

1. Record Nr.	UNINA9910780205503321
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Titolo	Access 2003 bible [[electronic resource] /] / Cary N. Prague, Michael R. Irwin, and Jennifer Reardon
Pubbl/distr/stampa	Hoboken, NJ, : Wiley Pub., c2004
ISBN	1-280-35404-6 9786610354047 0-7645-5705-X
Edizione	[1st ed.]
Descrizione fisica	1 online resource (1466 p.)
Collana	Bible
Altri autori (Persone)	IrwinMichael R ReardonJennifer
Disciplina	005.7565
Soggetti	Database management
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Access 2003 Bible; About the Author; Credits; Preface; Is This Book for You?; Conventions Used in This Book; Icons and Alerts; How This Book Is Organized; Guide to the Examples; Acknowledgments; Contents at a Glance; Contents; Part I: Creating Desktop Applications; Section I: Working with Data Tables and Queries; Chapter 1: Understanding Data; The Database Terminology of Access; Using More Than One Table; Access Database Objects and Views; The Seven-Step Design Method; Chapter 2: Creating and Building Tables; Creating Database Tables; Creating a Database; The Database Window Creating a New TableThe Table Design Window; Creating the tblContacts Table; Changing a Table Design; Understanding Field Properties; Determining the Primary Key; Printing a Table Design; Saving the Completed Table; Manipulating Tables in a Database Window; Adding Records to a Database Table; Chapter 3: Entering Data into Tables and Forms; Understanding Datasheets; The Datasheet Window; Opening a Datasheet; Entering New Data; Navigating Records in a Datasheet; Changing Values in a Datasheet; Using the Undo Feature; Copying and Pasting Values; Replacing Values; Adding New Records Deleting RecordsAdding, Changing, and Deleting Columns; Displaying Records; Sorting and Filtering Records in a Datasheet; Printing Records;

Chapter 4: Creating and Understanding Relationships; Tables Used in the Access Auto Auctions Database; Understanding Keys; Understanding Relations between Tables; Understanding Referential Integrity; Creating Relationships; Using Subdatasheets; Chapter 5: Displaying Selected Data with Queries; Understanding Queries; Creating a Query; Selecting Fields; Displaying the Dynaset; Working with Fields; Changing the Sort Order; Displaying Only Selected Records Printing a Query Dynaset Saving a Query; Adding More than One Table to a Query; Working with the Table/Query Pane; Adding Fields from More than One Table; Understanding the Limitations of Multiple-Table Queries; Creating and Working with Query Joins; Understanding Types of Table Joins; Chapter 6: Using Operators and Expressions in Multi-table Select Queries; What Are Operators?; Moving beyond Simple Queries; Entering Single-Value Field Criteria; Entering Multiple Criteria in One Field; Entering Criteria in Multiple Fields; Creating a New Calculated Field in a Query Chapter 7: Working with External Data Access and External Data; Linking External Data; Working with Linked Tables; Importing External Data; Exporting to External Formats; Section II: Building Forms and Reports; Chapter 8: Understanding the Many Uses of Forms and Controls; Understanding Forms; Understanding Form Controls; What Is a Control?; Standards for Using Controls; Chapter 9: Building and Manipulating Forms and Controls; Creating a Form with Form Wizards; Changing the Design; Using the Form Window; Displaying Your Data with a Form; Saving a Record and the Form; Printing a Form Creating New Controls

Sommario/riassunto

The most comprehensive reference on this popular database management tool, fully updated with the new features of Access "X" including increased use of XML and Web services Explores the new, tighter integration with SharePoint and BizTalk in Office "X" that enables greater flexibility for gathering and manipulating data Written by an international bestselling author team with several books to their credit, including previous editions of Access Bible Gets Access beginners started with hundreds of examples, tips, and techniques for getting the most from Access Offers adva
