

## Chapter 7

- download file (use Firefox if IE causes problems – file on intranet or whatever) – right-click, “Save Link As...”, navigate to desired folder
- make a copy of the downloaded file: Ch\_7.accdb → Ch\_7-v1.accdb
- Access continually updates the file on disk (most applications keep a working copy in RAM)
- launch Access + file – double-click on file icon
- note Security Warning in Access 2010: click on “Enable content”
- examine other “Objects” – left side of screen
- back to Tables
- double-click on Athlete
- terminology: rows = records, columns = fields
- to add a record: go to bottom and start typing
- can change content of any field
- can remove a record (entire row)

### Create a Form

- select Forms in Objects column: click on Create tab and then click on Form Design in forms group
- Now in Design View (to change view: Home tab, View command in View group)
- Create a two page form:
  - Page 1: ID, name, height, weight
  - Page 2: rest
- roll mouse across each icon in Controls group
- select Tab Control: click on it, drag to form, click again
- select first four: click on ID, hold shift + click on each of Name, Height, Weight
- drag to page 1 of form
- repeat for rest to page 2
- examine how to move around and individually resize and reposition
- switch between views
- rename Page 1 and Page 2 tabs
- click on Property Sheet
- select Page 1 from Property Sheet, change Name field to Personal
- same for Page 2
- exit Forms: name it DataEntry
- Exit Access

- Make copy of file: Ch\_7-v1.accdb → Ch\_7-v2.accdb

## Create a Report

- select Reports in Objects column: in Create tab, select Report Wizard in Reports group
- transfer all Available fields to Selected Fields (press >>) [NEXT>]
- skip next step (grouping not relevant) [NEXT>]
- (sort order): select Name field [NEXT>]
- (page layout): experiment but return to Tabular [NEXT>]
- suitable title: All Athlete Data [FINISH]

## Adjusting the Report Design

- switch to Design View
- widen Page Header vertically
- stretch Jump/Reach vertically
- adjust various fields horizontally
- do same for Detail

## Adding a Field to a Database

- click on ATHLETE in Objects column and select Design view
- examine some fields (click on leftmost column)
- add new field: name = Sessions, type = number
- validation rule: 1 or 2 or 3 or 4 or 5
- set Decimal Places to zero
- switch to Datasheet view
- go back and modify Form to include Session on Personal Page
- enter Sessions data: Cirny, Ofijoki, Jecksin = 4, all others = 2

## Calculating Values from the Data in a Table

- select Queries in Objects column: in Create tab, select Query Design in Queries group
- click on Add in Show Table and close
- drag Name to first field
- set sort: select Name field (Ascending)
- click on second column of Field, followed by Builder icon in Query Setup group: this is the Expression builder
- in Expression builder, select ATHLETE in Tables inside Ch\_7-v2.accdb
- build expression (page 7-17) using point-and-click, like in Excel [OK]

- save Query1: name it IndexRating
- verify: open again by double-clicking on IndexRating
- modify IndexRating: re-open it in Design view
- click on Expr1 in field Row, click on Builder icon
- find IIF in Functions (Built-In Functions): Sessions <= 2 then 1 else 2

### Creating a Report from a Query

- just like first Report you created
- double-click on boxes (in Detail) to set properties
- to get order by index rating, go back to IndexRating in Queries