

# **Access 2013**

---

by Laurie Ulrich Fuller  
and Ken Cook

# Table of Contents

---

<b>Introduction</b> .....	<b>1</b>
About This Book .....	1
Conventions Used in This Book .....	1
What You Don't Have to Read .....	2
Foolish Assumptions.....	2
How This Book Is Organized.....	3
Part I: Getting Started with Access 2013 .....	3
Part II: Setting the Table .....	3
Part III: Data Management Mania.....	3
Part IV: Ask Your Data, and Ye Shall Receive Answers.....	4
Part V: Simple and Snazzy Reporting.....	4
Part VI: More Power to You.....	4
Part VII: The Part of Tens.....	4
Appendix: Getting Help .....	4
Icons Used in This Book .....	4
Where to Go from Here.....	5
<b>Part One – Getting Started with Access 2013</b> .....	<b>7</b>
<b>Chapter 1 – Access 2013 Basic Training</b> .....	<b>9</b>
Learning Objectives .....	9
Introduction.....	9
What Is Access Good For, Anyway? .....	9
Building big databases.....	10
Building apps.....	10
Creating databases with multiple tables .....	11
Databases with user forms.....	13
Databases that require special reporting .....	15
What's New in Access 2013?.....	17
New features .....	18
Reach out with SharePoint.....	19
How Access Works and How You Work with It.....	20
Opening Access.....	20
Selecting a starting point.....	21
Now What?.....	26
Review Questions.....	27
Review Answers .....	28
<b>Chapter 2 – Navigating the Access Workspace</b> .....	<b>30</b>
Learning Objectives .....	30
Introduction.....	30
Diving Right In.....	31
Working with Onscreen Tools in Access.....	34
Clicking tabs .....	36
Using buttons.....	36
The File tab and Quick Access tools .....	37
Accessing panes, panels, and context-sensitive tools.....	37
Customizing the Access Workspace .....	38
Repositioning the Quick Access toolbar .....	39
Adding buttons to the Quick Access toolbar .....	40
Removing buttons from the Quick Access toolbar.....	41
Minimizing the Ribbon.....	42
Working with ScreenTips .....	43
Mousing Around .....	46

## Table of Contents

Navigating Access with the Alt Key .....	46
Review Questions.....	48
Review Answers .....	49
<b>Chapter 3 – Database Basics .....</b>	<b>51</b>
Learning Objectives .....	51
Introduction.....	51
Database Lingo .....	51
Data, no matter how you pronounce it.....	51
Fields of dreams (or data).....	52
Records.....	52
Tables .....	52
The database.....	53
Field Types and Uses .....	53
Choosing Between Flat and Relational Databases .....	57
Isolationist tables .....	57
Tables that mix and mingle .....	57
Building a Database.....	59
Adding and Removing Tables .....	62
One more, please .....	62
Oops, I didn't mean to do that .....	63
Review Questions.....	66
Review Answers .....	67
<b>Part Two – Setting the Table .....</b>	<b>69</b>
<b>Chapter 4 – Table Tune Ups.....</b>	<b>71</b>
Learning Objectives .....	71
Introduction.....	71
The Primary Key to Success.....	71
The lowdown on primary keys.....	71
Creating a primary key.....	73
Making Tables Get Along.....	74
Rules of relationships.....	74
Relationship types.....	75
Building Table Relationships.....	76
The Relationships window.....	76
Table relationships.....	77
Indexing for Faster Queries.....	80
Create your own index .....	81
Adding and removing indexes .....	83
Review Questions.....	85
Review Answers .....	86
<b>Chapter 5 – Remodeling Your Data .....</b>	<b>87</b>
Learning Objectives .....	87
Introduction.....	87
Opening a Table for Editing .....	87
Inserting Records and Fields.....	90
Adding a record .....	90
Inserting a field .....	92
Deleting a field.....	95
Modifying Field Content .....	96
Name-Calling.....	96
Renaming fields.....	97
Renaming a table.....	99
Turn Uh-Oh! into Yee-Hah! .....	100

## Table of Contents

Review Questions.....	101
Review Answers.....	102
<b>Chapter 6 – Types, Masks, and Triggers .....</b>	<b>103</b>
Learning Objectives.....	103
Introduction.....	103
Access Table Settings.....	103
Field Data Formats.....	105
Text fields.....	106
Number and currency fields.....	108
Date/time fields.....	110
Yes/No fields.....	111
Gaining Control of Data Entry.....	112
You really need to put a mask on those fields.....	112
To require or not to require.....	117
Making your data toe the line with validation.....	118
Give Your Fingers a Mini Vacation by Default.....	120
Review Questions.....	121
Review Answers.....	122
<b>Part Three – Data Management Mania.....</b>	<b>125</b>
<b>Chapter 7 – A Form for All Reasons .....</b>	<b>127</b>
Learning Objectives.....	127
Introduction.....	127
Generating Forms.....	127
Keeping it simple: Form tools.....	128
Granting most wishes: the Form Wizard.....	130
Customizing Form Parts.....	132
Taking the Layout view.....	133
The theme’s the thing.....	134
Managing form controls.....	135
Review Questions.....	139
Review Answers.....	140
<b>Chapter 8 – Importing and Exporting Data.....</b>	<b>141</b>
Learning Objectives.....	141
Introduction.....	141
Retrieving Data from Other Sources.....	141
Translating file formats.....	142
Importing and linking.....	144
Hit the Road, Data.....	148
Export formats.....	148
Exporting table or query data.....	148
Review Questions.....	151
Review Answers.....	152
<b>Chapter 9 – Automatic Data Editing .....</b>	<b>153</b>
Learning Objectives.....	153
Introduction.....	153
Please Read This First!.....	153
Creating Consistent Corrections.....	155
Using Queries to Automate the Editing Process.....	157
Looking for duplicate records.....	157
Running the Find Duplicates Query Wizard.....	158
Review Questions.....	162
Review Answers.....	163

## Table of Contents

<b>Chapter 10 – Access and the Web</b> .....	<b>164</b>
Learning Objectives .....	164
Introduction.....	164
How Access Works with the Web.....	164
Understanding Office 365 .....	165
Meet the Custom Web App.....	165
Click! Using Hyperlinks in Your Access Database .....	167
Adding a Hyperlink field to your table .....	168
Typing your hyperlinks .....	169
Fine-tuning your hyperlinks .....	170
Testing links.....	171
Embedding Web Content into Your Access Forms .....	172
Adding hyperlinks to your form .....	173
Publishing Your Data to the Web .....	177
Publishing your Access tables.....	179
Review Questions.....	183
Review Answers .....	184
<b>Part Four – Ask Your Data and Ye Shall Receive Answers</b> .....	<b>185</b>
<b>Chapter 11 – Finding, Filtering, and Sorting Your Data – Fast</b> .....	<b>187</b>
Learning Objectives .....	187
Introduction.....	187
Using the Find Command .....	187
Finding anything fast.....	188
Shifting Find into high gear.....	189
Sorting from A to Z or Z to A .....	191
Sorting on more than one field .....	192
Fast and Furious Filtering .....	192
Filtering by a field’s content.....	193
Filter by selection.....	194
Filter by Form .....	195
Unfiltering in a form.....	198
Filter by excluding selection .....	198
Review Questions.....	200
Review Answers .....	201
<b>Chapter 12 – I Was Just Asking . . . for Answers</b> .....	<b>202</b>
Learning Objectives .....	202
Introduction.....	202
Simple (Yet Potent) Filter and Sort Tools .....	202
Filter things first .....	203
Fact-finding with fun, fast filtering .....	205
Here’s the “advanced” part.....	205
Select Queries.....	210
Solid relationships are the key to getting it all (from your tables).....	211
Running the Query Wizard.....	212
Getting Your Feet Wet with Ad Hoc Queries.....	216
Adding the finishing touches .....	219
Saving the query.....	221
Running your query.....	221
Review Questions.....	223
Review Answers .....	224
<b>Chapter 13 – I Want These AND Those OR Them</b> .....	<b>225</b>
Learning Objectives .....	225

## Table of Contents

Introduction.....	225
Working with AND and/or OR.....	225
Data from here to there .....	226
Using multiple levels of AND .....	228
Establishing criteria with OR .....	229
Combining AND with OR and OR with AND .....	230
Review Questions.....	232
Review Answers .....	233
<b>Chapter 14 – Number Crunching with the Total Row.....</b>	<b>234</b>
Learning Objectives .....	234
Introduction.....	234
Kissing That Calculator Goodbye via the Total Row .....	234
Adding the Total Row to Your Queries .....	235
Giving the Total Row a Workout.....	236
Putting it together with Group By .....	236
Well, that certainly sums it up.....	237
Counting, the easy way .....	239
Narrowing the results with Where.....	240
Creating Your Own Top-Ten List.....	241
Choosing the Right Field for the Summary Instruction .....	242
Review Questions.....	244
Review Answers .....	245
<b>Chapter 15 – Take Charge with Action Queries .....</b>	<b>246</b>
Learning Objectives .....	246
Introduction.....	246
A Simple Calculation.....	246
Complex Calculations .....	249
Calculate 'til you drop!.....	249
Using one calculation in another .....	249
Using parameter queries to ask for help .....	251
“Adding” words with text formulas.....	252
Hooray for the Expression Builder.....	253
Review Questions.....	258
Review Answers .....	259
<b>Chapter 16 – Take Charge with Action Queries .....</b>	<b>260</b>
Learning Objectives .....	260
Introduction.....	260
Easy Update.....	260
Add Records in a Flash.....	264
Quick Cleanup.....	267
Review Questions.....	269
Review Answers .....	270
<b>Part Five – Simple and Snazzy Reporting .....</b>	<b>271</b>
<b>Chapter 17 – Fast and Furious Automatic Reporting .....</b>	<b>273</b>
Learning Objectives .....	273
Introduction.....	273
Quick and Not-So-Dirty Automatic Reporting.....	273
Creating a quick, one-table report .....	274
Starting the Report Wizard.....	278
Previewing Your Report.....	282
Zooming in and out and all around .....	284
Pop goes the menu.....	285

## Table of Contents

Beauty Is Only Skin (Report) Deep .....	286
The Print Options tab .....	286
The Page tab .....	287
The Columns tab .....	288
Review Questions .....	291
Review Answers .....	292
<b>Chapter 18 – Professionally Designed Reports Made Easy .....</b>	<b>293</b>
Learning Objectives .....	293
Introduction.....	293
Report Repairs .....	293
Report Organization.....	295
Structural devices .....	295
Page breaks .....	297
Formatting Stuff .....	298
Adding color.....	299
Relocation, relocation, relocation.....	301
One size does not fit all.....	303
Spaced-out controls.....	304
Borderline beauty.....	304
Tweaking your text.....	307
Sneaking a Peek .....	308
Getting a Themes Makeover.....	310
Adding More Design Elements.....	311
Drawing lines .....	311
Pretty as a picture.....	311
Review Questions.....	314
Review Answers .....	315
<b>Chapter 19 – Headers and Footers and Groups, Oh My! .....</b>	<b>316</b>
Learning Objectives .....	316
Introduction.....	316
A Place for Everything and Everything in Its Place .....	316
Layout basics.....	316
Sections.....	318
Grouping your records .....	320
So you want more?.....	322
Customizing Properties.....	323
Controlling report and page headings.....	326
Adjusting individual sections .....	327
Itemized adjustments .....	328
Review Questions.....	333
Review Answers .....	334
<b>Chapter 20 – Magical Mass Mailings.....</b>	<b>335</b>
Learning Objectives .....	335
Introduction.....	335
Massive Mailings with the Label Wizard .....	335
Review Questions.....	341
Review Answers .....	342
<b>Part Six – More Power to You .....</b>	<b>343</b>
<b>Chapter 21 – Analyze This! .....</b>	<b>345</b>
Learning Objectives .....	345
Introduction.....	345
From Flat File to Relational Tables with Table Analyzer .....	345

## Table of Contents

Record Database Object Information with the Database Documenter .....	349
Improve Database Performance without Steroids .....	352
Review Questions .....	354
Review Answers .....	355
<b>Chapter 22 – Steer Users in the Right Direction with Navigation Forms .....</b>	<b>356</b>
Learning Objectives .....	356
Introduction .....	356
The Comings and Goings of a Navigation Form .....	356
Am I in the Right Place? Testing Navigation Forms .....	358
Maintaining the Navigation Form .....	359
Edit a Navigation form item .....	360
Delete a Navigation Form tab item .....	360
Move a Navigation form item .....	360
Displaying the Navigation Form at Startup .....	361
Review Questions .....	363
Review Answers .....	364
<b>Part Seven –The Part of Tens .....</b>	<b>365</b>
<b>Chapter 23 – Ten Common Problems .....</b>	<b>367</b>
Learning Objectives .....	367
Introduction .....	367
That’s Just Not Normal .....	367
You Type 73.725, but It Changes to 74 .....	368
The Words They Are A-Changing .....	368
Was There and Now It’s Gone .....	369
Undo .....	369
Search for the missing record .....	369
Backup recovery .....	370
You Run a Query, but the Results Aren’t What You Expect .....	370
The Dreaded Parameter Dialog Box .....	371
The Slowest Database in Town .....	371
Your Database File Is as Big as a Whale .....	372
You Get a Mess When Importing Your Spreadsheet .....	373
We’re Sorry; Your Database File Is Corrupt .....	374
Review Questions .....	375
Review Answers .....	376
<b>Chapter 24 – Ten Uncommon Tips .....</b>	<b>377</b>
Learning Objectives .....	377
Introduction .....	377
Document Everything as Though One Day You’ll be Questioned by the FBI .....	377
Keep Your Fields as Small as Possible .....	378
Use Number Fields for Real Numbers .....	379
Validate Your Data .....	379
Use Understandable Names to Keep Things Simple .....	379
Delete with Great Caution .....	380
Backup, Backup, Backup .....	380
Think, Think, and Think Again .....	380
Get Organized and Stay Organized .....	380
There’s No Shame in Asking for Help .....	381
Review Questions .....	382
Review Answers .....	383
<b>Appendix – Getting Help .....</b>	<b>385</b>
Introduction .....	385



## Table of Contents

Asking Access for Help .....	385
Installed Help files.....	385
Asking the right questions .....	385
Online Help.....	387
Office.com .....	388
Search engines and other sites .....	388
Who's Our Next Caller? .....	389
Voice calls .....	389
TDD/TT calls.....	390
<b>Glossary.....</b>	<b>391</b>
<b>Index .....</b>	<b>395</b>