

# INDEX

## Symbols

& (ampersand), concatenation operator, 417  
' (apostrophe), VBA comments, 1199  
\* (asterisk)  
    multiplication operator, 415  
    in SQL statements, 181  
    wildcard character, 418, 437, 919  
@ (at sign), variable identifier, 919  
\ (backslash)  
    escape characters, 224  
    integer division operator, 415  
! (bang operator), 417, 1238  
    name separator, 1188  
    SQL punctuation, 919  
^ (caret), exponentiation operator, 415  
: (colon), variable identifier, 919  
, (comma), SQL punctuation, 918  
. (dot)  
    in identifiers, 420  
    name separator, 1188  
    operator, 417, 1238  
    SQL punctuation, 918  
" " (double quotes), SQL punctuation, 919  
= (equal sign)  
    assignment operator, 415  
    equal to operator, 416

/ (forward slash), division operator, 415  
> (greater than operator), 416  
>= (greater than or equal to operator), 416  
< (less than operator), 416  
=< (less than or equal to operator), 416  
- (minus sign)  
    subtraction operator, 415  
    unary minus sign, 414  
<> (not equal operator), 416  
:= operator, named arguments, 1191  
% (percent), wildcard character, 919  
|| (pipes), concatenation operator, 417  
+ (plus sign)  
    addition operator, 415  
    concatenation operator, 417  
# (pound sign)  
    date/time identifier, 919  
    enclosing date values, 1181  
? (question mark), wildcard character, 418, 437, 919  
' (single quotes), 1258

## A

abscissa, 770  
AbsolutePage property (Recordset object), 1314, 1316  
AbsolutePosition property (Recordset object), 1314  
.accd files, 202  
    local connections, 870  
    .mdb file extension versus, 1334  
.accdc files, 166  
.accdce files, creating, 164-165, 863-864  
.accdcr files, creating, 165  
accelerator keys for option groups, 654  
Access  
    ADPs versus, 910-911  
    compatibility with Outlook, 94  
    default settings, 143-144  
    development history of, 20  
    functions of, 116-119  
    management tools, 910-911  
    operating modes of, 119-120  
    popularity of, 176  
    version differences, 1334  
Access 200x  
    upgrading secured Access 9x files to, 1341  
    back-end database file upgrades, 1342-1343  
    in mixed environment, 1341-1342

- upgrading to Access 2007
  - secured 200x files, 1343-1346
  - unsecured 200x files, 1343
- upgrading unsecured Access 9x files to, 1335
  - after opening, 1338-1339
  - fixing missing VBA references, 1339-1341
  - troubleshooting, 1352
  - upon initial opening, 1336-1338
- Access 2002, converting databases to, 164**
  - compile errors, 170
- Access 2007**
  - Access 97 import/export features versus, 372-373
  - competing products, 69-70
  - new features, 20
    - Access database engine, 21, 47-52
    - forms and reports, 23, 53-56
    - macros, 23, 56-57
    - Navigation pane, 21, 42-47
    - ribbon user interface, 20-21, 24-40
    - security, 21, 40-42
    - SharePoint collaboration, 23, 57-58
    - tabbed documents, 21
    - templates, 22, 52-53
  - unsupported features, 59
  - upgrades to, advantages of, 1334-1335
  - upgrading secured Access 200x files to, 1343
    - creating shortcut for Access 2007 front end with Access 200x back end, 1344-1345
    - removing username/password requirement, 1346
    - specifying default workgroup file, 1345
  - upgrading unsecured Access 200x files to, 1343
- Access 9x, upgrading to Access 200x**
  - secured 9x files, 1341-1343
  - unsecured 9x files, 1335-1341, 1352
- Access 97**
  - Access 2007 import/export features versus, 372-373
  - macros, 117
- Access Basic, 1209**
- Access client/server applications.** *See ADPs*
- Access color palette, 599-600**
- Access data projects.** *See ADPs*
- Access database engine, new features, 21, 47**
  - data types, 47-49
  - Datasheet view, 49-52
- Access databases, 180**
  - creating, 204-206
  - Jet databases versus, 202
  - migrating to SQL Server databases, 203
  - upgrading Jet databases to, 202
- Access Deployment files. See .accdc files**
- Access modules, 1175.** *See also modules*
  - defined, 1175
  - function names, 1178
  - references, 1178
- Access Options dialog, 75, 143-144, 267**
  - Add-Ins page, 154
  - Advanced page, 150-152
  - Current Database page, 145-147
  - Customize page, 152-153
  - Datasheet page, 147-148
  - Object Designers page, 148-149
  - Popular page, 144-145
  - Proofing page, 149-150
  - Resources page, 157-158
  - Trust Center pages, 155-157
- Access SQL, 378**
  - reserved words, 973-978
  - T-SQL versus, 914-915
- Access Upsizing Wizard (AUW), 1270**
- acCmdApplyFilterSort argument (RunCommand method), 1226**
- acDialog argument (OpenForm method), 1225**
- ACEDAO.DLL, 1179**
- acEdit argument (OpenForm method), 1225**
- acNormal argument (OpenForm method), 1225**
- action queries, 401.** *See also append queries; delete queries; make-table queries; update queries*
  - alternatives to, 575-577
  - defined, 550
  - table backups, importance of, 550
  - transactions and, 562
  - types of, 550
  - upsizing, 955
  - writing, 935-938
- actions**
  - application actions, 1159
  - Close, 1151
  - definition of, 1148
  - form operations actions, 1159
  - OpenQuery, 1151
  - record navigation actions, 1158
  - record operations actions, 1159
  - report operations actions, 1159
  - RunCommand, 1151
  - viewing, 1149-1151
- activating KeyTips, 128**
- Active Server Pages. See ASP**
- ActiveCommand property (Recordset object), 1314**
- ActiveConnection property**
  - Command object, 1304
  - Recordset object, 1314
- ActiveX controls, 764**
  - for PivotTables/PivotCharts, troubleshooting, 807

**ActiveX Data Objects.** *See* ADO

**ActualSize** property (Field object), 1319

**adAddNew** constant, 1326

**adAffectAll** constant, 1326

**adAffectAllChapters** constant, 1326

**adAffectCurrent** constant, 1326

**adAffectGroup** constant, 1326

**adApproxPosition** constant, 1326

**adaptive menus**, 171

**adBinary** constant, 1308

**adBookmark** constant, 1326

**adBookmarkCurrent** constant, 1326

**adBookmarkFirst** constant, 1326

**adBookmarkLast** constant, 1326

**adBoolean** constant, 1308

**adChar** constant, 1308

**adCmdFile** constant, 1302

**adCmdStoredProc** constant, 1302

**adCmdTable** constant, 1302

**adCmdTableDirect** constant, 1302

**adCmdText** constant, 1302

**adCmdUnknown** constant, 1302

**adCurrency** constant, 1308

**add-ins**, 204

**Add-Ins** page (Access Options dialog), 154

**adDate** constant, 1308

**adDecimal** constant, 1308

**adDelete** constant, 1326

**adding**

breakpoints, 1276-1277

to IsLoaded() function, 1203-1205

composite primary keys to tables, 564-565

elements (XML) to exported tables/queries, 1069-1070

fields to tables, 563-564

foreign keys to tables, 565-567

grand totals to PivotTables, 528-530

records

to HRActions table (Northwind sample database), 281-283

with InfoPath forms, 1084-1087

from Navigation Pane, 87-91

to tables, 273-274

subsites (WSS 3.0), 1094-1097

tables, 230-233

preparations for, 225-226

**AddItem** method, 1267

**addition** operator, 415

**AddNew** method (Recordset object), 1322

**AddOrders.adp** sample project, 1328-1330

**adDouble** constant, 1308

**Address Information Systems (AIS)** files, as primary keys, 191

.ade files, 909

**adEditDelete** constant, 1317

**adEditInProgress** constant, 1317

**adEditNone** constant, 1317

**Adelson-Velski, G. M.**, 317

**adFieldDefaultStream** constant, 1320

**adFilterAffectedRecords** constant, 1317

**adFilterConflictingRecords** constant, 1318

**adFilterFetchedRecords** constant, 1318

**adFilterNone** constant, 1317

**adFilterPendingRecords** constant, 1318

**adFind** constant, 1326

**adFldCacheDeferred** constant, 1320

**adFldFixed** constant, 1320

**adFldIsChapter** constant, 1320

**adFldIsCollection** constant, 1320

**adFldIsNullable** constant, 1320

**adFldIsRowURL** constant, 1320

**adFldKeyColumn** constant, 1320

**adFldLong** constant, 1321

**adFldMayBeNull** constant, 1321

**adFldMayDefer** constant, 1321

**adFldNegativeScale** constant, 1321

**adFldRowID** constant, 1321

**adFldRowVersion** constant, 1321

**adFldUnknownUpdatable** constant, 1321

**adFldUpdatable** constant, 1321

**adHoldRecords** constant, 1326

**adIndex** constant, 1326

**adInteger** constant, 1308

**adLockBatchOptimistic** constant, 1318

**adLockOptimistic** constant, 1318

**adLockPessimistic** constant, 1318

**adLockReadOnly** constant, 1318

- adLockUnspecified constant, 1318**
- adLongVarBinary constant, 1308**
- adLongVarChar constant, 1308**
- adModeRead constant, 1296**
- adModeReadWrite constant, 1296**
- adModeRecursive constant, 1296**
- adModeShareDenyNone constant, 1296**
- adModeShareDenyRead constant, 1297**
- adModeShareDenyWrite constant, 1297**
- adModeShareExclusive constant, 1297**
- adModeUnknown constant, 1296**
- adModeWrite constant, 1297**
- adMovePrevious constant, 1326**
- adNotify constant, 1326**
- adNumeric constant, 1308**
- ADO (ActiveX Data Objects), 1182, 1280-1281**
  - AddOrders.adp sample project, 1328-1330
  - COM interoperability wrapper, 1182
  - objects
    - DAO objects versus, 1281-1282
    - displaying with Object Browser, 1290-1293
    - spaces in names, 1331
  - programming advantages, 1331-1332
- ADO.NET, 1182**
- ADODB.Command object, 1304**
  - methods, 1309-1310
  - Parameter objects, 1306-1309
  - Parameters collection, 1306
- ADODB.Connection object, 1293**
  - events, 1303-1304
  - methods, 1300-1302
  - properties, 1293-1294
  - Errors, 1297-1300
  - IsolationLevel, 1295-1296
  - Mode, 1296-1297
  - Provider, 1295
  - State, 1297
  - transaction isolation levels, 1296
- ADODB.Recordset object**
  - binding forms to, 1288-1290
  - corresponding database object type, 1182
  - creating, 1283
  - DAO.Recordset compatibility, 1313
  - events, 1327-1328
  - Fields collection, 1319-1322
  - methods, 1322-1327
  - properties, 1313-1319
  - Value property, 1188
- adOpenDynamic constant, 1317**
- adOpenForwardOnly constant, 1317**
- adOpenKeyset constant, 1317**
- adOpenStatic constant, 1317**
- ADOX**
  - ALTER TABLE DDL command, 1319
  - Catalog object, 1301
- adParamInput constant, 1308**
- adParamInputOutput constant, 1308**
- adParamLong constant, 1307**
- adParamNullable constant, 1307**
- adParamOutput constant, 1308**
- passing parameter values to stored procedures, 1310-1313**
- properties, 1304-1305**
- adParamReturnValue constant, 1308**
- adParamSigned constant, 1307**
- adParamUnknown constant, 1308**
- adPosBOF constant, 1316**
- adPosEOF constant, 1316**
- adPosUnknown constant, 1316**
- ADPs (Access Data Projects), 203, 378, 868-872. See also SQL Server**
  - Access versus, 910-911
  - attaching MSDE databases, 1348-1349
  - backups, 902-905
  - benefits/limitations, 871-872
  - characteristics of, 868-869
  - charts/graphs in, 777.
  - See also* PivotCharts
  - combo box forms, converting, 1270-1276
  - contextual ribbons, 32-33
  - converting forms to, 1270 importing and testing forms, 1270-1272
  - replacing queries with SQL Server views, 1272-1273
  - T-SQL syntax, 1273-1276
- Database window, 873-874**
- local .accdb file connections, 870**
- local Jet databases and, 870**
- Navigation Pane, 872-873**
- NorthwindSQL sample project, 872-874**
- practical uses for, 869**
- project designer, 874-875**
  - adding tables, 886-890
  - Design view, 884-885
  - parenthesis pairs, 895
  - Properties dialog (tables), 877-883
  - Table Design view, 875-877
- requirements, 870**
- restores, 904-905**
- saving as .ade files, 909**

- securing as .ade files, 909  
 software requirements, 870  
 transferring to server, 906-907  
 upsizing applications, 948  
     conforming columns to ANSI SQL, 959-963  
     correcting errors, 957-959  
     crossfooting crosstab queries, 994-997  
     crosstab queries, 980-994  
     emulating, 980-994  
     data types, 978-979  
     filter references, 968-970  
     object values, 964-968  
     planned migrations, 949  
     second passes, 956-957  
     security, 997-999  
     SQL reserved words, 973-978  
     SQL statements, 970-973  
     strategic migrations, 1000-1001  
     testing projects, 964  
     trial and error, 949-955  
     troubleshooting, 999  
     Upsizing Wizard, 948  
     VBA functions, 979-980  
     converting, 979-980  
     uses, 869
- adRecCanceled constant**, 1318
- adRecCantRelease constant**, 1318
- adRecConcurrencyViolation constant**, 1318
- adRecDBDeleted constant**, 1319
- adRecDeleted constant**, 1318
- adRecIntegrityViolation constant**, 1318
- adRecInvalid constant**, 1318
- adRecMaxChangesExceeded constant**, 1319
- adRecModified constant**, 1318
- adRecMultipleChanges constant**, 1318
- adRecNew constant**, 1318
- adRecObjectOpen constant**, 1319
- adRecOK constant**, 1318
- adRecOutOfMemory constant**, 1319
- adRecPendingChanges constant**, 1318
- adRecPermissionDenied constant**, 1319
- adRecSchemaViolation constant**, 1319
- adRecUnmodified constant**, 1318
- adResync constant**, 1326
- adSeek constant**, 1326
- adSeekAfter constant**, 1327
- adSeekAfterEQ constant**, 1327
- adSeekBefore constant**, 1327
- adSeekBeforeEQ constant**, 1327
- adSeekFirstEQ constant**, 1327
- adSeekLastEQ constant**, 1327
- adSingle constant**, 1308
- adSmallInt constant**, 1309
- adStateClosed constant**, 1297
- adStateConnecting constant**, 1297
- adStateExecuting constant**, 1297
- adStateFetching constant**, 1297
- adStateOpen constant**, 1297
- adTinyInt constant**, 1309
- adUpdate constant**, 1326
- adUpdateBatch constant**, 1326
- adUseClient constant**, 1317
- adUseServer constant**, 1317
- Advanced Filter/Sort option**, 298, 307-308  
     composite criteria, 310-312  
     multifield sorts/compound filters, 308-310
- Advanced group (Advanced page)**, 152
- Advanced page (Access Options dialog)**, 150-152
- adVarBinary constant**, 1309
- adVarChar constant**, 1309
- adXactBrowse constant**, 1296
- adXactChaos constant**, 1296
- adXactCursorStability constant**, 1296
- adXactIsolated constant**, 1296
- adXactReadCommitted constant**, 1296
- adXactReadUncommitted constant**, 1296
- adXactSerializable constant**, 1296
- adXactUnspecified constant**, 1296
- aggregate functions (SQL)**, 495-496  
     troubleshooting, 447  
     usage, 924-926
- aggregate queries.** *See* summary queries
- AIS (Address Information Systems) files**, as primary keys, 191
- aliases**, 350
- aliasing**, 394-397
- aligning**  
     form controls, 638-641  
     labels, 671  
     report controls, 727-728
- ALL qualifier (SQL)**, 917
- Allow Nulls property (Table Design window)**, 876
- Allow Zero Length field property**, 211
- Alpha Five**, 69

alphabetic code characters, grouping report data by, 749

**Alt+F4 key combination**, 142

**ALTERCOLUMN statement (SQL)**, 944

**altering.** *See editing*

**ALTERTABLE statement (SQL)**, 944

**ampersand (&), concatenation operator**, 417

**anchoring form/report controls**, 55-56

**And operator**, 416

**ANSI SQL**, 914

- conforming computed columns, 959-963
- DDL statements, creating tables with, 942-944
- reserved words, 973-978

**apostrophe ('), VBA comments**, 1199

**Append dialog**, 558

**Append method (Parameters collection)**, 1306

**Append Only field property**, 212

**append queries**, 401, 557-559.

*See also action queries*

- defined, 550
- removing duplicate rows, 1015-1016
- syntax, 935
- troubleshooting, 574

**append stored procedures**, 896-899

**append values queries**, 898

**Append-Only Memo Fields**, 49

**AppendChunk method**

- Field object, 1321
- Parameter object, 1309

**appending records**

- append stored procedures, 896-899
- with forms, 616-619
- identity fields, 896-897
- to tables, 275

**application objects**, 812

**Application Options group (Current Database page)**, 145

**applications**

- actions, 1159
- creating

  - changing default folder, 75
  - changing Overlapping Windows to Tabbed Documents, 82-84
  - default folder as trusted location, 78-81
  - downloading templates, 73-74, 78
  - embedded macros in templates, 77
  - templates from Microsoft Office Online, 81-82
  - templates, list of, 75-78

- design approach, 72
- elements of, 72-73
- functions of, 116-119
- mini-server applications, 770
- multiuser. *See multiuser applications*
- runtime applications, 860
- error-handling code, 1198-1199
- sharing. *See multiuser applications*
- signing, 1174
- template-based applications

  - importing objects to, 102-104
  - renaming fields, 104-107

- upsizing to ADP, 948
- conforming columns to ANSI SQL, 959-963
- correcting errors, 957-959
- crossfooting crosstab queries, 994-997
- crosstab queries, emulating, 980-994
- data types, 978-979
- filter references, 968-970
- object values, 964-968

planned migrations, 949

second passes, 956-957

security, 997-999

SQL reserved words, 973-978

SQL statements, 970-973

strategic migrations, 1000-1001

testing projects, 964

trial and error, 949-955

troubleshooting, 999

Upsizing Wizard, 948

VBA functions, converting, 979-980

**ApplyFilter macro**, 1161, 1163-1164

**ApplyFilter method**, 1224

**Approved by combo box, adding**, 111-112

**Approved by lookup field, adding**, 109-111

**arguments**, 1190-1191

- DoCmd methods, 1225-1226
- macros, 1148-1149
- VBA, 1190-1191

**arithmetic operators**, 414-415

**arrays**, 1186-1187

- assigning values to, 1196
- declaring, 1186
- duration, 1187
- dynamic arrays, 1187
- multidimensional arrays, 1187
- scope, 1187

**Arrow Key Behavior property, setting**, 267

**art of query design**, 407-408

**As Integer keywords**, 1183

**AS qualifier (SQL), aggregate functions**, 925

**Asc function**, 429

**ASCII codes, listing**, 1193

**ASCII files**, 337

- ASP (Active Server Pages), 1037**  
 displaying dynamic tables, 1037  
 creating ASP template files, 1038-1041  
 IIS setup, 1042-1043  
 ODBC data source setup, 1041  
 running ASP template from IIS, 1041  
 testing CustomersCSS.asp page, troubleshooting, 1051
- Assets template, 76**
- Assigned To combo box, adding, 111-112**
- Assigned To lookup field, adding, 109-111**
- assigning permissions to security groups (WSS 3.0), 1102-1103**
- assignment operators, 414-415**
- asterisk (\*)**  
 multiplication operator, 415  
 in SQL statements, 181  
 wildcard character, 418, 919, 437
- at sign (@), variable identifier, 919**
- Attach Databases dialog, 1349**
- attaching**  
 exported tables to front-end components, 847-849  
 MSDE databases, 1347-1350
- Attachment controls, adding, 675-678**
- Attachment data type, 214-215**
- Attachment fields, 48**  
 OLEObject fields versus, 355
- attachments to email messages, reports as, 765-766**
- Attachments dialog, 48**
- attribute-centric XML documents, 1059-1060**
- attributes**  
 defined, 178  
 XML attributes, 1057
- Attributes property**  
 Connection object, 1293  
 Field object, 1319-1321  
 Parameter object, 1307
- audience support, designing forms, 621**
- AutoCorrect Options group (Proofing page), 149**
- Autoexec macro, 1148**
- AutoForm: PivotChart, 795-797**
- AutoFormat, 595-599**
- AutoLookup feature, 491-492**
- automatically generated indexes, troubleshooting, 263**
- AutoNumber data type, 213**
- AutoNumber fields, troubleshooting, 263**
- AUW (Access Upsizing Wizard), 1270**
- availability. *See* reliability**
- axes (PivotTables), exchanging, 534-535**
- axis labels**  
 font size, changing, 779-780  
 reversing, 807
- axis titles in PivotCharts, 541**
- 
- B**
- 
- Back Up Database utility, 162**
- Back Up SQL Database command, 902, 904**
- back-end components, 812**  
 backing up, 822  
 creating with Database Splitter, 813-816
- security, 952**  
**share/folder/file permissions, 816-822**
- back-end database files, upgrading, 1342-1343**
- background bitmap pictures in forms, 602-604**
- background color**  
 forms, 600-601  
 PivotTables, 534
- backslash (\)**  
 escape characters, 224  
 integer division operator, 415
- backups**  
 ADPs (Access Data Projects), 902-905  
 importance of, 550  
 multiuser Access applications, 822
- balanced binary tree structure, 317**
- banding records, 702**
- bang operator (!), 417, 1238**  
 name separator, 1188  
 SQL punctuation, 919
- Bar charts, 545**
- Base64 encoding, 1079**
- BASIC, 1209**
- batch processing, 178**
- BDE (Borland Database Engine), 346**
- Beep method (DoCmd object), 1223, 1225**
- BeforeUpdate event handler, 1242-1243**
- BEGIN TRAN statement (SQL), 938**
- BeginTrans method (Connection object), 1300**
- BEGINTRANS statement (SQL), 576**
- BeginTransComplete event (Connection object), 1303**
- Between operator, 418-419**

**BIDS** (Business Intelligence Management Studio), 771  
**Binary data type**, 215  
**binary tree searches on ordered tables**, 317  
**binding forms to Recordset objects**, 1284-1290  
**bitwise operators**, 417  
**Blank sites (WSS)**, 1093  
**blocks of cells**  
  copying/pasting, 271-272  
  groups of records versus, 275  
  selecting, 271  
**Blog sites (WSS)**, 1093  
**BOF property (Recordset object)**, 1314  
**Bookmark property (Recordset object)**, 1314  
**Boolean data type**, 1180-1181  
**Boolean operators. *See also* logical operators**  
**border color for forms**, 604-605  
**border style for forms**, 604-605  
**Borland Database Engine (BDE)**, 346  
**bound controls**, 582, 631  
**bound object frames**, 764  
**bound objects, SQL statements as record sources**, 970-973  
**bound reports, adding linked subreports**, 758-760  
**bound text boxes, creating**, 648-649  
**branching**, 1192  
**Break button (VBA editor toolbar)**, 1201  
**breakpoints**  
  adding, 1276-1277  
  to functions, 1203-1205  
  setting/clearing, 1202  
**browse mode**, 519

**browse updating**, 490  
**browse-mode table editing**, 575-576, 883  
**Business Account Ledger template**, 77  
**Business Intelligence Management Studio (BIDS)**, 771  
**business rules. *See also* data validation; entity integrity**  
**business-to-business communication**, 742  
**Byte data type**, 216, 1180

## C

**CacheSize property (Recordset object)**, 1314  
**calculated columns, performance and**, 448  
**calculated controls**, 582, 631, 722  
  adding to reports, 724-727  
  changing data source, 722-724  
**calculated fields**, 437-440  
  expressions for, 445-447  
**calculated text boxes**, 647  
  creating, 649-650  
**calculated values, linking reports and subreports**, 760  
**calculations. *See also* summary calculations**  
**Call keyword**, 1177  
**calling event handlers for form events**, 1204  
**Cancel method**  
  Command object, 1309  
  Recordset object, 1322  
**CancelBatch method (Recordset object)**, 1322, 1326  
**CancelEvent method**, 1224  
**cancelling added records**, 274  
**CancelUpdate method (Recordset object)**, 1322

**Caption field property**, 211, 395, 524  
**caret (^), exponentiation operator**, 415  
**Cartesian products**, 918  
**cascading deletes**, 241, 572  
  test tables, creating, 572-573  
  testing, 573  
**cascading style sheets. *See* CSS**  
**cascading updates**, 241, 572  
  test tables, creating, 572-573  
  testing, 574  
**Case expressions, forms of**, 1194  
**CAST( ) function**, 931  
**Catalog object (ADOX)**, 1301  
**categories. *See also* fields**  
**category presentation in PivotCharts**, changing, 543-544  
**CBool function**, 432  
**CByte function**, 432  
**CCC (code-continuation character)**, 1191  
**CCL (Cursor Control Language)**, 916  
**CCur function**, 432  
**CDATA sections**, 1066  
**CDate function**, 432  
**CDbl function**, 432  
**cells, blocks of. *See* blocks of cells**  
**certificates**  
  code-signing certificates, 41-42  
  self-signed certificates, creating, 166-169  
**CFBFs (code behind forms)**, 1149  
**change propagation of field properties**, 248-251  
**Chart Type dialog**, 781-782

- chart types of PivotCharts, changing, 544-546**
- Chart Wizard**
- creating unlinked graphs, 773-778
  - designing summary queries for, 771-773
- charts. *See also* graphs; PivotCharts**
- adding to reports, 784-787
  - in ADP, 777
  - changing chart type, 780, 782, 784
  - converting graphs to, 780-784
  - embedding, 321
  - graphs versus, 774
  - linked charts, 321, 788
    - assigning crosstab queries, 790
    - designing crosstab queries, 788-789
    - linking to records, 790-792, 794
    - in static tables, 985-986
  - modifying chart design, 778-780
  - printing in reports, 784-787
  - troubleshooting, reversing x-axis and legend labels, 807
  - unlinked charts, 770
    - creating with Chart Wizard, 773-778
    - query data source, creating, 770-773
- check boxes in reports, 764**
- check constraints (SQL Server tables), 882. *See also* data validation**
- Check Constraints page, Properties dialog (project designer), 882**
- CHECK keyword (SQL), 943**
- Chr function, 429**
- CInt function, 432**
- circular relationships, 452**
- Class Module, 72**
- class modules, 1177. *See also* modules**
- associated with forms, 1176
  - creating with Macro-to-VBA Converter, 1213-1215
  - debugging, 1217-1219
  - defined, 1177, 1212
  - encapsulating VBA code with, 1212-1213
  - Form\_Switchboard
    - creating, 1213-1215
    - debugging, 1217-1219
    - event handling, 1215-1216
  - functions, calling, 1247
  - members, viewing in Object Browser, 1219-1220
  - subprocedures, calling, 1247
  - testing, 1215-1219
- clauses (SQL), 916**
- clean option (HTML Tidy), 1032-1034**
- Clear method (Err object), 1199**
- client/server applications, trusted connections, 831. *See also* ADPs (Access Data Projects)**
- client/server databases, migrating to, 179-180**
- benefits of, 823-825
  - exporting tables to other RDBMSs, 827-828
  - front ends with linked tables, 837
  - manually
    - attaching exported tables, 847-849
    - creating ODBC data sources, 843-846
    - exporting to RDBMSs, 846-847
  - manually linking tables, 843-849
  - .mde front ends, creating, 863-864
  - moving upsized databases, 839-842
- MSDE features, 824**
- multiuser applications, 812-813**
- Database Splitter, 813, 815-816
  - securing network shares, 816-817, 821
  - verifying back-end security, 822
- ODBC table connection strings, 837-842**
- password-protecting front ends, 860-863**
- pass-through queries, 849-852**
- shared files versus, 865-866**
- single applications, 828-829**
- table properties, modifying, 829-830
- Upsizing Wizard, 830-834**
- verifying process, 834-837**
- strategic migrations, 1000-1001**
- strategies, 825-826**
- troubleshooting, 864-865**
- Clipboard**
- copying/pasting tables, 254-255
  - keyboard operations for, 271-272
- Clipboard group (Home ribbon), 128-129**
- CLng function, 432**
- Clone method (Recordset object), 1322**
- cloning linked PivotCharts, 801-803**
- Close action, 1151**
- Close Database command button (Office gallery), 40**
- Close method**
- Connection object, 1300
  - DoCmd object, 1224
  - Recordset object, 1322
- closing, meaning in Access, 118-119**

**Codd, E. F.**, 178, 185, 199  
**code behind forms (CBFs)**, 1149  
**code editor**. *See* VBA editor  
**code-continuation character (CCC)**, 1191  
**code-signing certificates**, 41-42  
**coerced data types**, 1181  
**collaboration**, 1143-1144. *See also* SharePoint 2007; WSS 3.0  
**Collation property (Table Design window)**, 876  
**Collect Data Through E-Mail Messages wizard**, 1044  
**Collect Data via E-Mail macro**, 77  
**collections**  
  TempVars, 426  
  troubleshooting, missing objects, 1247  
**colon (:), variable identifier**, 919  
**color schemes for PivotTables**, changing, 534  
**colors for forms**, 599  
  Access color palette, 599-600  
  background colors, 600-601  
  custom colors, 605-606  
  foreground colors, 604-605  
**column fields (PivotTables)**, 526  
**column headers in queries**, changing names, 394-397  
**Column Name property (Table Design window)**, 876  
**columns**  
  calculated columns, performance and, 448  
  conforming computed columns to ANSI SQL, 959-963  
  defined, 178

duplicate column names in views, 966-968  
  resizing, 316  
**Columns page (Table Design view)**, 875-877  
**COM**  
  add-ins, 204  
  interoperability wrappers, 1182  
  object references, 1178-1179  
**COM interop**, 1182  
**combinatorial hashing**, 318  
**Combo Box Wizard**, 660-665, 668-675, 1254-1256  
**combo boxes**. *See also* list boxes  
  advantages of, 1277-1278  
  constraining queries with, 1250  
  adding combo boxes to forms, 1254-1257  
  creating forms with list boxes, 1252-1253  
  query design, 1251  
  creating, 1160-1161  
  Combo Box Wizard, 660-665  
  query SQL statements from, 1258-1261  
  record-selection combo boxes, 671-675  
  static-value combo boxes, 668-671  
  in DSAs (decision-support applications), 1250-1251  
  adding to forms, 1254-1256  
  converting to ADP, 1270-1276  
  designing queries, 1251  
  editing, 1256-1257  
  SELECT queries, creating, 1258-1261  
  selecting all items, 1266-1269  
  troubleshooting, 1168, 1276-1277  
  events, responding to, 1159-1161  
list boxes versus, 660  
  optimizing performance, 1277  
  populating, 666-668  
  selecting all items, 1266-1269  
  troubleshooting, 1276-1277  
**combo-box forms**. *See* forms  
**comma (,), SQL punctuation**, 918  
**comma-delimited text files**, 337  
**Command Button Wizard**, 1155, 1157-1159  
  application actions, 1159  
  form operations actions, 1159  
  Previous Record button, creating, 1155-1157  
  record navigation actions, 1158  
  record operations actions, 1159  
  report operations actions, 1159  
**command buttons**  
  adding to Quick Access Toolbar, 152-153  
  Create ribbon, 138-141  
  Home ribbon, 128-131  
  Table Tools, Datasheet ribbon, 133-135  
  Table Tools, Design ribbon, 137  
**Command object**, 1304  
  corresponding database object type, 1182  
  methods, 1309-1310  
  Parameter objects, 1306-1309  
  Parameters collection, 1306  
  passing parameter values to stored procedures, 1310-1313  
  properties, 1304-1305  
**command tabs**, 25. *See also* ribbon user interface  
**commands (SQL)**  
  categories for, 915-916  
  defined, 916

- CommandStream property (Command object),** 1304
- CommandText property (Command object),** 1304
- CommandTimeout property**  
    Command object, 1304  
    Connection object, 1293
- CommandType property (Command object),** 1305
- comments in VBA, 1199
- COMMIT TRAN statement (SQL),** 938
- commits (transactions), 195
- committed inventory, 189
- CommitTrans method (Connection object),** 1300
- COMMITTRANS statement (SQL),** 576
- CommitTransComplete event (Connection object),** 1303
- Compact and Repair Database command, 162-163**
- compacting**  
    databases, 163-164  
    troubleshooting, 170  
    workgroup information file, 1338
- CompareBookmarks method (Recordset object),** 1323
- comparison operators, 275, 414, 416  
    data ranges and, 419  
    for filters, 297
- compatibility levels of databases, changing, 1350-1351**
- Compatibility Library (DAO),** 1352
- compile errors, converting databases, 170
- compiling VBA code, 1189
- composite criteria for filters/sorts, 310-312
- composite primary keys**  
    adding to tables, 564-565  
    creating, 242  
    defined, 184
- composite sorts, 293**
- compound filters, 308-310**
- computed columns, conforming to ANSI SQL, 959-963**
- computer-based sorting and searching, history of, 317
- concatenation of data types, 424**
- concatenation operators, 414, 417**
- concurrency conflicts, resolving, 885**
- conditional formatting, 222-223**
- Conditional Formatting dialog, 588**
- conditional statements, 1192-1195**  
    If...Then...End If, 1192-1193  
    Select Case...End Select, 1193-1195
- configuration files (HTML Tidy),** 1023-1024
- configuring subsites (WSS 3.0),** 1097-1101
- ConnectComplete event (Connection object),** 1303
- Connection object, 1293**  
    corresponding database object type, 1182  
    events, 1303-1304  
    methods, 1300-1302  
    properties, 1293-1294  
        Errors, 1297-1300  
        IsolationLevel, 1295-1296  
        Mode, 1296-1297  
        Provider, 1295  
        State, 1297  
    transaction isolation levels, 1296
- connections**  
    remote SQL Server databases, 907-909  
    troubleshooting, 909
- ConnectionString property (Connection object),** 1294
- ConnectionTimeout property (Connection object),** 1294
- Const keyword, 1189**
- constants, 1189. *See also symbolic constants***  
    data types, specifying, 1189  
    declaring, 1189  
    intrinsic constants, 424, 433-434, 1190  
    named constants, 434  
    statement autocompletion, 1206  
    system-defined, 1189
- CONSTRAINT keyword (SQL),** 943
- Contacts (Outlook)**  
    exporting, 96  
    importing, 94-96
- Contacts folder. *See Outlook 2007***
- Contacts template, 76**
- context-specific ribbons, 28-33, 132**  
    Table Tools, Datasheet ribbon, 132-135  
    Table Tools, Design ribbon, 135-137
- Control object, corresponding database object type, 1182**
- control structures, 1192-1195**  
    Do Until...Loop, 1196-1197  
    Do While...Loop, 1196-1197  
    For...Next, 1195-1196  
    If...Then...End If, 1192-1193  
    Select Case...End Select, 1193-1195

- While...Wend, 1197  
 With...End With,  
 1188-1189
- controlling program flow.** *See*  
**flow control (VBA)**
- controls**
- Attachment controls,  
 adding, 675-678
  - bound controls, 631
  - calculated controls, 631
  - changing control types, 658
  - combo boxes
    - Combo Box Wizard,  
 660-665
    - list boxes versus, 660
    - populating, 666-668
    - record-selection boxes,  
 671-675
    - static-value boxes,  
 668-671
  - copying, 658-659
  - troubleshooting, 695
  - form controls, 582
    - adding, 631, 682-683
    - aligning, 638-641
    - background bitmap  
 pictures, 602-604
    - background colors,  
 600-601
    - border color, 604-605
    - border style, 604-605
    - bound controls, 582
    - calculated controls, 582
    - copying, 650-651
    - custom colors, 605-606
    - deleting, 606
    - disabling editing, 620
    - error correction, 651-652
    - foreground color,  
 604-605
    - Format Painter, 607
    - moving, 637-638
    - moving multiple,  
 639-640
    - optimizing data entry,  
 683-685
    - properties, 594-599
    - rearranging, 610
    - removing from tab order,  
 619
  - selecting, 636-637
  - selecting multiple,  
 639-640
  - sizing, 638
  - tab controls. *See* tab  
 controls
  - text editing, 606-607
  - unbound static controls,  
 582
  - label controls. *See* labels
  - native controls, 626
  - option group
    - creating, 653-658
    - testing, 657
  - report controls, 702
    - ActiveX controls, 764
    - aligning, 727-728
    - bound object frames, 764
    - calculated controls,  
 722-727
    - check boxes, 764
    - copying, 650-651
    - deleting, 717-719
    - editing, 719-722
    - formatting, 728-729
    - moving, 717-719
    - option buttons, 764
    - printing lookup fields,  
 719-720
    - shapes, 764
    - unbound object frames,  
 764
  - SQL statements in, 944-945
  - subform controls, VBA ref-  
 erences to, 1241
  - unbound controls, 631
  - VBA references to,  
 1239-1240
- Convert Database command,** **162, 164**
- Convert Database Into**  
**dialog, 1337**
- CONVERT function,** **1273-1275**
- Convert/Open Database**  
**dialog, 1336-1337**
- converting.** *See also* **upgrades**
- between Number,  
 Date/Time, and Text data  
 types, 247
  - databases, 164
    - to Access 2002 format,  
 164
    - compile errors, 170
    - secured Access 9x files,  
 1341-1342
    - troubleshooting, 170
    - unsecured Access 9x files,  
 1335-1339
  - fields to Access data types,  
 356-358
  - forms to Access data proj-  
 ects (ADP), 1270
    - importing and testing  
 forms, 1270-1272
    - replacing queries with  
 SQL Server views,  
 1272-1273
    - T-SQL syntax,  
 1273-1276
  - graphs to charts, 780-784
  - HTML 4.01 to XHTML  
 1.0, 1036-1037
  - macros to VBA callback  
 functions, 1234-1237
  - SELECT queries to make-  
 table queries, 553-555
  - summary queries to  
 parameter queries,  
 500-501
  - two-digit years to four-digit  
 years, 447
  - VBA data-type conversion  
 functions to T-SQL  
 functions, 433
  - VBA date/time functions to  
 T-SQL functions, 428
  - VBA text-manipulation  
 functions to T-SQL  
 functions, 430
- Copy Database File**  
**command, 907**
- CopyDatabaseFile method,** **1225-1226**
- copying**
- controls, 650-651, 658-659
    - troubleshooting, 695
  - databases to servers, 907
  - form controls, 606
  - tables, 254-255
  - text, 271-272

- CopyObject method,** 1223-1224
- copyright, importing HTML tables,** 1006
- corrupted databases,** 164
- counting duplicate rows when importing HTML tables,** 1013-1015
- Create on SharePoint Site dialog,** 1132-1133
- Create ribbon,** 26, 138-141
- CREATEINDEX statement (SQL),** 944
- CreateParameter method (Command object),** 1309-1310
- CREATETABLE statement (SQL),** 943
- Creative Commons licenses,** 1006
- criteria for query records, establishing,** 389-391, 393-394
- crossfooting**
  - crosstab queries, 994-997
  - defined, 523
- crosstab queries,** 379, 401, 463, 503-504, 520
  - creating
    - with Crosstab Query Wizard, 504-508
    - linked graphs from, 788-794
    - manually, 508-510
  - crossfooting, 994-997
  - emulating with T-SQL, 980-994
    - with static tables, 981-986
    - with stored procedures, 986-994
  - fixed column headings in, 510-512
  - linked graphs, creating, 788
    - assigning query, 790
    - designing query, 788-789
  - PivotTables versus, 523
  - upsizing, 955
- Crossstab Query Wizard,** 504-508, 990
- CSng function,** 432
- CSS (cascading style sheets),** 1031
  - formatting HTML tables, 1067-1069
  - upgrading to, 1031-1032
    - fixing HTML Tidy-generated CSS code, 1034-1035, 1050-1051
    - with HTML Tidy's clean option, 1032-1034
    - linking documents to CSS files, 1036
- CStr function,** 432
- CSV files,** 337
- Ctrl++ key combination,** 143
- Ctrl+F key combination,** 143
- Ctrl+F1 key combination,** 142
- Ctrl+F4 key combination,** 142
- Ctrl+F6 key combination,** 142
- Ctrl+H key combination,** 143
- Ctrl+Shift+F9 key combination,** 1202
- Ctrl+Y key combination,** 1202
- cubes (OLAP),** 771
- Currency data type,** 214, 216, 1181
- current database,** 516
- Current Database page (Access Options dialog),** 145-147
- Cursor Control Language (CCL),** 916
- CursorLocation property**
  - Connection object, 1294
  - Recordset object, 1314, 1317
- ursors,** 392
- CursorType property (Recordset object),** 1314, 1317
- Custom category (Navigation pane), customizing,** 43-46
- custom colors for forms,** 605-606
- Custom Filter dialog,** 1139
- custom formats, creating,** 220-222
- Custom Sort dialog,** 1140
- custom subprocedures (VBA),** 1178
- custom templates, creating,** 158
- customer input for database/table design, importance of,** 263
- Customer Service template,** 77
- CustomersCSS.asp page, testing,** 1051
- CustomersUpdate sample table, creating HTML forms for,** 1044-1050
- Customize page (Access Options dialog),** 152-153
- customizing**
  - AutoFormats, 598-599
  - Custom category (Navigation pane), 43-46
  - Datasheet view, 314-316
  - form layout, 610-611
  - Quick Access Toolbar (QAT), 34-36
  - ribbons, 33-34
  - SharePoint list views, 1112-1117
  - SharePoint lists, 1134-1135
- cutting**
  - form controls, 606
  - records in tables, 275
- CVar function,** 432
- CVErr function,** 432
- cycling focus,** 132

**D**

- da Vinci toolset.** *See also* project designer
- DAO (Data Access Objects), 1280-1281**  
 ADO objects versus, 1281-1282  
 Compatibility Library, 1352  
 displaying with Object Browser, 1290-1293
- DAO.Recordset object.** *See Recordset object*  
 ADODB.Recordset compatibility, 1313  
 binding forms to, 1284-1286  
 corresponding database object type, 1182  
 creating, 1283, 1286-1287
- DAP (data access pages), 59**  
**.dat files**  
 backing up, 902, 904  
 restoring, 904-905
- Data Access Objects.** *See DAO*
- data access pages (DAP), 59**
- data blocks.** *See blocks of cells*
- data collection via HTML forms, 101, 1043-1050**
- Data Control Language (DCL), 916**
- Data data type, 1181**
- Data Definition Language (DDL), 915**  
 tables, creating, 942-944
- data dictionaries, creating, 259-262**
- data entry, 116.** *See heads-down data entry*  
 with Datasheet view, when not to use, 287  
 keyboard operations  
 editing text, 270  
 fields/text boxes, 272-273  
 importance of, 266-267

- selecting text, 270-271  
 setting data entry options, 267-269  
 Windows Clipboard operations, 271-272  
 validation rules, BeforeUpdate event handler, 1242-1243
- data events, 1152-1153**  
 BeforeUpdate, 1242-1243  
 OnCurrent, 1243-1246
- data exchange, XML as format for, 1056.** *See also* exporting; importing
- Data Link Properties dialog, 907-908, 1348**
- Data Manipulation Language (DML), 915**
- data objects, 812**
- data organization (function of Access), 116**
- Data page, Properties dialog (project designer), 883**
- data presentation (function of Access), 116**
- data providers, Recordset methods and, 1322**
- Data Query Language (DQL), 915**
- Data sheet view, heads-down data entry versus, 286**
- data sources**  
 for calculated controls, changing, 722-724  
 creating  
 for forms, 641-643  
 for graphs, 770-773  
 defined, 350  
 for linked graphs, changing to crosstab queries, 790  
 merging form letters with, 365-367  
 SQL Server data sources, designing forms/reports, 908  
 for summary queries, selecting, 770-771
- Data Type and Formatting group (Table Tools, Datasheet ribbon), 134**
- data type conversions functions (SQL), 916**
- Data Type field property, 210, 876**
- data types.** *See specific data types*  
 coerced data types, 1181  
 concatenation, 424  
 converting fields to Access data types, 356-358  
 field data types  
 changing, 246-247  
 Field Size property, selecting subtypes for, 215-217  
 Format property, selecting, 218-223  
 Input Mask property, 223-225  
 list of, 213-215  
 new features, 47-49  
 object libraries, 1181-1182  
 for parameter queries, specifying, 502-503  
 SharePoint data types, 1110-1111  
 SQL Server data types, 978-979  
 type-declaration characters, 1180-1181  
 upsizing to SQL Server, 826  
 user-defined data types, 1186  
 Variant, 424-425  
 VBA data types, 1180-1182
- data validation.** *See also entity integrity*  
 BeforeUpdate event handler, 1242-1243  
 data verification versus, 287  
 defined, 194  
 expressions, 275-276, 435  
 field-level validation rules, 276-278  
 lookup lists, 279-281  
 table-level validation rules, 278-279

testing, 283-285  
troubleshooting, 285

**data verification, data validation versus,** 287

**data visualization,** PivotTables and PivotCharts, 547-548

**data-centric collaboration,** 1143-1144

**data-related XML,** advantages of learning, 1089-1090

**data-type conversion** functions, 421, 432-433

**database compatibility levels,** changing, 1350-1351

**database connectivity,** upgrades and, 1353

*Database Design for Mere Mortals* (Hernandez), 199

**database diagrams,** 873, 901-902

**Database Diagrams page** (Database window), 873

**Database Documenter,** 259-262

**database engine.** *See Access database engine*

**Database object,** 73, 1182

**database objects** pointing to, 1188 properties as variables, 1187-1189 With...End With structure, 1188-1189 renaming, 245 VBA data types, 1181-1182

**database owner** changing, 1350-1351 defined, 198

**database roles,** 853-854

**Database Splitter,** 163, 813-816

**Database to Convert From dialog,** 1339

**Database Tools ribbon,** 27-28

**Database Utilities (Tools menu),** 162-163

- Backup SQL Database, 902, 904
- Compact and Repair Database, 163
- Convert Database, 164
- Copy Database File, 907
- Make ADE File, 909
- Make MDE File, 164-165, 863
- Restore SQL Database, 904-905
- Transfer Database, 840

**Database window for ADP,** 873-874

**databases.** *See also Access databases; applications; Jet databases; RDBMSs; SQL Server databases*

- .accdc files, creating, 164-165
- .accdt files, creating, 165
- add-ins, 204
- backing up, 902-905
- compacting, 163-164, 170
- connections
  - remote SQL Server databases, 907-908
  - troubleshooting, 909
- converting, 164
  - to Access 2002 format, 164
  - compile errors, 170
  - secured Access 9x files, 1341-1342
  - troubleshooting, 170
  - unsecured Access 9x files, 1335-1339
- corrupted databases, 164
- creating, 204-206
  - from Office Online templates, 1131-1137
  - from SharePoint 2007, 1106
- current database, 516
- default location, 120
- designing, importance of customer input, 263
- distributed databases, 177

documentation, creating data dictionaries, 259-262

external databases defined, 516 queries against, 516-518

hierarchical databases, 177

history of, 177-180

legacy databases

- converting fields to Access data types, 356-358
- images in, 354-356
- importing, 345-350
- linking with ODBC, 350-354
- troubleshooting importing, 371-372

linking, 180

network databases, 177

Northwind sample database, 225

- adding tables, 230-233
- designing tables, 226-230
- preparing to add tables, 225-226

opening, 118-120

publishing to SharePoint 2007, 1105-1110, 1131-1134

- customizing SharePoint lists, 1134-1135
- synchronizing SharePoint lists, 1135-1137

record-locking information files, 203

relational databases, 178. *See also* data validation; entity integrity; normalization; primary keys; referential integrity; transactions books for more information, 199

structure of, 181-185

remote SQL Server databases, connecting to, 907-909

repairing, 164

spreadsheets versus, 176

tables, modifying in other databases, 940, 942

- transferring to server, 906-907
- troubleshooting**
  - conversion compile errors, 170
  - invalid database locked messages, 170
  - remote connections, 909
- upgrading**
  - DAO versus ADO, 1353
  - MSDE to SQL Server, 1346
  - secured Access 9x files, 1341-1342
  - unsecured Access 9x files, 1335-1339
  - VBA code, optimizing, 1352-1353
- DataMember property (Recordset object), 1314**
- Datasheet Formatting dialog, 131**
- Datasheet page (Access Options dialog), 147-148**
- Datasheet view, 116, 198**
  - browse-mode editing, 883
  - creating tables in, 234-235
  - customizing, 314-316
  - new features, 49-52
  - Totals row, 96
  - when not to use, 287
- DataSource property (Recordset object), 1314**
- DataTips, 1204**
- date constraints in Like expressions, 949**
- Date function, 426**
- date ranges, comparison operators and, 419**
- date values, enclosing with # (pound sign), 1181**
- Date/Time data type, 214**
  - converting to/from Number or Text data type, 247
  - four-digit year formatting, 219
  - standard formats for, 218-219
- date/time fields, grouping report data by, 751**
- date/time functions, 421, 426-428**
- date/time identifiers, 919**
- Date/Time literals, 420**
- DateAdd function, 426**
- DateDiff function, 426**
- DatePart function, 426**
- DateSerial function, 426**
- DateValue function, 426**
- Day function, 427**
- dBASE**
  - importing/exporting files from, 347
  - importing/linking ISAM tables, 348-350
  - indexes, 346
  - supplemental files, 345
- DCL (Data Control Language), 916**
- DDL (Data Definition Language), 915**
  - tables, creating, 942-944
- Debug object, printing to Immediate window (VBA editor), 1205-1208**
- debugging**
  - class modules, 1217-1219
  - Form\_Switchboard class module, 1217-1219
  - Immediate window, printing to, 1205-1208
  - runtime errors, 1198-1200
- Decimal Places field property, 211, 876**
- Decimal subtype, 216**
- decision-support applications, 583, 1250-1251**
  - combo boxes
    - adding to forms, 1254-1256
    - converting to ADP, 1270-1276
  - designing queries, 1251
  - editing, 1256-1257
  - SELECT queries, creating, 1258-1261
  - selecting all items, 1266-1269
- constraining queries with, 1250**
- adding combo boxes to forms, 1254-1257**
- creating forms with list boxes, 1252-1253**
- query design, 1251**
- forms**
  - adding query combo boxes, 1254-1256
  - creating, 1252, 1254
- list boxes**
  - drilling down from, 1261-1265
  - selecting items, 1265-1269
- troubleshooting, 1168, 1276-1277**
- Declarations section (modules), 1177**
  - dynamic arrays, 1187
  - form-level variables, 1184
  - global variables, 1184
  - module-level variables, 1184
  - Option Compare... statements, 1208
  - Option Explicit statement, 1183-1184
  - report-level variables, 1184
  - symbolic constants, 1189
  - user-defined data types, 1186
- declarative referential integrity (DRI), 827, 833**
- declaring**
  - arrays, 1186
  - constants, 1189
  - variables
    - explicit variables, 1183-1184
    - implicit variables, 1183
    - scope, 1184-1185
    - user-defined data types, 1186
- default Access 2007 workgroup file, 1343**
- Default Colors group (Datasheet page), 148**
- default field values, creating with expressions, 434-435**

- default folder**  
 changing, 75  
 as trusted location, 78-81
- Default Font group (Datasheet page),** 148
- default form layout, rearranging,** 590-592
- default form property values,** 594-595
- default form view, changing,** 652-653
- default layouts for forms and reports,** 54-55
- default options, setting (Access Options dialog),** 143-144  
 Add-Ins page, 154  
 Advanced page, 150-152  
 Current Database page, 145-147  
 Customize page, 152-153  
 Datasheet page, 147-148  
 Object Designers page, 148-149  
 Popular page, 144-145  
 Proofing page, 149-150  
 Resources page, 157-158  
 Trust Center pages, 155-157
- default parameter values, adding,** 893
- default references, viewing,** 1179
- default system settings,** 143-144
- Default Value field property,** 211, 876
- default values**  
 fields, setting, 235-237  
 input parameters, adding, 892-893
- Default View table property,** 207
- default workgroup file, specifying for Access 2007 front end with Access 200x back end,** 1345
- DefaultDatabase property (Connection object),** 1294
- DefinedSize property (Field object),** 1319
- Delete method**  
 Parameters collection, 1306  
 Recordset object, 1323
- delete queries,** 401, 560-563.  
*See also action queries;*  
**cascading deletes**  
 defined, 550  
 syntax, 936  
 transactions with, 938
- delete stored procedures,** 900-901
- DeleteObject method,** 1223
- deleting**  
 AutoFormats, 599  
 form controls, 606  
 indexes, 944  
 MSDE, 1347  
 records, 275, 900-901  
 cascading deletions, 241  
 report controls, 717-719  
 report sections, 762-763  
 tab control pages, 680  
 tables, 255, 944
- delimiters,** 919  
 defined, 337  
 text identifiers versus, 337
- Description property**  
 Err object, 1199  
 Error object, 1299  
 fields, 210  
 Table Design window, 876  
 tables, 207
- Design mode button (VBA editor toolbar),** 1201
- Design view,** 120  
 forms, 634-635  
 aligning controls, 638-641  
 Form Design  
 Tools - Arrange ribbon, 631-634  
 Form Design  
 Tools - Design ribbon, 627-630
- moving controls, 637-638  
 properties, 635-636  
 selecting controls, 636-640  
 sizing, 636, 638
- project designer, 884-885
- reports  
 Report Design  
 Tools - Arrange ribbon, 714-715  
 Report Design  
 Tools - Design ribbon, 713-714  
 Report Design  
 Tools - Page Setup ribbon, 714
- designing.** *See also* formatting  
 applications, 72  
 crosstab queries for linked graphs, 788-790  
 databases/tables, importance of customer input, 263  
 decision-support queries, 1251  
 forms, 621  
 audience support, 621  
 consistency and simplicity, 622-624  
 monitor resolution, 622  
 optimizing form design, 683-685  
 with SQL Server data sources, 908  
 PivotTables, 525-526  
 queries  
 art of, 407-408  
 optimizing performance, 408-409  
 reports, 767, 908  
 SELECT queries for make-table queries, 551-553  
 summary queries for Chart Wizard, 771-773  
 tables, 226-227  
 assigning field names, 228-229  
 assigning field properties, 229-230  
 information to include, 227-228

- desktop RDBMSs**, 179
- detail fields (PivotTables)**, 526
- Detail section (forms)**
  - background bitmap pictures, 602-604
  - background colors, 600-601
  - properties, 635
  - sizing, 636, 644
- Diagram button (view designer toolbar)**, 885
- Diagram Tools (Design ribbon)**, 32
- diagrams, database**, 901
- Dialect property (Command object)**, 1305
- Dim statements**
  - declaring arrays, 1186-1187
  - declaring variables, 1183-1186
- Direction property (Parameter object)**, 1307-1308
- Dirty event**, 1154
- disabling form control editing**, 620
- Disconnect event (Connection object)**, 1303
- Display group (Advanced page)**, 151
- Display Views on SharePoint table property**, 208
- displaying data**. *See queries; views*
- DISTINCT keyword**, 489, 917, 977-978
- DISTINCTROW keyword**, 385, 489, 917, 977-978
- distributed databases**, 177
- division operator**, 415
- DLLs (dynamic link libraries), references**, 1178
- DLookUp aggregate function**, 719-720
- DML (Data Manipulation Language)**, 915
- DNS, as distributed database**, 177
- Do Until...Loop statement**, 1196-1197
- Do While...Loop statement**, 1196-1197
- DocFile**, 203
- DoCmd object**, 1173, 1219
  - methods, 1220-1223
  - arguments, 1225-1226
  - table of, 1223-1225
- Document Libraries (SharePoint)**
  - checking in/out databases, 1123-1125
  - publishing databases to, 1106-1110
- Document Type Definition (DTD)**, 1058
- Document Workspace sites (WSS)**, 1093
- documentation**
  - data dictionaries, creating, 259-262
  - RibbonX, 1228-1230
- documents**
  - RibbonX documents, editing with Visual Studio 2005, 1230-1231
  - with XMLNotepad 2007, 1231-1233
  - XML documents
    - attribute-centric documents, 1059-1060
    - defined, 1057
    - element-centric documents, 1059
    - validated documents, 1058
    - well-formed documents, 1058
- domain integrity**. *See entity integrity*
- dot (.)**
  - dot operator, 417, 1238
  - name separator, 1188
- Double data type**, 1180-1181
- double quotes (" ")**, SQL punctuation, 919
- Double subtype**, 216
- downloading**
  - HTML Tidy, 1021-1022
  - templates, 73-74, 78, 81
- DQL (Data Query Language)**, 915
- DRI (declarative referential integrity)**, 827, 833
- drill-down capabilities**
  - defined, 526, 1252
  - forms, 1261-1265
  - increasing level of detail, 533-534
  - list boxes, 1261-1263
  - programming, 1263-1265
- drop-down list boxes**. *See list boxes; lookup fields*
- DROPCOLUMN statement (SQL)**, 944
- DROPINDEX statement (SQL)**, 944
- DROPTABLE statement (SQL)**, 944
- DTD (Document Type Definition)**, 1058
- duplicate column names in views**, 966-968
- duplicate rows (imported HTML tables)**
  - counting, 1013-1015
  - removing, 1015-1016
- duration of VBA variables**, 1185-1186
- dynamic arrays**, 1187
- dynamic tables, displaying with ASP**, 1037
  - creating ASP template files, 1038-1041
  - IIS setup, 1042-1043
  - ODBC data source setup, 1041
  - running ASP template from IIS, 1041
- Dynasets**. *See also updatable Recordsets*

**E**

**E-mail command button (Office gallery),** 39  
**E-Mail List macro,** 77  
**EB (Embedded Basic),** 1209  
**Echo method,** 1225  
**Edit method (Recordset object),** 1325  
**Edit Relationships dialog,** 239, 457-458  
**editing.** *See also* customizing; updating  
  fields, 244-245  
  changing data types, 246-247  
  rearranging fields, 245-246  
  form controls, disabling, 620  
  graph design, 778-780  
  mailing labels, 738-741  
  queries in PivotTables, 528-530  
  relationships, 244-248  
  report controls, 719-722  
  RibbonX documents  
    with Visual Studio 2005, 1230-1231  
    with XMLNotepad 2007, 1231-1233  
  tables with InfoPath forms, 1084-1087  
  text, keyboard operations for, 270  
  text controls, 606-607  
  user information (WSS 3.0), 1103-1105  
**Editing group (Advanced page),** 150  
**EditMode property (Recordset object),** 1314, 1317  
**element-centric XML documents,** 1059  
**elements (XML),** 1057  
  adding to exported tables/queries, 1069-1070

**email attachments, reports as,** 765-766  
**email data collection**  
  with HTML forms, 101, 1043-1050  
  with InfoPath forms, 1081-1082  
  creating forms, 1082-1084  
  editing table data, 1084-1087  
**email messages, creating with SendObject macro,** 96-100  
**Embedded Basic (EB),** 1209  
**embedded macros.** *See* macros  
**embedding**  
  charts, 321  
  image files, linking versus, 356  
**Employees table (Northwind sample database),** 225-226  
**empty subtype, Null subtype versus,** 425  
**enabling**  
  object dependencies, 248-250  
  SSX connections through Windows Firewall, 67-68  
  unsafe macros, 42  
**encapsulating VBA code,** 1212-1213  
**End Sub reserved words,** 1177  
**EndOfRecordset event (Recordset object),** 1327  
**Enter Parameter Value dialog,** 404, 945  
  troubleshooting, 518  
**entering data.** *See* data entry  
**entities, replacing illegal characters with,** 1066  
**entity integrity,** 193. *See also* data validation  
**Envisioning Information (Tufte),** 548  
**EOF property (Recordset object),** 1314  
**equal sign (=)**  
  assignment operator, 415  
  equal to operator, 416  
**equal to operator,** 416  
**equi-joins.** *See* inner joins  
**Err object,** 1199  
**Error Checking group (Object Designers page),** 149  
**error checking smart tags,** 651-652  
**error correction (forms),** 651-652  
**Error event,** 1200  
**error events,** 1152-1153  
**error handling.** *See also* troubleshooting  
  macros, 56, 1157-1158  
  runtime errors (VBA)  
    Err object, 1199  
    Error event, 1200  
    On Error... statement, 1198-1199  
**error messages, upsizing process,** 953. *See also* troubleshooting  
**Error objects,** 1297-1300  
**error prevention.** *See* data validation; entity integrity; referential integrity; transactions  
**Error statement,** 1199  
**Errors collection,** 1297-1300  
**errors in Upsizing Wizard, correcting,** 957-959  
**Errors property (Connection object),** 1294  
**Esc key,** 143  
**escape characters,** 224  
**ETC (evil type coercion),** 424

**event handlers, 91**

BeforeUpdate, 1242-1243  
for form events, calling,  
1204

**event handling. *See also* class modules; RibbonX**

DoCmd object methods,  
1223  
arguments, 1225-1226  
table of, 1223-1225  
event-driven programming,  
1212, 1247-1248  
Form\_Switchboard class  
module, 1215-1216  
functions, 1221-1223

**event sinks, 1303****event-driven programming, 1212, 1247-1248****events, 1152-1153**

Connection object,  
1303-1304  
data events, 1152-1153  
BeforeUpdate,  
1242-1243  
OnCurrent, 1243-1246  
Dirty, 1154  
Error, 1200  
error events, 1152-1153  
event properties, 1154  
filter events, 1153  
focus events, 1152-1153  
keyboard events, 1152-1153  
mouse events, 1152  
print events, 1153  
properties, 1154  
Recordset object, 1327-1328  
reference events, 1153  
responding to/from combo  
and list boxes, 1159-1161  
timing events, 1153  
types of, 1152  
Window events, 1152-1153

**Events template, 76****evil type coercion (ETC), 424****Excel. *See also* spreadsheets**

charts, embedding/  
linking, 321  
exporting  
PivotTables to, 537-538  
tables to, 367-370

**spreadsheet files**

importing, 96, 321-329  
linking, 329-330

**Exchange 2007. *See* Outlook  
2007****Exchange/Outlook Wizard, 335-337****exchanging PivotTable axes, 534-535****exclamation mark (!). *See*  
bang operator (!)****Execute method**

Command object, 1310  
Connection object,  
1300-1302

**execute rights for stored  
procedures, 857-859****ExecuteComplete event  
(Connection object), 1303****executing**

queries, troubleshooting,  
945  
VBA functions, 1173, 1178  
VBA subprocedures, 1172,  
1177

**explicit variables, 1183-1184**

type-declaration characters,  
1181

**exponentiation operator, 415****Export — HTML Document  
dialog, 1024****Export — Text File dialog,  
370****Export — XML File dialog,  
1061****Export Data to SharePoint  
List dialog, 1138****Export Report dialog, 262****Export RTF File dialog, 367****Export Sharepoint Team  
Services Wizard, 1138-1140****Export XML dialog, 1061,  
1073, 1075-1076, 1080****exported XML file sets,  
deploying to Web servers,  
1071****exporting**

Access 97 versus Access  
2007 features, 372-373  
Contacts (Outlook), 96  
filtered records, 316  
with Outlook 2007, 330-331  
Access tables, 331-335  
PivotTables to Excel,  
537-538  
queries

to WSS lists, 1138, 1140  
as XML, 1060-1067  
related tables as XML, 1079

reports  
to HTML tables,  
1026-1029  
static reports as XML,  
1072-1074, 1087-1088  
troubleshooting,  
1087-1088  
as web pages, 1071-1074  
SharePoint 2007 lists, 1106  
table data to RDBMS,  
827-828, 846-847  
attaching exported tables,  
847-849  
tables, 367-371

to HTML, 1024-1026  
Oracle tables, 828  
to RDBMSs, 827-828,  
847

to WSS lists, 1138, 1140  
as XML, 1060-1067,  
1079

tables to SharePoint 2007,  
1105, 1110, 1138-1140  
changes to source tables,  
1121-1123

checking in/out databases  
from Document  
Libraries, 1123-1125  
customizing list views,  
1112-1117

from Northwind sample  
database, 1117-1121  
replacing lookup fields,  
1125-1129

SharePoint data types,  
1110-1111  
SharePoint-specific  
commands/buttons,  
1129-1130  
troubleshooting, 1142

- Expression Builder**  
 query criteria, 440-442  
 table-level validation rules, 278-279
- expression functions.** *See functions*
- expressions**  
 creating, 434  
 data validation, 275-276, 435  
 default values, creating, 434-435  
 defined, 413  
 elements of, 413-414  
 identifiers. *See identifiers*  
 literals. *See literals*  
 operators. *See operators*  
 queries, 435-442, 448  
   calculated field values, 445-447  
   troubleshooting, 447  
 sorting report data groups by, 751-752  
 unsafe expressions, 412
- extend mode (F8 function key),** 142
- extended characters in searches,** 295
- extended properties,** 869
- eXtensible Application Markup Language (XAML),** 1248
- Extensible Markup Language.** *See XML*
- Extensible Stylesheet Language.** *See XSL*
- External Data — Text File dialog,** 338
- External Data ribbon,** 27, 320-321
- external databases**  
 defined, 516  
 queries against, 516-518
- F**
- 
- F1 function key,** 142, 1202
- F2 function key,** 142
- F3 function key,** 1202
- F4 function key,** 142
- F5 function key,** 142
- F6 function key,** 142
- F7 function key,** 142
- F8 function key,** 142
- F9 function key,** 1202
- F12 function key,** 142
- Faculty template,** 76
- False constant,** 1189
- FetchComplete event (Recordset object),** 1327
- FetchProgress event (Recordset object),** 1327
- field lists (SQL),** 382
- Field Name field property,** 209
- Field objects,** 1319-1322
- Field Property Sheet, formating query data,** 492-493
- Field Size field property,** 210  
 selecting subtypes for, 215-217
- field width, printing queries,** 397
- field-level validation rules,** 276-278  
 testing, 283-285
- FieldChangeComplete event (Recordset object),** 1327
- fields.** *See also records*  
 adding to tables, 563-564  
 AutoNumber fields, troubleshooting, 263  
 calculated fields, 437-440  
   expressions for, 445-447  
 Caption property, 395, 524  
 column fields (PivotTables), 526  
 data types  
   Field Size property, selecting subtypes for, 215-217  
   Format property, selecting, 218-223
- Input Mask property,** 223-225  
 list of, 213-215  
 in VBA, 1180-1181
- default values**  
 creating, 434-435  
 setting, 235-237
- defined,** 178
- detail fields (PivotTables),** 526
- editing,** 244-245  
 changing data types, 246-247  
 rearranging fields, 245-246
- filter fields (PivotTables),** 526
- freezing,** 291
- function key assignments,** 142-143
- hiding,** 314
- identity fields, appending records containing,** 896-897
- keyboard operations for,** 272-273
- legacy databases, converting to Access data types,** 356-358
- lookup fields,** 104-106, 466-467  
 adding fixed-value lookup lists, 472-474  
 adding foreign keys with Lookup Wizard, 467-471  
 adding to tables, 109-111  
 creating multivalued lookup fields, 474-478  
 properties, 877  
 replacing, 1125-1129  
 in tables, 407
- multiple fields, sorting on,** 292-293
- naming,** 250, 264  
 when designing tables, 228-229
- null values, troubleshooting,** 406
- object dependencies,** enabling/viewing, 248-250

- in PivotCharts, filtering, 542
  - in PivotTables
    - filtering, 530-532
    - increasing level of detail, 533-534
  - primary keys
    - adding to make-table queries, 895
    - creating, 241-242
  - properties
    - list of, 209-213
    - when designing tables, 229-230
  - queries
    - selecting, 386-389, 494
    - troubleshooting, 406
  - relationships and, 237
  - renaming in template-based applications, 104-107
  - replacing values, 296-297
  - replication fields, 829
  - row fields (PivotTables), 526
  - single fields, sorting on, 292
  - smart tags
    - Property Options smart tag, 250-251
    - Web-based smart tags, 251-253
  - structure of relational databases, 181
  - summary calculations, 495
    - on all table records, 496-497
    - on selected table records, 497-500
    - with SQL aggregate functions, 495-496
  - text fields, newline pairs in, 371
  - totals fields (PivotTables), 526
  - unfreezing, 293
  - viewing hidden, 314
- Fields & Columns group (Table Tools, Datasheet ribbon), 133-134**
- Fields collection, 1319-1322**
- Fields property (Recordset object), 1314**
- fifth normal form, 190**
  - file formats**
    - for exporting tables, 371
    - support for, 337
  - File New Database dialog, 204**
  - file permissions for back-end components, 816-822**
  - FileMaker Pro, 69-70**
  - fill color for PivotTables, changing, 534**
  - Filter and Sort dialog, 363**
  - Filter by Form option, 297, 300-305**
  - Filter by Selection option, 297-300**
  - Filter Design window, 365**
  - filter events, 1152-1153**
  - filter fields (PivotTables), 526**
  - Filter Lookup Options group (Current Database page), 147**
  - Filter On Load table property, 208**
  - Filter property**
    - avoiding, 883
    - Recordset object, 1315, 1317-1318
    - viewing, 303
  - filter references, removing, 968-970**
  - Filter table property, 207**
  - filtering**
    - Datasheet view, 49
    - fields in PivotCharts, 542
    - Navigation pane, 47
    - PivotTable fields, 530-532
    - records, 297-298
      - advanced filters, 298, 307-312
      - applying saved queries as filters, 313-314
      - exporting filtered records, 316
      - by form, 297, 300-305
  - loading saved filters, 313
  - menu-based filtering, 297, 305-307
  - saving filters as queries, 312-313
  - by selection, 297-300
  - Text Filters option, 300
  - troubleshooting, 316
  - filters**
    - ApplyFilter macro, 1161, 1163-1164
    - events, 1153
    - server-side filters, 884
  - financial functions, 421**
  - Find and Replace dialog, 294**
  - Find button (VBA editor toolbar), 1201**
  - Find Duplicates Query Wizard, 1013-1015**
  - Find group (Home ribbon), 131**
  - Find in Field dialog, 362**
  - Find method (Recordset object), 1316, 1323, 1326-1327**
  - finding. *See* searching**
  - FindNext method, 1224**
  - FindRecord method, 1224**
  - first normal form, 185-187**
  - fixed column headings in crosstab queries, 510-512**
  - fixed length, fixed width versus, 217**
  - fixed width, fixed length versus, 217**
  - fixed-value lookup lists, adding, 472-474**
  - fixed-width Text fields, 217**
  - fixed-width text files, 337**
    - importing, 372
  - flat tables, 185**
  - flat XML documents, importing to tables, 1075-1077**
  - flat-file database managers, 179**

- flow control (VBA),** 1191  
 branching, 1192  
 conditional statements, 1192  
   If...Then...End If  
     statement, 1192-1193  
   Select Case...End Select  
     statement, 1193-1195  
 repetitive statements, 1195  
   Do Until...Loop  
     statement, 1197  
   Do While...Loop  
     statement, 1196-1197  
   For...Next statement,  
     1195-1196  
   While...Wend state-  
     ment, 1197
- fn (functions) prefix,** 894
- focus, cycling,** 132
- focus events,** 1152-1153
- folder permissions for back-end components,** 816-822
- folders, as Trusted Locations,** 412
- Font group (Home ribbon),** 129
- fonts, changing,** 314
- footers**  
 creating forms with, 643-644  
 form footers  
   adding, 694-695  
   background colors,  
     600-601  
   properties, 635  
   sizing, 636  
 group footers, 702  
   adding, 762  
   deleting, 762-763  
   page breaks, 763  
 page footers, 702  
   adding, 762  
   deleting, 762-763  
   disabling printing, 731  
   printing, 763  
 report footers, 702
- For...Next statement,** 1195-1196
- foreground color (forms),** 604-605
- foreign keys**  
 adding  
   lookup fields for, 467-471  
   to tables, 565-567  
 defined, 181  
 lookup operations, 182
- Form Design Tools - Arrange ribbon,** 30, 631-634
- Form Design Tools - Design ribbon,** 30, 627-630
- form events, calling event handlers,** 1204
- form filters,** 297, 300-305
- Form Layout Tools - Arrange ribbon,** 30, 588-589
- Form Layout Tools - Format ribbon,** 29, 585-587
- form letters**  
 creating, 359-365  
 merging with different data sources, 365-367
- form modules,** 1176  
 function names, 1178
- Form object,** 1212-1213  
 corresponding database object type, 1182  
 members, viewing in Object Browser, 1219-1220  
 referring to, 1238-1239
- Form view (run mode),** 120
- Form Wizard, creating master/child forms,** 607-610  
 layout adjustments, 610-611  
 subform properties, 611-614
- form wizards,** 695-696
- form-based table updating,** 576
- form-level scope,** 1184
- Form\_Switchboard class module**  
 creating, 1213-1215  
 debugging, 1217-1219  
 event handling, 1215-1216
- Format Axis dialog,** 779-780, 783-784
- Format Chart Title dialog,** 779
- Format Data Series dialog,** 792-793
- Format function,** 429, 446
- Format Painter,** 607
- Format property,** 210  
 selecting, 218  
   conditional formatting, 222-223  
   custom formats, 220-222  
   Null values, 220  
   standard formats, 218-219  
   Table Design window, 876
- FormatCurrency function,** 431
- FormatDateTime function,** 431
- FormatNumber function,** 431
- FormatPercent function,** 431
- formatting.** *See also design-ing*  
 form controls, 594  
   AutoFormat, 595-599  
   default values, 594-595  
 HTML files, upgrading to HTML 4.01 and CSS, 1031-1032  
   fixing HTML Tidy-generated CSS code, 1034-1035, 1050-1051  
   with HTML Tidy's clean option, 1032-1034  
   linking documents to CSS files, 1036  
 HTML tables, 1067  
   adding elements, 1069-1070  
   CSS rules, 1067-1069  
 linked PivotCharts, 803-804  
 query data, 492-494  
 report controls, 728-729  
 text  
   labels, 646-647  
   text boxes, 646-647

**forms, 72, 582**

- Attachment controls,
  - adding, 675-678
- binding to Recordset objects, 1284-1286, 1288-1290
- closing, 119
- colors, 599
  - Access color palette, 599-600
  - background colors, 600-601
  - custom colors, 605-606
  - foreground colors, 604-605
- combo boxes
  - adding, 1254-1256
  - Combo Box Wizard, 660-665
  - converting to ADP, 1270-1276
  - editing, 1256-1257
  - list boxes versus, 660
  - populating, 666-668
  - record-selection boxes, 671-675
  - SELECT queries, creating, 1258-1261
  - selecting all items, 1266-1269
  - static-value boxes, 668-671
  - troubleshooting, 1168, 1276-1277
- constraining queries with, 1250
  - adding combo boxes to forms, 1254-1257
  - creating forms with list boxes, 1252-1253
  - query design, 1251
- controls, 582
  - adding, 631, 682-683
  - aligning, 638-641
  - bound controls, 631
  - calculating controls, 631
  - changing control types, 658
  - copying, 650-651, 658-659, 695
  - deleting, 606

- disabling editing, 620
- error correction, 651-652
- Format Painter, 607
- moving, 637-640
- native controls, 626
- optimizing data entry, 683-685
- rearranging, 610
- removing from tab order, 619
- selecting, 636-640
- sizing, 638
- tab controls. *See* tab controls
- text editing, 606-607
- unbound controls, 631
- VBA references to, 1239-1240
- converting to Access data projects (ADP), 1270
  - importing and testing forms, 1270-1272
- replacing queries with SQL Server views, 1272-1273
- T-SQL syntax, 1273-1276
- creating, 641
  - controls, adding, 644-646
  - for decision-support applications, 1252, 1254
- formatting text, 646-647
- with headers/footers, 643-644
- query data source, creating, 641-643
  - text boxes, 647-648
- default layout, rearranging, 590-592, 652-653
- Design view, 634-635
  - aligning controls, 638-641
- Form Design
  - Tools - Arrange ribbon, 631-634
- Form Design
  - Tools - Design ribbon, 627-630
- form properties, 635-636
- moving controls, 637-638

## selecting controls, 636-640

- sizing controls, 638
- sizing forms, 636

## designing, 621

- audience support, 621
- consistency and simplicity, 622-624
- monitor resolution, 622
- optimizing form design, 683-685
- with SQL Server data sources, 908

## drill-down capabilities of list boxes, 1261-1263

- programming, 1263-1265

## Error event, 1200

## form operations actions, 1159

## HTML forms

- creating, 1043-1050
- in Outlook, 101

## InfoPath forms, 1081-1082

- collaboration and, 1143-1144

- creating, 1082-1084
- data sources to bind to, 1081

- editing table data, 1084-1087

## labels, adding, 644-646

## Layout view, 585

- Conditional Formatting dialog, 588

## Form Layout

- Tools - Arrange ribbon, 588-589

## Form Layout

- Tools - Format ribbon, 585-587

## Tab Order dialog, 590

## list boxes

- adding, 1252, 1254
- drilling down from, 1261-1265

- selecting items, 1265-1269

## master/child forms, 583

- creating from related tables, 583-584

creating with Form Wizard, 607-614  
 viewing in Layout view, 584-585  
 multiple-items forms, creating, 614-615  
 new features, 23, 53  
 anchoring controls, 55-56  
 default layouts, 54-55  
 grouping controls, 55  
 Layout view, 53-54  
 margins for controls, 56  
 modal dialogs, 53  
 padding for controls, 56  
 publishing to PDF or XPS, 56  
 tabbed documents, 53  
 opening, 119  
 with macros, 91-93  
 from Navigation Pane, 87-89  
 option groups  
   creating, 653-658  
   testing, 657  
 PivotChart forms, 522, 794-795. *See also*  
 PivotCharts  
   cloning linked forms/subforms, 801-803  
   creating, 795-797  
   editing subform design, 803-804  
   linking to records, 801  
   persisting linked properties, 804-805  
   printing, 801  
   using as subforms, 798-799  
 PivotTables, 522  
 properties, 594  
   AutoFormat, 595-599  
   default values, 594-595  
   modifying, 619-620  
   overriding, 693-694  
 records, adding, 691-693  
 reports versus, 701-702  
 sections  
   adding, 694-695  
   sizing, 644

split forms, creating, 614-615  
 SQL statements in, 944-945  
 subforms. *See* subforms  
 tabbed document view, changing to modal pop-up window, 593-594  
 text boxes, adding, 648-650  
 transaction-processing forms  
   appending records with, 616-619  
   creating, 583-585  
   navigation in, 615-616  
 troubleshooting, 620-621, 1168  
   list boxes and combo boxes, 1276-1277  
   variable scope, 1184  
 VBA references to, 1238-1239  
**Forms class, 1212**  
**Forms collection, referring to, 1238-1239**  
**Forms group (Create ribbon), 139-140**  
**Forms page (Database window), 874**  
**Forms/Reports group (Object Designers page), 149**  
**Formula property (Table Design window), 876**  
**forward slash (/), division operator, 415**  
**four-digit years**  
   converting two-digit years to, 447  
   formatting, 219  
**fourth normal form, 189-190**  
**FoxPro. *See* Visual FoxPro**  
**freezing fields, 291**  
   unfreezing, 293  
**FROM clause (SQL), 382, 918**

**front ends**  
 with linked tables, upsizing, 837  
 .mde front ends, creating, 863-864  
 password-protecting, 860-863  
**front-end components, 812**  
 attaching exported tables to, 847-849  
 backing up, 822  
 password-protecting, 860-862  
   creating .accde files, 863-864  
   VBA code, 862-863  
**full joins, 928**  
**Function & View Tools (Design ribbon), 32**  
**function keys, 141-143**  
 for fields, grids, and text boxes, 142-143  
 global function keys, 141-142  
 VBA shortcuts, 1202  
**functions**  
 in ADP Navigation Pane, 873  
 aggregate functions  
   troubleshooting, 447  
   usage, 924-926  
 breakpoints, adding, 1203-1205  
 calling in class modules, 1247  
 CAST(), 931  
 converting macros to, 1234-1237  
 data type conversions functions, 916  
 defined, 413, 448  
 as event handlers, 1221-1223  
 executing in VBA, 1178  
 group aggregate functions, 916

inline functions, 890, 926-927  
 default values for input parameters, adding, 892-893  
 parameterized table-valued functions, creating, 890-892  
**SQL functions**  
 aggregate functions, 495-496  
 upsizing VBA functions to, 979-980  
**SQL Server functions**  
 in-line functions, 890-893  
 user-defined, 868  
 subprocedures versus, 1177-1178  
**T-SQL functions**, 412  
**TVFs (table-valued functions)**, 926-927  
 user-defined functions, 412  
 utility functions, 916  
**VBA functions**, 412, 1177-1178  
 data-type conversion functions, 421, 432-433  
 date/time functions, 421, 426-428  
 executing, 1173, 1178  
 financial functions, 421  
 help features, 422-424  
 Immediate window, 422  
 IsLoaded() function, adding breakpoints, 1203-1205  
 mathematic functions, 421  
 TempVars collection, 426  
 text-manipulation functions, 421, 428-432  
 trigonometric functions, 421  
 types of, 421  
 Variant data type, 424-425  
 void functions, 1177

**G**

**Gates, Bill**, 1148  
**General group (Advanced page)**, 151  
**Get External Data — Excel Data dialog**, 323  
**GetChunk method (Field object)**, 1321-1322  
**GetRows method (Recordset object)**, 1323  
**GetString method (Recordset object)**, 1323  
**Getting Started with Microsoft Access dialog**, 204  
 templates, downloading, 73-74  
**global constants**, 1189  
**global function keys**, 141-142  
**global scope**, 1184  
**Globally Unique Identifiers (GUID)**, 182, 217  
**GoTo statement (VBA)**, 1192  
**GoToControl method**, 1224  
**GoToPage method**, 1224  
**GoToRecord method**, 1224  
 grafted menus, 779  
 grand totals, adding to PivotTables, 528-530  
**Graph**. *See* **MSGraph**  
**graphical view designer**, 884-885  
**graphics formats for Attachment control**, 675-676  
**graphs**. *See also charts; PivotCharts*  
 adding to reports, 784-787  
 in ADP, 777  
 changing graph type, 780, 782, 784  
 charts versus, 774  
 converting to charts, 780-784  
**linked graphs**, 788  
 assigning crosstab queries, 790  
 creating from crosstab queries, 788-794  
 defined, 773  
 designing crosstab queries, 788-789  
 linking to records, 790-792, 794  
 modifying graph design, 778-780  
 printing in reports, 784-787  
 time-series graphs, 770  
 unlinked graphs, 770  
 creating with Chart Wizard, 773-778  
 defined, 773  
 modifying with MSGraph, 778-780  
 query data source, creating, 770-773  
**Gray, Jim**, 20, 177  
**greater than operator (>)**, 416  
**greater than or equal to operator (>=)**, 416  
**Grid button (view designer toolbar)**, 885  
**gridlines, removing**, 315  
**Gridlines and Cell Effects group (Datasheet page)**, 148  
**grids**  
 form controls, aligning, 638-641  
 function key assignments, 142-143  
**group aggregate functions (SQL)**, 916  
**Group By button (view designer toolbar)**, 885  
**group footers**, 702  
 adding, 762  
 deleting, 762-763  
 page breaks, 763  
**group headers**, 702  
 adding, 762  
 deleting, 762-763  
 page breaks, 763

**group sections (reports),** 702, 746-747  
 by alphabetic code characters, 749  
 by date/time, 751  
 by numeric value, 748-749  
 preventing widowed records, 733-734  
 by ranges of values, 750-751  
 sorting, 709, 751-752  
 by using subgroups, 749

**Group, Sort, and Total pane,** 746-749

**GROUPBY clause (SQL),** 385  
 aggregate functions, 924-925

**grouped reports, creating with Report Wizard,** 704-712

**grouping form/report controls,** 55

**groups of records, blocks of cells versus,** 275

**groups/totals reports,** 703

**GUIDs (Globally Unique Identifiers),** 182, 217

## H

**harmful code,** 40

**Harris, Jensen,** 171

**hashing,** 318

**HasModule property,** 1176

**HAVING clause (SQL),** 442  
 aggregate functions, 924-925

**headers**  
 creating forms with, 643-644  
 defined, 345  
 form headers  
   adding, 694-695  
   background colors, 600-601  
   labels, adding, 644-646  
   properties, 635  
   sizing, 636

group headers, 702  
 adding, 762  
 deleting, 762-763  
 page breaks, 763

**HTML table headers,** 1069-1070

page headers, 702  
 adding, 762  
 deleting, 762-763  
 printing, 763

report headers, 702  
 adding, 762  
 deleting, 762-763  
 disabling printing, 731

**XML document headers,** 1057

**heads-down data entry.** *See data entry*  
 Datasheet view versus, 286  
 defined, 194

**Help system.** *See also online help*  
 Help task pane, 158  
 for macros, 1149  
 for VBA, 422-424, 1202-1203

**HelpContext property (Error object),** 1299

**HelpFile property (Error object),** 1299

**hidden indexes,** 243

**hidden tables, Upsizing Wizard and,** 829

**hiding**  
 fields, 314  
 prebuilt categories (Navigation pane), 46

**hierarchical databases,** 177

**history**  
 of computer-based sorting and searching, 317  
 of databases, 177-180  
 of Microsoft support for HTML, 1051-1053  
 of Microsoft support for XML, 1052-1053  
 of programming languages for macros, 1208-1210

**Hobson's choice,** 807

**Hollerith, Herman,** 177

**Home Inventory template,** 78

**Home ribbon,** 25-26, 127-128  
 command buttons, 128-131

**host variables,** 919

**Hour function,** 427

**Hourglass method,** 1225

**HRActions table (Northwind sample database)**  
 adding, 230-233  
 designing, 226-227  
   assigning field names, 228-229  
   assigning field properties, 229-230  
   information to include, 227-228  
   importing, 267  
   records, adding, 281-283

**.htm files, default location,** 120

**HTML (Hypertext Markup Language),** 1006  
 creating by exporting tables/queries as XML, 1060-1067  
 dynamic tables, displaying with ASP, 1037-1043  
 exporting  
   reports to, troubleshooting, 1087-1088  
   tables to, 1024-1026, 1060-1062  
 formatting tables, 1067-1070  
 forms  
   creating, 1043-1050  
   in Outlook, 101  
 history of Microsoft support for, 1051-1053  
 Internet Explorer 7 (IE 7), troubleshooting, 1088  
 lists, importing, 1017-1020  
 standards, 1006  
 templates, 1029-1031

- upgrading to HTML 4.01
  - and CSS, 1031-1032
  - fixing HTML Tidy-generated CSS code, 1034-1035, 1050-1051
  - with HTML Tidy's clean option, 1032-1034
  - linking documents to CSS files, 1036
  - validating, 1034
- HTML 4.01, 1006**
  - converting to XHTML 1.0, 1036-1037
  - upgrading to, 1031-1032
    - fixing HTML Tidy-generated CSS code, 1034-1035, 1050-1051
    - with HTML Tidy's clean option, 1032-1034
    - linking documents to CSS files, 1036
- HTML Output Options dialog, 1024**
- HTML tables**
  - exporting reports to, 1026-1029
  - formatting, 1067
    - adding elements, 1069-1070
    - CSS rules, 1067-1069
  - headers, adding, 1069-1070
  - importing, 1006-1008
    - counting duplicate rows, 1013-1015
    - fixing source with HTML Tidy, 1020-1024
    - from web pages, 1008-1013, 1050
    - removing duplicate rows, 1015-1016
  - linking to, 1017
  - structure of, 1007-1008
  - STYLE tag, applying, 1067-1069
  - XSLT-generated, 1067
- HTML Tidy, 1020-1021**
  - clean option, 1032-1034
  - configuration files, 1023-1024
  - converting HTML 4.01 to XHTML 1.0, 1036-1037
- downloading, 1021-1022
- fixing HTML
  - Tidy-generated CSS code, 1034-1035, 1050-1051
  - running from command prompt, 1023
- Hungarian notation, 381**
- Hyperlink data type, 214**
- hyperlinks**
  - defined, 1006
  - in HTML lists, 1019-1020
- hypertext, defined, 1006**
- Hypertext Markup Language. *See* HTML**
- I**
- identifier operators, 414, 417-418**
- identifiers, 413, 420-421**
- Identity fields, appending records, 896-897**
- Identity Increment property (Table Design window), 876**
- Identity property (Table Design window), 876**
- Identity Seed property (Table Design window), 876**
- IE 7 (Internet Explorer 7), troubleshooting, 1088**
- If...Then...End If structure, 1192-1193**
- IIS (Internet Information Services), 1042**
  - running ASP templates from, 1041
  - setting up, 1042-1043
- Image control, 678**
- images**
  - Attachment controls, adding, 675-678
  - in legacy databases, 354-356
- IME Mode field property, 212**
- IME Sentence Mode field property, 212**
- Immediate window, 422**
  - printing to, 1205-1207
- implicit variables, 1183**
- Import a File dialog, 331**
- Import and Export Wizard, 331**
- Import HTML Wizard, 1008, 1010-1012, 1018**
- Import Objects dialog, 103**
- Import Specifications dialog, 342-344**
- Import Spreadsheet Wizard, 323-329**
- Import Text Wizard, 338-342**
  - advanced options, 342-345
- Import XML dialog, 1074-1075, 1080**
- importing**
  - Access 97 versus Access 2007 features, 372-373
  - Contacts (Outlook), 94-96
  - fixed-width text files, troubleshooting, 372
  - forms to ADP (Access data projects), 1270-1272
  - HRActions table (Northwind sample database), 267
  - HTML lists, 1017-1020
  - HTML tables, 1006-1008
    - counting duplicate rows, 1013-1015
    - fixing source with HTML Tidy, 1020-1024
    - removing duplicate rows, 1015-1016
    - from web pages, 1008-1013, 1050
  - legacy database files, 345-348
    - converting fields to Access data types, 356-358
  - images in, 354-356
  - ISAM tables, 348-350
    - troubleshooting, 371-372
  - objects to template-based applications, 102-104

- in Outlook 2007, 330-331  
 Access tables, 331-335  
 related tables from XML, 1080-1081  
 SharePoint 2007 lists, 1106  
 spreadsheet files, 96, 321  
   creating tables via, 321-329  
 text files, 337-338  
   Import Text Wizard, 338-345  
 XML data to tables, 1074-1078, 1080-1081  
   as flat XML documents, 1075-1077  
   with XML schemas, 1077-1078
- In operator**, 418-419  
 Or operator versus, 277
- IN predicate (SQL)**, 934, 940, 942
- in-line functions**, 890-893
- increasing level of detail (PivotTables)**, 533-534
- Index property (Recordset object)**, 1315
- Indexed field property**, 212
- indexed sequential access method**. *See ISAM tables*
- indexes**  
   automatically generated indexes, troubleshooting, 263  
   creating, 242-244, 943-944  
   dBASE and Paradox databases, 346  
   defined, 193  
   deleting, 944  
   hidden indexes, 243  
   multiple-field indexes, 243  
   query optimization, 290  
   in searching and sorting, 317-318
- Indexes dialog**, 242
- Indexes/Keys page**,  
**Properties dialog (project designer)**, 880-881
- indirect relationships**. *See many-to-many relationships*
- InfoMessage event (Connection object)**, 1303
- InfoPath forms**, 1081-1082  
   collaboration and, 1143-1144  
   creating, 1082-1084  
   data sources to bind to, 1081  
   editing table data, 1084-1087  
   XML schema, 1081
- Informix, linking/exporting tables**, 827-828
- inline functions**, 890, 926-927  
   default values for input parameters, adding, 892-893  
   parameterized table-valued functions, creating, 890-892
- inner joins**, 928  
   defined, 451  
   multicolumn inner joins, creating, 463-466  
   single-column inner equi-joins, creating, 452-455
- Input Mask field property**, 211, 223-225, 877
- input masks**, 274  
   formatting query data, 493
- input parameters, adding default values**, 892-893
- Insert Hyperlink dialog**, 1019
- Insert Merge Field dialog**, 361
- Insert Module button (VBA editor toolbar)**, 1201
- INSERT queries**. *See append queries*
- INSERTINTO clause (SQL)**, 559
- installing SSX (SQL Server 2005 Express)**, 60-65
- instance names for SSX (SQL Server 2005 Express)**, 828
- instances**  
   defined, 1185  
   SQL Server instances, 813
- InStr function**, 429
- InStrRev function**, 429
- intDataMode argument (OpenForm method)**, 1225
- Integer data type**, 1180
- integer division operator**, 415
- Integer subtype**, 216
- IntelliMenus**, 171
- IntelliSense statement autocompletion**, 1206
- International Standard Book Number (ISBN), as primary keys**, 191
- Internet Assistant for Microsoft Access add-in**, 1051
- Internet Explorer 7 (IE 7), troubleshooting**, 1088
- Internet Information Services**. *See IIS*
- interoperability wrappers (COM)**, 1182
- INTO clause (SQL)**, 403, 554
- intrinsic constants**, 424, 433-434, 1190
- invisible variables**, 1184
- invoking**. *See executing*
- inWindowMode argument (OpenForm method)**, 1225
- Is operator**, 418
- Is RowGuid property (Table Design window)**, 876
- ISAM tables, importing/linking**, 348-350
- ISBN (International Standard Book Number), as primary keys**, 191

**IsLoaded function, adding breakpoints,** 1203-1205

**Isolation property (Connection object),** 1296

**IsolationLevel property (Connection object),** 1294-1296

**Issues template,** 76

**ItemData property,** 1265

**iterating list box items,** 1265-1266

## J

**Jet databases,** 177, 180, 870

Access databases versus, 202

attaching MSDE databases, 1349-1350

concurrent users limit, 824

migrating to client/servers benefits of, 823-825

exporting to RDBMSs, 827-828

selecting strategy for, 825-826

with Upsizing Wizard, 826-839

upgrading to Access databases, 202

**Join function,** 429

**JOIN properties, setting for views,** 886-890

**Join Properties dialog,** 239, 485

**joins,** 195, 567-569

creating, 928-930

inner joins, 451

multicolumn inner joins, creating, 463-466

natural joins, 451

with nested queries, creating, 457-459

outer joins

creating, 484-486

defined, 452

relationships and, 450-451

rows returned, minimizing, 455-457

self-joins

creating, 486-487

defined, 452

**single-column inner equijoins,** creating, 452-455

sort order, specifying, 455-457

theta joins

creating, 487-488

defined, 452

types of, 451-452

## K

**keyboard events,** 1152-1153

**keyboard operations.** *See also* function keys; Keytips; shortcut keys

editing text, 270

fields/text boxes, 272-273

importance of, 266-267

selecting text, 270-271

setting data entry options, 267-269

VBA code shortcuts, 1202

Windows Clipboard operations, 271-272

**keypunch data entry.** *See heads-down data entry*

**keys**

composite primary keys, 184

foreign keys

defined, 181

lookup operations, 182

primary keys

data validation testing, 284

defined, 181

deriving, 182

entity integrity, 193

lookup operations, 182

referential integrity, 192-193

selecting, 190-192

secondary keys, 318

surrogate keys, 182

**KeyTips,** 25

activating, 128

Create ribbon, 138-141

Home ribbon, 128-131

Table Tools, Datasheet ribbon, 133-135

Table Tools, Design ribbon, 137

**keywords.** *See also* reserved words

in arrays, 1187

help window for, 1202

SQL, categories for, 916-917

statement autocompletion, 1206

in variables, 1183

**Knuth, Donald E.,** 316-318

## L

**Label Wizard,** 734-737

**labels**

adding

to forms, 644-646

to tab control pages, 682-683

aligning, 671

for bound text boxes, 649

formatting text, 646-647

graph labels

font size, changing, 779-780

reversing, 807

mailing labels

creating, 734-737

editing, 738-741

moving, 646

VBA, 1192

**laccdb files,** 203

**Landis, E. M.,** 317

**Layout mode,** 120

**layout of forms**

customizing, 610-611

rearranging default layout, 590-592

**layout of reports,** 702-703

**Layout view**

forms, 53-54, 585

Conditional Formatting dialog, 588

Form Layout

Tools – Arrange ribbon, 588-589

Form Layout

Tools – Format ribbon, 585-587

- master/child forms, 584-585
- Tab Order dialog, 590
- reports, 53-54, 712
  - Report Layout
    - Tools – Arrange ribbon, 714-715
    - Report Layout
      - Tools – Format ribbon, 712-713
    - Report Layout
      - Tools – Page Setup ribbon, 714
- LCase function, 429**
- .ldb files, 203**
- Left function, 429**
- left outer joins, 928**
  - creating, 484-486
- legacy database files**
  - importing, 345-348
  - converting fields to Access data types, 356-358
  - images, 354-356
  - ISAM tables, 348-350
  - troubleshooting, 371-372
  - linking with ODBC, 350-354
- legal issues, importing HTML tables, 1006**
- legends**
  - in PivotCharts, 541
  - reversing with x-axis, 807
- Len function, 429**
- Lending Library template, 77**
- Length property (Table Design window), 876**
- less than operator (<), 416**
- less than or equal to operator (<=), 416**
- Leszynski Naming Conventions for Access, 1175**
- level of detail in PivotTable fields, increasing, 533-534**
- libraries. *See also* add-ins**
  - missing libraries, troubleshooting, 1352
  - references, 1178-1179
- licensing**
  - Microsoft Small Business Server (SBS), 911
  - MSDE, 870
  - Software Assurance and Licensing terms, 1209
  - SQL Server, 870-871
- lifetime of VBA variables, 1185. *See also* duration**
- Like expressions, date constraints in, 949**
- Like operator, 418-419**
- line graphs, 770**
  - adding to reports, 784-787
  - changing graph type, 780, 782, 784
  - creating
    - with Chart Wizard, 773-778
    - from crosstab queries, 788-792, 794
  - modifying design, 778-780
  - query data source
    - Chart Wizard, 770-773
    - crosstab queries, 788, 790
- line graphs. *See* graphs**
- line spacing in report sections, 729-731**
- line-item sources, 770**
- Link Child Fields table property, 208**
- link connection string, changing, 840-842**
- link expression errors, troubleshooting reports, 766**
- Link Master Fields table property, 209**
- Link Spreadsheet Wizard, 330**
- Link Tables dialog, 352**
- linked charts in static tables, 985-986**
- linked graphs, 788**
  - assigning crosstab queries, 790
  - creating from crosstab queries, 788-794
  - defined, 773
- designing crosstab queries, 788-789
- linking to records, 790-792, 794
- linked PivotCharts**
  - cloning, 801-803
  - creating, 801
  - formatting, 803-804
  - persisting properties in, 804-805
- linked servers, 868**
- Linked Table Manager, 162, 358-359, 839**
- linked tables, troubleshooting queries with, 518**
- linking**
  - charts, 321
  - client/server databases manually, 843
  - attaching exported tables, 847-849
  - creating ODBC data source, 843-846
  - exporting table data to RDBMS, 846-847
  - databases, 180
  - HTML documents to CSS files, 1036
  - to HTML tables, 1017
  - image files, embedding versus, 356
  - importance of, 320
  - ISAM tables, 348-350
  - legacy databases
    - converting fields to Access data types, 356-358
    - images in, 354-356
  - Outlook 2007 files to Access tables, 335-337
  - PivotCharts, 801
    - cloning linked forms/subforms, 801-803
    - persisting linked properties, 804-805
    - setting linked properties, 1243-1246
  - SharePoint 2007 lists, 1106, 1140-1141

- spreadsheet files, 321
  - to tables, 329-330
- subreport data to reports, 758-760
- tables. *See also* multiuser Access applications
  - with Database Splitter, 813-816
  - defined, 183
  - Oracle tables, 828
  - to SharePoint lists, 1141-1142
  - upsizing applications
    - with linked tables, 837
  - WSS lists to, 1140
- Visual FoxPro tables with ODBC, 350-354
- links.** *See* **hyperlinks**
- List Box Wizard**, 1252, 1254, 1263
- list boxes.** *See also* **combo boxes**
  - adding to tab control pages, 682-683
  - advantages, 1277-1278
  - combo boxes versus, 660
  - creating
    - Combo Box Wizard, 660-665
    - forms with, 1252-1253
    - record-selection boxes, 671-675
    - static-value boxes, 668-671
  - drill-down capabilities, 1261-1263
    - programming, 1263-1265
  - in DSAs (decision-support applications)
    - adding to forms, 1252, 1254
    - drilling down from, 1261-1265
    - selecting items, 1265-1269
  - events, responding to, 1159-1161
  - iterating items, 1265-1266
  - optimizing performance, 1277
  - populating, 666-668
- selecting items, 1265-1266
  - troubleshooting, 1276-1277
- list management (function of Access)**, 116
- ListCount property**, 1265
- lists (HTML), importing**, 1017-1020
- lists (SharePoint 2007)**
  - customizing, 1134-1135
  - exporting tables to, 1110, 1138-1140
    - changes to source tables, 1121-1123
  - checking in/out databases from Document Libraries, 1123-1125
  - customizing list views, 1112-1117
  - from Northwind sample database, 1117-1121
  - replacing lookup fields, 1125-1129
  - SharePoint data types, 1110-1111
  - SharePoint-specific commands/buttons, 1129-1130
  - troubleshooting, 1142
  - exporting/importing/
    - linking, 1106
  - linking tables to, 1141-1142
  - linking to tables, 1140-1141
  - synchronizing, 1135-1137
- literals**
  - Date/Time literals, 420
  - defined, 413
  - numeric literals, 419
  - text literals, 419-420
- live Web reports**, 701
- loading saved filters**, 313
- local scope**, 1184
- local variables**, 1186
- locking**
  - database files, 203
  - Navigation pane, 46
- locking file**, 817
- LockType property (Recordset object)**, 1315, 1318
- logical operators**, 275, 414-417
  - in form filters, 300
- logins, adding to SQL Server**, 852-853
  - execute rights for stored procedures, 857-859
  - server and database roles, 853-854
  - with SQL Server Management Studio, 854-857
  - verifying protection, 859-860
- Long Binary data type**, 215
- Long data type**, 1181
- Long Integer data type**, 216, 1180-1181
- lookup fields**, 104-106, 466-467
  - adding to tables, 109-111
  - fixed-value lookup lists, adding, 472-474
  - foreign keys as, 467-471
  - multivalued lookup fields, creating, 474-478
  - printing, 719-720
  - properties (Table Design view), 877
  - replacing, 1125-1129
  - in tables, 407
- lookup lists**, 104
  - data validation, 279-281, 284
- lookup operations**, 182
- Lookup page (Table Design view)**, 877
- lookup tables, creating with Table Analyzer Wizard**, 255-259
- Lookup Wizard**, 214, 467-471
- looping**, 1195
  - Do Until...Loop statement, 1196-1197
  - Do While...Loop statement, 1196-1197
  - ensuring loop execution, 1197-1198

For...Next statement, 1195-1196  
While...Wend loop, 1197  
**Lotus 1-2-3, importing Lotus spreadsheet files**, 96  
**LTrim function**, 429

## M

**Macro Builder**, 1149  
**macro commands**, 72  
**Macro-to-VBA Converter, class modules**  
creating, 1213-1215  
debugging, 1217-1219  
testing, 1215-1219  
**macros**, 57, 72, 117-118, 1208-1209  
actions  
Close, 1151  
definition of, 1148  
OpenQuery, 1151  
RunCommand, 1151  
viewing, 1149-1151  
advantages/disadvantages, 1151, 1169  
ApplyFilter, 1161, 1163-1164  
arguments, 1148-1149  
AutoExec, 1148  
compared to VBA, 1151  
converting to VBA callback functions, 1234-1237  
definition of, 1148  
embedded macros, 72  
in templates, 77  
error handling, 1157-1158  
events  
data events, 1153  
Dirty, 1154  
error events, 1153  
event properties, 1154  
filter events, 1153  
focus events, 1153  
keyboard events, 1153  
mouse events, 1152  
print events, 1153  
reference events, 1153  
responding from combo and list boxes, 1159-1161

timing events, 1153  
types of, 1152  
window events, 1153  
generating with Command Button Wizard, 1155, 1157-1159  
application actions, 1159  
form operations actions, 1159  
Previous Record button, 1155-1157  
record navigation actions, 1158  
record operations actions, 1159  
report operations actions, 1159  
history of programming languages for, 1208-1210  
**Macro Builder**, 1149  
macros behind forms, 1149  
macrosheets, 1149  
new features, 23, 56-57  
online help, 1149  
opening forms/reports, 91-93  
role of, 1148  
SendObject macro, creating e-mail messages, 96-100  
**Switchboard Manager**, 1164-1168  
in templates, 77  
troubleshooting, 1168  
unsafe macros, enabling, 42  
VBA versus, 1172  
**macrosheets**, 1149  
**Mail Merge Recipients dialog**, 363  
**Mail Merge Wizard**, 359-360  
form letters  
creating, 360-365  
merging with different data sources, 365-367  
**mailing labels**, 703  
creating with Label Wizard, 734-737  
editing, 738-741  
printing multicolumn reports as, 734-741  
**mainframe computers**, 177  
**Make MDE File command**, 163, 165, 863  
**Make Table dialog**, 402, 553  
**make-table queries**, 401, 551.  
*See also action queries*  
converting SELECT queries to, 553-555  
creating, 402-404  
defined, 550  
designing SELECT query for, 551-553  
final steps in example, 556-557  
parameters, adding, 404-405  
primary-key fields, adding, 895  
relationships, establishing, 555-556  
syntax, 936  
**make-table stored procedures**, 894-896  
**Manage command button (Office gallery)**, 38  
**management tools, Access versus SQL Server**, 910-911  
**manually linking client/server databases**, 843  
attaching exported tables, 847-849  
creating ODBC data source, 843-846  
exporting table data to RDBMS, 846-847  
**many-to-many relationships**, 183  
with lookup fields, 104-106  
queries, creating from, 459-463  
**Map Custom Fields dialog**, 333  
**margins**  
for form/report controls, 56  
reports, 731-732  
**Marketing Projects template**, 76  
**markup tags (HTML)**  
defined, 1006  
for lists, 1017  
for tables, 1007-1008

- MarshalOptions property (Recordset object),** 1315
- master/child forms,** 583
  - creating
    - with Form Wizard, 607-614
    - from related tables, 583-584
  - viewing in Layout view, 584-585
- mathematical functions,** 421
- MaxRecords property (Recordset object),** 1315
- .mdb files,** 73, 202
  - .accdb file extension versus, 1334
  - upgrading to .accdb file extension, 202
- .mde files,** 860
  - creating, 164-165, 863-864
- Memo data type,** 213
- Memo Fields**
  - Append-Only Memo Fields, 49
  - Rich Text in, 48
- menu negotiation,** 779
- Menu-based Filter/Sort option,** 297, 305-307
- Merge to New Document dialog,** 364
- metadata,** 345, 1301
- methods**
  - Command object, 1309-1310
  - Connection object, 1300-1302
  - DoCmd object, 1221-1225
  - Field object, 1321-1322
  - Recordset object, 1322-1327
- Microsoft**
  - history of HTML support, 1051-1053
  - history of XML support, 1052-1053
- Microsoft Access projects.**
*See ADPs*
- Microsoft Analysis Services,** 771
- Microsoft Data Engine (MSDE).** *See SSX (SQL Server 2005 Express)*
- Microsoft Graph.** *See MSGraph*
- Microsoft Office Access 2007.** *See Access 2007*
- Microsoft Office Online, templates from,** 81-82
- Microsoft Office Open XML (MOOX),** 1052, 1056
- Microsoft Office SharePoint Services (MOSS) 2007,** 1092. *See also SharePoint 2007*
- Microsoft Small Business Server (SBS),** 911
- Microsoft Software Assurance and Licensing terms,** 1209
- Mid function,** 429
- migrating.** *See also upgrading*
  - Access databases to SQL Server databases, 203
  - to client/server databases
    - benefits of, 823-825
    - exporting to RDBMSs, 827-828
    - selecting strategy for, 825-826
    - with Upsizing Wizard, 826-839
- mini-server applications,** 770
- minimizing rows returned in joins,** 455-457
- minus sign (-), subtraction operator,** 415
- Minute function,** 427
- mixed environment, upgrading secured Access 9x files,** 1341-1342
- Mod operator,** 415
- modal dialogs,** 21, 53
- modal pop-up window, changing tabbed document form view to,** 593-594
- Mode property (Connection object),** 1294, 1296-1297
- modifying tables in other databases,** 940, 942
- Module window (VBA editor toolbar),** 1200-1202
- module-level scope,** 1184
- modules,** 72, 118, 1175-1177.
  - See also class modules*
    - Access modules, 1175
    - class modules, 1177
      - functions, calling, 1247
      - subprocedures, calling, 1247
  - Declarations section, 1177
    - dynamic arrays, 1187
    - form-level variables, 1184
    - global variables, 1184
    - module-level variables, 1184
  - Option Compare... statements, 1208
  - Option Explicit statement, 1183-1184
  - report-level variables, 1184
  - symbolic constants, 1189
  - user-defined data types, 1186
- form modules,** 1176
- function names,** 1178
- functions,** 1177-1178
- procedures,** 1177
- Public variables, declaring,** 1177
- references,** 1178
- report modules,** 1176
- shortcut keys,** 1202
- text comparison options,** 1208
- Utility Functions module,** 1203-1207
- variable scope,** 1184
- VBA**
  - elements of, 1177
  - types of, 1175-1177
- monitor resolution, designing forms,** 622
- Month function,** 427
- Monthly Orders by Category report,** creating, 754-758

- MonthName function**, 427
- MOOX(Microsoft Office Open XML)**, 1052, 1056
- MOSS (Microsoft Office SharePoint Services)** 2007, 1092. *See also* SharePoint 2007
- most-recently used (MRU) list**, 123
- mouse events**, 1152
- Move method (Recordset object)**, 1323
- Move to SharePoint Site Wizard**, 1106, 1111
- MoveComplete event (Recordset object)**, 1328
- MoveFirst method (Recordset object)**, 1323
- MoveLast method (Recordset object)**, 1324
- MoveNext method (Recordset object)**, 1324
- MovePrevious method (Recordset object)**, 1324
- moving.** *See also* exporting  
form controls, 637-640  
labels, 646  
report controls, 717-719  
upsized databases, 839-842  
    changing link connection string, 840-842
- MRU (most-recently used) list**, 123
- MSDE (Microsoft Data Engine).** *See also* SSX (SQL Server 2005 Express)  
batch operations limit, 824  
features, 824  
licensing, 870  
performance, troubleshooting, 864-865  
upgrading to SQL Server 2005 Express (SSX), 1346-1347  
    attaching MSDE databases, 1347-1350  
    removing MSDE, 1347
- SQL Server 2000 editions versus**, 871
- MSDesign Tools.** *See* project designer
- MsgBox method (DoCmd object)**, 1223, 1225
- MSGraph**, 770  
    adding graphs to reports, 784-787  
    changing graph type, 780, 782, 784  
    converting graphs to charts, 780-784  
    linked graphs, 788  
        assigning crosstab queries, 790  
        designing crosstab queries, 788-789  
        linking to records, 790-792, 794  
    modifying graph design, 778-780  
    PivotCharts versus, 807-808
- MSInfo files**, 158
- multicolumn inner joins, creating**, 463-466
- multicolumn reports**, 703  
    printing as mailing labels, 734-741
- multidimensional arrays (VBA)**, 1187
- multifield sorts**, 308-310
- multiline text boxes**, 647
- multiple fields, sorting on**, 292-293
- multiple records, updating**, 563  
    adding  
        composite primary keys to tables, 564-565  
        fields to tables, 563-564  
        foreign keys to tables, 565-567  
    joining tables, 567-569  
    UNION queries, 569-572
- multiple values in lookup fields**, 467
- multiple-field indexes**, 243
- multiple-items forms, creating**, 614-615
- multiplication operator**, 415
- multitable queries, optimizing.** *See also* joins  
aggregate queries, 519  
crosstab queries, 520  
subdatasheets, 519
- multiuser Access applications**, 812-813  
    back-end components, share/folder/file permissions, 816-822  
    backing up, 822  
    creating, 812-813  
        Database Splitter, 813-816  
        securing network shares, 816-817, 821  
        verifying back-end security, 822  
    linking client/server databases manually, 843  
        attaching exported tables, 847-849  
        creating ODBC data source, 843-846  
        exporting table data to RDBMS, 846-847
- migrating to client/server databases**  
    benefits of, 823-825  
    exporting to RDBMSs, 827-828  
    selecting strategy for, 825-826  
    with Upsizing Wizard, 826-839
- moving upsized databases**, 839-840  
    changing link connection string, 840-842  
    performance, troubleshooting, 864-865  
    practical uses for, 865-866
- Multivalued Lookup Field (MVLF)**, 48. *See also* lookup fields  
    creating, 474-478
- munge**, 373

**N**

**NAICS (North American Industry Classification System), as primary keys,** 191

**Name AutoCorrect feature,** 147, 245, 250

**Name AutoCorrect Options group (Current Database page),** 147

**Name property**  
Command object, 1305  
Field object, 1319  
Parameter object, 1307

**named arguments,** 1190-1191

**named constants,** 434

**named database objects as VBA variables,** 1187-1188

**NamedParameters property (Command object),** 1305

**names**  
of query column headers, changing, 394-397  
three-part names, 941

**namespaces (XML),** 1058

**naming conventions**  
fields, 250  
when designing tables, 228-229  
Hungarian notation, 381  
option group controls, 657  
for server share connections, 815  
SQL Server, 894  
tables, 94  
tables/fields, 264  
variables, 1183  
VBA, 1174-1175

**native controls,** 626

**NativeError property (Error object),** 1299

**natural joins.** *See inner joins*

**Navigation group (Current Database page),** 145

**navigation in transaction-processing forms,** 615-616

**Navigation Options dialog,** 45

**Navigation pane,** 21, 42-43, 85  
for ADPs, 872-873  
Custom category, customizing, 43-46  
filtering, 47  
forms, opening, 87-89  
with macros, 91-93  
hiding prebuilt categories, 46  
locking, 46  
object classification method, selecting, 85-86  
records, adding, 87-91  
reports, opening with macros, 91-93  
searching, 47  
sorting, 47

**nested If...End If statements (VBA),** 1193

**nested queries,** 382  
creating, 457-459  
defined, 933  
upsizing, 955, 957-959

**nested views,** 933

**network databases,** 177

**New command button (Office gallery),** 36

**new features in Access 2007,** 20  
Access database engine, 21, 47  
data types, 47-49  
Datasheet view, 49-52  
forms and reports, 23, 53  
anchoring controls, 55-56  
default layouts, 54-55  
grouping controls, 55  
Layout view, 53-54  
margins for controls, 56  
modal dialogs, 53  
padding for controls, 56  
publishing to PDF or XPS, 56  
tabbed documents, 53  
macros, 23, 56-57

**Navigation pane,** 21, 42-43  
customizing Custom category, 43-46  
filtering, 47  
hiding prebuilt categories, 46  
locking, 46  
searching, 47  
sorting, 47

**ribbon user interface,** 20-21, 24-25  
contextual ribbons, 28-33  
Create ribbon, 26  
customizing, 33-34  
Database Tools ribbon, 27-28  
External Data ribbon, 27  
Home ribbon, 25-26  
Office gallery, 36-40  
Quick Access Toolbar (QAT), 34-36  
security, 21, 40-41  
enabling unsafe macros, 42  
package signing, 41-42  
trusted locations, specifying, 41  
SharePoint collaboration, 23, 57-58  
tabbed documents, 21  
templates, 22, 52-53

**New Form dialog**  
AutoForm:PivotChart, 795-797  
Chart Wizard, 773-778

**New Item macro,** 77

**New Values field property,** 212

**newline pairs in text fields,** 371

**NextRecordset method (Recordset object),** 1324

**.nfo files,** 158

**No constant,** 1189

**NoMatch property (Recordset object),** 1316

**nonlinked graphs.** *See unlinked graphs*

**nonreserved words (ANSI SQL),** 917

- normal forms**  
 defined, 185  
 first normal form, 185-187  
 second normal form,  
 187-188  
 third normal form, 188-189  
 fourth normal form,  
 189-190  
 fifth normal form, 190
- North American Industry Classification System (NAICS), as primary keys**, 191
- Northwind sample database**, 225  
 exporting to SharePoint 2007, 1117-1121  
 HRActions table  
   adding records to,  
 281-283  
   importing, 267  
 Oakmont sample database  
   versus, 184-185  
 opening, 120-123  
 tables  
   adding, 230-233  
   designing, 226-230  
   preparing to add,  
 225-226  
 Utility Functions module,  
 1203-1207
- Northwind SQL sample ADP project**, 872-874
- not equal operator (<>)**, 416
- Not operator**, 417
- not-equal joins**,  
 creating, 487-488
- Now function**, 427
- Null constant**, 1189
- Null subtype**, empty subtype versus, 425
- Null values**, 220  
 as default values, 236  
 in parameter queries,  
 troubleshooting, 406
- Number data type**, 213  
 converting to/from Date/Time or Text data type, 247
- selecting subtypes for,  
 216-217  
 standard formats for,  
 218-219
- Number property**  
 Err object, 1199  
 Error object, 1299
- numeric data types, grouping report data by**, 748-749
- numeric fields**, changing data types, 246-247
- numeric literals**, 419
- NumericScale property**  
 Field object, 1319  
 Parameter object, 1307
- Nutrition template**, 78
- Nz function**, 432
- 
- O**
- Oakmont sample database, Northwind sample database versus, 184-185**
- Object Browser**, 1179-1180  
 ADO objects, displaying,  
 1290-1293  
 class module members,  
 viewing, 1219-1220  
 DAO objects, displaying,  
 1290-1293  
 intrinsic constants,  
 displaying, 1190  
 starting, 1220  
 viewing, 1179
- Object Browser button (VBA toolbar editor)**, 1201
- object classification method (Navigation Pane)**, selecting, 85-86
- object dependencies**, enabling/viewing, 248-250
- Object Designers page (Access Options dialog)**, 148-149
- object libraries**, 1181-1182  
 references, 1178
- Object List button (VBA editor toolbar)**, 1202
- object menus**, 779
- Object not found in this collection (error message)**, 1247
- object properties**, setting, 1188-1189
- object security**. *See user-level security*
- object-oriented programming languages**, 1210
- objects**. *See names of specific objects*  
 data types in VBA, 1182  
 pointing to, 1188  
 statement autocompletion, 1206
- ODBC (Open Database Connectivity)**, 827-828  
 data sources, creating, 843-846, 1041  
 linking  
   front ends to client/server RDBMSs, 827-828  
   Visual FoxPro tables, 350-354  
 table connection strings, 837-842
- ODBC DSNs**, attaching MSDE databases, 1349-1350
- ODBC table connection string**, 837-839
- ODF (OpenDocument Format for Office Applications)**, 1052
- Off constant**, 1189
- Office 2007 ribbon user interface**. *See ribbon user interface*
- Office gallery**, 36-40
- Office Live Premium**, 69
- Office Online templates**, creating databases from, 1131-1134  
 customizing SharePoint lists, 1134-1135

- synchronizing SharePoint lists, 1135-1137
- Office Web Components (OWC), 808**
- offline access, synchronizing SharePoint lists, 1135-1137
- OLAP (online analytical processing), 771**
- OLE, embedding/linking Excel charts, 321**
- OLE DB, 1182**
  - COM interoperability wrapper, 1182
  - data providers, Recordset methods and, 1322
- OLE mini-server applications, 770**
  - menu commands, 779
- OLE Object data type, 214-215**
- OLE Object fields, Attachment fields versus, 355**
- OLTP (online transaction processing) databases, 771.**
*See also* transaction processing (TP)
  - designing queries for, 771-773
- On constant, 1189**
- On Current event, setting linked PivotChart properties, 1243-1246**
- On Error GoTo statement, 1198-1199**
- On Error Resume Next statement, 1198**
- one-to-many forms. *See* master/child forms**
- one-to-many relationships, 183**
- one-to-one relationships, 183**
- online analytical processing (OLAP), 771**
- online help, 158-159**
  - searching for phrases, 159-160
  - searching other sources, 160-162
- online transaction processing (OLTP) databases, 771. *See* transaction processing (TP)**
  - designing queries for, 771-773
- Open command button (Office gallery), 36**
- Open Database Connectivity (ODBC), 827-828**
- Open dialog, 121**
- Open method**
  - Connection object, 1300-1301
  - Recordset object, 1324
- open source database systems, 70**
- OpenDataAccessPage method, 1224**
- OpenDiagram method, 1224**
- OpenDocument Format for Office Applications (ODF), 1052**
- OpenForm method, 1223, 1225**
- opening**
  - databases, 118
  - forms, 119
    - with macros, 91-93
    - from Navigation Pane, 87-89
    - meaning in Access, 118-119
    - Northwind Traders sample database, 120-123
    - pages, 119
    - reports, 119
      - with macros, 91-93
    - SELECT queries, 119
    - tables, 118
    - VBA editor, 1200
- OpenModule method, 1223**
- OpenQuery method, 1151, 1223-1224**
- OpenReport method, 1223**
- OpenSchema method (Connection object), 1300-1301**
- OpenStoredProcedure method, 1224**
- OpenTable method, 1223**
- OpenView method, 1224**
- operands, 275, 414**
- operating modes, 119**
- operator syntax, 276**
- operators**
  - arithmetic operators, 414-415
  - assignment operators, 414-415
  - Between operator, 418-419
  - bitwise operators, 417
  - categories of, 414
  - comparison operators, 414, 416
    - date ranges, 419
  - concatenation operators, 414, 417
  - defined, 275, 413
  - identifier operators, 414, 417-418
  - In operator, 418-419
  - Is operator, 418
  - Like operator, 418-419
  - logical operators, 414, 416-417
  - SQL, 916
  - wildcard characters, 418
- optimizing**
  - form design, 683-685
  - list boxes and combo boxes, 1277
  - multitable queries
    - aggregate queries, 519
    - crosstab queries, 520
    - subdatasheets, 519
  - PivotTables, 538-541, 546
  - query performance, 408-409
  - VBA code after upgrades, 1352
- Option Base statement, 1187**
- option buttons in reports, 764**

**Option Compare...**  
statements, 1208

**Option Explicit statement,** 1183

**Option Group Wizard,** 653-658

**option groups,** 653, 657  
creating, 653-658  
naming controls, 657  
testing, 657

**Option1\_Click() procedure,** 1215-1216

**Optional keyword,** 1191

**options, default,** 143-144

**Options properties dialog.**  
*See Access Options dialog*

**Or operator,** 416  
In operator versus, 277

**Oracle,** linking/exporting tables, 827-828

**Order By On Load table property,** 208

**Order By table property,** 207

**ORDERBY clause (SQL),** 391, 918  
in UNION queries, 931-932  
in views, 886

**ordered tables, binary tree searches on,** 317

**ordering, sorting versus,** 317

**ordinate,** 770

**Orientation table property,** 207

**OriginalValue property (Field object),** 1319

**orphan records,** 193

**Others group (Create ribbon),** 141

**OuputAs method,** 1225

**outer joins,** 928  
creating, 484-486  
defined, 452

**Outlook**  
compatibility with Access, 94

**Contacts**  
exporting, 96  
importing, 94-96

e-mail messages, creating with SendObject macro, 96-100

HTML forms, 101

importing/exporting files, 330-331  
Access tables, 331-335

linking files to Access tables, 335-337

reports, sending, 765-766

**Outlook Express, sending reports,** 765-766

**OutputTo method,** 1226

**Overlapping Windows, changing to Tabbed Documents,** 82-84

**overriding form properties,** 693-694

**OWC (Office Web Components),** 808

**ownership of databases, changing,** 1350-1351

**P**

---

**p-code,** 1189

**package files**  
creating, 169  
signing, 41-42, 169  
testing, 169

**padding for form/report controls,** 56

**page breaks in reports,** 763

**page footers,** 702  
form page footers  
adding, 694-695  
properties, 635  
sizing, 636

report page footers  
adding, 762  
deleting, 762-763  
disabling printing, 731  
printing, 763

**page headers,** 702  
form page headers  
adding, 694-695  
properties, 635  
sizing, 636

report page headers  
adding, 762  
deleting, 762-763  
disabling printing, 731  
printing, 763

**Page view, run mode,** 120

**PageCount property (Recordset object),** 1315

**pages**  
closing, 119  
opening, 119  
tab control pages  
adding, 679  
changing order of, 679-680  
controls, adding, 682-683  
deleting, 680  
setting properties, 681-683  
subforms, adding, 686-691

**PageSize property (Recordset object),** 1315

**paperless offices,** 742-743

**Paradox**  
importing/exporting files from, 347  
importing/linking ISAM tables, 348-350  
indexes, 346  
supplemental files, 346

**Parameter objects,** 1306-1309

**parameter queries,** 402, 500  
converting summary queries to, 500-501  
creating, 404-405  
data types for, 502-503  
null values, troubleshooting, 406

**parameterized functions,** 890, 892

**parameterized stored procedures (Command object), 1310-1313**

**parameterized table-valued functions, creating, 890-892**

#### **parameters**

- for action queries/stored procedures, 936, 938
- default values, adding, 893
- Enter Parameter Value dialog, 945
- passing values to stored procedures, 1310-1313

**Parameters collection, 1306**

**Parameters dialog, 742**

**Parent property, 1241**

**pass-through queries, 402, 849-852**

**password-protecting front-end components, 860-862**

- creating .accde files, 863-864
- VBA code, 862-863

**Paste Table As dialog, 254**

#### **pasting**

- form controls, 606
- records, troubleshooting, 285
- tables, 254-255
- text
  - keyboard operations for, 271-272
  - troubleshooting, 285

#### **PDF**

- exporting tables to, 367-370
- publishing to, 56
- for reports, 700

**percent (%), wildcard character, 919**

**PERCENT modifier (SQL), 917**

**percentage distribution charts, 782**

**PercentPosition property (Recordset object), 1316**

#### **performance**

- calculated columns and, 448
- list boxes and combo boxes, 1277
- PivotTables, 538-541, 546
- queries, 408-409
- SSX (SQL Server 2005 Express), troubleshooting, 864-865

**period (.). See dot (.)**

#### **permissions**

- assigning to security groups (WSS 3.0), 1102-1103
- for back-end components, 816-822
- server and database roles, 853-854
- for upsized projects, 997-999

**persistent database objects, 312**

**PersistFormat property (Recordset object), 1315**

**persisting properties of linked PivotCharts, 804-805**

**Personal Account Ledger template, 78**

**personalized menus, 171**

**phrases, searching help system for, 159-160**

**pipes (||), concatenation operator, 417**

**PIVOT operator (views), emulating crosstab queries, 986-994**

**PivotChart Tools (Design ribbon), 29**

**PivotCharts, 522, 541, 794-795**

- ActiveX control connections, troubleshooting, 807
- axis titles, 541
- category presentation, changing, 543-544
- chart type, changing, 544-546
- cloning linked forms/sub-forms, 801-803
- creating, 795-797

**data visualization, 547-548**

**editing subform design, 803-804**

**fields, filtering, 542**

**legends, 541**

**linked PivotCharts**

- cloning, 801-803

**creating, 801**

**formatting, 803-804**

**persisting properties in, 804-805**

**setting linked properties, 1243-1246**

**MSGraph versus, 807-808**

**persisting linked properties, 804-805**

**PivotTables as substitute for, 806**

**printing, 801**

**troubleshooting, 807**

**as subforms, 798-801**

**PivotTable Tools (Design ribbon), 29**

**PivotTables, 522**

- ActiveX control connections, troubleshooting, 807
- adding to forms, 806
- axes, exchanging, 534-535
- color schemes, changing, 534

**crosstab queries versus, 523**

**data visualization, 547-548**

**designing, 525-526**

**exporting to Excel, 537-538**

**fields**

- filtering, 530-532

**increasing level of detail, 533-534**

**generating initial, 526-528**

**grand totals, adding, 528-530**

**performance optimization, 538-541, 546**

**properties, setting, 535-537**

**queries**

- creating, 523-525

**editing, 528-530**

**as substitute for**

**PivotCharts, 806**

**troubleshooting, 807**

- placeholders.** *See also* variables  
 defined, 220  
 for input masks, 223-224  
 list of, 220-221  
 typographic conventions, 1174
- PlainText function,** 429
- plus sign (+)**  
 addition operator, 415  
 concatenation operator, 417
- pointers,** 1188
- pop-up modal dialogs,** 84
- Popular page (Access Options dialog),** 144-145
- populating combo boxes,** 666-668
- pound sign (#)**  
 date/time identifier, 919  
 enclosing date values, 1181
- prebuilt categories (Navigation pane), hiding,** 46
- Precision property,** 210  
 Field object, 1319  
 Parameter object, 1307  
 Table Design window, 876
- predicates (SQL),** 916
- Prepared property (Command object),** 1305
- preventing errors. *See also* data validation; entity integrity; referential integrity; transactions**
- Primary Key field property,** 210
- primary keys**  
 append queries and, troubleshooting, 574  
 composite primary keys  
   adding to tables, 564-565  
   defined, 184  
 creating, 241-242  
 data validation testing, 284  
 defined, 181  
 deriving, 182  
 entity integrity, 193  
 lookup operations, 182  
 referential integrity, 192-193  
 selecting, 190-192  
 SQL Server tables, 880-881
- primary-key fields, adding to make-table queries,** 895
- Print command button (Office gallery),** 37
- print events,** 1152-1153
- Print method (Debug object),** 1205-1207
- Print Preview, run mode,** 120
- Print Preview ribbon,** 28, 715-717
- Print Table Definition dialog,** 260
- printing,** 118  
 graphs/charts in reports, 784-787  
 lookup fields, 719-720  
 PivotCharts, 801  
 print events, 1153  
 queries, 397-398  
 reports, 733  
   blank pages, eliminating, 741  
   as mailing labels, 734-741  
   margin options, 731-732  
   page headers/footers, 763  
   to Immediate window, 1205-1207
- Printing group (Advanced page),** 151
- PrintInvoice\_Click event handler,** 965
- PrintOut method,** 1224
- Procedure List button (VBA editor toolbar),** 1202
- procedure-level scope,** 1184
- procedures,** 1177. *See also* functions; subprocedures  
 arguments, 1190-1191  
 functions versus, 1177-1178  
 Option1\_Click(), 1215-1216  
 property procedures, 1177
- program flow control. *See also* flow control (VBA)**
- programming languages for macros, history of,** 1208-1210
- project designer,** 378, 874-875  
 adding tables, 886-890  
 Design view, 884-885  
 parameter default values, adding, 893  
 parenthesis pairs, 895  
 Properties dialog, 877  
   Check Constraints page, 882  
   Data page, 883  
   Indexes/Keys page, 880-881  
   Relationships page, 879-880  
   Tables page, 877-879  
 stored procedures, 893  
   append, 896-899  
   delete, 900-901  
   make-table, 894-896  
   update, 894-896  
 Table Design view, 875-877
- Project Explorer button (VBA editor toolbar),** 1201
- Project/Library list (Object Browser),** 1179-1180  
 intrinsic constants, 1190
- projects, troubleshooting**  
 missing projects, 1352. *See also* ADP (Access Data Projects)
- Projects template,** 76
- Proofing page (Access Options dialog),** 149-150
- properties**  
 Command object, 1304-1305  
 Connection object, 1293-1294, 1296  
 Errors, 1297-1300  
 IsolationLevel, 1295-1296  
 Mode, 1296-1297  
 Provider, 1295  
 State, 1297

event properties, 1154  
 extended properties, 869  
 Field object, 1319-1321  
 field properties  
     change propagation, 248-251  
     list of, 209-213  
     lookup fields, 877  
     when designing tables, 229-230  
 form properties, 594, 600-601, 635-636  
     AutoFormat, 595-599  
     default values, 594-595  
     default view, changing, 652-653  
     modifying, 619-620  
     overriding, 693-694  
 linked PivotCharts,  
     persisting, 804-805  
 object properties, setting, 1188-1189  
 PivotChart properties  
     reapplying, 804-805  
     setting linked properties, 1243-1246  
 PivotTables, setting, 535-537  
 Recordset object, 1313-1319  
 subform properties, 611-614  
 tab control properties, 681-683  
 table properties  
     list of, 206-208  
     modifying for upsizing operations, 829-830  
     in project designer, 876-877  
     SQL Server tables, 877-879  
     for subdatasheets, 208-209  
     as variables, 1187-1189  
 With...End With structure, 1188-1189  
**Properties dialog (project designer), 205, 877-883**  
 Check Constraints page, 882  
 Data page, 883  
 Indexes/Keys page, 880-881  
 Relationships page, 879-880  
 Tables page, 877-879

**Properties property**  
 Command object, 1305  
 Connection object, 1294  
 Field object, 1320  
 Recordset object, 1315  
**Properties Window button (VBA toolbar editor), 1201**  
**Property Options smart tag, 250-251**  
**property procedures, 1177**  
**Provider property (Connection object), 1294-1295**  
**providers, Recordset methods and, 1322**  
**pseudo-code, 1189**  
**public constants, 1189**  
**public scope, 1184**  
**Public variables, declaring, 1177**  
**Publish as PDF or XPS dialog, 367**  
**Publish command button (Office gallery), 39**  
**Publish to the Web Wizard, 1051**  
**Publish to Web Server dialog, 1107, 1110**  
**publishing**  
     databases to SharePoint 2007, 1105-1110, 1131-1134  
     customizing SharePoint lists, 1134-1135  
     synchronizing SharePoint lists, 1135-1137  
     to PDF or XPS, 56  
**punched cards, 177**  
**punctuation (SQL), list of, 918-919**

**Q**

**QAT (Quick Access Toolbar), customizing, 34-36**

**QBE (query-by-example)**  
 defined, 195-198  
 translating SQL to, 919  
     creating Access query definitions, 920-921  
     creating SQL Server views, 921-924  
**qualifiers (SQL), 916**  
**queries, 72, 378. See also PivotTables**  
     action queries, 401. *See also* append queries; delete queries; make-table queries; update queries  
     alternatives to, 575-577  
     defined, 550  
     table backups, importance of, 550  
     transactions and, 562  
     types of, 550  
     upsizing, 955  
     writing, 935-936, 938  
 in ADP Navigation Pane, 873  
 against external databases, 516-518  
 aggregate queries. *See* summary queries  
 append queries, 401, 557-559. *See also* action queries  
     defined, 550  
     removing duplicate rows, 1015-1016  
     syntax, 935  
     troubleshooting, 574  
 art of query design, 407-408  
 closing, 119  
 constraining, 1250  
     adding combo boxes to forms, 1254-1257  
     creating forms with list boxes, 1252-1253  
     query design, 1251  
 creating  
     as form data source, 641-643  
     as graph data source, 770-773  
     from indirect relationships, 459-463

- PivotCharts from, 795-797  
for PivotTables, 523-525  
SQL statements  
from combo boxes, 1258-1261  
crosstab queries, 379, 401, 463, 503-504  
creating linked graphs from, 788-794  
creating manually, 508-510  
creating with Crosstab Query Wizard, 504-508  
crossfooting, 994-997  
emulating with T-SQL, 980-994  
fixed column headings in, 510-512  
PivotTables versus, 523  
upsizing, 955  
cursor types, 392  
Datasheet view. *See*  
  Datasheet view  
decision-support queries  
adding to forms, 1254-1256  
creating forms, 1252, 1254  
designing, 1251  
editing combo boxes, 1256-1257  
SELECT queries, creating, 1258-1261  
delete queries, 401, 560-563. *See also* action queries; cascading deletes  
defined, 550  
syntax, 936  
transactions with, 938  
drill-down capabilities of list boxes, 1261-1263  
  programming, 1263-1265  
editing in PivotTables, 528-530  
Enter Parameter Value dialog, troubleshooting, 518  
executing, troubleshooting, 945  
exporting  
  to SharePoint lists, 1138-1142  
  as XML, 1060-1067  
expressions in, 435-442, 448  
  calculated field values, 445-447  
troubleshooting, 447  
fields, selecting all, 494  
joins. *See* joins  
with linked tables, troubleshooting, 518  
make-table queries, 401, 551. *See also* action queries  
adding parameters to, 404-405  
converting SELECT queries to, 553-555  
creating, 402-404  
defined, 550  
designing SELECT query for, 551-553  
final steps in example, 556-557  
primary-key fields, adding, 895  
relationships, establishing, 555-556  
syntax, 936  
multitable queries. *See* joins  
nested queries, 382  
  creating, 457-459  
  defined, 933  
  upsizing, 955, 957-959  
optimizing performance, 408-409  
parameter queries, 402, 500  
  converting summary queries to, 500-501  
  creating, 404-405  
  data types for, 502-503  
  null values in, 406  
pass-through queries, 402, 849-852  
QBE. *See* QBE (query-by-example)  
Query Design window, 385-386  
  changing column header names, 394-397  
  establishing record criteria, 389-391, 393-394  
preventing result set updates, 391-393  
printing queries, 397-398  
selecting fields, 386-389  
replacing with SQL Server views, 1272-1273  
saving filters as, 312-314  
select queries, 401  
  changing to action queries, 550  
  writing, 917-918  
Simple Query Wizard, 378-379  
  creating select queries, 379-385  
subdatasheets, adding, 481-483  
subqueries, 382, 514-516, 933-935  
summary calculations, 495  
  on all table records, 496-497  
  on selected table records, 497-500  
  with SQL aggregate functions, 495-496  
summary queries, 383-385  
  choosing data sources for, 770-771  
  creating for Chart Wizard, 771-773  
  selecting data sources, 770-771  
  troubleshooting, 406  
T-SQL syntax, 1273-1276  
troubleshooting, 406-407  
union queries, 401, 512-514, 569-572  
  creating, 930-933  
  custom rows, adding to combo/list boxes, 1267  
  selecting all combo box items, 1267  
update queries, 401, 563. *See also* action queries; cascading updates  
  composite primary keys, adding to tables, 564-565  
  defined, 550  
  fields, adding to tables, 563-564

foreign keys, adding to tables, 565-567  
joining tables, 567-569  
parameter values, 936, 938  
syntax, 935  
UNION queries with, 569-572  
updating tables with, 489-491  
formatting data, 492-494  
row fix-up feature, 491-492  
upsizing to SQLServer, 443-444

**Query Builder, populating combo boxes, 666-668**

**query definitions, creating from SQL statements, 920-921**

**Query Design group (Object Designers page), 148**

**query design specification.** *See QueryDef objects*

**Query Design window, 195-196, 385-386**  
column headers, changing names, 394-397  
fields, selecting, 386-389  
queries, printing, 397-398  
records, establishing criteria, 389-391, 393-394  
result sets, preventing updates to, 391-393

**query optimization, 290**

**Query Tools (Design ribbon), 29**

**query-by-example. *See QBE***

**QueryDef objects, 393**  
corresponding database object type, 1182

**question mark (?), wildcard character, 418, 437, 919**

**Quick Access Toolbar (QAT)**  
adding command buttons to, 152-153  
customizing, 34-36

**quick searches, 296**

**QuickBase, 70**  
**Quit method, 1224**

## R

**rafted toolbars, 171**

**RaiseError statement, 1199**

**ranges of values, grouping reports with, 750-751**

**ranking functions (T-SQL), 850**

**RDBMSs (relational database management systems)**  
client/server, 179-180  
desktop, 179  
exporting tables to, 827-828, 846-847  
attaching exported tables, 847-849  
functions of, 116-117  
SQL standards, 178

**Really Simple Syndication (RSS), 1114-1115**

**rearranging**  
default form layout, 590-592  
fields, 245-246  
form controls, 610

**record navigation actions, 1158**

**record operations actions, 1159**

**record-locking information files, 203**

**record-selection combo boxes, creating, 671-675**

**RecordChangeComplete event (Recordset object), 1328**

**RecordCount property (Recordset object), 1315**

**records. *See also fields; user-defined data types***  
adding  
to HRActions table (Northwind sample database), 281-283  
with InfoPath forms, 1084-1087

from Navigation Pane, 87-91  
to tables, 273-274, 691-693  
appending, 896-899  
append stored procedures, 896-899  
with forms, 616-619  
identity fields, 896-897  
to tables, 275, 557-559  
canceling added records, 274  
cascading updates/deletions, 241  
cutting in tables, 275  
defined, 178  
deleting, 275, 560-563, 900-901  
filtering, 297-298  
advanced filters, 298, 307-312  
applying saved queries as filters, 313-314  
exporting filtered records, 316  
by form, 297, 300-305  
loading saved filters, 313  
menu-based filtering, 297, 305-307  
saving filters as queries, 312-313  
by selection, 297-300  
Text Filters option, 300  
troubleshooting, 316  
groups of, blocks of cells versus, 275  
orphan records, 193  
pasting, troubleshooting, 285  
in queries, establishing criteria, 389-391, 393-394  
replacing  
content in tables, 275  
field values, 296-297  
searching, 294-296  
selecting in tables, 274  
sorting, 290  
advanced sort orders, 307-312  
freezing fields, 291  
on multiple fields, 292-293

- on single field, 292
- removing sort order, 293
- structure of relational databases, 181
- summary calculations
  - on all records, 496-497
  - on selected records, 497-500
- transactions, 194-195
- updating, 563, 899-900
  - adding composite primary keys to tables, 564-565
  - adding fields to tables, 563-564
  - adding foreign keys to tables, 565-567
  - joining tables, 567-569
  - UNION queries, 569-572
- Records group (Home ribbon), 130**
- Recordset object**
  - binding forms to, 1284-1290
  - class identifiers, 1182
  - creating, 1283
    - from SQL Server Express database, 1286-1287
  - events, 1327-1328
  - Fields collection, 1319-1322
  - methods, 1322-1327
  - properties, 1313-1319
  - updatable Recordsets, 390
  - validating updates to, 1242-1243
  - Value property, 1188
- RecordsetChangeComplete event (Recordset object), 1328**
- reDim statement, 1187**
- Redo button (VBA editor toolbar), 1201**
- reference events, 1152-1153**
- references, 1178**
  - adding, 1179
  - alternative collection syntax, 1241-1242
  - to controls, 1239-1240
- default, viewing, 1179
- defined, 1178-1179
- to forms, 1238-1239
- to Office XP Web controls, 1244
- to reports, 1238-1239
- to subform controls, 1241
- References dialog, 1179**
- referential integrity**
  - cascading updates/deletions, 241
  - data validation testing, 283
  - defined, 192-193
  - deleting records, 562
  - enforcing, 240, 827, 833
  - in SQL Server, 827
  - troubleshooting, 575
- Refresh method (Parameters collection), 1306**
- related tables**
  - creating master/child forms from, 583-584
  - exporting as XML, 1079
  - importing from XML, 1080-1081
- relational database management systems. *See* RDBMSs**
- relational databases. *See also* RDBMSs**
  - books for more information, 199
  - data validation. *See* data validation
  - entity integrity. *See* entity integrity
  - history of databases, 178
  - normalization. *See* normalization
  - primary keys. *See* primary keys
  - referential integrity. *See* referential integrity
  - structure of, 181-185
  - transactions. *See* transactions
- relations, 178**
- Relations page (Properties dialog), 879-880**
- Relationship Tools (Design ribbon), 29**
- relationships**
  - circular relationships, 452
  - defined, 183
  - diagramming, 901
  - editing, 244-245, 247-248
  - establishing, 237-241
    - after make-table queries, 555-556
  - for testing cascading deletes/updates, 572-573
  - troubleshooting, 575
- indirect relationships, creating queries from, 459-463
- joins and, 450-451
- many-to-many, 183
  - with lookup fields, 104-106
- one-to-many, 183
- one-to-one, 183
- SQL Server tables, 879-880
  - in Tasks sample application, 112
  - viewing, 184
- Relationships database diagram, 901-902**
- Relationships group (Table Tools, Datasheet ribbon), 134**
- Relationships page, Properties dialog (project designer), 879-880**
- Relationships window, 238, 451**
- reliability of client/server databases, 823**
- relinking tables, 358-359**
- relocating. *See* moving**
- remote SQL Server databases, connecting to, 907-908**
  - troubleshooting, 909
- remote users, accessibility to SSX (SQL Server 2005 Express), 65-67**

- removing**
- duplicate rows when importing HTML tables, 1015-1016
  - filter references, 968-970
  - form controls from tab order, 619
  - gridlines, 315
  - MSDE, 1347
  - saved filters, 313
  - sort orders, 293
  - username/password requirement, 1346
- Rename method, 1223-1224**
- renaming**
- database objects, 245
  - fields in template-based applications, 104-107
- RepaintObject method, 1224**
- repairing databases, 164**
- repetitive data, eliminating, 255-259**
- repetitive statements (VBA), 1195**
- Do Until...Loop statement, 1197
  - Do While...Loop statement, 1196-1197
  - For...Next statement, 1195-1196
  - While...Wend statement, 1197
- Replace function, 429**
- replacing**
- field values, 296-297
  - lookup fields, 1125-1129
  - queries with SQLServer views, 1272-1273
  - record content in tables, 275
- replication, 59**
- replication conflicts, 154**
- replication fields, 829**
- Replication ID subtype, 216**
- Report Design**
- Tools — Arrange ribbon, 31, 714-715**
  - Report Design**
  - Tools — Design ribbon, 31, 713-714**
- Report Design Tools — Page Setup ribbon, 31, 714**
- Report Layout**
- Tools — Arrange ribbon, 31, 714-715**
  - Report Layout**
  - Tools — Format ribbon, 30, 712-713**
- Report Layout Tools — Page Setup ribbon, 31, 714**
- report modules, 1176**
- function names, 1178
- Report object, 1212-1213**
- corresponding database object type, 1182
  - members, viewing in Object Browser, 1219-1220
  - referring to, 1238-1239
- Report Snapshots, 700, 765**
- troubleshooting, 766
- Report Wizard, 702, 704-712**
- report-level scope, 1184**
- reports, 72, 700, 746**
- charts, adding, 784-787
  - closing, 119
  - controls, 702
    - ActiveX controls, 764
    - aligning, 727-728
    - bound object frames, 764
    - calculated controls, 722-727
    - check boxes, 764
    - copying, 650-651
    - deleting, 717-719
    - editing, 719-722
    - formatting, 728-729
    - moving, 717-719
    - option buttons, 764
    - printing lookup fields, 719-720
    - shapes, 764
    - unbound object frames, 764
    - VBA references to, 1239-1240
  - creating with default blank reports, 752-758
  - Design view
    - Report Design
      - Tools — Arrange ribbon, 714-715
- Report Design**
- Tools — Design ribbon, 31, 713-714**
- Report Design Tools — Design ribbon, 713-714**
- Report Design**
- Tools — Page Setup ribbon, 714**
- designing, 767
- with SQL Server data sources, 908
- as email attachments, 765-766
- Error event, 1200
- exporting
- to HTML tables, 1026-1029
  - static reports as XML, 1072-1074, 1087-1088
- troubleshooting, 1087-1088
- as web pages, 1071-1074
- formats for, 700-701
- forms versus, 701-702
- graphs, adding, 784-787
- group sections, 702, 746-747
- by alphabetic code characters, 749
  - by date/time, 751
  - by numeric value, 748-749
  - preventing widowed records, 733-734
  - by ranges of values, 750-751
  - sorting, 709, 751-752
  - by using subgroups, 749
- grouped reports, creating with Report Wizard, 704-712
- Layout view, 712
- Report Layout**
  - Tools — Arrange ribbon, 714-715**
  - Report Layout**
  - Tools — Format ribbon, 712-713**
  - Report Layout**
  - Tools — Page Setup ribbon, 714**
- layouts, 702-703
- length, reducing, 764
- linked subreports, 758-760

- new features, 23, 53
    - anchoring controls, 55-56
    - default layouts, 54-55
    - grouping controls, 55
    - Layout view, 53-54
    - margins for controls, 56
    - modal dialogs, 53
    - padding for controls, 56
    - publishing to PDF or XPS, 56
    - tabbed documents, 53
  - opening, 119
    - with macros, 91-93
  - operations actions, 1159
  - Print Preview ribbon, 715-717
  - printing, 733
    - blank pages, eliminating, 741
    - graphs/charts in, 784-787
    - as mailing labels, 734-741
    - margin options, 731-732
    - page headers/footers, 763
    - queries as, 397-398
  - Report Snapshots, 700
  - sections, 702
    - adding, 762
    - deleting, 762-763
    - line spacing, 729-731
    - page breaks, 763
    - printing, 763
  - SQL statements in, 944-945
  - subreports, 702, 753-754
  - tabular reports, creating, 703-704
  - troubleshooting
    - blank pages, 741
    - link expression errors, 766
    - Parameters dialog, 742
    - snapshots, 766
  - unlinked subreports, 761
  - in upsizing process, 953-954
  - variable scope, 1184
  - VBA references to, 1238-1239
  - widowed records, preventing, 733-734
- Reports class, 1212**
- Reports collection, referring to, 1238-1239**
  - Reports group (Create ribbon), 140**
  - Reports List macro, 77**
  - Reports page (Database window), 874**
  - Requery method, 1224**
    - Recordset object, 1324
  - Requested For combo box, creating, 107-109**
  - Required field property, 211**
  - requirements, software**
    - requirements for ADPs, 870**
  - reserved words, 973-978. *See keywords***
    - ANSI SQL, 917, 973-978
    - typographic conventions, 1174
    - Upsizing Wizard and, 955
  - Reset button (VBA editor toolbar), 1201**
  - resizing**
    - columns, 316
    - rows, 315
  - resolution (of monitor), designing forms, 622**
  - resources, RibbonX documentation, 1228-1230**
  - Resources page (Access Options dialog), 157-158**
  - Restore SQL Database command, 904-905**
  - restoring databases, 904-905**
  - result sets**
    - combining with UNION queries, 512-514
    - defined, 917
    - preventing updates to, 391-393
  - Resync method (Recordset object), 1324**
  - Ribbon and Toolbar Options group (Current Database page), 146**
  - ribbon user interface, 20-21, 24-25, 127**
    - context-specific ribbons, 132
    - Table Tools, Datasheet ribbon, 132-135
    - Table Tools, Design ribbon, 135-137
    - contextual ribbons, 28-33
    - Create ribbon, 26, 138
      - command buttons, 138-141
    - customizing, 33-34
    - Database Tools ribbon, 27-28
    - External Data ribbon, 27
    - Home ribbon, 25-26, 127-128
      - command buttons, 128-131
    - Office gallery, 36-40
    - Quick Access Toolbar (QAT), 34-36
    - usability, 171-172
  - ribbons, creating, 1227-1228**
  - RibbonX**
    - documentation and reference material, 1228-1230
    - documents, editing
      - with Visual Studio 2005, 1230-1231
      - with XMLNotepad 2007, 1231-1233
    - macros, converting to VBA callback functions, 1234-1237
    - objects, creating, 1227-1228
    - overview, 1226-1227
  - Rich Text group (Home ribbon), 129-130**
  - Rich Text Memo fields, 48**
  - Right function, 429**
  - right outer joins, 928**
  - roles, 853-854**
  - rollbacks (transactions), 195**
  - RollbackTrans method (Connection object), 1301**
  - RollbackTransComplete event (Connection object), 1303**

rolled-up data, 770-771  
 roundtrips, 194  
**row fields (PivotTables)**, 526  
**row fix-up feature**, 491-492  
**Row Height dialog**, 315  
**rows**  
 defined, 178  
 in joins, minimizing number returned, 455-457  
 resizing, 315  
**RPT2DAP.xlsx style sheet**, 1071  
**RPT2HTML4.xlsx style sheet**, 1071  
 export restrictions, 1073, 1088  
**RSS (Really Simple Syndication)**, 1114-1115  
**RTF**  
 exporting tables to, 367-370  
 for reports, 701  
**RTrim function**, 429  
**Rucker, Erik**, 20  
**Run mode**, 120  
**Run Sub/User Form button (VBA toolbar editor)**, 1201  
**RunApp method**, 1224  
**RunCode method**, 1224  
**RunCommand method**, 1151, 1224, 1226  
**RunMacro method**, 1224  
**running**  
 ASP templates from IIS, 1041  
 HTML Tidy from command prompt, 1023  
**RunSQL method**, 1224  
**runtime applications, error-handling code**, 1198-1199  
**runtime errors**, 1198-1199  
 detecting error type, 1199  
 Err object, 1199  
 Error event, 1200  
 On Error... statement, 1198-1199

**runtime files, creating**, 165  
**runtime versions**, 860

## S

**Sales Pipeline template**, 76  
**sandbox mode**, 412  
**Save a Local Copy dialog**, 1107  
**Save ADE As dialog**, 909  
**Save As command button (Office gallery)**, 36  
**Save command button (Office gallery)**, 36  
**Save Import Steps dialog**, 327  
**Save Import/Export Specification dialog**, 344  
**Save method**  
 DoCmd object, 1224  
 Recordset object, 1324  
**saving**  
 custom templates, 158  
 filters as queries, 312-313  
 as PDF or XPS, 56  
 queries, applying as filters, 313-314  
**SBS (Small Business Server)**, 911  
**scalability of client/server databases**, 823  
**Scale field property**, 211, 876  
**schemas (XML)**  
 defined, 1058  
 for exported tables/queries, 1062-1066  
 importing data with, 1077-1078  
**science of query design**, 408-409  
**scope**  
 arrays, 1187  
 functions, 1178  
 variables, 1184-1185  
**ScreenTips**, 144  
**scripts. *See macros***

**searching**  
 binary tree searches on ordered tables, 317  
 Navigation pane, 47  
 records, 294-296  
 searching help system for other sources, 160-162  
 for phrases, 159-160

**Second function**, 427

**second normal form**, 187-188

**secondary keys**, 318

**sections**

form sections  
 adding, 694-695  
 background bitmap pictures, 602-604  
 background colors, 600-601  
 border color, 604-605  
 border style, 604-605  
 custom colors, 605-606  
 foreground color, 604-605  
 labels, adding, 644-646  
 sizing, 636, 644

report sections, 702  
 adding, 762  
 deleting, 762-763  
 line spacing, 729-731  
 page breaks, 763  
 printing, 763

**secured Access 200x files, upgrading to Access 2007**, 1343

creating shortcut for Access 2007 front end with Access 200x back end, 1344-1345  
 removing username/password requirement, 1346  
 specifying default workgroup file, 1345

**secured Access 9x files, upgrading to Access 200x**, 1341

back-end database file upgrades, 1342-1343  
 in mixed environment, 1341-1342

- security, 118**  
 ADPs, saving as .ade files, 909  
 back-end components, 952  
 client/server applications  
   password-protecting  
     front ends, 860-863  
     trusted connections, 831  
 new features, 21, 40-41  
   enabling unsafe macros, 42  
   package signing, 41-42  
   trusted locations, specifying, 41  
 password-protecting front-end components, 860-862  
   creating .accde files, 863-864  
   VBA code, 862-863  
 permissions for back-end components, 816-822  
 secured Access 200x files, upgrading to Access 2007, 1343-1346  
 secured Access 9x files, upgrading to Access 200x, 1341-1343  
 self-signed certificates, creating, 166-169  
 SQL Server user accounts and logins, 852-860  
 trusted location, default folder as, 78-81  
 unsecured Access 200x files, upgrading to Access 2007, 1343  
 unsecured Access 9x files, upgrading to Access 200x, 1335-1341, 1352  
 for upsized projects, 997-999  
 user-level security, 59, 1335  
 VBA, 1174
- security groups (WSS 3.0), 1101-1102**  
 assigning permissions to groups, 1102-1103  
 editing user information, 1103-1105
- Seek method (Recordset object), 1325, 1327**
- Select Case...End Select structure, 1193-1195**
- Select Data Source dialog, 351**
- SELECT keyword (SQL), 382**  
   elements of, 917
- Select Names to Add dialog (Outlook), 1136**
- select queries, 401**  
   changing to action queries, 550  
   converting to make-table queries, 553-555  
   creating, 379-385  
   designing for make-table queries, 551-553  
   opening, 119  
   upsizing, 955  
   writing, 917-918
- SELECT statement, based on combo box values, 1258-1261**
- Select Unique Record Identifier dialog, 352**
- selecting**  
   all combo box items, 1266-1269  
   blocks of cells, 271  
   client/server migration strategy, 825-826  
   data sources for summary queries, 770-771  
   fields for queries, 386-389, 494  
   form controls, 636-637, 639-640  
   Format property, 218  
     conditional formatting, 222-223  
     custom formats, 220-222  
     Null values, 220  
     standard formats, 218-219  
   list box items, 1265-1266  
     troubleshooting, 1276-1277  
   object classification method (Navigation Pane), 85-86
- primary keys, 190-192  
 records in tables, 274  
 subtypes for Field Size property, 215-217  
 text, keyboard operations for, 270-271
- selection filters, 297-300**
- SelectObject method (DoCmd object), 1223-1224**
- self-joins, 452, 928**  
   creating, 486-487
- self-signed certificates, 42**  
   creating, 166-169
- Send dialog, 262**
- SendKeys method, 1225**
- SendObject method, 1225**  
   creating e-mail messages, 96-100
- separators. *See also* delimiters**
- serial numbers, as primary keys, 190**
- server roles, 853-854**
- server roundtrips, 194**
- server share connections, naming conventions for, 815**
- server-side filters, 884**
- servers. *See also* Web servers**  
   exported XML file sets, deploying, 1071  
   transferring ADPs to, 906-907
- SET command (SQL), 935**
- Set statement, creating named variables, 1188**
- SetValue method, 1224**
- SetWarnings method, 1225**
- SGML (Standard Generalized Markup Language), 1057**
- ShallAllRecords method, 1224**
- shapes in reports, 764**
- share permissions for back-end components, 816-822**

- shared file systems, future of, 865-866
- shared-file database managers, 179
- SharePoint 2007. *See also* WSS 3.0
  - creating databases from, 1106
  - exporting tables to, 1105, 1110
  - changes to source tables, 1121-1123
  - checking in/out databases from Document Libraries, 1123-1125
  - customizing list views, 1112-1117
  - from Northwind sample database, 1117-1121
  - replacing lookup fields, 1125-1129
  - SharePoint data types, 1110-1111
  - SharePoint-specific commands/buttons, 1129-1130
  - exporting tables/queries to, 1138-1140
  - troubleshooting, 1142
  - linking tables to, 1141-1142
  - linking to tables, 1140-1141
  - lists, exporting/importing/linking, 1106
  - new features, 23, 57-58
  - publishing databases to, 1105-1110, 1131-1134
  - customizing SharePoint lists, 1134-1135
  - synchronizing SharePoint lists, 1135-1137
- SharePoint List group (Table Tools, Datasheet ribbon), 135
- sharing applications. *See* mult-user Access applications
- Shift+Enter key combination, 143
- Shift+F2 key combination, 142
- Shift+F3 key combination, 1202
- Shift+F4 key combination, 142
- Shift+F8 key combination, 143
- Shift+F12 key combination, 142
- Shift+Tab key combination, 1202
- shortcut keys.** *See also* keyboard operations
  - KeyTips, 25
  - VBA code shortcuts, 1202
- shortcuts, creating for Access 2007 front end with Access 200x back end, 1344-1345
- Show Fields dialog, 334
- Show Table dialog, 238, 386
- Show/Hide group (Table Tools, Design ribbon), 137
- showing.** *See* viewing
- SIC (Standard Industrial Classification), as primary keys, 191
- signing**
  - applications, 1174
  - packages, 41-42, 169
- Simple Query Wizard, 378-379
  - select queries, creating, 379-385
- Single data type, 1180-1181
- single fields, sorting on, 292
- single quotes (''), 1258
  - SQL punctuation, 919
- Single subtype, 216
- single-column inner equijoins, creating, 452-455
- single-column reports, 702
- single-line text boxes, 647
- Site Collection Administrators (WSS 3.0), 1101
- Site Members (WSS 3.0), 1101
- Site Owners (WSS 3.0), 1101
- Site Visitors (WSS 3.0), 1101
- sites (WSS 3.0)
  - adding subsites, 1094-1097
  - configuring subsites, 1097-1101
  - security groups, 1101-1102
    - assigning permissions to groups, 1102-1103
    - editing user information, 1103-1105
    - types of, 1093
- Size property (Parameter object),** 1307
- sizing**
  - form controls, 638
  - form sections, 636, 644
- Small Business Server (SBS), 911
- smart tags, 971
  - error checking options, 651-652
  - Property Options smart tag, 250-251
  - Web-based smart tags, 251-253
- Smart Tags field property, 212**
- Snap to Grid command, 638-639**
- snapshot backups, 902, 904
- Snapshot Viewer, 59, 700, 767
  - obtaining, 765
- Snapshots cursor type, 392**
- Social Security Numbers (SSNs), as primary keys, 191
- Software Assurance and Licensing terms, 1209
- software requirements for ADPs, 870
- Sort & Filter group (Home ribbon), 130
- sort order of joins, specifying, 455-457
- Sort property (Recordset object),** 1316

**sorting**

- Datasheet view, 49
- Navigation pane, 47
- ordering versus, 317
- records, 290
  - advanced sort orders, 307-312
  - freezing fields, 291
  - on multiple fields, 292-293
  - removing sort order, 293
  - on single field, 292
- report data, 746-747
  - by alphabetic code characters, 749
  - by date/time, 751
  - by expressions, 751-752
  - by numeric value, 748-749
  - by ranges of values, 750-751
  - by using subgroups, 749

***Sorting and Searching, Volume 3 (Knuth), 316-318*****source code (HTML), fixing with HTML Tidy, 1020-1024****Source property**

- Error object, 1299
- Recordset object, 1316

**sp (stored procedures) prefix, 894****Space function, 429****space-delimited files, 337****spacing. *See* line spacing****Spelling: Language dialog, 131****splat (\*). *See* asterisk (\*)****split forms, 89**

- creating, 614-615

**Split function, 429****Spolsky, Joel, 1006****spreadsheet files**

- databases versus, 176
- importing, 96, 321-329
- linking, 321
  - to tables, 329-330

**SQL (Structured Query****Language)**

- Access SQL, 378
  - reserved words, 973-978
  - T-SQL versus, 914-915
- action queries, writing, 935-936, 938
  - aggregate functions, 495-496
  - usage, 924-926
- ANSI SQL
  - conforming computed columns, 959-963
  - reserved words, 973-978
- clauses, 916
- commands
  - categories for, 915-916
  - defined, 916
- data type conversions functions, 916
- DISTINCTROW keyword, 385
- field lists, 382
- in forms/reports, 944-945
- FROM clause, 382
- functions, upsizing VBA functions to, 979-980
  - group aggregate functions, 916
- GROUPBY clause, 385
- HAVING clause, 442
- history of databases, 178
- importance of learning, 945-946
- IN predicate, 940, 942
- INTO clause, 403
- joins, creating, 928-930
- keywords, categories for, 916-917
- operators, 916
- ORDERBY clause, 391
- predicates, 916
- punctuation/symbols, list of, 918-919
- qualifiers, 916
- queries, troubleshooting query execution, 945
- SELECT command, 382
  - elements of, 917
  - writing, 917-918
- standards, 178, 914

**statements**

- SQL views, 886
- upsizing, 970-973
- stored procedures, 893
  - append procedures, 896-899
  - crosstab queries, emulating, 986-994
  - delete procedures, 900-901
  - make-table procedures, 894-896
  - transactions in, 938-940
  - update procedures, 894-896
  - writing, 935-936, 938
- subqueries, 933-935
- T-SQL (Transact-SQL), 378
  - tables, updating, 576-577
  - transactions and, 576
  - translating to QBE (query-by-example), 919
    - creating Access query definitions, 920-921
    - creating SQL Server views, 921-924
  - TVFs (table-valued functions), 926-927
  - UNION queries, creating, 930-933
  - utility functions, 916
  - WHERE clause, 391, 462
- SQL button (view designer toolbar), 885
- SQL Queries for Mere Mortals (Viescas), 199***
- SQL Server.** *See also ADPs*
  - Access versus, 910-911
  - backing up databases, 902-905
  - Books Online documentation, 827
  - data sources, designing forms/reports, 908
  - data types, 978-979
  - database diagrams, 901-902
  - databases, 180
    - backups, 902-903
    - migrating Access databases to, 203

remote databases, connecting to, 907-909  
 editions, 870-871  
 extended properties, 869  
 functions  
   in-line functions, 890-893  
   user-defined, 868  
 installation, 911  
 instances, 813  
 licensing, 870-871  
 management tools, 910-911  
 migrating with Upsizing Wizard, 826-839  
 moving database files  
   between servers, 840  
 naming conventions, 894  
 pass-through queries, 849-852  
 referential integrity, enforcing, 827, 833  
 stored procedures, 893  
   append stored procedures, 896-899  
   delete stored procedures, 900-901  
   make-table stored procedures, 894-896  
   update stored procedures, 894-896, 899-900  
 tables  
   appending records, 896-899  
   check constraints, 882  
   creating, 894-896  
   Database window, 873  
   deleting records, 900-901  
   Properties dialog, 877-883  
 upsized databases, moving, 839-840  
   changing link connection string, 840-842  
 upsizing queries to, 443-444  
 user accounts and logins, 852-853  
   creating with SQL Server Management Studio, 854-857  
   execute rights for stored procedures, 857-859

server and database roles, 853-854  
 verifying protection, 859-860  
 views, 884-890  
   adding tables, 886-890  
   creating from SQL statements, 921-924  
   duplicating queries, 1272-1273  
   replacing queries with, 1272-1273  
   server-side filters, 884  
   setting JOIN properties, 886-890  
   SQL statements for, 886  
   view designer, 884-890

**SQL Server 2005 Embedded Edition (SSEE), SQL Server 2005 Express Edition (SSX) versus, 1093**

**SQL Server 2005 Express (SSX), 59, 203**  
 benefits/limitations of, 824-825  
 database compatibility levels, changing, 1350-1351  
 database owner, changing, 1350-1351  
 enabling connections through Windows Firewall, 67-68  
 features of, 871  
 installing, 60-65  
 instance names, 828  
 licensing, 871  
 performance, troubleshooting, 864-865  
 practical uses for, 866  
 remote user accessibility, 65-67

**SQL Server 2005 Embedded Edition (SSEE) versus, 1093**

upgrading to, 1346-1347  
   attaching MSDE databases, 1347-1350  
   removing MSDE, 1347

**SQL Server Compact Edition (SQLce), 870**

**SQL Server Express database, creating Recordset objects from, 1286-1287**

**SQL Server Management Studio (SSMS), creating logins with, 854-857**

**SQL Server Management Studio Express (SSMSX) Service Pack (SP) 2, 825**

**SQL State property (Error object), 1299**

**SQL Statement Tools (Design ribbon), 33**

**SQL statements**

asterisk (\*) in, 181  
 creating for queries from combo boxes, 1258-1261  
 for views, 886  
 upsizing, 970-973

**SQL-200n specification, 178**

**SQL-92 standard, 178, 914**  
 DDL statements, creating tables with, 942-944

**SQL-99 specification, 178, 914**

**SQL:2003 standard, 914**  
**SQLce (SQLServer Compact Edition), 870**

**square brackets ([ ]), 385**  
 in identifiers, 420  
 query names, 459  
 SQL punctuation, 918

**SSEE (SQLServer 2005 Embedded Edition), SSX (SQL Server 2005 Express Edition) versus, 1093**

**SSMS (SQL Server Management Studio), creating logins with, 854-857**

**SSMSX (SQL Server Management Studio Express) SP (Service Pack) 2, 825**

**SSNs (Social Security Numbers), as primary keys, 191**

- SSX (SQL Server 2005 Express),** 59, 203  
 benefits/limitations of, 824-825  
 database compatibility levels, changing, 1350-1351  
 database owner, changing, 1350-1351  
 enabling connections through Windows Firewall, 67-68  
 features of, 871  
 installing, 60-65  
 instance names, 828  
 licensing, 871  
 performance, troubleshooting, 864-865  
 practical uses for, 866  
 remote user accessibility, 65-67  
**SSEE (SQL Server 2005 Embedded Edition) versus, 1093**  
 upgrading to, 1346-1347  
     attaching MSDE databases, 1347-1350  
     removing MSDE, 1347
- Stacked Area charts,** 546, 782
- Stacked Column charts,** 545, 780, 782, 784, 795-797
- standard formats for Number, Date/Time, Yes/No data types,** 218-219
- Standard Generalized Markup Language (SGML),** 1057
- Standard Industrial Classification (SIC), as primary keys,** 191
- standard modules.** *See Access modules*
- standards**  
     HTML 4.01, 1006  
     SQL, 178, 914
- star (\*).** *See asterisk (\*)*
- starting Object Browser,** 1220
- Startup mode,** 119-120
- State property**  
     Command object, 1305  
     Connection object, 1294, 1297  
     Recordset object, 1316
- statement autocompletion,** 1206
- statements (SQL).** *See SQL statements*
- static reports, exporting as XML,** 1072-1074, 1087-1088
- Static reserved word,** 1185-1186
- static tables, emulating crosstab queries,** 981-986
- static variables,** 1185-1186
- static Web reports,** 701
- static-value combo boxes, creating,** 668-671
- Status property**  
     Field object, 1320  
     Recordset object, 1316, 1318-1319
- StayInSync property (Recordset object),** 1316
- StopAllMacros method,** 1224
- StopMacro method,** 1224
- Stored Procedure Tools, Design ribbon,** 32
- stored procedures,** 893  
     in ADP Navigation Pane, 873  
     append procedures, 896-899  
     crosstab queries, emulating, 986-994  
     delete procedures, 900-901  
     execute rights, 857-859  
     make-table procedures, 894-896  
     parameterized Command object, 1310-1313  
     transactions in, 938-940  
     update procedures, 894-896, 899-900  
     updating tables, 577
- in upsized projects, troubleshooting, 999  
 writing, 935-936  
     parameters, 936, 938
- Str function,** 429
- StrComp function,** 430
- strFormName argument (OpenForm method),** 1225
- String data type,** 1181
- String function,** 430
- string identifiers (delimiters),** 919  
     defined, 337  
     text identifiers versus, 337
- string literals.** *See text literals*
- string operators,** 276
- strings**  
     concatenation operators, 417  
     text-manipulation functions, 428-432
- StrReverse function,** 430
- structured information,** 1144
- Structured Query Language.** *See SQL*
- structures,** 1192-1195. *See also user-defined data types*  
     Do Until...Loop, 1196-1197  
     Do While...Loop, 1196-1197  
     For...Next, 1195-1196  
     If...Then...End If, 1192-1193  
     Select Case...End Select, 1193-1195  
     While...Wend, 1197  
     With...End With, 1188-1189
- Students template,** 76
- style sheets (XML).** *See also CSS; XSL*  
     defined, 1060  
     for exported tables/queries, 1066-1067

**STYLE tag (HTML),** **1067-1069**

**Sub reserved word,** **1177**

**Subdatasheet Expanded table property,** **209**

**Subdatasheet Height table property,** **209**

**Subdatasheet Name table property,** **208**

**subdatasheets,** **478-479, 519**  
    browse-mode editing, **883**  
    query subdatasheets, adding, **481-483**  
    table properties, **208-209**  
    table subdatasheets, adding, **479-481**

**Subform Field Linker dialog,** **802**

**Subform Wizard,** **686-691, 798**

**subforms,** **582**  
    adding to tab control pages, **682-683, 686-691**  
    controls, VBA references to, **1241**  
    PivotChart subforms, **798-801**  
        cloning linked forms/subforms, **801-803**  
        editing design, **803-804**  
        linking, **801**  
        using forms as, **798-799**  
    properties, **611-614**  
    troubleshooting, **620-621**

**subgroups, grouping reports with,** **749**

**subprocedures,** **118.** *See also event handling*  
    arguments, **1190-1191**  
    calling in class modules, **1247**  
    custom subprocedures, **1178**  
    executing, **1172, 1177**  
    functions as, **1221-1223**  
    functions versus, **1177-1178**

**subqueries,** **382, 514-516, 933-935**

**subreports,** **702, 746**  
    linking to bound reports, **758-760**  
    reports as, **753-754**  
    unlinked subreports, **761**

**subroutines.** *See subprocedures*

**subsites (WSS 3.0)**  
    adding, **1094-1097**  
    configuring, **1097-1101**

**subtraction operator,** **415**

**subtypes, selecting for Field Size property,** **215-217**

**summary calculations,** **495**  
    on all table records, **496-497**  
    on selected table records, **497-500**  
    with SQL aggregate functions, **495-496**

**summary queries,** **383-385, 519**  
    choosing data sources for, **770-771**  
    converting parameter queries to, **500-501**  
    creating for Chart Wizard, **771-773**  
    data sources, selecting, **770-771**  
    troubleshooting, **406**

**Supports method (Recordset object),** **1322, 1325-1326**

**surrogate keys,** **182**

**switchboard class modules**  
    creating, **1213-1215**  
    debugging, **1217-1219**  
    testing, **1215-1219**

**Switchboard Manager,** **163, 1164-1168**

**switchboards,** **1164**

**Sybase, linking/exporting tables,** **827-828**

**symbolic constants,** **1189.** *See also named constants*  
    data types, specifying, **1189**  
    declaring, **1189**  
    intrinsic, **1190**  
    system-defined, **1189**

**symbols (SQL), list of,** **918-919**

**synchronizing SharePoint lists,** **1135-1137**

**System Info (.nfo) files, creating,** **158**

**System Information window,** **158**

**system-defined constants,** **1189**

---

**T**

**T-SQL (Transact-SQL),** **378**  
    Access SQL versus, **914-915**  
    crosstab queries, emulating, **980-994**  
    functions, **412**  
        converting VBA functions to, **428-433**  
        ranking functions, **850**  
        upsizing VBA functions to, **979-980**  
    query syntax, **1273-1276**  
    reserved words, **973-975**  
    views, creating, **197-198**

**tab controls,** **678**  
    adding to forms, **678-679**  
    pages  
        adding, **679**  
        changing order of, **679-680**  
        controls, adding, **682-683**  
        deleting, **680**  
        setting properties, **681-683**  
        subforms, adding, **686-691**  
        properties, **681-683**

**TAB files,** **337**

**Tab key in VBA code,** **1202**

**tab order, removing form controls from,** **619**

**Tab Order dialog,** **590**

**tab-delimited text files,** **337**

**tabbed document form view, changing to modal pop-up window,** **593-594**

- tabbed documents**, 21, 53  
  changing Overlapping Windows to, 82-84
- Table Analyzer Wizard**, 255-259
- Table Datasheet view**, 123-124, 127  
  components of, 124-127  
  Create ribbon, 138-141  
  Home ribbon command buttons, 128-131
- Table Design group (Object Designers page)**, 148
- Table Design view (project designer)**, 875-877
- table headers/captions**, adding to exported tables/queries, 1069-1070
- table joining and data extraction (function of Access)**, 116
- table properties in project designer**, 876-877
- Table Properties dialog**, 206.  
*See also* Properties dialog (project designer)
- Table Selection dialog**, 256
- Table Tools (Datasheet ribbon)**, 28, 132-133  
  command buttons, 133-135
- Table Tools (Design ribbon)**, 29, 135-136  
  command buttons, 137
- Table Wizard**, 234
- table-level validation rules**, 278-279  
  testing, 283-285
- table-valued functions (TVFs)**, 926-927
- TableDef object**, corresponding database object type, 1182
- tables**, 72  
  adding, 230-233  
  to views, 886-890  
  in ADP Navigation Pane, 873
- backups, importance of, 550  
browse-mode editing, 575-576  
cascading updates/deletions, 241  
copying/pasting, 254-255  
creating  
  from copied blocks of cells, 272  
  in Datasheet view, 234-235  
  with DDL statements, 942-944  
  by importing Excel worksheets, 96, 321-329  
  with make-table queries, 894-896, 551-557  
  from templates, 233-234
- data entry. *See* data entry
- data validation, 194
- Datasheet view. *See*  
  Datasheet view  
defined, 178  
deleting, 255, 944  
designing, 226-227  
  assigning field names, 228-229  
  assigning field properties, 229-230  
  importance of customer input, 263  
  information to include, 227-228  
display of, 123, 127. *See also* queries; views
- dynamic tables, displaying with ASP, 1037-1043
- editing, 244-245  
  changing field data types, 246-247  
  with InfoPath forms, 1084-1087  
  rearranging fields, 245-246
- entity integrity, 193
- exporting, 367-371  
  to HTML, 1024-1026  
  Oracle tables, 828  
  to RDBMSs, 827-828, 846-849
- to WSS lists, 1138, 1140  
as XML, 1060-1067, 1079
- exporting to SharePoint 2007, 1105, 1110, 1138-1140  
changes to source tables, 1121-1123  
checking in/out databases from Document Libraries, 1123-1125  
customizing list views, 1112-1117  
from Northwind sample database, 1117-1121  
replacing lookup fields, 1125-1129
- SharePoint data types, 1110-1111
- SharePoint-specific commands/buttons, 1129-1130
- troubleshooting, 1142
- fields  
  freezing, 291  
  hiding, 314  
  replacing values, 296-297  
  sorting on, 292-293  
  unfreezing, 293  
  viewing hidden, 314
- flat tables, 185
- form-based updating, 576
- HTML tables  
  exporting reports to, 1026-1029  
  fixing source with HTML Tidy, 1020-1024
- formatting, 1067-1070
- headers, adding, 1069-1070
- importing, 1006-1016, 1050
- linking to, 1017
- structure of, 1007-1008
- STYLE tag, applying, 1067-1069
- XSLT-generated, 1067
- importing  
  with Outlook 2007, 331-335  
text files, 337-345

- XML data, 1074-1078, 1080-1081
- indexes, creating, 242-244
- indirect relationships, creating queries from, 459-463
- ISAM tables, importing/linking, 348-350
- joins. *See* joins
- linking. *See also* multiuser applications
- with Database Splitter, 813-816
  - defined, 183
  - Oracle tables, 828
  - to Outlook 2007 files, 335-337
  - to SharePoint lists, 1141-1142
  - spreadsheet files to, 329-330
  - troubleshooting, 518
  - upsizing applications
    - with linked tables, 837
  - WSS lists to, 1140-1141
- lookup fields, 407, 466-467
- adding, 109-111
  - adding fixed-value
    - lookup lists, 472-474
  - adding foreign keys with Lookup Wizard, 467-471
  - creating multivalued lookup fields, 474-478
- lookup tables, creating with Table Analyzer Wizard, 255-259
- modifying
- in other databases, 940, 942
  - for upsizing, 829-830
- naming conventions, 94, 264
- normalization
- defined, 185
  - first normal form, 185-187
  - second normal form, 187-188
  - third normal form, 188-189
- fourth normal form, 189-190
- fifth normal form, 190
- opening, 118
- PivotTables. *See* PivotTables
- preparing to add, 225-226
- primary keys. *See* primary keys
- properties
- list of, 206-208
  - modifying for upsizing operations, 829-830
  - SQL Server tables, 877-879
  - for subdatasheets, 208-209
- records. *See* records
- referential integrity, 192-193
- related tables
- exporting as XML, 1079
  - importing from XML, 1080-1081
- relationships
- diagramming, 901
  - editing, 247-248
  - establishing, 237-241
  - SQL Server tables, 879-880
  - troubleshooting, 575
- relinking, 358-359
- in sample database. *See* Northwind sample database
- SQL Server tables
- appending records, 896-899
  - check constraints, 882
  - creating, 894-896
  - Database window, 873
  - deleting records, 900-901
  - primary keys, 880-881
  - project designer. *See* project designer
  - Properties dialog, 877-883
  - relationships, 879-880
- structure of relational databases, 181
- subdatasheets, adding, 479-481
- summary calculations, 495
- on all table records, 496-497
  - on selected table records, 497-500
  - with SQL aggregate functions, 495-496
- test tables, creating for testing cascading deletes/updates, 572-573
- updatable tables, 273
- updating
- with queries, 489-494
  - with SQL statements, 576-577
  - with stored procedures, 577
- Visual FoxPro tables, linking with ODBC, 350-354
- Tables group (Create ribbon), 138-139**
- Tables page**
- Database window, 873
  - Properties dialog (project designer), 877-879
- tabular reports, 702**
- creating, 703-704
- tags (HTML). *See* markup tags (HTML)**
- Tasks sample application, 101**
- Approved By and Assigned To combo boxes, adding, 111-112
  - Approved By and Assigned To lookup fields, adding, 109-111
  - importing objects, 102-104
  - relationships in, 112
  - renaming fields, 104-107
  - Requested For combo box, creating, 107-109
- Tasks template, 76**
- tb (tables) prefix, 894**
- Team sites (WSS), 1093**
- template-based applications**
- importing objects to, 102-104
  - renaming fields, 104-107

- templates**
- ASP
    - creating, 1038-1041
    - running from IIS, 1041
  - creating tables from, 233-234
  - custom templates, creating, 158
  - downloading, 73-74, 78, 81
  - embedded macros in, 77
  - HTML, 1029-1031
  - list of, 75-78
  - from Microsoft Office Online, 81-82
    - creating databases from, 1131-1137
  - new features, 22, 52-53
  - viewing current list of, 81
- TempVars collection**, 426
- tentative append record**, 88, 273
- test tables**, creating for testing cascading deletes/updates, 572-573
- testing**
- aggregate queries, 519
  - ApplyFilter macro, 1161, 1163-1164
  - cascading deletes, 573
  - cascading updates, 574
  - class modules, 1215-1219
  - CustomersCSS.asp page, 1051
  - data validation, 283-285
  - forms converted to ADP (Access data projects), 1270-1272
  - option groups, 657
  - package files, 169
  - upsized projects, 964
- text**
- copying/pasting, keyboard operations for, 271-272
  - editing, keyboard operations for, 270
  - extended characters in searches, 295
  - formatting
    - labels, 646-647
    - text boxes, 646-647
  - pasting, troubleshooting, 285
  - selecting, keyboard operations for, 270-271
- Text Align field property**, 212
- text boxes**
- adding
    - to forms, 648-649
    - to tab control pages, 682-683
  - creating
    - bound text boxes, 648-649
    - calculated text boxes, 649-650
  - formatting text, 646-647
  - function key assignments, 142-143
  - keyboard operations for, 272-273
  - types of, 647-648
- text comparison with VBA**, 1208
- text controls (forms)**, editing, 606-607
- Text data type**, 213
- converting to/from Date/Time or Number data type, 247
  - fixed-width Text fields, 217
  - input masks, 223-225
- Text Export Wizard**, 370
- text fields**
- changing data types, 247
  - newline pairs in, 371
- text files**
- exporting tables as, 370-371
  - fixed-width text files, troubleshooting importing, 372
  - importing, 337-338
    - Import Text Wizard, 338-345
- Text Filters option**, 300
- Text Format field property**, 212
- text identifiers, delimiters versus**, 337
- text literals**, 419-420
- text-manipulation functions**, 421, 428-432
- converting to T-SQL text-manipulation functions, 430
- thawing**. *See unfreezing*
- Thelen, Ed**, 286
- theta joins**
- creating, 487-488
  - defined, 452
- third normal form**, 188-189
- three-part names**, 941
- Tidy**. *See HTML Tidy*
- Time function**, 427. *See date/time functions*
- time-series graphs**, 770
- adding to reports, 784-787
  - changing graph type, 780, 782, 784
  - creating with Chart Wizard, 773-778
  - modifying design, 778-780
  - query data source, creating, 770-773
- TimeSerial function**, 427
- timestamp fields**, 885
- TimeValue function**, 427
- timing events**, 1152-1153
- tmp (temporary tables)**
- prefix, 894
- toggling**
- defined, 269
  - form controls, 637
- toolbars**. *See also ribbon user interface*
- rafted toolbars, 171
  - VBA editor toolbar, 1200-1202
- Toolbox button (VBA editor toolbar)**, 1201
- Tools group (Table Tools, Design ribbon)**, 137
- TOP modifier (SQL)**, 917
- TOP operators in views**, 886

- totals, adding grand totals to PivotTables**, 528-530
- totals fields (PivotTables)**, 526
- Totals row (Datasheet view)**, 96
- TP (transaction processing)**, 194
- TPL (Transaction Processing Language)**, 915
- Transact-SQL**. *See T-SQL*
- transaction isolation levels (Connection object)**, 1295-1296
- transaction processing (TP)**, 194
- Transaction Processing Language (TPL)**, 915
- transaction-processing forms**, 583
  - appending records with, 616-619
  - creating, 583
    - from related tables, 583-584
    - viewing in Layout view, 584-585
    - navigation in, 615-616
- transactions**
  - action queries and, 562
  - defined, 194-195
  - SQL statements and, 576
  - in stored procedures, 938-940
- Transfer Database command**, 840, 1225-1226
- transferring ADPs to server**, 906-907
- TransferSpreadsheet method**, 1225-1226
- TransferSQLDatabase method**, 1225-1226
- TransferText method**, 1225
- translating SQL to QBE**, 919
  - Access query definitions, creating, 920-921
  - SQL Server views, creating, 921-924
- trends, data visualization**, 547-548
- trigonometric functions**, 421
- Trim function**, 430
- troubleshooting**
  - ADO object names, 1331
  - aggregate functions, 447
  - append queries, 574
  - automatically generated indexes, 263
  - AutoNumber fields, 263
  - charts, reversing x-axis and legend labels, 807
  - collections, missing objects, 1247
  - compacting databases, 170
  - connection errors, 909
  - controls, copying, 695
  - converting databases, 170
  - data validation, 285
  - database conversion compile errors, 170
  - decision-support applications, 1168, 1276-1277
  - exporting reports, 1087-1088
  - exporting tables to SharePoint lists, 1142
  - filtering records, 316
  - forms, 620-621, 1168
    - list boxes and combo boxes, 1276-1277
- HTML Tidy-generated CSS code**, 1050-1051
- importing HTML tables**
  - fixing source with HTML Tidy, 1020-1024
  - from web pages, 1050
- importing legacy databases**, 371-372
- Internet Explorer 7 (IE 7)**, 1088
- invalid database locked messages**, 170
- libraries**, missing, 1352
- macros**, 1168
- MSDE performance**, 864-865
- PivotChart/PivotTable Active X control connections**, 807
- PivotCharts**, 807
- PivotTables**, 546, 807
- projects, missing**, 1352
- queries**, 406-407
  - Enter Parameter Value dialog**, 518
  - with linked tables**, 518
- query expressions**, 447
- referential integrity**, 575
- remote SQL Server database connections**, 909
- reports**
  - blank pages**, 741
  - link expression errors**, 766
  - Parameters dialog**, 742
  - snapshots**, 766
- SSX (SQL Server 2005 Express) performance**, 864-865
- stored procedures in upsized projects**, 999
- subforms**, 620-621
- testing CustomersCSS.aspx page**, 1051
- upgrading Access 9x files to Access 200x**, 1352
- upsizing operations**, 864-865
- WSS export operations**, 1142
- True constant**, 1189
- Trust Center pages (Access Options dialog)**, 155-157
- trusted connections**, 831
- trusted locations**, 21, 1174
  - default folder as**, 78-81
  - designating folders as**, 412
  - specifying**, 41
- Trusted Locations subpage (Trust Center pages)**, 155-156
- Trusted Publishers subpage (Trust Center pages)**, 155
- Tufte, Edward R.**, 548
- tuples**, 178
- turning off data-type checking**, 424
- TVFs (table-valued functions)**, 926-927

two-digit years, converting to four-digit years, 447

**TXT files**, 337

for reports, 701

**type libraries, references**, 1178

**Type property**

Field object, 1320

Parameter object, 1307-1309

**type-declaration characters**, 1180-1181

## U

**UCase function**, 430

**UDFs (user-defined functions)**, 412, 868

**unary minus sign (-)**, 414

**unbound controls**, 631. *See also* calculated controls

**unbound object frames**, 764

**unbound reports**, 703

unlinked subreports, 761

**unbound static controls**, 582

**unbound text boxes**, 648

**UNC (Uniform Naming Convention)**, 815

**UnderlyingValue property (Field object)**, 1320

**underscore (\_), wildcard character**, 919

**Undo button (VBA editor toolbar)**, 1201

**Undo event**, 1154

unfreezing fields, 293

**Unhide Columns dialog**, 314, 1123

**Unicode Compression field property**, 212

**Uniform Naming Convention (UNC)**, 815

**Uniform Product Code (UPC)**, as primary keys, 191

**union queries**, 401, 512-514, 569-572

creating, 930-933

custom rows, adding to combo/list boxes, 1267

selecting all combo box items, 1267

**Unique Records property (SQL)**, 489

**Unique Values property (queries)**, 489

**Universally Unique Identifiers (UUIDs)**. *See GUIDs*

**unlinked graphs**, 770

adding to reports, 784-787

changing graph type, 780, 782, 784

creating with Chart Wizard, 773-778

defined, 773

modifying design, 778-780

query data source, creating, 770-773

**unlinked subreports**, 761

**unsafe expressions**, 412

**unsafe macros**, enabling, 42

**unsecured Access 200x files, upgrading to Access 2007**, 1343

**unsecured Access 9x files, upgrading to Access 200x**, 1335

after opening, 1338-1339

fixing missing VBA references, 1339-1341

troubleshooting, 1352

upon initial opening, 1336-1338

**unsupported features from previous Access versions**, 59

**UPC (Uniform Product Code)**, as primary keys, 191

**updatable Recordsets**, 390, 392

**updatable tables**, 273

**Update method (Recordset object)**, 1325

**update queries**, 401, 563. *See also* action queries; cascading updates

composite primary keys, adding to tables, 564-565

defined, 550

fields, adding to tables, 563-564

foreign keys, adding to tables, 565-567

joining tables, 567-569

parameter values, 936, 938

syntax, 935

UNION queries with, 569-572

**update stored procedures, creating**, 894-896, 899-900

**UpdateBatch method (Recordset object)**, 1325

**updating**

downloading template files, 81

query result sets, preventing, 391-393

records, 899-900

cascading updates, 241

tables with queries, 489-494

**upgrades**. *See also* migrating Access version differences, 1334

advantages of, 1334-1335

DAO versus ADO, 1353

difficulty of, 1352-1353

HTML to HTML 4.01 and CSS, 1031-1036, 1050-1051

Jet databases to Access databases, 202

MSDE to SQL Server 2005

Express (SSX), 1346-1347

attaching MSDE databases, 1347-1350

removing MSDE, 1347

secured Access 200x files to Access 2007, 1343

creating shortcut for Access 2007 front end with Access 200x back end, 1344-1345

removing username/password requirement, 1346  
 specifying default workgroup file, 1345  
 secured Access 9x files to Access 200x, 1341  
   back-end database file upgrades, 1342-1343  
   in mixed environment, 1341-1342  
 unsecured Access 200x files to Access 2007, 1343  
 unsecured Access 9x files to Access 200x, 1335  
   after opening, 1338-1339  
   fixing missing VBA references, 1339-1341  
   troubleshooting, 1352  
   upon initial opening, 1336-1338  
 VBA code, optimizing, 1352-1353  
**upsized databases, moving, 839-840**  
   changing link connection string, 840-842  
**upsizing. *See also* Upsizing Wizard**  
   to ADP, 948  
   conforming columns to ANSI SQL, 959-963  
   correcting errors, 957-959  
   crossfooting crosstab queries, 994-997  
   crosstab queries, emulating, 980-994  
   data types, 978-979  
   filter references, 968-970  
   object values, 964-968  
   planned migrations, 949  
   second passes, 956-957  
   security, 997-999  
   SQL reserved words, 973-978  
   SQL statements, 970-973  
   strategic migrations, 1000-1001  
   testing projects, 964

trial and error, 949-955  
 troubleshooting, 999  
 Upsizing Wizard, 948  
 VBA functions, converting, 979-980  
 front end with linked tables, 837  
 queries to SQL Server, 443-444  
 single-file applications to SQL Server, 828-829  
   table properties, modifying, 829-830  
 Upsizing Wizard, 830-834  
   verifying process, 834-837  
 troubleshooting operations, 864-865  
 VBA functions to SQL Server, 979-980  
**Upsizing Wizard, 163, 826-834. *See also* upsizing**  
   for linked table applications, 837  
   manually linking client/server tables, 843-849  
   ODBC table connection string, 837-839  
   preparation for upsizing, 829-830  
   single-file Jet applications, 830-834  
   table properties, modifying, 829-830  
   verifying upsizing process, 834-837  
**usability of ribbon user interface, 171-172**  
**user accounts**  
   adding to SQL Server, 852-853  
   execute rights for stored procedures, 857-859  
   server and database roles, 853-854  
   with SQL Server Management Studio, 854-857  
   verifying protection, 859-860

WSS 3.0  
   assigning to groups, 1102-1103  
   editing user information, 1103-1105

**user interface. *See also* ribbon user interface**

function keys, 141  
   for fields, grids, and text boxes, 142-143  
   global function keys, 141-142  
 Table Datasheet view, 123-124  
   components of, 124-127

**user-defined data types, 1186**

**user-defined functions (UDFs), 412, 868**

**user-level security, 59, 118, 1335**

username/password requirement, removing, 1346

**utilities, list of, 162-163**

**utility functions (SQL), 916**

**Utility Functions module, 1203-1207**

adding breakpoints, 1203-1205  
   printing to Immediate window, 1205-1207

**UUIDs (Universally Unique Identifiers). *See* GUIDs**

**V**

**Val function, 430**

**validated XML documents, 1058**

**validating data entry. *See* data validation**

**validating HTML, 1034**

**Validation Rule property, 207, 211**

**Validation Text property, 207, 211, 275**

**Value property**

  controls, 1188  
   Field object, 1320  
   Parameter object, 1307

**variables, 1183.** *See also placeholders*

- arrays, 1186-1187
- duration, 1185
- explicit variables, 1183-1184
- identifiers, 919
- implicit variables, 1183
- invisible variables, 1184
- named database objects as, 1187-1188
- naming, 1183
- object properties as, 1187-1189
- scope, 1184-1185
- setting object properties, 1188-1189
- static variables, 1185-1186
- storing parameter values, 937
- typographic conventions, 1174-1175
- user-defined data types and, 1186
- visible variables, 1184

**Variant data type, 424-425, 1181**

**VBA (Visual Basic for Applications), 72, 1172**

- arguments, 1190-1191
- branching, 1192
- breakpoints
  - adding, 1203-1205
  - setting/clearing, 1202
- class modules. *See class modules*
- comments, 1199
- compiling code, 1189
- data types, 1180-1182. *See also specific data types*
  - corresponding Jet database objects, 1181-1182
  - type-declaration characters, 1180-1181
- flow control, 1191
  - branching, 1192
  - conditional statements, 1192-1195
  - repetitive statements, 1195-1197
- functions. *See functions*
- Help system, 1202

- history of, 1209
- labels, 1192
- looping, 1195-1198
  - Do Until...Loop statement, 1196-1197
  - Do While...Loop statement, 1196-1197
  - ensuring loop execution, 1197-1198
  - For...Next statement, 1195-1196
  - While...Wend loop, 1197
- macros versus, 1151, 1172, 1208-1209
- modules, 1175-1177
  - Access modules, 1175
  - class modules, 1177
  - Declarations section, 1177
    - elements of, 1177
    - form modules, 1176
    - procedures, 1177
  - Public variables, declaring, 1177
  - references, 1178
  - report modules, 1176
  - text comparison options, 1208
  - types of, 1175-1177
- Utility Functions module, 1203-1207
- variable scope, 1184
- naming conventions, 1174-1175
- as object-oriented, 1210
- optimizing after upgrades, 1352
- password-protecting code, 862-863
- references, 1178-1179
- referring to
  - controls, 1239-1240
  - forms, 1238-1239
  - Office XP Web controls, 1244
  - reports, 1238-1239
  - subform controls, 1241
- role in Access, 1172
- runtime errors, 1198-1199
  - detecting error type, 1199
  - Err object, 1199
  - Error event, 1200
  - On Error... statement, 1198-1199
- security issues, 1174
- structures, With...End With, 1188-1189
- subprocedures, 118
  - executing, 1172, 1177
- symbolic constants, 1189
  - intrinsic constants, 1190
  - system-defined constants, 1189
- text comparison, 1208
- typographic conventions, 1174-1175
- uses, 1173
- variables, 1183
  - arrays, 1186-1187
  - duration of, 1185-1186
  - explicit, 1183-1184
  - implicit, 1183
  - named database objects as, 1187-1188
  - naming conventions, 1183
  - object properties as, 1187-1189
  - scope of, 1184-1185
  - static variables, 1185-1186
  - user-defined data types, 1186
  - when to use, 1173

**VBA code, password-protecting, 862-863**

**VBA editor, 1200-1202**

- help system, 1202-1203
- Immediate window, printing to, 1205-1208
- Module window toolbar, 1200-1202
- opening, 1200
- pseudo-code, 1189
- shortcut keys, 1202
- statement autocompletion, 1206
- toolbar, 1200-1202

**VBA Help button (VBA editor toolbar),** 1202  
**VBA references, fixing during upgrades,** 1339-1341  
**vbCrLf constant,** 1190  
**verification.** *See* data verification  
**Verify SQL Syntax button (view designer toolbar),** 885  
**version control.** *See* Document Libraries (SharePoint)  
**Version property (Connection object),** 1294  
**versions of Access, differences among,** 1334  
**vertical bars.** *See* pipes (11)  
**VFP (Visual FoxPro),** 69  
**View Microsoft Access button (VBA editor toolbar),** 1201  
**viewing**  
  Filter property, 303  
  forms, changing tabbed document form view to modal pop-up window, 593-594  
  hidden fields, 314  
  macro actions, 1149-1151  
  master/child forms in Layout view, 584-585  
  Object Browser, 1179  
  object dependencies, 248-250  
  references, 1179  
  relationships, 184  
**views**  
  in ADP Navigation Pane, 873  
  default view, selecting for forms, 652-653  
  duplicate column names, 966-968  
  nested views, 933  
  PIVOT operator, emulating crosstab queries, 986-994  
  Query Design View, 195-196  
  SharePoint lists, customizing, 1112-1117

SQL Server views, 884-890  
  adding tables, 886-890  
  creating from SQL statements, 921-924  
  duplicating queries, 1272-1273  
  server-side filters, 884  
  setting JOIN properties, 886-890  
  SQL statements for, 886  
  view designer, 884-890  
  T-SQL, creating, 197-198  
  Table Datasheet view, 127  
  Table Design view, 875-876  
**Views group (Home ribbon),** 128  
**visible variables,** 1184  
**Visual Basic,** 1209  
**Visual Basic for Applications.** *See* VBA  
*The Visual Display of Quantitative Information* (Tufte), 548  
*Visual Explanations: Images and Quantities, Evidence and Narrative* (Tufte), 548  
**Visual FoxPro (VFP),** 69  
  importing/exporting files from, 347  
  linking with ODBC, 350-354  
  supplemental files, 345  
**Visual Studio, editing RibbonX documents,** 1230-1231  
**visualizing data, PivotTables and PivotCharts,** 547-548  
**void functions,** 1177  
**vw (views) prefix,** 894  
**vwUnion.xml document file,** 1064, 1066  
**vwUnion.xsd schema file,** 1063-1064  
**vwUnion.xsl style sheet,** 1066  
**vwUnion\_report.xml file,** 1066

## W

**W3C (World Wide Web Consortium),** 1006  
**web pages.** *See also* HTML  
  exporting reports as, 1071-1074  
  importing HTML tables from, 1008-1013, 1050  
**Web reports,** 701  
**Web servers, deploying XML file sets to,** 1071  
**Web-based smart tags,** 251-253  
**Weekday function,** 427  
**WeekdayName function,** 428  
**well-formed XML documents,** 1058  
**WhatsLoaded function,** 1206-1207  
**When Correcting Spelling in Microsoft Office Programs group (Proofing page),** 149  
**WHERE clause (SQL),** 391, 462, 918  
  aggregate functions, 925  
  joins, 929-930  
  Like expressions, date constraints, 949  
**While...Wend loop,** 1197  
**widowed records, preventing in reports,** 733-734  
**Wiki sites (WSS),** 1093  
**wildcard characters,** 418, 437, 919  
**WillChangeField event (Recordset object),** 1328  
**WillChangeRecordset event (Recordset object),** 1328  
**WillConnect event (Connection object),** 1303  
**WillExecute event (Connection object),** 1303  
**WillMove event (Recordset object),** 1328

**Window events, 1152-1153****Windows Clipboard. *See* Clipboard****Windows Firewall, enabling SSX (SQL Server 2005 Express) connections, 67-68****Windows SharePoint Services. *See* WSS 3.0****With...End With structure, 1188-1189****WITHTIES modifier (SQL), 917****wizards, 695-697****Word**

exporting tables to, 367-370  
form letters. *See* form letters

**Word Basic, 1209****workgroup files**

default Access 2007 workgroup file, 1343  
specifying for Access 2007 front end with Access 200x back end, 1345  
upgrading, 1342-1343

**workgroup information file, compacting, 1338****workgroup security. *See* user-level security****worksheets. *See* spreadsheet files****World Wide Web Consortium (W3C), 1006****writing**

action queries, 935-936  
parameters, 936, 938  
SELECT queries, 917-918  
stored procedures, 935-936  
parameters, 936, 938

**WSS 3.0 (Windows SharePoint Services), 1092-1093. *See* SharePoint 2007**

Access tables/queries,  
exporting to WSS lists, 1138, 1140

linking lists to Access tables, 1140

security groups, 1101-1102  
assigning permissions to groups, 1102-1103  
editing user information, 1103-1105

sites  
adding subsites, 1094-1097  
configuring subsites, 1097-1101  
types of, 1093

**X****x-axis**

reversing with legend labels, 807  
for time-series graphs, 770

**XAML (eXtensible Application Markup Language), 1248****XDocs. *See* InfoPath forms****XHTML 1.0, 1021**  
converting HTML 4.01 to, 1036-1037**XML (Extensible Markup Language), 1056. *See also*****InfoPath forms**

advantages of learning, 1089-1090  
attributes, 1057  
as data interchange format, 1056  
elements, 1057  
exporting

related tables as, 1079  
reports as, 1071-1074  
tables/queries as, 1060-1067

formatting exported tables/queries, 1067  
adding elements, 1069-1070

CSS rules, 1067-1069

history of Microsoft support for, 1052-1053  
importing related tables from, 1080-1081

importing to tables, 1074-1075

as flat XML documents, 1075-1077  
with XML schemas, 1077-1078

Internet Explorer 7 (IE 7), troubleshooting, 1088  
namespaces, 1058-1059  
overview, 1057-1060

style sheets  
defined, 1060  
for exported tables/queries, 1066-1067

XSL (Extensible Stylesheet Language), 1060

**XML documents, 1057**

attribute-centric, 1059-1060

attributes, 1057

defined, 1057

element-centric, 1059

elements, 1057

exported file sets, deploying to Web servers, 1071

exporting

queries as, 1060-1064, 1066

static reports as, 1072-1074, 1087-1088

tables as, 1060-1064, 1066, 1079

headers, 1057

importing to tables, 1074-1078, 1080-1081

validated, 1058

well-formed, 1058

**XML file sets, deploying to Web servers, 1071****.xml files, 1057****XML Infosets, advantages of learning, 1089-1090****XML namespaces, 1058****XML schema, 1058**

defined, 1058

for exported tables/queries, 1062-1065

importing data with,  
1077-1078  
InfoPath forms, 1081  
tables exported to HTML,  
1062-1064, 1066

**XML-based business-to-business communication,**  
**742**

**XML Notepad 2007, editing**  
**RibbonX documents,**  
**1231-1233**

**Xor operator, 417**

**xp (stored procedures)**  
**prefix, 894**

**XPath (XML Path Language), 1067**

**XPS**

exporting tables to, 367-370  
publishing to, 56  
for reports, 700

**XSL (Extensible Stylesheet Language), 1060**

**.xsl files, 1060**

**XSLT (Extensible Stylesheet Language Transformations), 1057, 1060**

advantages of learning,  
1089-1090  
debugging tools, 1090  
Xpath sub-language, 1067  
XSLT Developer's Guide,  
1067

**Y**

**y-axis for time-series graphs,**  
**770**

**Y2K compliance features,**  
**219**

**Year function, 428**

**years, two-digit versus four-digit, 447**

**Yes constant, 1189**

**Yes/No data type, 214**  
standard formats for,  
218-219