

A Professional Approach

# Access

2002

Includes Student Template Files CD-ROM

Core & Expert



With CD

Kathleen Stewart

A Professional Approach

# Access

Core & Expert



Kathleen Stewart

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## What Is a Microsoft Office User Specialist?

A Microsoft Office User Specialist (MOUS) is an individual who has certified his or her skills in one or more Microsoft Office desktop applications, including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, and Microsoft Access, as well as Microsoft Project.

## What Is the Microsoft Office User Specialist Program?

The Microsoft Office User Specialist Program typically offers certification exams at the “Core” and “Expert” skill levels.\* This program is the only Microsoft-approved program in the world for certifying proficiency in Microsoft Office desktop applications and Microsoft Project. This certification can be a valuable asset in any job search or career advancement.

## What Does Mean?

It means this courseware has been approved by the Microsoft Office User Specialist Program to be among the finest available for learning Microsoft Office desktop applications. It also means that upon completion of this courseware, you may be prepared to become a Microsoft Office User Specialist.

## For More Information

- [www.microsoft.com/mous](http://www.microsoft.com/mous) is the official Web site of the MOUS program and contains the latest information on available tests, testing centers, costs, and resources.
- Certiport oversees and administers the MOUS certification program for Microsoft. The Certiport Web site provides more information about the program, test centers, and more.
- Your Glencoe regional sales office can tell you more about other MOUS-approved courseware from Glencoe/McGraw-Hill.

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\* The availability of Microsoft Office User Specialist certification exams varies by application, application version, and language. Visit [www.microsoft.com/mous](http://www.microsoft.com/mous) for exam availability.

# Preface

*Access 2002* is written to help you master Microsoft Access for Windows. The text takes you step-by-step through the Access features that you're likely to use in both your personal and business life.

## Case Study

Learning about the features of Access is one thing, but applying what you learn is another. That's why a *Case Study* runs through the text. The Case Study offers the opportunity to learn Access in a realistic business context. Take the time to read the Case Study about Carolina Critters, a fictional business located in Charlotte, North Carolina. All the documents for this course involve Carolina Critters.

## Organization of the Text

The text includes five *units*. Each unit is divided into smaller *lessons*. There are 16 lessons, each building on previously learned procedures. This building block approach, together with the Case Study and the features listed below, enable you to maximize the learning process.

## Features of the Text

- ☑ *Objectives* are listed for each lesson.
- ☑ Required skills for the *Microsoft Office User Specialist (MOUS) Certification Program* are listed for each lesson.
- ☑ The *estimated time* required to complete each lesson (up to the "Using Help") is stated.
- ☑ Within a lesson, each *heading* corresponds to an objective.
- ☑ Easy-to-follow *exercises* emphasize "learning by doing."
- ☑ *Key terms* are italicized and defined as they are encountered.
- ☑ Extensive *graphics* display screen contents.
- ☑ *Toolbar buttons* and *keyboard keys* are shown in the text when used.
- ☑ *Large toolbar buttons in the margins* provide easy-to-see references.
- ☑ Lessons contain important *Notes*, useful *Tips*, and helpful *Reviews*.
- ☑ *Using Help* introduces you to a Help topic related to lesson content.
- ☑ A *Lesson Summary* reviews the important concepts taught in the lesson.
- ☑ A *Command Summary* lists the commands taught in the lesson.
- ☑ *Concepts Review* includes true/false, short answer, and critical thinking questions that focus on lesson content.
- ☑ *Skills Review* provides skill reinforcement for each lesson.

- ✓ *Lesson Applications* ask you to apply your skills in a more challenging way.
- ✓ *On Your Own exercises* lets you apply your skills creatively.
- ✓ *Unit Applications* give you the opportunity to use the skills you learn in a unit.
- ✓ Includes *Appendices, Glossary, and Index.*

## ***MOUS Certification Program***

For a complete listing of the MOUS skills for the Access 2002 “Core” and “Expert” certification exams (and correlations to the lessons in the text), see Appendix E: “MOUS Certification.”

## ***Professional Approach Web Site***

Check out the Professional Approach Web site at [www.pas.glencoe.com](http://www.pas.glencoe.com). A helpful *Task Reference List*—handy for remembering how to perform over 200 Access tasks—is available for downloading.

## ***Conventions Used in the Text***

This text uses a number of conventions to help you learn the program and save your work.

- Text to key appears either in **boldface** or as a separate figure.
- Filenames appear in **boldface**.
- Options that you choose from menus and dialog boxes appear in a font that is similar to the on-screen font; for example, “Choose **P**rint from the **F**ile menu.” (The underline means you can press **Alt** and key the letter to choose the option.) Some options that you choose from a task pane or Help window appear in blue text, as they appear on-screen; for example, “Click **F**ont in the Reveal Formatting task pane.”

## ***If You Are Unfamiliar with Windows***

If you’re unfamiliar with Windows, review *Appendix A: “Windows Tutorial”* before beginning Lesson 1. This tutorial provides a basic overview of the program and shows you how to use the mouse. You might also want to review *Appendix B: “File Management”* to get more comfortable with files and folders.

## ***Screen Differences***

As you practice each concept, illustrations of the screens help you follow the instructions. Don’t worry if your screen is different from the illustration. These differences are due to variations in system and computer configurations.

## *Acknowledgments*

We thank the Developmental Editors of this text for their valuable assistance: John Carter and Jon Juarez, both of Doña Ana Community College, Las Cruces, NM. We also thank the reviewers for their thoroughness: Eric Ecklund, Cambria Rowe Business College, Johnstown, PA; Melissa Wertz, Pittsburgh Technical Institute, Oakdale, PA; Ken Andrews, Computer Tech, Pittsburgh, PA.

# Installation Requirements

You'll need Microsoft Access 2002 to work through this textbook. Access needs to be installed on the computer's hard drive (or on a network). Use the following checklist to evaluate installation requirements.

## *Hardware*

- Pentium computer with between 32 MB and 72 MB of RAM depending on the version of Windows installed
- 3.5-inch high-density disk drive and CD-ROM drive
- 245 MB or more of hard disk space for a "Typical" Office installation
- Super VGA or higher-resolution video monitor
- Printer (laser or ink-jet recommended)
- Mouse
- Optional:* Modem

## *Software*

- Access 2002 (from Microsoft Office XP)
- Windows 98 (or later) or Microsoft Windows NT 4.0 with Service Pack 6 installed
- Optional:* Browser (and Internet Service Provider), Microsoft Word, Microsoft Excel

# Learning about Database Management

There are many ways to learn about database management. In this text, your approach is that of a professional database developer. This approach to learning about database management allows you to better understand someone else's database design, as well as to better design your own database. Some of the basic principles of this approach are described below.

- **You work with one main database with many related tables, queries, forms, and reports.**

The text uses a realistic relational database that tracks the daily activities of a small company, Carolina Critters. Other texts may use several small databases, so you get the unrealistic impression that a typical database has only one or two tables.

- **You link tables from a secondary database every lesson after Lesson 4.**

Carolina Critters has two databases, the main one and a secondary database with private and confidential data. You are required to link to the second database in each lesson starting with Lesson 4. This illustrates the typical corporate task of linking to the company's main database at all times. The main database may be on a mainframe or on a client-server system, but you learn that linking is an everyday task. The tables in the secondary database are, of course, related to those in the main database, reinforcing the necessity of good database design.

- **You use the Leszynski Naming Convention.**

The Leszynski Naming Convention precedes each database object with an identifying prefix, uses no spaces between words, and capitalizes the first character of each word. This system is common in Access and Visual Basic development because it aids in identifying objects when they appear in lists. Although the book does not address programming, use of the naming convention prepares you for a structured, professional approach to naming objects in Access, Visual Basic, or other applications and languages.

- **You base forms and reports on queries, rather than tables.**

Tables are covered early in the text because they are the foundation of a database. Quickly, though, you base the majority of forms and reports on queries. This is a necessity in the working world. Many forms and reports do not use all the records in a table, because they are designed to show a particular activity, time period, location, or other element. The table may



have records from years ago that don't belong in this week's report. You learn how to build queries for all your work, reinforcing the importance of queries.

- **You “start fresh” at the beginning of each Lesson.**

You start each Lesson with a new version of each of the database. You work with the database only during the Lesson, the Skills Review Exercises, and the Lesson Applications. When you begin another Lesson, you start fresh with a new version of the database. This approach best accommodates the time and scheduling demands of most students' classes.

- **A current version of your database is available from your instructor at three different points as you work through a Lesson.**

Your instructor has “Help” versions of the database that can be supplied to you at three different points in the process of working through a Lesson. The “Help” points are: at the mid-way point, at the beginning of Skills Review exercises, and at the beginning of the Lesson Applications. That way, if you miss a class, or work on isolated exercises, you can use the most current version of the database.

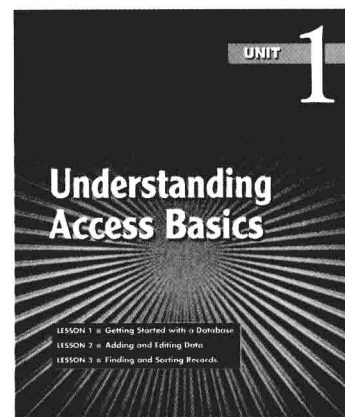
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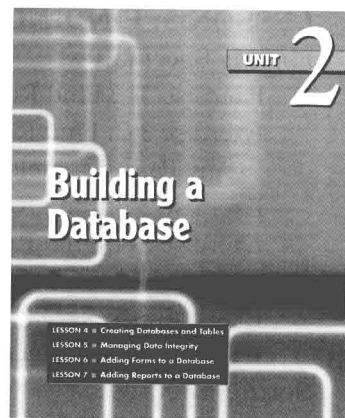
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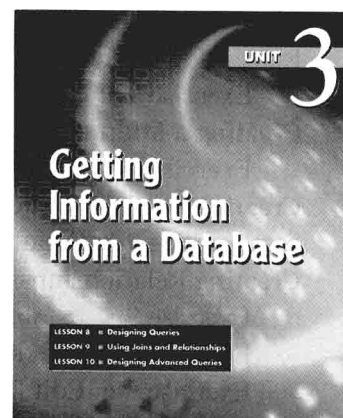
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