

Access® 2010 Intermediate

Table Design

Preventing Data Entry Errors

Access provides a way to help users avoid errors and maintain proper data entry.

1. Select a field in design view in a table's design view.
2. Press the **Field Properties** tab property box in the lower ribbon.  **Field Properties** pane
3. Enter an expression (e.g., the function **IsNotNull()**, **IsZero()**, **IsNull()**, or **IsEmpty()**) in the **Criteria** or **Criteria2** property boxes.
4. Enter a warning message for the field (the **MsgBox()** function) in the **MsgBoxText** property box.
5. Set the **DefaultValue** property for the field to restrict data fields; only a record will not be saved unless data is entered.
6. Save the table and test the results.

Find and Sort More Quickly with Indexing

Indexing speeds data and information retrieval in record fields to facilitate the speed of finding or sorting data.

1. Select a field in design view in a table's design view.
2. Press the **Field Properties** tab property box in the lower ribbon.  **Field Properties** pane
3. Enter an expression (e.g., the function **IsNotNull()**, **IsZero()**, **IsNull()**, or **IsEmpty()**) in the **Criteria** or **Criteria2** property boxes.
4. Enter the **Index** and test the results.

Use the Results Field Property

Access provides a way to help users avoid errors and maintain proper data entry. The **Results Field Property** is a way to help users avoid errors and maintain proper data entry. The **Results Field Property** is a way to help users avoid errors and maintain proper data entry.

1. In the table's design view, select the **Field Properties** tab property box in the lower ribbon.  **Field Properties** pane
2. Press the **Field Properties** tab property box in the lower ribbon.
3. Select a field in design view in a table's design view.
4. Enter an expression (e.g., the function **IsNotNull()**, **IsZero()**, **IsNull()**, or **IsEmpty()**) in the **Criteria** or **Criteria2** property boxes.
5. Enter the **Index** and test the results.

Joining Tables to Create Relationships

1. Open a table in design view to show the **Field Properties** tab property box in the lower ribbon.  **Field Properties** pane
2. Press the **Field Properties** tab property box in the lower ribbon.  **Field Properties** pane
3. Select a field in design view in a table's design view.
4. Enter an expression (e.g., the function **IsNotNull()**, **IsZero()**, **IsNull()**, or **IsEmpty()**) in the **Criteria** or **Criteria2** property boxes.
5. Enter the **Index** and test the results.

Deleting a Table Join

1. Open a table in design view to show the **Field Properties** tab property box in the lower ribbon.  **Field Properties** pane
2. Press the **Field Properties** tab property box in the lower ribbon.
3. Select a field in design view in a table's design view.

Preventing Orphaned Data with Referential Integrity

Access provides a way to help users avoid errors and maintain proper data entry. The **Referential Integrity** is a way to help users avoid errors and maintain proper data entry.

1. Select a field in design view in a table's design view.
2. Press the **Field Properties** tab property box in the lower ribbon.  **Field Properties** pane
3. Enter an expression (e.g., the function **IsNotNull()**, **IsZero()**, **IsNull()**, or **IsEmpty()**) in the **Criteria** or **Criteria2** property boxes.
4. Enter the **Index** and test the results.

1. Select a field in design view in a table's design view.
2. Press the **Field Properties** tab property box in the lower ribbon.  **Field Properties** pane
3. Enter an expression (e.g., the function **IsNotNull()**, **IsZero()**, **IsNull()**, or **IsEmpty()**) in the **Criteria** or **Criteria2** property boxes.
4. Enter the **Index** and test the results.

Query Design

Designing Criteria with Parameter Queries

1. Open a table in design view to show the **Field Properties** tab property box in the lower ribbon.  **Field Properties** pane
2. Press the **Field Properties** tab property box in the lower ribbon.
3. Select a field in design view in a table's design view.

1. Select a field in design view in a table's design view.
2. Press the **Field Properties** tab property box in the lower ribbon.  **Field Properties** pane
3. Enter an expression (e.g., the function **IsNotNull()**, **IsZero()**, **IsNull()**, or **IsEmpty()**) in the **Criteria** or **Criteria2** property boxes.
4. Enter the **Index** and test the results.

1. Select a field in design view in a table's design view.
2. Press the **Field Properties** tab property box in the lower ribbon.  **Field Properties** pane
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4. Enter the **Index** and test the results.

1. Select a field in design view in a table's design view.
2. Press the **Field Properties** tab property box in the lower ribbon.  **Field Properties** pane
3. Enter an expression (e.g., the function **IsNotNull()**, **IsZero()**, **IsNull()**, or **IsEmpty()**) in the **Criteria** or **Criteria2** property boxes.
4. Enter the **Index** and test the results.

Summarizing Selected Data

1. Select a field in design view in a table's design view.
2. Press the **Field Properties** tab property box in the lower ribbon.  **Field Properties** pane
3. Enter an expression (e.g., the function **IsNotNull()**, **IsZero()**, **IsNull()**, or **IsEmpty()**) in the **Criteria** or **Criteria2** property boxes.
4. Enter the **Index** and test the results.

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