

Open Learning Guide

Microsoft[®] Access 2013

Introductory

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Release OL359v1

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Section 2

Databases

By the end of this section you should be able to:

Understand Database Principles

Open the Navigation Pane

Use Database Object Views

Save and Close Databases

Exercise 9 - Database Principles

Guidelines:

A database is simply an organised collection of information, such as a telephone directory, address book, etc. A database management system is a computer program, which allows a user to create, maintain and process database information and to access, display and manipulate that information.

An Access database is made up of several object types (only some of which will be covered in this introductory guide). They are:

Tables - All data held in a database is stored within tables. Usually many small tables are created rather than one large table. This helps the efficiency of the database when searching for information. Data can be entered, edited or deleted, directly in a table. When a table is opened, all the data held in the table can be viewed on one large screen using scroll bars.

Queries - Selection queries are used to select certain fields and certain records from a table. This creates a selective view of the data that can be saved, if required, and used again. Data fields from several related tables can be included in one query, but not every data field from the tables is required. Queries can be created then for specific purposes, only containing the data fields necessary for that purpose, even if those fields exist in different tables.

Forms - To view or maintain only one set of data at a time, e.g. one customer at a time, a form is created. Data can be entered, edited or deleted in a form. All the data that is created or altered in a form is automatically updated in the appropriate tables. Forms can be based on tables or queries.

Reports - Reports are created in a similar way to forms, either from a single table or a query, but will give a hard copy printout of the data. Reports can show only one set of data per page, groups of data per page, or all the data at once in a similar way as a table.

Macros - A macro is a set of actions which can be saved and re-run at any time. A macro is often assigned to a button or a control on a form to repeat certain tasks.

Exercise 10 - The Navigation Pane

Guidelines:

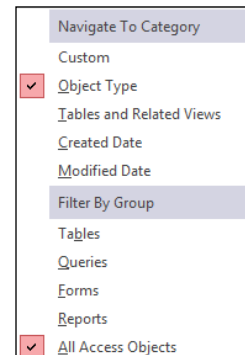
A database consists of tables of data together with various other related items used for viewing and working with the data. Each table, form, report, query, etc., in a database is called an object.

The starting point for many tasks in a database is the **Navigation Pane**, shown down the left side of the Access screen. From this pane it is possible to open, edit, rename or delete any of the objects in the database.

Actions:

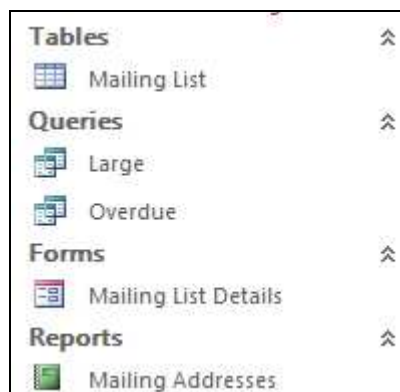
1. Start Access and select **Open Other Files**.
2. Select **Computer** and locate the supplied data folder, either from the **Recent** list or by using the **Browse** button. Open the **Mailing** database.
3. The **Navigation Pane** is shown on the left, displaying all the objects that make up this database.
4. Click in the top bar of the **Navigation Pane**, All Access Obj... ⌵ ⌵ to see how the objects are displayed.

5. The top part of the list shows how the database objects will be grouped. At this level all objects will be grouped by **Object Type**, i.e. all tables will appear together, etc. This is the default setting.
6. The lower part of the list shows which categories will be displayed. For large databases the list could be restricted to show only **Tables** for example, but at this level all objects can easily be seen. Click on **All Access Objects** to make sure it is selected.



Note: Make sure these options are set for every database that is opened.

7. The **Navigation Pane** shows the **Tables**, **Queries**, **Forms** and **Reports** which have been created in this database.



8. Leave the database open for the next exercise.

Exercise 11 - Database Object Views

Guidelines:

There are different view options available when viewing each object type:



shows the actual data (content) of the object. **Tables, Queries and Forms** have this type of view.




shows the structure or design of the object. **All** objects have this type of view.

Other views are available for different objects, such as **Form View**, which allows a form to be used as an enquiry or data entry screen, and **Report View** which shows a report output in formatted form. These will be described in the relevant sections.

An object can be opened in a particular view, or the view can be changed at any time using the **View** button on the **Ribbon**.

Actions:

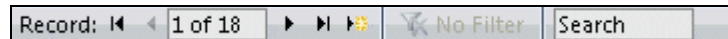
1. With the **Mailing** database open, right click on the **Mailing List** table from the **Navigation Pane**.
2. Click  from the shortcut menu. The table is displayed in **Datasheet View**. All the records in the table are listed, although not all may be seen on one screen.

*Note: This is the default view of the table. Double clicking on the table name in the **Navigation Pane** will also display this view. Some data columns may not be fully displayed; widening columns is covered in the next section.*

First Name	Last Name(s)	Address(1)	Address(2)	Address(3)	Address(4)
Brian	George	Hill Top School	Steetchley Ave	Worcester	
Christopher	Cross	Cross Keys College	Baywater Cresc	Thornaby	Cleveland
Ian	Routledge	The Grammar Schc	Newport	Shropshire	
Jean	Valdron	St. Christopher Se	Castlemilk	Glasgow	Scotland
Kylie	Brown	Grange Park Plum	Northwood	Middlesex	
Ivor	T. Engine	Smithson Universi	Nigel Road	Glenrothes	Fife
Sam	Waters	Andrews High Sch	North Road	Lerwick	Shetlands
John	Anderson	University of Wale	Church Street	Gwersyllt	Wrexham
Fred	Evesham	John Street Univer	John Street	London	
David	Ash	Lingford College	Albion Street	Lingford	Dumfrieshi
Graham	Hargrave	British Petroleum	Marlborough Pl	Middlesex	
Ann	Smith	Lothian fisheries	Sussex Place	Edinburgh	
Chris	Jones	Oxford Place Mido	Business Educa	Florida Park	Livingston
Alison	Walton	Tynemouth Colleg	Radley	Clywd	
Thomas	Ellison	Wood Suppliers Lt	Liverpool Stree	Dagenham	Essex
Brian	Wilde	The Royal School	Pagnall Street	Mill Hill	London
Dawn	Braeks	Brighton College	Technical Road	Ripley Street	Brighton
Susan	Green	Leeds Open Learn	36 Smith Cresce	Leeds	
*					

Exercise 11 - Continued

- Vertical scroll bars can be used to move through the list if there are a large number of records. Horizontal scroll bars can be used to view any missing fields if the records have a lot of fields.
- At the bottom of **Datasheet View** is a set of **Navigation Buttons**. Their use is described in a later exercise but note that they also display the current record number and the total number of records in the table.



- Click the drop down arrow on the **View** button at the left of the **HOME** tab and select **Design View** from the list.



*Note: **Design View** was the default alternative view, and therefore could have been selected by clicking the **View** button directly.*

Field Name	Data Type	Description (Optional)
First Name	Short Text	
Last Name(s)	Short Text	
Address(1)	Short Text	
Address(2)	Short Text	
Address(3)	Short Text	
Address(4)	Short Text	
Post Code	Short Text	
Establishment Type	Short Text	


Field Properties

General	
Field Size	25
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	No
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

- This is the same table as before, but this view shows the definition and properties of the fields that make up the table. Changes made here will alter the structure of the table but will not usually change the actual data.

Note: It is possible to lose data by reducing the field size to less than the size of the data in the field.

- Click on the **View** button , at the left of the **Ribbon**. Because the table is in **Design View**, the default is to toggle back to **Datasheet View**.
- Select the **FILE** tab and click **Close** to close the **Mailing** database. There were no design changes so there should be no prompt to save objects. If there is a prompt, select **No**.

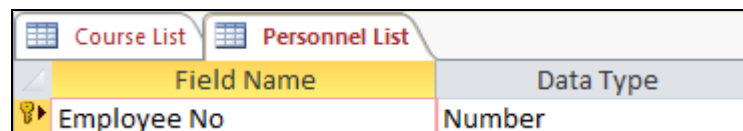
Exercise 12 - Tabbed Documents

Guidelines:

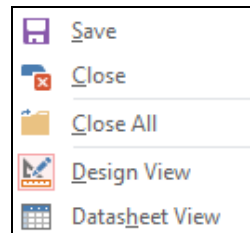
More than one object in a database can be open at one time and there are different ways of displaying them. The files supplied with this guide use the **Tabbed Document** option, where each object has its own tab in the work area.

Actions:

1. Open the **Staff** database (it may be on the **Recent** list).
2. Double click on **Course List** in the **Navigation Pane** to open the table in **Datasheet** view.
3. Right click on **Personnel List** in the **Navigation Pane** and select **Design View** from the shortcut menu. The table opens directly in **Design View**.
4. There are now two tables open, and therefore two tabs in the work area. The **Personnel List** tab is highlighted because that is the active object.

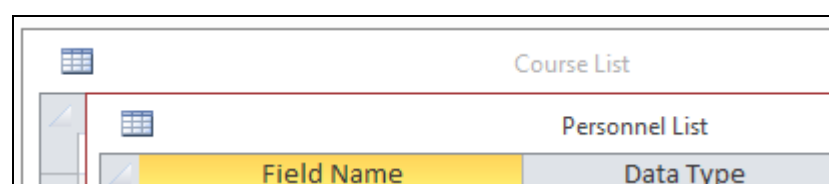


5. Click on the tab for **Course List**. That becomes the active object.
6. Right click on the **Personnel List** tab to show a shortcut menu.



7. Select **Close**. The **Personnel List** table is closed (the **Close** button on the right could also be used). Leave the database open for the next exercise.

*Note: There is an alternative layout (shown below) which displays each open object as a separate window (**Overlapping Windows** option). This does not affect the way that Access behaves. All databases supplied with this guide have **Tabbed Documents** layout. Layout setting can be changed by selecting the **FILE** tab, then **Options** then **Current Database**.*



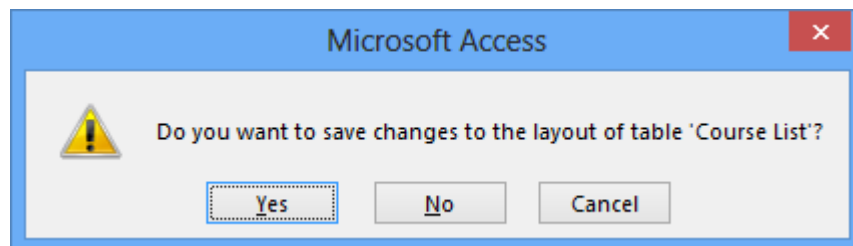
Exercise 13 - Saving & Closing Databases

Guidelines:

Individual objects within a database will only need to be saved if the design of the object has been changed. Data entry or amendments within a table or form however are saved automatically with no prompt, so care must be taken when viewing data (so that no accidental data changes take place). On closing a database, a save prompt will only occur if the design of one of the objects has been altered and the changes have not been saved.

Actions:

1. In the **Course List** table (**Datasheet View**), click in the middle of the **Employee No** field. Change the number to **1101**.
2. Right click on the **Course List** tab and select **Close**. The table is closed without a **Save** prompt because data changes have already been saved automatically.
3. Re-open the table in **Datasheet View** by double clicking on the table name from the **Navigation Pane**.
4. Click in the middle of the **Employee No** field of the first record and change the number back to **101**.
5. Use the **View** button to change to **Design View**.
6. The first field name, **Date**, should be highlighted. Type **Start** to replace it.
7. Right click on the **Course List** tab and select **Close**.



8. Select **No**. The table is closed, but without saving the design changes. The first field name will still be **Date** the next time the table is opened.

Note: The data change in step 4, however, has been saved automatically.

9. To close the **Staff** database select the **FILE** tab and select **Close**. No save prompt appears because all the objects were closed before closing the database.

*Note: Some changes made in **Datasheet View**, such as changing column width, are actually classed as design changes and need to be saved.*

Exercise 14 - Revision: Databases

1. Open the **Mailing** database.
2. Open the **Mailing List** table in **Datasheet View**. How many records are in this table?
3. Switch to **Design View**. How many fields are defined for this table?
4. Close the table and make sure the **Navigation Pane** shows **All Access Objects**.
5. Look at the **Queries** for this database. How many are there?
6. Select the **Overdue** query and open it. How many records are included in the query?
7. Close the query and look at the **Forms** for this database. How many are there?
8. Look at the **Reports** for this database. What is the name of the only report?
9. Close the **Mailing** database.

*Note: Answers are shown in the **Answers** section at the end of this guide.*

Section 3

Tables

By the end of this section you should be able to:

Move Around a Table
Change Column Width and Row Height
Freeze, Move and Hide Columns
Change the Appearance of a Table
Preview and Print a Table

Exercise 15 - Tables

Guidelines:

The first step in creating a table is to decide what information the table is to contain. For small databases a single table may be created. Larger databases may need several small tables. Tables can be linked with relationships, ultimately forming the backbone of the database itself.

Each different item of data in a table is called a **Field**. Many fields are needed to describe what the data represents. In the following picture, the field names **Country, Region, Capital**, etc. have been created. Data that represents these fields will be seen below the appropriate field name, in a column. Data can now be entered in rows. Each row is called a **Record**. Each record is made up of the same number of fields, but not all fields in a record may contain data.

When data is entered into a table, it is automatically saved without any further intervention. Only when the design or layout of a table is changed, will it be necessary to request that the changes are saved.

The following diagram shows a table which has had its field names defined and has had data entered in rows. Each row represents a different record in the table. Each column represents a different field in the table.

Country	Region	Capital	Population	Area	Density	Currency
Afghanistan	Asia	Kabul	14.8	0.25	58	Alghani
Argentina	South America	Buenos Aires	31.9	1.10	30	Peso
Australia	Australasia	Canberra	16.4	2.90	5	Dollar
Austria	Europe	Vienna	7.6	0.03	234	Euro
Belgium	Europe	Brussels	9.9	0.01	838	Euro
Brazil	South America	Brasilia	154.0	3.20	46	Cruzado
Bulgaria	Europe	Sofia	8.9	0.04	209	Lev
Canada	North America	Ottawa	26.3	3.80	7	Dollar
China	Asia	Beijing	1102.0	3.70	294	Yuan
Denmark	Europe	Copenhagen	5.1	0.86	6	Krone
Egypt	Middle East	Cairo	54.7	0.39	138	Pound
Ethiopia	Africa	Addis Ababa	49.7	0.47	102	Birrar
Finland	Europe	Helsinki	4.9	0.13	38	Markka
France	Europe	Paris	55.9	0.21	264	Euro
Germany	Europe	Berlin	82.0	0.40	250	Euro
Greece	Europe	Athens	10.0	0.05	197	Euro
Hungary	Europe	Budapest	10.6	0.04	295	Forint
Iceland	Europe	Reykjavik	0.2	0.04	6	Krona
India	Asia	New Delhi	833.0	1.27	644	Rupee
Iran	Middle East	Tehran	53.6	0.64	82	Rial

Record: 1 of 47 | Unfiltered | Search

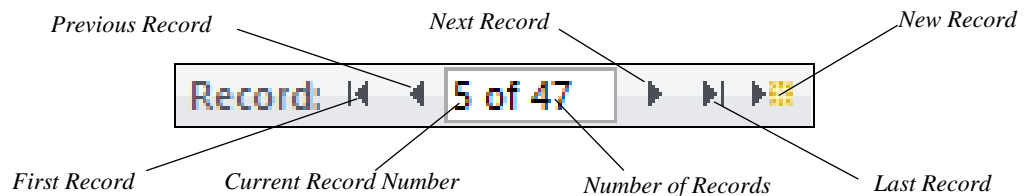
Exercise 16 - Using the Mouse within a Table


Guidelines:

When opened in **Datasheet View**, it is possible to navigate around the whole table using the mouse together with **Navigation** buttons and scroll bars.



Actions:

1. Open the **Country** database and the **Statistics** table in **Datasheet View** (maximise the table if necessary).
2. Click anywhere in the fifth record, **Belgium**. This is now selected as the current record.
3. The **Record Navigation** buttons above the **Status bar** allow movement between the records.



4. Click the **New Record** button, , to move to a blank record at the end of the table. A new record can be added here.

*Note: There is also a **New** button in the **Records** group on the **HOME** tab of the **Ribbon**.*

5. Click the **First Record** button, , to move to the first record of the table.
6. Practise using the navigation buttons to move around the records in the table.
7. Move the mouse pointer to the **Region** field for **Brazil (South America)** and double click on the word **South**. Only the word **South** is selected.
8. The mouse can also be used to select all the contents of a field. Move the cursor to the left edge of **Canberra**, this is the **Capital** field of **Australia**.
9. The mouse pointer should change to . Click the mouse to select the entire field.
10. The **Scroll bars** at the bottom and right of the screen can be used to view more fields and records. Click on the **Right** arrow in the horizontal scroll bar to scroll right by one column. Click on the **Left** arrow in the horizontal scroll bar to bring the first column back into view.
11. Leave the **Statistics** table open for the next exercise.

Exercise 17 - Using the Keyboard within a Table

Guidelines:

The keyboard may be used to move about the table instead of the mouse. The following keys are used to move from field to field and record to record. Note that some of these keys have different effects when the entire field is selected, rather than the contents.

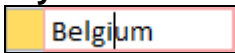
→	moves one field or character to the right
←	moves one field or character to the left
↓	moves one record down
↑	moves one record up
<Page Down>	moves one screen down
<Page Up>	moves one screen up
<End>	moves to end of record
<Home>	moves to start of record or field
<Tab>	moves one field to the right
<Shift Tab>	moves one field to the left
<Ctrl Home>	moves to the top left of the table
<Ctrl End>	moves to the bottom right of the table
<F2>	toggles between the entire field being selected and Edit mode (the cursor within the content).

In **Edit** mode, some keys produce movement within the selected field only, rather than between fields and records.

To switch to **Edit** mode, press <F2> or click with the mouse in the middle of the field contents.

*Note: When two keys are mentioned such as **Ctrl** and **End**, the first key (**Ctrl**) should be held down while the other key (**End**) is pressed and released.*

Actions:

1. Move the mouse over the **Country** field for the fifth record, **Belgium**, and click somewhere within the text . The cursor will appear in the word and it can now be edited using word processing techniques.

Exercise 17 - Continued

2. Press the → key. The cursor moves on character forward.
3. Press <F2> to select the whole field then press → again. The next field, **Europe**, is selected.
4. Press <Ctrl Home> to move to the first field of the first record.
5. Press <Tab> repeatedly to move right to the last field, **Exports**.

Density	Currency	Language	Exports
58	Alghani	Pashtu	Carpets & Rugs
30	Peso	Spanish	Grain & Meat
5	Dollar	English	Wheat & Barley
234	Euro	German	Iron & Steel Products & Timber

6. Press → again and the cursor moves to the first field on the next record.
7. Press the <PageDown> key to move down by one screen.
8. Press <End> to move to the end of the current record, i.e. the last field in the record.
9. Press <Home> to move to the first field of the current record.
10. Press → twice to move to the **Capital** field and press <F2> to change to **Edit** mode with the flashing cursor now visible.
11. Press <Home>. The cursor moves to the beginning of the field.
12. Press <F2> to select the whole field and press <Home> again. Now the selection moves to the first field of the record.
13. Practice moving about the table using the keyboard.
14. Close the **Statistics** table.
15. Close the **Country** database.

Note: A useful technique is to use the keyboard for moving in the visible area of the screen, i.e. from record to record or field to field and use the mouse/scrollbars to move larger distances.

Note: The tables used in these exercises are to demonstrate database features, the actual data content is not current.

Exercise 18 - Changing the Column Width

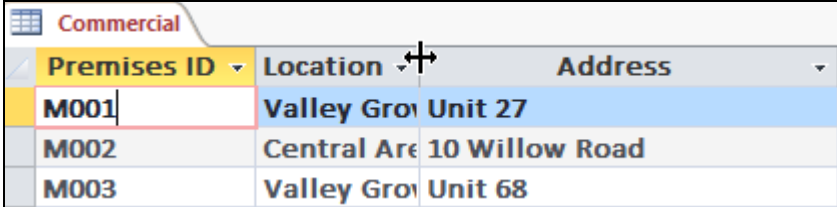
Guidelines:

Column Widths can easily be changed so that all data in a table is fully displayed and to allow data to be read more easily.

The width of columns can be set using dialog boxes or the mouse.

Actions:

1. Open the **Premises** database and the **Commercial** table.
2. Move the mouse pointer over the border between the **Location** and **Address** column labels. The mouse pointer changes as shown below. Click and drag to the left to reduce width of the **Location** column to about half its present size, then release the mouse button.

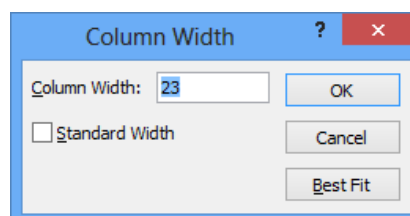


Premises ID	Location	Address
M001	Valley Gro Unit 27	
M002	Central Area	10 Willow Road
M003	Valley Gro Unit 68	

3. Notice how the displayed column width has narrowed and the data is truncated. This is not the same as reducing the actual size of the field. No actual data has been lost, it just cannot all be seen in the space available.

Note: The column border can be dragged to the right to widen the column.

4. Position the cursor between the **Location** and **Address** column labels again. Double click the left mouse button to automatically resize the **Location** column to accommodate the widest entry in the column. This is known as **Best Fit**. All missing content is displayed again.
5. Right click on the **Address** column label and select **Field Width** from the drop down menu.



*Note: The **Best Fit** option can also be selected from here.*

6. Enter **20** in the **Column Width** box. Click **OK**.
7. Leave the **Commercial** table open for the next exercise.

Exercise 19 - Changing the Row Height


Guidelines:

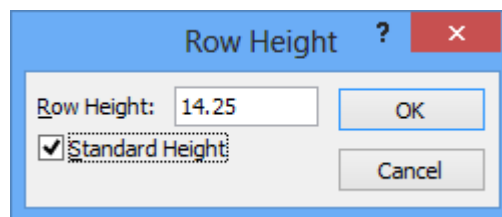
Row Heights can be altered, allowing more space to appear between each record (or row) within the table. Changing the **Row Height** affects the display of **all** records in the table.

Actions:

1. In the **Commercial** table, move the mouse pointer between any row labels in the left margin.

Premises ID	Location	Address
M001	Valley Grove	Unit 27
M002	Central Area	10 Willow Road
M003	Valley Grove	Unit 68
M004	Enterprise Centre	86 Kingsway

2. Click and drag the mouse downwards, to change the row height to roughly twice its original height, then release the mouse button. All the rows in the table now have larger row heights. This makes record information easier to read.
3. Click the **More** button,  **More**, in the **Records** group of the **HOME** tab. Select **Row Height** from the menu.
4. To reset the row height back to the default size check the **Standard Height** box.



*Note: Right clicking the mouse on the row label and selecting **Row Height** from the menu will also display the **Row Height** dialog box.*


5. Click **OK**.
6. Close the **Commercial** table. There will be a prompt to save layout changes (resizing of columns and rows counts as a layout change). Select **No**. All changes will be lost.
7. Leave the **Premises** database open.

Exercise 20 - Freezing Columns

Guidelines:

When a table contains many fields across the page, not all of the fields may be visible on the screen. Some fields can be displayed on the screen at all times by **Freezing** their columns. The frozen columns will move to the left edge of the table and they will be permanently displayed, i.e. they will not scroll.

Actions:

1. Open the **Commercial** table from the **Premises** database.
2. Click in the **Premises ID** column heading to select the whole column.
3. Click the **More** button, , in the **Records** group of the **HOME** tab. Select **Freeze Fields** from the menu.

*Note: A column can also be frozen by right clicking on its heading and choosing **Freeze Fields** from the menu.*

4. Use the horizontal scroll bar to move across the table, bringing the other fields into view. The **Premises ID** field is frozen, it remains on the screen as other fields scroll past.

Premises ID ▾	Glazing ▾	Parking Sp ▾	Disabled A ▾	Comment ▾
M001	None	35	Yes	Recent Acquisition
M002	Standard	3	No	Fully Furnished
M003	Standard	3	No	Quick Sale
M004	Tinted	25	Yes	Premier Location

5. Click **More** and select **Unfreeze All Fields** to reset the table.
6. Select the **Address** column, click the **More** button, and select **Freeze Fields** from the menu.
7. The column moves to the left of the table so that it is now the first field and can be frozen. Scroll along the table. Only **Address** remains in view.
8. Unfreeze all fields. The **Address** field is unfrozen but remains on the left. The column position has been changed, and unfreezing does not reset it.
9. Close the table. Because the table layout has changed there will be a prompt to save the table when it is closed. Select **No** to close the table without saving.
10. Leave the database open for the next exercise.

Exercise 21 - Moving Columns

Guidelines:

In a table, data in one column may have to be compared to data in another column. However, columns containing the data may not be adjacent to one another or even be visible on screen, as the table may be large. Columns can be moved in **Datasheet View** to any position in the table, so that any required column can be viewed adjacent to another. The change in layout can be saved if required again, but note that it does not affect the order in **Design View**.

If a column was originally placed incorrectly, then the field order can be changed in **Design View**. Again, any alteration to design must be saved.

Actions:

1. Open the **Commercial** table in the **Premises** database.
2. Click once with the mouse on the heading of the **Address** column to highlight the entire column.
3. Next, click and drag the heading to the right. The cursor changes indicating a column move and a black line in the table indicates where the column is to be re-positioned. Position the **Address** column to the left of the **Price** column and release the mouse button.

Location	Address	Occupied	Type of Premises	Price
Valley Grove	Unit 27	No	Store Unit	£50,00
Central Area	10 Willow Road	Yes	Office Premises	£75,00
Valley Grove	Unit 68	Yes	Store Unit	£45,00

4. Scroll to the right and click on the **Comment** column label. Hold down the **<Shift>** key and click on the **Offers** label to highlight both.
5. Click and drag either column leftwards. Both selected columns will be moved at the same time. Position them to the right of **Address**.

Price	Address	Comment	Offers
£50,000.00	Unit 27	Recent Acquisition	£45,000.00
£75,000.00	10 Willow Road	Fully Furnished	£60,000.00
£45,000.00	Unit 68	Quick Sale	£45,000.00
£175,000.00	86 Kingsway	Premier Location	£156,000.00

Note: Multiple columns selected in this way can be resized, frozen or hidden.


6. Close the table without saving. When the table is next opened, all columns will be in their original positions.
7. Leave the database open for the next exercise.

Exercise 22 - Hiding Columns

Guidelines:

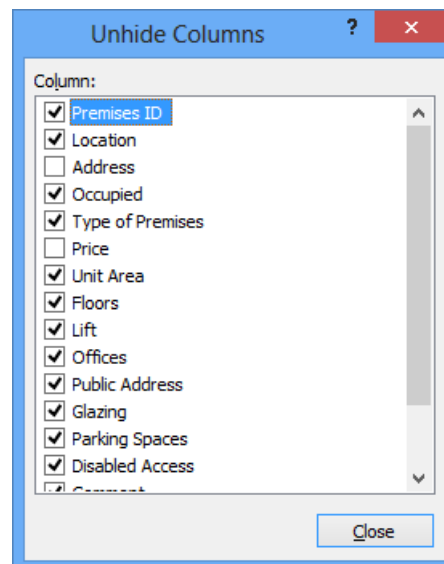
Columns in a table may be hidden so that they are not shown in the **Datasheet View**. This is useful if a table contains private or sensitive data, which should not be seen by everyone using the table.

Actions:

1. Open the **Commercial** table in the **Premises** database.
2. Click in any part of the **Address** column.
3. Click the **More** button,  **More** ▾, in the **Records** group of the **Home** tab.
4. Select **Hide Fields** from the menu. The **Address** field is removed from view.

*Note: Right-clicking on the column heading and selecting **Hide Fields** has the same effect.*

5. Position the cursor in the **Price** column and use the **More** button to hide this column.
6. With the cursor anywhere, click the **More** button and select **Unhide Fields** to see a list of all columns in the table. Hidden columns are unchecked.



7. Re-check the **Address** and **Price** boxes to unhide the columns.
8. Click **Close** then close the **Commercial** table without saving.
9. Leave the database open for the next exercise.

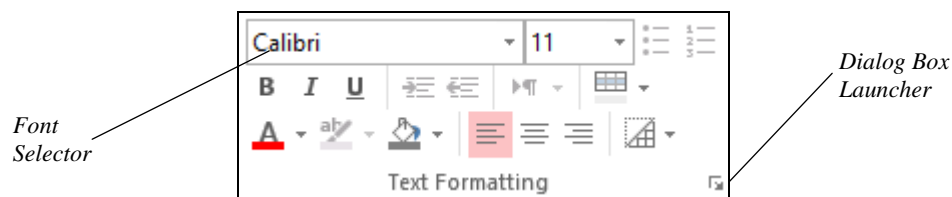
Exercise 23 - Changing Table Appearance




Guidelines:

The appearance of a **Datasheet** may be changed by formatting its text or background. The new appearance can be applied to the current database only or set as the default for all datasheets.

Actions:

1. Open the **Commercial** table in the **Premises** database and look at the options in the **Text Formatting** group of the **HOME** tab.

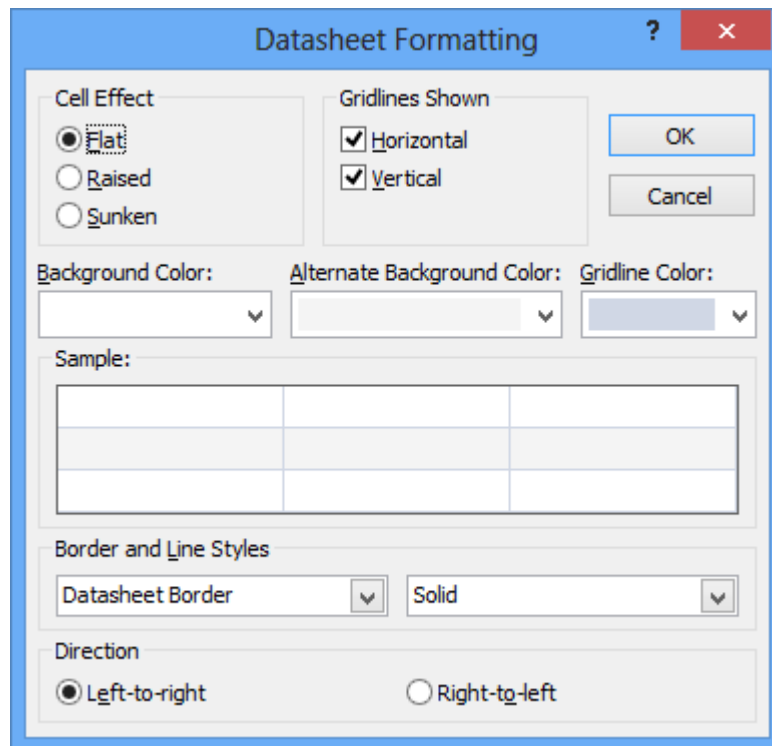


2. Click the drop down arrow in the **Font Selector** box and select **Arial**.
3. Click the drop down arrow in the **Font Size** box and select **10pt**.
4. Click the **Italic** button, .
5. Click the drop down arrow in the **Font Color** button,  box and select a dark blue colour.
6. Make sure the cursor is in the first column and click the **Center** button, . Notice that this command affects only the selected column.

Premises ID	Location	Address	Occupied
M001	Valley Grove	Unit 27	No
M002	Central Area	10 Willow Road	Yes
M003	Valley Grove	Unit 68	Yes
M004	Enterprise Centre	86 Kingsway	No
M005	Industrial Park	Unit 12 Bridge Court	No
M006	Central Area	16 Station Road	Yes
M007	Enterprise Centre	Unit D, Main Building	No
M008	Riverside Complex	Suite A, The Marina	Yes
M009	Riverside Complex	2 Grey Walk	Yes

7. Background effects can also be applied from this group but as an alternative, click the **Dialog Box Launcher** button in the **Text Formatting** group (see the diagram at step 1) to display the **Datasheet Formatting** dialog box.
8. Notice that by default, **Datasheet** view has alternate rows in different background colours to improve readability.

Exercise 23 - Continued



9. With the **Cell Effect** set to **Flat**, change the **Background Color**, the **Alternate Background Color** and the **Gridline Color** and observe the result in the **Sample** preview.
10. When you are happy with the effect, click **OK** to apply it to the **Datasheet** view.
11. Display the **Datasheet Formatting** dialog box again and change the **Cell Effect** from **Flat** to **Sunken**. Notice that some of the previously applied colour is lost. Click **OK** if you want to apply this to the view or click **Cancel** if you want to ignore it.

Note: The effects defined here only apply to the view of the selected table. Other tables in this database or tables in different databases are not affected.

12. To change the default appearance of all datasheet views, click the **FILE** tab, click **Options** and select **Datasheet** from the list on the left. Settings changed here will affect all datasheets. Click **Cancel** to return without changing any settings.
13. Leave the **Commercial** table open in **Datasheet View**.

Exercise 24 - Previewing and Printing a Table

Guidelines:



Once a table has been formatted as required, it can easily be printed. A table should always be previewed before printing to check its layout. Changes can be made to the appearance of the printed page at this stage, before actual printing, which reduces unnecessary paper use.



Actions:

1. Using the **Commercial** table from the previous exercise, click the **FILE** tab and select the **Print** option.
2. Select **Print Preview** from the options in the main part of the screen. The **PRINT PREVIEW** tab is shown on the **Ribbon** and the work area shows a picture of how the table will look when printed.



PersonnelID	Location	Address	Occupied
M001	Valley Grove	Unit 27	No
M002	Valley Grove	19 Woodstock	Yes
M003	Valley Grove	100A	Yes
M004	Sheppards Centre	84 Kingsway	No
M005	Industrial Park	Unit 3 Single Court	No
M006	Carver Area	14 Jordan Road	Yes
M007	Sheppards Centre	Unit 2, Main Building	No
M008	Sheppards Centre	2 Ave 2, The Mall	Yes
M009	Riverside Complex	3 Gray Rd	Yes
M010	Donland	7 Widdowson Road	Yes
M011	Carver Area	5th Floor, Station Tower	No
M012	Carver Area	14th Northcott Rd	Yes
M013	Sheppards Centre	17 Claydon	No
M014	Carver Area	1st Floor, Station Tower	No
M015	Riverside Complex	8 The Drive	Yes
M016	Industrial Park	Unit 20, 21st Park	No

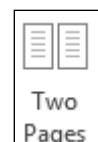
3. Positioning the mouse over the page changes it to . Click once in the page to zoom in. The default zoom setting when zoomed in is 100%.
4. The mouse pointer now changes to . Click the page to zoom out. The aim of the default zoom setting when zoomed out is to fit a whole page in the window.

Note: The current zoom setting is shown at the right of the status bar along with a slider to vary the setting. Changing the zoom setting with this slider may affect the settings used by the  and  cursors.

5. **Zoom** settings can also be changed from the **Ribbon**. Click the drop down arrow below the **Zoom** button. Try a few different settings then finally select **Fit to Window**.




6. Change the print preview display by clicking the **Two Pages** button from the **Zoom** group on the **Ribbon**.

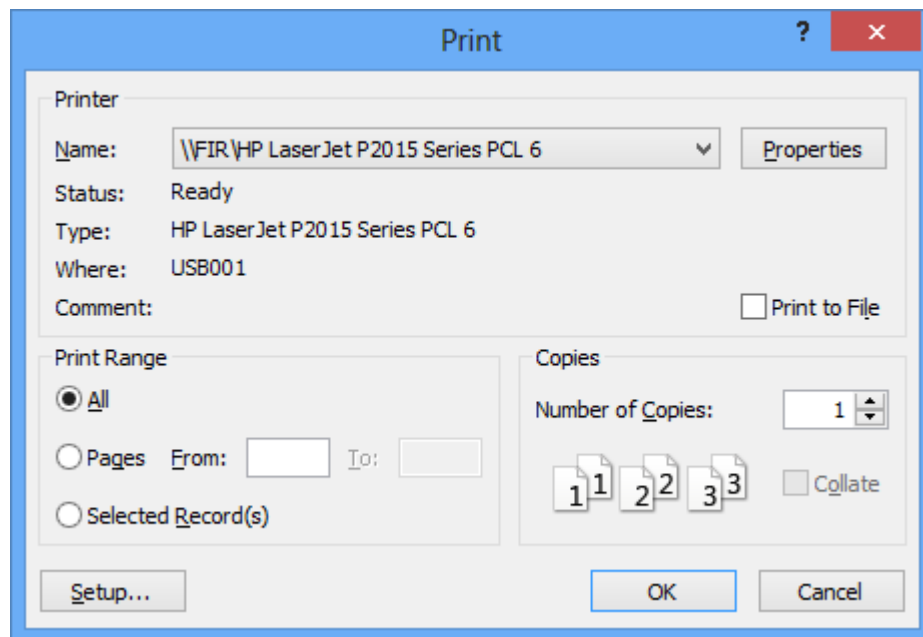


7. Click the **More Pages** button and select **Four Pages** from the list to see a different display.

8. Change the orientation of the print preview display by clicking the **Landscape** button from the **Page Layout** group on the **Ribbon**. This is the orientation that will be used when printing.


Exercise 24 - Continued

9. The previous orientation is judged to be more readable. Click the **Portrait** button to change back.
10. There are buttons on the **Ribbon** to change paper size and margins, or all settings can be changed from a dialog box. Click the **Page Setup** button. 
11. Look at the options in the dialog box then click **Cancel** to return.
12. Click the **Print** button from the **Ribbon** to display the **Print** dialog box.



13. The displayed **Printer Name** will not be as shown here; it will be the default printer for your computer. If there is a choice of printer this can be made by clicking the drop down arrow.
14. Check that **Number of Copies** is set to **1** and **Print Range** is set to **All**.
15. Click **OK** to print a copy of the table.



16. Click  to close **Print Preview** mode and return to the **Datasheet** view of the table.
17. Close the **Commercial** table without saving any changes.
18. Close the **Premises** database.

Exercise 25 - Revision: Tables

1. Open the database **Staff**. This database contains two related tables: **Personnel List** and **Course List**.
2. Double click on the **Personnel List** table to open it in **Datasheet View**.
3. Adjust the width of the **Surname** column to accommodate the text.
4. Increase the height of the rows until about eight rows are visible on the screen.
5. Return the row height to standard height.
6. Change the **font** style, size and colour to a selection of your choice.
7. Remove the horizontal and vertical gridlines using the **Datasheet Formatting** dialog box.
8. Apply a background colour or effect to the datasheet.
9. Change the **Paper Orientation** to **Landscape** and **Print** the table.
10. **Hide** the **Salary** column.
11. Show both the **Horizontal** and **Vertical** gridlines and print the table again.
12. Close the **Personnel List** table without saving the changes.
13. Close the **Staff** database.