

# Microsoft Access

## Tips & Tricks – Intermediate Level

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**To install Northwind:**

- Insert the Microsoft Office XP CD-ROM in the CD-ROM drive.
- Double-click **Setup**.
- Select **Add or Remove Features**.
- Click **Next**.
- Under **Features to Install**, select the **Microsoft Access for Windows** subtree.
- Under **Sample Databases**, select **Run all from My Computer**.
- Click **Update**.
- Once the installer completes, click **OK** to finish.

**To create a relationship:**

- Click the **Relationships** button on the **Database** toolbar.
- Drag a field from one table to another table.
- Click **Create**.

**To create a join type:**

- Right-click on the **relationship** between two tables.
- From the pop-up menu, select **Edit Relationship**.
- Click **Join Type**.
- Select the desired relationship type.
- Click **OK**.

**To create a single-field index:**

- Open a table in **Design** view.
- Click the **Indexes** button on the **Table Design** toolbar.
- Type a name in the **Index Name** column.
- Select a desired field from the drop-down menu in the **Field Name** column.
- Click the **Close** button on the **Indexes** title bar.

**To set column data types:**

- Open a table in **Design** view.
- Create a new field.
- Select the desired data type from the **Data Type** drop-down menu.
- **Close** the table.

**To create a one-parameter query:**

- Click **Queries** in the **Database Objects** pane.
- Click the **New** button.
- Select **Design View**.
- Click **OK**.
- Select a table from the **Tables** tab in the **Show Table** dialog box.
- Click **Add**.
- Click **Close**. A representation of the table appears in the query grid.
- Select a field from the **Field** drop-down menu.
- Add a prompt in the **Criteria** text box.
- Click the **Run** button on the **Query Design** toolbar to execute the query.
- Input a value.
- Click **OK**.
- The results of the query are displayed.
- **Close** the query results window.

**To create a two-table join:**

- Click **Queries** in the **Database Objects** pane.
- Click the **New** button.
- Select **Design View**.
- Click **OK**.
- Select a table from the **Tables** tab in the **Show Table** dialog box.
- Click **Add**.
- Click **Close**. A representation of the table appears in the query grid.

**To place a control on a form:**

- Click **Forms** in the **Database Objects** pane.
- Click the **New** button.
- Select **Design View**.
- Select a data source for the **form** from the drop-down menu.
- Click **OK**.
- Access opens into **Form Design** view showing the **Detail** area, **Data Source**, and **Toolbox**.
- Click the desired control to place on the **form** on the **Toolbox** toolbar.
- Click and drag the **control** in the **Detail** area of the **form**.

**To add a subform to a form:**

- Open a form in **Design View**.
- Click the **Control Wizards** button on the **Toolbox** toolbar.
- Click the **Subform/Subreport** button on the **Toolbox** toolbar.
- Click and drag the **control** in the **Detail** area of the form.
- Select the **Use existing Tables and Queries** option button.
- Click **Next**.
- Select a table from the **Tables/Queries** drop-down menu.
- Select a field from the **Available Fields** area.
- Click the single right arrow to add the field.
- Click **Next**.
- Select the **Choose from a list** option button.
- Click **Next**.
- Type a name for the **subform**.
- Click **Finish**.

**To create a Switchboard:**

- From the **main menu** select **Tools > Database Utilities > Switchboard Manager**.
- Click **New**.
- Type a new name for the **switchboard**.
- Click **OK**.
- Click **Edit** to edit the switchboard properties.
- Click **New**.
- Type the name of the **switchboard** item in the **Text** box.
- Select a command from the **Command** drop-down menu.
- Select the object to open in the third drop-down menu.
- Click **OK**.
- Click **Close**.

**To create report headers and footers:**

- Right-click in the **Detail** area of the **report**.
- From the pop-up menu, select **Report Header/Footer**.
- Place the desired control on the **report header** or **report footer**.

**To create a modal pop-up report:**

- Open a report in **Design View**.
- Right-click on the main **report** area.
- From the pop-up menu, select **Properties**.
- Click the **Other** tab.
- Select **Yes** from the **Pop Up** drop-down menu.
- Select **Yes** from the **Modal** drop-down menu.

**To create a report snapshot:**

- Select a report from the **Reports** menu in the **Database Objects** pane.
- From the main menu, select **File > Export**.
- Enter a file name for the **snapshot** file.
- Select **Snapshot Format** from the **Save as type** drop-down menu.
- Click **Export**.

**To create a PivotTable:**

- Open the desired table or query in **Datasheet View**.
- From the main menu, select **View > PivotTable View**. This opens a blank **PivotTable** worksheet and **PivotTable Field List** pane.
- Drag and drop the desired fields on the **PivotTable** worksheet.

**To create a PivotChart:**

- Open the desired table or query in **Datasheet View**.
- From the main menu, select **View > PivotChart View**. This opens a blank **PivotChart** worksheet and **Chart Field List** pane.
- Drag and drop the desired fields on the **PivotChart** worksheet.

**To create an expression in a query using the Expression Builder:**

- Open a query in **Design View**.
- Click in a field on the query grid.
- Click the **Build** button on the **Query Design** toolbar.
- Build an expression using an item from the field list.
- Click **OK**.
- **Run** the query to see the results.

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