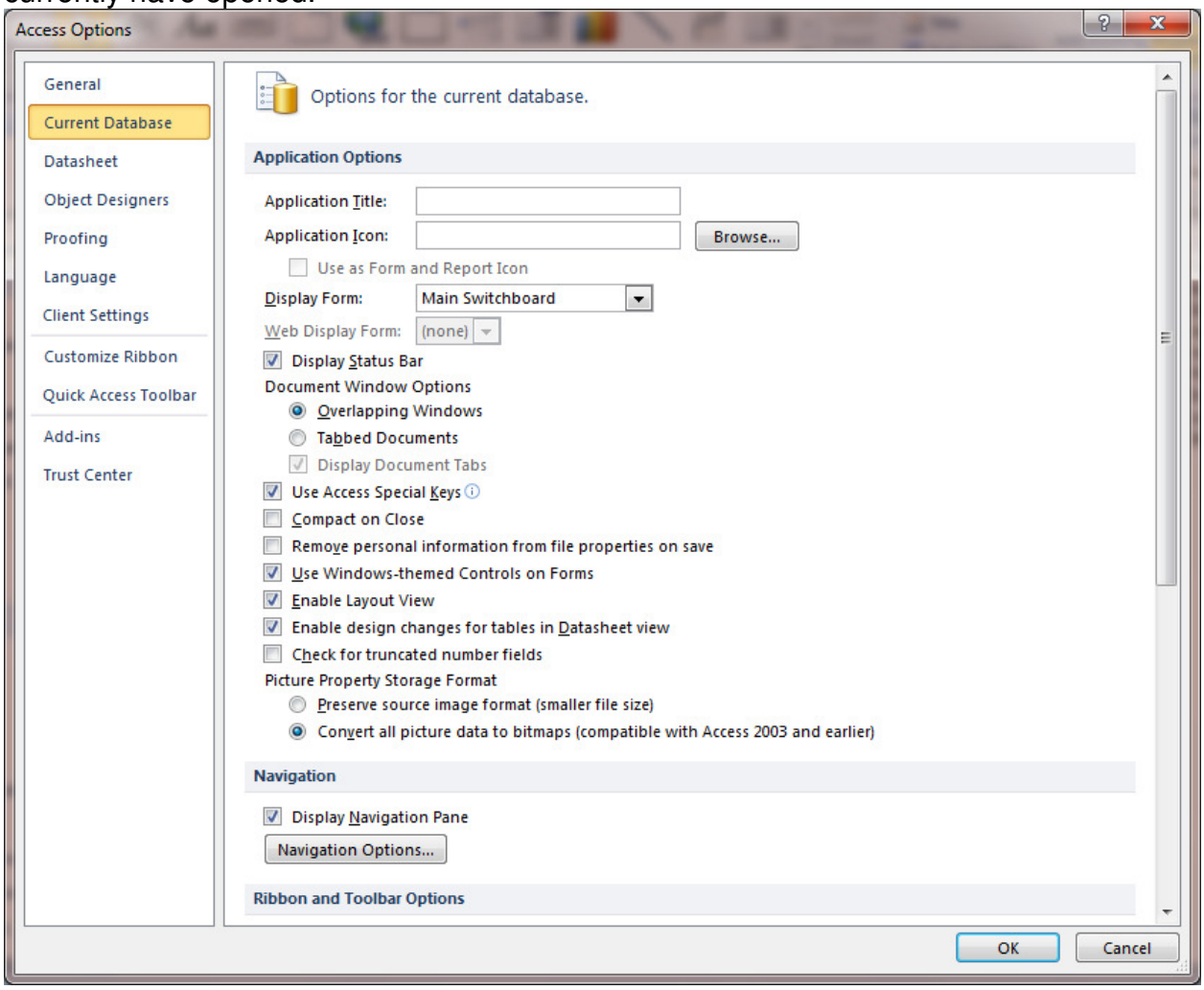
Click **Access Options** on the **File Tab** to view the options dialog box

The Options dialog box

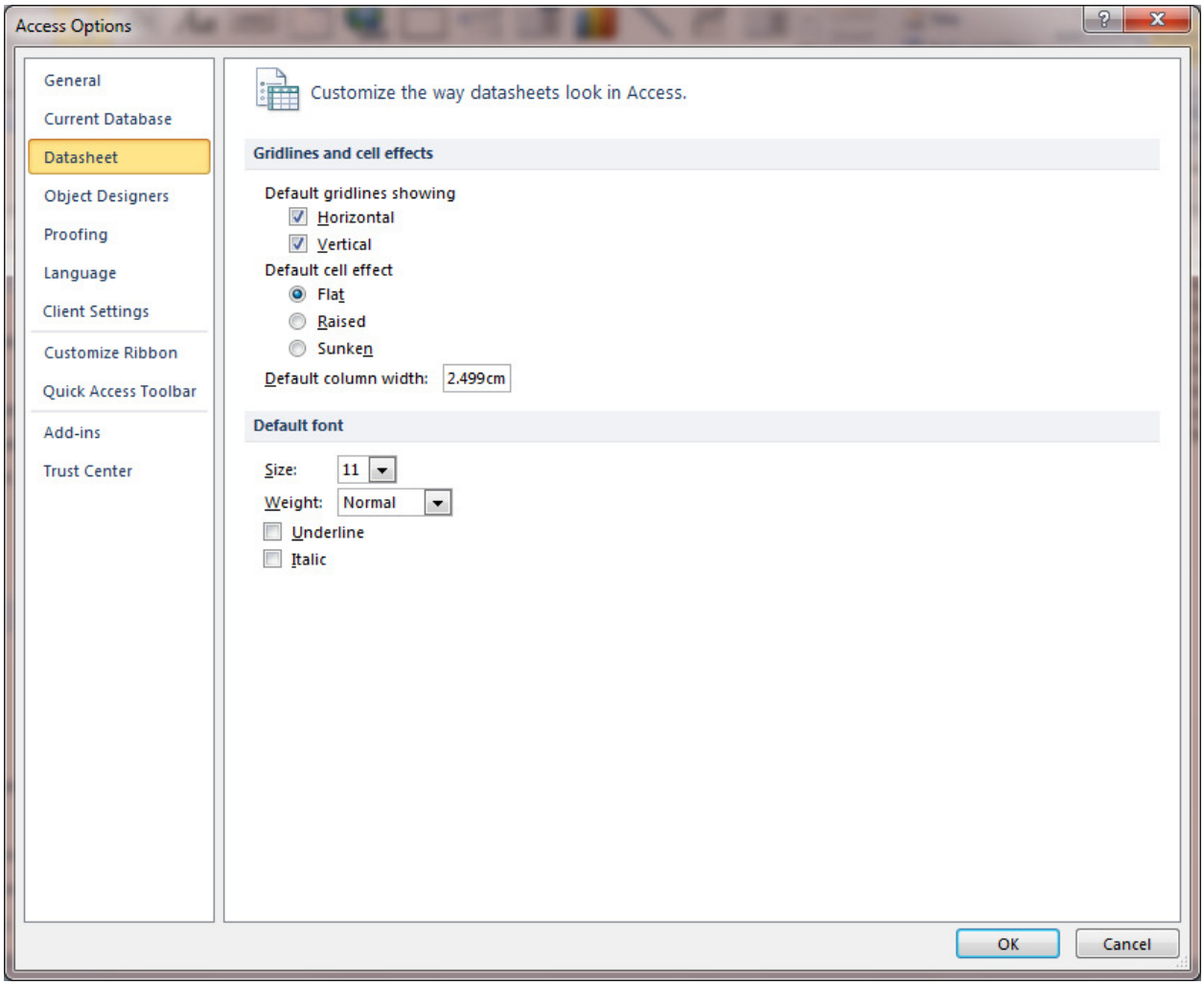
General – This pane will allow you modify some of the more basic options.



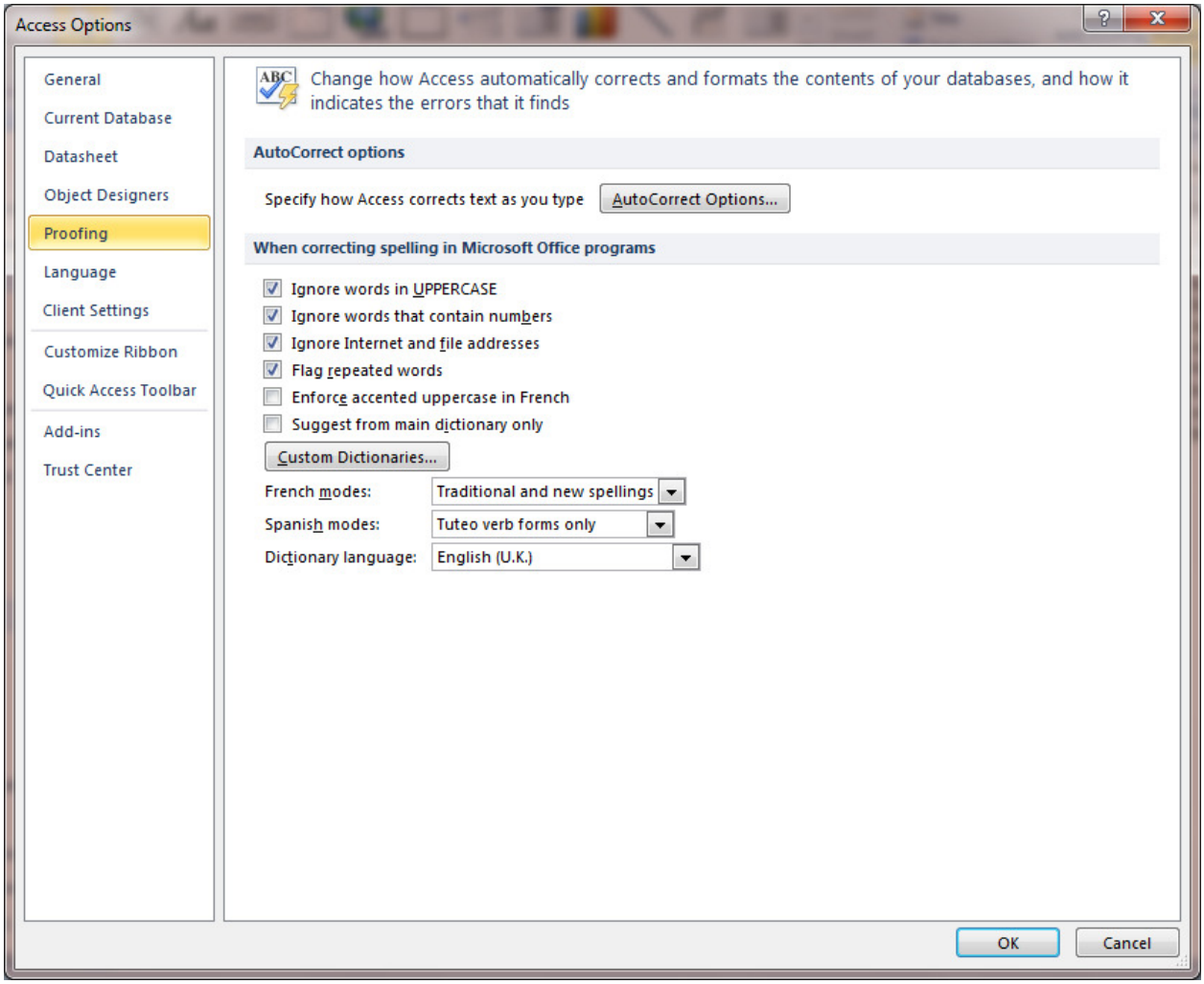
Current Database – Adjust the settings, look and functionality of the database you currently have opened.



Datasheet – The options in this pane adjust how datasheets are displayed, the color schemes used in the cells, the font, and the effects applied directly to the datasheet.



Proofing – These options deal with AutoCorrection and the error checking Access uses when dealing with input from a user.



Unit 5 Practice Activity

1. Open **Practice_internet_access**.

2. Open the **Retailer** table in design view.

3. Insert a new hyperlink field, Contact_email, in this table. You'll store the email address of each contact person.

4. Enter the address for the Retailer with the Retailer_code R001 as **Carol@somecompany.com.**

5. Update and close the table.

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Managing databases

Unit 6 objectives

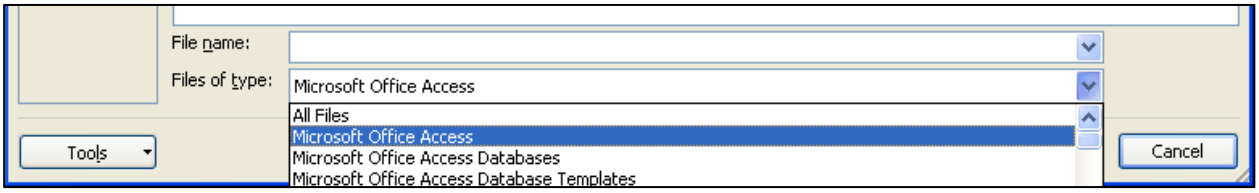
- Work with database utilities to optimize resources
- Use database utilities to secure data
- Encrypt and decrypt databases

Your notes: Unit 6

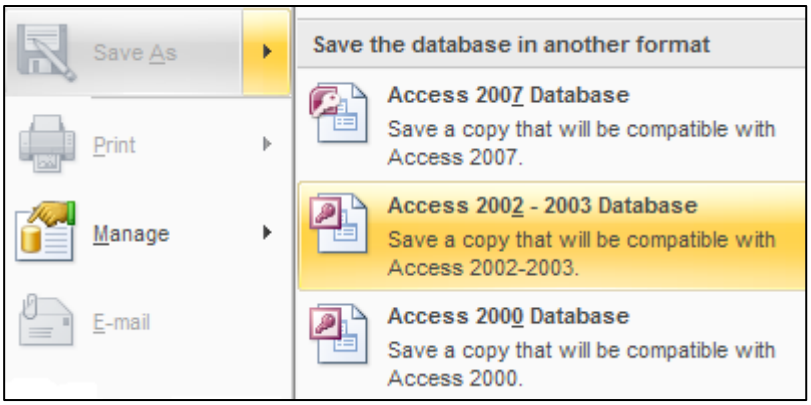
Your notes: Unit 6

Work Backwards

To open a database in an earlier version, search **Files of Type:** for the required version



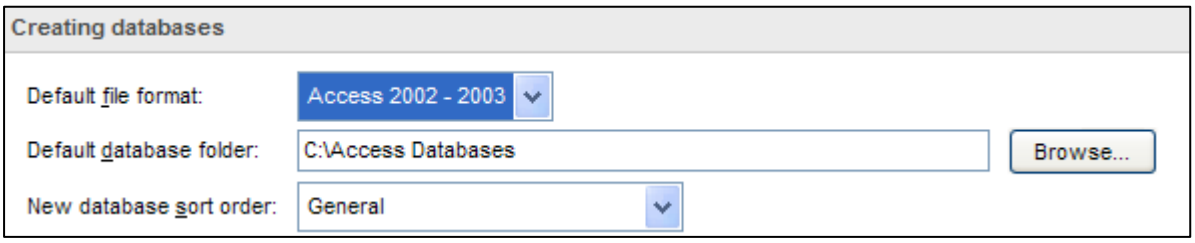
To save a database in a previous format click **Save As** and select the required file type



Default Database Saving to an Earlier version

If you make databases in Access 2010 for use in older versions of Access, use the **Popular** tab in the **Access Options** window to set the file format.

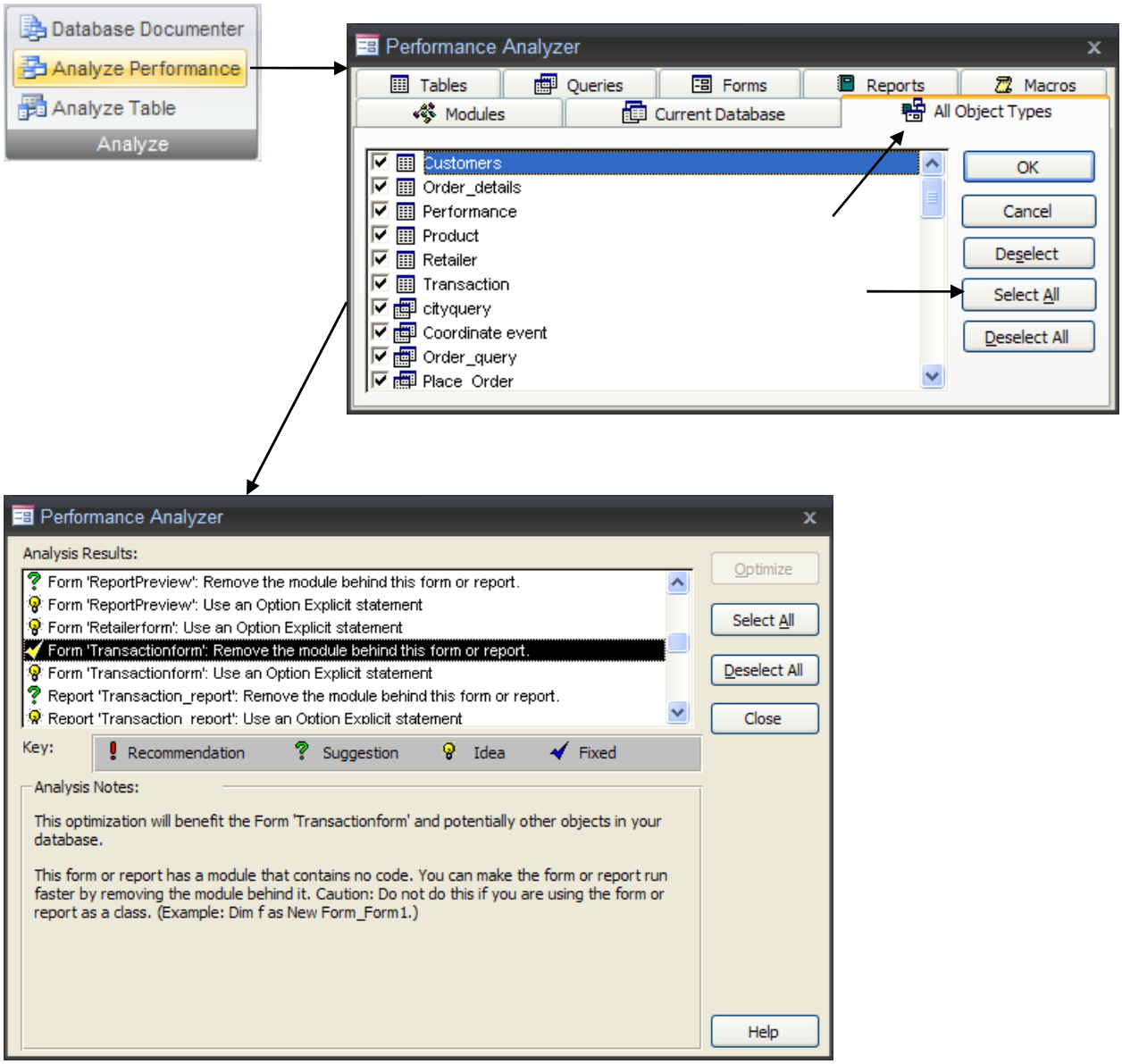
Modify the file format in the **Creating Databases** section



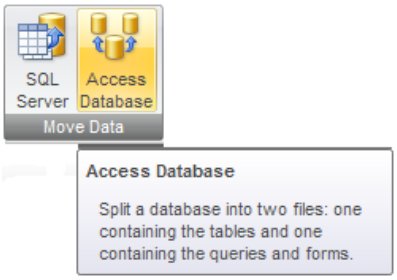
NB If you create a file to use on an older version of Access, it is a good idea to periodically check the file on the old version.

As not all of the features from one version to the next will work correctly in an older version, your database object design may need to be modified.

Performance Analyzer

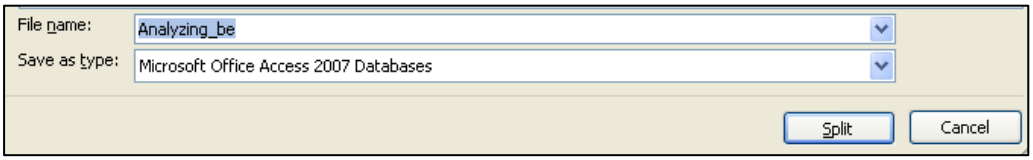


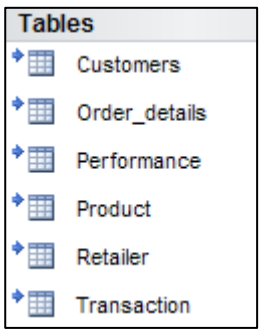
Split A Database



NB: Before splitting your database, it is recommended you create a backup copy first.

You must also close all open database objects





The database removes the tables from the source file and saves them in the back-end database.

All of the tables, when viewed in the objects section of the database, are shown as linked to the back-end

Unit 6 Practice Activity

1. Open **Practice_manage_database**.
2. Save this database to the Access 2002-2003 version as **Practice_access2003**. (NB This database will be saved with a 2003 Access icon)
3. Open **Practice_manage_database**. Analyse the performance of all the objects in the database.
4. Split the database
5. Observe both the database and the Back-end paying attention to the linked tables

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Security fundamentals

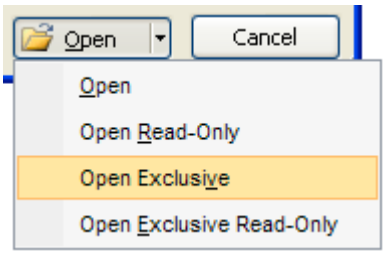
Unit 7 objectives

- Use a password to secure database files

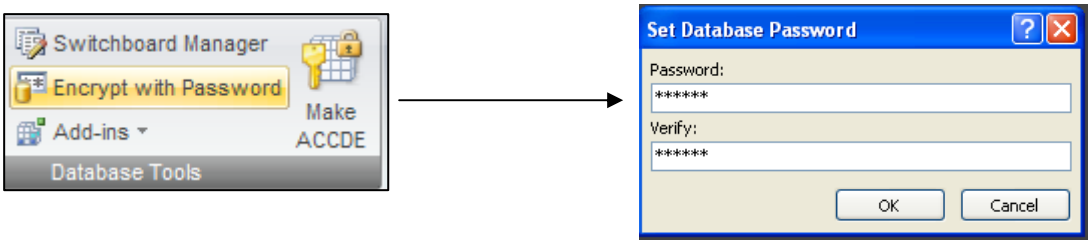
Your notes: Unit 7

Password Protect Database

Open the database as Exclusive to password protect it



Select **Encrypt with Password** and set the password



Password is needed to open the database

Remove Password

Open Exclusive