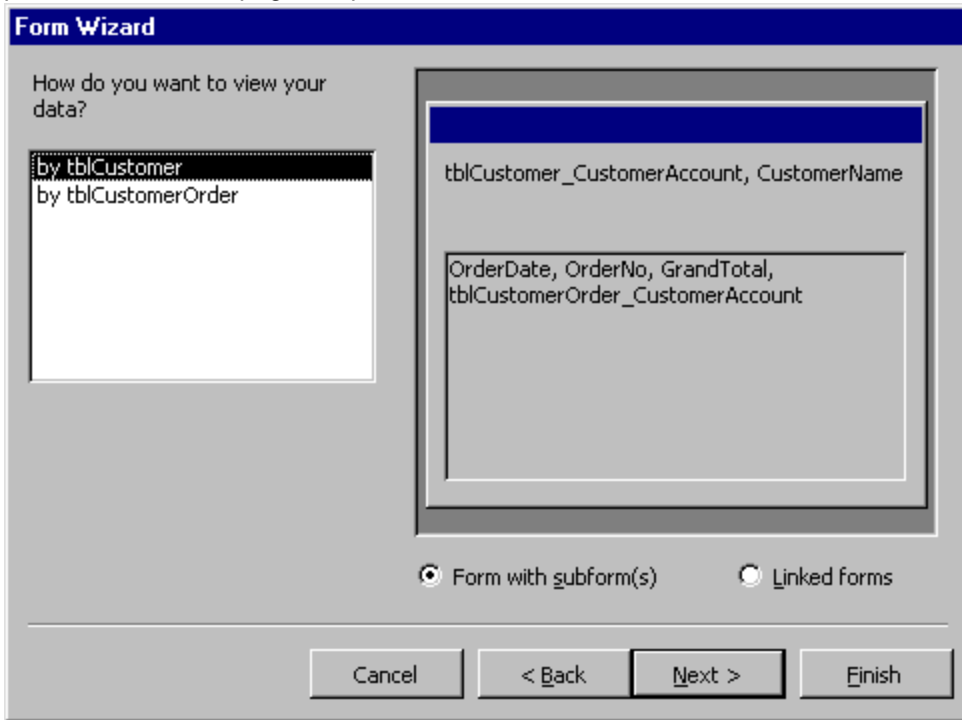
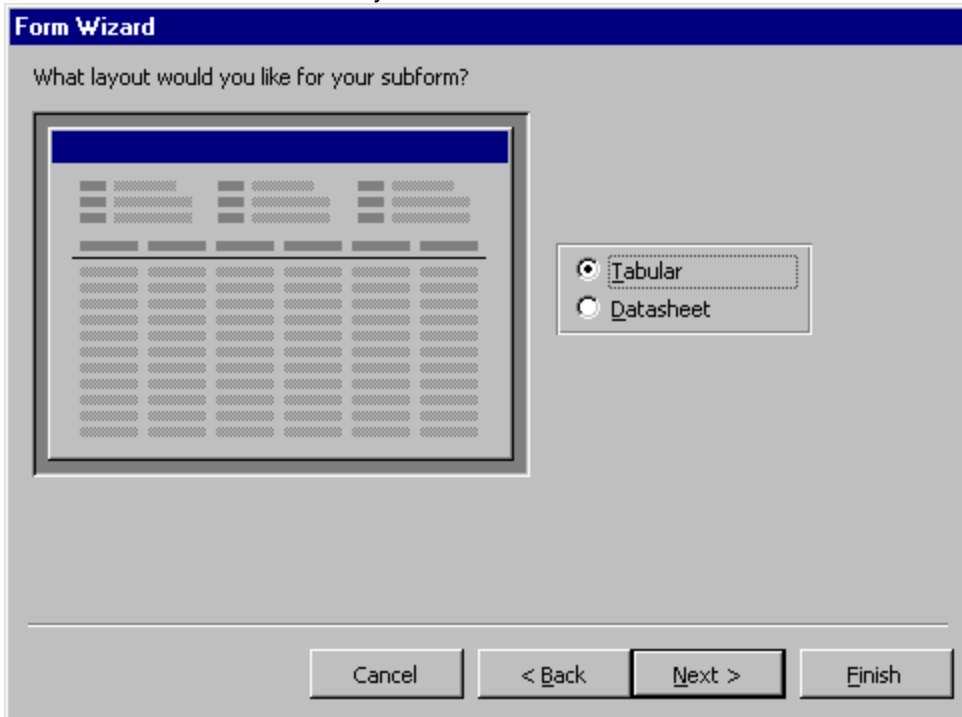


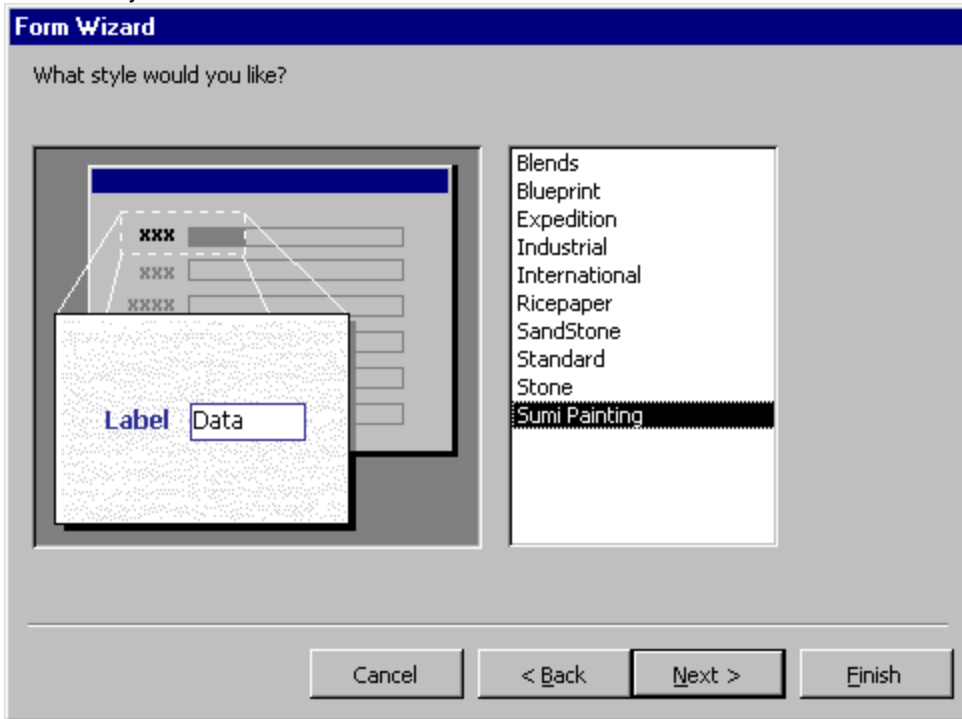
- From the same window, select another table or query from the **Tables/Queries** drop-down menu and choose the fields that should appear on the form. Click **Next** to continue after all fields have been selected.
- Choose an arrangement for the forms by selecting **form with subform(s)** if the forms should appear on the same page or **Linked forms** if there are many controls on the main form and a subform will not fit. Click **Next** to proceed to the next page of options.



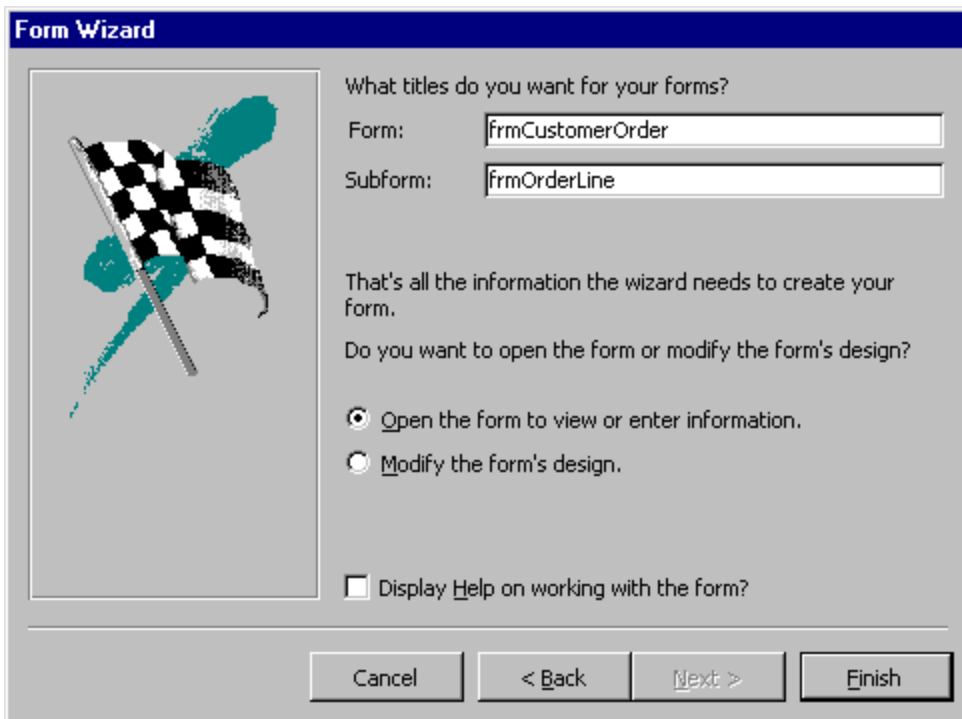
- Select a tabular or datasheet layout for the form and click **Next**.



6. Select a style for the form and click **Next**.





7. Enter the names for the main form and subform. Click **Finish** to create the forms.

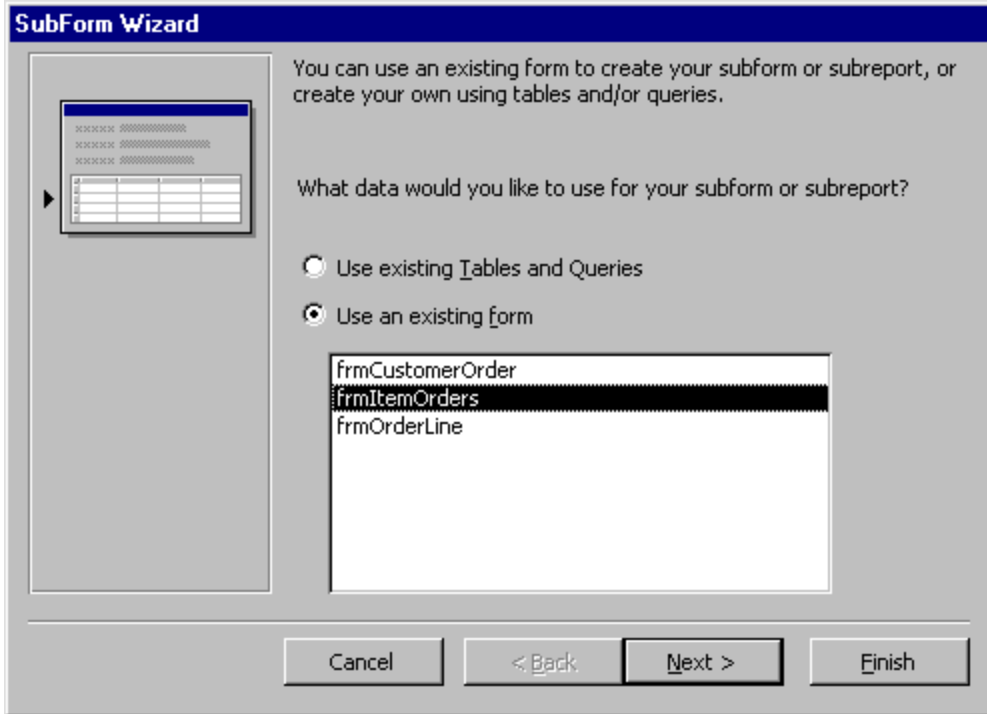


8. New records can be added to both tables or queries at once by using the new combination form.

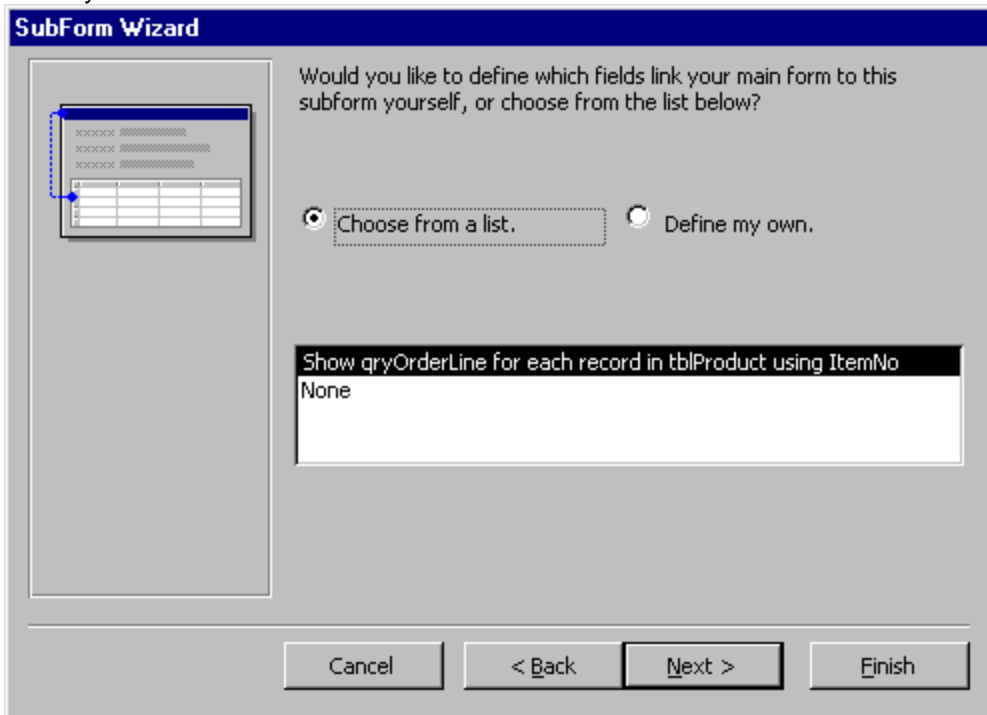
Subform Wizard

If the main form or both forms already exist, the Subform Wizard can be used to combine the forms. Follow these steps to use the Subform Wizard:

1. Open the main form in **Design View** and make sure the **Control Wizard** button  on the toolbox is pressed in.
2. Click the **Subform/Subreport** icon  on the toolbox and draw the outline of the subform on the main form. The Subform Wizard dialog box will appear when the mouse button is released.
3. If the subform has not been created yet, select "Use existing Tables and Queries". Otherwise, select the existing form that will become the subform. Click **Next** to continue.



4. The next dialog window will display table relationships assumed by Access. Select one of these relationships or define your own and click **Next**.

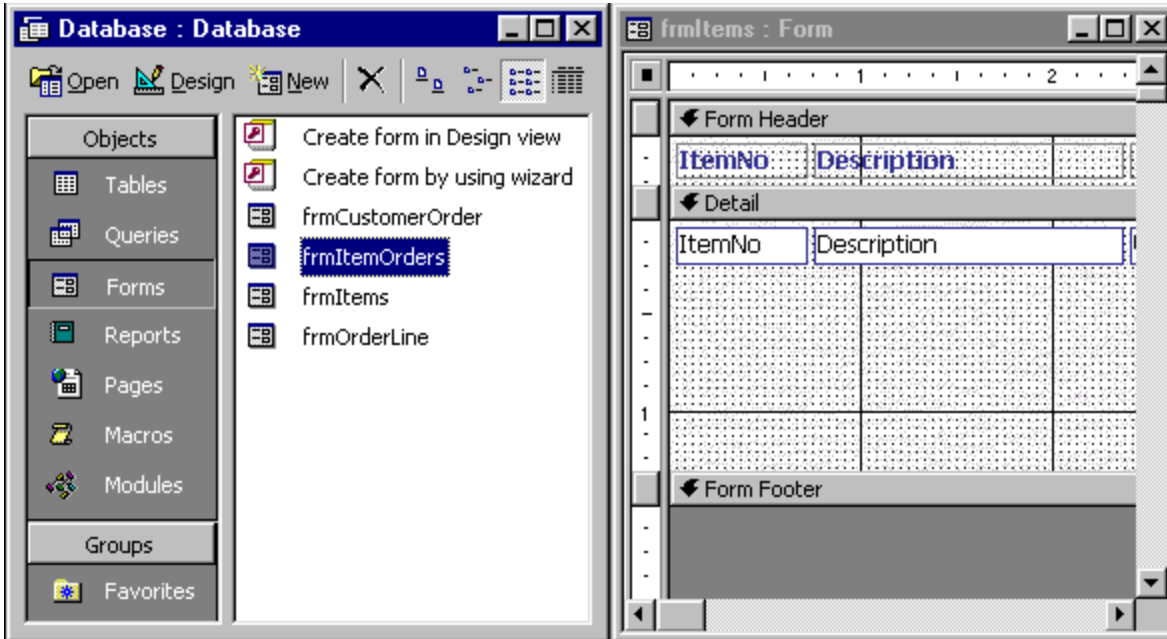


5. On the final dialog box, enter the name of the subform and click **Finish**.

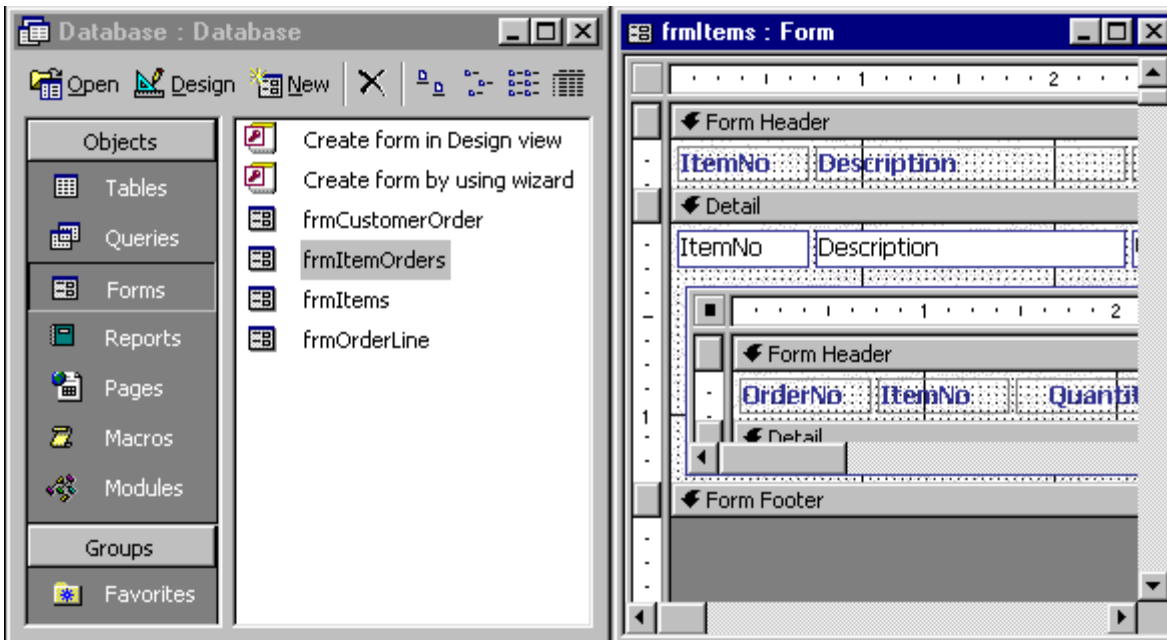
Drag-and-Drop Method

Use this method to create subforms from two forms that already exist. Make sure that the table relationships have already been set before proceeding with these steps.

1. Open the main form in **Design View** and select **Window|Tile Vertically** to display both the database window and the form side-by-side.



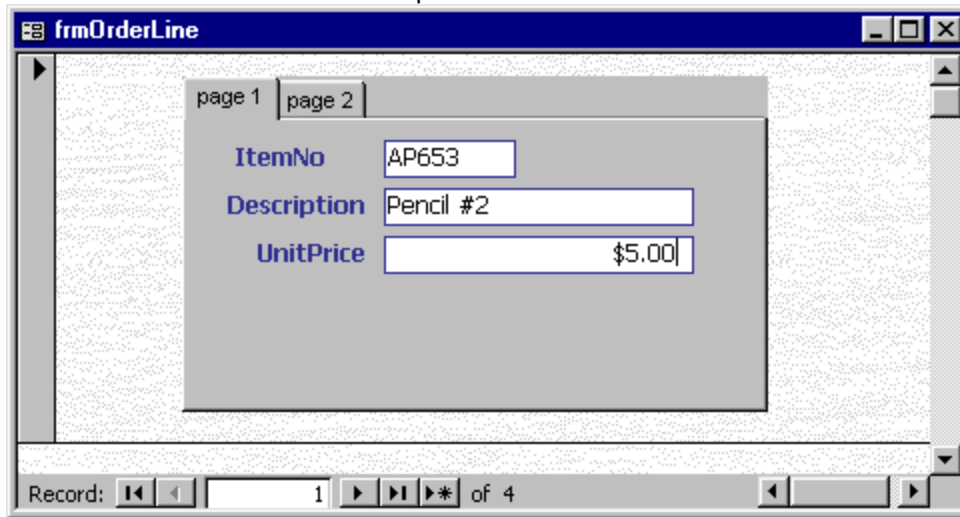
2. Drag the form icon beside the name of the subform onto the detail section of the main form design.



Multiple-Page Forms Using Tabs

Tab controls allow you to easily create multi-page forms. Create a tab control by following these steps:

1. Click the **Tab Control** icon on the toolbox and draw the control on the form.
2. Add new controls to each tab page the same way that controls are added to regular form pages and click the tabs to change pages. Existing form controls cannot be added to the tab page by dragging and dropping. Instead, right-click on the control and select **Cut** from the shortcut menu. Then right-click on the tab control and select **Paste**. The controls can then be repositioned on the tab control.

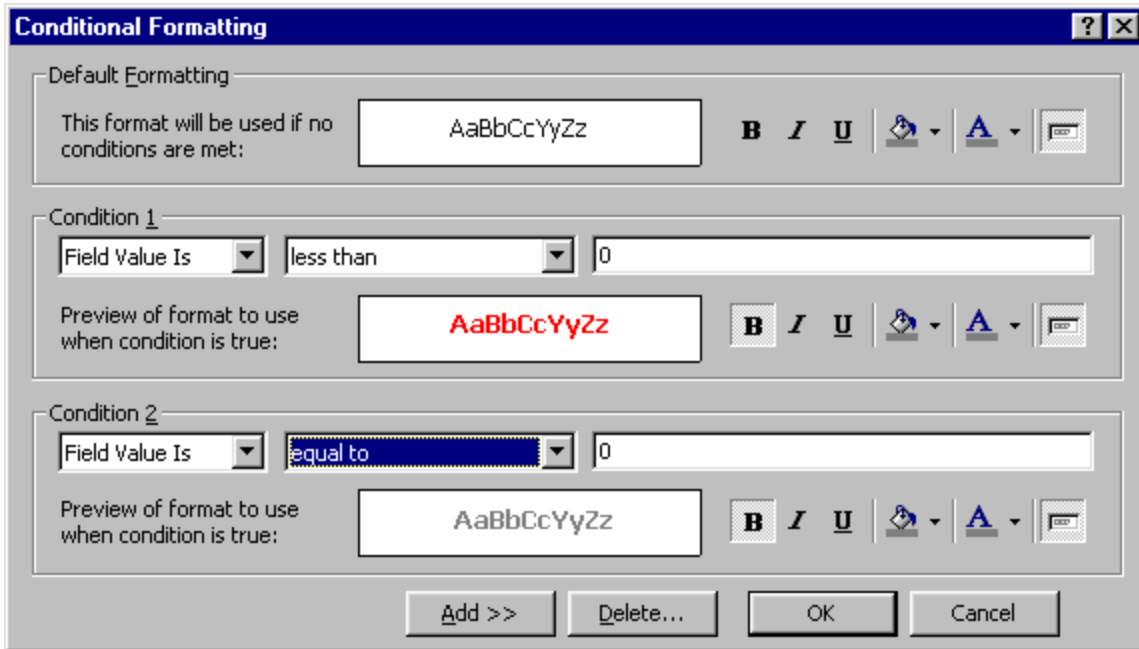


- o **Add new tabs or delete tabs** by right-clicking in the tab area and choosing **Insert Page** or **Delete Page** from the shortcut menu.
- o **Reorder the tabs** by right-clicking on the tab control and selecting **Page Order**.
- o **Rename tabs** by double-clicking on a tab and changing the **Name** property under the **Other** tab.

Conditional Formatting

Special formatting that depends on the control's value can be added to text boxes, lists, and combo boxes. A default value can set along with up to three conditional formats. To add conditional formatting to a control element, follow these steps:

1. Select the control that the formatting should be applied to and select **Format|Conditional Formatting** from the menu bar.
2. Under **Condition 1**, select one of the following condition types:
 - o **Field Value Is** applies formatting based upon the value of the control. Select a comparison type from the second drop-down menu and enter a value in the final text box.
 - o **Expression Is** applies formatting if the expression is true. Enter a value in the text box and the formatting will be added if the value matches the expression.
 - o **Field Has Focus** will apply the formatting as soon as the field has focus.
3. Add additional conditions by clicking the **Add >>** button and delete conditions by clicking **Delete...** and checking the conditions to erase.



Password Text Fields

To modify a text box so each character appears as an asterisk as the user types in the information, select the text field in Design View and click **Properties**. Under the **Data** tab, click in the **Input Mask** field and then click the button [...] that appears. Choose "Password" from the list of input masks and click **Finish**. Although the user will only see asterisks for each character that is typed, the actual characters will be saved in the database.

Change Control Type

If you decide the type of a control needs to be changed, this can be done without deleting the existing control and creating a new one although not every control type can be converted and those that can have a limited number of types they can be converted to. To change the control type, select the control on the form in Design View and choose **Format|Change To** from the menu bar. Select one of the control types that is not grayed out.

Multiple Primary Keys

To select two fields for the composite primary key, move the mouse over the gray column next to the field names and note that it becomes an arrow. Click the mouse, hold it down, and drag it over all fields that should be primary keys and release the button. With the multiple fields highlighted, click the primary key button.

Introduction to Reports

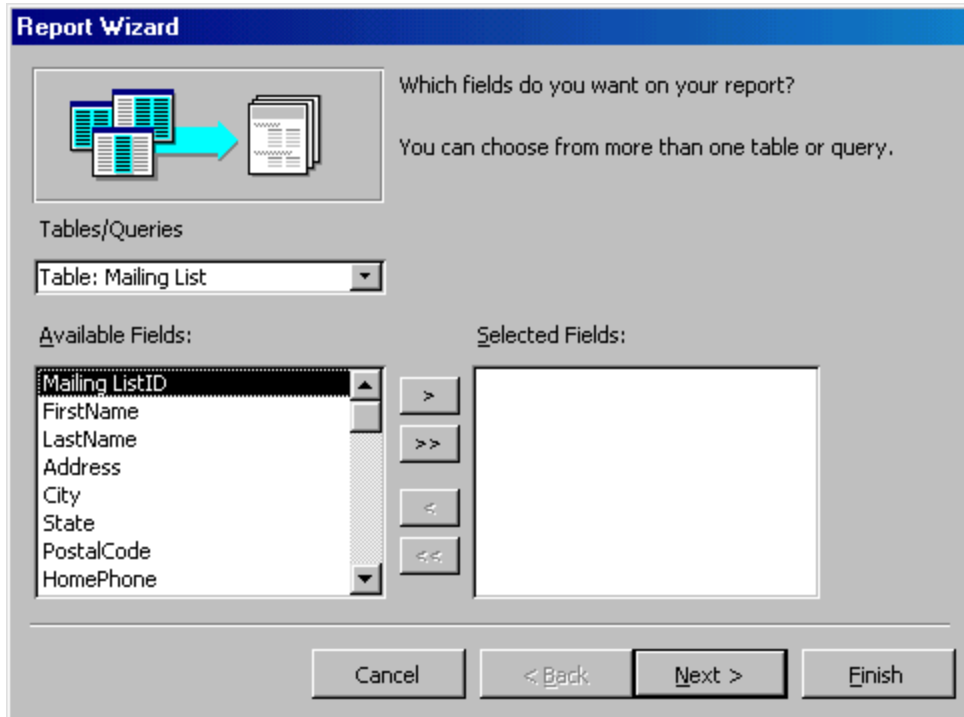
Reports will organize and group the information in a table or query and provide a way to print the data in a database.

Using the Wizard

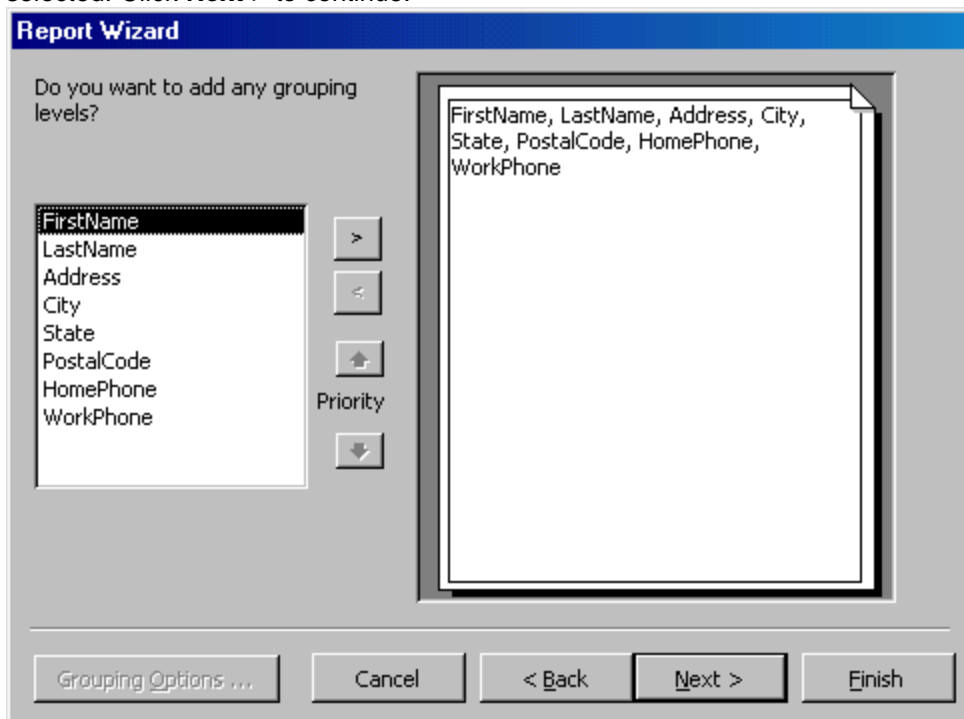
Create a report using Access' wizard by following these steps:

1. Double-click the "Create report by using wizard" option on the Reports Database Window.
2. Select the information source for the report by selecting a table or query from the **Tables/Queries** drop-down menu. Then, select the fields that should be displayed in the report by transferring them from the **Available Fields** menu to the **Selected Fields** window using the single right arrow button > to move fields one at a time or

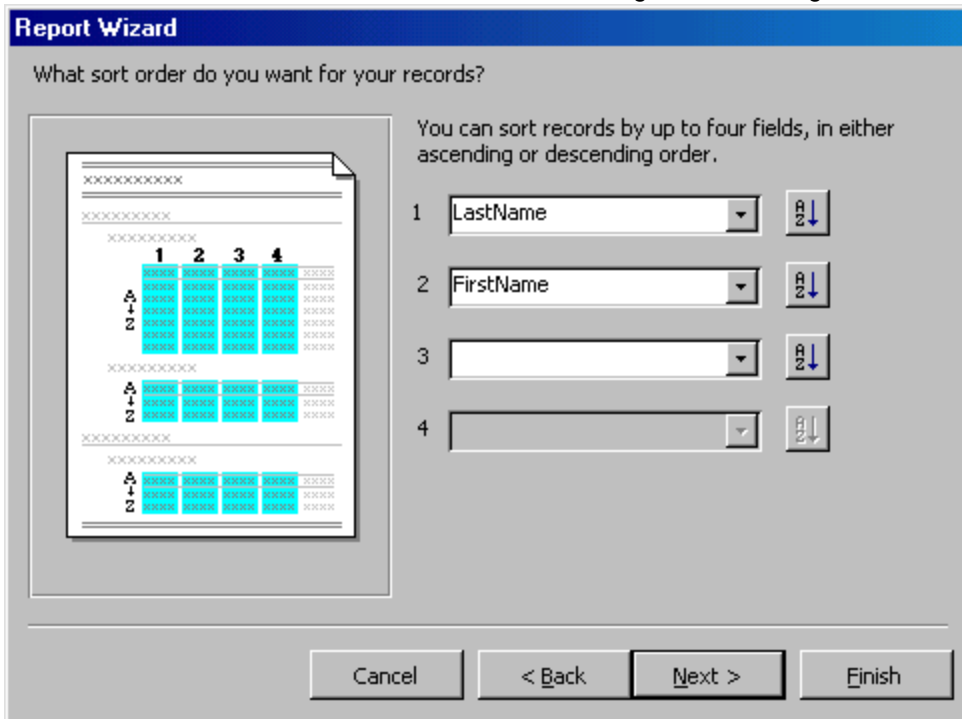
the double arrow button >> to move all of the fields at once. Click the **Next >** button to move to the next screen.



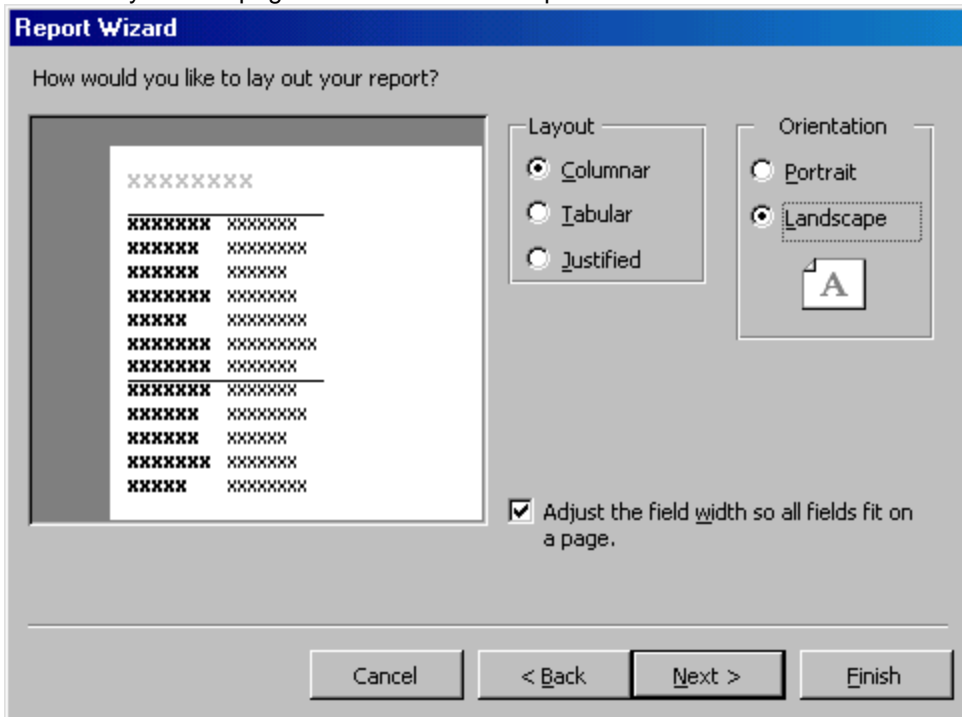
3. Select fields from the list that the records should be grouped by and click the right arrow button > to add those fields to the diagram. Use the **Priority** buttons to change the order of the grouped fields if more than one field is selected. Click **Next >** to continue.



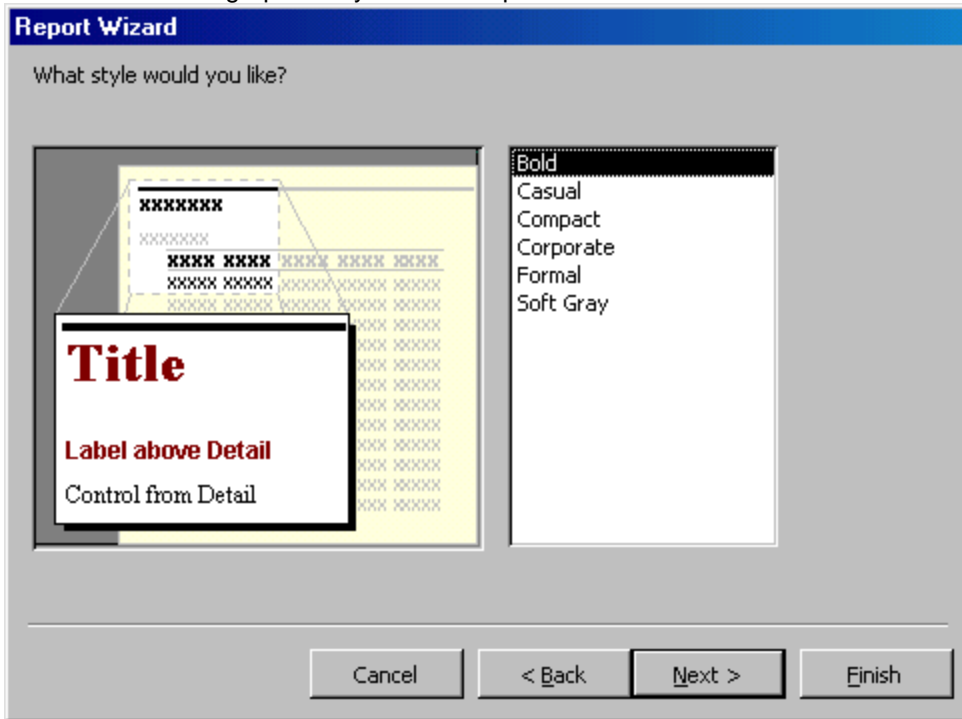
- If the records should be sorted, identify a sort order here. Select the first field that records should be sorted by and click the A-Z sort button to choose from ascending or descending order. Click **Next >** to continue.



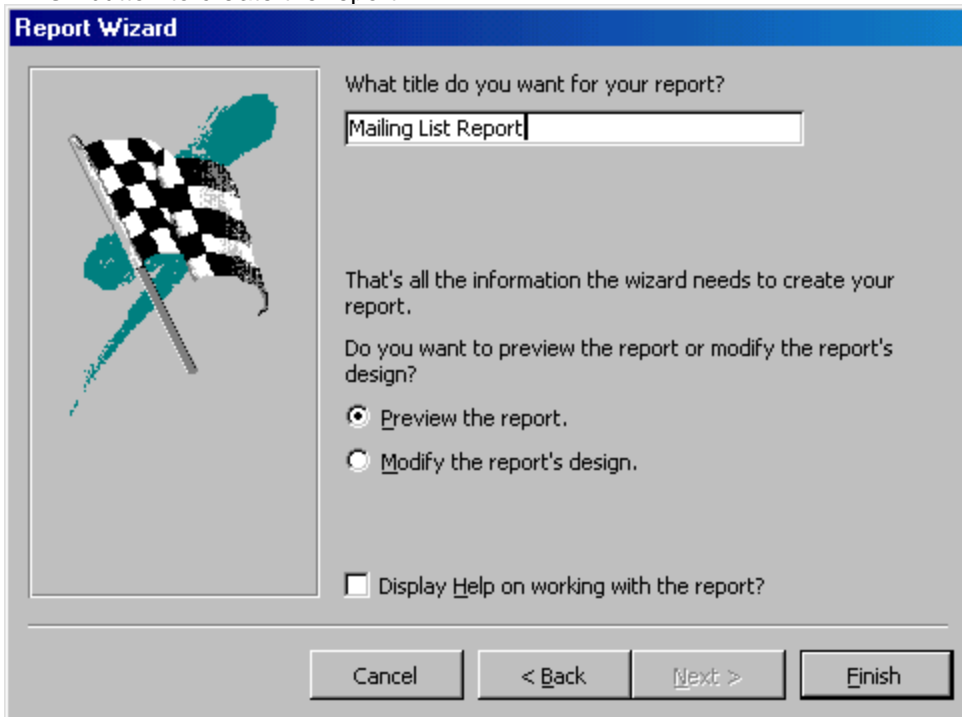
- Select a layout and page orientation for the report and click **Next >**.



- 6. Select a color and graphics style for the report and click **Next >**.



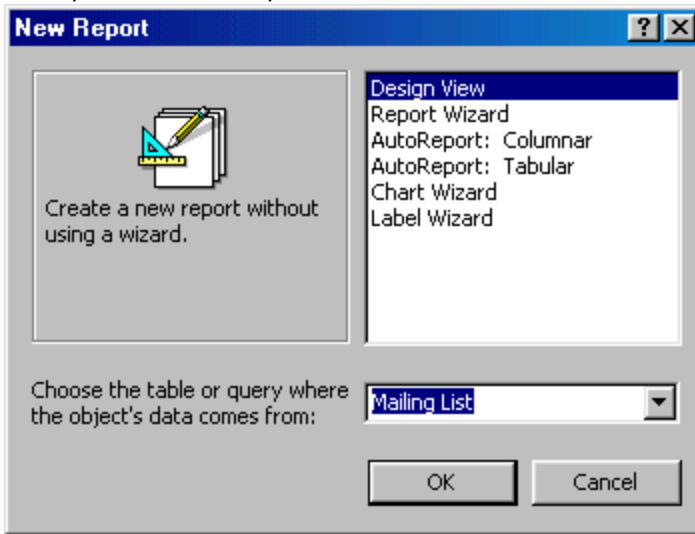
- 7. On the final screen, name the report and select to open it in either Print Preview or Design View mode. Click the **Finish** button to create the report.



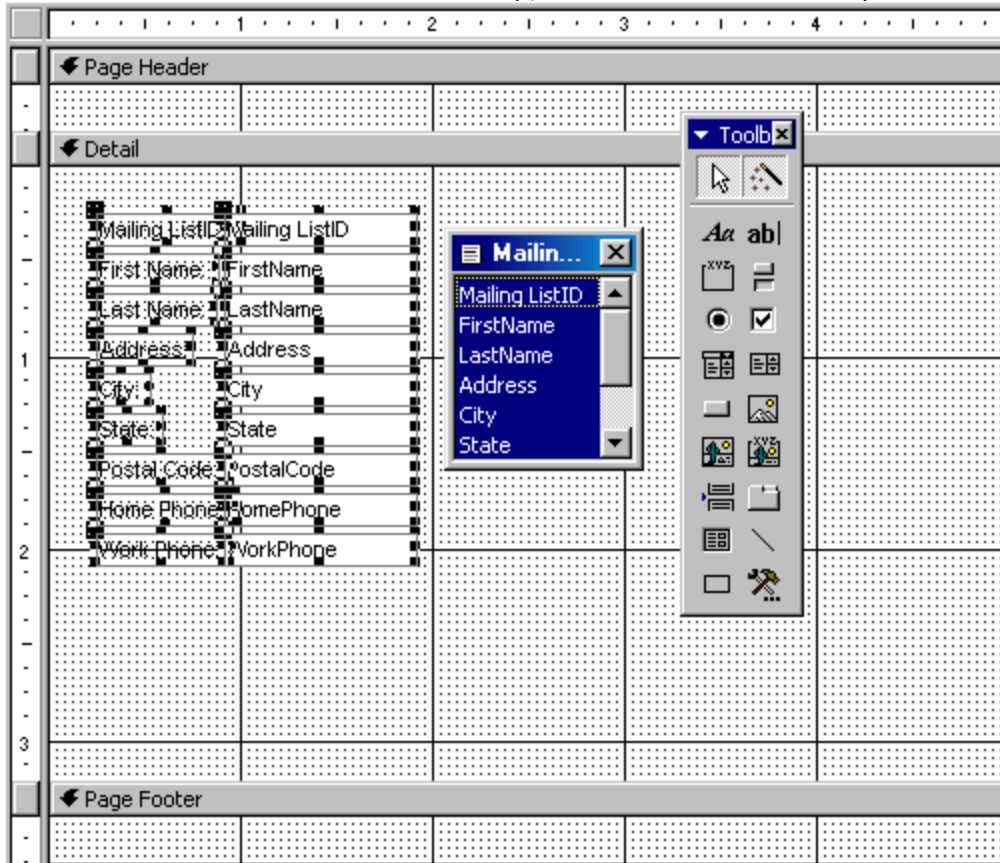
Create in Design View

To create a report from scratch, select Design View from the Reports Database Window.

1. Click the **New** button on the Reports Database Window. Highlight "Design View" and choose the data source of the report from the drop-down menu and click **OK**.



2. You will be presented with a blank grid with a Field Box and form element toolbar that looks similar to the Design View for forms. Design the report in much the same way you would create a form. For example, double-click the title bar of the Field Box to add all of the fields to the report at once. Then, use the handles on the elements to resize them, move them to different locations, and modify the look of the report by using options on the formatting toolbar. Click the Print View button at the top, left corner of the screen to preview the report.



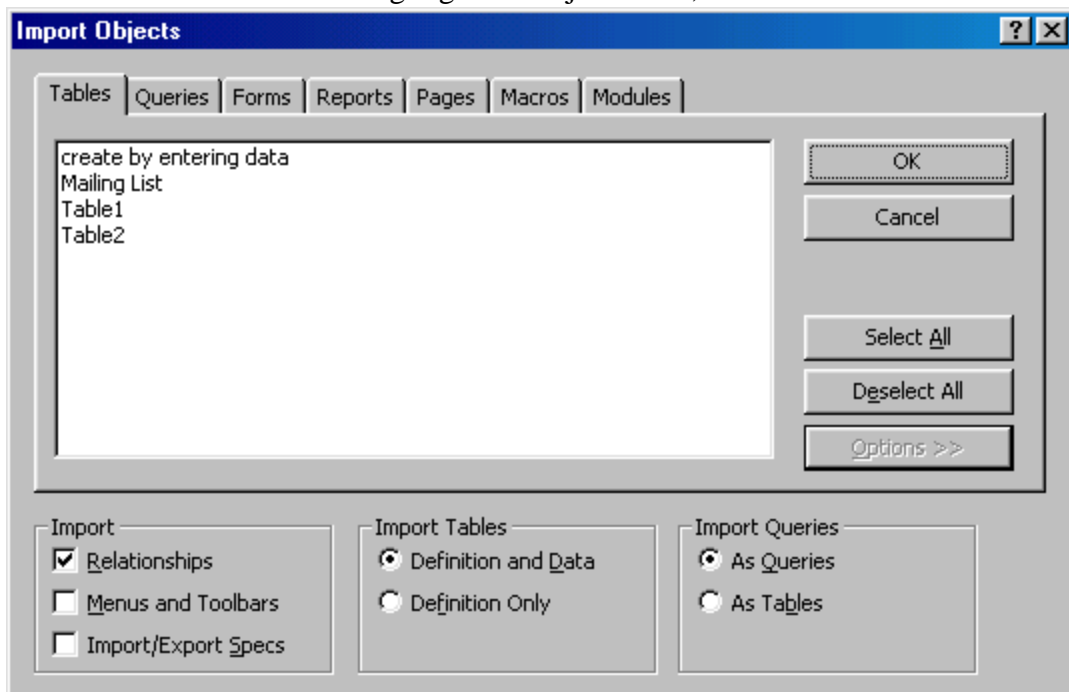
Printing Reports

Select **File|Page Setup** to modify the page margins, size, orientation, and column setup. After all changes have been made, print the report by selecting **File|Print** from the menu bar or click the **Print** button on the toolbar.

Importing

Importing objects from another database will create a complete copy of a table, query, or any other database object that you select. Import a database object by following these steps:

1. Open the destination database.
2. Select **File|Get External|Import** from the menu bar.
3. Choose the database the object is located in a click the **Import** button.
4. From the **Import Objects** window, click on the object tabs to find the object you want to import into the database. Click the **Options >>** button to view more options. Under **Import Tables**, select "Definition and Data" if the entire table should be copied or "Definition Only" if the table structure should be copied but not the data. Under **Import Queries**, select "As Tables" if the queries should appear as regular tables in the destination database. Highlight the object name, and click **OK**.



5. The new object will now appear with the existing objects in the database.

Exporting

The effect of importing can also be achieved using the opposite method of exporting.

1. Open the database containing an object that will be copied (exported) to another database.
2. Find the object in the Database Window and highlight it. Then, select **File|Export...** from the menu bar.
3. Select the destination database from the window and click **Save**.
4. You will be prompted to name the new object and may also be given other options, such as whether to copy the structure or data and structure of a table. Click **OK** to complete the export procedure.

Linking

Unlike importing, linking objects from another database will create a link to an object in another database while not copying the table to the current database. Create a link by following these steps:

1. Open the destination database.
2. Select **File|Get External|Link Tables...** from the menu bar.
3. Choose the database that the table is located in and click the **Link** button.
4. A window listing the tables in the database will then appear. Highlight the table or tables that should be linked and click **OK**. A link to the table will appear in the Database Window as a small table icon preceded by a small right arrow.

Keyboard shortcuts can save time and the effort of constantly switching from the keyboard to the mouse to execute simple commands. Print this list of Access keyboard shortcuts and keep it by your computer for a quick reference. Note: A plus sign indicates that the keys need to be pressed at the same time.

Action	Keystroke
Document actions	
Open existing database	CTRL+O
Open a new database	CTRL+N
Save	CTRL+S
Print	CTRL+P
Undo data changes made in current field	ESC
Display database window	F11
Find and Replace	CTRL+F
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Editing	
Toggle between editing and navigation mode	F2 function key
Open window for editing large content fields	SHIFT+F2
Switch from current field to current record	ESC
Move to next field in record	TAB
Other	
Insert line break in a memo field	CTRL+ENTER
Insert current date	CTRL+;
Insert current time	CTRL+:
Copy data from previous record	CTRL+'
Add a record	CTRL++
Delete a record	CTRL+-

Action	Keystroke
Formatting NOT ACCESS	
Select all	CTRL+A
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
Bold	CTRL+B
Italics	CTRL+I
Left justified	CTRL+L
Center justified	CTRL+E
Right justified	CTRL+R
Decrease indent	CTRL+SHIFT+M
Increase indent	CTRL+M
Editing NOT ACCESS	
Find	CTRL+F
Replace	CTRL+H
Insert hyperlink	CTRL+K
Spell checker	F7
Macros	ALT+F8
Moving through a datasheet	
Next field	TAB
Previous field	SHIFT+TAB
First field of record	HOME
Last field of record	END
Next record	DOWN ARROW
Previous record	UP ARROW
First field of first record	CTRL+HOME
Last field of last record	CTRL+END

