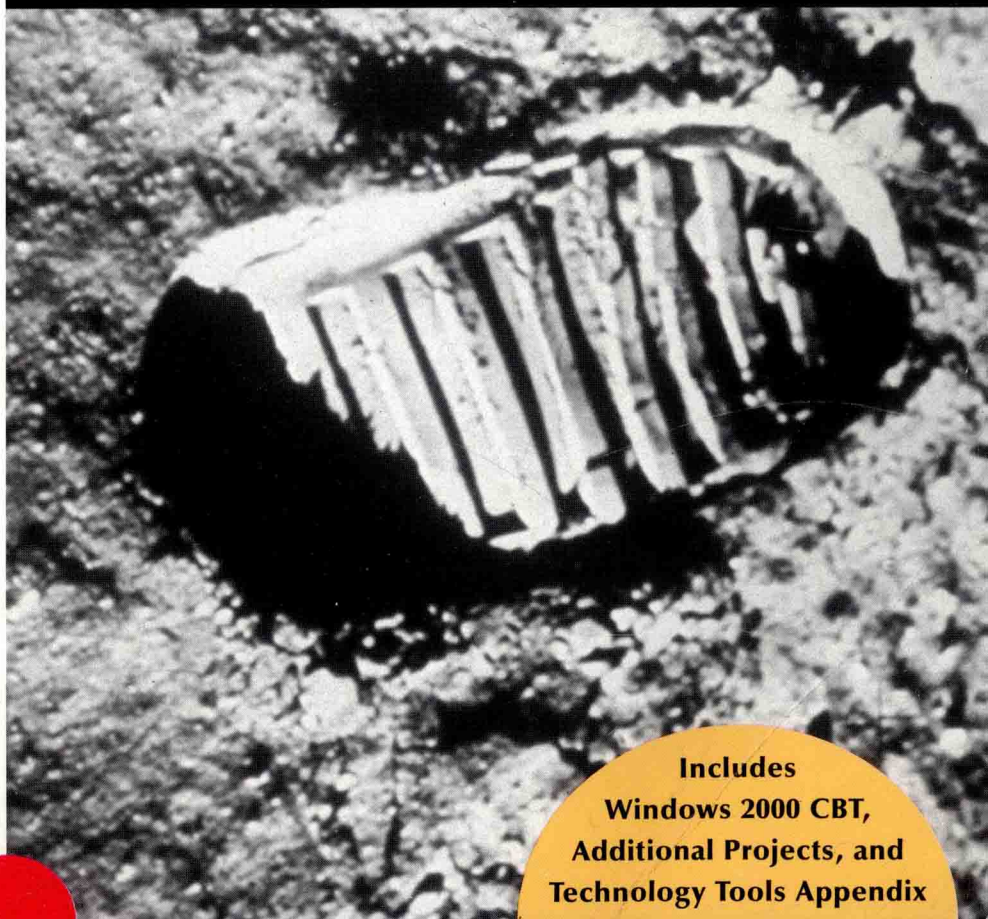


MICROSOFT® *Access 2000*

Joseph J. Adamski • Kathleen T. Finnegan • Charles Hommel



Includes
Windows 2000 CBT,
Additional Projects, and
Technology Tools Appendix



APPROVED COURSEWARE

EXPERT

Comprehensive Enhanced

New Perspectives on

MICROSOFT® ACCESS 2000

Comprehensive Enhanced

JOSEPH J. ADAMSKI

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APPROVED COURSEWARE

EXPERT

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Use of the Microsoft Office User Specialist Approved Courseware Logo on this product signifies that it has been independently reviewed and approved in complying with the following standards: Acceptable coverage of all content related to the Microsoft Office Exam entitled "Microsoft Access 2000"; and sufficient performance-based exercises that relate closely to all required content, based on sampling of text.

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Some of the exercises in this book require that you begin by opening a data file from a Data Disk. Choose one of the following to obtain a copy of the Data Disk.

Instructors

- A copy of the Data Disk is on the Teaching Tools CD-ROM under the category Student Learning Tools, which you can copy to your school's network for student use
- Download the Data Disk via the World Wide Web by following the instructions below
- Contact us via e-mail at reply@course.com
- Call Course Technology's Customer Service Department for fast and efficient delivery of the Data Disk if you do not have access to a CD-ROM drive

Students

- Check with your instructor to determine the best way to obtain a copy of the Data Disk
- Download the Data Disk via the World Wide Web by following the instructions below

Instructions for Downloading the Data Disk from the World Wide Web

1. Start your browser and enter the URL <http://www.course.com>.
2. When the course.com Web site opens, follow the onscreen instructions to find your data disks.
3. Browse for the title of your book, or use the PowerSearch engine by entering the ISBN of the textbook you are using.
4. When the textbook page opens, click the Download link of the compressed files you wish to download.
5. If the File Download dialog box opens, make sure the Save this program to disk option button is selected. If the Save As dialog box opens, select a folder on your hard disk. If the Save As dialog box opens, write down the folder name listed in the Save in box and the filename. If the Save As dialog box opens, write down the folder name listed in the Save in box and the filename.
6. The filename appears in the Save As dialog box (e.g., 3500-8.exe, 0361-1d.exe).
7. Click the Save As dialog box (e.g., 3500-8.exe) to save the file. Write down the folder name listed in the Save in box and the filename.
8. When the download is complete, click the OK button (or the close button, depending on which operating system you are using). Close your browser.
9. Open Windows Explorer and display the contents of the folder to which you downloaded the file. Double-click the downloaded filename on the right side of the Windows Explorer window.
10. In the WinZip Self-Extractor window, specify the appropriate drive and a folder name to unzip the files to. Click Unzip.
11. When the WinZip Self-Extractor displays the number of files unzipped, click the OK button. Click the Close button in the WinZip Self-Extractor dialog box. Close Windows Explorer.
12. Refer to the Read This Before You Begin page of this book for instructions on which files to place on which disk, as well as an explanation of how many floppy disks you will need and how you should label them. You are now ready to insert the appropriate Data Disk and open the required files.

PREFACE

The New Perspectives Series

About New Perspectives

Course Technology's **New Perspectives Series** is an integrated system of instruction that combines text and technology products to teach computer concepts, the Internet, and microcomputer applications. Users consistently praise this series for innovative pedagogy, use of interactive technology, creativity, accuracy, and supportive and engaging style.

How is the New Perspectives Series different from other series?

The **New Perspectives Series** distinguishes itself by **innovative technology**, from the renowned Course Labs to the state-of-the-art multimedia that is integrated with our Concepts texts. Other distinguishing features include sound **instructional design**, **proven pedagogy**, and **consistent quality**. Each tutorial has students learn features in the context of solving a realistic case problem rather than simply learning a laundry list of features. With the **New Perspectives Series**, instructors report that students have a complete, integrative learning experience that stays with them. They credit this high retention and competency to the fact that this series incorporates critical thinking and problem-solving with computer skills mastery. In addition, we work hard to ensure accuracy by using a multi-step quality assurance process during all stages of development. Instructors focus on teaching and students spend more time learning.

Choose the coverage that's right for you

New Perspectives applications books are available in the following categories:

Brief

2-4 tutorials

Brief: approximately 150 pages long, two to four "Level I" tutorials, teaches basic application skills.

Introductory

6 or 7 tutorials, or
Brief + 2 or 3 more
tutorials

Introductory: approximately 300 pages long, four to seven tutorials, goes beyond the basic skills. These books often build out of the Brief book, adding two or three additional "Level II" tutorials.

Comprehensive

Introductory + 4 or 5
more tutorials. Includes
Brief Windows tutorials
and Additional Cases

Comprehensive: approximately 600 pages long, eight to twelve tutorials, all tutorials included in the Introductory text plus higher-level "Level III" topics. Also includes two Windows tutorials and three or four fully developed Additional Cases. The book you are holding is a Comprehensive book.

Advanced

Quick Review of basics
+ in-depth, high-level
coverage

Advanced: approximately 600 pages long, covers topics similar to those in the Comprehensive books, but offers the highest-level coverage in the series. Advanced books assume students already know the basics, and therefore go into more depth at a more accelerated rate than the Comprehensive titles. Advanced books are ideal for a second, more technical course.

OfficeOffice suite components
+ integration + Internet**Custom Editions**Choose from any of the
above to build your own Custom
Editions or CourseKits**CASE**

- 1.
- 2.
- 3.

Office: approximately 800 pages long, covers all components of the Office suite as well as integrating the individual software packages with one another and the Internet.

Custom Books The New Perspectives Series offers you two ways to customize a New Perspectives text to fit your course exactly: *CourseKits™* are two or more texts shrinkwrapped together, and offer significant price discounts. *Custom Editions®* offer you flexibility in designing your concepts, Internet, and applications courses. You can build your own book by ordering a combination of topics bound together to cover only the subjects you want. There is no minimum order, and books are spiral bound. Contact your Course Technology sales representative for more information.

What course is this book appropriate for?

New Perspectives on Microsoft® Access 2000—Comprehensive Enhanced can be used in any course in which you want students to learn the basics of Windows 98 and all the most important topics of Microsoft Access 2000, including creating and maintaining database tables; defining table relationships; creating running, and saving queries; sorting and filtering records; creating and customizing forms and reports; publishing Access objects to the World Wide Web; replicating a database; creating and running macros; creating a switchboard; and writing Visual Basic code. It is particularly recommended for a full-semester course on Microsoft Access 2000 or a course preparing students to take the Microsoft Office User Specialist Expert Access exam.

What is the Microsoft Office User Specialist Program?

The Microsoft Office User Specialist Program provides an industry-recognized standard for measuring an individual's mastery of an Office application. Passing one or more MOUS Program certification exams helps your students demonstrate their proficiency to prospective employers and gives them a competitive edge in the job marketplace. Course Technology offers a growing number of Microsoft-approved products that cover all of the required objectives for the MOUS Program exams. For a complete listing of Course Technology titles that you can use to help your students get certified, visit our Web sit at **www.course.com**.

New Perspectives on Microsoft Access 2000 – Comprehensive Enhanced has been approved by Microsoft as courseware for the Microsoft Office User Specialist (MOUS) Program. After completing the tutorials and exercises in this book, students will be prepared to take the Expert MOUS exam for Microsoft Access 2000. For more information about certification, please visit the MOUS program site at **www.mous.net**.

Proven Pedagogy

Tutorial Case Each tutorial begins with a problem presented in a case that is meaningful to students. The case turns the task of learning how to use an application into a problem-solving process.

45-minute Sessions. Each tutorial is divided into sessions that can be completed in about 45 minutes to an hour. Sessions allow instructors to more accurately allocate time in their syllabus, and students to better manage their own study time.

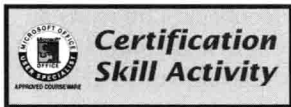
Step-by-Step Methodology We make sure students can differentiate between what they are to *do* and what they are to *read*. Through numbered steps – clearly identified by a gray shaded background – students are constantly guided in solving the case problem. In addition, the numerous screen shots with callouts direct students' attention to what they should look at on the screen.

TROUBLE?

Tutorial Tips |

QUICK CHECK

RW



TASK REFERENCE

REVIEW

CASE

LAB

INTERNET

Explore

TROUBLE? Paragraphs These paragraphs anticipate the mistakes or problems that students may have and help them continue with the tutorial.

Tutorial Tips Page This page, following the Table of Contents, offers students suggestions on how to effectively plan their study and lab time, what to do when they make a mistake, how to use the Reference Windows, MOUS grids, Quick Checks, and other features of the New Perspectives Series.

"Read This Before You Begin" Page Located opposite the first tutorial's opening page for each section of the text, the Read This Before You Begin Page helps introduce technology into the classroom. Technical considerations and assumptions about software are listed to save time and eliminate unnecessary aggravation. Notes about the Data Disks help instructors and students get their files in the right places, so students get started on the right foot.

Quick Check Questions Each session concludes with meaningful, conceptual Quick Check questions that test students' understanding of what they learned in the session. Answers to the Quick Check questions are provided at the end of each tutorial.

Reference Windows Reference Windows are succinct summaries of the most important tasks covered in a tutorial and they preview actions students will perform in the steps to follow.

File Finder Chart This chart, located at the back of the book, visually explains how students should set up their Data Disks, what files should go in what folders, and what they'll be saving the files as in the course of their work.

Mous Certification Chart In the back of this book, you'll find that a chart that lists all the skills for the Microsoft Office User Specialist Expert Exam on Access 2000. With page numbers referencing where these skills are covered in this text and where students get hands-on practice in completing the skills, the chart can be used as an excellent study guide in preparing for the Access Expert MOUS exam.

Task Reference Located as a table at the end of the book, the Task Reference contains a summary of how to perform common tasks using the most efficient method, as well as references to pages where the task is discussed in more detail.

End-of-Tutorial Review Assignments, Case Problems, Internet Assignments, and Lab Assignments Review Assignments provide students with additional hands-on practice of the skills they learned in the tutorial using the same case presented in the tutorial. These assignments are followed by four to five Case Problems that have approximately the same scope as the tutorial case but use a different scenario. In addition, some of the Review Assignments or Case Problems may include Exploration Exercises that challenge students, encourage them to explore the capabilities of the program they are using, and/or further extend their knowledge. Each tutorial also includes instructions on getting to the text's Student Online Companion page, which contains the Internet Assignments and other related links for the text. Internet Assignments are additional exercises that integrate the skills the students learned in the tutorial with the World Wide Web. Finally, if a Course Lab accompanies a tutorial, Lab Assignments are included after the Case Problems.

The Instructor's Resource Kit for this title contains:

- Electronic Instructor's Manual
- Data Files for Access tutorials
- Make Data Disk Program for Level I Windows 98 tutorials
- Solution Files
- Course Test Manager Testbank
- Course Test Manager Engine
- Figure files

These supplements come on CD-ROM. If you don't have access to a CD-ROM drive, contact your Course Technology customer service representative for more information.

The New Perspectives Supplements Package

Electronic Instructor's Manual. Our Instructor's Manuals include tutorial overviews and outlines, technical notes, lecture notes, solutions, and Extra Case Problems. Many instructors use the Extra Case Problems for performance-based exams or extra credit projects. The Instructor's Manual is available as an electronic file, which you can get from the Instructor Resource Kit (IRK) CD-ROM or download it from www.course.com.

Data Files Data Files contain all of the data that students will use to complete the tutorials, Review Assignments, and Case Problems. A Help file includes instructions for using the files. See the "Read This Before You Begin" page or the "File Finder" chart for more information on Data Files.

Solution Files Solution Files contain every file students are asked to create or modify in the tutorials, Review Assignments, Case Problems, and Extra Case Problems. A Help file on the Instructor's Resource Kit includes information for using the Solution Files.

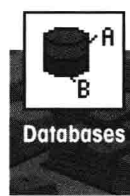
Course Labs: Concepts Come to Life These highly interactive computer-based learning activities bring concepts to life with illustrations, animations, digital images, and simulations. The Labs guide students step-by-step, present them with Quick Check questions, let them explore on their own, test their comprehension, and provide printed feedback. Lab icons at the beginning of the tutorial and in the tutorial margins indicate when a topic has a corresponding Lab. Lab Assignments are included at the end of each relevant tutorial. The Labs available with this book and the tutorials in which they appear are:



Tutorial 1
Windows 98



Tutorial 1
Windows 98



Tutorial 1
Access 2000



Tutorial 7
Access 2000



Tutorial 8
Access 2000

Figure Files Many figures in the text are provided on the IRK CD-ROM to help illustrate key topics or concepts. Instructors can create traditional overhead transparencies by printing the figure files. Or they can create electronic slide shows by using the figures in a presentation program such as PowerPoint.

Course Test Manager: Testing and Practice at the Computer or on Paper Course Test Manager is cutting-edge, Windows-based testing software that helps instructors design and administer practice tests and actual examinations. Course Test Manager can automatically grade the tests students take at the computer and can generate statistical information on individual as well as group performance.

Online Companions: Dedicated to Keeping You and Your Students Up-To-Date Visit our faculty sites and student sites on the World Wide Web at www.course.com. Here instructors can browse this text's password-protected Faculty Online Companion to obtain an online Instructor's Manual, Solution Files, Data Files, and more. Students can also access this text's Student Online Companion, which contains Data Files and Internet Assignments and other useful links. Internet Assignments are additional exercises that integrate the database skills the students learned in the tutorial with the World Wide Web.

More Innovative Technology

Explore! CBT/WBT The back of this textbook contains an exciting new CBT learning product—Explore! Explore! places the student as an intern in a working company, AdZ, Incorporated. Students will gain computer skills through helping the other AdZ employees solve their business problems. The CD included in this textbook contains a CBT that teaches the basic operating system and file management skills of Microsoft Windows 2000 Professional. (Students do not need Microsoft Windows 2000 Professional to run Explore!, but the content may not match what students see on their computers if they are running Windows 95, 98, or NT.)

For more information, or to use the WBT version of Explore!, go to www.npexplore.com. Or, see the Technology Tools Appendix included in this textbook for step-by-step instructions on how to use Explore!

MyCourse.com MyCourse.com is an online syllabus builder and course enhancement tool. Hosted by Course Technology, MyCourse.com adds value to your course by providing additional content that reinforces what students are learning.

Most importantly, MyCourse.com is flexible. You can choose how you want to organize the material—by date, by class session, or by using the default organization, which organizes content by chapter. MyCourse.com allows you to add your own materials, including hyperlinks, school logos, assignments, announcements, and other course content. If you are using more than one textbook, you can even build a course that includes all of your Course Technology texts in one easy-to-use site!

Computer Buyer's Guide A helpful and comprehensive Computer Buyer's Guide is now available on our Office 2000 Enhanced Student Online Companion (www.course.com/newperspectives/office2000). Simply go to the Student Online Companion and click the link for the Buyer's Guide.

Course CBT Enhance your students' Office 2000 classroom learning experience with self-paced computer-based training on CD-ROM. Course CBT engages students with interactive multimedia and hands-on simulations that reinforce and complement the concepts and skills covered in the textbook. All the content is aligned with the MOUS (Microsoft Office User Specialist) program, making it a great preparation tool for the certification exams. Course CBT also includes extensive pre- and post-assessments that test students' mastery of skills. These pre- and post-assessments automatically generate a "custom learning path" through the course that highlights only the topics students need help with.

Course Assessment How well do your students *really* know Microsoft Office? Course Assessment is a performance-based testing program that measures students' proficiency in Microsoft Office 2000. Previously known as SAM, Course Assessment is available for Office 2000 in either a live or simulated environment. You can use Course Assessment to place students into or out of courses, monitor their performance throughout a course, and help prepare them for the MOUS certification exams.

WebCT WebCT is a tool used to create Web-based educational environments and also uses WWW browsers as the interface for the course-building environment. The site is hosted on your school campus, allowing complete control over the information. WebCT has its own internal communication system, offering internal e-mail, a Bulletin Board, and a Chat room.

Course Technology offers pre-existing supplemental information to help in your WebCT class creation, such as a suggested Syllabus, Lecture Notes, Figures in the Book/ Course Presenter, Student Downloads, and Test Banks in which you can schedule an exam, create reports, and more.

Acknowledgments

I would like to thank the following reviewers for their helpful feedback: Calleen Coorough, Skagit Valley College; Bonnie Bailey, Moorhead State; Rick Wilkerson, Dyersburg State Community College; Rebekah Tidwell, Carson-Newman College; and Carol Beck, College of St. Mary. My thanks to all the Course Technology staff, especially Rachel Crapser for her guidance and encouragement; Melissa Dezotell and Karen Shortill for their support; Daphne Barbas for her excellent management of the production process; and John Bosco, Quality Assurance Project leader, and Nicole Ashton, John Freitas, Alex White, and Jeff Schwartz, QA testers, for ensuring the accuracy of the text. Special thanks to Jessica Evans for her outstanding editorial and technical contributions in developing this text, and to Joe Adamski for lending his insights and expertise. This book is dedicated in loving memory to Joe and Jeff, who left us too soon; with all my love and gratitude to my parents, Ed and Mary, and my mother-in-law, Elaine; and with hope and love to my two beautiful sons, Connor and Devon.

Kathleen T. Finnegan

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Charles Hommel

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Joseph J. Adamski

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Tutorial 3 **AC 3.01**

Querying a Database

Retrieving Information About Restaurant Customers and Their Orders

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