



# ACCESS XP

For Windows

Access XP (2002)

Time Bar

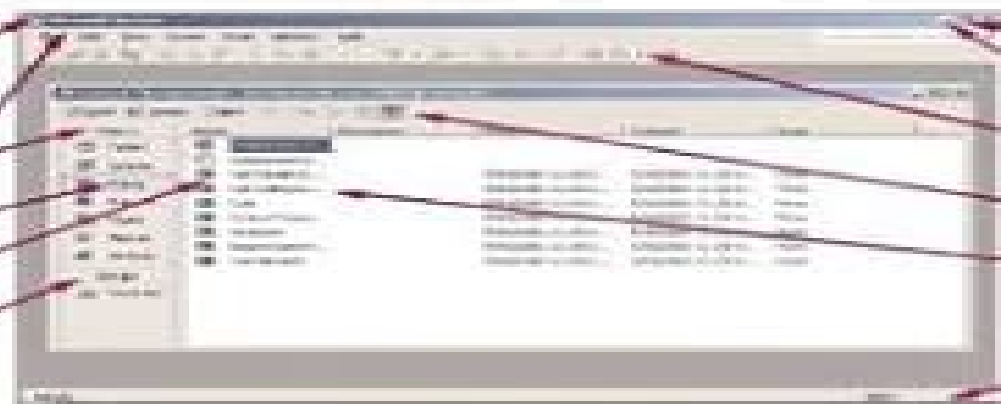
Drop-Down Menu Bar

Objects Bar

Object Types - The parts of the database that help manage data.

Objects

Groups Bar - Contains groups of database objects.



Maximize

Minimize

Access Toolbar

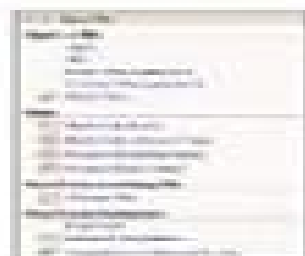
Database Toolbar

Object List

Status Bar

## Opening Access XP

When Access XP is first opened the Task Pane appears, offering the options to create a new database, open an existing one, or use a template to create a new database. To open the window at other times, click on the drop-down menu, select **Customize**, then the **Toolbars** tab and check off **Task Pane**.



## Table Wizard

Creating a Table with the Wizard

1. Open the database you want to create a table for then press **F11** to open the Database window.
2. Click **Tables** on the Objects bar.
3. Double-click on the **Create table by using wizard** icon in the Database window, the Table wizard appears.
4. Click the **Business** or **Personal** option, then select an appropriate table from the Sample Tables list.
5. Double-click the table that you would like to place in your table, then click **Next**.
6. Select a primary key for the database, select **Default** for **Set Access XP Wizard the primary key** (Definitions, Pg. 3) or to select a primary key click **Next**.
7. If you choose to select the primary key, select the field and table type, then click **Next**.
8. Select the Relationships... button **Relationships** if you currently have another table created that you want to create a relationship with, create the relationship, then click **OK**.
9. Click **Next**, a screen appears to modify the design, enter data into the table, or just a screen. When you're done click **Finish**.

## Creating a Database with a Template

1. To use a Database Template, click on the **Database Templates** button **Database Templates** from the Task Pane under the **New from Template** heading, then the Database bar.
2. Press the **Design** icon **Design** on the type of database you want to create.
3. Select a folder where you want to store the database, enter a name for the database, then click on the **Create button** **Create**.
4. Click **Next** and follow the instructions, each database is different depending on the type of database you intend to create.
5. Click **Finish**.

## Definitions

**Database** - A collection of related data or information, organized in tables.

**Table** - A collection of records about a particular category of information within the database.

**Form** - A window designed to help with entering information into the database.

**Report** - A view of the data designed to be printed.

**Query** - A question that you are asking the database so that you may locate specific information.

**Pages** - There are HTML pages that are placed on the web for data sharing over the internet.

**Macro** - A series of commands stored into a recorded shortcut.

**Modules** - Microsoft Visual Basic programs you may enter for Access XP.

## Toolbars

### Standard



### Database



## Modifying a Table in Design View

### Creating Fields

1. Open the database you want to work on by clicking on the File drop-down menu and selecting **Open**.
2. Press **F11** to open the Database window.
3. Select **Tables** from the Objects Bar, click on the table you want to modify, then click on the **Design button** **Design**.
4. In the **Field Name** column, type in a field name for the column, then press the **Tab key** to move to the **Data Type** column.
5. Click on the **Data Type** drop-down list, select a **Data Type**, then press **Tab**.
6. Type in a description for the field.
7. Press the **Enter key** to move to the next row.
8. When finished entering field names, close the window by clicking on **X** or **File** then **Exit**.

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# Access Xp Quick Reference Guide

**Doug Lowe**



## **Access Xp Quick Reference Guide:**

Access VBA Programming For Dummies Alan Simpson, 2004-08-12 Create more powerful Access applications and databases This friendly easy to use guide shows experienced Access users how to use VBA Visual Basic for Applications to not only build Access databases and applications but also Covers programming fundamentals for nonprogrammers Includes practical ready to use VBA code examples that readers can type or copy and paste from the Web into their own database projects Explains basic VBA skills and concepts for nonprogrammers such as procedures variables and loops Covers more advanced topics such as record sets and other programming activities that are unique to Access programming These authors have written more than ninety computer books and have been working with databases since the early 1980s E-Equals Level 1 Office XP Databases Susan Ward, 2004 Written in Microsoft Office XP this book is divided into five sections Each section contains information and practical tasks At the end of each section you will have a chance to practise your skills check your knowledge or both **Learning to Pass Complete New CLAIT Using Office XP** Angela Bessant, 2003 This title combines the CLAIT units Learning to Use Office XP for New CLAIT and CLAIT Plus It aims to enable the student to learn and practise all the skills needed for the CLAIT qualification **Free \$ For College For Dummies** David Rosen, Caryn Mladen, 2011-04-18 Demystifies the scholarship selection process Write winning essays and get financial aid Need money for college This simple straightforward guide shows you how to find scholarships grants and other free money to use toward your college expenses You get expert advice on applying for federal grants participating in state tuition plans competing for scholarships from private organizations and more with tips on avoiding scams completing your applications on time and finding financial aid from unlikely sources The Dummies Way Explanations in plain English Get in get out information Icons and other navigational aids Tear out cheat sheet Top ten lists A dash of humor and fun **Lewis and Clark For Dummies** Sammye J. Meadows, Jana Prewitt, 2011-04-22 The Lewis and Clark expedition was the greatest camping trip in history It was one of those irresistible American adventures that many people dream of living This book shares the delightful details of the journey that historians have gleaned from the group s journals and maps and also discusses what s known of the Indian perspective of the expedition Throughout the book you find out about Jefferson s western exploration from his earliest efforts to see the Corps assembled through the aftermath for the explorers the tribes and the United States But the focus of Lewis Clark For Dummies is on the period between Jefferson s confidential letter to Congress requesting dollars to mount a western exploration January 18 1803 and the expedition s triumphant and improbable return to St Louis September 23 1806 forty two months that changed the world Join Lewis and Clark as they recruit the Corps of Discovery meet Sacagawea and various Indian tribes and set off along the Missouri River on a thrilling perilous journey Lewis Clark For Dummies also covers the following topics and more The expedition s people and places Jefferson s fascination with the West Final preparations of Meriwether Lewis Weathering storms to launch the expedition The

discomforts and dangers of the journey Making maps and writing reports A first look at the Pacific Ocean The story of Lewis and Clark doesn't end with their return to St Louis This book will also lead you on an exploration of the fates and lessons of the Corps of Discovery Find out what happened to Lewis Clark and many other key players after their famous journey And examine the aftermath for the American Indians and the political and cultural ramifications for the United States You'll even find the resources you need to plan your own recreation of the expedition as you take the Trail yourself Databases for Office XP Susan Ward, 2004 This series provides all the knowledge and skills students need to complete level 1 and 2 qualifications Written in simple clear language using Office XP applications the titles are full of exercises to help students get to grips fast with the skills they need for assessment **UNIX For Dummies** John R. Levine, Margaret Levine

Young, 2011-02-23 Manage files set up networks and go online with UNIX UNIX For Dummies has been the standard for beginning UNIX references for nearly ten years and this latest edition continues that tradition of success This unparalleled resource is updated to cover the latest applications of UNIX technology including Linux and Mac desktops as well as how UNIX works with Microsoft server software Thorough coverage of how to handle UNIX installation file management software utilities networks Internet access their basic tasks A great guide for the first time UNIX desktop user growing accustomed to the ins and outs of the OS as well as the beginning administrators who needs to get a handle on UNIX networking basics Written by John Levine and Margaret Levine Young longtime UNIX experts and highly experienced For Dummies authors

**Magic For Dummies** David Pogue, 1998-08-14 You don't need a white tiger expensive props or hours of preparation to do magic With a little practice some clever misdirection which lays at the heart of all magic tricks and showmanship you can surprise family friends and coworkers using a few everyday items If you're looking to saw a beautiful woman in half or make buildings disappear we're sorry but this book isn't you But if you want to act out little miracles that you can perform on the spur of the moment with items that are usually within reach then Magic For Dummies can show you how Magic For Dummies features more than 90 easy to perform deceptions illusions and sleights of hand for any event or occasion You'll discover how to perform entertaining card tricks coin tricks disappearing acts as well as the always popular mind reading trick You'll even see how easy it is to make money disappear as well as melt a saltshaker Chock full of show stopping tricks Magic For Dummies will Get you started with easy to learn magic tricks Let you turn a restaurant into a your stage with tricks that include utensils mugs and even food Show you how to use a deck of cards to perform endless magic tricks Make you the life of the party with tricks such as Call This Number The Strength Test and The Phantom Photo Get you out of tough situations by giving you ten things to say when things go wrong Filled with photos patter and presentation tips for every trick in the book Magic For Dummies offers a great opportunity to become familiar with some of the coolest magic tricks ever performed With the help of author David Pogue and the stunning tricks contributed by thirty five of America's top professional magicians you'll be leaving your friends family and coworkers spellbound at your mastery of the mystical arts **Windows**

**XP For Dummies** Andy Rathbone,2011-09-14 Windows is the world's most popular operating system and Windows For Dummies is the bestselling computer book ever. When you look at Windows XP For Dummies 2nd Edition it's easy to see why. Here's all the stuff you want to know served up in plain English and seasoned with a few chuckles. But make no mistake this book means business. Author Andy Rathbone listened to what you wanted to know and this edition is loaded with additional information about E-mail, faxing and troubleshooting. Maximizing security features. Customizing and upgrading Windows XP. Multimedia applications. CDs, digital music and photos, video and more. Answers to questions asked by thousands of Windows users. If you're just getting started with Windows XP you'll find Windows XP For Dummies 2nd Edition is a lot easier than trying to get the fourth grader next door to explain it to you. Andy Rathbone is a lot more patient. There's a whole section devoted to Windows XP Stuff Everybody Thinks You Already Know so you can get the hang of the basics quickly and in the privacy of your own home. And if you've been around a couple of generations of Windows you'll be especially interested in how to squeeze maximum security from the beefed-up anti-spam and firewall features in Service Pack 2. Windows XP For Dummies 2nd Edition is sort of like a buffet: you can sample everything or just stick with the stuff you know you like. You'll find out how to locate programs and files, organize your information and fax, scan or print documents. Get online safely, send and receive e-mail, work with Internet Explorer's security toolbar and steer clear of pop-ups, viruses and spam. Make Windows XP work the way you want it to: share your computer while maintaining your privacy, set up a network and perform routine maintenance. Transfer and organize pictures from your digital camera, edit digital video and create custom CDs of your favorite tunes. Use Windows XP's troubleshooting wizards and become your own computer doctor. With its task-oriented table of contents and tear-out cheat sheet, Windows XP For Dummies 2nd Edition is easy to use. You can quickly find what you want to know and you just may discover that this book is as important to your computer as the power cord.

**Networking For Dummies** Doug Lowe,2004-10-13 Networking For Dummies has long been the leading networking beginner book. The 7th Edition provides valuable updates on the latest tools and trends in networking, including updates to Windows XP through Service Pack 2, Windows Server 2003, Linux, Mac OS X and Novell Netware Server 6.5, plus the latest information on broadband technologies. A must-have reference for network administrators and novices who want to set up a network in their home or office, this covers all the bases and basics, including using a network printer and sharing files and printers, using Microsoft Office on a network, network operating systems, setting up a wireless network, configuring client computers. Written by Doug Lowe, a seasoned For Dummies author who has demystified everything from Microsoft Office to networking to creating Web pages and written more than 50 computer books, including Networking All-in-One Desk Reference For Dummies, this guide includes whole new chapters on wireless networking, IP addressing, common security problems, troubleshooting. Indexed to help you find answers fast and written in plain English instead of technotalk, this keeps you from getting all shook up while you're getting all hooked up.

*C All-in-One Desk Reference For Dummies* Dan Gookin,2004-09-03

Ready set code A user friendly guide introducing the C programming language to new and intermediate coders The C programming language and its direct descendants are widespread and among the most popular programming languages used in the world today The enduring popularity of C continues because C programs are fast concise and run on many different systems Flexible and efficient C is designed for a wide variety of programming tasks system level code text processing graphics telecommunications and many other application areas C All in One Desk Reference For Dummies is for beginning and intermediate C programmers and provides a solid overview of the C programming language from the basics to advanced concepts with several exercises that give you real world practice C All in One Desk Reference For Dummies covers everything users need to get up to speed on C programming including advanced topics to take their programming skill to the next level Inside you ll learn The entire development cycle of a C program designing and developing the program writing source code compiling the code linking the code to create the executable programs debugging and deployment The intricacies of writing the code the basic and not so basic building blocks that make up the source code Thorough coverage of keywords program flow conditional statements constants and variables numeric values arrays strings functions pointers debugging prototyping and more Dozens of sample programs you can adapt and modify for your own use Written in plain English this friendly guide also addresses some advanced programming topics such as Programming for the Linux Unix console Windows and Linux programming Graphics programming Games programming Internet and network programming Hardware programming projects The book includes a handy appendix that shows you how to set up your computer for programming how to select and use a text editor and fix up the compiler to ensure you re ready to work the author s examples Written by Dan Gookin the author of the first ever For Dummies book and several others who s known for presenting complex material in an easy to understand way this comprehensive guide makes learning the C programming language simple and fun Grab your copy of C All in One Desk Reference For Dummies so you can start coding your own programs

**Christian Prayer For Dummies** Richard Wagner, 2011-05-04 Advice and examples help you find your own prayer style Discover how prayer works and why you need it now more than ever Do you want to pray but you re not sure how This friendly guide explains the different kinds of prayer revealing how and why to pray and how to discern God s answers You ll see how to overcome hindrances how to use a journal and how to pray on your own Discover what Thy will be done means and how to approach prayers that seemingly haven t been answered The Dummies Way Explanations in plain English Get in get out information Icons and other navigational aids Tear out cheat sheet Top ten lists A dash of humor and fun

[Teaching Kids to Read For Dummies](#) Tracey Wood, 2004-05-07 You re thinking of teaching a child to read What a great idea Now all you need is exactly the right blueprint This easy to follow book is written with two people in mind you and the child you re thinking of teaching Mother and children s reading specialist Tracey Wood gives you all the down to earth honest information you need to give a child a happy solid start with reading Teaching Kids to Read For Dummies is for

parents of young children who want to give their kids a head start by teaching them to read before they enter school or to supplement their children's school instruction as well as teachers and caregivers of young children Filled with hands on activities that progress a child from sounds to words to sentences to books this friendly guide shows you how to Prepare a child to read Sharpen his listening skills Correct her errors graciously Choose the right books Have kids read out loud Find help if you need it Whether the child you want to teach is two or twelve fast paced or steady an absolute beginner or someone who's begun but could use a little help this empathetic book shows you how to adapt the simple fun activities to your child's individual needs You'll see how to make activities age appropriate how to add more challenge or support and how to make gender allowances if that's relevant Plus you'll discover how to Lay the foundation for good reading skills Tell the difference between a reading delay and a reading problem Help your child build words from letters and sounds advance to short and long vowel words and conquer syllables and silent letters Select entertaining workbooks recycle them and make up your own reading activities Get your child ready for sentences Keep your child reading with others or on his own Complete with lists of word families phonics rules and reading resources Teaching Kids to Read For Dummies will help you make learning fun for your child as he or she develops this critical skill

### **Communicating Effectively For Dummies**

Marty Brounstein, 2011-03-16 A friendly guide that teaches you effective methods of communication to avoid common conflicts and make your voice heard in the office Communicating Effectively For Dummies shows you how to get your point across at work and interact productively with bosses and coworkers Applying your knowledge and skill to your job is the easy part working well with others is often the hard part This helpful guide lets you maximize your personal interactions even when resolving conflicts dealing with customers or giving difficult presentations Whether you're the CEO of a major corporation a small business owner or a team manager effective and clear communication is imperative to your success From keeping your listener engaged to learning to become a better listener Communicating Effectively For Dummies offers all the strategies tips and advice you need to Learn how to become an active listener Accentuate the positive in negative situations Find win win solutions for conflicts Stay on track when writing e mails and letters Handle presentations interviews and other challenges Speak forcefully and assertively without alienating others This friendly and comprehensive guide gives you the keys to a thriving career with expert advice on effective verbal and nonverbal communication From mastering your own facial expressions and reading them in others to being a happy boss this book covers all the angles Becoming aware of your own assumptions Dealing with passive aggressive communicators What to say to help someone open up to you Communicating through eye contact and body language Maintaining a positive attitude Dealing with sensitive issues Effective conflict resolution models When to use e mail the phone or a face to face meeting Dealing with angry customers Coaching your staff to communicate better In today's high stress work environment good communication skills are imperative for keeping your cool and getting your point across With your own copy of Communicating Effectively For

Dummies you'll know what to say how to say it and that being a good listener can often be the difference between getting ahead and just getting by *Jack Russell Terriers For Dummies* Deborah Britt-Hay, 2011-05-18 With their spunky personalities endless energy and remarkable intelligence it's no wonder Jack Russell Terriers have become a favorite for television ads and Hollywood films Performing comes naturally to Jack Russell Terriers JRTs for short They love to show off their strange and quirky personalities and they have more than their share of fun while entertaining you and themselves Despite their winsome ways Jack Russell Terriers aren't for everyone It takes time patience and an unmistakable sense of humor to tolerate their endless antics and tireless energy For thousands of dog owners across the country however no other breed is worth considering *Jack Russell Terriers For Dummies* is the guide for you if You're thinking of owning a Jack Russell Terrier You just brought a new puppy home You are curious about this popular breed You already own a JRT and want to know more about its temperament *Jack Russell Terriers For Dummies* shows you how to cope with the breed's high energy levels and odd but common behaviors You'll become acquainted with the breed standard and look at common faults This book also covers the following topics and more Distinguishing between a pet dog and a show dog Deciding if a puppy or an adult dog is best for you Puppy proofing your house Understanding guidelines for obedience training and agility training Dealing with behavioral problems such as separation anxiety aggression and barking Finding a great veterinarian Knowing how to care for your pet Health grooming exercise Dealing with health concerns specific to JRTs Jack Russell Terriers are cute charming and very smart They're a big dog in a little dog's body and are fun fearless and funny to be around Remember however that they also are pushy extremely active and have a voracious appetite for attention *Jack Russell Terriers For Dummies* will help you make sure you're making a well educated conscious choice to purchase one of these little white tornadoes and to give you the knowledge to keep your sanity after the decision has been made *Network Security For Dummies* Chey Cobb, 2011-05-09 A hands on do it yourself guide to securing and auditing a network CNN is reporting that a vicious new virus is wreaking havoc on the world's computer networks Somebody's hacked one of your favorite Web sites and stolen thousands of credit card numbers The FBI just released a new report on computer crime that's got you shaking in your boots The experts will tell you that keeping your network safe from the cyber wolves howling after your assets is complicated expensive and best left to them But the truth is anybody with a working knowledge of networks and computers can do just about everything necessary to defend their network against most security threats *Network Security For Dummies* arms you with quick easy low cost solutions to all your network security concerns Whether your network consists of one computer with a high speed Internet connection or hundreds of workstations distributed across dozens of locations you'll find what you need to confidently Identify your network's security weaknesses Install an intrusion detection system Use simple economical techniques to secure your data Defend against viruses Keep hackers at bay Plug security holes in individual applications Build a secure network from scratch Leading national expert Chey Cobb fills you in on the basics of data security and he



explains more complex options you can use to keep your network safe as you grow your business Among other things you'll explore Developing risk assessments and security plans Choosing controls without breaking the bank Anti virus software firewalls intrusion detection systems and access controls Addressing Unix Windows and Mac security issues Patching holes in email databases Windows Media Player NetMeeting AOL Instant Messenger and other individual applications Securing a wireless network E Commerce security Incident response and disaster recovery Whether you run a storefront tax preparing business or you're the network administrator at a multinational accounting giant your computer assets are your business Let Network Security For Dummies provide you with proven strategies and techniques for keeping your precious assets safe

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**BEA WebLogic Server 8 For Dummies** Jeff Heaton, 2003-09-03 Provides an introduction to J2EE using the WebLogic platform which claims the largest market share about forty percent of the Java application server market Features the most comprehensive coverage of the component types of WebLogic in the friendly For Dummies style Covers static resources JSPs taglibs and servlets EJBs and WebLogic's Web service development and deployment capabilities and tools Teaches readers the basic administration and monitoring capabilities built into WebLogic using a conversational and example driven approach Uses real world analogies all programmers will recognize to introduce the major topics of J2EE Examples will include not only coding but also step by step deployment and troubleshooting tips

**Final Cut Pro HD For Dummies** Helmut Kobler, 2004-09-24 Edit video like a pro Save it in the edit is a common saying among film professionals Editing makes the difference between boring vacation movies and exciting travelogues between the whole dull news conference and the highlights on the evening news Whether you're a budding Spielberg a proud parent who wants two year old Junior's every feat documented for posterity or a band that wants your music video to rock Final Cut Pro HD For Dummies tells you what you need to know to edit regular digital or high definition video like a pro It covers the basics of capturing importing and editing digital videos with detailed how to for Organizing your media Navigating the audio and video Timeline tracks and selecting clips and frames on the Timelines Getting fancier with split roll ripple slip and slide edits Working with audio including mixing editing out scratches and pops and using filters to create effects Using Soundtrack to compose a musical score even if you don't know the difference between horns and strings Apply transitions such as 3D

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**eBay Timesaving Techniques For Dummies** Marsha Collier, 2007-05-21 So you've gotten started on eBay You've made a few purchases and your first sale You may have even built a moneymaking business Now you're looking for ways to ratchet things up You're looking for the insider tips and tricks for the easiest ways to take care of listing items completing transactions and keeping good records and you don't have the time to do all the research eBay Timesaving Techniques For Dummies is the book for you Marsha Collier an eBay University instructor and best selling author of eBay For Dummies and Starting an eBay Business For Dummies has collected the fastest and most effective techniques for finding items to sell setting up your sales pages pricing items to move getting the word out about your business collecting payments shipping your item and taking care of all the paperwork Time is money after all So why waste time when you can be making money on eBay This book contains over 60 step by step techniques proven to add efficiency to your eBay operation Includes coverage of Finding sources for merchandise to sell on eBay Setting attractive prices and shipping costs Handling multiple sales without losing your cool Prettying up your auctions with digital photo and HTML tricks Tracking payments and shipments and keeping your customers happy Working with PayPal both on and off of eBay Enhancing your status in the eBay community Simplifying your bookkeeping Creating marketing merchandising and advertising plans Solving problems quickly when they occur

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