

Access 2007

Advanced



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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-Dn/Up
File/Save As	F12
Find	Ctrl-F
Find Next	Shift-F4
Find Previous	Shift-F3
GoTo	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/Dn
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
Requery 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

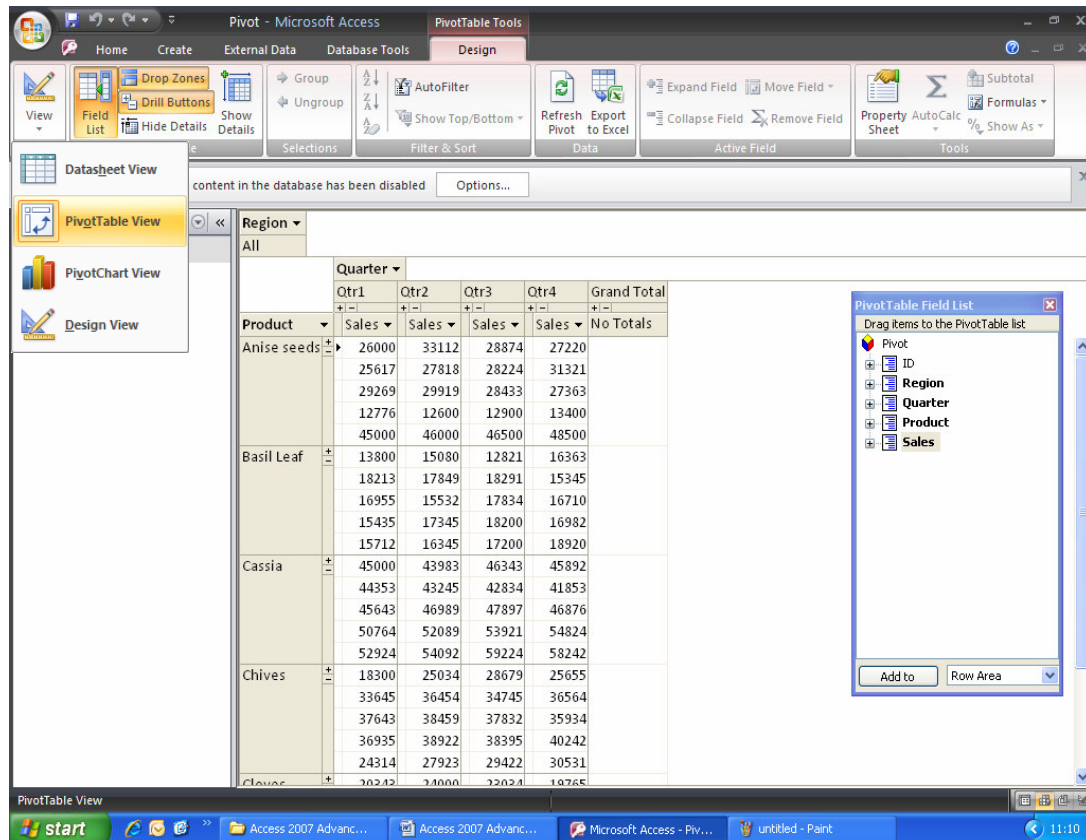
- Create a PivotTable to analyze and compare large amounts of data
- Summarize data, display different views of data by moving fields and showing and hiding details, and format the table's fields
- Create a PivotChart to graphically display the data from a record source

Your notes: Unit 1

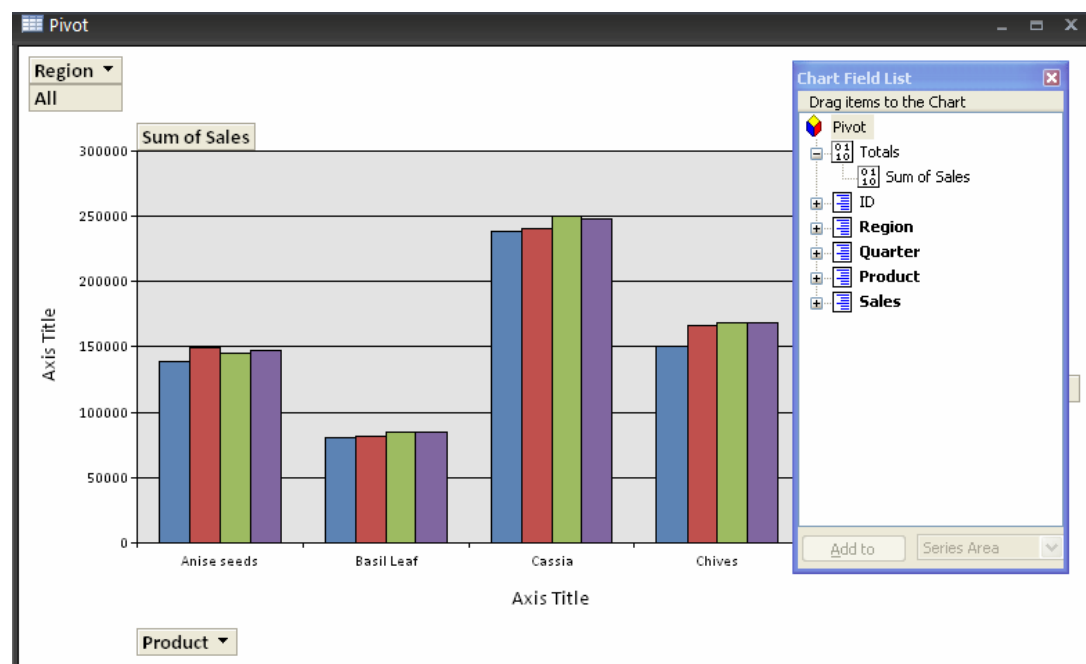
This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

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

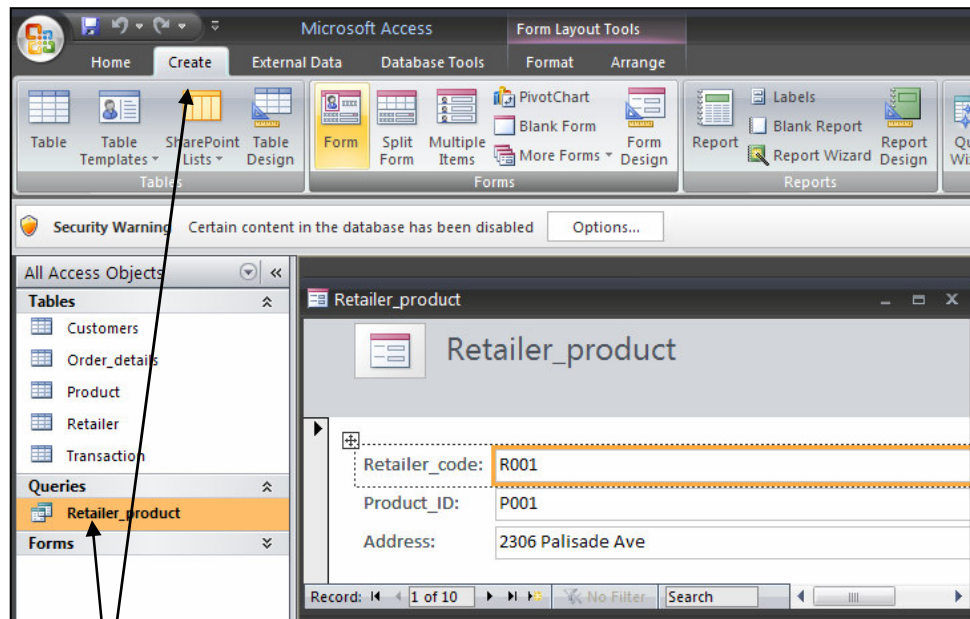
- Build a form based on joined tables
- Use functions to automate data entry in forms
- Create and use grouped controls in forms
- Make a form's interface user-friendly
- Create and use a subform to view data from multiple forms

Your notes: Unit 2

[illegible]

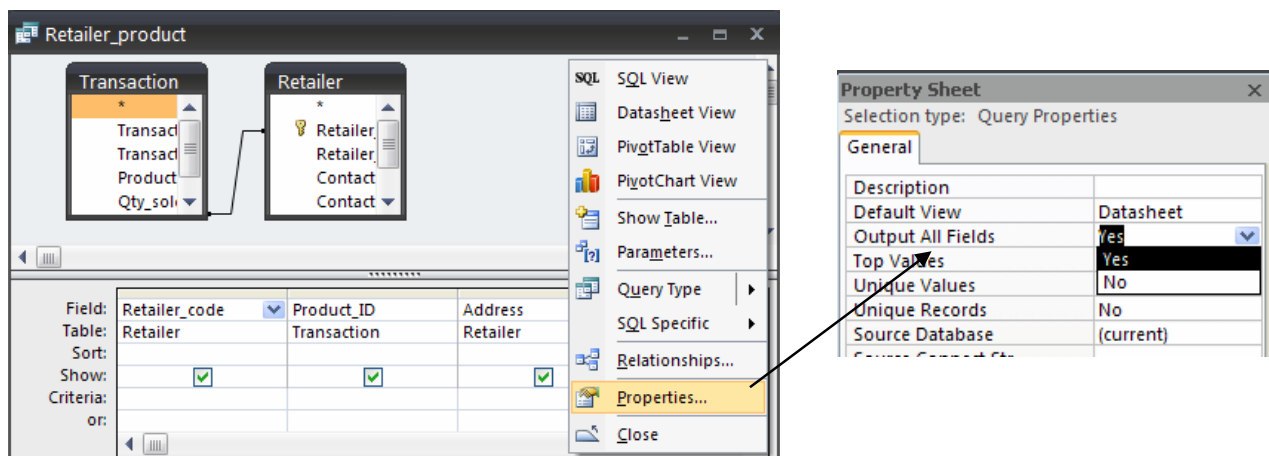
This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Create A Form From A MultiTable Query



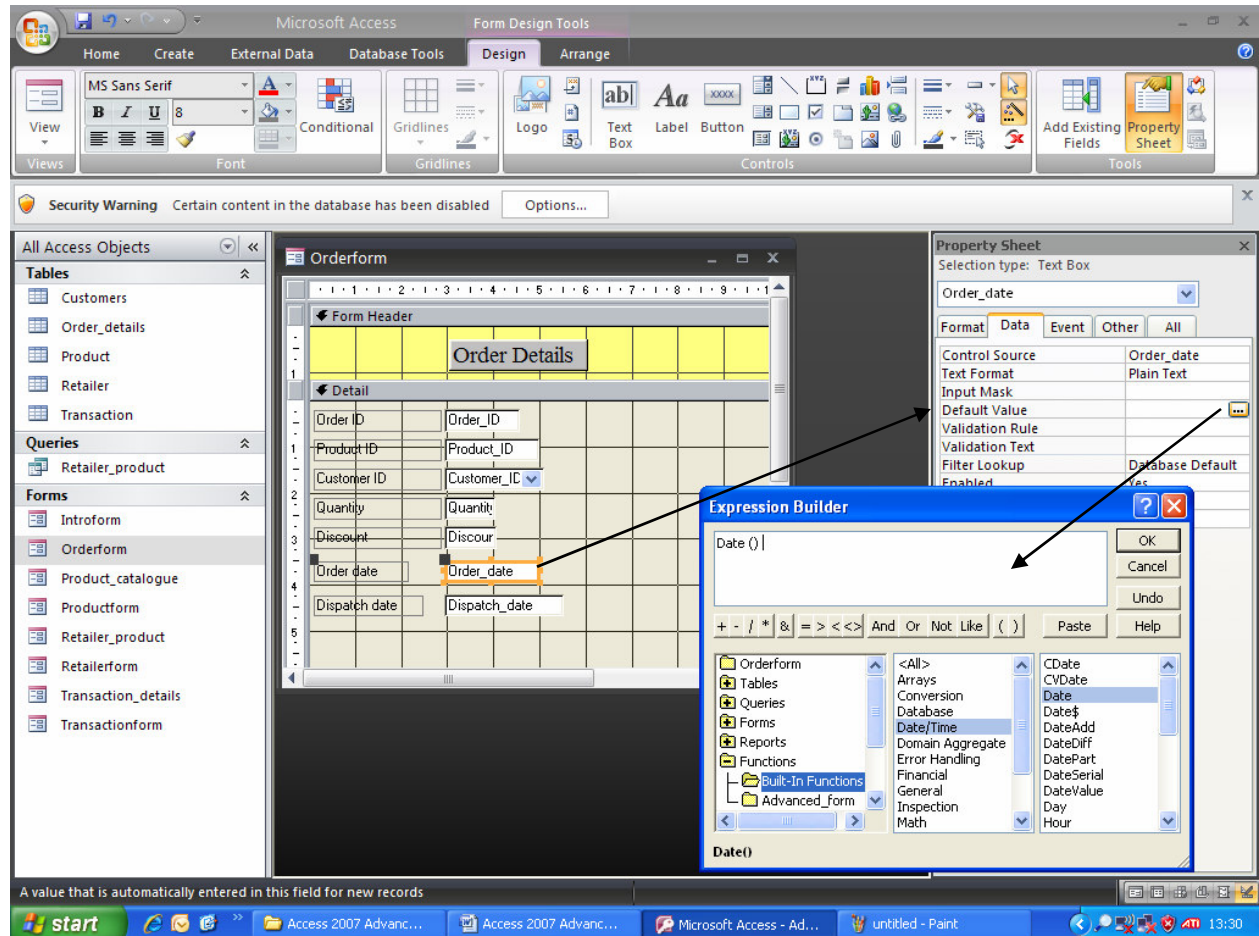
Select A Query then
in the Ribbon Select
Create & Form

Output All Fields

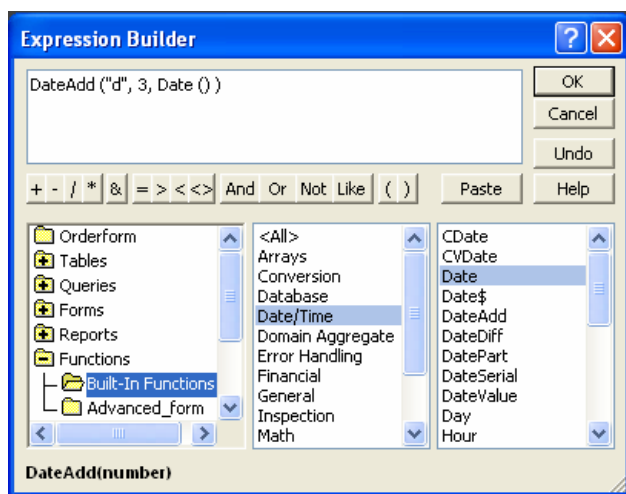


Then create the form

Date Function

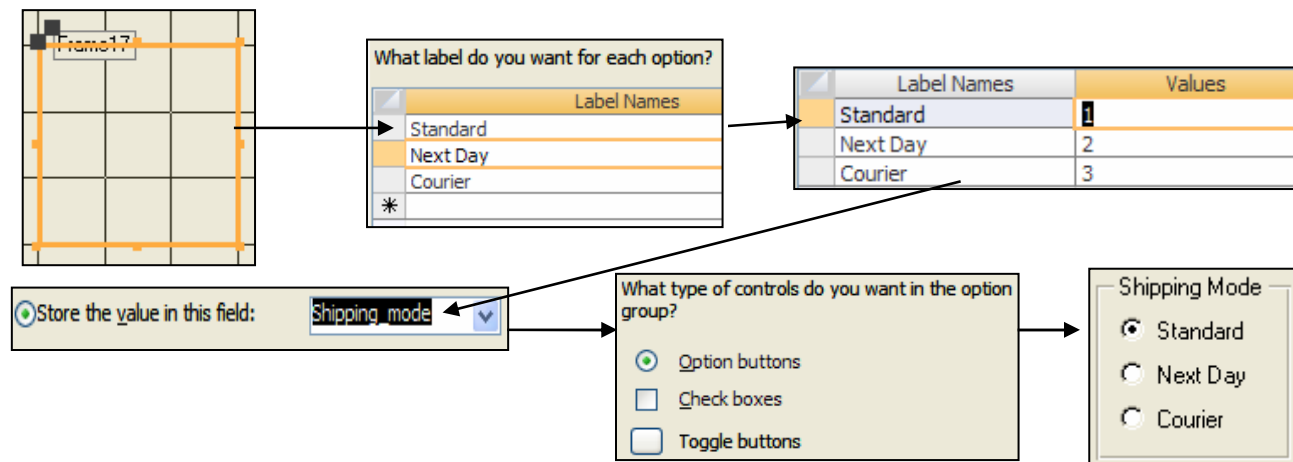


The Date-Add Function



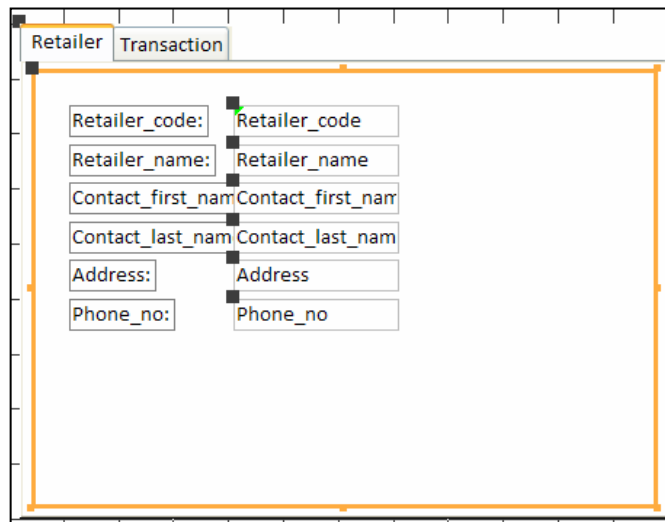
Create An Option Group

 Select the **Option Group**



Tab Controls

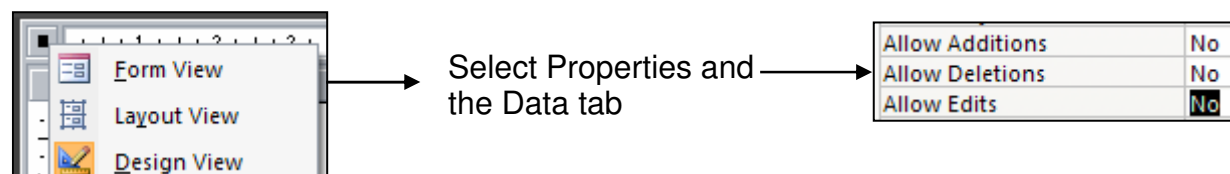
 Select the **Tab Control**



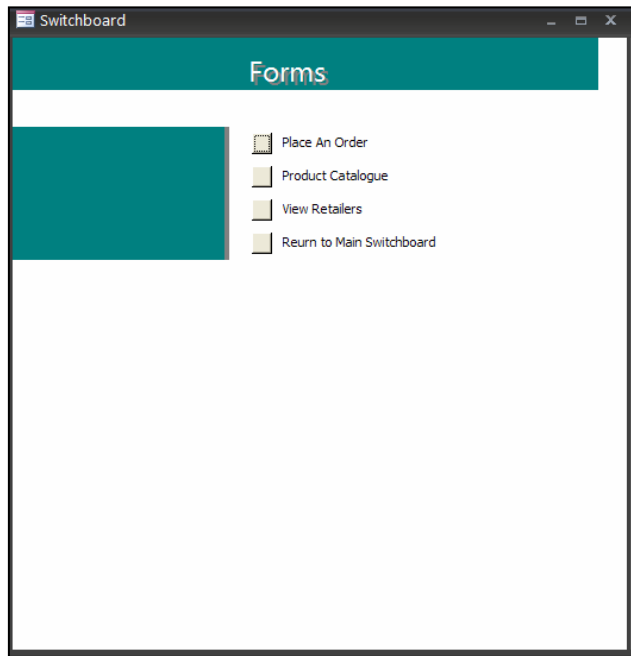
The diagram shows a form with two tabs: "Retailer" and "Transaction". The "Retailer" tab is selected, and the form contains the following fields:

- Retailer_code: Retailer_code
- Retailer_name: Retailer_name
- Contact_first_name: Contact_first_name
- Contact_last_name: Contact_last_name
- Address: Address
- Phone_no: Phone_no

Setting Form Properties for a Read-Only Form



The Switchboard



The Sub Form

The screenshot shows a window titled "Retailerform". It has a yellow header bar with a tab labeled "Retailer Details". Below the header, there are several text boxes for data entry:

Retailer code	R001	Retailer name	Spice World
Contact first name	Carol	Contact last name	Murray
Address	2306 Palisade Ave	Phone no	6366654581

Below these fields is a section titled "Transaction details" which contains a sub-form with a yellow header bar and a tab labeled "Transactions". This sub-form has its own set of text boxes:

Transaction ID	1
Transaction date	1/1/1999
Product ID	P001
Qty sold	100
Retailer code	R001

At the bottom of the "Retailerform" window, there is a record navigation bar. It shows "Record: 1 of 2" with navigation buttons (back, forward, first, last, search). To the right of this bar, there is a "No Filter" button and a "Search" button.

Unit 2 Practice Activity

1. Open **Practise_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

[illegible]

[illegible]

Macro in Design View

To edit an existing macro right click the macro and select **Design View**

The screenshot shows the 'Open_retailers' macro in Design View. The interface is divided into two main sections: 'Action' and 'Comment' at the top, and 'Action Arguments' at the bottom.

Action	Comment
OpenForm	

Action Arguments	
Form Name	Retailerform
View	Form
Filter Name	
Where Condition	
Data Mode	
Window Mode	Normal

Opens a form in Form view, Design view, Print Preview, or Datasheet view. Press F1 for help on this action.

Attach Macro to an Event on a form

The screenshot shows the 'Event Sheet' for a form. It lists various events on the left and the corresponding macro assigned to each event on the right.

On Key Press	
On Undo	
On Open	About_employeeform
On Close	[Event Procedure]
On Resize	About_employeeform
On Activate	Open_retailers
On Deactivate	Sample
On Unload	

Data Validation Macro

Condition	Action	Comment
[Address] Is Null	CancelEvent	Won't save record if Address is not entered
...	MsgBox	Gives user message
...	GoToControl	Moves focus back to Customer_ID field

Action Arguments	
Message	Incomplete information Please enter the address
Beep	Yes
Type	None
Title	Missing Address

Displays a message box containing a warning or informational message. A common use is a message that appears when a validation fails. Press F1 for help on this action.

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 **Practise _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

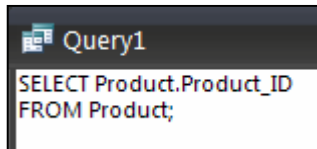
- Identify different clauses in an SQL statement
- Write SQL statements to create queries
- Attach an SQL statement to a database object

Your notes: Unit 4

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

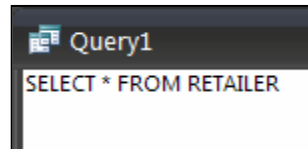
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Structured Query Language (SQL)



Query1

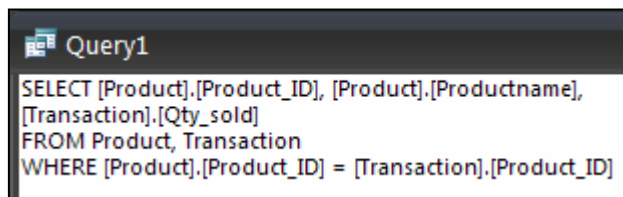
```
SELECT Product.Product_ID  
FROM Product;
```



Query1

```
SELECT * FROM RETAILER
```

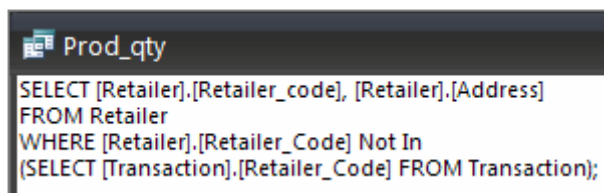
SQL statement to display Matching Data



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);
```


Unit 4 Practice Activity

1. Open **Practise_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

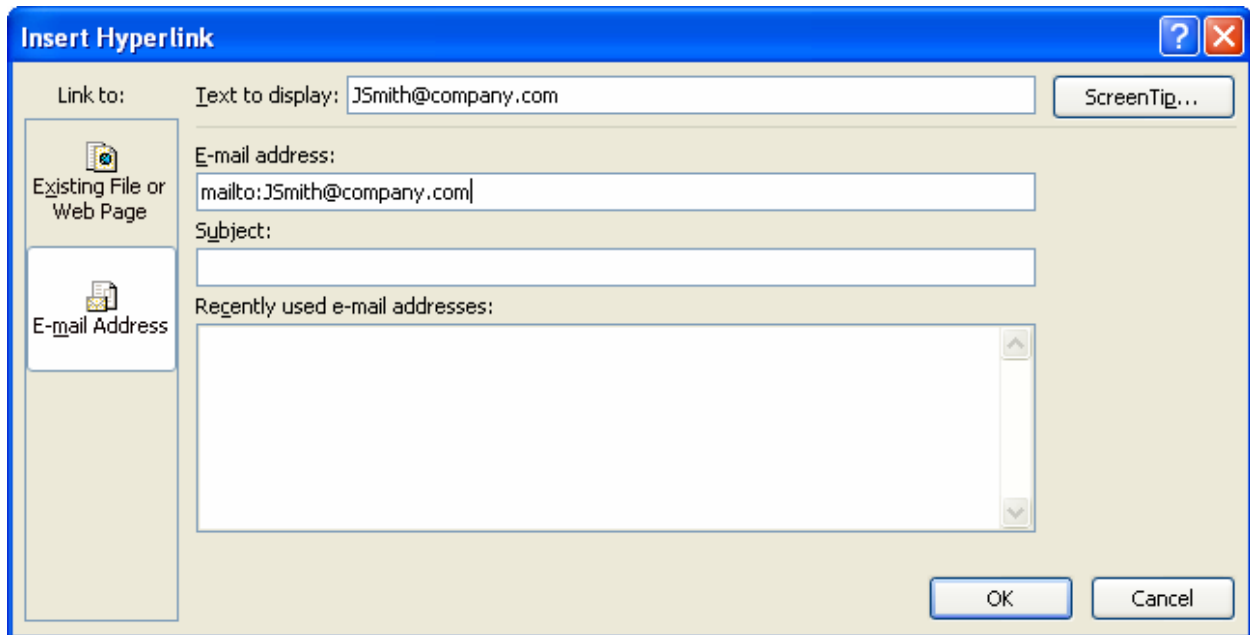
This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

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



The 'Insert Hyperlink' dialog box is shown with the 'E-mail Address' option selected in the left sidebar. The 'Text to display' field contains 'JSmith@company.com'. The 'E-mail address' field contains 'mailto:JSmith@company.com'. The 'Subject' field is empty. The 'Recently used e-mail addresses' list is empty. The 'OK' and 'Cancel' buttons are at the bottom right.

Insert Hyperlink

Link to: Text to display: JSmith@company.com ScreenTip...

Existing File or Web Page

E-mail Address

E-mail address: mailto:JSmith@company.com

Subject:

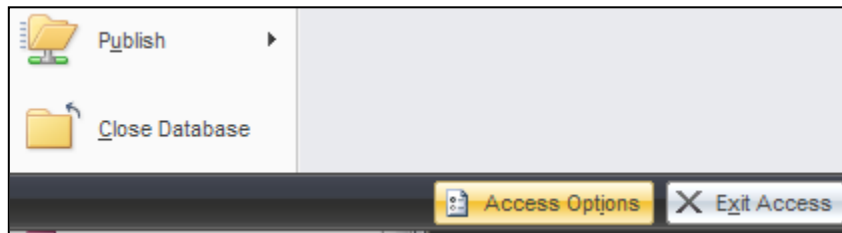
Recently used e-mail addresses:

OK Cancel

Customising Access

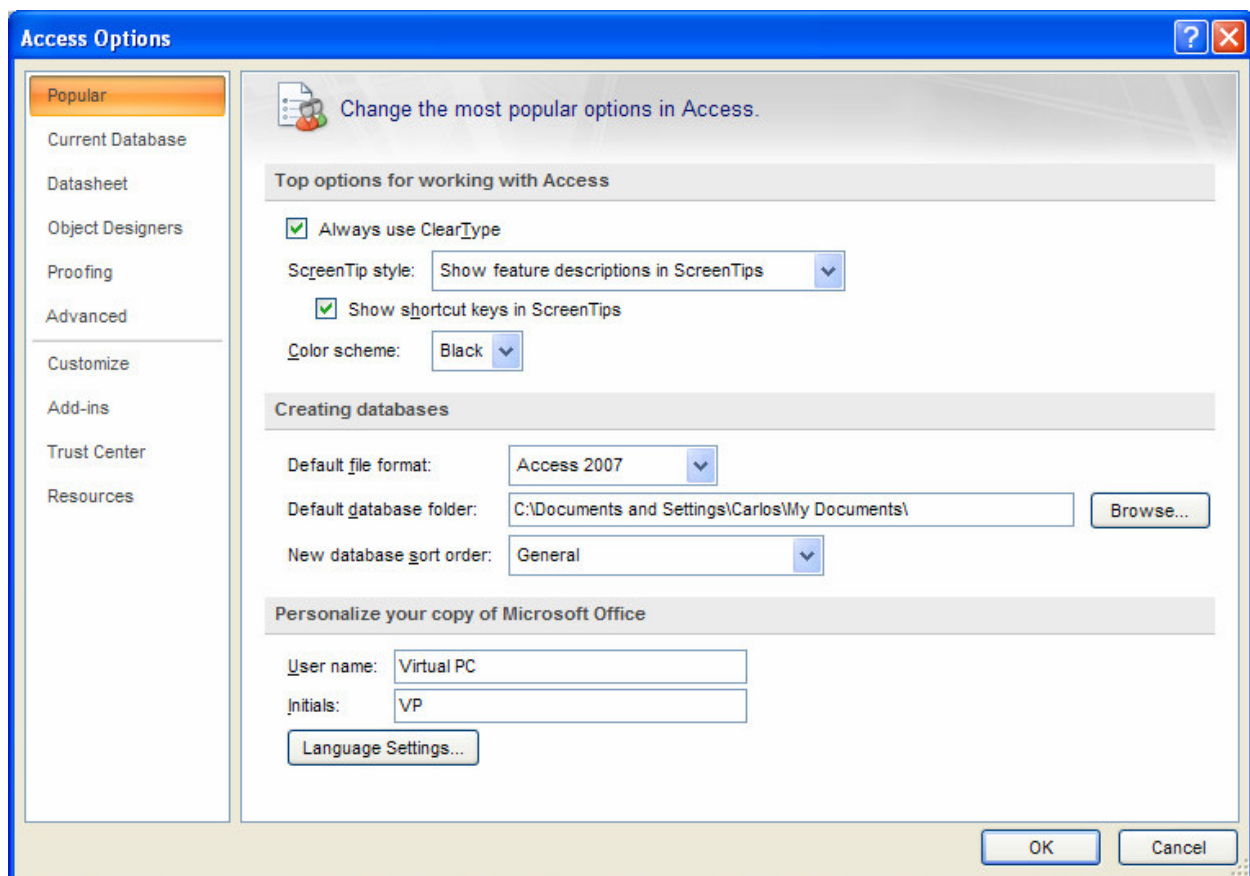
Access can be modified to suit every facet of your needs.

Click **Access Options** on the **Office** menu to view the options dialog box

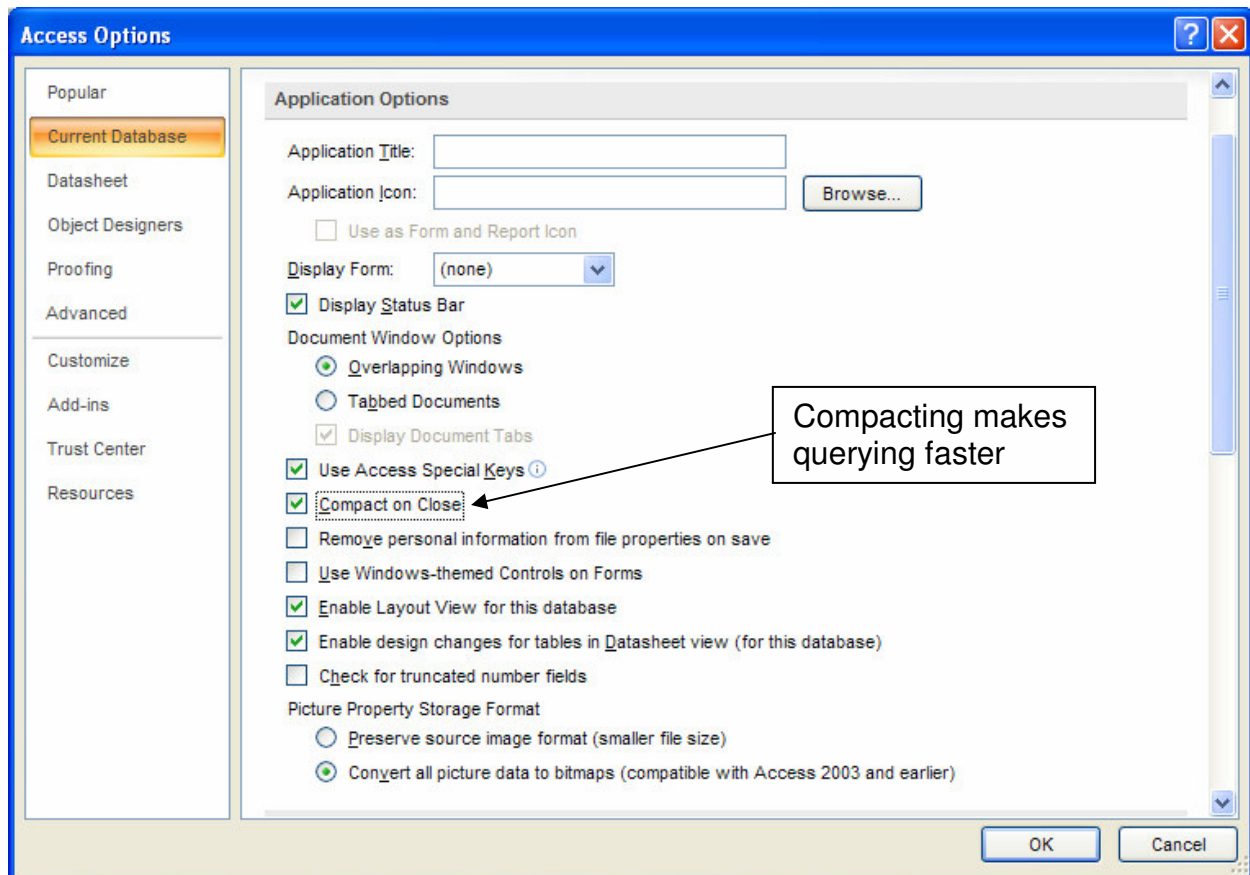


The Options dialog box

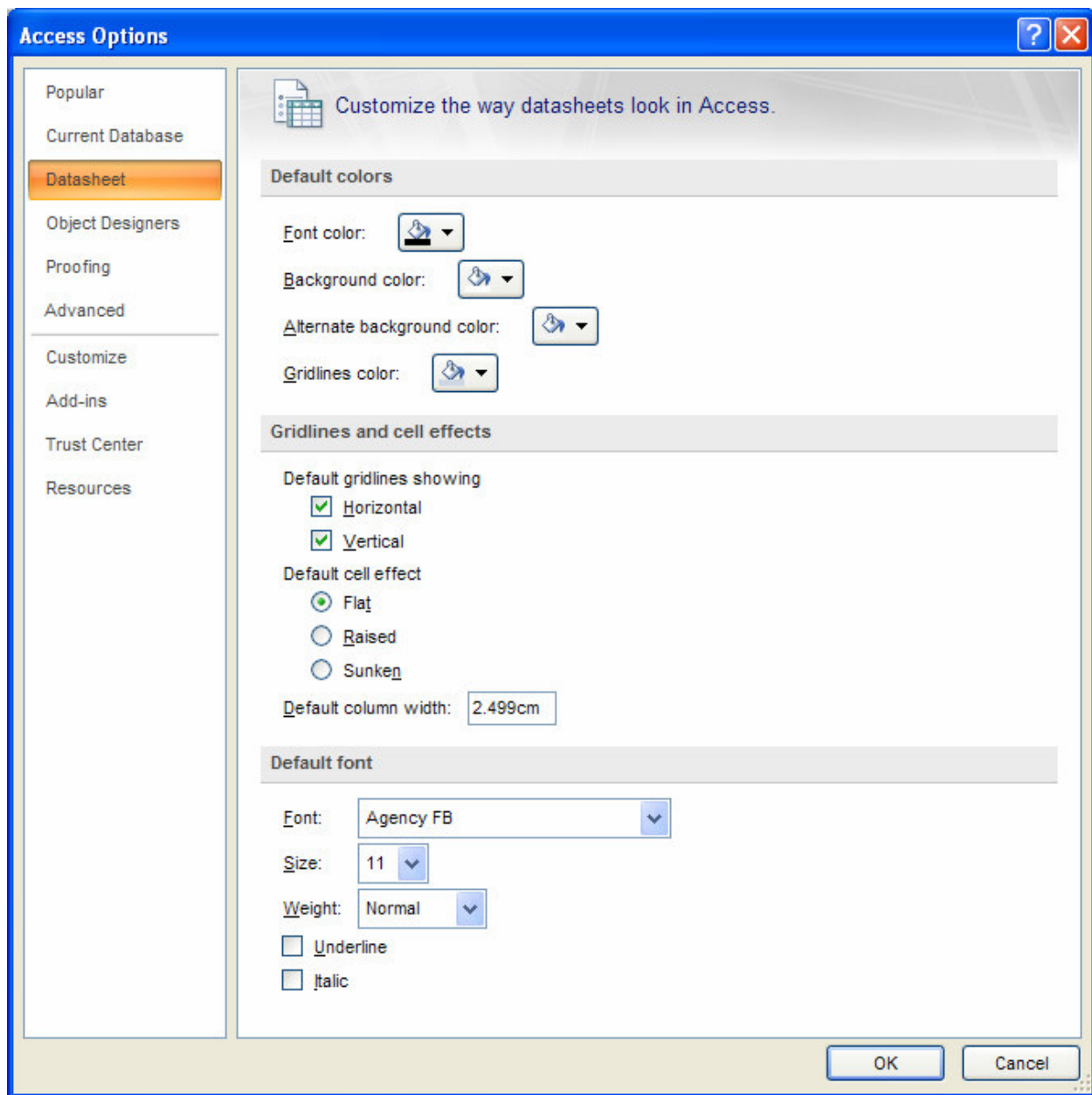
Popular – This pane will allow you modify some of the more basic options.



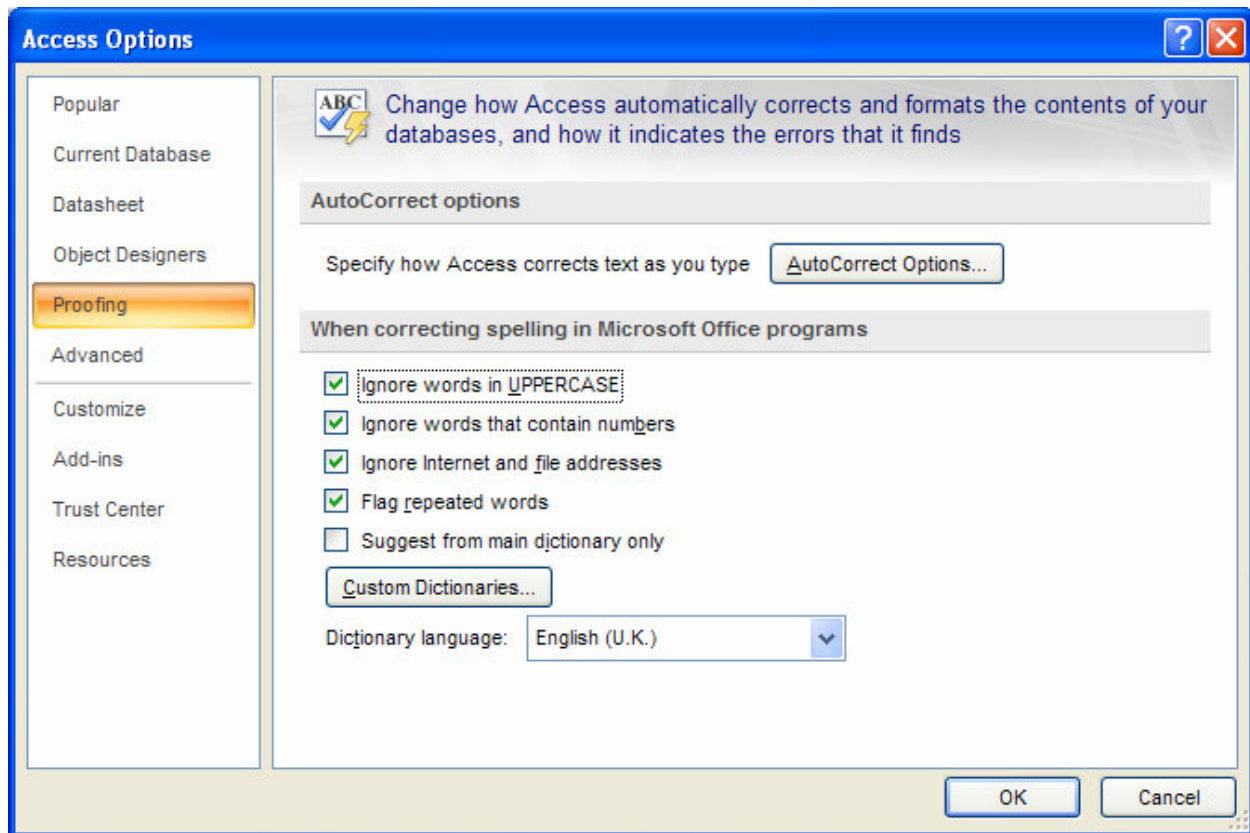
Current Database – Adjust the settings, look and functionality of the database you currently have opened.



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

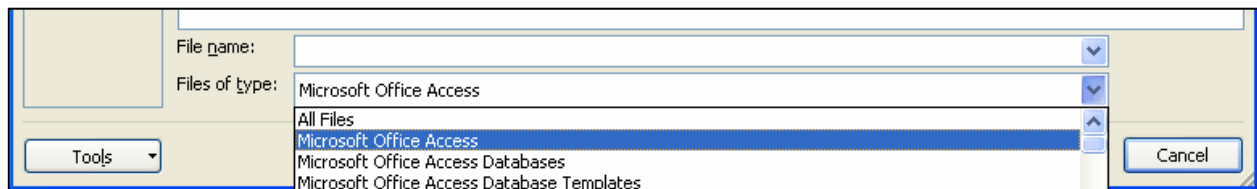
Your notes: Unit 6

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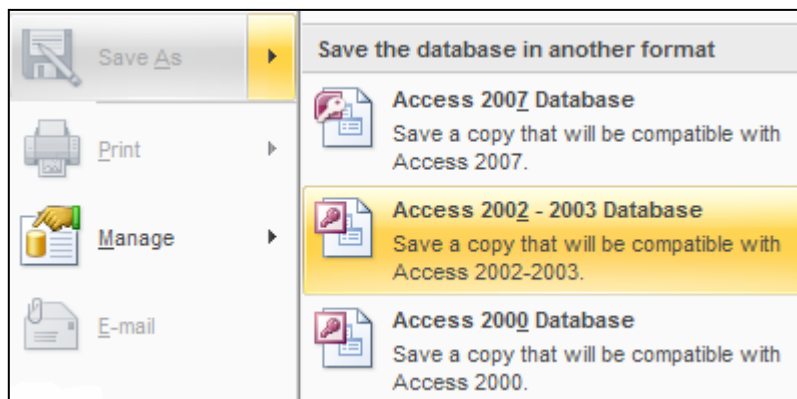
[illegible]

Work Backwards

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



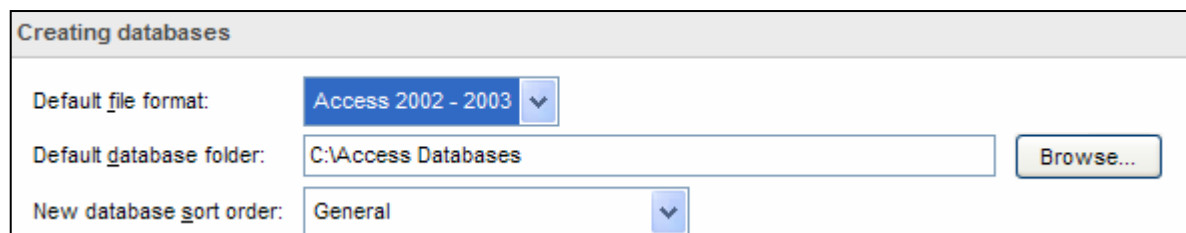
To save a database in a previous format click **Save As** and select the required file type



Default Database Saving to an Earlier version

If you make databases in Access 2007 for use in older versions of Access, use the **Popular** tab in the **Access Options** window to set the file format.

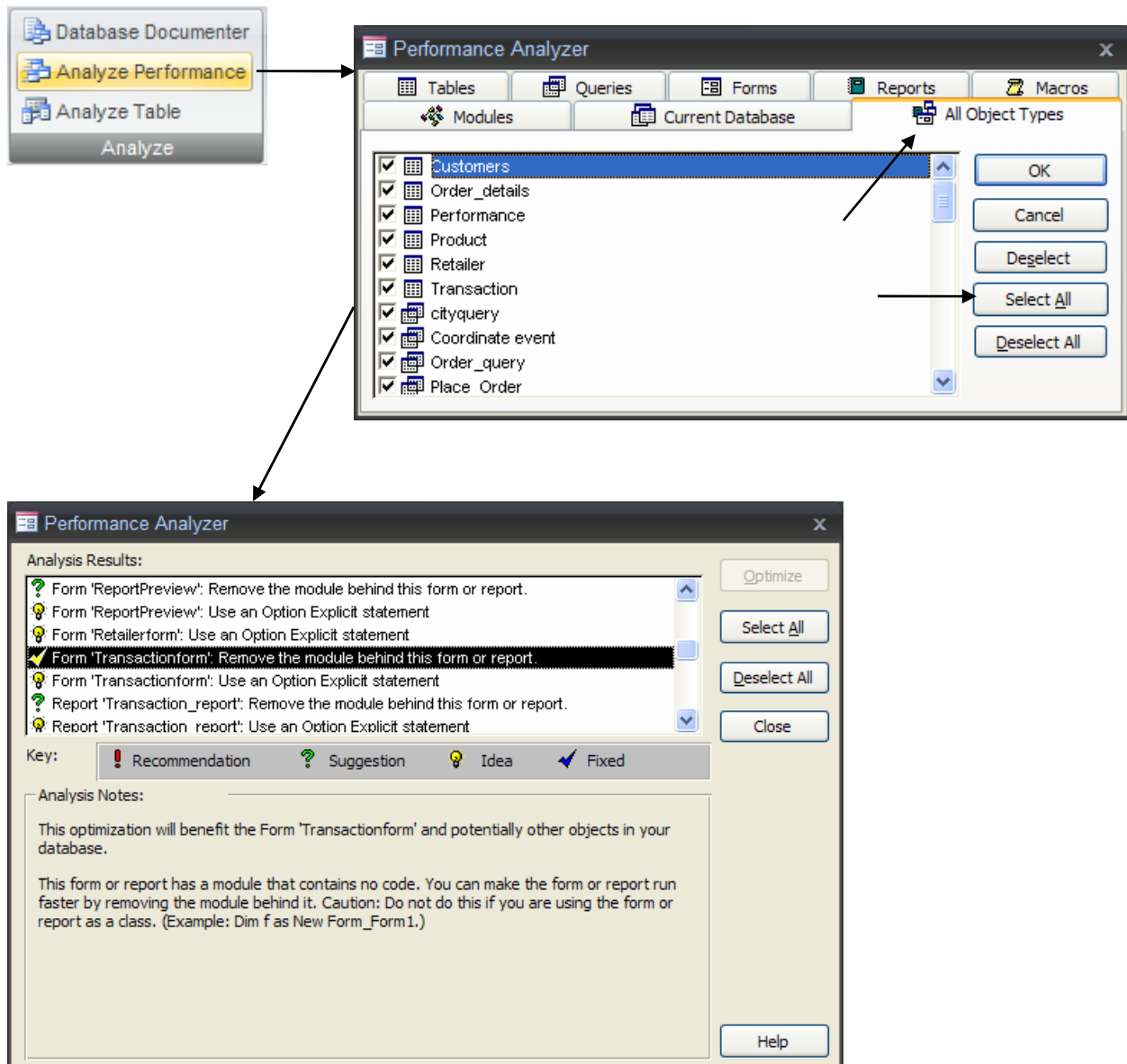
Modify the file format in the **Creating Databases** section



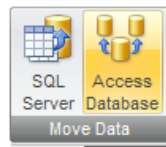
NB If you create a file to use on an older version of Access, it is a good idea to periodically check the file on the old version.

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

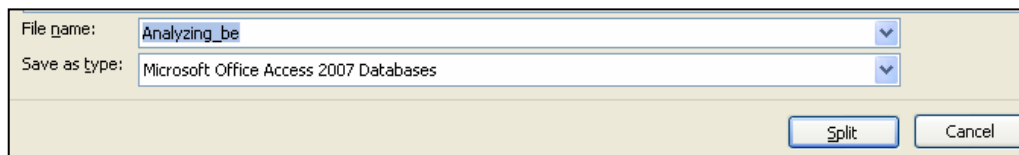
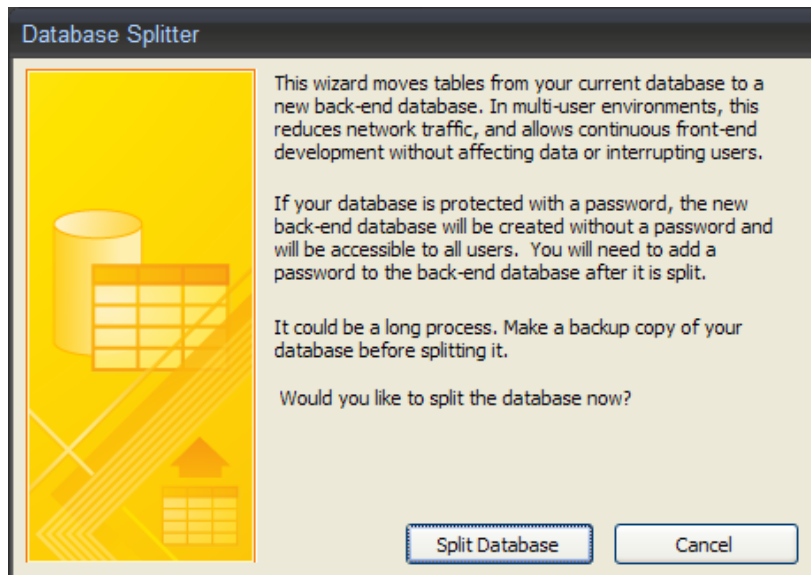


Access Database

Split a database into two files: one containing the tables and one containing the queries and forms.

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

You must also close all open database objects



Tables	
Customers	
Order_details	
Performance	
Product	
Retailer	
Transaction	

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 **Practise_manage_database**.
2. Save this database to the Access 2002-2003 version as **Practise_access2003**.
(NB This database will be saved with a 2003 Access icon)
3. Open **Practise_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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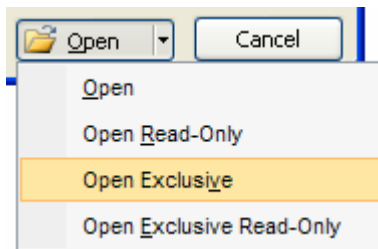
Unit 7 objectives

- ## Your notes: Unit 7

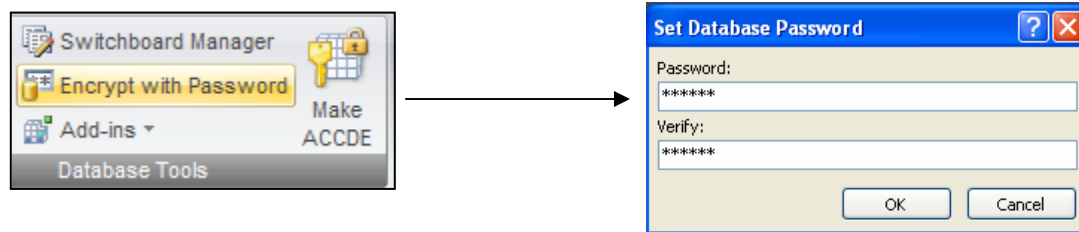
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Password Protect Database

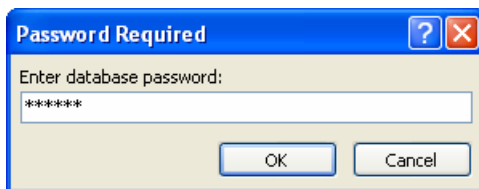
Open the database as Exclusive to password protect it



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



Password is needed to open the database



Remove Password

Open Exclusive

