

# Access® 2010 Introduction

## Working with Database Files

### To open a database:

1. Start Access. The AVAILABLE TEMPLATES window appears.
2. [Click] RECENT on the left side BACKSTAGE VIEW pane for a larger list of recently opened files or, to browse for a database, [Click] OPEN, or press <Ctrl-O>.

### To create a new database:

1. Choose FILE then NEW and choose a database template or template category. Use templates to maintain proper data relationships or use BLANK DATABASE to start from scratch.
2. Type a FILE NAME in the right pane, if desired, [Click]  to change the location.
3. [Click] CREATE.

## Defining Access Objects

**Table** – a collection of related data stored in records (rows) and fields (columns).

**Record** – row of data. A record contains a group of fields that are related.

**Field** – refers to a single piece or column of data.

**Query** – used for searching, analyzing, calculating or summarizing data from one or more data sources. Queries can also be the data source for forms and reports.

**Form** – used for viewing, entering and editing table or query data. Good form design makes data entry easier.

**Report** – used for viewing table or query data in printed format. Supports fine control over data presentation including the ability to group and summarize related data.

**Macro** – used to automate tasks.

**Module** – a collection of Visual Basic™ for Applications (VBA) procedures used to customize and enhance Access applications.

## Adding a Record

1. [Click]  in the navigation area at the bottom left of a table, or [Click] in the blank record at the table bottom, or press <Ctrl-N>.
2. Type data into each field. Press <Tab> or <Enter> to move to the next field. When you press <Tab> or <Enter> from the last field, the cursor is placed in a new, blank record.

## Editing Fields and Records

1. [Click] in the field to edit, or press <F2> to enter edit mode. Use a zoom window to edit longer entries by pressing <Shift-F2>.
2. Use normal word processing editing techniques. Note: a pencil icon  appears in the left margin to indicate that changes are made but not yet saved.
3. Access automatically saves record changes when you move to another record. To save at any time, press <Shift-Enter>.

## Undoing Changes

While in edit mode, [Click]  (top left of Access) or press <Esc> to remove current field changes. Repeat the [Click] to remove changes to the entire record. Neither action is reversible.

Caution: If there are no current field changes, Access will undo changes to the entire record and will remove an entire new record without prompting.

## Deleting Records

1. [Click] the record selector  to the left of a record. <Shift>-[Click] or [Drag] to select multiple records.
  2. Choose HOME, then , or press <Del>.
  3. [Click] YES to confirm.
- Caution: This cannot be undone.

## The Datasheet Window

Tables open in Datasheet View by default with the layout of records and fields resembling a spreadsheet's rows and columns. The active field displays a cursor and a yellow border. The current record number is shown in the navigation area at the bottom.



The vertical scroll bar can be used to view other records without changing the cursor position within the table.

## Quickly Sorting a Table

[Right Click] anywhere in the field you wish to sort by, and choose SORT A TO Z or SORT Z TO A. Or [Click]  on the field heading and choose a sort order.

### Movement Shortcuts

To move to...

	Keyboard	Mouse
Next or previous record	↓ or ↑	[Click]  or 
One screen down or up	Page Down or Page Up	[Click]  or 
Top, left or bottom, right of table	Ctrl-Home or Ctrl-End	[Click] the tab e.g. 
First or last record	Ctrl-↑ or Ctrl-↓	
A specific record number		Select the number in the Navigation Area,  of  . Type record number, press <Enter>

One column to right or left	Tab or Shift-Tab → or ←
Position in left- or rightmost field	Home or End
Switch between open documents	Ctrl-F6 or Shift-Ctrl-F6

### Data Entry Shortcuts

To enter current date or time	Ctrl-; or Ctrl-:
To copy from a previous record into the current field	Ctrl-'

### Smart Database Design

A well designed database minimizes data entry steps while preserving data accuracy. It stores a single fact only once and makes it available for multiple uses. It also keeps related facts together in logical groupings (tables).

- **Tables** – Determine the purpose of your database (e.g. order tracking) then decide which subjects need to be tracked (e.g. suppliers, products, customers, orders, etc.). Each subject will become a table in your database.
- **Fields** – Divide subjects into their smallest logical parts — customer addresses into street, city, etc. If you want to sort or search by a smaller subpart then the part still needs to be subdivided. Parts will become fields of a table. Relate these fields directly to each other and to the table as a whole (e.g. Orders should contain items and quantities but not names).
- **Duplicates** – Do not duplicate fields within a table (e.g. Extract order items to an order details table to prevent duplicating them within a record or duplicating customer data between records) and between tables (deleting an order should only delete order related data).
- **Calculations** – Add derived or calculated data to a query, not a table. For example, add price and quantity fields to the Orders table but calculate order totals (price \* quantity) in a query.
- **Primary Keys** – Find a field that uniquely identifies each record in a table and designate it as a Primary Key (see Primary Keys and Links). Customer numbers uniquely identify each customer making CustomerNo, the customer number field, a good candidate.
- **Review** – Enter data then review the design. Remove unnecessary blank fields and transfer fields with duplicate data to new or existing tables.

### Query Grid Criteria Examples

Text	Simply type the text you want to match and surround it with double quotes (""). To match one of several potential entries (words or phrases) use OR as in "smith" OR "jones". Use NOT to exclude a word as in NOT "smith". LIKE plus "*" matches text with a particular letter or phrase. The placement of the asterisk determines which part of the phrase is considered "wild": Like "smith*" matches all records starting with smith; Like "*"smith" matches all records ending with smith; Like "*"smith*" matches all records having smith somewhere in the middle.
Numbers	Enter number alone or with modifiers: <20 (less than 20), >20 (greater than 20), <=20 (not equal to 20), Between 20 and 30 matches all numbers between 20 and 30 inclusive.
Dates	Type the date to be matched in short format and surround it with number signs (#). #3/24/10# matches March 24, 2010. Number modifiers work with dates including Between #3/24/10# And #3/31/10# for the inclusive range March 24 to March 31, 2010. Use Date() for today's date.
Empty Data	Use Is Null to find empty data and Is Not Null for non-empty data

### Database File Format

Access 2010 can fully use and modify databases using 2000, 2002-2003, 2007 and 2010 file formats. The file format of the current database is shown in the title bar of the database window. To convert to another format, Choose FILE then SAVE AND PUBLISH. In the SAVE DATABASE AS ► DATABASE FILE TYPES section select the desired format then [Click] SAVE AS. Type a file name and [Click] SAVE.

# Microsoft Access 2010 Essential Guide

**Chao Zhang**



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*ECCWS 2022 21st European Conference on Cyber Warfare and Security* Thaddeus Eze, 2022-06-16 *Mobile Forensic Investigations: A Guide to Evidence Collection, Analysis, and Presentation, Second Edition* Lee Reiber, 2018-12-06 Master the tools and techniques of mobile forensic investigations Conduct mobile forensic investigations that are legal ethical and highly effective using the detailed information contained in this practical guide *Mobile Forensic Investigations A Guide to Evidence Collection Analysis and Presentation Second Edition* fully explains the latest tools and methods along with features examples and real world case studies Find out how to assemble a mobile forensics lab collect prosecutable evidence uncover hidden files and lock down the chain of custody This comprehensive resource shows not only how to collect and analyze mobile device data but also how to accurately document your investigations to deliver court ready documents Legally seize mobile devices USB drives SD cards and SIM cards Uncover sensitive data through both physical and logical techniques Properly package document transport and store evidence Work with free open source and commercial forensic software Perform a deep dive analysis of iOS Android and Windows Phone file systems Extract evidence from application cache and user storage files Extract and analyze data from IoT devices drones wearables and infotainment systems Build SQLite queries and Python scripts for mobile device file interrogation Prepare reports that will hold up to judicial and defense scrutiny

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### **Table of Contents Microsoft Access 2010 Essential Guide**

1. Understanding the eBook Microsoft Access 2010 Essential Guide
  - The Rise of Digital Reading Microsoft Access 2010 Essential Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access 2010 Essential Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Access 2010 Essential Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access 2010 Essential Guide
  - Personalized Recommendations
  - Microsoft Access 2010 Essential Guide User Reviews and Ratings

- Microsoft Access 2010 Essential Guide and Bestseller Lists
- 5. Accessing Microsoft Access 2010 Essential Guide Free and Paid eBooks
  - Microsoft Access 2010 Essential Guide Public Domain eBooks
  - Microsoft Access 2010 Essential Guide eBook Subscription Services
  - Microsoft Access 2010 Essential Guide Budget-Friendly Options
- 6. Navigating Microsoft Access 2010 Essential Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Access 2010 Essential Guide Compatibility with Devices
  - Microsoft Access 2010 Essential Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Access 2010 Essential Guide
  - Highlighting and Note-Taking Microsoft Access 2010 Essential Guide
  - Interactive Elements Microsoft Access 2010 Essential Guide
- 8. Staying Engaged with Microsoft Access 2010 Essential Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Access 2010 Essential Guide
- 9. Balancing eBooks and Physical Books Microsoft Access 2010 Essential Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Access 2010 Essential Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access 2010 Essential Guide
  - Setting Reading Goals Microsoft Access 2010 Essential Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access 2010 Essential Guide
  - Fact-Checking eBook Content of Microsoft Access 2010 Essential Guide
  - Distinguishing Credible Sources

- 
13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development
    - Exploring Educational eBooks
  14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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