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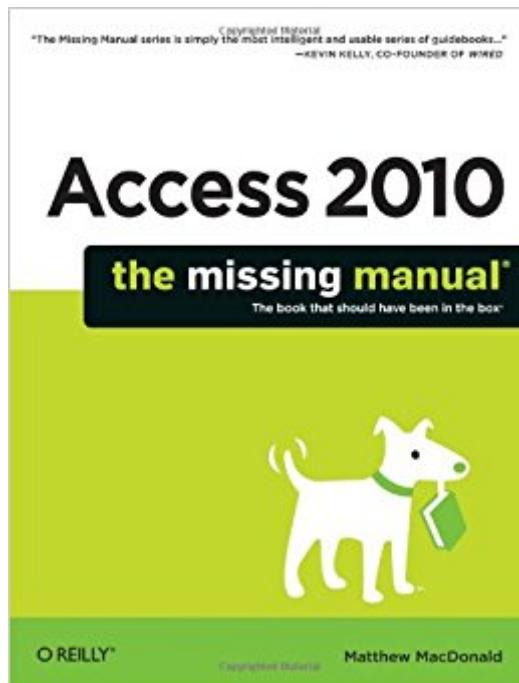
Access 2010: The Missing Manual

Synopsis

Go from Access novice to true master with the professional database design tips and crystal-clear explanations in this book. You'll learn all the secrets of this powerful database program so you can use your data in creative ways -- from creating product catalogs and publishing information online to producing invoices and reports. Build a database with ease. Store information to track numbers, products, documents, and more Customize the interface. Build your own forms to make data entry a snap Find what you need fast. Search, sort, and summarize huge amounts of information Put your data to use. Turn raw info into printed reports with attractive formatting Share your data. Collaborate online with SharePoint and the brand-new Access web database Dive into Access programming. Get tricks and techniques to automate common tasks Create rich data connections. Build dynamic links with SQL Server, SharePoint, and other systems   Five Touchstones to Understanding Access   LetÃ¢ ¬â„¢s face it--learning the tricks and techniques of database design can be a bit of a slog. But if youÃ¢ ¬â„¢re just starting out with Access, here are five key insights that can help you understand how the database world works. Keep these points in mind, and youÃ¢ ¬â„¢ll be on the inside track to mastering Access.   1. Databases hold database objects. Most people are familiar with tables, the grid-like grouping of data that stores your information (for example, lists of items you own, friends you have, or products you sell through your small business). But tables are just one type of object that an Access database can hold. The other key ingredients are queries (customized search routines that pull out the information you need at the drop of a hat), reports (similar to queries, but nicely formatted and ready for printing), forms (windows that make it easy to review and edit the data in your tables), and macros and modules (miniature programs that can do just about anythingÃ¢ ¬â •from updating 10,000 records at once to firing off an email).   2. Relationships hold it all together. Access newbies sometimes start out thinking a database is just a glorified spreadsheet. After all, canÃ¢ ¬â„¢t Excel hold long lists with hundreds of thousands of rows? (And yes, it can.) However, Access has a feature Excel canÃ¢ ¬â„¢t duplicate: relationships. A typical Access database holds several tables, and relationships link these tables together. For example, a table of customers might link to a table of orders, which would link to a table of products, allowing you to answer questions like Ã¢ ¬Å"What customers spent the most money?Ã¢ ¬Â• and Ã¢ ¬Å"What is the most popular product for customers living in New York?Ã¢ ¬Â• Relationships also safeguard your data--for example, they make it impossible for someone to accidentally place an order for a product or a customer that doesnÃ¢ ¬â„¢t exist. 3. There are two ways to work with a database: as a designer and as a user. The database designer is the person who sets up the database. The database designer has the responsibility of laying out the tables, building the

queries, and knocking together some nice reports and forms (assuming you want all those features). By comparison, the database user is the person who uses the tables, queries, reports, and forms in day-to-day life. The user reviews records, makes changes, and fills the tables up with data. Depending on what type of database youÃ¢â¬â¢re creating (and what you want to accomplish), you may be both the database designer and the database user. But itÃ¢â¬â¢s important to realize that these are distinct tasks. In fact, when using a properly designed database, database users donÃ¢â¬â¢t need to be particularly skilled with Access. They can just work with the forms and reports that the database designer created.   4. Sooner or later, youÃ¢â¬â¢ll need macros. To become an Access expert, you must first learn to design a logical, consistent set of tables and add the relationships that link them together. Next, you must learn to build the other types of objects--queries, forms, and reports--that make it easier to perform common tasks. At some point, while tackling this second stage, youÃ¢â¬â¢ll run into a challenge that forces you to step up to the third level of Access mastery: macros. Macros are miniature programs that perform custom tasks. The good news is that in Access 2010, you can design your own macros without becoming a programmer. You just need to drag, drop, and arrange a sequence of ready-made macro commands into the Access macro designer. For example, you can use macros to build buttons that send emails, start printouts, make updates, or just take you around your database. 5. Expert user, meet Visual Basic. Some people stop their Access journey at this point, content to use tables, forms, reports, and macros to do all their work. But if you want to see everything Access has to offer, you need to take a look at its high-powered Visual Basic engine. Using VB code, you can do almost anything, from validating a credit card to leading a customer through an order process (two examples that are discussed in Access 2010: The Missing Manual). And if youÃ¢â¬â¢re willing to pick up some basic programming concepts, you can use code to transform a simple database into a cohesive database applicationÃ¢â¬â¢for example, something that looks more like the traditional desktop programs you run on your computer.

Book Information

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Customer Reviews

The Book That Should Have Been in the Box

Matthew MacDonald is a science and technology writer with well over a dozen books to his name. Web novices can tiptoe out onto the Internet with him in Creating a Website: The Missing Manual. HTML fans can learn about the cutting edge of web design in HTML5: The Missing Manual. And human beings of all description can discover just how strange they really are in the quirky handbooks Your Brain: The Missing Manual and Your Body: The Missing Manual.

I hadn't created an Access database for many years (10?) so this version was quite a bit different than I was used to. The guide helped me through the learning curve, and I had a workable database in short order. The book was well worth my investment to shorten the development process.

I was, at one time, an advanced Access user, but that was a few years and versions ago. Had to get back into it and up to speed quickly for my job, but needed more help than old knowledge and Google could supply yet still didn't need to be treated like a beginner either. This book is laid out perfectly. I can look up and jump directly to what I need, and I have yet to find an issue that isn't covered in plain, understandable language that gets my problem taken care of on the first try. Also love the very down-to-earth tips/tricks/hints/notes/warnings. Saved me a ton of headaches I would regret later in my setups.

This book is extremely thorough and very well laid out in a logical and step-by-step manner. The author doesn't miss a thing. All the explanations are thorough and easy to understand. Often, explanations are repeated when necessary, as if the author knows the questions that are popping in to your head as you work through the book. I never have to decipher the author's explanations, as

often happens with other such books. I recommend going through this book from beginning to end, taking your time as you follow the steps and do your own experimentation and practice. I read every note, tip, warning, sidebar and figure. Everything is helpful. I already had a fairly good knowledge of Access, but wanted to fill in all the holes and thoroughly learn and review the application. This book has served that purpose perfectly. I'm very impressed.

1. There is ABSOLUTELY no question that these "missing manual" books are a must read. They are truly "The book that should have been in the box." If you are going to spend the money for the software AND spend time learning it, this series is well worth it. "Access 2010 the missing manual" by Matthew MacDonald is the fifth such book in the missing manual series that I have purchased and it is irreplaceable. 2. Unfortunately, if you are NEW to a particular software--especially if you are TOTALLY brand new--these "missing manual" books may not be the ONLY books that you'll find necessary. It is possible that you could get away with just this one book but probably you'd be well advised to buy a "beginners" book, probably one that is in full color. I don't know why a full color book is better for beginners, but this seems to be the case. This is what I recommend if you are a neophyte. 3. With respect to Access 2010 software: this particular software does have a steep learning curve. I have had previous experience with a DOS based relational database in the mid to late 1980's and learning Access 2010 has still not been easy for me. I sometimes think that after I learn Access 2010 to a fuller extent I would be able to write a better "beginner's manual" than those available. But in my opinion nothing could exceed the brilliance and quality of Matthew MacDonald's "Access 2010 the missing manual". BUY THIS BOOK./s/ JGHAccess 2010: The Missing Manual

Anyone who's used MS software for the last twenty five or so years like I have know that they have a way of making some things more complicated than necessary. It's been about about fifteen years since I was last a "power" database user/creator (thank goodness!) but I was tracking some pricing for my business and decided that Excel just wasn't going to do the trick as far as reporting and query so I decided to build a very simple database and purchased Access 2010 for the job. I think I was using Access 2.0 along and Paradox 1.0 when I was last doing such stuff and being underpaid for it.Jump forward and I'm building building various parts of my database/query/report system and I have questions. How do I change this formatting or how do I go about doing that other thing? Hey, it's been fifteen years but databases are databases and conceptually I know what I want to do. Give me a break, like I said, MS can mess up the best of programs with complicated menuing and not obvious labeling. So I purchased the "Missing Manual." A week later, I see that I've wasted money

and time as question after question is not answered in the "Missing Manual." I think it's sort of a misleading title. It's more like a this is how to use a database book and it waxes over some of the deeper details that I am looking for. So wins because I'm going to have to spend another $25 for a different book.My recommendation is know yourself and what you need. If you are more than a beginning user and want to do some power things with Access that you know are possible and need a book to help you with programming and menu diving (like me) then this probably is not the choice. If you are a new database user than this is a good choice for you.

I had all but given up on finding a book that explains how to use Access that is neither too simplistic nor too complex. The tone is very conversational and the author easily explains and introduces complex ideas without making it feel like a textbook or leaving you overwhelmed. I have bought 3 books over the last 5 years on this subject matter and I did not pass chapter 3 in any of them. This is the best of the lot.

Have been an Access user for many years (20+) but still have those "how did I do????" moments. This book helps because it starts at Step 1. Easy to read, yet concise. The index at the back is wonderful because I can go right to my specific concern. Well worth the price.

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