Access 2010 Intermediate



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Microsoft Office 2010

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Contact Information

Australia / Asia Pacific / Europe (ex. UK / Ireland) / Rest of the World Email: info@cheltenhamcourseware.com.au Web: www.cheltenhamcourseware.com.au

USA / Canada Email: info@cheltenhamcourseware.com Web: www.cheltenhamcourseware.com

UK / Ireland Email: info@cctglobal.com Web: www.cctglobal.com



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Tutor Setup Information

- Copy the sample files folder, called **Access 2010 Intermediate Course** to the **Documents** folder on the PC.
- At the end of the course, remove all files modified or created during the course, prior to re-running the course.
- At the end of the course, reset all program and operating system defaults that may have been modified during the course, prior to re-running the course.

Sample files for this Course

• During this course you will need to open samples files.

These are stored under the **Documents** folder in a sub-folder called:

Access 2010 Intermediate Course.

If you create any new files, unless otherwise instructed, you should also save the files in this folder.

Queries

What are queries?

- Using a query is similar to filtering and sorting tables but much more powerful. Unlike filters, multiple criteria can be used in one or more fields to be highly specific about the information you wish to extract from a table.
- Queries are used to extract and analyse data within one or more tables.
- Queries can be saved, edited and reused. They provide output for use by other database objects, such a forms and reports.
- Queries are also capable of working with data across multiple tables.
- Different queries are designed to perform different functions, for example an update query searches for and updates field information in one or more tables, whilst a delete query searches for and deletes records from one or more tables.
- An update query is similar to the Find & Replace function found in most Microsoft applications, only more advanced. For example, if telephone area codes change to accommodate an increasing population, an update query might be created to find all existing area codes affected by the change and at the same time, replace the old area code with a new area code.

NOTE: Update queries cannot create new records, only update existing records.

- A select query is used to search for and display data according to the specified criteria. This data can then be viewed as a table, in a form created specifically on the query or as a report.
- A delete query is used when you need to remove entire records (rows) from a table. Delete queries, by default, remove all of the data in each field, along with the unique key field, (normally the primary key field) When the query is run, it removes the entire record (row) from the table.

Before creating a delete query, you would create a select query first to ensure it returns the records that you want to delete. This way you are able to test the query first, rather than inadvertently deleting the wrong records. Only when the select query is tested and returns the correct results, would you convert the query to a delete query.

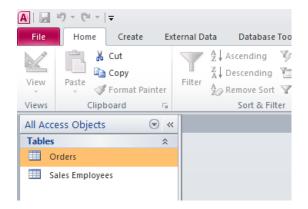
• An append query, is used when you want to extract information (records) from one or more tables and append (add) it to one or more tables. Normally the tables would reside in the same database however other database can also be used.

- A make table query retrieves data from one or more tables, and then loads the result set into a new table. That new table can reside in the database that you have open, or you can create it in another database.
- As with all objects, Access provides a Wizard tool to help create different types of queries or blank queries that can be configured from scratch.

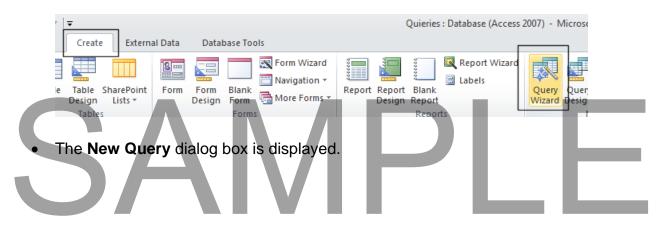
NOTE: Tables do not have to be open or selected to create a query.

Creating a query

- Start the Access program.
- Open a file called **Queries**. The database opens with two tables (**Orders** and **Sales Employees**) displayed in the Navigation Pane.



• Click on the **Create** tab and from within the **Macros & Code** group click on the **Query Wizard** button.



New Query	? 🔀
This wizard creates a select query from the fields you pick.	Simple Query Wizard Crosstab Query Wizard Find Duplicates Query Wizard Find Unmatched Query Wizard

• With the **Simple Query Wizard** selected, click on the **OK** button. The **Simple Query Wizard** dialog opens.

Simple Query Wizard		
	Which fields do you want in your query?	
	You can choose from more than one table or query.	
Tables/Queries		
Table: Orders		
<u>A</u> vailable Fields:	Selected Fields:	
Order No First Name Last Name Position		
Employee ID Category Product Name Unit Qty		
DA	Cancel < Back Next > Einish	

• Use the **down arrow** in the upper part of the dialog box to select the table or query you intend working with, in this case select **Table: Orders**.

Simple Query Wizard		
Which fields do you want in your query? You can choose from more than one table or query.		
Tables/Queries Table: Orders Table: Orders Table: Sales Employees		
Order No First Name > Last Name >> Position >> Employee ID <		
Cancel < Back <u>N</u> ext > <u>Finish</u>		

• In the lower part of the dialog box are two field selection boxes, **Available Fields** and **Selected Fields**.

Simple Query Wizard	
Which fields do you want in your query? You can choose from more than one table or query.	
Tables/Queries	
Table: Orders	•
Available Fields:	Selected Fields:
Can	icel < Back Next > Einish

Available Fields can be added to the **Selected Fields** box by first highlighting the field and then clicking on the right pointing arrow button.

Or you could double click on a field within the Available Fields list.

Alternatively, clicking on the button below adds all fields to the **Selected Fields** box.

>>

>

NOTE: When fields are displayed in the **Selected Fields box**, this button will remove all fields.

٢	~	~	
U	<,	<,	

This button removes a single highlighted field.

<

• Add the following fields:

First Name
Last Name
Category
Product Name
Quantity
Order Date.

imple Query Wizard	
	Which fields do you want in your query? You can choose from more than one table or query.
Tables/Queries	
Table: Orders	
<u>Available Fields:</u>	Selected Fields:
Order No Position Employee ID	First Name Last Name Category
Unit Qty	Product Name Quantity Order Date
Car	ncel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish
lick on the Next button.	MPI

Simple Query Wizard	
1 aa,	Would you like a detail or summary query?
2 aa 3 cc 1 bb 2 dd 3 dd 	Summary Options
2 aa 3 bb 4 cc 5 dd 6 dd	Cancel < Back Next > Finish

• Click on the **Next** button.

Simple Query Wizard		
	What title do you want for your query? Orders Query	
	That's all the information the wizard needs to create your query. Do you want to open the query or modify the query's design? • Dpen the query to view information. • Modify the query design. • Modify the query design. • Cancel	E

• At this point you can accept the default name provided by Access or type your own. Highlight the **Query Name** and type in **Customer Orders**, as illustrated.

Simple Query Wizard	
	What title do you want for your query? Customer Orders
	 That's all the information the wizard needs to create your query. Do you want to open the query or modify the query's design? Open the query to view information. ○ Modify the query design.
[Cancel < <u>B</u> ack <u>N</u> ext > <u>Finish</u>

• Click on the **Finish** button. The **Customer Orders** query displays the result in table form.

First Name 🔹	Last Name 🛛 🗸	Category -	Product Name -	Quantity -	Order Date 🗸
Anna	Bedecs	Beverages	Chai	75	15/01/2000
Antonio	Gratacos Solsona	Condiments	Syrup	40	20/01/2000
Thomas	Axen	Condiments	Cajun Seasoning	100	22/01/2000
Christina	Lee	Oil	Olive Oil	120	30/01/2000
Martin	O'Donnell	Jams, Preserves	Boysenberry Spread	80	6/02/2000
Francisco	Pérez-Olaeta	Dried Fruit & Nuts	Dried Pears	100	10/02/2000
Ming-Yang	Xie	Sauces	Curry Sauce	40	23/02/2000
Elizabeth	Andersen	Dried Fruit & Nuts	Walnuts	40	6/03/2000
Sven	Mortensen	Canned Fruit & Vegetables	Fruit Cocktail	40	10/03/200
Roland	Wacker	Baked Goods & Mixes	Chocolate Biscuits Mix	40	22/03/2000
Peter	Krschne	Jams, Preserves	Marmalade	20	24/03/2000
John	Edwards	Baked Goods & Mixes	Scones	40	24/03/200
Andre	Ludick	Beverages	Beer	20	24/03/200
Carlos	Grilo	Canned Meat	Crab Meat	120	24/03/2000
Helena	Kupkova	Soups	Clam Chowder	40	24/03/2000
Daniel	Goldschmidt	Beverages	Coffee	100	5/04/200
Jean Philippe	Bagel	Candy	Chocolate	40	5/04/200
Catherine	Autier Miconi	Dried Fruit & Nuts	Dried Apples	20	8/04/2000
Alexander	Eggerer	Grains	Long Grain Rice	60	9/04/2000
George	li	Pasta	Gnocchi	100	12/04/2000

• The new query can be seen as a new object in the Navigation Pane.

🗛 i 🛃 🤊 ·	- (°= - -				
File	Home Create Exte	ernal	I Data Datak	as	se Tools
					Form Wi
Application Parts *	Table Table SharePoir Design Lists ▼	nt	Form Form Design	F	lank orm 📑 More Fo
Templates	Tables			ł	Forms
All Access	Objects 💿 «		Customer Ord	er	s
Tables	*	2	First Name	•	Last Name
Order	rs		Anna		Bedecs
Sales	Employees		Antonio		Gratacos Solso
Queries	*		Thomas		Axen
	mer Orders		Christina		Lee
	inter orders		Martin		O'Donnell
			Francisco		Pérez-Olaeta
			Ming-Yang		Xie
			Elizabeth		Andersen

• Currently all this query has done is to display information from the **Orders** table using only the fields chosen as you worked through the wizard.

NOTE: By default, Access has already saved the query using the name provided during the wizard process.

Adding (and removing) criteria to a query

• To utilise the power of a query and locate specific records, criteria must be entered to give the query something to work with.

For example, if there is a need to locate orders placed between certain dates, we would use the **AND** operator with the following type of criteria entered into the date field of the query.

>=01/01/2006 AND <=01/06/2006

Using the **OR** operator you could enter the following criteria into the date field.

22/01/2006 OR 9/04/2006

This criteria would locate records with either of those two dates.

The **NOT** operator could be used to exclude records with certain dates from the query results. For example:

NOT 22/01/2006

This criteria would exclude all records dated **22/01/2006** from the query results.

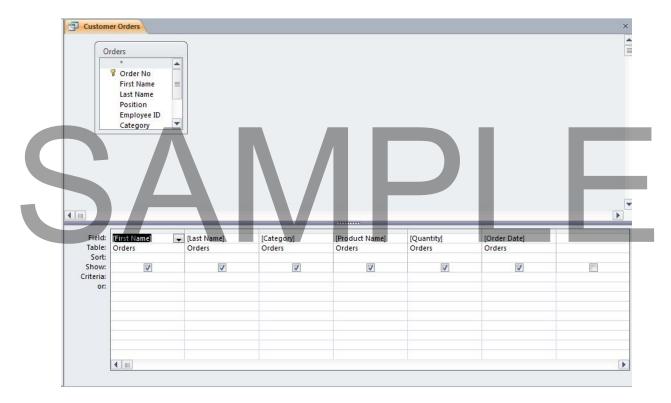
TIP: Operators used to create criteria in queries are the same operators used to create validation rules.

Validation Rule Comparison Operators	Description
>	Greater than
<	Less than
=	Equal to
>=	Greater than or Equal to
<=	Less than or Equal to
<u>ه</u>	Not Equal to

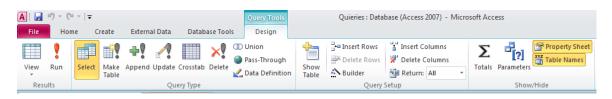
• To add criteria to a query, the query must first be in Design View. Click on the **Home** tab. Click on the down arrow under the **View** button to switch to **Design View**.



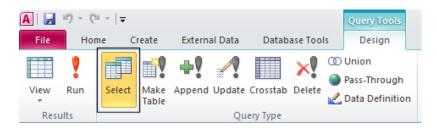
• Your screen will now look like this.



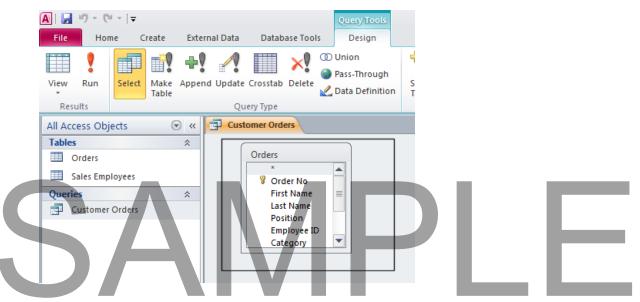
• Similar to other objects when in Design View, queries have their own specific ribbon, functions and tools.



NOTE: Although this is currently a **Select** query, this query can be modified at any stage to become a different type of query and therefore perform a different function.



• When working with existing queries, the table field list, located in the Query Design window, is similar to that used when creating relationships between tables. The underlying table can be identified by the name at the top of the list, in this case **Orders**.



NOTE: One difference with this table field list is the * symbol above the Primary Key. When used, the * represents **All** fields in the table and is used to save time.

• The Query Design Grid is where selected fields from one or more tables are added, criteria entered, the sort order set and fields set to display or not when the query is run.

💷 ! 🗾 🕴 +	and Lindate Crosstab Delete	Quieries : Database (Access 2007) - M	Totals Parameters	
* Table	🛃 Data Definition	Table Builder MReturn: All	·	
Results All Access Objects	Query Type Customer Orders	Query Setup	Show/Hide	× Prop
Tables Conders Sales Employees Queries Customer Orders 	Orders Vorder No First Name Last Name Position Employee ID Category			Select Gen Ipp Cap Smart Text
]	4			
	Field: Trist Name) (Last Name) Table: Orders Orders Show: V V V	[Category] [Product Name] Orders Orders	[Quantity] [Order Date] Orders Orders	

NOTE: Fields can be included in the query design grid for criteria (record search) purposes only and they do not have to be displayed when the query is run.

• Place the mouse pointer in the **Criteria** row under the **Order Date** field in the query design grid and type the following.

[Product Name] Orders	[Quantity] Orders	[Order Date] Orders	
		>=#1/06/2006# And	
		2 =#1/00/2000# And	
		L	

>=1/06/2006 AND <=31/05/2007

 Press the Enter key or use the keyboard cursor key to move to another cell in the grid.

• Notice how the criteria entered changes. Access places hash symbols either side of the dates to signify this value as a date.

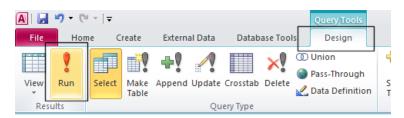


NOTE: You may have to widen the column to see this clearly.

NOTE: Don't do this now, but if you wanted to remove this criteria, you would simply select it in **Design View** and then press the **Del** key to delete it.

Running a query

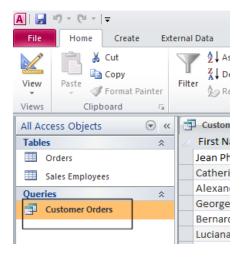
- When all the necessary fields, criteria, sort parameters, etc., have been entered into a query and it is ready to be tested or used, you will need to 'run' the query.
- As an example, when you run a select query, you are giving the query a command to look at its parameters, go and search the table or tables for records matching the criteria and produce a list of those records.
- Click on the **Design** tab and from within the **Results** group click on the **Run** button.



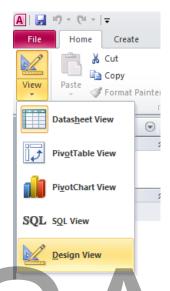
• The results of the query are displayed in table form, as illustrated.

Customer Orde	ers				
First Name	Last Name 🔹	Category	Product Name	Quantity -	Order Date 👻
Jean Philippe	Bagel	Cereal	Granola	40	2/06/2006
Catherine	Autier Miconi	Beverages	Green Tea	20	4/06/2006
Alexander	Eggerer	Sauces	Hot Pepper Sauce	60	6/06/2006
George	Li	Grains	Long Grain Rice	100	8/06/2006
Bernard	Tham	Jams, Preserves	Marmalade	40	10/06/2006
Luciana	Ramos	Dairy Products	Mozzarella	40	12/06/2006
Michael	Entin	Condiments	Mustard	40	14/06/2006
Jonas	Hasselberg	Oil	Olive Oil	80	16/06/2006
John	Rodman	Pasta	Ravioli	40	18/06/2006
Run	Liu	Baked Goods & Mixes	Scones	60	20/06/2006
Karen	Toh	Condiments	Syrup	100	22/06/2006
Amritansh	Raghav	Sauces	Tomato Sauce	125	24/06/2006
Soo Jung	Lee	Dried Fruit & Nuts	Walnuts	30	26/06/2006
Anna	Bedecs	Dried Fruit & Nuts	Almonds	75	28/06/2006
Antonio	Gratacos Solsona	Beverages	Beer	40	30/06/2006
Thomas	Aven	lams Preserves	Boysenherry Spread	100	2/07/2006

- Look at the data within the **Order Date** column and you should see that all the dates displayed are within the range specified by the query criteria.
- In the Navigation Pane, click once on the Customer Orders query to select it.



• Click on the **Design View** button to return to **Design View**.



- Next we want to narrow down the search to purchases made for products which fall under the **Dried Fruit & Nuts** and **Grains** categories, between the date criteria previously set.
- Place the mouse pointer into the **Criteria** row of the query design grid in the **Category** field. Type in the following.

Dried Fruit & Nuts.

_					
ield:	[First Name]	[Last Name]	[Category]	[Product Name]	[Quant
2	Orders	Orders	Orders	Orders	Orders
t:					
	V	V		V	
i:			Dried Fruit & Nuts		

• Use the keyboard **down arrow** pointer key or mouse to move down to the row below (the 'or' row) in the same field (**Category**).

	First Name	Last Name	Category	Product Name	Quantity	Order Date
	Orders	Orders	Orders	Orders	Orders	Orders
Sort:						
Show:	V	V	V	V	V	
Criteria:			"Dried Fruit" & "Nuts"			> =#1/06/2006# And < =#31/05/2007#
or:			"Grains"			

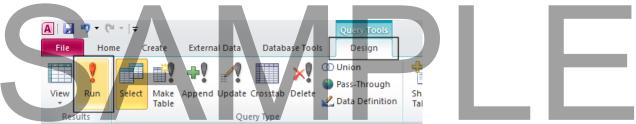
• Type in the following and press the Enter key.

Grains

			1
[First Name]	[Last Name]	[Category]	[Product Name]
Orders	Orders	Orders	Orders
V	V		v
		"Dried Fruit" & "Nuts"	
		"Grains"	
		L	-
		Orders Orders	Orders Orders Orders

NOTE: This time Access encloses the text with "Speech" marks to set the data type to search for as text.

- When run, the query will now search for any records between the date range specified which contain either **Dried Fruit & Nuts** or **Grains**.
- Click on the **Design** tab and from within the **Results** group click on the **Run** button.



• When the results are displayed however they are not what we might have expected. There are no records listing **Dried Fruit & Nuts**.

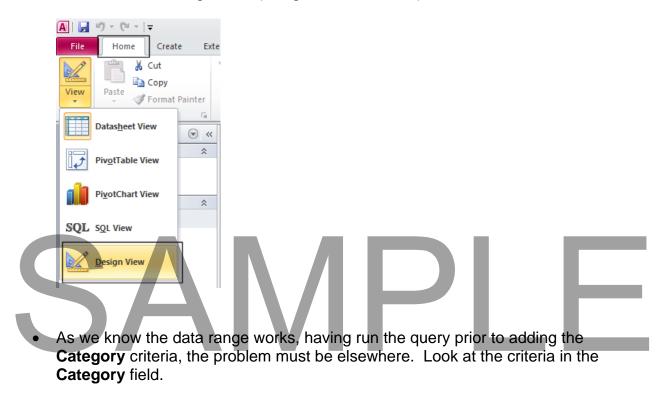
,	Grains Grains	Long Grain Rice Long Grain Rice	60 100	9/04/2006 8/06/2006
		Long Grain Rice	100	g/ns/2006
				0/00/2000
	Grains	Long Grain Rice	100	5/08/2006
	Grains	Long Grain Rice	100	2/10/2006
am	Grains	Long Grain Rice	80	21/11/2006
en	Grains	Long Grain Rice	40	11/02/2007
Donnell	Grains	Long Grain Rice	40	15/02/2007
ghav	Grains	Long Grain Rice	100	30/05/2007
	en Donnell	am Grains en Grains Donnell Grains	am Grains Long Grain Rice en Grains Long Grain Rice Donnell Grains Long Grain Rice	am Grains Long Grain Rice 80 en Grains Long Grain Rice 40 Donnell Grains Long Grain Rice 40

• It is possible that none of the sales of **Dried Fruit & Nuts** took place between the dates specified but this is unlikely. Either way, it is worth checking the query design to make sure the criteria is correct.

TIP: The easiest way to check the results is to take a look at the table or tables the query is working with. If records matching the criteria are available in the table but not the query, there must be an issue with the query design.

Editing criteria in a query

• Switch back to Design View (using the View button).



[First Name] Orders	[Last Name] Orders	[Category] Orders	[Pro Ord
		"Dried Fruit" & "I	Nuts"
		"Grains"	
			Orders Orders Orders

- When you entered the criteria and moved to the next row, Access added "speech" marks. The criteria went from Dried Fruit & Nuts to "Dried Fruit" & "Nuts".
- Despite all good intentions, Access does not always interpret entries in the way there were intended. Access has seen the & between **Dried Fruit** and **Nuts** and interpreted this to be two statements;

Dried Fruit
 Nuts.

- As no such entries exist in the table, nothing was displayed.
- Place the pointer into the **Criteria** row of the **Category** field and remove the two "**speech**" **marks** either side of the **&** symbol.

The result should be "Dried Fruit & Nuts".

			1	-
Field:	[First Name]	[Last Name]	[Category]	[Proc
Table:	Orders	Orders	Orders	Orde
Sort:				
Show:	V			-
Criteria:			"Dried Fruit & Nuts"	
or:			"Grains"	
		L		

- Press **Enter** to commit the changes.
- Click on the **Design** tab and from within the **Results** group click on the **Run** button.

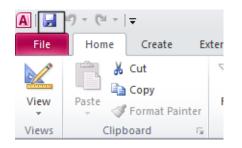


• The results are displayed and this time includes records which contain the category **Dried Fruit & Nuts** according to the criteria set.

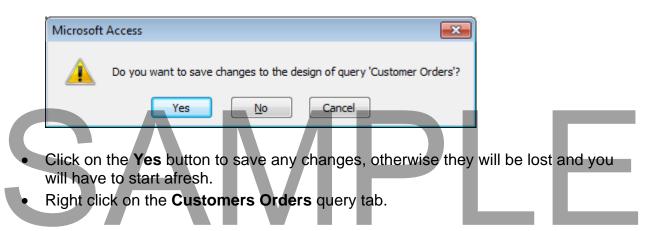
First Name 🔻	Last Name 🛛 🗸	Category	 Product Name 	Quantity -	Order Date 🝷
Alexander	Eggerer	Grains	Long Grain Rice	60	9/04/2006
George	Li	Grains	Long Grain Rice	100	8/06/2006
Soo Jung	Lee	Dried Fruit & Nuts	Walnuts	30	26/06/2006
Anna	Bedecs	Dried Fruit & Nuts	Almonds	75	28/06/2006
John	Edwards	Dried Fruit & Nuts	Dried Apples	40	20/07/2006
Andre	Ludick	Dried Fruit & Nuts	Dried Pears	20	22/07/2006
Carlos	Grilo	Dried Fruit & Nuts	Dried Plums	120	24/07/2006
George	Li	Grains	Long Grain Rice	100	5/08/2006
Soo Jung	Lee	Dried Fruit & Nuts	Walnuts	30	23/08/2006
Anna	Bedecs	Dried Fruit & Nuts	Almonds	75	25/08/2006
John	Edwards	Dried Fruit & Nuts	Dried Apples	40	16/09/2006
Andre	Ludick	Dried Fruit & Nuts	Dried Pears	20	18/09/2006

Saving a query

 When first created using the Access wizard, a query is saved automatically. If the query is then modified at a later stage or you create a blank query, you will need to save using the Save button.



• If you make changes to a query and then run the query, then when you exit the query without saving, you will be prompted to save the query.



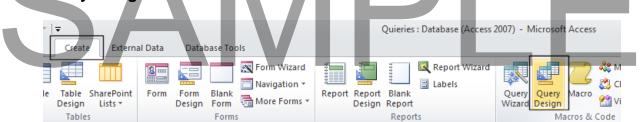
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File	Home Create	Ext	ernal D	ata Databa	se Tools	
View	Cut Copy Paste V Format Pa	ainter	Filter	Z ↓ Descendin	✓ Selection ▼ g ▲ Advanced ▼ rt ▼ Toggle Filter	Refre All
Views	Clipboard	E.		Sort & F	ilter	
All Acce	ess Objects	. ≪		Customer Order	s	
Tables		\$	[₩] ZF	irst Name 🔻	Last Name	*
0	rders		A	lexander	Eggerer	Gra
Sa Sa	ales Employees		G	eorge	Li	Gra
Querie		\$	S	oo Jung	Lee	Dri
-	ustomer Orders	~	A	nna	Bedecs	Dri

• This will display a popup menu. Select the **Close** command. If prompted, click on the **Yes** button to save the query.

Custom	â			
/ First Na		Save	7	Ca
Alexarid	2	<u>C</u> lose		Grains
George		<u>C</u> lose All		Grains
Soo Jung		Design View		Dried Fruit
Anna	SQL	SQL View		Dried Fruit
John		Datasheet View		Dried Fruit
Andre		PivotTable View		Dried Fruit
Carlos	a.	-		Dried Fruit
George	10	Pi <u>v</u> otChart View		Grains

Creating a two table query and sorting the results

- More often than not, the information in a database will be split across multiple tables. For a query to work with multiple tables, a relationship between the tables must be established.
- Continuing with the **Queries** database and the **Customer Orders** query, the next objective is to search for records matching a given criteria, using both the **Orders** and **Sales Employees** table.
- Click on the **Create** tab and from within the **Macros & Code** group, click on the **Query Design** button.



• The Query Design window is displayed.

Image: Image		Quieries : Database (Access 2007) - 1 Report Report Blank Design Reports Query Quer	ficrosoft Access Query Macro Science Class Module Macros & Code	3 ම ය ය
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Orders				General
		Show Table	-7	Description
Sales Employees		Tables average laun		Default View
ueries 🎗		Tables Queries Both		Output All Fields
Customer Orders		Orders		Top Values
Customer Orders		Sales Employees		Unique Values
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	Show:		E E	
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tady	- 			50 m d 7/41 PM

• The **Show Table** dialog box is also displayed, similar to the one used to add tables when creating table relationships.

Show Table	? 💌	
Tables Queries Both		
Orders Sales Employees		
	Add Close	

Show Table	? <mark>- × -</mark>
Tables Queries Both	
Orders Sales Employees	
Sales Employees	
Add	<u>C</u> lose

• Select the **Sales Employees** table and click on the **Add** button again.

Show Table	? 💌
Tables Queries Both	
Orders Sales Employees	
	Add Close

TIP: Double clicking on both table names quickly adds them to the query design window.

• When both tables have been added to the query design window, click on the **Close** button to close the **Show Table** dialog box.

NOTE: If you inadvertently add a table twice to the query design window, with the pointer in the name area at the top of the additional table, (normally identified by the Original Table name with a _1 after the name), click using the right mouse button and from the shortcut menu, select **Remove**. See next image.

• When the **Show Table** dialog box is closed, the design window should be left with two linked tables.

A 🛃 🕫 × (° × 🗸	Quer	y Tools Quieries : Databa
File Home Create Exte	rnal Data Database Tools De	sign
View Run View Run	nd Update Crosstab Delete	hrough Chrough Definition Show Table
Results	Query Type	Query Se
All Access Objects 💿 «	Query1	
Tables □ Orders □ Sales Employees Queries Customer Orders	Orders * Order No First Name Last Name Position Employee ID Category	Sales Employees * Employee Number Employee Name Position Date Employed Pay Grade

- The purpose of this query is to check the sales performance of staff. The Sales Employees table contains the names of each of the sales teams and other staff information. The Orders table contains information about products sold, quantities, dates, etc.
- A relationship between the two tables has already been established with the **Employee Number** (Primary key) field in the **Sales Employees** table linked to the **Employees ID** (Foreign key) field in the **Orders** table.
- **Employee names** are not listed in the **Orders** table. To have the query display the names of staff against the orders they have processed, a query will have to include fields from both tables.
- In the **Orders** table, click once to select the **Category** field. Now hold down the **Ctrl** key and click once on each of the following fields.

NOTE: You may need to scroll down the list to see all these items.

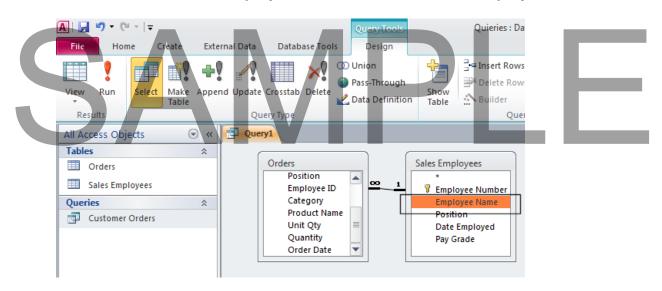


🗛 🛃 🖻 × (° × 🗸	Query Tools	Quieries : Da
File Home Create Exte	rnal Data Database Tools Design	
View Run Results	M Update Crosstab Delete Cosstab Delete Cosstab Delete	Show Table Quer
All Access Objects	Query1	Gales Employees
Sales Employees	Position Employee ID <u>© 1</u> Category	* Employee Number
Queries *	Product Name Unit Qty ≡ Quantity Order Date ▼	Employee Name Position Date Employed Pay Grade

• In one movement, place the pointer over one of the highlighted fields, click and drag to the design grid below. When the pointer is in the grid, release the mouse button. The fields are added to the design grid and are ordered from left to right as they would be in the table.

Field:	Category	Product Name	Quantity	Order Date
	Orders	Orders	Orders	Orders
Sort:	in the second second			
Show:	V			
Criteria:				
or:				

• Next click to select the Employee Name field in the Sales Employee table.

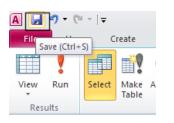


- Click and drag the **Employee Name** field down and to the next blank column to the right of the **Order Date** field.
- With the pointer correctly positioned, release the mouse button to add the field.

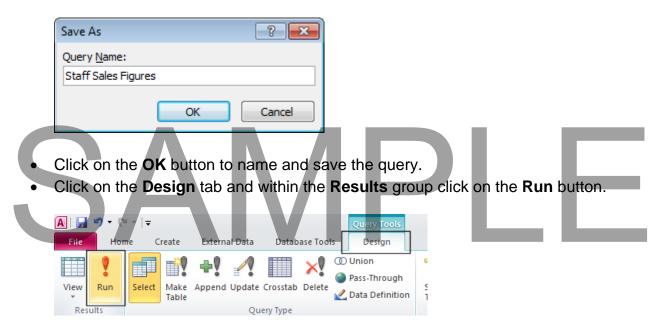
Field:	Category	Product Name	Quantity	Order Date	Employee Name 🦂
Table:	Orders	Orders	Orders	Orders	Sales Employees
Sort:					
Show:	V	V	V	V	V
riteria:					
or:					

NOTE: The table row of the query design grid displays the names of the tables used in this query.

• Click on the **Save** button.



• When prompted to name the query, type in **Staff Sales Figures**.

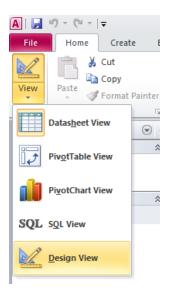


• The query displays a table containing a list of all the sales staff and the orders placed with each member of staff. At this time the table is arranged in order of **Employee ID**, the primary key field, even though this field was not included in the

query design.

Category	 Product Name 	Quantity -	Order Date 🔸	Employee Name	-
Canned Meat	Crab Meat	120	24/03/2006	Mariya Sergienko	
Jams, Preserves	Boysenberry Spread	100	5/05/2006	Mariya Sergienko	
Candy	Chocolate	100	11/05/2006	Mariya Sergienko	
Condiments	Mustard	40	14/06/2006	Mariya Sergienko	
Baked Goods & Mixes	Scones	60	20/06/2006	Mariya Sergienko	
Baked Goods & Mixes	Chocolate Biscuits Mix	40	10/07/2006	Mariya Sergienko	
Oil	Olive Oil	80	13/08/2006	Mariya Sergienko	
Condiments	Syrup	100	19/08/2006	Mariya Sergienko	
Soups	Clam Chowder	40	8/09/2006	Mariya Sergienko	
Pasta	Ravioli	40	12/10/2006	Mariya Sergienko	
Sauces	Tomato Sauce	125	18/10/2006	Mariya Sergienko	
Beverages	Coffee	40	15/11/2006	Mariya Sergienko	
Dried Fruit & Nuts	Dried Apples	40	19/11/2006	Mariya Sergienko	
Pasta	Gnocchi	40	23/11/2006	Mariya Sergienko	
Sauces	Tomato Sauce	125	29/11/2006	Mariva Sergienko	

• Switch to **Design View** by clicking on the **View** button.



- Move the mouse pointer to just above the **Employee Name** field name (within the lower section of the screen) where there is a thin grey line and until the pointer changes to a **down arrow** shape.
- With the **down arrow** shape as the pointer, click to highlight the **Employee Name** field.

C	rders	S	ales Employees		
	Employee ID Category Product Name Unit Qty Quantity		* Employee Number Employee Name Position Date Employed Pay Grade		
]					
Field:		Product Nam Orders		Order Date	Employee Name Sales Employees
Field: Table: Sort:	Orders	Orders	Orders	Order Date Orders	Sales Employees
Field: Table:	Orders			Order Date	

• Move the **pointer** once more to just above the **Employee Name** field name where there is a thin line and until the pointer this time changes to an arrow shape.

5

• In one movement, click and drag the field to the left of the **Category** field, then release the mouse button.

NOTE: As always, Access provides a thick black guideline to highlight the current position of the moving field before release. The **Employee Name** field should now be on the left side of the query design grid.

rosition imployee ID Category Iroduct Name Jnit Qty Quantity Order Date		FI EI P(D	mployees mployee Numbe mployee Name osition ate Employed ay Grade	er		
_		_	_	_		
ployee Name	Category			me	Quantity	Order Date
es Employees	Orders		Orders		Orders	Orders
		7]		V
	ployee Name es Employees I	es Employees Orders	es Employees Orders	es Employees Orders Orders	es Employees Orders Orders	ployee Name Category Product Name Quantity es Employees Orders Orders Orders

• Using the pointer, click in the **Sort** row under the **Sales Employees** field. Then click on the **down arrow** displayed in this cell.

Field:		Category	Product Name	Quantity	Order Da
Table:	Sales Employees	Orders	Orders	Orders	Orders
Sort:	-				
Show:	Ascending	V	V	V	
Criteria:	Descending				
or:	(not sorted)				
					-

- Select Ascending from the drop down option box. When run, this query will display the results in alphabetical order of Employee Names, rather than order of Employee ID.
- Click into the **Criteria** row of the **Category** field, type in the following word and then press the **Enter** key.

Beverages

When run, this query will return only records which match **Beverages** in the **Category** field.

Field: Table:	Employee Name Sales Employees	Category Orders	Product Name Orders	Quantity Orders
Sort: Show:	Ascending			
Criteria:	<u>.</u>	"Beverages"		×
LOfi-				

• Click on the **tick box** above the criteria you just entered in the **Category** field. This will remove the tick. Although the **Category** field is used by the query to specify search criteria, the field does not have to be displayed in the final results.

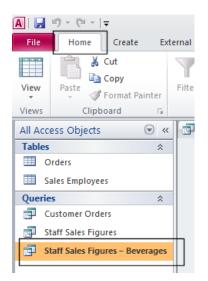
Field:	Employee Name	Category	Product Name
Table:	Sales Employees	Orders	Orders
Sort:	Ascending		
Show:	V		V
Criteria:		"Beverages"	
or:			
			1

• Click on the File tab and click on the Save Object As button.

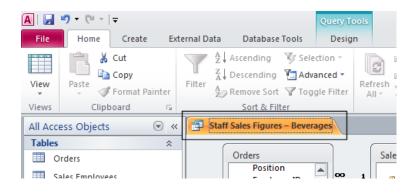
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In the Save As dialo Staff Sales Figures Save As Save 'Staff Sales Figures' to Staff Sales Figures – Bever	s – Beverages		_	
As				
Query				
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• Click on the **OK** button.

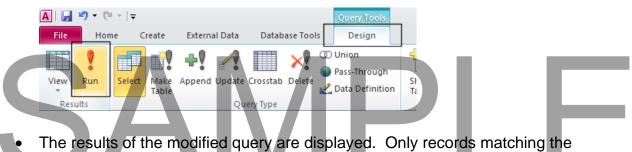
• Click on the **Home** tab and the Navigation Pane displays the newly saved query.



• The query tab also changes to display the new name, as illustrated



• Click on the **Design** tab and from within the **Results** group click on the **Run** button.



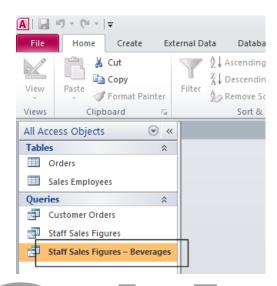
 The results of the modified query are displayed. Only records matching the search criteria **Beverages** in the **Category** field are displayed and the **Category** field is hidden.

Staff Sales Figures – Beve	rages		
Employee Name 👒	Product Name 🔹	Quantity 👻	Order Date 🕞
Andrew Cencini	Green Tea	80	7/02/2007
Andrew Cencini	Chai	80	2/09/2006
Andrew Cencini	Coffee	40	14/07/2006
Andrew Cencini	Green Tea	100	9/12/2006
Andrew Cencini	Beer	20	19/12/2006
Andrew Cencini	Beer	40	30/06/2006
Anne Hellung-Larsen	Coffee	40	10/09/2006
Anne Hellung-Larsen	Green Tea	20	1/08/2006
Anne Hellung-Larsen	Coffee	40	19/06/2007
Anne Hellung-Larsen	Coffee	100	20/01/2007
Anne Hellung-Larsen	Green Tea	20	28/09/2006
Anne Hellung-Larsen	Beer	40	15/03/2007

• Save your changes and close the Access program.

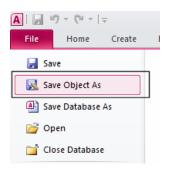
Refining your query

- Start the Access program.
- Open a database called Refining a query.



Double click on the	e Staff Sales Fi	gures – E	Beverages qu
Staff Sales Figures – Beve	rages		
🗾 Employee Name 👻	Product Name 🚽	Quantity 👻	Order Date 🕞
Andrew Cencini	Green Tea	80	7/02/2007
Andrew Cencini	Chai	80	2/09/2006
Andrew Cencini	Coffee	40	14/07/2006
Andrew Cencini	Green Tea	100	9/12/2006
Andrew Cencini	Beer	20	19/12/2006
Andrew Cencini	Beer	40	30/06/2006
Anne Hellung-Larsen	Coffee	40	10/09/2006
Anne Hellung-Larsen	Green Tea	20	1/08/2006
Anne Hellung-Larsen	Coffee	40	19/06/2007
Anne Hellung-Larsen	Coffee	100	20/01/2007
Anne Hellung-Larsen	Green Tea	20	28/09/2006

- What if there was a bonus incentive for staff who sold more than **40** items of any **Sauce** products since **01/01/2007**. Also **Nancy Freehafer** has left the company; therefore we want to exclude her from the search.
- You can use and modify an existing query; however the query should be given a new name and saved before changes go ahead.
- Click on the File tab and click on the Save Object As button.



• In the **Save As** dialog box, replace the default name with:

Staff Incentive – Sauce Sales.

Save As	? - ×
Save 'Staff Sales Figures – Beverages' to:	
Staff Incentive – Sauce Sales	
As	
Query	
ОК	Cancel

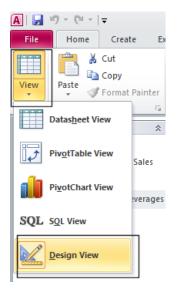
- Click on the **OK** button.
- Click on the **Home** tab and the Navigation Pane displays the newly saved query.



• The query tab also changes to display the new name.

A 🛃	🗛 🛃 🏷 - (H) =							
File	Home	Create	Exte	rnal	Data Database	Tools		
View	Paste	Cut Copy Format Pair	nter	Filte	$\begin{array}{c c} & \begin{array}{c} & \begin{array}{c} & \\ & \\ & \end{array} \end{array} & \begin{array}{c} & \\ & \\ & \\ & \\ & \\ & \\ \end{array} & \begin{array}{c} \\ & \\ & \\ & \\ \end{array} & \begin{array}{c} \\ & \\ & \\ & \\ \end{array} & \begin{array}{c} \\ & \\ & \\ & \\ \end{array} & \begin{array}{c} \\ & \\ & \\ & \\ \end{array} & \begin{array}{c} \\ & \\ & \\ & \\ & \\ \end{array} & \begin{array}{c} \\ & \\ & \\ & \\ & \\ \end{array} & \begin{array}{c} \\ & \\ & \\ & \\ & \\ \end{array} & \begin{array}{c} \\ & \\ & \\ & \\ & \\ & \\ \end{array} & \begin{array}{c} \\ & \\ & \\ & \\ & \\ & \\ & \\ \end{array} & \begin{array}{c} \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ $	Adv	/anced *	Refresh All -
Views	Clipt	oard	5		Sort & Filt	er		
All Acc	ess Objects	(€ «		Staff Incentive – S	auce Sa	les	
Tables			*	Z	Employee Nam	e 🔹	Prod	uct Name
💷 o	rders				Andrew Cencini		Green Te	за
💷 s	ales Employe	es			Andrew Cencini		Chai	
Querie	5		\$		Andrew Cencini		Coffee	

• Click on the **Home** tab, click on the **View** button and then click on **Design View**.



• Move the pointer to just above the **Category** field name where there is a thin grey line and until the pointer changes to a **down arrow** shape. With the **down arrow** shape as the pointer, click to highlight the **Category** field.



Orders	Sales	Employees			
*		*			
Vrder No		Employee Number			
First Name Last Name		Employee Name Position			
Position		Date Employed			
Employee ID		Pay Grade			
Category	▼	ruy orac			
ld: Employee Name	Product Name	Quantity	Order Date	Category	
le: Sales Employees	Product Name Orders	Quantity Orders	Order Date Orders	Sec.	
le: Sales Employees rt: Ascending	Orders	Orders	Orders	Category	
le: Sales Employees rt: Ascending w: V				Category Orders	
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le: Sales Employees rt: Ascending w: V ia:	Orders	Orders	Orders	Category Orders	
le: Sales Employees rt: Ascending w: V ia:	Orders	Orders	Orders	Category Orders	

• With the field highlighted, press the **Delete** key on the keyboard to delete the field from the grid.

Field:	Employee Name	Product Name	Quantity	Order Date	-
Table:	Sales Employees	Orders	Orders	Orders	
Sort:	Ascending				
Show:	V	V	V	V	
Criteria:					
or:					

• Click within the Criteria row of the Employee Name field and type:

<>Nancy Freehafer

Then press the Enter key.

Field:	Employee Name	Product Name	Quantity
Table:	Sales Employees	Orders	Orders
Sort:	Ascending		
Show:	V		v
Criteria:	<>Nancy Freehafer		
or:		-	

• Click into the Criteria row of the Product Name field and type:

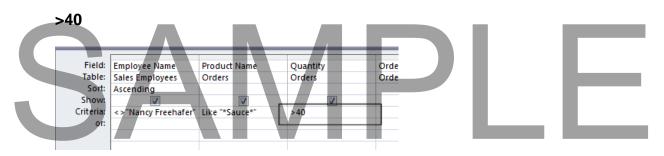
Like *Sauce*

Then press the **Enter** key.

E salata			o
Field:	Employee Name	Product Name	Quantity
Table:	Sales Employees	Orders	Orders
Sort:	Ascending		
Show:		V	_
Criteria:	<>"Nancy Freehafer"	Like *Sauce*	
or:	L		

NOTE: Wildcards such as the * can be used to signify, in this case for example, that the word **Sauce** can appear anywhere in the **Product Name** description.

• Click into the **Criteria** row of the **Quantity** field and type the following and press the **Enter** key.



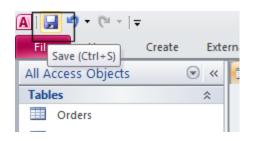
• Click into the Criteria row of the Order Date field and type

>=01/01/2007

and press the Enter key.

Field:	Employee Name	Product Name	Quantity	Order Date
Table:	Sales Employees	Orders	Orders	Orders
Sort:	Ascending			
Show:		V		
Criteria:	<>"Nancy Freehafer"	Like "*Sauce*"	>40	>=01/01/2007
or:			L	

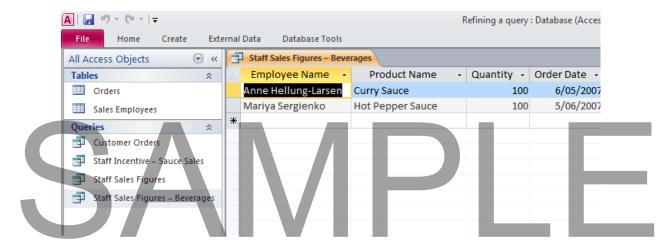
 Click on the Save button in the Quick Access toolbar to save the changes to the new query.



• Click on the **Design** tab and from within the **Results** group click on the **Run** button.

A 🖌 🎝 🕶 🤆				Query Tools	
File Hor	ne Create	External Data	Database Tool	s Design	
View View	Select Make	Append Update	X X	 Union Pass-Through Data Definition 	Sł Ta
Results		Qu	ery Type		

• Your screen will now look like this.



• Right click on the **Staff Incentive – Sauce Sales** query tab and from the popup menu displayed select the **Close** command.

A 🛃 🖉 × 🖓 × 🖛				
File Home Create Exte	rnal	Data Database	Tools	
All Access Objects 💿 «		Staff Sales Figures	ī.	Save
Tables	Z	Employee Nan		Close
Orders		Anne Hellung-La	- 5	
Sales Employees		Mariya Sergienko		<u>Close All</u> e
Queries	*			Design View
Customer Orders			SQL	SQL View
Staff Incentive – Sauce Sales				Datas <u>h</u> eet View
Staff Sales Figures			17	PivotTable View
Staff Sales Figures – Beverages			db.	PivotChart View

• Close the Access program.

What are Wildcards?

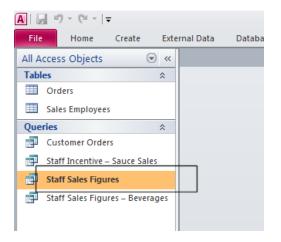
• Wildcards are special characters that you can use within a query to specify or exclude certain characters. If you examine the charts below, they should become more understandable.

Wildcard	Function	Examples
%	Matches multiple characters within a string at the start or finish of a character string.	<pre>wh% would find: when what which It would not find: awhile watch water</pre>
- TI	Matches a single alphabetic character within a string Matches any single character defined within the brackets.	B_II would find: bull ball bell It would not find: Bail B[ae]II would find: ball bell It would not find: ball ball bell It would not find: ball bell It would not find: bill
^	Matches any character not defined within the brackets.	b[^ae]II would find: bill

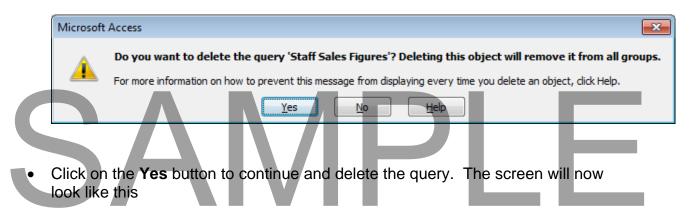
		bull It would not find: ball bell
-	Matches any one of a range of characters defined within the brackets, which must be defined in ascending order, i.e. A to Z and not Z to A.	z[a-c]z would find: xaz xbz xcz

Deleting a query

• In the Navigation Pane, click once to highlight the Staff Sales Figures query.



• Press the **Delete** key on the keyboard. Access displays a warning dialog box.

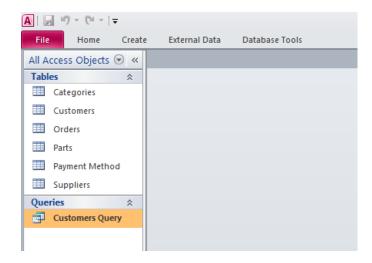


A 🖓 🕶 🖓 🖛	
File Home Create	External Data Database Tools
All Access Objects 💿	*
Tables	*
Orders	
Sales Employees	
Queries	*
Customer Orders	
Staff Incentive – Sauce Sales	
Staff Sales Figures – Beverage	jes

Close Access.

Hiding and un-hiding fields within a query

- Open the Access program.
- Open a database called Hiding. Your screen will look like this.



• Double click on the query called **Customers Query** and you will see the following.

Customers Query							
Custe - Custome	r Name 👻 House / Building	- Street	City	- State	- Zip Code or -	Country	Contact Number
1 J Smith	8	Bent St	Highgate	London	GL50 2LD	UK	01242 227200
2 P Harris	22	McCormick Drive	Joondalup	WA	6005	Australia	9300 1505
3 G Singh	Block 121 #35	East Avenue	Madison	AL	35758	USA	256 461 8000
* (New)							

• To hide the **City** field, we need to select the **City** column. To select this column click at the top of the City column, as illustrated below.

	ſ		7	
ilding 👻	Street 🚽	City 👻	State 👻	Zip (
	Bent St	Highgate	London	GL50
	McCormick Drive	Joondalup	WA	6005
35	East Avenue	Madison	AL	3575

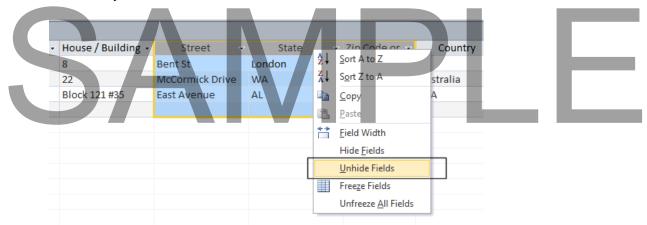
• Right click over the top cell containing the word **City** and from the popup menu displayed select the **Hide Fields** command.

(*	Street -	Cit	AI	Contraction 7	Ŧ	Zip Code o
	Bent St	Highgate	₽↓	Sort A to Z		GL50 2LD
	McCormick Drive	Joondalu	Z A↓	Sort Z to A		6005
	East Avenue	Madison	Ð	<u>C</u> opy		35758
				<u>P</u> aste		
		_	$\stackrel{\leftrightarrow}{\square}$	<u>F</u> ield Width	_	
				Hide <u>F</u> ields		
		L		Unhide Fields	μ.	
				Freeze Fields		
				Unfreeze <u>A</u> ll Fields		
			_			

• The screen will change as illustrated below. The **City** column has been hidden.

e / Building 👻	Street 🔹	State 👻	Zip Code or 👻	
	Bent St	London	GL50 2LD	U
	McCormick Drive	WA	6005	А
(121 #35	East Avenue	AL	35758	U

• To unhide the hidden column you need to select the columns either side of the hidden column, as illustrated below. Now when you right click over the selected columns you will now see the **Unhide Columns** command.



• Clicking on this command will display the **Unhide Columns** dialog box.

Unhide Columns	? - x -
Column:	
Customer ID	
Customer Name	
House / Building Number	
Street	
City	
V State	
Zip Code or Post Code	
Country	
Contact Number	
	Close

• Click on the column that is hidden, in this case **City** and then click on the **Close** button. The column will then become visible, as illustrated below.

lding 👻	Street 👻	City -	State 👻	Zip Co
	Bent St	Highgate	London	GL50
	McCormick Drive	Joondalup	WA	6005
5	East Avenue	Madison	AL	35758

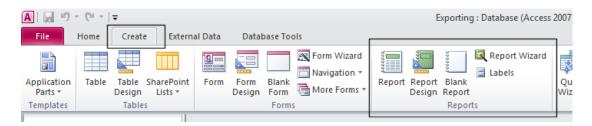
• Save your changes and close the database.

SAMPLE

Reports

What are reports?

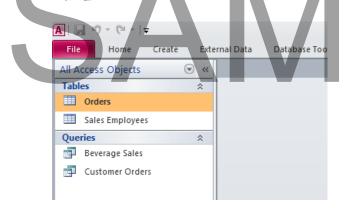
- In Access, a report is a summary generated from information in a table or query. Access provides you with a number of tools that help you to quickly build reports that present the data in an organised, meaningful and easy-to-read layout. These reports can then be printed.
- You can use the commands on the **Create** tab to create a simple report with a single click, use the **Report Wizard** to create a more complicated report or create a report from scratch by adding all the data and formatting elements.



• Whichever method you choose, you will probably need to make at a few changes to the design, for example, adjusting column positions and widths to fine tune the final output of the report (how it displays on the screen or printed).

Creating a simple report

- Reports are based on information in tables or queries. If the report is to be based on information contained in more than one table, a relationship must exist, however it is far more likely that a query has already been created to produce the information required for the report.
- Click on the **File** tab and click on **Open** and open a file called **Reports** contained within your samples folder.
- The database opens with two tables (Orders and Sales Employees) and two queries (Beverage Sales and Customer Orders) displayed in the Navigation Pane.



• In the Navigation Pane, click once on the **Beverage Sales** query to highlight the query, but do not open it.

	9 - (2 - 1=	;			
File	Home	Create	Exte	rnal Data	Data
All Acce	ess Objects		. ≪		
Tables			\$		
0 III 0	rders				
🛄 Sa	les Employees				
Querie	5		~		
Be	everage Sales				
C.	ustomer Order	s			

• Click on the **Create** tab and from within the **Reports** group, click on the **Report** button.

A 🗐 🖌	- (°I - I	Ŧ							Reports : Database (Access 2
File	Home	Create	Externa	al Data	Datab	ase To	ols	 _	
Application Parts 🕶	Table	Table S Design	iharePoint Lists ▼	Form	Form Design	Blank Form	📉 Form Wizard Navigation ▾ More Forms ▾	Report Design	Blank Report
Templates		Tables				Form	s	-	Reports

• A report based on the **Beverage Sales** query is displayed on your screen.

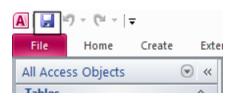
A	xternal Data Database Tools Design		Reports : Database (Access	2007) - Microsoft Access	2 =
	x Beverage Sales	Arrange Format Page Setup			~ U
Tables 2					-
Orders		1		Monday, 12 April 2010	
Sales Employees	📒 Beverage Sa	les		5:05:55 PM	
Queries *	Employee Name	Product Name	Quantity	Order Date	
📑 Beverage Sales					
Customer Orders	Nancy Freehafer	Chai	75	15/01/2006	
	Anne Hellung-Larsen	Beer	20	24/03/2006	
	Nancy Freehafer	Coffee	100	5/04/2006	
	Anne Hellung-Larsen	Green Tea	125	27/04/2006	
	Laura Giussani	Beer	40	3/05/2006	
	Robert Zare	Chai	80	9/05/2006	
	Anne Hellung-Larsen	Coffee	40	17/05/2006	
	Robert Zare	Green Tea	20	4/06/2006	
	Andrew Cencini	Beer	40	30/06/2006	
	Nancy Freehafer	Chai	80	6/07/2006	
	Andrew Cencini	Coffee	40	14/07/2006	
	Anne Hellung-Larsen	Green Tea	20	1/08/2006	
	Jan Kotas	Deer	40	27/08/2006	
	Andrew Cencini	Chai	80	2/09/2006	
	Anne Hellung-Larsen	Coffee	40	10/09/2006	
	Anne Hellung-Larsen	Green Tea	20	28/09/2006	
	E Michael Neipper	Beer	20	9/11/2006	
	Mariya Sergienko	Coffee	40	15/11/2006	
	Andrew Cencini	Green Tea	100	9/12/2006	
Layout View	Andrew Cencini	Rear	20	19/12/2006	

• The simple report is displayed for any modifications that may be required. Editing and modifying a report is similar to editing a form. The title, field text labels and logo images can all be resized, moved or deleted as necessary. Even the style can be altered at the click of a button using the pre-set styles in the **AutoFormat** group.

• Simple reports are not saved until you either click on the **Save** button in the **Quick Access** toolbar or attempt to close the report, at which point Access will prompt you to save the report.

Microsoft	Access
<u>^</u>	Do you want to save changes to the design of report 'Beverage Sales'?
	Yes <u>N</u> o Cancel

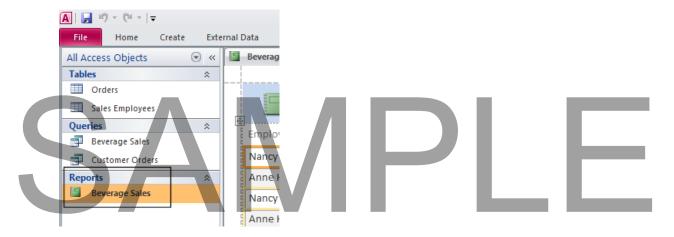
• Click on the **Save** button.



• The **Save As** dialog box is displayed.

Save As		? <mark>- x -</mark>
Report Name:		
Beverage Sales		
	ОК	Cancel

• Click on the **OK** button. The new report is displayed in the Navigation Pane.



• Click on the **Close** button towards the top right of the report window, to close the report.

	ē	23
	<u> </u>	2 🕜
		×
Close 'Bev	verage	Sales'

Using the Report Wizard

• Click on the **Create** tab and from within the **Reports** group click on the **Report Wizard** button.

A 🗐 🤊	- (°= -] -			Reports : Database (Access 2007
File	Home Create Extern	al Data Databa	ase Tools	
			Form Wizard	Report Wizard
Application Parts *	Table Table SharePoint Design Lists ▼		Blank Form 🖶 More Forms 🔻	Penort Penort Blank
Templates	Tables		Forms	Reports

• First fields from one or more table must be selected. Click on the **Tables/Queries** dropdown list and select the **Table**: **Orders**.

	Which fields do you want on your report?	
	You can choose from more than one table or query.	
Tables/Queries		
Query: Beverage Sales	-	
Table: Orders Table: Sales Employees	Fields:	
Query: Beverage Sales		
Query: Customer Orders		
Quantity Order Date	>>	
	<<	
	Cancel < Back Next > Finish	
	Linew leak like this	
The dialog box will	I now look like this.	

Report Wizard	
	Which fields do you want on your report? You can choose from more than one table or query.
Tables/Queries	
Table: Orders	
<u>Available Fields:</u>	Selected Fields:
Order No First Name Last Name Position Employee ID Category Product Name Unit Qty	
	Cancel < Back Next > Finish

• From the Available Fields, double click each of the follow fields:



Report Wizard	
	Which fields do you want on your report?
	You can choose from more than one table or query.
Tables/Queries	
Table: Orders	•
<u>Available Fields:</u>	Selected Fields:
Order No	> Category
First Name Last Name	>> Unit Qty
Position Employee ID	Quantity
Order Date	
	Cancel < Back Next > Einish

• Click on the **Tables/Queries** drop down list and select the **Table**: **Sales Employees**.

Report Wizard
Which fields do you want on your report? You can choose from more than one table or query.
Tables/Queries Table: Orders Table: Orders Table: Sales Employees Query: Beverage Sales Query: Customer Orders Hirstry Customer Orders
Cancel < Back Next > Finish

• The dialog box will now look like this.

Report Wizard		
	Which fields do you want on your report?	
	You can choose from more than one table or query.	
Tables/Queries		
Table: Sales Employees		
<u>Available Fields:</u>	Selected Fields:	
Employee Number Employee Name	Category Product Name	
Position	>> Unit Qty	
Date Employed Pay Grade	Quantity	
	Cancel < Back Next > Finish	

• From the Available Fields, double click on the Employee Name field.

Report Wizard	
	Which fields do you want on your report? You can choose from more than one table or query.
Tables/Queries	
Table: Sales Employees	
<u>A</u> vailable Fields:	Selected Fields:
Employee Number Position Date Employed Pay Grade	 Category Product Name Unit Qty Quantity Employee Name
Car	ncel < Back Next > Einish

NOTE: The report will now use information from the **Orders** table and also from the **Sales Employees** table.

• Click on the Next button.

How do you want to view your data?	Category, Product Name, Unit Qty, Quantity, Employee Name	
by Sales Employees by Orders		
Show me more information	MP	IF
Canc	rel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish	

• Leave the default by Orders selected.

NOTE: When the report is complete, because by Orders is selected, information

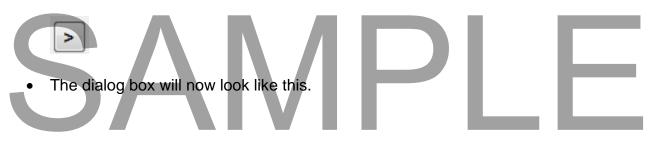
will be grouped according to a field or fields in the **Orders** table. This field or fields will be selected in the next section of the wizard. For example, the ideal field to use to group information in the report is the **Category** field. If **by Sales Employees** was selected instead, the employees names would take priority in the report and products would be grouped under each employee.

• Click on the **Next** button.

Report Wizard Do you want to add any grouping	
Ievels? Category Product Name Unit Qty	Category, Product Name, Unit Qty, Quantity, Employee Name
Quantity Employee Name Priority	
Grouping Options Cancel	<u>Back</u> <u>Next</u> <u>Finish</u>

NOTE: When the report is complete, you will see that the report is broken down into **Categories** first, then **Products**, **Quantities**, **Dates** and finally **Employees**.

• Select **Category**, and then click on the right arrowed button to add the grouping level.



Report Wizard	
Do you want to add any grouping levels? Product Name Unit Qty Quantity Employee Name Priority Time State Sta	Category Product Name, Unit Qty, Quantity, Employee Name
Grouping Options Cancel	< <u>B</u> ack <u>N</u> ext > <u>F</u> inish

• Click on the **Next** button.

 You can sort records by up ascending or descending or	to four fields, in either der.
1	✓ Ascending
 2	- Ascending
3	✓ Ascending
4	▼ Ascending
Summary Options	

• In the **Sort Order** dialog box, click on the drop **down arrow** and select **Product Name**.

Report Wizard What sort order and summary informa	ation do you want for detail records?
	You can sort records by up to four fields, in either ascending or descending order.
Can	Summary Options

• The dialog box will look like this.

1 Product Name 2 Image: Ascending 3 Image: Ascending 4 Image: Ascending 5 Image: Ascending 1 Image: Ascending 2 Image: Ascending 3 Image: Ascending 4 Image: Ascending 5 Image: Ascending	Nation do you want for detail records You can sort records by up to fou ascending or descending order.	
	1 Product Name	Ascending
	2	Ascending
	3	▼ Ascending
	4	Ascending
	Summary Options	

NOTE: By selecting a field, in this case the **Product Name** field, when the report is complete, information will be organised in **Ascending** order of **Product Name**, within each category.

• Click on the **Next** button. Leave the **Layout** as the default setting.

Report Wizard		
How would you like to lay out your report?		
-	Layout	Orientation
	Stepped	<u>P</u> ortrait
	─ Block	Landscape
	Outline	A
	Adjust the field wid	th so all fields fit on
	a page.	
Cancel	< Back Next	> <u>E</u> inish
Calicer	1 Dack Mext	

NOTE: The three **Layout** options control how the report will be laid out when finished. Depending upon the number of fields included in a report, consideration should be given to the report **Orientation**. If there are too many fields for a single page width, select **Landscape**, otherwise (in this case) Portrait will be sufficient. Orientation can be changed at any stage before printing.

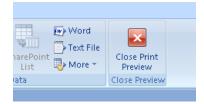
ĺ	Report Wizard		
		What title do you want for your report? Orders	
		That's all the information the wizard needs to create your report. Do you want to preview the report or modify the report's design? Preview the report. Modify the report's design.	E
		Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish	

• Click on the **Next** button.

• Access has given the report the name **Orders**. Click on the **Finish** button to accept the name and complete the wizard. The report is now displayed in Print Preview view. Take a while to see what has been produced.

Orders			
Category	Product Name	Unit Qty	Quantity Employee Name
Baked Goods	&		
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40 Nancy Freehafer
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40 Nancy Freehafer
	Chocolate Biscuits Mix	12 - 12 oz jars	40 Laura Giussani
	Chocolate Biscuits Mix	12 - 12 oz jars	40 Anne Hellung-Larsen
	Chocolate Biscuits Mix	12 - 12 oz jars	40 Laura Giussani
	Chocolate Biscuits Mix	12 - 12 oz jars	40 Jan Kotas
	Chocolate Biscuits Mix	12 - 12 oz jars	40 Mariya Sergienko
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40 Michael Neipper
	Scones	12 boxes	60 Robert Zare
	Scones	24 pkgs. x 4 pieces	40 Nancy Freehafer
	Scones	24 pkgs. x 4 pieces	100 Mariya Sergienko
	Scones	24 pkgs. x 4 pieces	40 Nancy Freehafer

• Click on the Close Print Preview button.



• The report will be displayed in Design View.

		7 • 1 • 8 • 1 • 9 • 1 • 10 • 1 • 11 • 1	. 12 12 14 15	. 16 17 19 19
Street St		1.1.8.1.3.1.10.1.11	-12-1-13-1-14-1-15-1	· 16 · 1 · 17 · 1 · 16 · 1 · 13 · 1 · 20
Report Head	ier			
Orders				
Page Heade				
Category	Product Name	Un/t Qty	Quant	ity Employee Name
Category He	ader			
Category				
-	Product Name	Unit Qty	Quantity	Employee Name
F Page Footer				
· ·				" & [Page] & " of " & [Pages]

Modifying the layout of a report

• Click on the Layout View button, displayed at the bottom-right of the screen.



• The report will be displayed as illustrated below.

Orders				
Category	Product Name	Unit Qty	Quantity	Employee Name
Baked Goods	&			
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40	Nancy Freehafer
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40	Nancy Freehafer
	Chocolate Biscuits Mix	12 - 12 oz jars	40	Laura Giussani
	Chocolate Biscuits Mix	12 - 12 oz jars	40	Anne Hellung-Larsen
	Chocolate Biscuits Mix	12 - 12 oz jars	40	Laura Giussani
	Chocolate Biscuits Mix	12 - 12 oz jars	40	Jan Kotas
	Chocolate Biscuits Mix	12 - 12 oz jars	40	Mariya Sergienko
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40	Michael Neipper
	Scones	12 boxes	60	Robert Zare
	Scones	24 pkgs. x 4 pieces	40	Nancy Freehafer
	Scones	24 pkgs. x 4 pieces	100	Mariya Sergienko

Widening a report column

We need to widen the **Category** column as some of the items within the column are wider than the column. To do this click on the **Category** field name to first select the column.

Orders		
Orders		
Gategory	Product Name	Unit Qty
Baked Goods 8	<u>k</u>	
	Chocolate Biscuits Mix	10 boxes x 12 pie
-	Chocolate Biscuits Mix	10 boxes x 12 pie
	Chocolate Biscuits Mix	12 - 12 oz jars
	Chocolate Biscuits Mix	12 - 12 oz jars

• Move the pointer to the dotted line running down the right side of the **Category** column. When the pointer changes to a horizontal line with arrows on each end, click and drag the line to the right, increasing the width of the column until it is wide enough to display all categories.



• The columns will now look like this

Category	Product Name	Unit Qty
Baked Goods & Mixes		
	Chocolate Biscuits Mix	10 boxes x 12 pieces
	Chocolate Biscuits Mix	10 boxes x 12 pieces
	Chocolate Biscuits Mix	12 - 12 oz jars
	Chocolate Biscuits Mix	12 - 12 oz jars
	Chocolate Biscuits Mix	12 - 12 oz jars
	Chocolate Biscuits Mix	12 - 12 oz jars
	Chocolate Biscuits Mix	12 - 12 oz jars

Modifying the report title

• Click once on the report title (**Orders**).

Category	Product Name	Unit Qty		
Baked Goods & Mixes				
	Chocolate Biscuits Mix	10 boxes x		
	Chocolate Biscuits Mix	10 boxes x		
	ight and select the w	ord Orders.		ľ
ouble click to high	ight and select the w	rord Orders.	L	Ľ
	ight and select the w	ord Orders.	L	Ľ
Orders	ight and select the w	ord Orders .		ľ
Orders		ord Orders.		ľ

• Type in the following to replace the existing label and press the **Enter** key to complete the modification.

Product Orders by Category

Orders		
Product Ord	lers by Category	
Category	Product Name	Unit Qty
Baked Goods & Mix	es	
	Chocolate Biscuits Mix	10 boxes
	Charalata Dissuita Miv	10 house

• Position the pointer over the report title box again, this time until the pointer changes to crosshair.



• Click and drag the report title box to the right as illustrated below.

	Product (Orders by Category	
Category	Product Name	Unit Qty	Quantity Employee Name
Baked Goods & Mixes			
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40 Nancy Freehafer
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40 Nancy Freehafer
	Chocolate Biscuits Mix	12 - 12 oz jars	40 Laura Giussani
	Chocolate Biscuits Mix	12 - 12 oz jars	40 Anne Hellung-Lars
	Chocolate Biscuits Mix	12 - 12 oz jars	40 Laura Giussani
	Chocolate Biscuits Mix	12 - 12 oz jars	40 Jan Kotas

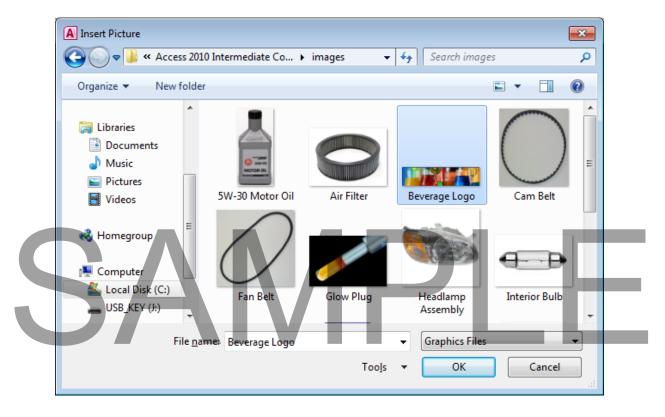
Adding a logo to a report Click on the Design tab and from within the Header / Footer group click on the Logo button.



• The **Insert Picture** dialog window is displayed.

A Insert Picture	Access 2010 Intermedia	te ▶ 🔻 🗲	Search Access	2010 Intermedia P
Organize ▼ New folder Image: Libraries Image: Documents Image: Documents Im	images Iogo_PowerPoint	Iogo_Access	i Dogo_Excel	■ ■ ■ ●
File <u>n</u> a	me:	▼ Too <u>l</u> s ▼	Graphics Files <u>O</u> pen	▼ Cancel

• Double click on the **Images** folder to display your sample images.



• Double click on the **Beverage Logo** file to add the image to the report.

Orders		
	Product	Orders by (
Category	Product Name	Unit Qty
Baked Goods & Mixe	S	
	Chocolate Biscuits Mix	10 boxes x 12
	Chocolate Biscuits Mix	10 boxes x 12
	Chocolate Biscuits Mix	12 - 12 oz jars
	Chocolate Biscuits Mix	12 - 12 oz jars

• The new image is too small. Position the pointer over the right edge of the logo box until the pointer displays an arrow.



- Click and drag the right side of the box to the right (expand size). Expand the box a small amount and let go of the mouse button.
- As the box expands, the image increases in size. Keep expanding the box until the image fits in the box from top to bottom.
- With the logo resized, position the pointer over the report title box again, this time until the pointer changes to crosshair.

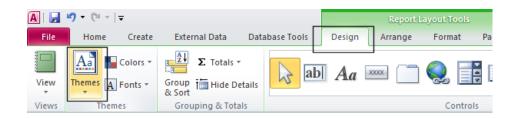
⇔

• Click and drag the title box to the left until there is a small gap between the title and the new logo, as illustrated below.

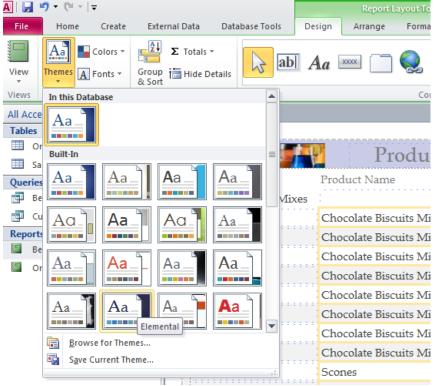


Formatting a form using themes

• Click on the **Design** tab and within the **Themes** group, click on the **Themes** button.



• A drop down theme menu will be displayed. As you move the mouse pointer over each theme the format will preview the theme formatting.



• Click on any one of the themes and the theme will be applied to the form.

Bakked Goods & Mixes Chocolate Biscuits Mix 10 boxes x 12 pieces 40 Nam Chocolate Biscuits Mix 10 boxes x 12 pieces 40 Nam Chocolate Biscuits Mix 10 boxes x 12 pieces 40 Nam Chocolate Biscuits Mix 12 - 12 oz jars 40 Laur Chocolate Biscuits Mix 12 - 12 oz jars 40 Laur Chocolate Biscuits Mix 12 - 12 oz jars 40 Laur Chocolate Biscuits Mix 12 - 12 oz jars 40 Jan J Chocolate Biscuits Mix 12 - 12 oz jars 40 Jan J Chocolate Biscuits Mix 12 - 12 oz jars 40 Jan J	nployee Name ancy Freehafer
Baked Goods & Mixes Chocolate Biscuits Mix 10 boxes x 12 pieces 40 Nam Chocolate Biscuits Mix 10 boxes x 12 pieces 40 Nam Chocolate Biscuits Mix 10 boxes x 12 pieces 40 Nam Chocolate Biscuits Mix 12 - 12 oz jars 40 Laur Chocolate Biscuits Mix 12 - 12 oz jars 40 Laur Chocolate Biscuits Mix 12 - 12 oz jars 40 Jan I Chocolate Biscuits Mix 12 - 12 oz jars 40 Jan I Chocolate Biscuits Mix 12 - 12 oz jars 40 Jan I Chocolate Biscuits Mix 12 - 12 oz jars 40 Jan I	ncy Freehafer
Chocolate Biscuits Mix10 boxes x 12 pieces40 NamChocolate Biscuits Mix10 boxes x 12 pieces40 NamChocolate Biscuits Mix12 - 12 oz jars40 LaurChocolate Biscuits Mix12 - 12 oz jars40 Jan JChocolate Biscuits Mix12 - 12 oz jars40 Jan JChocolate Biscuits Mix12 - 12 oz jars40 Jan JChocolate Biscuits Mix12 - 12 oz jars40 Mar	
Chocolate Biscuits Mix10 boxes x 12 pieces40 NamChocolate Biscuits Mix12 - 12 oz jars40 LaurChocolate Biscuits Mix12 - 12 oz jars40 Jan 1Chocolate Biscuits Mix12 - 12 oz jars40 Jan 1Chocolate Biscuits Mix12 - 12 oz jars40 Mar	
Chocolate Biscuits Mix12 - 12 oz jars40 LauChocolate Biscuits Mix12 - 12 oz jars40 ArmChocolate Biscuits Mix12 - 12 oz jars40 LauChocolate Biscuits Mix12 - 12 oz jars40 Jarn IChocolate Biscuits Mix12 - 12 oz jars40 Jarn IChocolate Biscuits Mix12 - 12 oz jars40 Jarn IChocolate Biscuits Mix12 - 12 oz jars40 Mar	Tranhafar
Chocolate Biscuits Mix12 - 12 oz jars40 AnnChocolate Biscuits Mix12 - 12 oz jars40 LaurChocolate Biscuits Mix12 - 12 oz jars40 Jan IChocolate Biscuits Mix12 - 12 oz jars40 Jan IChocolate Biscuits Mix12 - 12 oz jars40 Mar	ancy rieenaler
Chocolate Biscuits Mix12 - 12 oz jars40 AnnChocolate Biscuits Mix12 - 12 oz jars40 LauChocolate Biscuits Mix12 - 12 oz jars40 Jan IChocolate Biscuits Mix12 - 12 oz jars40 Jan IChocolate Biscuits Mix12 - 12 oz jars40 Mar	ura Giușsani
Chocolate Biscuits Mix12 - 12 oz jars40 Jan IChocolate Biscuits Mix12 - 12 oz jars40 Mar	ne Hellung-Larsen
Chocolate Biscuits Mix 12 - 12 oz jars 40 Mar	ura Giussani
	n Kotas
	ariya Sergienko
Chocolate Biscuits Mix 10 boxes x 12 pieces 40 Micl	ichael Neipper
	bert Zare
Scones 24 pkgs. x 4 pieces 40 Nan	ancy Freehafer
	ariya Sergienko
Scones 24 pkgs. x 4 pieces 40 Nan	ancy Freehafer

Modifying field names within a report

• Click on the **Product Name** field title.

	Product	<u>Or</u> ders by C
Category	Product Name	Unit Qty

• Double click on the word 'Name' and press the Del key.

	Product	Orders by
Category	Product Name	Unit Qty
Baked Goods & Mixes		
	Chocolate Biscuits Mix	10 boxes x 1
	Chocolate Biscuits Mix	10 boxes x 1

• Press the Enter key. The column will now be called **Product**, rather than **Product** Name.

	Product	Orders by (
Category	Product	Unit Qty
Baked Goods & Mixes		1
	Chocolate Biscuits Mix	10 boxes x 12 1
	Chocolate Biscuits Mix	10 boxes x 12



• The **Date and Time** dialog box is displayed.

Date and Time	? X
Include Date	
Wednesday, 14 April 2010	
14-Apr-10	
14/04/2010	
✓ Include <u>Time</u>	
5:49:56 PM	
🔘 5:49 PM	
17:49	
Sample:	
Wednesday, 14 April 2010	
5:49:56 PM	
ОК	Cancel

• Click on the **OK** button.



• The date and time are inserted into the top (header) section of the report to the right of the report title but are <u>very</u> hard to read as they are displayed using a dark coloured font, on a dark background.

NOTE: The date and time are inserted separately; therefore each will require individual modification.



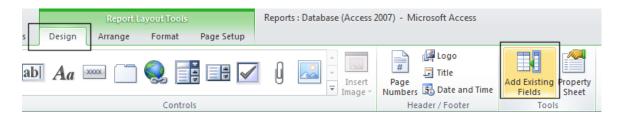
• Within the Home tab you will see the Text Formatting group.

ce	Aharoni ▼ 12 ▼ 12 ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ↓ <th↓< th=""><th>]</th></th↓<>]
) ▼ t ▼	₿ / <u>U</u> <u>A</u> • ໜ • <u>A</u> • ≣ ≡ ≡ ⊞ • <u></u>	
	Text Formatting	

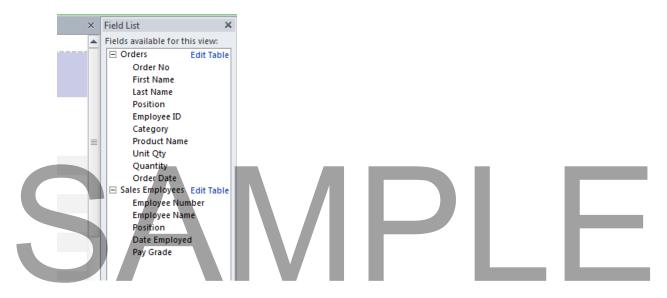
- Use the normal font formatting techniques to make the date display using bold. Also increase the font size and maybe use a different font type.
- Repeat the steps to modify the time.

Adding existing fields to a report

• Click on the **Design** tab, and within the **Tools** group, click on the **Add Existing Fields** button.



• The **Field List** opens (to the right of your form) and displays the tables within the database and the available fields.



- Click within the Employee Name column.
- In the Fields List, double click on the Position field to add it to the report.

Fiel	d List	×
Fiel	ds available for th	is view:
Ξ	Orders	Edit Table
	Order No	
	First Name	
	Last Name	
	Position	
	Employee ID	
	Category	
	Product Name	
	Unit Qty	
	Quantity	
	Order Date	
	Sales Employees	Edit Table
	Employee Num	iber
	Employee Nam	e
	Position	
	Date Employed	t I
	Pay Grade	
1		

• The new field will be displayed as illustrated.

, 0	6:02:50 PM	
Unit Qty	Quantity Employee Name	Position
11 11		
10 boxes x 12 pieces	40 Nancy Freehafer	Snr Account Manager
10 boxes x 12 pieces	40 Nancy Freehafer	Purchasing Representative
12 - 12 oz jars	40 Laura Giussani	Snr Account Manager
12 - 12 oz jars	40 Anne Hellung-Larsen	Purchasing Representative
12 - 12 oz jars	40 Laura Giussani	Accounting Assistant
12 - 12 oz jars	40 Jan Kotas	Purchasing Representative
12 - 12 oz jars	40 Mariya Sergienko	Purchasing Representative
10 boxes x 12 pieces	40 Michael Neipper	Purchasing Representative
12 boxes	60 Robert Zare	Accounting

NOTE: When adding fields to an existing report, the new field is added to the right of whichever field (column) is selected. For example, if the **Employee Name** was selected, the **Position** field would have been inserted to the right of **Employee Name**.

• Click on the Close button to close the Field List.

Tools			
	×	Field List	×
		Fields available for this vi Orders Edit Order No First Name Last Name	Clocal
Position		Position Employee ID Category	
Snr Account Manager	≡	Product Name Unit Qty Quantity	

Resizing reports for printing

• With the field list closed and the **Unit Qty** field added to the report, it is possible that you may to see a dotted line running down and through the field displayed at the extreme left of the report.

Wednesday, 14 April 2010 6:02:50 PM	
Quantity Employee Name Position	
40 Nancy Freehafer Snr Acco Manager	unt
40 Nancy Freehafer Purchasir Represen	· ·
40 Laura Giussani Snr Acco Manager	unt
40 Anne Hellung-Larsen Purchasir Represen	· ·
40 Laura Giussani Accounti Assistant	ng
40 Jan Kotas Purchasir Represen	× .

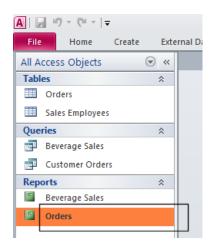
NOTE: This line represents print guidelines (margins) and in this case, indicates that part of the field will fall outside of the printing area. If printed, the report would be two pages wide, instead of one.

The fields need to be resized to fit within the dotted line.

- Click in each of the field name at the top of each column and one by one, use the normal drag and drop techniques to resize each column so that you will be able to print on a single page.
- Save and changes you have made and close the Access program.

Totals

- Start Access.
- Open a database called **Totals**.
- Double click on a report called **Orders**.



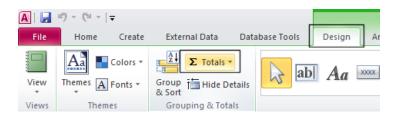
• The screen will look like this.

	Product	t Orders by C	atego1 Friday, 16 April 201	.0
		10 1	4:26:03 PI	M
Category Baked Goods & Mixes	Product	Unit Qty	Quantity Employee Name	Position
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40 Nancy Freehafer	Snr Account Manager
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40 Nancy Freehafer	Purchasing Representative
	Chocolate Biscuits Mix	12 - 12 oz jars	40 Laura Giussani	Snr Account Manager
	Chocolate Biscuits Mix	12 - 12 oz jars	40 Anne Hellung-Larsen	Purchasing Representative
	Chocolate Biscuits Mix	12 - 12 oz jars	40 Laura Giussani	Accounting Assistant
	Chocolate Biscuits Mix	12 - 12 oz jars	40 Jan Kotas	Purchasing

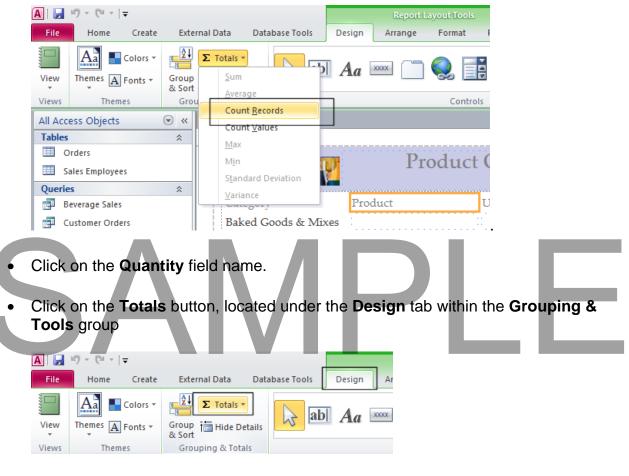
- The report is to include the total number of items sold and the number of sales in each category.
- Click on the Product field name.

	Product Orders by (
Category Baked Goods & N	Product	Unit Qty		
Baked Goods & M	Chocolate Biscuits Mix	10 boxes x 12 pieces		

 Click on the Totals button, located under the Design tab within the Grouping & Tools group



• From the drop down list displayed, select **Count Records**.



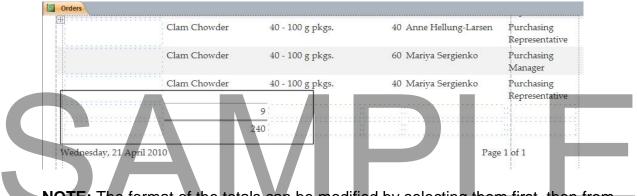
• From the list displayed select the **Sum** command.

√	<u>S</u> um
	<u>A</u> verage
	Count <u>R</u> ecords
	Count <u>V</u> alues
	<u>M</u> ax
	M <u>i</u> n
	Standard Deviation
	<u>V</u> ariance

• Below each group (category) a value is displayed in both the **Product Name** and **Quantity** columns.

	Beer	12 - 550 ml bottles	40 Anne Hellung-Larsen	\$nr Account Manager
Beverages				
		17		
	Scones	12 boxes	60 Mariya Sergienko	Accounting Assistant
	Scones	12 boxes	100 Andrew Cencini	Snr Account Manager
	Scones	24 pkgs. x 4 pieces	40 Laura Giussani	Accounting Assistant
	Scones	12 boxes	40 Michael Neipper	Purchasing Representative
	Scones	12 boxes	60 Anne Hellung-Larsen	Accounting Assistant
	Scones	24 pkgs. x 4 pieces	40 Nancy Freehafer	Purchasing Representative
	Scones	24 pkgs. x 4 pieces	100 Mariya Sergienko	Accounting Assistant
				Representative

• On the last page of the report, grand totals of all groups are also displayed.



NOTE: The format of the totals can be modified by selecting them first, then from the **Font** group in the **Home** ribbon tab, selecting a different size, font or simply making them bold.

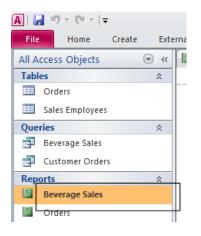
Closing a report

• Right click on the **Orders** report tab. Select the **Close** command from the list displayed, to close the report.

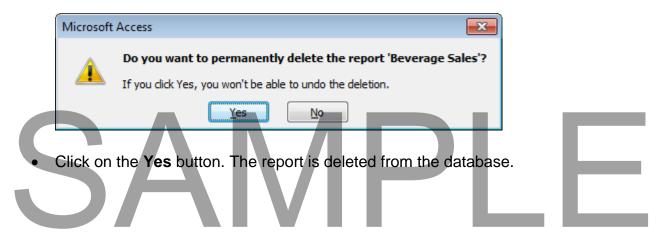
A 🚽 🗉 - (° - -		
File Home Create	External Data	Database Tools
All Access Objects 🛛 🕞	« 🗐 📮	<u>S</u> ave
Tables	*	<u>C</u> lose
Sales Employees		<u>C</u> lose All
Sales Employees Queries	*	<u>R</u> eport View
Beverage Sales		La <u>v</u> out View
Customer Orders		Design View
Reports	*	Print Preview
6 mil		

Deleting a report

• In the Navigation Pane, click once on the Beverage Sales report to highlight.



• Press the **Delete** key to delete the report. Access prompts for confirmation.



Exporting

What does exporting data mean?

• When you save data you save it to disk in the same file format used by the application, in this case Microsoft Access. Exporting data means saving the data in a different format. For instance we could save our database in a spread sheet format (such as Microsoft Excel format), or as text or in XML format.

It is important to note that you cannot use the Access **Save As** command to save the database in an alternative format such as an Excel workbook, text file or XML file. You need to export the file.

What is a spread sheet format?

• The file is actually stored as a workbook and each workbook can contain many worksheets (which contains the tables of data). A typically example is Microsoft Excel.

What is text only and CSV format?

• As the name implies, if you export a database in text only format, then only text will be saved. You will lose all formatting and other non-text information.

A common text format is called a CSV format. This is short for Comma Separated Vales. A CSV file maintains the record and field database structure by inserting a comma after each field within the file. You could then import the CSV formatted files into a database or spread sheet and it would be able to delimit, i.e. separate, the rows and columns to correctly display the basic data. CSV files will not retain any formatting or other non-text related information.

What is a PDF file?

- The Adobe Acrobat PDF file format is useful because if you save your objects as PDF files these can be viewed by other people who may not have access to the Access program. The PDF files can also be displayed within web sites or attached to emails and send to colleges.
- The Adobe Acrobat Reader program is required to view PDF formatted files and is available as a free download from the Adobe web site.

What is an XML file?

• XML is short for 'Extensible Mark-up Language'. It is a general-purpose mark-up language that allows you to share data created by different hardware and software via the Internet.

Exporting a table as an Excel file

- Start the Access program.
- Open a database called **Exporting**.
- Select but do not open the table called Next Weeks Courses.

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File	Home	Create	Exte	rnal Data	Databa
All Acce	ss Objects	0	• «		
Search			2		
Tables			*		
🛄 Ne	ext Weeks Co	urses			

• Click on the External Data tab and from within the Export group, click on the Excel button.

A 🖃	10 - 01 - 1	Ŧ									Exportin	ig : Database (Acces
File	Home	Creat	e E	xternal Da	ta Databa	ise Tools						
Saved Imports	Linked Table Manager	Excel	Access	ODBC Database	► Text File More ▼	Saved Exports	Second Se	Text File	XML File	PDF or XPS	E-mail	Access Word Merge More *
	Import & Link								Ex	port		

• You will see the following dialog box.

Export - Excel Spread	sheet ?	
Select the de	stination for the data you want to export	
Specify the destine	ation file name and format.	
<u>File name:</u>	C: \Users\Dave\Documents\Vext Weeks Courses.xlsx Browse	
Select th Open th Select th Export of	data with formatting and layout. is option to preserve most formatting and layout information when exporting a table, query, form, or report. e destingtion file after the export operation is complete. is option to view the results of the export operation. This option is available only when you export formatted data. only the gelected records. is option to export only the selected records. This option is only available when you export formatted data and have records	E
	OK Cancel	

• Click on the **Browse** button.

A File Save				—
OO V 📔 « Do	cumen	ts 🕨 My Documents 🕨 📼 😽	Search My Documents	5 ,
Organize 🔻 Nev	w folde	r	8==	• 🔞
A Microsoft Acces	s Â	Documents library My Documents	Arrange by:	Folder 🔻
☆ Favorites		Name	Date modified	Туре
📃 Desktop 尾 Downloads	=	퉬 Access 2010 Intermediate Course	14/03/2010 14:17	File folder
Recent Places		🛃 My Data Sources	20/05/2010 12:27	File folder
🥽 Libraries				
Documents				
J Music				
Pictures				
🛃 Videos				
- 20-11	Ŧ	< III		۰.
File <u>n</u> ame:	Next V	Veeks Courses		•
Save as <u>t</u> ype:	Excel V	Vorkbook		-
Alide Folders		Too <u>l</u> s 🔻	Open	Cancel

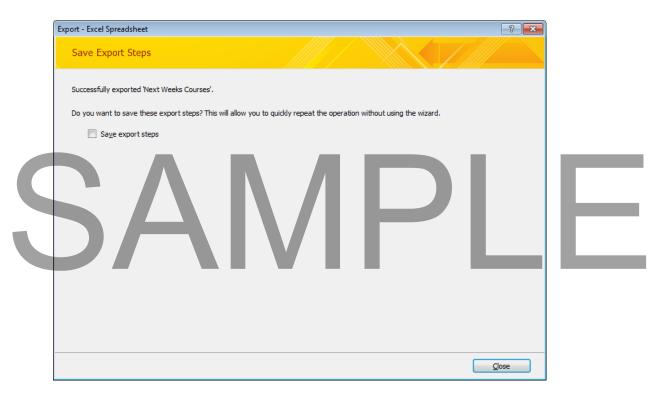
• You should see the Access 2010 Intermediate Course folder displayed within the right section of the dialog box. Double click on the Access 2010 Intermediate Course folder to change to that folder. The dialog box will now look like this.

A File Save						X
🔾 🗢 📕 « My	/ ▶	Access 2010 Intermediate C 🕨	•	6 7	Search Access 2010	Intermedia 🔎
Organize 🔻 Nev	w folde	r				≣ - 0
A Microsoft Acces	s 👘	Documents library Access 2010 Intermediate Course			Arrange by:	Folder 🔻
🔶 Favorites		Name			Date modified	Туре
Downloads		images Contacts Excel Formated		ľ	14/03/2010 14:10 27/08/2009 18:05	File folder Microsoft Ex
Libraries Documents Music Pictures		NIV		ľ		
Videos 🛃						
-20-11	-	•				- F
File <u>n</u> ame:	Next V	/eeks Courses				-
Save as <u>t</u> ype: (Excel V	/orkbook				•
) Hide Folders			Too <u>l</u> s	• (Save	Cancel

- Enter a file name such as Excel Version Next Weeks Courses.
- Click on the **Save** button and you will see the following dialog box displayed.

Export - Excel Spread	lsheet 🔹 🕄 💌
Select the de	stination for the data you want to export
Specify the destir	lation file name and format.
<u>File</u> name:	C: \Users\David Murray\Documents\Access 2010 Intermediate Course\Excel Version Next Weeks Cou
File forma <u>t</u> :	Excel Workbook (*.xlsx)
Specify export op	tions.
	data <u>wi</u> th formatting and layout. his option to preserve most formatting and layout information when exporting a table, query, form, or report.
	he destin <u>a</u> tion file after the export operation is complete. nis option to view the results of the export operation. This option is available only when you export formatted data.
	only the selected records. iis option to export only the selected records. This option is only available when you export formatted data and have records i.
	OK Cancel

• Click on the **OK** button to save the database table in an Excel file format. You will see a final dialog box displayed, click on the **Close** button to close the dialog box.



• Don't actually do this now, but if you used the **Windows Explorer** program to view the contents of your **Access 2010 Intermediate Course** folder you would see the new Excel file listed as illustrated.

🔾 🗢 📕 🕨 Libraries	Documents Access 2010 Intermediate Cours	ie 🕨 🔻 🗲	Seai
Organize 👻 🔀 Open	▼ Share with ▼ Print E-mail E	Burn New folder	
☆ Favorites ■ Desktop	Documents library Access 2010 Intermediate Course		
Downloads	Name	Date modified	Ту
🖳 Recent Places	Data Exchange - Linking data in an Excel	31/08/2009 13:13	Mi
E 191 - 1	🚇 Data Exchange - Linking to existing datab	31/08/2009 13:13	Mi
🕞 Libraries	Deleting a Table	12/04/2010 15:08	Mi
Documents	Excel Version Next Weeks Courses	14/03/2010 14:19	Mi
J Music	Exporting	14/03/2010 14:19	Mi
Pictures	🚇 Exporting	14/03/2010 14:17	Mi
🮽 Videos	🚇 External Data File	17/11/2009 15:07	Mi

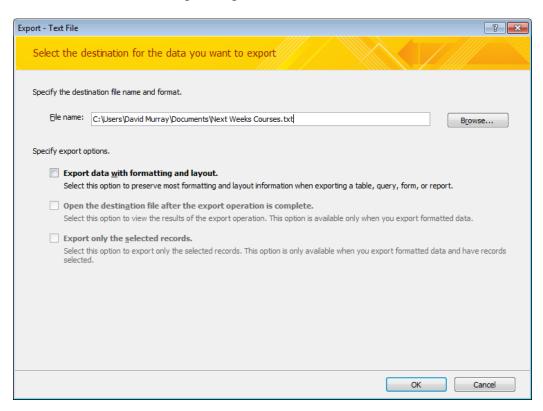
• Close the Access program.

Exporting a table as a text file (keeping data format & layout)

- Start the Access program.
- Open a database called **Exporting**.
- Select but do not open the table called **Next Weeks Courses**.

	9	- (° - .	Ŧ											
F	ile	Home	Create	Externa	I Data	Databa								
All	Access	Objects	6) «										
Sea	rch			2										
Та	bles			*										
	Next	Weeks Co	urses					_				_	_	
		n the E Ie butt		al Da	ta tab	and	from	withi	in the	e Exp	port	grou	p, click on	the
A	9	- (° - -	Ŧ								E	Exportin	g : Database (Acc	es
F	ile	Home	Create	Externa	I Data	Databa	se Tools							_
Sav		ked Table anager	Excel Acc	Datab	r 👼 🛛	ext File ML File ∕lore ≠	Saved Exports	Second Second	Text File	XML File Exp	PDF or XPS	E-mail	Access ∰ Word Merge ₩ More ▼	

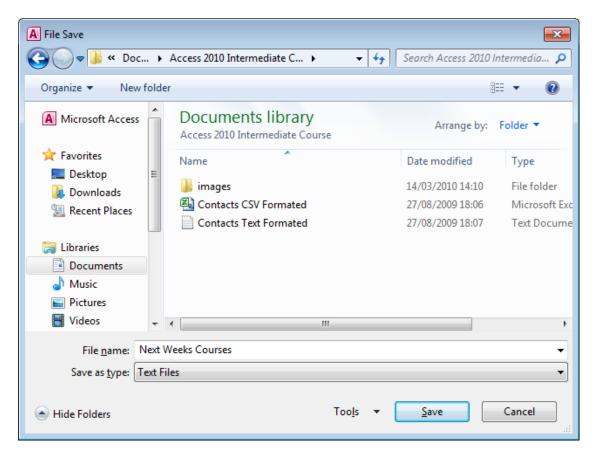
• You will see the following dialog box.



• Click on the Browse button.

A File Save	raries 🕨	Documents •	• •	Search Documents	×	
Organize 👻 Nev	v folder			-	= • @	
A Microsoft Access	5	Documents library Includes: 2 locations		Arrange by:	Folder 🔻	
☆ Favorites		Name		Date modified	Туре	
Desktop	=	퉬 Access 2010 Intermediate Co	ourse	14/03/2010 14:19	File folder	
Recent Places Libraries Documents Music Pictures Videos		My Data Sources	F	20/05/2010 12:27	File folder	
-9-11	+ 4				۰.	
File <u>n</u> ame:	Next W	eeks Courses			-	
Save as <u>t</u> ype:	Text File	S			-	
Hide Folders			Too <u>l</u> s ▼	Open	Cancel	

 You should see the Access 2010 Intermediate Course folder displayed within the right section of the dialog box. Double click on the Access 2010 Intermediate Course folder to change to that folder. The dialog box will now look like this.



- Enter a file name such as Text File Version Next Weeks Courses.
- Click on the **Save** button to export the table to a text file. You will see the following dialog box.

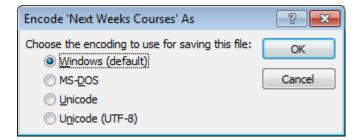
SAMPLE

Export - Text File
Select the destination for the data you want to export
Specify the destination file name and format.
Eile name: C:\Users\David Murray\Documents\Access 2010 Intermediate Course\Text File Version Next Weeks C Browse
Specify export options.
Export data with formatting and layout. Select this option to preserve most formatting and layout information when exporting a table, query, form, or report.
Open the destination file after the export operation is complete. Select this option to view the results of the export operation. This option is available only when you export formatted data.
Export only the selected records. Select this option to export only the selected records. This option is only available when you export formatted data and have records selected.
OK Cancel

• Select the first option which will keep the column structure intact.

Export - Text File	8
Select the destination for the data you want to export	
Specify the destination file name and format.	
Eile name: C:\Users\David Murray\Documents\Access 2010 Intermediate	Course\Text File Version Next Weeks C Browse
Specify export options.	
Export data with formatting and layout. Select this option to preserve most formatting and layout information v	when exporting a table, query, form, or report.
Open the destination file after the export operation is complete	
Select this option to view the results of the export operation. This option Export only the selected records. Select this option to export only the selected records. This option is on selected.	
	OK Cancel

• Click on the **OK** button and you will see the following dialog box displayed.



• Use the default encoding option and click on the **OK** button. The following dialog box will be displayed.

Export - Text File			? 💌
Save Export Steps			
Finished exporting 'Next Weeks Courses' to file Weeks Courses.txt' successfully.	'C: \Users\David Murray\Documents\Acces	ss 2010 Intermediate Course\Text Fi	ile Version Next
Do you want to save these export steps? This	will allow you to quickly repeat the operation	on without using the wizard.	
Save export steps			
			Close

- Click on the **Close** button.
- Don't actually do this now, but if you used the **Windows Explorer** program to view the contents of your **Access 2010 Intermediate Course** folder you would see the new Excel file listed as illustrated.

😋 🔍 🗢 📕 « Docu)	Access 2010 Intermediate Course	Search Access 2	
Organize 👻 🦉 Oj	pen	▼ Share with ▼ Print E-mail	Burn New folder	
☆ Favorites ■ Desktop		Documents library Access 2010 Intermediate Course	,	
Downloads	=	Name	Date modified	
🖳 Recent Places		🚇 Tables - Modifying a lookup within a field	17/11/2009 15:22	
📁 Librarian		🚇 Tables - Modifying an input mask	17/11/2009 15:22	
Libraries Documents		🚇 Tables - Modifying an outer join	17/11/2009 15:22	
		Tables and Records	12/04/2010 11:08	
J Music		Test document	16/07/2007 18:20	
Pictures		Text File Version Next Weeks Courses	14/03/2010 14:31	
💾 Videos		🕘 I otals	14/04/2010 19:20	

• If you were to open the file to a text only editing program, such as Notepad, the data would look like this.

ID	Course Name	Course	Price	Places Left	Course Date Du
	1 Word 2010	Basics	\$200.00	5	3/03/2010
	2 Excel 2010	Advanced	\$400.00	2	3/03/2010
	3 PowerPoint 2010	Basics	\$200.00	4	3/03/2010
	4 PowerPoint 2010	Advanced	\$400.00	1	3/03/2010
	5 Outlook 2010	Basics	\$200.00	4	3/03/2010
	6 Access 2010	Basics	\$200.00	3	3/03/2010
	7 Access 2010	Advanced	\$400.00	1	3/03/2010

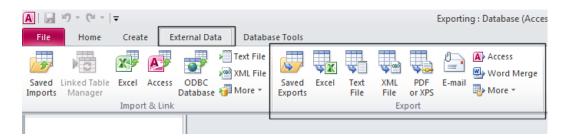
NOTE: This format is NOT what many programs will expect when importing data from Access. Normally you would save to a text file in **CSV** format.

• Close the Access program.

Exporting a table as a text CSV formatted file	
 Start the Access program. Open a database called Exporting. Select but do not open the table called Next Weeks Courses. 	

A 🖃 🗉	9 × (°I ×	Ŧ			
File	Home	Create	Exte	rnal Data	Databa
All Acce	ss Objects	(∍ «		
Search			2		
Tables			~		
🛄 Ne	xt Weeks Co	ourses			

• Click on the **External Data** tab and from within the **Export** group, click on the **Text File** button.



• You will see the following dialog box.

Export - Text File	2	
Select the d	estination for the data you want to export	
Specify the dest	nation file name and format.	
<u>F</u> ile name:	C:\Users\David Murray\Documents\Vext Weeks Courses.txt	
Specify export o	ptions.	
	t data <u>w</u>ith formatting and layout. this option to preserve most formatting and layout information when exporting a table, query, form, or report.	
	the destin <u>a</u> tion file after the export operation is complete. this option to view the results of the export operation. This option is available only when you export formatted data.	
	t only the selected records. this option to export only the selected records. This option is only available when you export formatted data and have records d.	E
	OK Cancel	

• Do not select one of the three export options, but simply click on the **OK** button to continue. You will see the following dialog box displayed. Make sure that the **Delimited** option is selected.

Export Text Wizard	23
This wizard allows you to specify details on how Microsoft Access should export your data. Which export format would you like?	
Sample export format: 11, "Word 2010", "Basics", \$200.0000, 5, 3/3/2010 0:00:00, 1, "logo_Word.jpg" 22, "Excel 2010", "Advanced", \$400.0000, 2, 3/3/2010 0:00:00, 2, "logo_Excel.jpg" 33, "PowerPoint 2010", "Basics", \$200.0000, 4, 3/3/2010 0:00:00, 1, "logo_PowerPoint.jpg" 44, "PowerPoint 2010", "Advanced", \$400.0000, 1, 3/3/2010 0:00:00, 2, "logo_PowerPoint.jpg" 55, "Outlook 2010", "Basics", \$200.0000, 4, 3/3/2010 0:00:00, 1, "logo_Outlook.jpg" 66, "Access 2010", "Basics", \$200.0000, 3, 3/3/2010 0:00:00, 1, "logo_Access.jpg" 77, "Access 2010", "Advanced", \$400.0000, 1, 3/3/2010 0:00:00, 2, "logo_Access.jpg"	-
	4
Advanced Cancel < Back Next > Einish	

• Click on the **Next** button. You will see a dialog box allowing you to specify delimitation type. Make sure that the **Comma** option is selected.

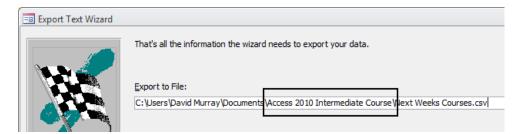
Export Text Wizard	23
What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.	
Choose the delimiter that separates your fields:	
Include Field Names on First Row Text Qualifier:	
1, "Word 2010", "Basics", \$200.0000, 5, 3/3/2010 0:00:00, 1, "logo_Word.jpg"	<u>^</u>
<pre>2,"Excel 2010","Advanced",\$400.0000,2,3/3/2010 0:00:00,2,"logo_Excel.jpg" 3,"PowerPoint 2010","Basics",\$200.0000,4,3/3/2010 0:00:00,1,"logo_PowerPoint.jp 4,"PowerPoint 2010","Advanced",\$400.0000,1,3/3/2010 0:00:00,2,"logo_PowerPoint. 5,"Outlook 2010","Basics",\$200.0000,4,3/3/2010 0:00:00,1,"logo_Outlook.jpg" 6,"Access 2010","Basics",\$200.0000,3,3/3/2010 0:00:00,1,"logo_Access.jpg"</pre>	
7, "Access 2010", "Advanced", \$400.0000, 1, 3/3/2010 0:00:00, 2, "logo_Access.jpg"	щ
	-
	Þ
Advanced Cancel < Back Next >	Finish

• Click on the **Next** button. The following dialog box will be displayed.

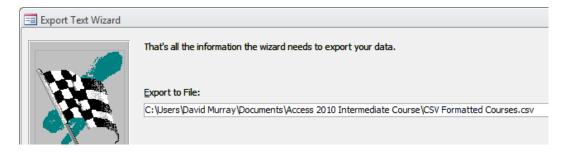
• You will notice that the default file name extension is .TXT.



• You can also manually modify the save location, as illustrated, to save the file in the same folder as your other sample files.



 Finally you could change the actual file name from Next Week Courses to CSV Formatted Courses. The dialog box should now look like this.

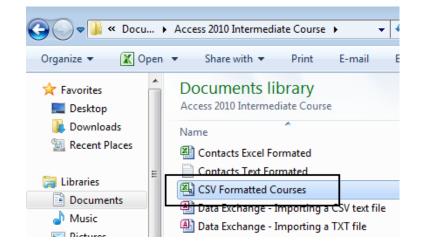


• Click on the **Finish** button and you will see the following dialog box displayed.

Export - Text File					? X
Save Export Steps					
Finished exporting table 'Next Weeks Courses' to Courses.csv'.) file 'C: \Users\David Murray\Do	ocuments\Access 20	10 Intermediate Cour	se\CSV Formatted	
Do you want to save these export steps? This w	ill allow you to quickly repeat th	e operation without	using the wizard.		
Save export steps					
SAI		F		Qlose	

• Click on the **Close** button.

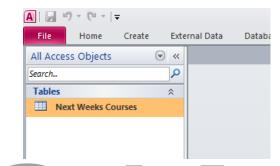
 Don't actually do this now, but if you used the Windows Explorer program to view the contents of your Access 2010 Intermediate Course folder you would see the new CSV file listed as illustrated.



• Close the Access program.

Exporting a table as a PDF formatted file

- Start the Access program.
- Open a database called **Exporting**.
- Select but do not open the table called **Next Weeks Courses**.



Click on the External Data tab and from within the Export group, click on the PDF or XPS button.

A I 🖃 File	19) - (2) - (Home	↓ Creat	te E	xternal Dat	ta Databa	ase Tools		Е			Exportir	ng : Database (Acce	5
Saved Imports	Linked Table Manager	Excel	Access	ODBC Database	Text File More ▼		Second Se	Text File	XML File	PDF or XPS	E-mail	Access	
		Impo	rt & Link						Ex	port			
													(

• This will display the following window.

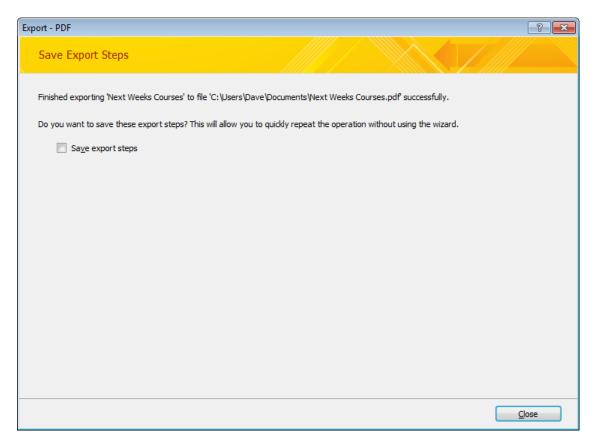
A Publish as PDF or XPS			×
CO V Ibraries	Documents Documents The second	Search Documents	Q
Organize 🔻 New folder	r	8==	• 🕡
A Microsoft Access	Documents library Includes: 2 locations	Arrange by: Fo	older 🔻
 ☆ Favorites ■ Desktop ■ Downloads ■ Recent Places 	Name Access 2010 Intermediate Course My Data Sources	Date modified 14/03/2010 14:51 20/05/2010 12:27	Type File folder File folder
Cibraries Documents Music Pictures Videos			
-8.11	< III.		•
File <u>n</u> ame: Next V	Veeks Courses		-
Save as <u>t</u> ype: PDF			
Op <u>e</u>		Standard (publishing online and printing) Minimum size (publishing online) Options	
Hide Folders	Too <u>l</u> s ▼	Publish	Cancel

- Change to the Access 2010 Intermediate Course folder, by double clicking on the folder.
- In the Save as Type section make sure that PDF is selected.
- Click on the **Publish** button. If you have the Adobe PDF Reader program installed you may see the file displayed, as illustrated.

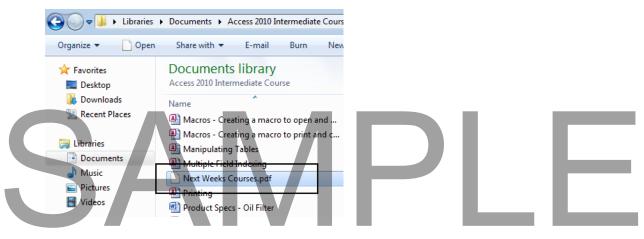
Image: International product of the second secon	_	Courses.pdf - Adobe Read						
Image: Next Weeks Courses 12/04/2010 ID Course Name Course Descript Price Places Left/ Course Date 1 Word 2010 Basics \$200,00 5 3/03/2010 2 Excel 2010 Advanced \$400.00 2 3/03/2010 3 PowerPoint 20 Basics \$200.00 4 3/03/2010 4 PowerPoint 20 Basics \$200.00 4 3/03/2010 5 Outlook 2010 Basics \$200.00 4 3/03/2010 6 Access 2010 Basics \$200.00 3 3/03/2010	<u>File Edit Vie</u>	w <u>D</u> ocument <u>T</u> ools	<u>W</u> indow <u>H</u> elp					×
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								-

• Close the PDF Reader program.

• Close the Export – PDF window by clicking on the Close button.



 Don't actually do this now, but if you used the Windows Explorer program to view the contents of your Access 2010 Intermediate Course folder you would see the new Adobe PDF file listed as illustrated.



• Close the Access program.

Exporting a table as an XML formatted file

- Start the Access program.
- Open a database called **Exporting**.

• Select but do not open the table called **Next Weeks Courses**.

A 🚽 🖻) - (2 -	Ŧ			
File	Home	Create	Exte	rnal Data	Databa
All Acces	s Objects	6	• «		
Search			2		
Tables			\$		
🛄 Ne	xt Weeks Co	urses			

• Click on the External Data tab and from within the Export group, click on the XML File button.

	19 - (21 -]	Ŧ								1	Exportin	ig : Database (Acces
File	Home	Creat	e E	xternal Da	ta Databa	ase Tools						
Saved Imports	Linked Table Manager	Excel	Access	ODBC Database	▶ Text File ▶ XML File ₩ More ▼	Saved Exports	Excel	Text File	XML File	PDF or XPS	E-mail	Access Vord Merge More
		Impor	t & Link						Ex	port		

• You will see the following dialog box.

Export - XML File		? 🗙	
Select the destination	for the data you want to export		
Specify the destination file na	me and format.		
Eile name: C:\Users\Da	ave\Documents\Wext Weeks Courses.xml	Browse	
	A I\/IF		
			_
		OK Cancel	

• Click on the **Browse** button.

A File Save	. 🕨 Access 2010 Intermediate C 🕨 👻 🍕	Search Access 2010 Intermedia 🔎
Organize 🔻 New	older	:== 🕶 🔞
A Microsoft Acces	Access 2010 Intermediate Course	Arrange by: Folder 🔻
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Cibraries		
	▼ <	
File <u>n</u> ame: Save as <u>t</u> ype:	lext Weeks Courses ML	▼
) Hide Folders	Too <u>l</u> s 🔻	Save Cancel

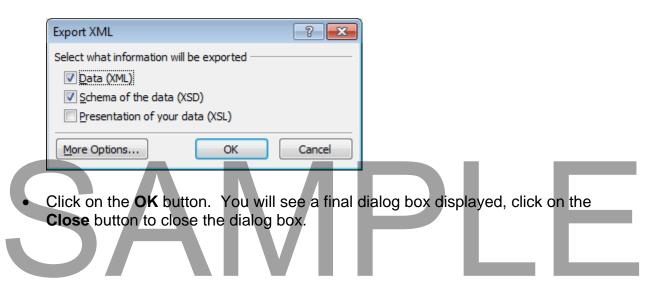
 You should see the Access 2010 Intermediate Course folder displayed within the right section of the dialog box. Double click on the Access 2010 Intermediate Course folder to change to that folder. The dialog box will now look like this.

A File Save			×
	Ay Documents ► Access 2010 Basics ►	✓ ✓ Search Access 2010 Basics	٩
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Favorites	E Name	Date modified Type	
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輚 Homegroup	• • III		Þ
File <u>n</u> ame	Next Weeks Courses		-
Save as <u>t</u> ype	XML		-
Hide Folders		Too <u>l</u> s v Save Cance	

• Click on the **Save** button and you will see the following dialog box displayed.

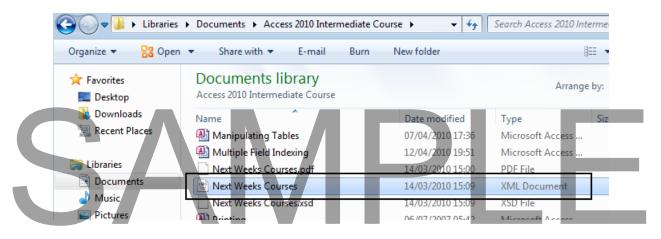
Export - XML File		? <mark>×</mark>
Select the d	estination for the data you want to export	
Specify the desti	ination file name and format.	
<u>F</u> ile name:	C:\Users\David Murray\Documents\Access 2010 Intermediate Course\Next Weeks Courses.xml	Browse
	OK	Cancel

• Click on the **OK** button and you will see the following dialog box.



Export - XML File	? - X-
Save Export Steps	
Finished exporting 'Next Weeks Courses' to file 'C: \Users\David Murray\Documents\Access 2010 Intermediate Course\Next Weeks Courses.xml' successfully.	
Do you want to save these export steps? This will allow you to quickly repeat the operation without using the wizard.	
Save export steps	
	Close

- Click on the **Close** button.
- Don't actually do this now, but if you used the **Windows Explorer** program to view the contents of your **Access 2010 Intermediate Course** folder you would see the new XML file listed as illustrated.



• Close the Access program.

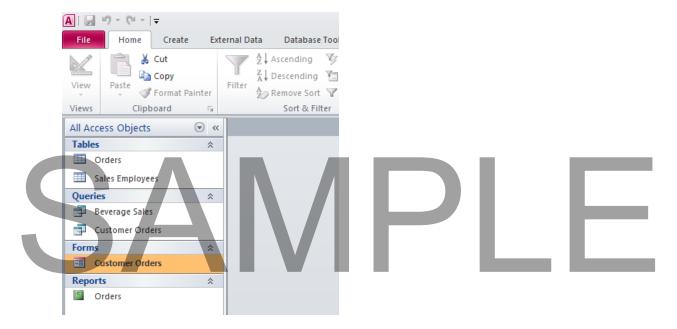
Printing

Considerations before printing

- Tables, queries and reports all use a grid layout which includes columns and rows. It is therefore important to consider the number and width of columns when it comes to printing.
- If the number of fields can be kept to a single sheet (width), either portrait or landscape, it will save on the number of pages you need to print.
- Although information can be printed directly from a table, consider using a query to extract only the fields and records that are actually required.

Print previewing

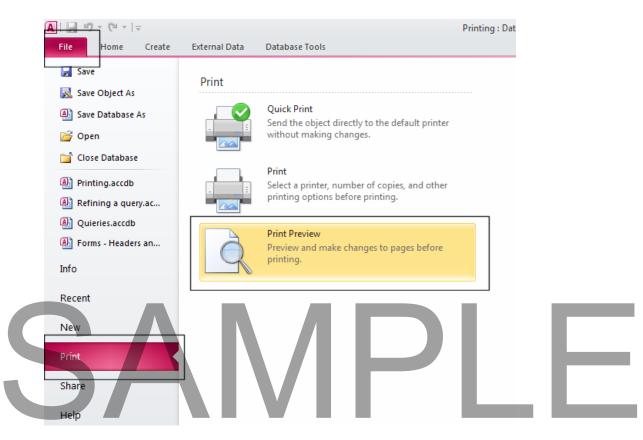
- Print Preview view shows how the report, table, etc. will look when printed. This includes the layout of columns (fields) on the page(s), how many pages are required to print the information, the margin sizes, titles, page numbers, etc.
- Before you can preview your print job, the object must either be selected within the Navigation Pane or open in the object window. To print only selected records from a table, the table would have to be open first to select the records.
- Open Access and open a file called **Printing**. You will see the following.



• Double click on the **Orders** report to open it, as illustrated.

	Pro	duct Order	s by Ca	ategory	Wednesday, 14 Apri 11:06:5
Category	Product Name	^I Unit Qty	Quantity	Order Date	
Baked Goods & Mixes					
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40	12/05/2007	Nancy Freehafer
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40	3/11/2006	Nancy Freehafer
	Chocolate Biscuits Mix	12 - 12 oz jars	40	12/04/2007	Laura Giussani
	Chocolate Biscuits Mix	12 - 12 oz jars	40	13/05/2006	Anne Hellung-Larsen
	Chocolate Biscuits Mix	12 - 12 oz jars	40	16/01/2007	Laura Giussani
	Chocolate Biscuits Mix	12 - 12 oz jars	40	6/09/2006	Jan Kotas
	Chocolate Biscuits Mix	12 - 12 oz jars	40	10/07/2006	Mariya Sergienko
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40	22/03/2006	Michael Neipper
	Scones	12 boxes	60	17/08/2006	Robert Zare
	Scones	24 pkgs. x 4 pieces	40	16/05/2007	Nancy Freehafer
	Scones	24 nkas, x 4 nieces	100	11/06/2007	Mariva Sergienko

• To use Print Preview, click on the **File** tab and from the drop down list displayed, click on the **Print** button. Click on the **Print Preview** button.



• The screen will now look like this.

A	Printing : Database (Access 2007) - Microsoft Access
Print Size Show Margins Print Size Print Data Only Print Page Size All Access Objects 	Portrait Landscape Columns Page Page Layout Zoom Zoom Zoom Zoom Zoom Zoom Zoom Zoo
All Access Objects	Wednesday, 14 April 2010
	Product Orders by Category 11.0823 AM
Beverage Sales Customer Orders Forms Customer Orders	Category Product Name Unit Qty Quantity Order Date Employee Baked Goods & Mixes Chocolate Biscuits Mix 10 boxes x 12 pieces 40 12/05/2007 Nancy Freehafer
Beverage Sales Customer Orders Forms	Category Product Name Unit Qty Quantity Order Date Employee Baked Goods & Mixes Chocolate Biscuits Mix 10 boxes x 12 pieces 40 12/05/2007 Nancy Freehafer Chocolate Biscuits Mix 10 boxes x 12 pieces 40 3/11/2006 Nancy Freehafer Chocolate Biscuits Mix 10 boxes x 12 pieces 40 3/11/2006 Nancy Freehafer Chocolate Biscuits Mix 12 - 12 oz jars 40 12/04/2007 Laura Giussani Chocolate Biscuits Mix 12 - 12 oz jars 40 13/05/2006 Anne Hellung-Larsen
Beverage Sales Customer Orders Forms Customer Orders Beports	Category Product Name Unit Qty Quantify Order Date Employee Baked Goods & Mixes Chocolate Biscuits Mix 10 boxes x 12 pieces 40 12/05/2007 Nancy Freehafer Chocolate Biscuits Mix 10 boxes x 12 pieces 40 3/11/2006 Nancy Freehafer Chocolate Biscuits Mix 10 boxes x 12 pieces 40 3/11/2006 Nancy Freehafer Chocolate Biscuits Mix 12 - 12 oz jars 40 12/04/2007 Laura Giussani

• A previously unseen **Print Preview** ribbon appears, offering you the most common tools required to adjust and modify the layout of you object to achieve the best printing results.

A 🛃	10 × (21 × -			Printing : Databa	se (Access 2007) - M	icrosoft Access		
File	Print Preview							
	Show Margins		٩ 🔲			l 🖫 🖆) 🖫	×
Print	Size Margins Print Data Only	Portrait Landscape Columns Page Setup	Zoom One • Page	Two More Pages Pages ▼		ext PDF E-ma ile or XPS	il More	Close Print Preview
Print	Page Size	Page Layout	Zo	om		Data		Close Preview

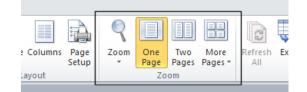
• A **Page Navigation Bar**, similar to the **Record Navigation Bar** used in tables, queries and forms can be seen at the bottom-left of the object window.



• When you first run Print Preview, the document displayed may appear unreadable. By placing the pointer over the document, the pointer changes to a magnifying glass. One click will zoom in to make the document readable and another click zooms out again.

Print Preview Print I Show Margins Print I Indicato Columns Page Page Size Page Layout Page Size Page Layout II Access Objects Image Size I Orders Image Size I Sales Employees Image Size I Customer Orders Image Size Customer Orders Image Size Image Size Image Size Imag								
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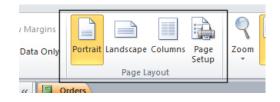
• The **Zoom** group also offers further tools to enhance the focus and view of the document when working within Print Preview.



• The **Zoom** button offers zoom pre-sets in percentages and the three pages per view options offer the chance to preview multiple pages at once. This is useful when you are more interested in the layout than the actual data content.

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• In the **Page Layout** group the buttons control page size and page orientation, as well as margin sizes.



• Clicking on the **Page Size** button displays a dialog box listing common International pages sizes.

Page Setup	? 💌		
Print Options Page Columns			
Print Options Page Columns Margins (millimeters)	Sample	D	F
 Print Form Only Print Datasheet Only 	Cancel		

- By default, Access previews pages in portrait orientation. If you are unsure which orientation you are viewing, look at the **Layout** group in the ribbon. Whichever of the two orientation buttons is active, i.e. brightly shaded, indicates the current page orientation.
- When the Portrait button is selected and active, the page orientation is Portrait

gins					
Only	Portrait	Landscape	Columns	Page Setup	Zc
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• The page will look like this.



CONSTRUCTION OF	Drov	duct Order	a bu Ca	togony	Wednesday, 14 April 2010 11-1807 AM
178234	Proc	auct Order	s by Ca	negory	11-1807 AM
Category	Product Name	Unit Qty	Quantity	Order Date	Employee
Baked Goods & Mixes					
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40	12/05/2007	Nancy Freehafer
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40	3/11/2006	Nancy Freehafer
	Chocolate Biscuits Mix	12 - 12 ozjars	40	12/04/2007	Laura Giussani
	Chocolate Biscuits Mix	12 - 12 ozjars	40	13/05/2006	Anne Hellung-Larsen
	Chocolate Biscuits Mix	12 - 12 ozjars	40	16/01/2007	Laura Giussani
	Chocolate Biscuits Mix	12 - 12 ozjars	40	6/09/2006	Jan Kotas
	Chocolate Biscuits Mix	12 - 12 ozjars	40	10/07/2006	Mariya Sergienko
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40	22/03/2006	Michael Neipper
	Scones	12 boxes	60	17/08/2006	Robert Zare
	Scones	24 pkgs. x 4 pieces	40	16/05/2007	Nancy Freehafer
	Scones	24 pkgs. x 4 pieces	100	11/06/2007	Mariya Sergienko
	Scones	24 pkgs. x 4 pieces	40	24/03/2006	Nancy Freehafer
	Scones	12 boxes	60	14/10/2006	Anne Hellung-Larsen
	Scones	12 boxes	40	27/12/2006	Michael Neipper
	Scones	24 pkgs. x 4 pieces	40	7/11/2006	Laura Giussani
	Scones	12 boxes	100	23/03/2007	Andrew Cencini
	Scones	12 boxes	60	20/06/2006	Mariya Sergienko
	1	7	860		
Beverages					
	Beer	12 - 550 ml bottles	40	15/03/2007	Anne Hellung-Larsen
	Beer	24 - 12 oz bottles	20		Michael Neipper
	Beer	24 - 12 oz bottles	125		Anne Hellung-Larsen
	Beer	12 - 550 ml bottles	100		Mariya Sergienko
	Beer	12 - 550 ml bottles	40		Andrew Cencini
	Beer	12 - 550 ml bottles	40		Laura Giussani
	Beer	12 - 550 ml bottles	100		Laura Giussani
nesday, 14 April 2010					Page 1 of 10

• Close the Access program and save any changes you may have made.

Which orientation, portrait or landscape?

• When printing portrait pages, the advantage, assuming the report is only one page wide, is that more records can be printed per page, resulting in less pages being printed.

Landscape orientation on the other hand is useful when the table, report, etc. has more fields (columns) than a portrait page can accommodate.

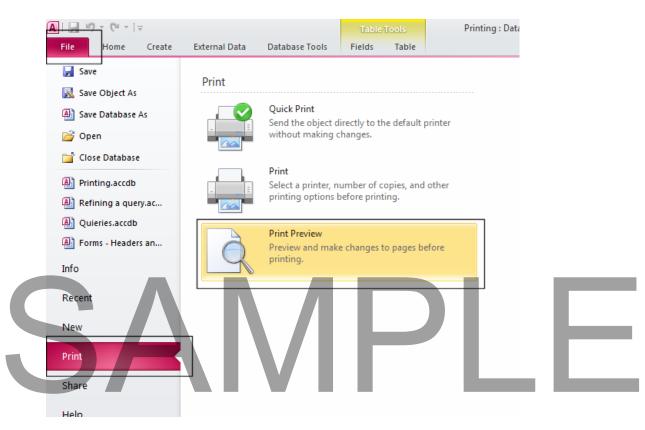
NOTE: When columns overflow the first page, a second page is used, in effect creating a two page wide printout. If those who the printouts are intended for are to make good use of the printouts, reports, etc., it is recommended that the printouts be kept to a manageable size.

Adjusting layout in Print Preview

- Start the Access program.
- Open the database called **Printing**.
- Double click on **Orders** in the Navigation Pane to open the **Orders** table.

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• Click on the File tab and then click on the Print button. Click on the **Print Preview** button.



• The displayed is illustrated below.

ile Print Preview						9.000000	ar hurrers	2007)	Microsoft	ACCESS		
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Beverage Sales								4 Christine 5 Martin	lae C'Dennell	Ser Account Manager Furchising Manager		2
								6 Francisco	Nrcs-Claste	Furchasing Representative		3
Customer Orders								7 Ming-Yang 8 Eisebeth	Xie Anderson	Purchasing Representative Purchasing Representative		5
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Customer Orders								zjohn	tówards	Furchasing Representative		
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oració								& Catherine	Aution Miconi	Accounting Assistant		3
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								2 Luciana 3 Michael	Namos Milio	Accounting Assistant		2
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								D Ekabelh O Sven	Anderson Merterson	Aurchasing Representative		5
								1 Reland 2 Peter	Wacker	Aurchasing Representative		4
							4	d John	tówar da	Purchasing Director Purchasing Representative		5
								A Andre	udick	Furchasing Managor		
								6 Carlos	Grile	Accounting Assistant		5
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• The **Page Navigation** Bar is displayed below the table preview.

Page: I 🕂 1	🕨 🕨 💥 No Filter
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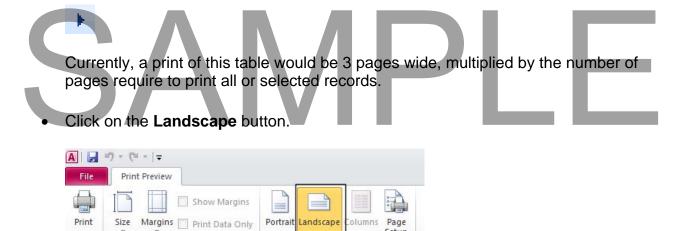
• Click on the right arrowed button once.

Page Size

•

Print

Make a note of the fields in **page 2** and then click on the right arrowed button again and note which fields are in **page 3**.



Page Layout

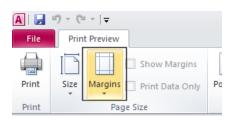
Setup

• In Landscape orientation, the printout only requires two pages (width), again multiplied by the number of pages require to print all or selected records.

NOTE: You use the same page orientation techniques for tables, forms, query output and reports.

Setting margins

• Next, click on the **Margins** button within the Ribbon.



• This will display some pre-set options.

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Select the **Narrow** option from the list. More records are visible in the preview and this could result in fewer pages being printed.

Order No	First Name	Last Name	Position	Employee ID	Category	Product Name	Unit Oty
30	7 Francisco	Pérez-Olaeta	Purchasing Representative		1Candy	Chocolate	12 - 1 b pkgs.
38	8 Ming-Yang	Xie	Purchasing Representative		3 Baked Goods & Mixes	Chocolate Biscuits Mix	12 - 12 oz jars
39	9 Elizabeth	Andersen	Purchasing Representative		8 Soups	Clam Chowder	40 - 100 g pkgs.
40) Sven	Mortensen	Purchasing Representative		3 Beverages	Coffee	15.25 OZ
43	L Roland	Wacker	Purchasing Representative		4Canned Meat	Crab Meat	10 boxes x 12 pieces
42	2 Peter	Krschne	Purchasing Director		8 Sauces	Curry Sauce	30 gift boxes
43	3 John	Edwards	Purchasing Representative		5 Dried Fruit & Nuts	Dried Apples	24 pkgs. x 4 pieces
44	1 Andre	Ludick	Purchasing Manager		8 Dried Fruit & Nuts	Dried Pears	24 - 12 oz bott les
43	5 Carlos	Grilo	Accounting Assistant		5 Dried Fruit & Nuts	Dried Plums	24 - 4 oz tins
46	5 Helena	Kupkova	Accounting Assistant		4 Canned Fruit & Vegetables	Fruit Cocktail	12 - 12 oz cans
4	7 Daniel	Goldschmidt	Purchasing Representative		3 Pasta	Gnocchi	16 - 500 g tins
48	3 Jean Philippe	Bagel	Purchasing Representative		3 Cereal	Granola	10 pkgs
49	Catherine	Autier Miconi	Accounting Assistant		6 Beverages	Green Tea	50 - 300 g pkgs.
50	Alexander	Eggerer	Snr Account Manager		4 Sauces	Hot Pepper Sauce	16 - 2 kg boxes
5:	L George	Li .	Purchasing Manager		7 Grains	Long Grain Rice	24 - 250 g pkgs.
52	2 Bernard	Tham	Purchasing Representative		8Jams, Preserves	Marmalade	24 - 250 g pkgs.
53	8 Luciana	Ramos	Accounting Assistant		2 Dairy Products	Mozzarella	32 - 8 oz bottles
54	1 Michael	Entin	Snr Account Manager		1 Condiments	Mustard	24 - 8 oz jars
55	Jonas	Hasselberg	Purchasing Manager		3 Oil	Olive Oil	24 - 200 g pkgs.
56	5 John	Rodman	Jnr Account Manager		6 Pasta	Ravioli	5 kg pkg.
57	7 Run	Liu	Accounting Assistant		1 Baked Goods & Mixes	Scones	12 boxes
58	8 Karen	Toh	Snr Account Manager		3 Condiments	Syrup	1 lb bag
59	9 Amritansh	Raghav	Purchasing Manager		8 Sauces	Tomato Sauce	20 bags per box
60) Soo Jung	Lee	Purchasing Representative		3 Dried Fruit & Nuts	Walnuts	10 per box
63	L Anna	Bedecs	Purchasing Manager		4 Dried Fruit & Nuts	Almonds	10 boxes x 20 bags
63	2 Antonio	Gratacos Solsona	Jnr Account Manager		8 Beverages	Beer	12 - 550 ml bottl es
63	3 Thomas	Axen	Accounting Assistant		5 Jams, Preserves	Boysenberry Spread	48 - 6 oz jars
64	1 Christina	Lee	Snr Account Manager		8 Condiments	Cajun Seasoning	36 boxes
65	5 Martin	O' Donnell	Purchasing Manager		5 Beverages	Chai	12 - 8 oz jars
	5 Francisco	Pérez-Olaeta	Purchasing Representative		4Candy	Chocolate	12 - 1 lb pkgs.
63	7 Ming-Yang	Xie	Purchasing Representative		1 Baked Goods & Mixes	Chocolate Biscuits Mix	12 - 12 oz jars
	8 Elizabeth	Andersen	Purchasing Representative		3 Soups	Clam Chowder	40 - 100 g pkgs.
69	9 Sven	Mortensen	Purchasing Representative		8 Beverages	Coffee	15.25 OZ
70	Roland	Wacker	Purchasing Representative		3 Canned Meat	Crab Meat	10 boxes x 12 pieces
7:	l Peter	Krschne	Purchasing Director		4 Sauces	Curry Sauce	30 gift boxes
7	2 John	Edwards	Purchasing Representative		8 Dried Fruit & Nuts	Dried Apples	24 pkgs, x 4 pieces

NOTE: Another option to help further reduce the number of pages required to print a table, is to resize and reduce column widths or even hide columns not necessary to the printout.

SAMPLE



END OF THE EVALUATION PREVIEW

This sample is approximately half of the complete course and is provided for evaluation purposes only.

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http://www.cctglobal.com

