

Chapter 1 : powerpack - ç§•å-•ç£•åŠ›

The Office PowerPack includes our best-selling Excel guide as well as Access , Outlook , PowerPoint , Vista, and Word This no-fluff PowerPack is 36 pages of essential information that Microsoft Office users need.

Unique Icons, Data Types Pg. The menus available in Access XP are displayed in this area. Each toolbar provides fast access to many of the features and functions of Access XP. The toolbars can be customized. When a database is open, the Shortcut bar is displayed in this area of the window. The Shortcut bar provides quick access to the tables, queries, forms, pages, macros and modules which are defined within a database. To access the objects of a desired type, click the object type name, and the items available are displayed in the right pane of the window. The objects of a selected type in a database are displayed in this pane of the window. To display an object, double-click the item. The current status of Access XP is displayed here. The tools available in the database window are displayed here. These include preview, design mode, new database object, delete, view by large icon, view by small icons, view as list and view details. Provides quick and easy access to the Help system. Some of the new and improved features are: If the application crashes, this feature automatically appears, giving the option to save the document and restart Access, then reopen the document. Either method preserves any workbooks that were open, and optionally alerts either IT or Microsoft of the crash. It also can use the existing Access file format natively, allowing both programs to use the same database file. This is similar to the capabilities Excel has had for several versions. This is especially useful for designing stored procedures that perform updates, deletes, etc. Refer to the Access Product Guide for more information on these features. Access XP offers an extensive help system that can be displayed by clicking the icon on the Standard Toolbar. To use the Ask a Question feature: Click the hyperlink for the desired article, and the help window for that topic will be displayed. This window contains two panes. The left pane lists additional topics within the help system that may be relevant to the question that was posed. The right pane of the window contains the contents of the selected topic. To display an index of the online help system: Once the word or phrase has been entered, click the Search button. Access XP provides a fast and convenient way to access the most up-to-date help information for Access XP on the Internet. To display the Internet help: Select Office on the Web from the Help menu. The default Internet browser that is defined within the operating system will be launched and an Internet connection established. A database is a collection of related objects designed to be used together for inventory management, scheduling, managing a list of recipes, etc. In its simplest form, it is a basic structure of tables and fields where information can be organized and stored. Once the information is entered into a database, it can be analyzed, printed, sorted and retrieved. Access is a software application that assists in the creation and maintenance of databases. A menu of choices that appears in dialog boxes and next to some icons; accessed by clicking the downward facing triangle as shown here. A database format that does not allow elated tables to be used together. Very few database applications are flat file anymore; most flat file style databases are created in other applications, such as a spreadsheet, a text document, etc. A field in a table that references an indexed field usually the primary key of another table. Text that is linked to additional information such as another presentation, Office XP document or Internet Web site. A field that uniquely identifies each record. No two records can have the same primary key. They are often numbers, such as social security numbers, UPC codes, etc. A style of database that allows for defining relationships between information contained in multiple tables. This feature allows for extensive information manipulation, smaller databases and fewer data entry errors due to decreased duplication of information. Access XP is a relational database application. Link between two tables; for example a table with item numbers and descriptions and a table with sales of that item. Text that appears when an icon, hyperlink, etc. A toolbar is a bar located under the main Menu Bar that provides quick access to common features of Access XP. The icons that vary from view to view will be described in their respective sections elsewhere in this chart. The following describes the common icons available in most Access views: Toggles between available views. Saves the currently displayed object. When entering and modifying data, it is automatically saved when leaving the current record. Allows searching for files that meet specified conditions ex. The printer will be

displayed in parenthesis in the ScreenTip. Not available in Design view. Displays how the current object will look when printed on the screen. Useful in determining the number of pages that will be used. Opens the spelling checker. Places the contents of the clipboard into the current field or record in Datasheet view or places the criteria or field in the table or query definition in Design view. If one or more records are pasted, they are added to the end of the table. Reverses the last action typing, formatting, deletion, etc. Remembers the last 99 actions. Multiple items can be undone in order by repeatedly clicking this button. The standard drop down of Undo actions is only available in Design view. Undoes the last Undo. Remembers the last 99 Undo actions. Multiple items can be redone in order by selecting them from the drop down menu only in Design view. Not available in Datasheet view. Displays the main database window illustrated on the front cover where any object type may be created, renamed, deleted, opened, etc. Creates a new object, including query, table, form, or report. The AutoForm and AutoReport features will build a form or report respectively based on the current table. All other choices create a new, empty object of the type selected. Database Objects Databases are made up of objects. These are illustrated on the front cover of this chart. The following is a brief description of objects available in Access XP: Stores data in a table in rows and columns very similar to a spreadsheet. Locates and displays information based on user-defined criteria. Allows information from a table to be displayed in a user-defined format. Compiles, displays and prints information compiled by a query. Simple way to automate many tasks; can be used with forms, reports, and modules. Database Toolbar The Database toolbar is automatically displayed when a database is opened. It is the view illustrated on the first page of this chart. The following describes the icons on the Database toolbar when either the Tables or Queries tab is selected: Creating a Database Unlike the other applications in the Office XP suite, Access XP like all previous versions of Access creates a database file on the disk as soon as the database is created. When the application is started, the New Database Task Pane is displayed, allowing both blank and wizard-assisted databases to be created. Opens the selected Table or Query object in datasheet view, allowing data to be viewed and usually edited. New Database Task Pane Design. Opens the selected Table or Query object in design view, allowing the table or query design to be viewed and modified. The New Database Task Pane allows existing databases to be opened, and creates either a blank or a database with necessary tables, queries, forms, and reports for a given predefined scenario. Creating a blank database: Follow the instructions in this chart to create any necessary tables and queries. Deletes the selected Table or Query object. Displays the icons representing the objects and the tabs using large icons. Displays the icons representing the objects and the tabs using small icons in multiple columns. Displays the icons representing the objects and the tabs using small icons in a single column this is the view illustrated on Page 1. Using the Wizards to create a database:

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Some of the new and improved features are: â€¢ Application Recovery, a feature in all Office XP products, allows the application to be ended when it is unresponsive (crashed) using Start, Programs, Office Tools, Microsoft Office Application Recovery.

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