

Making Everything Easier!™

Microsoft®
Access® 2013
FOR
DUMMIES®

Learn to:

- Navigate the Access interface and understand database architecture
- Build tables to organize data and forms for easy data entry
- Share data and create forms and reports
- Use the power of queries to find and maintain your data

Laurie Ulrich Fuller





**by Laurie Ulrich Fuller
and Ken Cook**

FOR
DUMMIES
A Wiley Brand

Access® 2013 For Dummies®

Published by
John Wiley & Sons, Inc.
111 River Street
Hoboken, NJ 07030-5774

www.wiley.com

Copyright © 2013 by John Wiley & Sons, Inc., Hoboken,
New Jersey

Published by John Wiley & Sons, Inc., Hoboken, New
Jersey

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 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. John Wiley & Sons, Inc., is not associated with any product or vendor mentioned in this book.

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 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 and by print-on-demand. Not all content that is available in standard print versions of this book may appear or be packaged in all book formats. If you have purchased a version of this book that did not include media that is referenced by or accompanies a standard print version, you may request this media by visiting <http://booksupport.wiley.com>. For more information about Wiley products, visit us www.wiley.com.

Library of Congress Control Number: 2013932118

ISBN 978-1-118-51638-6 (pbk); ISBN 978-1-118-56850-7 (ebk); ISBN 978-1-118-56864-4 (ebk); ISBN 978-1-118-56851-4 (ebk)

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

About the Authors

Laurie Ulrich Fuller has been writing about and teaching people to use Microsoft Office for more than 20 years. She's been there through every new version of Access as Office has evolved to meet the needs of users from all walks of life — from individuals to huge corporations, from growing businesses to non-profit organizations.

In the meantime, Laurie has personally trained more than 20,000 people to make better, more creative use of their computers, has written and co-written 30+ nationally published books on computers and software — including several titles on Microsoft Office. In the last few years, she's also created several online training courses, teaching online students to use Microsoft Office and Adobe Photoshop.

Laurie's own firm, Limehat & Company, offers training and educational materials as well as graphic design, marketing, promotions, and web-development services. She invites you to contact her with your Office-related questions at help@limehat.com and to visit her website at www.limehat.com.

Ken Cook has built and managed a successful computer consulting business (now called Cook Software Solutions, LLC) since 1990. He began as a trainer — training numerous users (too many to count!) on a variety of software packages — specializing in Microsoft Office. Currently he “dabbles in training” (specializing in online synchronous training), but his main focus is creating expert Microsoft Office solutions and Microsoft Access database solutions for Fortune 500 and small business clients.

Ken is also a published author on Microsoft Excel, having contributed chapters on macros and *VBA to Special Edition: Using Excel 2000* and *Special Edition: Using Excel 2002* published by Que. Ken also contributed Microsoft Access chapters to the book *How to Do Everything with Office XP* published by Osborne and coauthored the previous edition of this book: *Access 2010 For Dummies* published by Wiley.

Prior to his career in computers, Ken was a Product Manager for Prince Manufacturing, Inc. He is a graduate of Syracuse University with a bachelor's degree in Marketing. He can be contacted through his web site (www.kcookpcbiz.com) or by e-mail (<mailto:ken@kcookpcbiz.com>).

Publisher's Acknowledgments

We're proud of this book; please send us your comments at <http://dummies.custhelp.com>. For other comments, 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.

Some of the people who helped bring this book to market include the following:

Acquisitions and Editorial

Sr. Project Editor: Mark Enochs

Executive Editor: Steve Hayes

Copy Editor: Melba Hopper

Technical Editor: Brian Underdahl

Editorial Manager: Leah Michael

Editorial Assistant: Annie Sullivan

Sr. Editorial Assistant: Cherie Case

Cover Photo: © pagadesign / iStockphoto.com

Composition Services

Project Coordinator: Sheree Montgomery

Layout and Graphics: Jennifer Creasey, Christin Swinford

Proofreader: Evelyn Wellborn

Indexer: BIM Indexing & Proofreading Services

Publishing and Editorial for Technology Dummies

Richard Swadley, Vice President and Executive
Group Publisher

Andy Cummings, Vice President and Publisher

Mary Bednarek, Executive Acquisitions Director

Mary C. Corder, Editorial Director

Publishing for Consumer Dummies

Kathy Nebenhaus, Vice President and Executive
Publisher

Composition Services

Debbie Stailey, Director of Composition Services

Access 2013 For Dummies®

Visit

www.dummies.com/cheatsheet/access2013 to view this book's cheat sheet.

Table of Contents

Introduction

[About This Book](#)

[Conventions Used in This Book](#)

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

[Foolish Assumptions](#)

[How This Book Is Organized](#)

[Part I: Getting Started with Access 2013](#)

[Part II: Setting the Table](#)

[Part III: Data Management Mania](#)

[Part IV: Ask Your Data, and Ye Shall Receive Answers](#)

[Part V: Simple and Snazzy Reporting](#)

[Part VI: More Power to You](#)

[Part VII: The Part of Tens](#)

[Appendix: Getting Help](#)

[Icons Used in This Book](#)

[Where to Go from Here](#)

Part I: Getting Started with Access 2013

Chapter 1: Access 2013 Basic Training

What Is Access Good For, Anyway?

Building big databases

Building apps

Creating databases with multiple tables

Databases with user forms

Databases that require special reporting

What's New in Access 2013?

New features

Reach out with SharePoint

How Access Works and How You Work with It

Opening Access

Selecting a starting point

Now What?

Chapter 2: Navigating the Access Workspace

Diving Right In

Working with Onscreen Tools in Access

Clicking tabs

Using buttons

The File tab and Quick Access tools

Accessing panes, panels, and context-sensitive tools

Customizing the Access Workspace

Repositioning the Quick Access toolbar

[Adding buttons to the Quick Access toolbar](#)

[Removing buttons from the Quick Access toolbar](#)

[Minimizing the Ribbon](#)

[Working with ScreenTips](#)

[Mousing Around](#)

[Navigating Access with the Alt Key](#)

[Chapter 3: Database Basics](#)

[Database Lingo](#)

[Data, no matter how you pronounce it](#)

[Fields of dreams \(or data\)](#)

[Records](#)

[Tables](#)

[The database](#)

[Field Types and Uses](#)

[Choosing Between Flat and Relational Databases](#)

[Isolationist tables](#)

[Tables that mix and mingle](#)

[Building a Database](#)

[Adding and Removing Tables](#)

[One more, please](#)

[Oops, I didn't mean to do that](#)

[Part II: Setting the Table](#)

[Chapter 4: Table Tune Ups](#)

[The Primary Key to Success](#)

[The lowdown on primary keys](#)

[Creating a primary key](#)

[Making Tables Get Along](#)

[Rules of relationships](#)

[Relationship types](#)

[Building Table Relationships](#)

[The Relationships window](#)

[Table relationships](#)

[Indexing for Faster Queries](#)

[Create your own index](#)

[Adding and removing indexes](#)

[Chapter 5: Remodeling Your Data](#)

[Opening a Table for Editing](#)

[Inserting Records and Fields](#)

[Adding a record](#)

[Inserting a field](#)

[Deleting a field](#)

[Modifying Field Content](#)

[Name-Calling](#)

[Renaming fields](#)

[Renaming a table](#)

[Turn Uh-Oh! into Yee-Hah!](#)

[Chapter 6: Types, Masks, and Triggers](#)

[Access Table Settings](#)

[Field Data Formats](#)

[Text fields](#)

[Number and currency fields](#)

[Date/time fields](#)

[Yes/No fields](#)

[Gaining Control of Data Entry](#)

[You really need to put a mask on those fields](#)

[To require or not to require](#)

[Making your data toe the line with validation](#)

[Give Your Fingers a Mini Vacation by Default](#)

[Part III: Data Management Mania](#)

[Chapter 7: A Form for All Reasons](#)

[Generating Forms](#)

[Keeping it simple: Form tools](#)

[Granting most wishes: the Form Wizard](#)

[Customizing Form Parts](#)

[Taking the Layout view](#)

[The theme's the thing](#)

[Managing form controls](#)

[Chapter 8: Importing and Exporting Data](#)

[Retrieving Data from Other Sources](#)

[Translating file formats](#)

[Importing and linking](#)

[Hit the Road, Data](#)

[Export formats](#)

[Exporting table or query data](#)

[Chapter 9: Automatic Data Editing](#)

[Please Read This First!](#)

[Creating Consistent Corrections](#)

[Using Queries to Automate the Editing Process](#)

[Looking for duplicate records](#)

[Running the Find Duplicates Query Wizard](#)

[Chapter 10: Access and the Web](#)

[How Access Works with the Web](#)

[Understanding Office 365](#)

[Meet the Custom Web App](#)

[Click! Using Hyperlinks in Your Access Database](#)

[Adding a Hyperlink field to your table](#)

[Typing your hyperlinks](#)

[Fine-tuning your hyperlinks](#)

[Testing links](#)

[Embedding Web Content into Your Access Forms](#)

[Adding hyperlinks to your form](#)

[Publishing Your Data to the Web](#)

[Publishing your Access tables](#)

[Part IV: Ask Your Data, and Ye Shall Receive Answers](#)

Chapter 11: Finding, Filtering, and Sorting Your Data — Fast

[Using the Find Command](#)

[Finding anything fast](#)

[Shifting Find into high gear](#)

[Sorting from A to Z or Z to A](#)

[Sorting by a single field](#)

[Sorting on more than one field](#)

[Fast and Furious Filtering](#)

[Filtering by a field's content](#)

[Filter by selection](#)

[Filter by Form](#)

[Unfiltering in a form](#)

[Filter by excluding selection](#)

Chapter 12: I Was Just Asking . . . for Answers

[Simple \(Yet Potent\) Filter and Sort Tools](#)

[Filter things first](#)

[Fact-finding with fun, fast filtering](#)

[Here's the “advanced” part](#)

[Select Queries](#)

[Solid relationships are the key to getting it all \(from your tables\).](#)

[Running the Query Wizard](#)

[Getting Your Feet Wet with Ad Hoc Queries](#)

[Adding the finishing touches](#)

[Saving the query](#)

[Running your query](#)

[Chapter 13: I Want These AND Those OR Them](#)

[Working with AND and/or OR](#)

[Data from here to there](#)

[Using multiple levels of AND](#)

[Establishing criteria with OR](#)

[Combining AND with OR and OR with AND](#)

[Chapter 14: Number Crunching with the Total Row](#)

[Kissing That Calculator Goodbye via the Total Row](#)

[Adding the Total Row to Your Queries](#)

[Giving the Total Row a Workout](#)

[Putting it together with Group By](#)

[Well, that certainly sums it up](#)

[Counting, the easy way](#)

[Narrowing the results with Where](#)

[Creating Your Own Top-Ten List](#)

[Choosing the Right Field for the Summary Instruction](#)

[Chapter 15: Express Yourself with Formulas](#)

[A Simple Calculation](#)

[Complex Calculations](#)

[Calculate 'til you drop!](#)

[Using one calculation in another](#)

[Using parameter queries to ask for help](#)

[“Adding” words with text formulas](#)

[Hooray for the Expression Builder](#)

[Chapter 16: Take Charge with Action Queries](#)

[Easy Update](#)

[Add Records in a Flash](#)

[Quick Cleanup](#)

[Part V: Simple and Snazzy Reporting](#)

[Chapter 17: Fast and Furious Automatic Reporting](#)

[Quick and Not-So-Dirty Automatic Reporting](#)

[Creating a quick, one-table report](#)

[Starting the Report Wizard](#)

[Previewing Your Report](#)

[Zooming in and out and all around](#)

[Pop goes the menu](#)

[Beauty Is Only Skin \(Report\) Deep](#)

[The Print Options tab](#)

[The Page tab](#)

[The Columns tab](#)

[Chapter 18: Professionally Designed Reports Made Easy](#)

[Report Repairs](#)

[Report Organization](#)

[Structural devices](#)

[Page breaks](#)

Formatting Stuff

Adding color

Relocation, relocation, relocation

One size does not fit all

Spaced-out controls

Borderline beauty

Tweaking your text

Sneaking a Peek

Getting a Themes Makeover

Adding More Design Elements

Drawing lines

Pretty as a picture

Chapter 19: Headers and Footers and Groups, Oh My!

A Place for Everything and Everything in Its Place

Layout basics

Sections

Grouping your records

So you want more?

Customizing Properties

Controlling report and page headings

Adjusting individual sections

Itemized adjustments

Chapter 20: Magical Mass Mailings

Massive Mailings with the Label Wizard

Part VI: More Power to You

Chapter 21: Analyze This!

[From Flat File to Relational Tables with Table Analyzer](#)

[Record Database Object Information with the Database Documenter](#)

[Improve Database Performance without Steroids](#)

Chapter 22: Steer Users in the Right Direction with Navigation Forms

[The Comings and Goings of a Navigation Form](#)

[Am I in the Right Place? Testing Navigation Forms](#)

[Maintaining the Navigation Form](#)

[Edit a Navigation form item](#)

[Delete a Navigation Form tab item](#)

[Move a Navigation form item](#)

[Displaying the Navigation Form at Startup](#)

Part VII: The Part of Tens

Chapter 23: Ten Common Problems

[That's Just Not Normal](#)

[You Type 73.725, but It Changes to 74](#)

[The Words They Are A-Changing](#)

[Was There and Now It's Gone](#)

[Undo](#)

[Search for the missing record](#)

[Backup recovery](#)

[You Run a Query, but the Results Aren't What You Expect](#)

[The Dreaded Parameter Dialog Box](#)

[The Slowest Database in Town](#)

[Your Database File Is as Big as a Whale](#)

[You Get a Mess When Importing Your Spreadsheet](#)

[We're Sorry; Your Database File Is Corrupt](#)

[Chapter 24: Ten Uncommon Tips](#)

[Document Everything as Though One Day You'll be Questioned by the FBI](#)

[Keep Your Fields as Small as Possible](#)

[Use Number Fields for Real Numbers](#)

[Validate Your Data](#)

[Use Understandable Names to Keep Things Simple](#)

[Delete with Great Caution](#)

[Backup, Backup, Backup](#)

[Think, Think, and Think Again](#)

[Get Organized and Stay Organized](#)

[There's No Shame in Asking for Help](#)

[Appendix: Getting Help](#)

[Installed Help files](#)

[Asking the right questions](#)

[Office.com](#)

[Search engines and other sites](#)

[Voice calls](#)

[TDD/TT calls](#)

Cheat Sheet

Introduction

Welcome! Thank you for picking up this book. We assume you've done so because you're hoping it will explain how to use Microsoft Access 2013. And of course, as the authors, we believe this was a wise decision. We're quite certain that this is the best book for you to use to understand Access 2013 — but not just because we wrote it. Rather, we base this belief on the fact that both of us have been teaching and using Access for a very long time, and we know how to share what we know with our students. That's right, you're now one of our students — at least that's how we feel about you as our reader. Doesn't that make you feel all warm and fuzzy? We hope so.

Of course, being a normal human being, you probably have work to do, and you're probably juggling a whole lot of information. This means you need to use Access. You need it to organize your data. You need it to store all the information that's currently spilling out of notebooks, file drawers, your pockets, your glove compartment, your smart phone, your brain, everywhere. You need it so you can produce reports that make you look like the genius you are. You need it so you can create cool forms that will help your staff enter all the data you've got stacked on their desks — and in a way that lets you know the data was entered properly so that it's accurate and useful. You need Access so you can find little bits of data out of the huge pool of information you need to store. So that's it. You just need it.

About This Book

With all the power that Access has (and that it therefore gives *you*), there comes a small price: complexity. Access isn't one of those applications you can just sit down and use "right out of the box." It's not scarily difficult or anything, but there's a lot going on — and you need some guidance, some help, and some direction to really use it and make it bend to your will. And that's where this book — a "reference for the rest of us" — comes in.

So you've picked up this book. Hang on to it. Clutch it to your chest and run gleefully from the store, or click the Add to Shopping Cart button and sit back with an expression of satisfaction and accomplishment on your face, because you've done a smart thing. When you get home, or when the book arrives in person (or by download to your hand-held device), start reading — whether you begin with [Chapter 1](#) or whether you dive in and start with a particular feature or area of interest that's been giving you fits. Just read, and then go put Access to work for you.

Conventions Used in This Book

As you work with Access 2013, you're going to need to tell it to do things. You'll also find that, at times, Access has questions for you, usually in response to you asking it to do something. This book will show you how to talk to Access, and how Access will talk to you. To show the difference between the two sides of that conversation, we format the commands as follows:

This is something you type into the computer.



This is how the computer responds to your command.

Because Access *is* a Windows program, you don't just type, type, type — you also mouse around quite a bit. Here are the mouse movements necessary to make Access (and any other Windows program) work:

- ✓ **Click:** Position the tip of the mouse pointer (the end of the arrow) on the menu item, button, check box, or whatever else you happen to be aiming at, and then quickly press and release the left mouse button.
- ✓ **Double-click:** Position the mouse pointer as though you're going to click, but fool it at the last minute by clicking twice in rapid succession.
- ✓ **Click and drag (highlight):** Put the tip of the mouse pointer at the place you want to start highlighting, and then press and hold the left mouse button. While holding down the mouse button, drag the pointer across whatever you want to highlight. When you reach the end of what you're highlighting, release the mouse button.
- ✓ **Right-click:** Right-clicking works just like clicking, except you're exercising the right instead of the left mouse button.

What You Don't Have to Read

Now that we've told you that you should read the book, we're telling you that you don't have to read *all* of it. Confused? That's understandable, but don't be. This section of the Introduction exists to put your mind at ease so that you won't worry about having to digest

every syllable of this book in order to make sense of Access. And more than just being a required section of the Introduction, the heading is true. You don't have to read the whole book.

You should read the chapters that pertain to things you don't know, but you can skip the stuff you do know or that you're fairly sure you don't need to know. If the situation changes and you eventually *do* need to know something, you can go back and read that part later. See? Easy.

If you only use Access at work, and you're using an Access database that some über-geek in your IT department created, chances are you can't tinker with it. Therefore, if you only need to know about using an existing Access database (or unless you have designs on that IT geek's job), you can skip the chapters on designing databases.

Of course, it's pretty useful to know what's happening "behind the scenes," but you don't have to read those chapters if you don't want to. We think you'll find them interesting, and they'll help you understand why certain things work the way they do in the database you use, but it's entirely up to you.

Foolish Assumptions

You need to know only a few things about your computer and Windows to get the most out of *Access 2013 For Dummies*. In the following pages, we presume that you . . .

- ✓ Know the basics of Windows 7 and Windows 8 — how to open programs, save your files, create folders, find your files once you've saved them, print, and do basic stuff like that.

- ✓ Have some goals that Access will help you reach. You
 - want to build your own databases*and/or*
 - want to work with databases that other people have created.
- ✓ Want to use and create queries, reports, and an occasional form.
- ✓ Have Windows 7 or 8.



If your computer uses Windows 98, 2000, or Vista, you can't run Access 2013.

How This Book Is Organized

So, do you feel ready to dive in? Energized and excited to learn Access? Great. Check out this breakdown of the parts in this book so you know what's coming and can figure out if there's a section you need to look at first. Each part covers a general aspect of Access, and then each part's individual chapters dig into the details.

Part I: Getting Started with Access 2013

In this first part of the book, you'll find out what Access is, what it isn't, how it works, and how you open it up and start using it. You'll find out how to navigate and master the Access workspace — and people who've used previous versions of Access find out about all the new features and tools that are part of Access 2013.

Part I also takes you through the process of planning your database — deciding what to store, how to structure your database, and how to use some of Access 2013’s very helpful tools for starting a database with templates — cookie-cutters, to use a fun and accurate metaphor — for a variety of common database designs. Be prepared to pick up some helpful jargon, as you discover a bit about a few specialized terms that you really need to know.

Part II: Setting the Table

Part II takes you a bit deeper, starting out with a chapter on setting up more than one table to store related data — and moving on with chapters on setting up relationships between those tables, customizing the way data is stored in your tables, and ways to control how data is entered into the tables in your database. You’ll also find out about tools that create new data in your tables — based on existing data — automatically.

Part III: Data Management Mania

Here you find out all about *forms* — the customized interfaces you create to make it easier to enter, edit, and look at your database. You’ll also discover cool ways to share your Access data with other programs and how to bring content from Word documents and Excel worksheets into Access to save time, reduce the likelihood of data-entry errors, and build consistency within all the work you do in Microsoft Office.

Speaking of saving time and building consistency, you’ll also learn about the Application Parts feature, through which you can recycle parts of your existing databases to build new ones. You’ll also find out about using Access tables on the web, how Office 365 makes use of “the

cloud,” and how to publish your database to the Internet. Look out, world!

Part IV: Ask Your Data, and Ye Shall Receive Answers

In Part IV, you discover how to ask questions such as “How many customers do we have in Springfield?” and “How long has that weird guy in Accounting worked here?” Of course, you already know how to form and speak sentences that go up at the end (so people know you’re asking a question), but when you ask a question in Access, the pitch of your voice rarely makes any difference. You’ll need, therefore, to know how to sort, filter, and query your data to get at the information you’re storing in your Access database. You’ll also want to know more about Action Queries — and these, too, can be found in Part IV.

Part V: Simple and Snazzy Reporting

Reports are compilations of data from one or more tables in your database. That statement might sound a bit scary, because “compilations” has four syllables and you might not be sure what a table is yet. Have no fear, however, because Access provides some cool automatic tools that let you pick and choose what you want in your report, and then it goes and makes the report *for you*. How neat is that?

And if automatic reports aren’t good enough for you — if your job relies upon reports not only being informative but also attractive and attention-grabbing, Part V will be like opening a birthday present. Well, not really, but you’ll find out about how to set up reports that organize your information logically, how to make sure your reports include page numbers, headings and other information to help people make quick use of the report, and how to

include graphics to produce a professional-looking publication, whether viewed onscreen or in print.

Part VI: More Power to You

Part VI gives more power in the form of the Access Analyzer, a tool that tunes up your database for better performance. It also gives you more power by showing you how to create a user interface that controls what people see, which tables they can edit, and how they work with your database overall.

Part VII: The Part of Tens

The format of these chapters is designed to give you a lot of information in a simple, digestible fashion so you can absorb it without realizing you're actually learning something. Sneaky, huh?

Appendix: Getting Help

This isn't really a whole part, but it's darn useful. Remember how your mom told you the only foolish question is the one you don't ask? In this appendix, you find out where to go to ask — namely, the online and built-in help resources that Access offers.

Note: We went to the trouble of typing up a ton of records in a few sample databases that are designed to show you the tricks of the Access trade. You can find all the samples at www.dummies.com/go/access2013fd.

Icons Used in This Book

When something in this book is particularly valuable, we go out of our way to make sure that it stands out. We use these cool icons to mark text that (for one reason or another) *really* needs your attention. Here's a quick