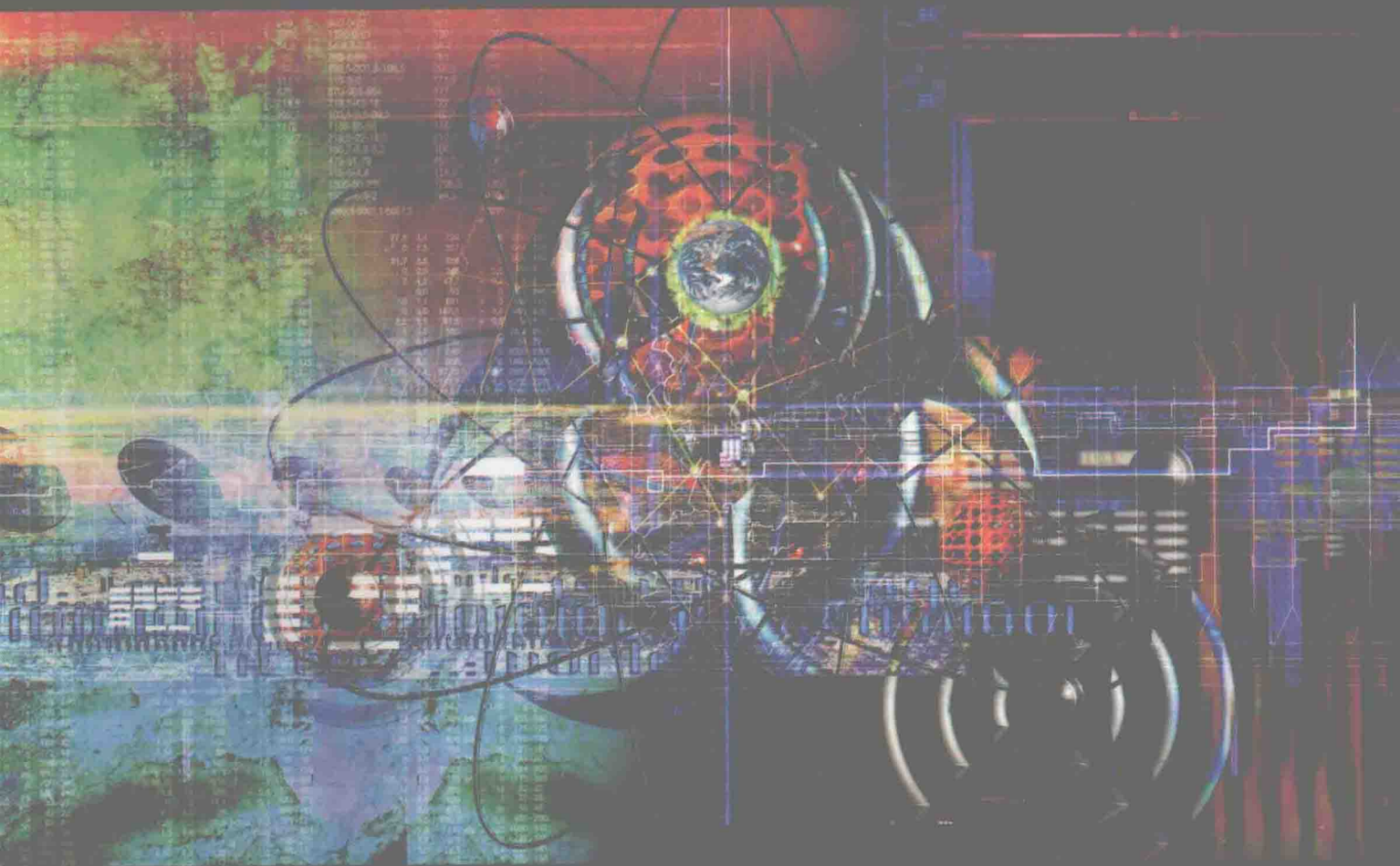MICROSOFT®

Access 2002

Timothy J. O'Leary

Linda I. O'Leary

The O'Leary Series

Microsoft® Access 2002

Brief Edition

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InformationTechnology

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Brief Contents

Acknowledgments

Preface

Introduction

The 20th century not only brought the dawn of the Information Age, but also rapid changes in information technology. There is no indication that this rapid rate of change will be slowing— it may even be increasing. As we begin the 21st century, computer literacy will undoubtedly become prerequisite for whatever career a student chooses. The goal of the O'Leary Series is to assist students in attaining the necessary skills to efficiently use these applications. Equally important is the goal to provide a foundation for students to readily and easily learn to use future versions of this software. This series does this by providing detailed step-by step instructions combined with careful selection and presentation of essential concepts.

About the Authors

Tim and Linda O'Leary live in the American Southwest and spend much of their time engaging instructors and students in conversation about learning. In fact, they have been talking about learning for more than 25 years. Something in those early conversations convinced them to write a book, to bring their interest in the learning process to the printed page. Today, they are as concerned as ever about learning, about technology, and about the challenges of presenting material in new ways, both in terms of content and the method of delivery.

A powerful and creative team, Tim combines his years of classroom teaching experience with Linda's background as a consultant and corporate trainer. Tim has taught courses at Stark Technical College in Canton, Ohio, Rochester Institute of Technology in upper New York state, and is currently a professor at Arizona State University in Tempe, Arizona. Tim and Linda have talked to and taught students from ages 8 to 80, all of them with a desire to learn something about computers and the applications that make their lives easier, more interesting, and more productive.

About the Book

Times are changing, technology is changing, and this text is changing, too. Do you think the students of today are different from yesterday? There is no doubt about it—they are. On the positive side, it is amazing how much effort students will put toward things they are convinced are relevant to them. Their effort directed at learning application programs and exploring the Web seems at times limitless. On the other hand, students can

often be shortsighted, thinking that learning the skills to use the application is the only objective. The mission of the series is to build upon and extend this interest by not only teaching the specific application skills but by introducing the concepts that are common to all applications, providing students with the confidence, knowledge, and ability to easily learn the next generation of applications.

What's New in This Edition?

- **Introduction to Computer Essentials**—A brief introduction to the basics of computer hardware and software (Appears in Office XP, Volume I only).

- **Introduction to Windows 2000**—Two hands-on labs devoted to Windows 2000 basics (Appears in Office XP, Volume I only).

- **Introduction to the WWW: Internet Explorer and E-mail**—Hands-on introductions for using Internet Explorer to browse the WWW and using e-mail (Appears in Office XP, Volume I only).

- **Topic Reorganization**—The text has been reorganized to include main and subtopic heads by grouping related tasks. For example, tasks such as changing fonts and applying character effects appear under the "Formatting" topic head. This results in a slightly more reference-like approach, making it easier for students to refer back to the text to review. This has been done without losing the logical and realistic development of the case.

- **Clarified Marginal Notes**—Marginal notes have been enhanced by more clearly identifying the note content with box heads and the use of different colors.

    Additional Information—Brief asides with expanded discussion of features.

    Having Trouble?—Procedural tips advising students of possible problems and how to overcome.

    Another Method—Alternative methods of performing a procedure.

- **Larger Screen Figures**—Make it easier to identify elements and read screen content.

- All **Numbered Steps** and bullets appear in left margin space making it easy not to miss a step.

- A **MOUS (*Microsoft Office User Specialist*) Skills** table, appearing at the end of each lab, contains page references to MOUS skills learned in the lab.

- **Two New References** are included at the end of each text.

    Data File List—Helps organize all data and solution files.

    MOUS (*Microsoft Office User Specialist*) Skills—Links all MOUS objectives to text content and end-of-chapter exercises.

Same Great Features as the Office 2000 Series

- **Relevant Cases**—Four separate running cases demonstrate the features in each application. Topics are of interest to students—At Arizona State University, over 600 students were surveyed to find out what topics are of interest to them.

- **Focus on Concepts**—Each chapter focuses on the concepts behind the application. Students learn the essentials, so they can succeed regardless of the software package they might be using.

- **Steps**—Numbered procedural steps clearly identify each hands-on task needed to complete the step.

- **Screens**—Plentiful screen illustrations illustrate the completion of each numbered step to help students stay on track.

- **Callouts**—Meaningful screen callouts identify the results of the steps as well as reinforce the associated concept.

- **End-of-Chapter Material**

  Terminology—Questions and exercises test recall of the basic information and terminology in the lab.

  - Screen Identification
  - Matching
  - Multiple Choice

  Concepts—Questions and exercises review students' understanding of concepts and ability to integrate ideas presented in different parts of the lab.

  - Fill-In
  - Discussion Questions

  Hands-On Practice Exercises—Students apply the skills and concepts they learned to solve case-based exercises. Many cases in the practice exercises tie to a running case used in another application lab. This helps to demonstrate the use of the four applications across a common case setting. For example, the Adventure Travel Tours case used in the Word labs is continued in practice exercises in Excel, Access, and PowerPoint.

  - Step-by-Step
  - On Your Own
  - On The Web

- **Rating System**—The 3-star rating system identifies the difficulty level of each practice exercise in the end-of-chapter materials.

- **Working Together Labs**—At the completion of the brief and introductory texts, a final lab demonstrates the integration of the MS Office applications and the WWW.

Instructor's Guide

We understand that, in today's teaching environment, offering a textbook alone is not sufficient to meet the needs of the many instructors who use our books. To teach effectively, instructors must have a full complement of supplemental resources to assist them in every facet of teaching from preparing for class, to conducting a lecture, to assessing students' comprehension. *The O'Leary Series* offers a fully-integrated supplements package and Web site, as described below.

Instructor's Resource Kit

The **Instructor's Resource Kit** contains a computerized Test Bank, an Instructor's Manual, and PowerPoint Presentation Slides. Features of the Instructor's Resource Kit are described below.

- **Instructor's Manual**   The Instructor's Manual contains lab objectives, concepts, outlines, lecture notes, and command summaries. Also included are answers to all end-of chapter material, tips for covering difficult materials, additional exercises, and a schedule showing how much time is required to cover text material.

- **Computerized Test Bank**   The test bank contains over 1,300 multiple choice, true/false, and discussion questions. Each question will be accompanied by the correct answer, the level of learning difficulty, and corresponding page references. Our flexible Diploma software allows you to easily generate custom exams.

- **PowerPoint Presentation Slides**   The presentation slides will include lab objectives, concepts, outlines, text figures, and speaker's notes. Also included are bullets to illustrate key terms and FAQs.

Online Learning Center/Web Site

Found at **www.mhhe.com/oleary**, this site provides additional learning and instructional tools to enhance the comprehension of the text. The OLC/Web Site is divided into these three areas:

- **Information Center**   Contains core information about the text, supplements, and the authors.

- **Instructor Center**   Offers instructional materials, downloads, additional exercises, and other relevant links for professors.

- **Student Center**   Contains data files, chapter competencies, chapter concepts, self-quizzes, flashcards, projects, animations, additional Web links, and more.

Skills Assessment

SimNet (Simulated Network Assessment Product) provides a way for you to test students' software skills in a simulated environment. SimNet is available for Microsoft Office 97, Microsoft Office 2000, and Microsoft Office XP. SimNet provides flexibility for you in your course by offering:

- Pre-testing options
- Post-testing options
- Course placement testing
- Diagnostic capabilities to reinforce skills
- Proficiency testing to measure skills
- Web or LAN delivery of tests.
- Computer-based training tutorials (new for Office XP)
- MOUS preparation exams

For more information on skills assessment software, please contact your local sales representative, or visit us at **www.mhhe.com/it**.

Digital Solutions to Help You Manage Your Course

PageOut is our Course Web Site Development Center that offers a syllabus page, URL, McGraw-Hill Online Learning Center content, online exercises and quizzes, gradebook, discussion board, and an area for student Web pages.

Available free with any McGraw-Hill/Irwin product, PageOut requires no prior knowledge of HTML, no long hours of coding, and a way for course coordinators and professors to provide a full-course web site. PageOut offers a series of templates—simply fill them with your course information and click on one of 16 designs. The process takes under an hour and leaves you with a professionally designed Web site. We'll even get you started with sample web sites, or enter your syllabus for you! PageOut is so straightforward and intuitive, it's little wonder why over 12,000 college professors are using it. For more information, visit the PageOut Web site at **www.pageout.net**.

Online courses are also available. Online Learning Centers (OLCs) are your perfect solutions for Internet-based content. Simply put, these Centers are "digital cartridges" that contain a book's pedagogy and supplements. As students read the book, they can go online and take self-grading quizzes or work through interactive exercises. These also provide students appropriate access to lecture materials and other key supplements.

Online Learning Centers can be delivered through any of these platforms:

McGraw-Hill Learning Architecture (TopClass)

Blackboard.com

Ecollege.com (formerly Real Education)

WebCT (a product of Universal Learning Technology)

McGraw-Hill has partnerships with WebCT and Blackboard to make it even easier to take your course online. Now you can have McGraw-Hill content delivered through the leading Internet-based learning tool for higher education. At McGraw-Hill, we have the following service agreements with WebCT and Blackboard:

Instructor Advantage   Instructor Advantage is a special level of service McGraw-Hill offers in conjuction with WebCT designed to help you get up and running with your new course. A team of specialists will be immediately available to ensure everything runs smoothly through the life of your adoption.

Instructor Advantage Plus   Qualified McGraw-Hill adopters will be eligible for an even higher level of service. A certified WebCT or Blackboard specialist will provide a full day of on-site training for you and your staff. You will then have unlimited e-mail and phone support through the life of your adoption. Please contact your local McGraw-Hill representative for more details.

Technology Connection Seminar Series

McGraw-Hill/Irwin's Technology Connection seminar series offered across the country every year demonstrates the latest technology products and encourages collaboration among teaching professionals.

Computing Essentials

Available alone, or packaged with the O'Leary Series, *Computing Essentials* offers a unique, visual orientation that gives students a basic understanding of computing concepts. *Computing Essentials* is one of the few books on the market that is written by a professor who still teaches the course every semester and loves it! While combining current topics and technology into a highly illustrated design geared to catch students' interest and motivate them in their learning, this text provides an accurate snapshot of computing today. When bundled with software application lab manuals, students are given a complete representation of the fundamental issues surrounding the personal computing environment.

The text includes the following features:

- **A "Learn By Doing" approach** encourages students to engage in activity that is more interactive than the traditional learning pattern students typically follow in a concepts course. The exercises, explorations, visual

orientation, inclusion of screen shots and numbered steps, and integrated internet references combine several methods to achieve an interactive learning environment for optimum reinforcement.

- **Making IT Work For You** sections visually demonstrate how technology is used in everyday life. Topics covered include how find a job online and how to protect a computer against viruses. These "gallery" style boxes combine text and art to take students step-by-step through technological processes that are both interesting and useful. As an added bonus, the *CE 2001-2002 Making IT Work Video Series* has been created to compliment the topics presented throughout the text.

- **On the Web Explorations** appear throughout the margins of the text and encourage students to go to the Web to visit several informative and established sites in order to learn more about the chapter's featured topic.

- **On the Web Exercises** present thought-provoking questions that allow students to construct articles and summaries for additional practice on topics relevant to that chapter while utilizing Web resources for further research. These exercises serve as additional reinforcement of the chapter's pertinent material while also allowing students to gain more familiarity with the Web.

- **A Look to the Future** sections provide insightful information about the future impact of technology and forecasts of how upcoming enhancements in the world of computing will play an important and powerful role in society.

- **Colorful Visual Summaries**, appearing at the end of every chapter, provide dynamic, graphical reviews of the important lessons featured in each chapter for additional reinforcement.

- **End-of-Chapter Review** material follows a three-level format and includes exercises that encourage students to review terms, concepts, and applications of concepts. Through matching, true/false, multiple choice, short answer completion, concept matching, and critical thinking questions, students have multiple review opportunities.

PowerWeb

PowerWeb is an exciting new online product available from McGraw-Hill. A nominally priced token grants students access through our web site to a wealth of resources—all corresponding to computer literacy. Features include an interactive glossary; current events with quizzing, assessment, and measurement options; Web survey; links to related text content; and WWW searching capability via Northern Lights, an academic search engine. Visit the PowerWeb site at **www.dushkin.com/powerweb**.

Interactive Companion CD-ROM

This free student CD-ROM, designed for use in class, in the lab, or at home by students and professors alike, includes a collection of interactive tutorial labs on some of the most popular and difficult topics in information tech-

nology. By combining video, interactive exercises, animation, additional content, and actual "lab" tutorials, we expand the reach and scope of the textbook. The lab titles are listed below.

- Binary Numbers
- Basic Programming
- Computer Anatomy
- Disk Fragmentation
- E-mail Essentials
- Multimedia Tools
- Workplace Issues (ergonomics/privacy/security)
- Introduction to Databases
- Programming II
- Network Communications
- Purchasing Decisions
- User Interfaces
- File Organization
- Word Processing and Spreadsheets
- Internet Overview
- Photo Editing
- Presentation Techniques
- Computer Troubleshooting
- Programming Overview
- SQL Queries

Student's Guide

As you begin each lab, take a few moments to read the *Case Study* and the *Concept Overview*. The case study introduces a real-life setting that is interwoven throughout the entire lab, providing the basis for understanding the use of the application. Also, notice the *Additional Information*, *Having Trouble?*, and *Another Method* boxes scattered throughout the book. These tips provide more information about related topics, help to get you out of trouble if you are having problems and offer suggestions on other ways to perform the same task. Finally, read the text between the steps. You will find the few minutes more it takes you is well worth the time when you are completing the practice exercises.

Many learning aids are built into the text to ensure your success with the material and to make the process of learning rewarding. The pages that follow call your attention to the key features in the text.

Creating and Editing a Document

LAB 1

Objectives appear at the beginning of the lab and identify the main features you will be learning.

objectives

After completing this lab, you will know how to:

1. Develop a document as well as
2. Insert and delete text and blank
3. Display formatting marks.
4. Use AutoCorrect, AutoText, and Auto
5. Use automatic spelling and gramma
6. Save, close, and open files.
7. Select text.
8. Undo and redo changes.
9. Change fonts and type sizes.
10. Bold and color text.
11. Change alignment.
12. Insert, size, and move pictures.
13. Preview and print a document.

Each lab begins with a **Case Study**, which introduces a real-life setting that is interwoven throughout the lab, providing the basis for understanding the use of the application.

Case Study

Adventure Travel

As a recent college graduate, you have accepted a job as advertising coordinator for Adventure Travel, a specialty travel company that organizes active adventure vacations. The company is headquartered in Los Angeles and has locations in other major cities throughout the country. You are responsible for coordination of the advertising program for all locations. This includes the creation of many kinds of promotional materials: brochures, flyers, form letters, news releases, advertisements, and a monthly newsletter. You are also responsible for creating Web pages for the company Web site.

Adventure Travel is very excited about four new tours planned for the upcoming year. They want to promote them through informative presenta

tions held throughout the country. Your first job as advertising coordinator will be to create a flyer advertising the four new tours and the presentations about them. The flyer will be modified according to the location of the presentation.

The software tool you will use to create the flyer is the word processing application Word 2002. It helps you create documents such as letters, reports, and research papers. In this lab, you will learn how to enter, edit, and print a document while you create the flyer (shown left) to be distributed in a mailing to Adventure Travel clients.

Using Word Wrap

Now you will continue entering more of the paragraph. As you type, when the text gets close to the right margin, do not press ←Enter to move to the next line. Word will automatically wrap words to the next line as needed.

concept 6

Word Wrap

The word wrap feature automatically decides where to end a line and wrap text to the next line based on the margin settings. This saves time when entering text, as you do not need to press ←Enter at the end of a full line to begin a new line. The only time you need to press ←Enter is to end a paragraph, to insert blank lines, or to create a short line such as a salutation. In addition, if you change the margins or insert or delete text on a line, the program automatically readjusts the text on the line to fit within the new margin settings. Word wrap is common to all word processors.

The **Concepts** that are common to all applications are emphasized— providing you with the confidence, knowledge, and ability to easily learn the next generation of applications.

1 ● Press →.

● **Type:** about some of the earth's greatest unspoiled habitats and to find out how you can experience the adventure of a lifetime.

Your screen should be similar to Figure 1.22

word wrap continues text on next line when right margin boundary is reached
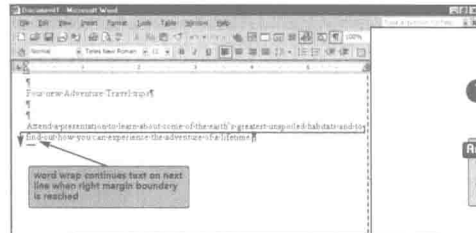
HAVING TROUBLE?
Do not worry about typing errors as you enter this text. You will correct them shortly.

Having Trouble? notes help resolve potential problems as you work through each lab.

The program has wrapped the text that would overlap the beginning of the next line. You will continue the par a second sentence.

1 ● Click ☒ Close Window in the menu bar.

Another Method
The menu equivalent is File/Close and the keyboard shortcut is Ctrl + F4.

Your screen should be similar to Figure 1.28

Another Method notes offer additional ways to perform a procedure.
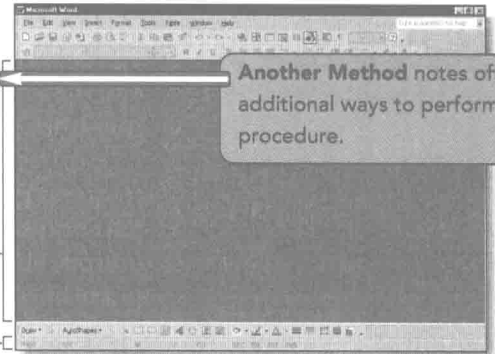
Empty document window

Status bar indicators blank

Figure 1.28

Because you did not make any changes to the document since saving it, the document window is closed immediately. If you had made additional changes, Word would ask if you wanted to save the file before closing it. This prevents the accidental closing of a file that has not been saved first. Now the Word window displays an empty document window, and the status bar indicators are blank because there are no open documents.

Opening a File

You asked your assistant to enter the remaining information in the flyer for you while you attended the meeting. Upon your return, you find a note from your assistant on your desk. The note explains that he had a little trouble entering the information and tells you that he saved the revised file as Flyer2. You want to open the file and continue working on the flyer.

1 ● Move to Z (second line of paragraph below tour list).

● Drag to the right until all the text including the space before the word "locations" is highlighted.
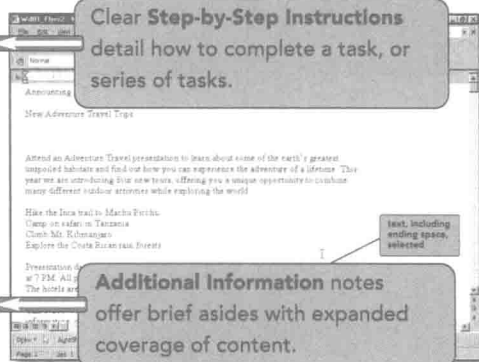
HAVING TROUBLE?
Hold down the left mouse button while moving the mouse to drag.

Additional Information
When you start dragging over a word, the entire word including the space after it is automatically selected.

Your screen should be similar to Figure 1.41

Announcing

New Adventure Travel Trips

Attend an Adventure Travel presentation to learn about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime. This year we are introducing four new tours, offering you a unique opportunity to combine many different outdoor activities while exploring the world.

Hike the Inca trail to Machu Picchu.
Camp on safari in Tanzania.
Climb Mt. Kilimanjaro.
Explore the Costa Rican rain forests.

text, including ending space, selected

Presentation d at 7 PM. All p The hotels ar

Clear Step-by-Step Instructions detail how to complete a task, or series of tasks.

Additional Information notes offer brief asides with expanded coverage of content.

Figure 1.41

The ch be mod remove

2 ● Press Delete.

Screen captures and **callouts** to features show how your screen should look at the completion of a step.

Location to open files

Changes dialog box view

Figure 1.29

Saving, Closing, and Opening Files **WD1.31**

Word 2002

You also decide to delete the entire last sentence of the paragraph. You can quickly select a standard block of text. Standard blocks include a sentence, paragraph, page, tabular column, rectangular portion of text, or the entire document. The following table summarizes the techniques used to select standard blocks.

To Select	Procedure
Word	Double-click in the word.
Sentence	Press Ctrl and click within the sentence.
Line	Click to the left of a line when the mouse pointer is ◁.
Multiple lines	Drag up or down to the left of a line when the mouse pointer is ◁.
Paragraph	Triple-click on the paragraph or double-click to the left of the paragraph when the mouse pointer is a ◁.
Multiple paragraphs	Drag to the left of the paragraphs when the mouse pointer is ◁.
Document	Triple-click or press Ctrl and click to the left of the text when the mouse pointer is ◁. Use Edit/Select All or the keyboard shortcut Ctrl + All.

Tables provide quick summaries of toolbar buttons, key terms, and procedures for specific tasks.

Each lab ends with a **Concept Summary** that reinforces the concepts presented throughout.

Template (WD1.7)

A template is a document file that includes predefined settings that are used as a pattern to create many common types of documents.

A **Key Terms** section, a **MOUS Skills** guide, and a **Command Summary** table provide a list of page-referenced terms and keyboard and toolbar shortcuts, which can be a useful study aid.

Automatic Grammar Check (WD1.18)

The automatic grammar-checking feature advises you of incorrect grammar as you create and edit a document, and proposes possible corrections.

Auto Text and Auto Complete (WD1.20)

The AutoText feature includes entries, such as commonly used phrases, that can be quickly inserted into a document. If the AutoComplete feature

Terminology is reinforced through **Screen Identification, Matching, Multiple Choice,** and **True/False** questions.

Terminology

screen identification

In the following Word screen, l... screen element in the space pro...

Concepts are reinforced in **Fill-In** and **Discussion** questions.

key terms

alignment	WN1.53	end-of-file marker	WN1.5	picture	WN1.55
AutoComplete	WN1.20	font	WN1.46	points	WN1.46
AutoCorrect	WN1.2	font size	WN1.46	ruler	WN1.5
automatic grammar check	WN1.8	format	WN1.	sans serif font	WN1.46
automatic spelling check	WN1.23	formatting mark	WN1.3	select	WN1.4
AutoText	WN1.20	Formatting toolbar	WN1.5	selection rectangle	WN1.5
character formatting	WN1.45	global template	WN1.7	serif font	WN1.46
clip art	WN1.55	graphic	WN1.55	sizing handles	WN1.5
cursor	WN1.5	Insert mode	WN1.3	SmartTag	WN1.27
custom dictionary	WN1.23	insertion point	WN1.5	source program	WN1.55
default	WN1.7	main dictionary	WN1.23	Standard toolbar	WN1.5
drawing object	WN1.55	Normal template	WN1.7	template	WN1.7
Drawing toolbar	WN1.6	object	WN1.55	TrueType	WN1.47
edit	WN1.	Overtype mode	WN1.3	typeface	WN1.46
embedded object	WN1.55	paragraph formatting	WN1.45	word wrap	WN1.26

MOUS Skills

The Microsoft Office User Specialist (MOUS) certification program is designed to measure your proficiency in performing basic tasks using the Office 2002 applications. Getting certified demonstrates that you have the skills and provides a valuable industry credential for employment. After completing this lab, you have learned the following Word Microsoft Office User Specialist skills:

Skill	Description	Page
Inserting and	Insert text	39
Modifying text	Use spelling and grammar checking	23
	Apply and modify character formats	45
	Apply and modify font formats	45
	character effects	45
	paragraph formats (alignment)	53
	nt Preview	61

Concepts

Fill-in questions

1. A small blue box appearing under a word or cha... _____ feature was applied

2. If a word is underlined with purple dots, this in...

3. The _____ feature displays ea...

Hands-on Exercises develop critical thinking skills and offer step-by-step practice. These exercises have a rating system from easy to difficult, and test your ability to apply the knowledge you have gained in each lab.

Attendant A (Average Traveler) unspoiled habitats and find nature year-we-ver activities using four m... nature different outdoor activities

Hike the Camp-out Crash-lan Explore out

Presentation Allpresente hotels are

Cab1-Bl...

A. _____
B. _____
C. _____
D. _____
E. _____

I. _____
J. _____

new te...
ht side...
s openi...
keep y...

w displ...
appear when printed.

10. The _____ feature includ... can be quickly inserted into a document.

discussion questions

1. Discuss several uses you may have for a word pr... to create a document.

2. Discuss how the AutoCorrect and Spelling and G... What types of corrections does the AutoCorrect f...

3. Discuss how word wrap works. What happens w... removed?

4. Discuss three ways you can select text. Discuss w... methods.

5. Describe how the Undo and Redo features work.

6. Discuss how graphics can be used in a document... to a document? Can the use of a graphic change...

Hands-On Exercises

step-by-step

★ **Writing a Memo**

1. Universal Industries is starting a casual Friday policy. Ms. Jones, the Vice President of Human Resources, has sent a memo informing employees of this new policy. Your completed memo is shown here.

a. Open a blank Word document and create the memo with the following text. Press Tab twice after you type colons (:) in the To, From, Date, and RE lines. This will make the information following the colons line up evenly. Enter a blank line below the RE line and between paragraphs.

To:	[Your Name]
From:	Ms. Jones
Date:	[Current date]
RE:	**Business Casual Dress Code**

Effective next Friday, business casual will be allowed in the corporate facility on Fridays and the day before a holiday break. Business casual is sometimes difficult to interpret. For men, it is a collared shirt and tailored trousers. For women, it is a pantsuit or tailored trousers or skirt. Business casual is not jeans, t-shirts, or exercise clothes. A detailed dress code will be available on the company intranet.

Thank you for your cooperation in this matter.

CSJ/xxx

b. Correct any spelling and grammar errors that are identified.
c. Change the font for the entire memo to 14 pt.
d. Change the alignment of the memo body to justified.
e. Insert a blank line under the Date line and insert the AutoText reference line "RE:".
f. Press Tab and type "Business Casual Dress Code".
g. Save the document as Dress Code on your data disk.
h. Preview and print the document.