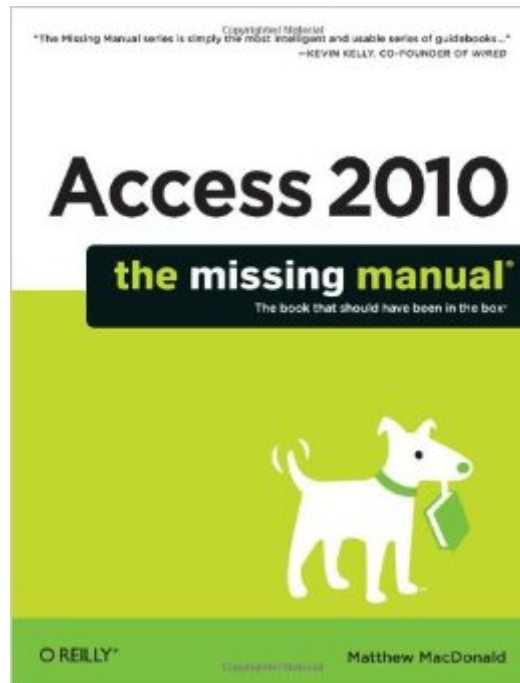# Access 2010: The Missing Manual

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   Letâ ™s face it--learning the tricks and techniques of database design can be a bit of a slog. But if youâ ™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 youâ ™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 anythingâ ”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, canâ ™t Excel hold long lists with hundreds of thousands of rows? (And yes, it can.) However, Access has a feature Excel canâ ™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 â œWhat customers spent the most money?â • and â œWhat is the most popular product for customers living in New York?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 doesnâ ™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 youâ ™re creating (and what you want to accomplish), you may be both the database designer and the database user. But itâ ™s important to realize that these are distinct tasks. In fact, when using a properly designed database, database users donâ ™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, youâ ™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, youâ ™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 youâ ™re willing to pick up some basic programming concepts, you can use code to transform a simple database into a cohesive database applicationâ ”for example, something that looks more like the traditional desktop programs you run on your computer.

Book Information

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Customer Reviews

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.

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.

Maybe I have unrealistic expectations - but so much of the book is devoted to very basic items and so little of the book is devoted to software development. Almost no discussion of Access classes or calling API's; only a token consideration of programming in Access. In my opinion, this book would be excellent for someone not very familiar with Access 2010 that wants to build a database and use standard features to enter data, query it, and produce reports. This book is not quite right for the experienced software developer that wants to use an underlying programming methodology to have precise control and develop professional-looking applications that require no user training.

I downloaded several Kindle versions of Access instructional books, each were somewhat hard to understand or difficult to navigate through. I purchased the Paperback version of Access 2010: The Missing Manual and within 2 - 3 days, I had all the information that I needed to complete my first major database (all withing chapters 1 - 6). It answers most all of my questions and gives visual examples which were VERY beneficial since I learn best by "watching" or "viewing". I will Definitely purchase other "Missing Manual" series books for programs I need to understand in the future.

This book is well written and is very easy to follow. Both for the novice user and advance. There is

quality information for both. I have been programming since the old school days (pascal, cobol, fortran, c, c++ and of course basic). This book simplifies programming and has you up and running in no time ready to add all the bells and whistles to your finished product. Well done Matthew MacDonald and staff for a textbook very well written.

Great way to learn Access for the Access novice - Probably won't help the seasoned Access user much.I am a complete Access novice and I have learned more about Access in the last four days with this book, than in in all the years I've been using Office. Of all the Microsoft Office products, Access is by a wide margin the most difficult to learn and few Office users ever tackle it, but it is well worth the effort. With a good book like this one, and a little effort, Access can become a powerful tool in your Office arsenal. It's hard to write something complete and thorough about a subject as difficult and complex as Access and fit it all into 800 pages but the Author has done it and done it well. While this book is excellent for the novice, it goes well beyond the basics into intermediate level table, query, report and form design. It's clear, consice, accurate and has plenty of illustrations. I would recommend this book as a great way to learn Access 2010.

I've used Microsoft Access in it's many versions for years. With 2010 the design of the software changed; for good or bad. I needed an easy way to understand how to do the work I've always done with the new 2010 version of Access. I looked at a couple of instruction/clarification books. Each seemed to lack some feature I needed. This one gave me all I needed; pictures of screens, explanations that aren't too "geeky" and instructions that are clear and useful. I don't have time to be "geeky"; I've got work to do and this book helped me get on with it. Nice USEFUL book.

'Access 2010: The Missing Manual' by Matthew MacDonald is another gem in the line of Missing Manual books. Filled with 800+ pages of material, if you are new to Access or even a seasoned pro, there is a little bit of something for everybody in this book. A fantastic layout, wonderful content, and one of the most user-friendly books out there, if you use Access for any length of time and want to become a better user or are a new user and want to discover how to use Access, this is the ONLY book for you.An absolute marvel which richly deserves the title 'Missing Manual' as this keeps up with the past quality works expected from this line.***** HIGHLY RECOMMENDED

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