

Microsoft Office 2010: Advanced Q&As – Access

Chapter 4

Does the field on which I group have to be the first field? (AC 218)

No. If you select a field other than the first field, Access will move the field you select into the first position.

I thought the report would be sorted by Client Type, because I chose to group on that field. What is the effect of choosing to sort by Client Number? (AC 219)

This sort takes place within groups. You are specifying that within the list of clients of the same type, the clients will be ordered by client number.

Does it have to be the column header? (AC 222)

No, you could click the Amount Paid field on any record.

Is Sum the same as Total? (AC 222)

Yes.

Do I need to remove the Group, Sort, and Total pane? (AC 223)

Technically not. It gives more room on the screen for the report, however. You can easily display the pane whenever you need it by clicking the Group & Sort button again.

Does it have to be the first record? (AC 224)

No. You could click the field on any record.

I see that there are two boxes to enter numbers. I only have one number to enter, 1000. Am I on the right screen? (AC 225)

Yes. You will next change the comparison operator from between to ‘greater than or equal to.’ Once you have done so, Access will only display one box for entering a number.

What is the effect of selecting this comparison operator and entering this number? (AC 226)

Values in the field that are greater than or equal to 1000 satisfy this rule. Any formatting that you now specify will apply to those values and no others.

What other changes could I specify for those values that satisfy the rule? (AC 226)

You could specify that the value is bold, italic, and/or underlined. You could also specify a background color.

What if I have more than one rule? (AC 227)

The rules are applied in order. If a value satisfies the first rule, the specified formatting will apply, and no further rules will be tested. If not, the value will be tested against the second rule. If it satisfies the rule, the formatting for the second rule would apply. If not, the value would be tested against the third rule, and so on.

Can I change this conditional formatting later? (AC 227)

Yes. Select the field for which you had applied conditional formatting on any record, click the Conditional Formatting button (Report Layout Tools Format tab | Control Formatting group), click the rule you want to change, click the Edit Rule button, and then make the necessary changes. You also can delete the selected rule by clicking the Delete Rule button or move the selected rule by clicking the up or down arrows.

Did I have to pick the second record? (AC 228)

No. You could pick any record on which the Amount Paid is \$0.00.

When would you use Number Filters? (AC 228)

You would use Number Filters if you need filters that are not on the main shortcut menu or if you need the ability to enter specific values other than the ones shown on the shortcut menu. If those filters are insufficient for your needs, you can use Advanced Filter/Sort, which is accessible through the Advanced button (Home tab | Sort & Filter group).

Did I have to pick the second record? (AC 229)

No. You could pick the Amount Paid field on any record.

How can I print multiple copies of my report? (AC 231)

Click File on the Ribbon to open the Backstage view. Click the Print tab, click Print in the Print gallery to display the Print dialog box, increase the number in the Number of Copies box, and then click the OK button (Print dialog box).

How can I print a range of pages rather than printing the whole report? (AC 231)

Click File on the Ribbon to open the Backstage view. Click the Print tab, click Print in the Print gallery to display the Print dialog box, click the Pages option button in the Print Range area, enter the desired page range, and then click the OK button (Print dialog box).

My Navigation Pane does not look like the one in this screen. Is that a problem?

How do I change it? (AC 232)

No, it is not a problem, but you should change it so it matches the screens in this chapter. To do so, click the Navigation Pane arrow and then click Object Type.

I did not get this screen. Instead, I got an error message that said something about the tables not being related. (AC 233)

In Chapter 3, you create a relationship between the tables (page AC 188). That relationship must exist for the Report Wizard to be able to create the report. You will need to create the relationship and then begin these steps again.

When would I use the Summary Options button? (AC 233)

You would use the Summary Options button if you want to specify subtotals or other calculations within the wizard. You also can use it to produce a summary report by selecting Summary Only, which will omit all detail records from the report.

How can I see the details once I have hidden them? (AC 242)

Click the Hide Details button a second time.

There seems to be a lot of space before the Amount Paid and Current Due fields. Is that a problem? (AC 242)

The extra space is the space that would be occupied by the client number and name if you had not hidden the details. It is not a problem. If you wanted a report that was strictly a summary report, you would not have included those fields. If the fields were not included, hiding the details would not have produced this space.

What would happen if I saved the report? (AC 242)

The next time you view the report, the details would still be hidden. If that happened and you wanted to show all the details, just click the Hide Details button a second time.

Did I have to select the attached labels and controls in that order? (AC 245)

No. As long as you select all of them, the order in which you selected them does not matter.

When I clicked some of the controls, they moved so they are no longer aligned as well as they are in the figure. What should I do? (AC 246)

You do not have to worry about it. Once you complete the next step, they will once again be aligned properly.

How can I tell whether the controls are in a control layout? (AC 246)

Look for the Control Layout indicator in the upper-left corner of the control layout.

What is the difference between stacked layout and tabular layout? (AC 246)

In a stacked layout, which is more often used in forms, the controls are placed vertically with the labels to the left of the controls. In a tabular layout, which is more often used in reports, the controls are placed horizontally with the labels above the controls.

What is the relationship between the various check boxes and option buttons? (AC 247)

If the Include Date check box is checked, you must pick a date format from the three option buttons underneath the check box. If it is not checked, the option buttons will be dimmed. If the Include Time check box is checked, you must pick a time format from the three option buttons underneath the check box. If it is not checked, the option buttons will be dimmed.

I moved my pointer a little bit and it became a two-headed arrow. Can I still drag the pointer? (AC 249)

If you drag when the pointer is a two-headed arrow, you will resize the control. To move the control, it must be a four-headed arrow.

Could I drag other objects as well? For example, could I drag the title to the center of the form header? (AC 249)

Yes. Just be sure you are pointing at the object and the pointer is a four-headed arrow. You can then drag the object to the desired location.

Why did I have to hold the SHIFT key down when I clicked the remaining controls? (AC 250)

If you did not hold the SHIFT key down, you would only select the control for the Services Needed field (the last control selected). The other controls would no longer be selected.

What is the purpose of the line by the mouse pointer? (AC 250)

It shows you where the fields will be positioned.

I inadvertently had the line under the label rather than the data when I released the mouse button. The data that I moved is now under the field names. How do I fix this? (AC 251)

You can try to move it back where it was, but that can be tricky. The easiest way is to click the Undo button on the Quick Access Toolbar to undo your change.

I inadvertently moved my pointer so that the line became vertical and was located between a label and the corresponding data when I released the mouse button. It seemed to split the form. The data I moved appears right where the line was. It is between a label and the corresponding data. How do I fix this? (AC 251)

Just as in the previous answer, the easiest way is to click the Undo button on the Quick Access Toolbar to undo your change.

Does it have to be exact? (AC 252)

The exact pointer position is not critical as long as the line is in the position shown in the figure.

What if I make a mistake? (AC 252)

Just as when you are modifying a report, you can delete the field by clicking the field and then pressing the DELETE key. You can move the field by dragging it to the correct position.

I can only see one record at a time in the form. How can I see which records are included? (AC 254)

You would have to scroll through the records. For example, you could repeatedly click the Next Record button.

What font characteristics could I change with this screen? (AC 256)

You could change the font, the font size, the font weight, and/or the font color. You could also specify italic or underlining.

What if I make a mistake? (AC 257)

You can erase the contents of any line in the label by clicking in the line to produce an insertion point and then using the DELETE or BACKSPACE keys to erase the current contents. You can then add the correct field by clicking the field and then clicking the Add Field button.

Why am I sorting by postal code? (AC 258)

When you need to do a bulk mailing, that is, mail a large number of items using a special mail rate, mail organizations often require that the mail be sorted in postal code order.

I want to load the correct number of labels. How do I know how many pages of labels will print? (AC 259)

If you are unsure how many pages of labels will print, open the label report in Print Preview first. Use the Navigation buttons in the Status bar of the Print Preview window to determine how many pages of labels will print.