

Making Everything Easier!™

Microsoft®
Access 2010
ALL-IN-ONE
FOR
DUMMIES®

**9 BOOKS
IN 1**

- Access and Database Design
- Tables
- Queries
- Forms
- Reports
- Macros
- Database Administration
- Programming with VBA
- Access and the Web

Alison Barrows
Margaret Levine Young
Joseph C. Stockman



Access[®] 2010 All-in-One For Dummies[®]

Table of Contents

[Introduction](#)

[About Access 2010 All-in-One Desk Reference For Dummies](#)

[Conventions](#)

[Foolish Assumptions](#)

[What You Don't Have to Read](#)

[Icons](#)

[Organization](#)

[Where to Go from Here](#)

[Book I : Essential Concepts](#)

[Book I : Chapter 1: Introducing Access 2010](#)

[Why Use a Database?](#)

[Plan, Plan, Plan](#)

[The Six Types of Access Objects](#)

[Tables for storing your data](#)

[Queries for selecting your data](#)

[Forms for editing and displaying your data](#)

[Reports for printing your data](#)

[Macros for saving keystrokes](#)

[Modules for writing your own programs](#)

[Essential Database Concepts](#)

[Book I : Chapter 2: Getting Started, Getting Around](#)

[Running Access](#)

[Opening a Database](#)

[Opening oldies](#)

[Saving in a different version](#)

[I have that open already!](#)

[Creating a sample database from a template](#)

[Making Friends with the Access Window](#)

[The Ribbon](#)

[Minimizing the Ribbon](#)

[The Quick Access toolbar](#)

[Mission Control: The Navigation Pane](#)

[Choosing how database objects are grouped](#)

[Choosing size and details for Navigation pane objects](#)

[Sorting objects in the Navigation pane](#)

[Searching for an object](#)

[Viewing Objects in Your Database](#)

[Viewing lots of objects at the same time](#)

[Switching views](#)

[Creating, Deleting, Renaming, Copying, and Printing Objects](#)

[Introducing Backstage View](#)

[Using Wizards](#)

[Getting Help](#)

[Saving Time with Keyboard Shortcuts](#)

[Book I : Chapter 3: Designing Your Database the Relational Way](#)

[What Are Tables, Fields, and Keys?](#)

[Data types](#)

[Primary key fields for your tables](#)

[What Are Relationships?](#)

[How relationships work](#)

[One-to-many relationships](#)

[One-to-one relationships](#)

[Many-to-many relationships](#)

[Designing a Database](#)

[Identifying your data](#)

[Eliminating redundant fields](#)

[Organizing fields into tables](#)

[Add tables for codes and abbreviations](#)

[Choosing primary keys for each table](#)

[Linking your tables](#)

[Refining your links](#)

[What's in a name?](#)

[Cleaning up the design](#)

[Tips for Choosing Field Types](#)

[Choosing between Text and Yes/No fields](#)

[Choosing between Text and Memo fields](#)

[Choosing between Text and Number \(or Currency\) fields](#)

[Storing pictures and other files](#)

[Storing names, money, codes, and other stuff](#)

[Storing Single Facts](#)

[Creating a Database](#)

[Creating a database from scratch](#)

[Creating a new database using a template](#)

[Book II : Tables for Storing Your Data](#)

[Book II : Chapter 1: Creating and Modifying Tables](#)

[Deciding How You'll View Your Tables](#)

[Making a Table for Your Data](#)

[Starting with an application part](#)

[Creating a new table using Datasheet view](#)

[Entering data and creating fields](#)

[Creating fields](#)

[Quick-starting your table](#)

[Choosing field names](#)

[Changing a field name](#)

[Saving your table](#)

[Working with a Datasheet Full of Data](#)

[Looking at a datasheet](#)

[Navigating the data](#)

[Adding and Editing Records](#)

[Keystrokes that enter data](#)

[Editing the data you have](#)

[Adding Calculated Fields to Tables](#)

[Entering and Editing Hyperlinks](#)

[Using the Hyperlink Builder](#)

[Using the Attachment Data Type](#)

[Deleting records](#)

[Entering special characters](#)

[Checking Your Spelling](#)

[Using AutoCorrect for Faster Data Entry](#)

[Formatting a Datasheet](#)

[Formatting a field](#)

[Changing the font](#)

[Taking advantage of Rich Text](#)

[Changing gridlines and background color](#)

[Rearranging columns in a datasheet](#)

[Changing column width](#)

[Changing row height](#)

[Inserting and deleting columns](#)

[Hiding columns](#)

[Freezing columns](#)

[Changing default formatting for new tables](#)

[Taking Advantage of Subdatasheets](#)

[Adding a Totals Row to the Datasheet](#)

[Book II : Chapter 2: Refining Your Table in Design View](#)

[Creating Tables Using Design View](#)

[Refining Your Table Using Design View](#)

[Using the Caption property](#)

[Adding a field](#)

[Copying a field](#)

[Moving a field](#)

[Deleting a field](#)

[Choosing a data type](#)

[Formatting Fields with Field Properties](#)

[Formatting Number and Currency fields](#)

[Setting the field size](#)

[Formatting Date/Time fields](#)

[Formatting Text fields](#)

[Defining the Primary Key](#)

[Indexing Fields](#)

[Printing Table Designs](#)

[Book II : Chapter 3: Sorting, Finding, and Filtering Data in a Datasheet](#)

[Sorting the Rows of a Datasheet](#)

[Finding \(and Replacing\) Data](#)

[Exploring the Find and Replace dialog box and its options](#)

[Replacing the data you find](#)

[Filtering a Datasheet](#)

[Filtering the filtering basics](#)

[Using different types of datasheet filters](#)

[Filtering by selection](#)

[Filtering with common filters](#)

[Filtering using criteria on multiple fields](#)

[Filtering Using Advanced Filter/Sort](#)

[Book II : Chapter 4: Importing and Exporting Data](#)

[Cutting, Copying, and Pasting](#)

[Using the Office Clipboard](#)

[Cutting and pasting small to medium-ish amounts of data](#)

[Moving data from Excel to Access](#)

[Importing or Linking to Data](#)

[Understanding what applications are compatible with Access](#)

[Making data available: To link or to import, that is the question](#)

[Getting external data](#)

[Importing text or spreadsheet data](#)

[Importing with the Import Spreadsheet and Link Spreadsheet Wizards](#)

[Getting contacts from Outlook into Access](#)

[Managing links](#)

[Cleaning up your imported data](#)

[Running and scheduling saved imports](#)

[Getting Data from Another Access Database](#)

[Getting Data Out of Access](#)

[Collecting Data with Outlook](#)

[Using Access Data in a Word Mail Merge](#)

[Book II : Chapter 5: Avoiding “Garbage In, Garbage Out”](#)

[Finding the Right Tool to Keep Garbage Out](#)

[Using Input Masks to Validate and Format Data](#)

[Using the Input Mask Wizard](#)

[Creating an input mask manually](#)

[Creating a Lookup Field](#)

[Using the Lookup Wizard](#)

[When to use the Allow Multiple Selections option](#)

[Modifying the lookup list](#)

[Validating Data as It’s Entered](#)

[Book II : Chapter 6: Relating Your Tables and Protecting Your Data](#)

[Creating Relationships and Protecting Your Data with Referential Integrity](#)

[Deciding on the best path to take](#)
[Opening the Relationships window](#)
[Adding tables to the Relationships window](#)
[Setting referential integrity between two tables](#)
[Editing and deleting relationships](#)
[Referential Integrity with Many-to-Many Relationships](#)
[Printing the Relationships Window](#)

[Book III : Queries \(or Getting Information from Your Data\)](#)

[Book III : Chapter 1: Creating Select Queries](#)

[Types of Queries](#)
[Creating a Query in Design View](#)
[Creating a Query with the Simple Query Wizard](#)
[Viewing Your Query](#)
[Understanding Design View](#)
[Design view](#)
[Working with tables in Design view](#)
[Introducing the query design grid](#)
[Navigating Design view](#)
[Displaying or hiding table names](#)
[Tips for Creating a Query](#)
[Adding tables to the query](#)
[Inserting fields in a design grid](#)
[Editing a Query](#)
[Sorting a query](#)
[Viewing top values](#)

[Hiding fields](#)

[Changing the format of a query field](#)

[Limiting Records with Criteria Expressions](#)

[Querying by example](#)

[Using dates, times, text, and values in criteria](#)

[Using operators in criteria expressions](#)

[Using multiple criteria](#)

[Using lookup fields in criteria](#)

[Queries with multivalued lookup fields](#)

[Working with Multiple Related Tables](#)

[Joining tables in Design view](#)

[Choosing the type of join and setting join properties](#)

[Working with Query Datasheets](#)

[Using the query datasheet to edit data](#)

[AutoLookup queries to fill in data automatically](#)

[Saving Queries](#)

[Book III : Chapter 2: Letting Queries Do the Math](#)

[Doing Math in Queries](#)

[Writing Expressions in Access](#)

[Using operators in expressions](#)

[Field names in expressions](#)

[Using functions in expressions](#)

[Using the Expression Builder](#)

[Getting help with functions](#)

[About text in < and > brackets](#)

[Nesting functions](#)

Going beyond Basic Arithmetic

Formatting calculated numbers in queries

Avoiding problems with null values

Date and Time Calculations

Using literal dates and times in expressions

Using the Date/Time functions

Manipulating Text with Expressions

Adding spaces to text expressions

Using the Access Text functions

Writing Decision-Making Expressions

Making comparisons in If()

Combining comparisons

To tax or not to tax?

Testing for Empty Fields

Sort by name or company

Creating Flexible Parameter Queries

Totals, Subtotals, Averages, and Such

Calculating subtotals in a query

Filtering records based on calculated fields

Book III : Chapter 3: Doing Neat Things with Action Queries and Query Wizards

Creating Action Queries

The dangers of the Run button

Creating action queries safely

Changing Data with Update Queries

Creating New Tables with Make-Table Queries

Moving Data from One Table to Another with Append Queries

[Deleting Lots of Records with Delete Queries](#)

[Finding Unmatched Records with a Wizard](#)

[Finding Duplicate Records](#)

[Book III : Chapter 4: Viewing Your Data from All Angles Using Crosstabs and PivotTables](#)

[Aggregating Data in a Crosstab Query](#)

[Using the Crosstab Query Wizard](#)

[Creating a Crosstab query in Design view](#)

[Modifying your Crosstab query](#)

[Analyzing Data with PivotTables](#)

[Creating a blank PivotTable](#)

[Displaying data in your PivotTable](#)

[Modifying your PivotTable](#)

[Working with PivotTable data](#)

[Formatting PivotTables](#)

[Filtering the PivotTable data](#)

[Book IV : Forms for Editing Data](#)

[Book IV : Chapter 1: Designing and Using Forms \(and Reports\)](#)

[Forms and Reports Are Secretly Related](#)

[Form Basics](#)

[What kind of form would you like?](#)

[Making and Using a Form](#)

[Making the easiest possible form by using the Form button](#)

[Viewing a form](#)

[Editing data in Form view](#)

[Creating Forms with Wizards](#)

[Wizard, make me a form!](#)

[More super-speedy forms](#)

[Modifying Existing Forms \(and Reports\)](#)

[Getting Your Fields Lined Up in Layout View](#)

[Using a control layout to rearrange fields](#)

[Adding and deleting fields](#)

[Making a new form from scratch in Layout view](#)

[Adding and deleting rows and columns in the control layout](#)

[Controlling your control layouts](#)

[Trying out your new, improved form](#)

[Configuring the Whole Form or Report](#)

[Naming the form](#)

[Where records come from](#)

[Deciding the order of the records](#)

[One record or many?](#)

[Some other cool form properties](#)

[Applying a theme to a form \(or report\)](#)

[Storing Your Forms and Reports](#)

[Form and report management](#)

[Importing forms and reports from other databases](#)

[Printing forms](#)

[Book IV : Chapter 2: Jazzing Up Your Forms \(and Reports\)](#)

[An Efficient Way to Create New Forms](#)

[Making All Kinds of Changes in Design View](#)

[Changing the layout of an existing form or report](#)

[Changing the size of a form](#)

[Taking Control of Your Form or Report](#)

[Form control types](#)

[Making a new control by dragging a field](#)

[Making a new control by choosing a control](#)

[Setting control properties](#)

[Binding a control to data in the record source](#)

[Making Controls That Display Text, Numbers, and Dates](#)

[Making and editing labels](#)

[Adding hyperlink controls](#)

[Putting Text and Memo fields in text boxes](#)

[Displaying number, currency, and date fields](#)

[Breaking Out of the Control Layout](#)

[Removing the control layout](#)

[Moving or resizing a control](#)

[Neatening up your controls](#)

[Renaming, Resizing, Deleting, and Copying Controls](#)

[Formatting Numbers and Dates](#)

[Choosing Fonts, Colors, and Other Decorative Touches](#)

[Copying your formatting](#)

[Make it red if it's bad news](#)

[Creating Check Boxes for Yes/No Fields](#)

[Adding Lines, Boxes, and Backgrounds](#)

[Controlling Cursor Movement in Your Form](#)

[Book IV : Chapter 3: Creating Smarter Forms](#)

[Creating and Configuring Combo and List Boxes](#)

[Making combo boxes the really easy way](#)

[Running the Combo or List Box Wizard](#)

[Changing the properties of a combo or list box](#)

[Cool Looks for Yes/No Fields](#)

[Creating Option Groups](#)

[Creating Command Buttons](#)

[Making a Close button](#)

[Making a button to display a related form](#)

[Making a button to print the current record](#)

[Making other cool buttons](#)

[Customizing your command button](#)

[Making a Find Box](#)

[Displaying Attachments](#)

[Adding Form Headers and Footers](#)

[Creating Tabbed Forms](#)

[You Can't Type That Here!](#)

[Making a Main Menu for Your Database](#)

[Creating a navigation form](#)

[The alternative to navigation forms](#)

[Opening a form automatically when the database opens](#)

[Book IV : Chapter 4: Doing Calculations in Forms and Subforms \(and Reports\)](#)

[Doing Elementary Calculations](#)

[Making a calculated control](#)

[Checking your expression](#)

[Troubleshooting expressions](#)

[Calculating and Formatting Numbers](#)

[Calculating and Formatting Dates](#)

[Calculating and Formatting Text](#)

[Displaying Values That Depend on Conditions](#)

[Formatting Calculated Controls](#)

[Using a Split Form to Display a Datasheet](#)

[Using a Subform to Display Detail Records](#)

[Creating a subform](#)

[The properties of subform controls](#)

[Adding Subtotals and Totals from Subforms](#)

[Using aggregate functions](#)

[Referring to a control on a subform](#)

[Creating the controls to total a subform](#)

[Book V : Reporting in Words and Pictures](#)

[Book V : Chapter 1: Creating and Spiffing Up Reports](#)

[If You Know Forms, You Already Know Reports](#)

[Creating Reports Automagically](#)

[Making the easiest possible report](#)

[Running the Report Wizard](#)

[Editing Reports in Layout and Design View](#)

[Report Sections and How They Work](#)

[Setting report and section properties](#)

[Adding page headers, footers, and numbers](#)

[Grouping your records](#)

[Sorting the records in your report](#)

[Calculating group subtotals and report totals](#)

[Formatting Tips and Tricks](#)

[Copying Forms to Reports](#)

[Adding and Formatting Subreports](#)

[Making a subreport](#)

[Printing information from a subreport on the main report](#)

[Displaying Empty or Long Fields](#)

[Displaying long text](#)

[Displaying fields that may be empty](#)

[Viewing Your Reports On-Screen](#)

[Book V : Chapter 2: Printing Beautiful Reports](#)

[Viewing Your Report](#)

[Adjusting the view](#)

[Looking at lots of pages](#)

[Previewing reports with parameters](#)

[Formatting the Page](#)

[Selecting a printer](#)

[Setting margins, paper size, and paper orientation](#)

[Controlling page breaks](#)

[Avoiding blank pages](#)

[Printing only the data](#)

[Printing the Report](#)

[Printing on an actual printer](#)

[Creating a PDF, XPS, HTML, or other file of your report](#)

[Creating Mailing Labels](#)

[Running the Label Wizard](#)

[Behind the scenes in a mailing-label report](#)

[Changing the page setup for labels](#)

[Sending a Report to Another Application](#)

[Exporting your report to Excel](#)

[Exporting your report to Word](#)

[E-Mailing your report](#)

[Exporting your report in other formats](#)

[Automating your exports](#)

[Book V : Chapter 3: Creating Charts and Graphs from Your Data](#)

[Pull Up a Seat at the Data Bar](#)

[Displaying Information with Charts](#)

[Creating charts with the Chart Wizard](#)

[Making bar charts](#)

[Making line and area charts](#)

[Making pie and doughnut charts](#)

[Making bubble and XY scatter plots](#)

[Changing your chart](#)

[Formatting charts with colors, legends, and titles](#)

[Changing how the data is graphed](#)

[Changing which data is charted](#)

[Analyzing Your Data Graphically with PivotCharts](#)

[Creating PivotCharts](#)

[Saving and viewing your PivotChart](#)

[Sprucing up your PivotCharts](#)

[Book VI : Automation with Macros](#)

[Book VI : Chapter 1: Making Macros Do the Work](#)

[What Is a Macro?](#)

[Creating and Editing Standalone Macros](#)

[Naming, saving, and editing macros](#)

[Taking action!](#)

[Specifying arguments to actions](#)

[Moving your actions around](#)

[Adding comments](#)

[Creating subroutines in macros — submacros](#)

[Running Standalone Macros and Submacros](#)

[Running a macro when the database opens](#)

[Assigning macros to keys](#)

[Opening Databases That Contain Macros](#)

[Can a macro be a virus?](#)

[Putting your database in a safe place](#)

[Signing your database](#)

[Which actions can you take?](#)

[Run This Only If I Say So](#)

[If-then macros](#)

[If-then-else macros](#)

[Book VI : Chapter 2: Making Macros Smarter](#)

[Attaching Macros to Tables](#)

[Running data macros](#)

[Creating a data macro](#)

[Cool data macro tricks](#)

[Running Macros in Forms](#)

[Running a macro when a form event happens](#)

[Creating command buttons on forms](#)

[Referring to form controls in macros](#)
[Printing matching records from a form](#)
[Changing the Way Your Form Looks Dynamically](#)
[Setting the properties of form controls](#)
[Hiding unneeded controls on a form](#)
[Setting Up Your Own Main Menu Form](#)
[Creating a form that appears when the database opens](#)
[Creating command buttons for your main menu form](#)
[Using Temporary Variables in Macros](#)

[Book VII : Database Administration](#)

[Book VII : Chapter 1: Database Housekeeping](#)
[Compacting and Repairing Your Database](#)
[Making Backups](#)
[Converting Databases](#)
[Analyzing and Documenting Your Database](#)
[Viewing relationships in the Relationships window](#)
[Viewing object dependencies](#)
[Analyzing database performance](#)
[Documenting your database](#)
[Loading and Managing Add-Ins](#)
[Book VII : Chapter 2: Sharing the Fun: Managing Multiuser Access](#)
[Putting Your Database Where They Can See It](#)
[Splitting Your Database into a Front End and a Back End](#)
[Why split?](#)
[Let's split!](#)

[Splitting by hand](#)

[Handing out front ends](#)

[Relinking your tables](#)

[Editing with Multiple Users](#)

[Fixing exclusive access](#)

[Managing record-locking](#)

[Book VII : Chapter 3: Securing Your Access Database](#)

[Don't Forget Basic Windows Security](#)

[Controlling What Happens When You Open the Database](#)

[Password-Protecting and Encrypting Your Database](#)

[Encrypting your database with a password](#)

[Opening a password-protected database](#)

[Decrypting a database](#)

[Locking Up Your Database as an ACCDE File](#)

[Creating an ACCDE file](#)

[Making updates later](#)

[Using the Trust Center](#)

[Book VIII : Programming in VBA](#)

[Book VIII : Chapter 1: What the Heck Is VBA?](#)

[Finding VBA Code](#)

[Opening a class module](#)

[Creating or opening a standard module](#)

[Enabling VBA Code](#)

[How code is organized](#)

[Using the Visual Basic Editor](#)

[Using the Code window](#)

[Using the Immediate window](#)

[Using the Object Browser](#)

[Searching the Object Library](#)

[Referring to objects and collections](#)

[Choosing object libraries](#)

[Closing the Visual Basic Editor](#)

[Discovering Code as You Go](#)

[Converting macros to VBA code](#)

[Copying and pasting code](#)

[Book VIII : Chapter 2: Writing Code](#)

[How VBA Works](#)

[VBA Syntax](#)

[Arguing with VBA](#)

[Module level versus procedure level](#)

[Declaring Module Options](#)

[Writing Your Own VBA Procedures](#)

[Creating a new standard procedure](#)

[Creating a new event procedure](#)

[Passing arguments to procedures](#)

[Returning a value from a function](#)

[Typing and Editing in the Code Window](#)

[Shortcut keys used in the Code window](#)

[Typing comments](#)

[Breaking lines of code](#)

[Dealing with compile errors](#)

[Testing and Running Your Code](#)

[Testing sub procedures](#)

[Running sub procedures from Access](#)

[Testing function procedures](#)

[Using function procedures in Access](#)

[Book VIII : Chapter 3: Writing Smarter Code](#)

[Creating Variables and Constants](#)

[Make me a variable](#)

[Scope and lifetime of variables](#)

[Defining constants](#)

[Organizing variables into arrays](#)

[Multidimensional arrays](#)

[Naming conventions for variables](#)

[Making Decisions in VBA Code](#)

[Using If...End If statements](#)

[Nesting If...End If statements](#)

[Using a Select Case block](#)

[Executing the Same Code Repeatedly](#)

[Using Do...Loop to create a loop](#)

[Using While...Wend to create a loop](#)

[Using For...Next to create a loop](#)

[Looping through an array](#)

[Analyzing each character in a string](#)

[Using Custom Functions](#)

[Book VIII : Chapter 4: Controlling Forms with VBA](#)

[Displaying Custom Messages](#)

[Displaying a message box](#)

[Responding to what the user clicks](#)

[Opening Forms with DoCmd](#)

[Umpteen ways to open a form](#)

[Closing a form with DoCmd](#)

[Changing Form Controls with VBA](#)

[Some cool control properties](#)

[Controlling properties example](#)

[Understanding Objects and Collections](#)

[Properties, methods, and events](#)

[Referring to objects and collections](#)

[An example: Seeing whether a form is open](#)

[Looping through collections](#)

[Using With...End With](#)

[Book VIII : Chapter 5: Using SQL and Recordsets](#)

[Recordsets and Object Models](#)

[Quick and easy recordsets](#)

[ADO recordset properties and methods](#)

[Looping through a recordset](#)

[Defining a recordset's cursor type](#)

[Field names in recordsets](#)

[SQL and Recordsets](#)

[Breaking up long SQL statements](#)

[Running Action Queries from VBA](#)

[Cleaning up connections](#)

[Book VIII : Chapter 6: Debugging Your Code](#)

[Considering Types of Program Errors](#)

[Fixing Compiler Errors](#)

[Trapping Runtime Errors](#)

[Fixing the runtime error](#)

[Preventing the runtime error](#)

[Dealing with Logical Errors](#)

[Watching things happen](#)

[Slowing down procedures](#)

[Cleaning up](#)

[Book IX : Going Beyond Access](#)

[Book IX : Chapter 1: Automation with Other Office Programs](#)

[What Is Automation?](#)

[Using Object Libraries](#)

[Exploring an object library](#)

[The Application object](#)

[Adding a Contact to Outlook](#)

[Merging Data with a Word Document](#)

[Creating a Word template](#)

[Writing the merge code](#)

[Exporting Data to Excel](#)

[Book IX : Chapter 2: Using Access as a Front-End to SQL Server](#)

[What Is SQL Server?](#)

[Using ODBC](#)

[Connecting to SQL Server with ODBC](#)

[Using linked tables in Access](#)

[Maintaining linked tables](#)

[Using pass-through queries](#)

[Creating an Access Data Project](#)

[Designing ADP tables and views](#)

[Creating other objects in an ADP](#)

[Book IX : Chapter 3: Using Access with SharePoint](#)

[What Is SharePoint?](#)

[Using a SharePoint List as a Data Source](#)

[Creating a new SharePoint list](#)

[Linking to an existing SharePoint list](#)

[Moving an existing database to SharePoint](#)

[Building a Web Database](#)

[What is a Web database?](#)

[Creating a Web database](#)

[Designing Web Databases](#)

[Creating a Web table](#)

[Creating Web forms and reports](#)

[Creating Web macros](#)

[Converting client databases to Web databases](#)

[Publishing a Web Database](#)

[Viewing the results in a browser](#)

[When publishing fails](#)

[Synchronizing changes](#)

[Book IX : Appendix: Installing Microsoft Access](#)

Access[®] 2010 All-in-One For Dummies[®]

**by Margaret Levine
Young, Alison Barrows,
and Joseph C.
Stockman**



Wiley Publishing, Inc.

Access[®] 2010 All-in-One For Dummies[®]

Published by

Wiley Publishing, Inc.

111 River St.

Hoboken, NJ 07030-5774

www.wiley.com

Copyright © 2010 by Wiley Publishing, Inc.,
Indianapolis, Indiana

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under

Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at <http://www.wiley.com/go/permissions>.

Trademarks: Wiley, the Wiley Publishing logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates in the United States and other countries, and may not be used without written permission. All other trademarks are the property of their respective owners. Wiley Publishing, Inc., is not associated with any product or vendor mentioned in this book.

<p>Limit of Liability/Disclaimer of Warranty: The publisher and the author make no representations or warranties with respect to the accuracy or completeness of the contents of this work and specifically disclaim all warranties, including without limitation warranties of fitness for a particular purpose. No warranty may be created or extended by sales or promotional materials. The advice and strategies contained herein may not be</p>

suitable for every situation. This work is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If professional assistance is required, the services of a competent professional person should be sought. Neither the publisher nor the author shall be liable for damages arising herefrom. The fact that an organization or Website is referred to in this work as a citation and/or a potential source of further information does not mean that the author or the publisher endorses the information the organization or Website may provide or recommendations it may make. Further, readers should be aware that Internet Websites listed in this work may have changed or disappeared between when this work was written and when it is read.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit
www.wiley.com/techsupport.

Wiley also publishes its books in a variety of electronic formats. Some content that appears in print may not be available in electronic books.

Library of Congress Control Number: 2010923554

ISBN: 978-0-470-53218-8

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1



About the Authors

Margaret Levine Young has co-authored several dozen computer books about the Internet, UNIX, WordPerfect, Access, and (stab from the past) PC-File and Javelin, including *The Internet For Dummies* (Wiley) and *Windows XP Home Edition: The Complete Reference* (Osborne/McGraw-Hill). She met her future husband Jordan in the R.E.S.I.S.T.O.R.S., a high-school computer club before there were high-school computer clubs. Her other passions are her children, music, Unitarian Universalism (www.uua.org), reading, gardening, chickens, and anything to do with cooking or eating.

Alison Barrows has authored or co-authored books on Windows, the Internet, Microsoft Access, WordPerfect, Lotus 1-2-3, and other topics. In addition to writing books, Alison writes and edits technical documentation and training material. In real life she hangs out with her “guys” — Parker, 6, and Mason, 4, and Evan 2 — and tries to carve out some time to practice yoga. Alison lives with her family in central Massachusetts.

Joe Stockman has been using Microsoft Access since its initial release and has authored or co-authored several books on Access, including *Access 2007 Bible* and *Access 2007 Workbook For Dummies*. He’s also developed courseware in Access and VBA and has been on the