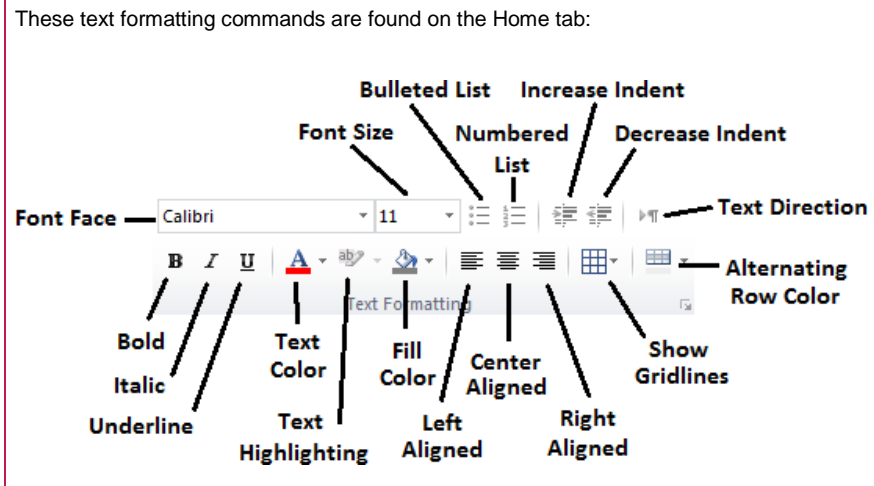


Basic Quick Reference Guide

Text Formatting Commands Database Components

These text formatting commands are found on the Home tab:



Database

Table 1

	Field 1	Field2	Field 3
Record 1	abc	123	10
Record 2	def	456	20
...
Record X	xyz	890	100

People

	Name	Age
Record 1	Alice	25
Record 2	Bob	35
Record 3	Carl	45

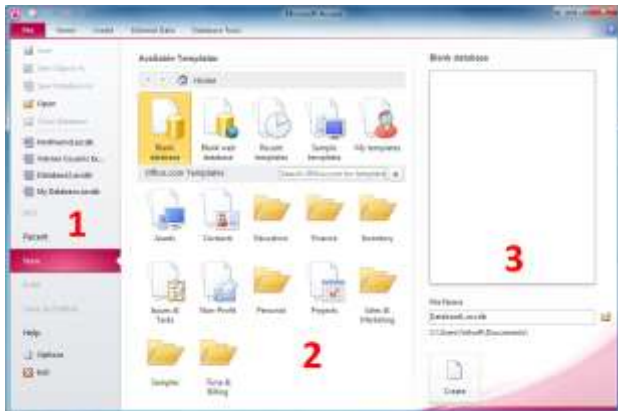
Database Terminology

AutoNumber	Automatically numbers each record consecutively beginning with the number 1. AutoNumber is often used as a primary key field because the number is always unique and greater than 0.	Query	A query is a question posed to the database that extracts information based on search criteria. There are two types of queries: select and action . A select query will extract and display data. An action query will find all data relevant to your query and perform some action on it. A query can be performed on one or more tables in a database.
Bound Control	Controls that are bound to the information contained in the field they represent and change according to that information.	Record	A record is a collection of one or more fields together in a row.
Database	A database is comprised of one or more tables. Each database has a unique name.	Relationships Window	One table relates to another by a common field. It's easy to determine what those fields are by looking at the tables in the Relationships window.
Navigation Pane	The Navigation Pane lists all of the objects in an Access database.	Report	A formal way to present data, usually data extracted by a query.
Field	A field is the smallest piece of a database. It is one specific piece of information like a number, word, date, or some other piece of data. Each column you see in the diagram would all be the same data type; that is one column of data would all be numbers.	Table	A table is comprised of one or more records. Each table has a unique name.
Form	A form is used to view table data or enter data into a table. A form presents one record of a database at a time to a user, or allows a user to enter data into the database one record at a time.	Unbound Control	Controls that are not bound to a field. They rely on the user to provide the information that it contains.
Primary Key	A field that uniquely identifies each record. A record's primary key field must be unique from all others.	SQL	Structured Query Language is the language used by most databases to construct queries. SQL tells the database program what data to find and where, based on certain criteria.
Property	Feature that determines how a field behaves or appear in the database.		

Access Tabs

Home	The majority of the common Access commands are located in the Home tab. You can modify the font and style of text, create and manage records in a table or form, sort and filter data, find and replace data, and switch between different object views.
Create	The Create tab is used to create a new table, form, report, query, macro, or module. This tab also includes commands to quickly make one object based on another, as well as wizards to create forms, reports, and queries.
External Data	This tab gives you the tools to import and export data to and from Access. This tab also includes the ability to send and manage special e-mail forms and create and manage data relevant to SharePoint resources.
Database Tools	This tab contains other background and miscellaneous database commands. Using this tab, you can create and use macros, view and edit table relationships, analyze the performance of a database file, move a database, and add a password.
Contextual Tabs	Contextual tabs appear only when viewing certain database objects in certain views. For example, when viewing a form in Design view, a tab will appear containing tools to add and edit form controls and functionality.

File Menu (Backstage View)



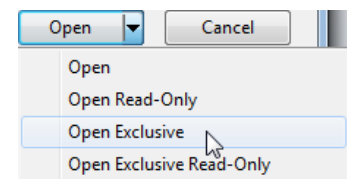
- 1. File & Program Management** Work with the current database file, open an existing file, and modify settings for Access. A list of commonly-used database files is also available here for easy reference.
- 2. Templates** On the top, you can browse through **local** templates; ones that have been installed with Access on your computer. On the bottom, you can browse the current templates that are available via **Office.com**.
- 3. Database Properties** Database details. Give the database a name and specify a save location.

Common Field Properties

Field Size	Defines how many characters this field will hold. Maximum size is 255 characters.
Format	Allows you to add a custom or pre-defined format to a field.
Input Mask	A way to display raw data that has been entered: 1234567890 → (123) 456-7890
Caption	If this field is going to be used in a form, you can enter something here to act as a label for this field.
Default Value	An automatically entered value in a field.
Validation Rule	An expression that limits what value can be entered in a field. For example, all values must be greater than 0.
Validation Text	Error message that appears if a Validation Rule is broken.
Required	(Yes/No) You can specify if data must be entered into a field
Allow Zero Length	(Yes/No) You can specify if a field can be left empty.
Indexed	Background service used by Access to speed up queries on very large databases.
Unicode Compression	(Yes/No) If enabled, will decrease the disk space needed for certain languages.
IME Mode	Specify the Kanji Conversion Mode set of translation rules this database will follow.
IME Sentence Mode	Specify the language translation properties of this database.
Smart Tags	Allows Access to perform actions on this field such as address recognition or stock symbol recognition.

Encrypting your Database

- 1. Close all open databases** All databases must be closed. If any databases are shared with others, make sure they have closed the database as well.
- 2. Open the database for exclusive use** Click File → Open and browse to the database's location. Select the file and click the pull-down arrow beside the Open button. Click Open Exclusive.



- 3. Apply the password** Click File → Info → Encrypt with Password. Enter the password and click OK. Now every time the database is opened a password is required.

To decrypt, open the database exclusively again and click File → Info → Decrypt Database.