Microsoft® Access 2003
Intermediate II

A Workshop for San Diego State University Faculty and Staff

Sponsored by Academic Affairs

Where to Find Help When You Need It

Help from your Division/College's Computer Consultant

Some divisions and colleges have computer consultants assigned to them. You can contact these consultants when you need help. To determine if you have a consultant assigned to your division or college, look to: http://rohan.sdsu.edu/~facstaff

Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: **http://rohan.sdsu.edu/~bats/**

Help in the San Diego State University, Faculty Room

The Faculty Room is staffed Monday through Friday with computing consultants who will try to answer your questions.

Location:	Adams Humanities, 1109
Phone Number:	x45727
Semester Hours:	7:30am – 6:00pm Monday -Thursday
	7:30am – 4:30pm Friday
Semester Intersession:	7:30am – 4:30pm Monday – Friday

Help from the Faculty Computing Help Line

Phone Number: x41348	**E-mail:** helpline@mail.sdsu.edu
Semester Hours:	7:30am – 6:00pm Monday – Thursday
	7:30am – 4:30pm Friday
Semester Intersession:	7:30am – 4:30pm Monday – Friday

Help from the Staff Computing Help Line

Phone Number: x40824	**E-mail:** staffhelp@sdsu.edu
Semester Hours:	7:30am – 6:00pm Monday – Thursday
	7:30am – 4:30pm Friday
Semester Intersession:	7:30am – 4:30pm Monday – Friday

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MAKE TABLE QUERY

You can create a new table by using all or part of the data in one or more tables.

Make-table queries are helpful for:

- Creating a table to export to other Microsoft Access databases.
- Creating reports that display data from a specified point in time.
- Making a backup copy of a table.
- Creating a history table that contains old records.
- Improving performance of forms and reports based on multiple-table queries or SQL statements.

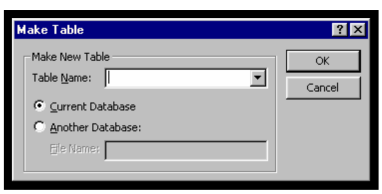
There are two steps involved in the process. First, you must convert the query from a select query to an action query. Then you create the table.

Convert to Action Query

Once you have created the initial query and run it to ensure that the proper records are selected:

1. Open the query in Design View.

2. Click on the **Query** on the Menu Bar.



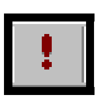
3. Select the **Make-Table Query** option.

4. Enter a name for the new query and indicate whether it is to reside in the current or another database.

5. Click on **OK**. The existing Select Query is converted to an Action Query.

Make the Table

Once the Action Query is created, you can create a new table.



1. Run the Action Query and create the new table by clicking on the **red exclamation point** icon on the toolbar.

2. You will receive a message that the query will paste a number of rows in the new table. Click on **Yes** to continue the operation.

3. Close the query.

4. At this point you will want to view the table in Design View, and set any properties that you need, and assign a Primary Key if desired.

5. Finally, you will want to establish Relationships for the new table (if applicable).

UPDATE QUERY

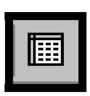
You can update data in tables using the Update Query. For instance, if you had a database that included company names, and if one of the companies changed its name, you could update all of the records to reflect the new name using an Update Query.

There are three steps involved in the process. First, you must create a query to update the records. Then you convert the query from a select query to an update query. Finally, you run the query to change the records.

Creating the Query

To create the initial query:

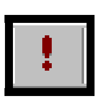
1. Open a new query in Design View.
2. Select the table or tables containing the field of information that you want to update.
3. Double click the field name that you want to update. This adds the field to the query grid.
4. Enter the **existing value** in the Criteria row.



5. Run the query by clicking on the **View button** to ensure that you have correctly selected the records to be updated.
6. Click on the View button once more to return to Design View.

Convert to Action Query

7. Click on **Query** on the Menu Bar.
8. Select the **Update Query** option. A new row (Update To:) is added to the query grid.
9. Enter the **new value** in the Update To: row.



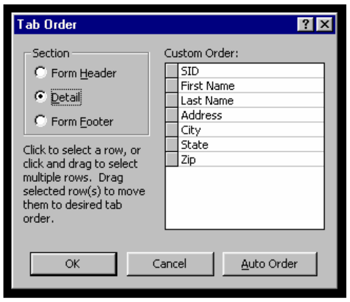
10. Run the query by clicking on the **red exclamation point button** on the toolbar. A message box indicates the number of records to be updated.
11. Click on **Yes** to update the records.
12. Close the query.

FORMS

A variety of tools are available for you to use when you are working with forms.

Changing Tab Order

When you add fields to a form, Access defaults the tab order to be the order in which the fields were added. Sometimes you may want to change this order. To change tab order:



1. Open the form in Design View.
2. Click on **View** on the Menu Bar and select **Tab Order**. The Tab Order dialog box will appear.
3. Click on the **Auto Order button** if you want to reorder the entry sequence going left to right across each row of fields, then top to bottom.
4. Drag any control to a new location by clicking **the button at the left of its name** and dropping it where ever you want it to be in the sequence.
5. Click on **OK** to implement the changes you made.

Remove a Field from the Tab Order

You may not want to allow a user to change a value in a displayed field. To do this:

1. Open the form in Design View.
2. Click on the **field to be dropped** from the Tab Order.
3. Open the Properties window, and select **Other Properties**.
4. Change the value of the Tab Stop property to **NO**.

Display Current Date And/Or Time

To add the current date or current time to a form:

1. Open the form in Design View.
2. Open the Toolbox.
3. Insert a new Text Box in the desired location on the form.
4. Delete the **label** portion of the Text Box.

5. Open the properties for the Text Box.

6. Select the **Data Tab**.

7. In the **Control Source** row enter =Date() to display the current date or =Time() to display the current time.

8. Select the **Format Tab**.

9. In the **Format Row**, select the way you want the date or time to display.

10. Select any other desired formatting options.

11. Save the form.

Add a List Box

You can add a List Box to your form so that you can find specific records quickly. To add a List Box:

1. Open the **Toolbox**.

2. Ensure that the **Control Wizard button** is selected on the Toolbox.

3. From the toolbox, select the **List Box button** and then click on the form to place the box. A Wizard will start.

4. Click the **Radio Button** next to "Find a record on my form based on the value I selected in my list box." Click the **Next** button.

5. Select the field(s) you want displayed in the List Box.

6. Size the columns if desired. Leave the check mark in the Hide Key Column box. Click the **Next** button.

7. Enter the text for the label as you want to show it on the form. Click the **Next** button.
8. Click on **Finish**, and the Text Box will appear on your form.

9. Reposition and format the Text Box and Label as desired.

10. View your form in Form View and watch your form display the record for the name/item you select in the List Box window.

Alphabetize List

You may want the values in the List Box to be displayed in some sort of order. To set the order:

1. Select the **Text Box**.
2. View the **Properties** for the List Box.
3. Select the **Data Tab**.
4. Click in the **Row Source** row. An ellipsis button will appear.
5. Click on the **Ellipsis** button. A SQL query will appear. This is a special query that will not be listed in the Query window.
6. Select the **Sort row** for the field you want to sort by.
7. Select **Ascending** or **Descending**.
8. Save and close the query.
9. If you would like column headings in your Text Box, click on the **Format** tab.
10. Set the Column Heads row value to **YES**.
11. View the form in **Form View** and test the List Box.

NOTE: You can enter the first letter of data in the selected field and Access will take you to the first record in the field containing the letter you typed.

Subforms

A subform is a form that is contained within another form. Subforms are especially effective when you want to show data from tables or queries with a one-to-many relationship.

For example, you could create a form with a subform to show data from a Student table and an Advisor table. The data in the Student table is the "one" side of the relationship. The data in the Advisor table is the "many" side of the relationship — each advisor can be assigned to more than one student.

The main form and subform are linked so that the subform displays only records that are related to the current record in the main form.

When you use a form with a subform to enter new records, Microsoft Access saves the current record in the main form when you enter the data in the subform. This ensures that the records in the "many" table will have a record in the "one" table to relate to. It also automatically saves each record as you add it to the subform.

A subform can be displayed as a datasheet or it can be displayed as a single or continuous form. A main form can be displayed only as a single form.

A main form can have any number of subforms if you place each subform on the main form. You can also nest up to ten levels of subforms. This means you can have a subform within a main form, and you can have another subform within that subform, and so on.

Add a Subform to a Main Form

There are two ways to add a Subform to a Main form:

Use the Wizard

1. Open the main form in Design View.

2. Ensure that the **Control Wizard button** is selected on the toolbox.

3. Click on the Subform/Subreport tool in the toolbox.

4. Click on the **Main Form** where you want to subform to reside. The SubForm Wizard will activate.

5. To make an existing form a subform, click on the **Radio Button** next to “Use an existing form”.

6. Select the **desired form** from the list of forms.

7. Select the **method of linking** the forms.

8. Give a name to the new Subform.

9. At this point you will want to format the Subform in Design view so that the output is what you want.

Drag and Drop

With the main form open in Design View:

1. Switch to the Database Window
2. Select the icon of the form to be added as a Subform.
3. Drag the icon to the Main form and Drop it where desired.

Adding a Tabbed Form

The Tab Control lets you easily create multiple forms in a tabbed format. Using the tabbed format you can eliminate multi-page forms.

To add a Tab control to a form:

1. Open the **main form** in Design View.
2. Click on the **Tab Control button** on the toolbox.
3. Draw a rectangle on the main form where you want the tabbed form to reside. The tabbed form will open with two tabs.

Adding Tabs

To add additional tabs:

1. Use the right mouse button and click on a tab to display a contextual menu.
2. Select **Insert Page**. The new tab will be inserted to the right of the other tabs.

Changing The Tab Order

As you develop your form, you may want to change the order of the tabs in the tabbed form. To change tab order:

1. Use the right mouse button and click on a **tab** to display a contextual menu.
2. Select **Page Order**. The Page Order window will open.
3. Use the **Move Up** and **Move Down** buttons to re-order the tabs.
4. Click on **OK** when done. The tabs will now display in the order you selected.

Deleting a Tab

To delete one of tabs:

1. Use the right mouse button and click on the tab you want to delete and a contextual menu will be displayed.

2. Select **Delete Page**. The selected tab will be deleted.

Adding a Subform to a Tab

There are two ways to add a Subform to a tab:

Use the Wizard

1. Ensure that the **Control Wizard button** is selected on the toolbox.

2. Click on the **Subform/Subreport tool** in the toolbox.

3. Click on the tab in the **tabbed form** where you want to subform to reside. The SubForm Wizard will activate.

4. To make an existing form the subform, click on the **Radio Button** next to "Use an existing form".

5. Select the **desired form** from the list of forms.

6. Select the **method of linking** the forms.

7. Give a name to the new Subform.

8. At this point you will want to format the Subform in Design view so that the output is what you want.

Drag and Drop

With the main form open in Design View:

1. Add the Tab Control to the Main Form

2. Switch to the Database Window

3. Select the icon of the form to be added to the first tab as a Subform.

4. Drag the icon to the Main form and Drop it on the first tab.

5. Continue dragging and dropping until you have subforms on all the desired tabs.