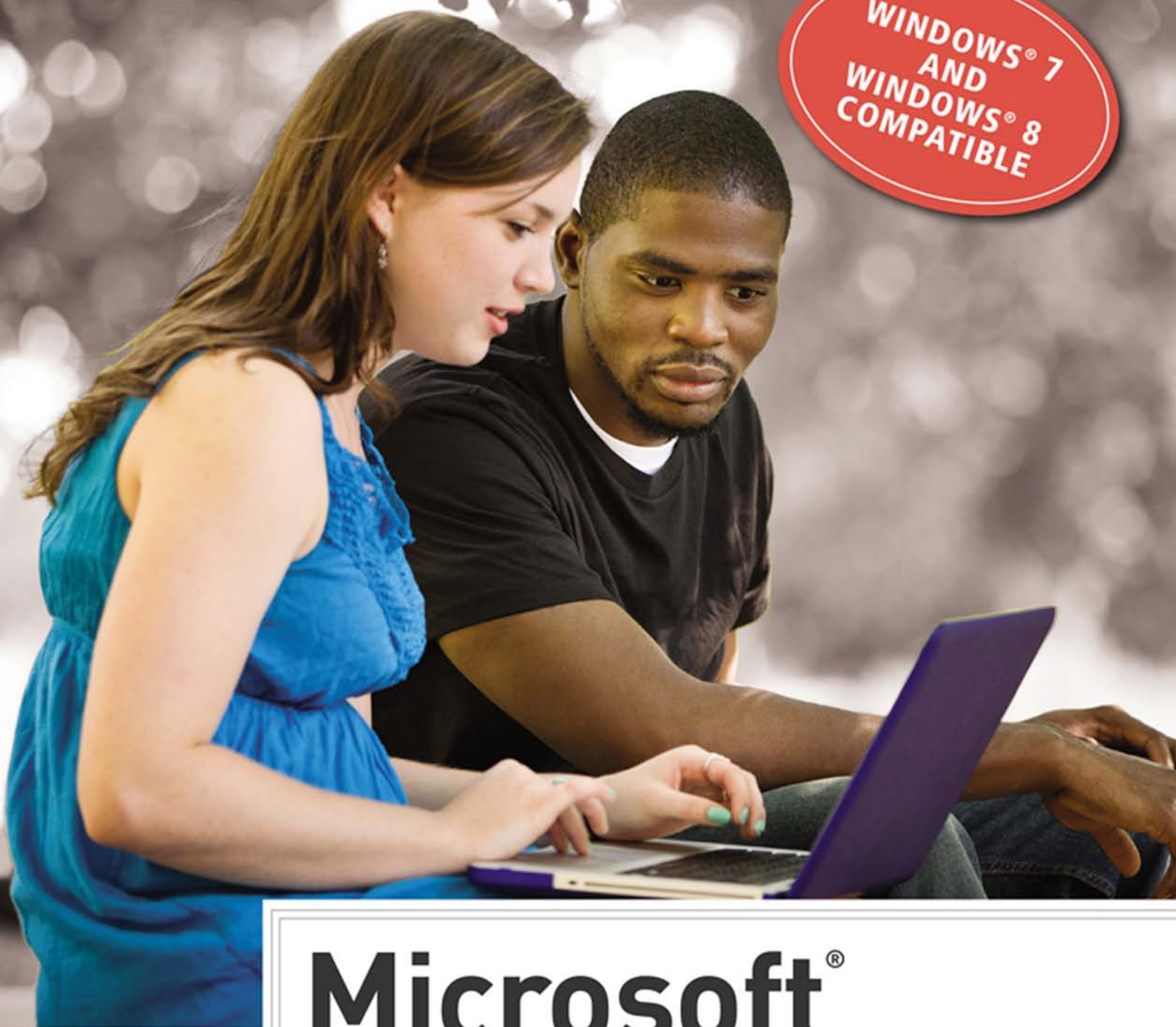


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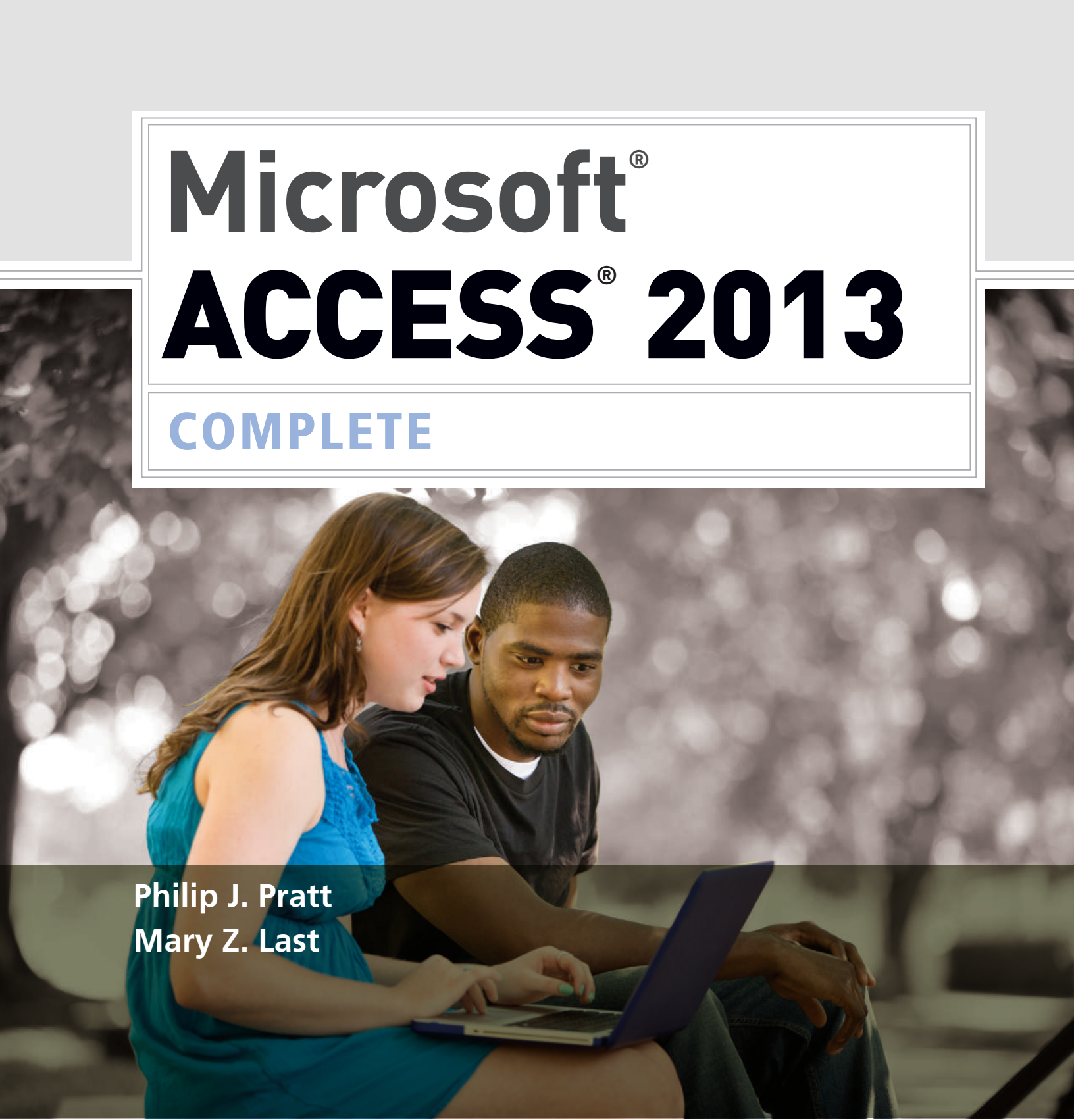
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Microsoft® Access® 2013: Complete
Philip J. Pratt and Mary Z. Last

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Library of Congress Control Number: 2013941393

ISBN-13: 978-1-285-16907-1
ISBN-10: 1-285-16907-7

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Preface

The Shelly Cashman Series® offers the finest textbooks in computer education. We are proud that since Microsoft Office 4.3, our series of Microsoft Office textbooks have been the most widely used books in education. With each new edition of our Office books, we make significant improvements based on the software and comments made by instructors and students. For this Microsoft Access 2013 text, the Shelly Cashman Series development team carefully reviewed our pedagogy and analyzed its effectiveness in teaching today's Office student. Students today read less, but need to retain more. They need not only to be able to perform skills, but to retain those skills and know how to apply them to different settings. Today's students need to be continually engaged and challenged to retain what they're learning.

With this Microsoft Access 2013 text, we continue our commitment to focusing on the users and how they learn best.

Objectives of This Textbook

Microsoft Access 2013: Complete is intended for a six- to nine-week period in a course that teaches Access 2013 in conjunction with another application or computer concepts. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required. The objectives of this book are:

- To offer an in-depth presentation of Microsoft Access 2013
- To expose students to practical examples of the computer as a useful tool
- To acquaint students with the proper procedures to create databases suitable for coursework, professional purposes, and personal use
- To help students discover the underlying functionality of Access 2013 so they can become more productive
- To develop an exercise-oriented approach that allows learning by doing

The Shelly Cashman Approach

A Proven Pedagogy with an Emphasis on Project Planning

Each chapter presents a practical problem to be solved within a project planning framework. The project orientation is strengthened by the use of the Roadmap, which provides a visual framework for the project. Step-by-step instructions with supporting screens guide students through the steps. Instructional steps are supported by the Q&A, Experimental Step, and BTW features.

A Visually Engaging Book that Maintains Student Interest

The step-by-step tasks, with supporting figures, provide a rich visual experience for the student. Call-outs on the screens that present both explanatory and navigational information provide students with information they need when they need to know it.

Supporting Reference Materials (Quick Reference)

With the Quick Reference, students can quickly look up information about a single task, such as keyboard shortcuts, and find page references to where in the book the task is illustrated.

Integration of the World Wide Web

The World Wide Web is integrated into the Access 2013 learning experience with (1) BTW annotations; (2) BTW, Q&A, and Quick Reference Summary Web pages; and (3) the Learn Online resources for each chapter.

End-of-Chapter Student Activities

Extensive end-of-chapter activities provide a variety of reinforcement opportunities for students to apply and expand their skills through individual and group work. To complete some of these assignments, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed access instructions or contact your instructor for information about accessing the required files.

New to this Edition

Enhanced Coverage of Critical Thinking Skills

A New Consider This element poses thought-provoking questions throughout each chapter, providing an increased emphasis on critical thinking and problem-solving skills. Also, every task in the project now includes a reason *why* the students are performing the task and *why* the task is necessary.

Enhanced Retention and Transference

A new Roadmap element provides a visual framework for each project, showing students where they are in the process of creating each project, and reinforcing the context of smaller tasks by showing how they fit into the larger project.

Integration of Office with Cloud and Web Technologies

A new Lab focuses entirely on integrating cloud and web technologies with Access 2013, using technologies like SkyDrive and Web Apps.

More Personalization

Each chapter project includes an optional instruction for the student to personalize his or her solution, if required by an instructor, making each student's solution unique.

More Collaboration

A new Research and Collaboration project has been added to the Consider This: Your Turn assignment at the end of each chapter.

Instructor Resources

The Instructor Resources include both teaching and testing aids and can be accessed via CD-ROM or at www.cengage.com/login.

Instructor's Manual Includes lecture notes summarizing the chapter sections, figures and boxed elements found in every chapter, teacher tips, classroom activities, lab activities, and quick quizzes in Microsoft Word files.

Syllabus Easily customizable sample syllabi that cover policies, assignments, exams, and other course information.

Figure Files Illustrations for every figure in the textbook in electronic form.

Powerpoint Presentations A multimedia lecture presentation system that provides slides for each chapter. Presentations are based on chapter objectives.

Solutions to Exercises Includes solutions for all end-of-chapter and chapter reinforcement exercises.

Test Bank & Test Engine Test banks include 112 questions for every chapter, featuring objective-based and critical thinking question types, and including page number references and figure references, when appropriate. Also included is the test engine, ExamView, the ultimate tool for your objective-based testing needs.

Data Files for Students Includes all the files that are required by students to complete the exercises.

Additional Activities for Students Consists of Chapter Reinforcement Exercises, which are true/false, multiple-choice, and short answer questions that help students gain confidence in the material learned.

Learn Online

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Student Companion Site The Student Companion Site reinforces chapter terms and concepts using true/false questions, multiple choice questions, short answer questions, flash cards, practice tests, and learning games, all available for no additional cost at www.cengagebrain.com.

SAM: Skills Assessment Manager Get your students workplace-ready with SAM, the market-leading proficiency-based assessment and training solution for Microsoft Office! SAM's active, hands-on environment helps students master Microsoft Office skills and computer concepts that are essential to academic and career success, delivering the most comprehensive online learning solution for your course!

Through skill-based assessments, interactive trainings, business-centric projects, and comprehensive remediation, SAM engages students in mastering the latest Microsoft Office programs on their own, giving instructors more time to focus on teaching. Computer concepts labs supplement instruction of important technology-related topics and issues through engaging simulations and interactive, auto-graded assessments. With enhancements including streamlined course setup, more robust grading and reporting features, and the integration of fully interactive MindTap Readers containing Cengage Learning's premier textbook content, SAM provides the best teaching and learning solution for your course.



MindLinks MindLinks is a new Cengage Learning Service designed to provide the best possible user experience and facilitate the highest levels of learning retention and outcomes, enabled through a deep integration of Cengage Learning's digital suite into an instructor's Learning Management System (LMS). MindLinks works on any LMS that supports the IMS Basic LTI open standard. Advanced features, including gradebook exchange, are the result of active, enhanced LTI collaborations with industry-leading LMS partners to drive the evolving technology standards forward.

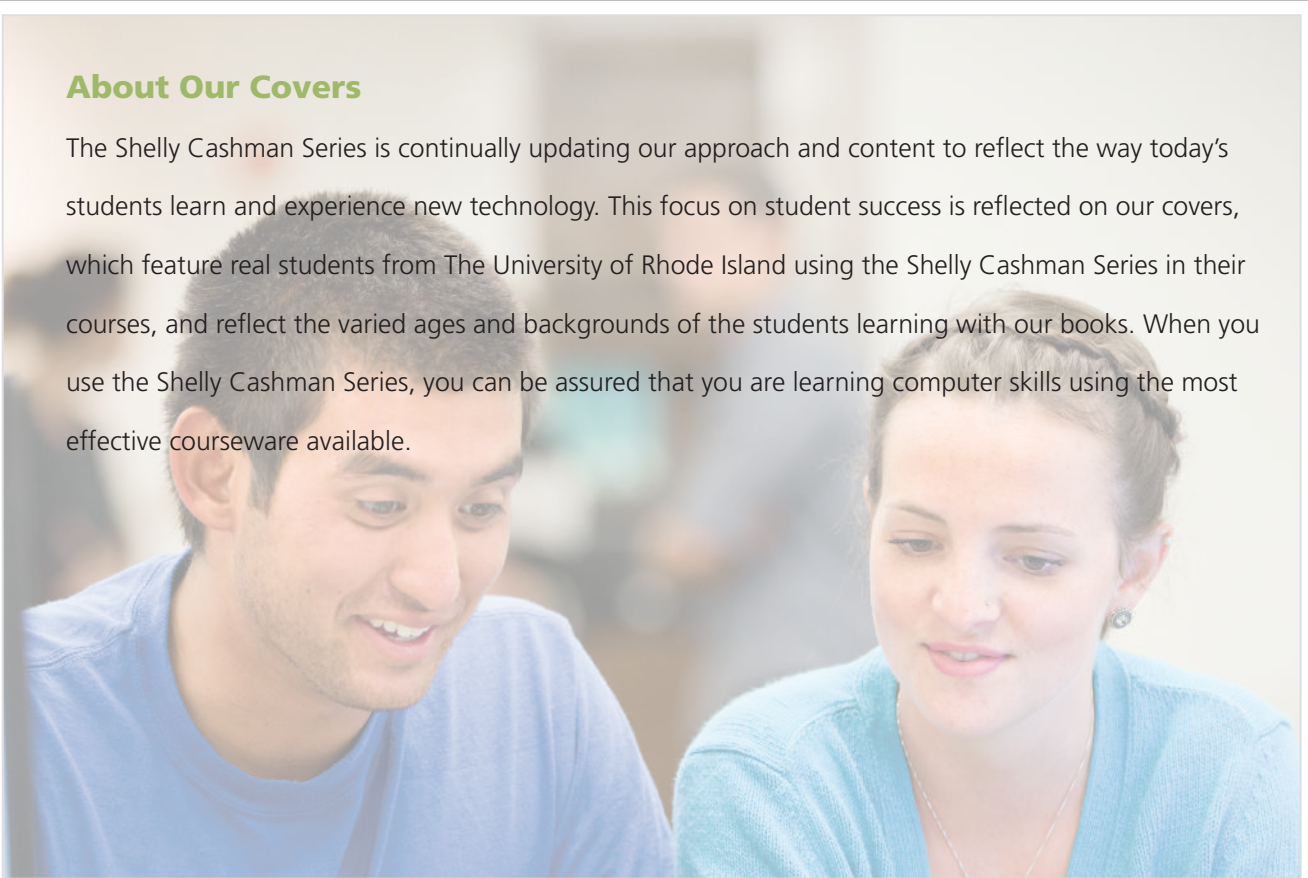
CourseNotes

Cengage Learning's CourseNotes are six-panel quick reference cards that reinforce the most important and widely used features of a software application in a visual and user-friendly format. CourseNotes serve as a great reference tool during and after the course. CourseNotes are available for software applications, such as Microsoft Office 2013. There are also topic-based CourseNotes available, such as Best Practices in Social Networking, Hot Topics in Technology, and Web 2.0. Visit www.cengagebrain.com to learn more!

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quick reference guide

About Our Covers

The Shelly Cashman Series is continually updating our approach and content to reflect the way today's students learn and experience new technology. This focus on student success is reflected on our covers, which feature real students from The University of Rhode Island using the Shelly Cashman Series in their courses, and reflect the varied ages and backgrounds of the students learning with our books. When you use the Shelly Cashman Series, you can be assured that you are learning computer skills using the most effective courseware available.



Textbook Walk-Through

The Shelly Cashman Series Pedagogy: Project-Based — Step-by-Step — Variety of Assessments

Roadmaps provide a visual framework for each project, showing the students where they are in the design process of creating each project.

Step-by-step instructions provide a context beyond the point-and-click. Each step provides information on why students are performing each task and what will occur as a result.

Roadmap

In this chapter, you will learn how to create and use the database shown in Figure 1-1 on page AC 3. The following roadmap identifies general activities you will perform as you progress through this chapter:

1. **CREATE** the **FIRST TABLE**, Book Rep, using Datasheet view.
2. **ADD RECORDS** to the Book Rep table.
3. **PRINT** the **CONTENTS** of the Book Rep table.
4. **IMPORT RECORDS** into the second table, Customer.
5. **MODIFY** the **SECOND TABLE** using Design view.
6. **CREATE** a **QUERY** for the Customer table.
7. **CREATE** a **FORM** for the Customer table.
8. **CREATE** a **REPORT** for the Customer table.

At the beginning of step instructions throughout the chapter, you will see an abbreviated form of this roadmap. The abbreviated roadmap uses colors to indicate chapter progress: gray means the chapter is beyond that activity, blue means the task being shown is covered in that activity, and black means that activity is yet to be covered. For example, the following abbreviated roadmap indicates the chapter would be showing a task in the 3 **PRINT CONTENTS** activity.

1 CREATE FIRST TABLE | 2 ADD RECORDS | 3 PRINT CONTENTS | 4 IMPORT RECORDS | 5 MODIFY SECOND TABLE
6 CREATE QUERY | 7 CREATE FORM | 8 CREATE REPORT

Use the abbreviated roadmap as a progress guide while you read or step through the chapter.

For an introduction to Windows and instruction about how to perform basic Windows tasks, read the Office and Windows chapter at the beginning of this book, where you can learn how to resize windows, change screen resolution, create folders, move and rename files, use Windows Help, and much more.

To View the Table in Design View

Even when creating a table in Datasheet view, Design view can be helpful. *Why? You easily can view the fields, data types, and properties to ensure you have entered them correctly. It is also easier to determine the primary key in Design view.* The following steps display the structure of the Book Rep table in Design view so that you can verify the design is correct.

- 1 Tap or click the View arrow (TABLE TOOLS FIELDS tab | Views group) to display the View menu (Figure 1-14).

Could I just tap or click the View button rather than the arrow?
Yes. Tapping or clicking the button is equivalent to tapping or clicking the command represented by the icon currently appearing on the button. Because the icon on the button in Figure 1-14 is for Design view, tapping or clicking the button would display the table in Design view. If you are uncertain, you can always tap or click the arrow and select from the menu.

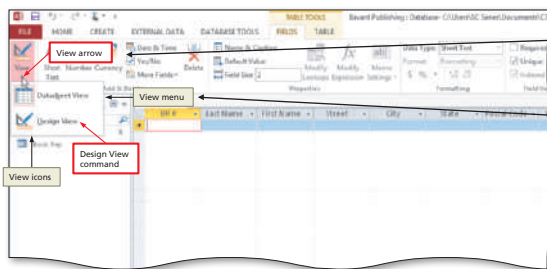


Figure 1-14

- 2 Tap or click Design View on the View menu to view the table in Design view (Figure 1-15).

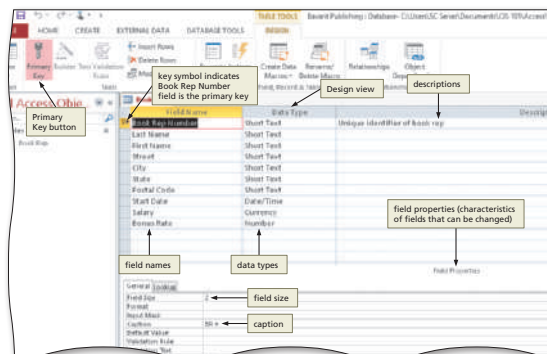


Figure 1-15

Other Ways

1. Tap or click Design View button on status bar

Navigational callouts in red show students where to click.

Explanatory callouts summarize what is happening on screen.

Textbook Walk-Through

The Shelly Cashman Series Pedagogy: Project-Based — Step-by-Step — Variety of Assessments

Q&A boxes anticipate questions students may have when working through the steps and provide additional information about what they are doing right where they need it.

Experiment Steps within the step-by-step instructions encourage students to explore, experiment, and take advantage of the features of the Office 2013 user interface. These steps are not necessary to complete the projects, but are designed to increase confidence with the software and build problem-solving skills.

To Create and View a Parameter Query

The following steps create a parameter query. *Why? The parameter query will give users at *Bavant* the ability to enter a different city when they run the query rather than having a specific city as part of the criterion in the query.* The steps also save the query with a new name.

- Return to Design view.
- Erase the current criterion in the City column, and then type [Enter City] as the new criterion (Figure 2-18).

Q&A What is the purpose of the square brackets?
The square brackets indicate that the text entered is not text that the value in the column must match. Without the brackets, Access would search for records on which the city is Enter City.

What if I typed a field name in the square brackets?
Access would simply use the value in that field. To create a parameter query, you must not use a field name in the square brackets.

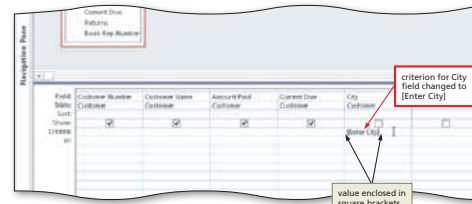


Figure 2-18

- Tap or click the Run button (QUERY TOOLS DESIGN tab | Results group) to display the Enter Parameter Value dialog box (Figure 2-19).

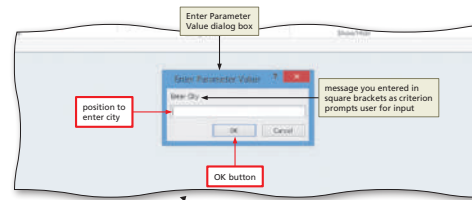


Figure 2-19

- Type Adelphia as the parameter value in the Enter City text box, and then tap or click the OK button (Enter Parameter Value dialog box) to close the dialog box and view the query (Figure 2-20).

Experiment
Try using other characters between the square brackets. In each case, run the query. When finished, change the characters between the square brackets back to Enter City.

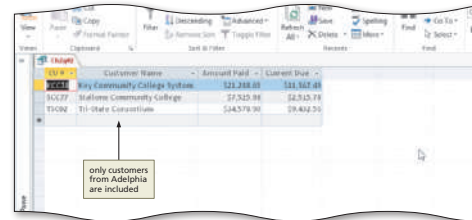


Figure 2-20

Figure 1-41

CONSIDER THIS

Does it matter how the data in the Excel workbook is formatted? If so, how can you be sure the Excel data is formatted in such a way you can import it?

The format of data in an Excel workbook is important when you want to import it into Access. To ensure the data is in an appropriate format:

- Make sure the data is in the form of a list, a collection of rows and columns in which all the entries in a column represent the same type of data.
- Make sure there are no blank rows within the list. If there are, remove them prior to importing or linking.
- Make sure there are no blank columns within the list. If there are, remove them prior to importing or linking.
- Determine whether the first row contains column headings that will make appropriate field names in the resulting table. If not, you might consider adding such a row. In general, the process is simpler if the first row in the worksheet contains appropriate column headings.

Consider This boxes pose thought-provoking questions with answers throughout each chapter, promoting critical thought along with immediate feedback.

Chapter Summary

In this chapter you have learned to create an Access database, create tables and add records to a database, print the contents of tables, import data, create queries, create forms, create reports, and change database properties. You also have learned how to design a database. The items listed below include all the new Access skills you have learned in this chapter, with tasks grouped by activity.

Database Object Management

Delete a Table or Other Object in the Database (AC 58)
Rename an Object in the Database (AC 58)

Database Properties

Change Database Properties (AC 55)

File Management

Run Access (AC 5)
Create a Database (AC 6)
Create a Database Using a Template (AC 7)
Exit Access (AC 24)
Open a Database from Access (AC 25)
Back Up a Database (AC 56)
Compact and Repair a Database (AC 57)
Close a Database without Exiting Access (AC 57)
Save a Database with Another Name (AC 57)

Form Creation

Create a Form (AC 45)

Import Data

Import an Excel Worksheet (AC 33)

Print Objects

Preview and Print the Contents of a Table (AC 30)

Print the Results of a Query (AC 45)
Print a Report (AC 54)

Query Creation

Use the Simple Query Wizard to Create a Query (AC 40)
Use a Criterion in a Query (AC 43)

Report Creation

Create a Report (AC 48)
Modify Report Column Headings and Resize Columns (AC 50)
Add Totals to a Report (AC 53)

Table Creation

Modify the Primary Key (AC 11)
Define the Remaining Fields in a Table (AC 14)
Save a Table (AC 16)
View the Table in Design View (AC 17)
Change a Field Size in Design View (AC 18)
Close the Table (AC 20)
Resize Columns in a Datasheet (AC 28)
Modify a Table in Design View (AC 37)

Table Update

Add Records to a Table (AC 20)
Add Records to a Table that Contains Data (AC 26)

What decisions will you need to make when creating your next database?

Use these guidelines as you complete the assignments in this chapter and create your own databases outside of this class.

- Identify the tables that will be included in the database.
- Determine the primary keys for each of the tables.
- Determine the additional fields that should be included in each of the tables.
- Determine relationships between the tables.
 - Identify the "one" table.
 - Identify the "many" table.
 - Include the primary key of the "one" table as a field in the "many" table.
- Determine data types for the fields in the tables.
- Determine additional properties for fields.
 - Determine if a special caption is warranted.
 - Determine if a special description is warranted.
 - Determine field sizes.
 - Determine formats.
- Identify and remove any unwanted redundancy.
- Determine a storage location for the database.
- Determine the best method for distributing the database objects.



CONSIDER THIS


Chapter Summary A listing of the tasks completed within the chapter, grouped into major task categories in an outline format.

Consider This: Plan Ahead

box presents a single master planning guide that students can use as they create documents on their own.

Apply Your Knowledge This exercise usually requires students to open and manipulate a file that parallels the activities learned in the chapter.

How should you submit solutions to questions in the assignments identified with a symbol?

Every assignment in this book contains one or more questions identified with a  symbol. These questions require you to think beyond the assigned database. Present your solutions to the questions in the format required by your instructor. Possible formats may include one or more of these options: write the answer; create a document that contains the answer; present your answer to the class; discuss your answer in a group; record the answer as audio or video using a webcam, smartphone, or portable media player; or post answers on a blog, wiki, or website.



CONSIDER THIS

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Adding a Caption, Changing a Data Type, Creating a Query, a Form, and a Report

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Cosmetics Naturally Inc. manufactures and sells beauty and skin care products made with only natural ingredients. The company's products do not contain any synthetic chemicals, artificial fragrances, or chemical preservatives. Cosmetics Naturally has a database that keeps track of its sales representatives and customers. Each customer is assigned to a single sales rep, but each sales rep may be assigned to many customers. The database has two tables. The Customer table contains data on the customers who purchase Cosmetics Naturally products. The Sales Rep table contains data on the sales reps. You will add a caption, change a data type, create two queries, a form, and a report, as shown in Figure 1–83 on the next page.

Perform the following tasks:

- Start Access, open the Apply Cosmetics Naturally database from the Data Files for Students, and enable the content.
- Open the Sales Rep table in Datasheet view, add SR # as the caption for the Sales Rep Number field, and resize all columns to fit the data in the table and to the layout of the table and

Textbook Walk-Through

Extend Your Knowledge projects at the end of each chapter allow students to extend and expand on the skills learned within the chapter. Students use critical thinking to experiment with new skills to complete each project.

Apply Your Knowledge *continued*

Customer Number	Customer Name	Amount Paid	Balance	Sales Rep. Number
AS24	Ashley's Salon	\$1,789.65	\$236.99	34
UR23	U R Beautiful	\$0.00	\$1,235.00	39
		\$14,786.17	\$5,517.78	

Figure 1-83

Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.

Using a Database Template to Create a Contacts Database

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Access includes both desktop database templates and web-based templates. You can use a template to create a beginning database that can be modified to meet your specific needs. You will use a template to create a Contacts database. The database template includes sample tables, queries, forms, and reports. You will modify the database and create the Contacts Query shown in Figure 1-84.

Perform the following tasks:

1. Start Access.
2. Select the Desktop contacts template in the template gallery and create a new database with the file name Extend Contacts.
3. Enable the content. If requested to do so by your instructor, watch the videos in the Getting Started with Contacts dialog box. Close the Getting Started with Contacts dialog box.
4. Close the Contact List form.
5. Open the Contacts table in Datasheet view and delete the Fax Number field and the Attachments field in the table. The Attachments field has a paperclip as the column heading.
6. Change the data type for the ID field to Short Text, change the field name to Contact ID, and change the field size to 4. Change the column width so that the complete field name is

contacts table and close the table.
 and to create the Contacts Query shown in Figure 1-84. Close the

First Name	Last Name	Email Address	Job Title	Business Phone

Figure 1-84

9. Open the Phone Book report in Layout view. Delete the control containing the date. Change the title of the report to Contact Phone List.
10. Save the changes to the report.
11. If requested to do so by your instructor, add your first and last names to the end of the title and save the changes to the report.
12. Submit the revised database in the format specified by your instructor.
13. a. Why would you use a template instead of creating a database from scratch with just the fields you need?
 b. The Attachment data type allows you to attach files to a database record. If you were using this database for a job search, what specific documents might you attach to a Contacts record?

Analyze, Correct, Improve

Analyze a database, correct all errors, and improve the design.

Correcting Errors in the Table Structure

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Analyze SciFi Movies is a database containing information on classic science fiction movies that your film professor would like to use for teaching. The Movie table shown in Figure 1-85 contains errors to the table structure. Your professor has asked you to correct the errors and make some improvements to the database. Start Access and open the Analyze SciFi Movies database from the Data Files for Students.

Movie Number	Movie Name	Year Made	Director	Rating	Length (Minutes)

Figure 1-85

1. **Correct** Movie Number should be the primary key for the Movie table. The ID field should not be a field in the table. The Rating field represents a numerical rating system of one to four to indicate the quality of the movie. Your instructor wants to be able to find the average rating for films directed by a particular director. Only integers should be stored in both the Rating and the Length (Minutes) fields.
2. **Improve** The default field size for Short Text fields is 255. Changing the field size to more adequately represent the maximum length of text stored in a field is one way to

Analyze, Correct, Improve projects call on the students to analyze a file, discover errors in it, fix the errors, and then improve upon the file using the skills they learned in the chapter.

In the Labs

Design, create, modify, and/or use a database following the guidelines, concepts, and skills presented in this chapter. Labs are listed in order of increasing difficulty. Labs 1 and 2, which increase in difficulty, require you to create solutions based on what you learned in the chapter; Lab 3 requires you to create a solution, which uses cloud and web technologies, by learning and investigating on your own from general guidance.

Lab 1: Creating Objects for the Dartt Offsite Services Database

Problem: Dartt Offsite Services is a local company that provides offsite data services and solutions. The company provides remote data backup, disaster recovery planning and services, website backup, and offsite storage of paper documents for small businesses and nonprofit organizations. Service representatives are responsible for communicating data solutions to the client, scheduling backups and other tasks, and resolving any conflicts. The company recently decided to store its client and service rep data in a database. Each client is assigned to a single service rep, but each service rep may be assigned many clients. The database and the Service Rep table have been created, but the Monthly Salary field needs to be added to the table. The records shown in Table 1–6 must be added to the Service Rep table. The company plans to import the Client table from the Excel worksheet shown in Figure 1–86. Dartt would like to finish storing this data in a database and has asked you to help.

Figure 1–86

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Perform the following tasks:

1. Start Access and open the Lab 1 Dartt Offsite Services database from the Data Files for Students.
2. Open the Service Rep table in Datasheet view and add the Monthly Salary field to the end of the table. The field has the Currency data type. Assign the caption SR # to the Service Rep Number field.
3. Add the records shown in Table 1–6.
4. Resize the columns to best fit the data. Save the changes to the layout of the table.

Table 1–6 Data for Service Rep Table

Service Rep Number	Last Name	First Name	Street	City	State	Postal Code	Start Date	Monthly Salary
21	Kelly	Jenna	25 Paint St.	Kyle	SC	28797	5/14/2012	\$3,862.45
45	Scott	Josh	1925 Pine Rd.	Byron	SC	28795	4/28/2014	\$3,062.08
24	Liu	Mia	265 Marble Dr.	Kyle	SC	28797	1/7/2013	\$3,666.67
37	Martinez	Mike	31 Steel St.	Georgetown	SC	28794	5/13/2013	\$3,285.00

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In the Lab Three in-depth assignments in each chapter that require students to apply the chapter concepts and techniques to solve problems. One Lab is devoted entirely to Cloud and Web 2.0 integration.

Consider This: Your Turn

Apply your creative thinking and problem solving skills to design and implement a solution.

1: Maintaining the Craft Database

Personal/Academic

Instructions: Open the Craft database you used in Chapter 2 on page AC 133. If you did not create this database, contact your instructor for information about accessing the required files.

Part 1: Use the concepts and techniques presented in this chapter to modify the database as follows:

- a. The minimum price of any item is \$4.00.
- b. The Description field should always contain data.
- c. Ten oven pulls have been sold. Use an update query to change the on hand value from 25 to 15. Save the update query.
- d. Tom Last (student code 4752) has created the items shown in Table 3–4. Use a split form to add these items to the Item table.

Table 3–4 Additional Records for Item table

Item Number	Description	Price	On Hand	Student Code
W128	Child's Stool	\$115.00	3	4752
W315	Harmony Stool	\$81.00	4	4752
W551	Skittle Pins	\$4.00	15	4752

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- e. A Total Value (On Hand * Price) calculated field should be added to the Item table before the Student Code field. Set the Result Type to Currency and the Decimal Places to 2. (*Hint:* Result Type is a field property for calculated fields.)
- f. Specify referential integrity. Cascade the delete but not the update.
- g. Add the Total Value field to the Wood Crafts for Sale report created in Chapter 1.
- h. All the magazine subscriptions have been sold. Do not want to make any more.

Consider This: Your Turn

exercises call on students to apply creative thinking and problem solving skills to design and implement a solution.

Office 2013 and Windows 8: Essential Concepts and Skills



Microsoft product screen shots used with permission from Microsoft Corporation.

Objectives

You will have mastered the material in this chapter when you can:

- Use a touch screen
- Perform basic mouse operations
- Start Windows and sign in to an account
- Identify the objects in the Windows 8 desktop
- Identify the apps in and versions of Microsoft Office 2013
- Run an app
- Identify the components of the Microsoft Office ribbon
- Create folders
- Save files
- Change screen resolution
- Perform basic tasks in Microsoft Office apps
- Manage files
- Use Microsoft Office Help and Windows Help

Office 2013 and Windows 8: Essential Concepts and Skills

This introductory chapter uses Access 2013 to cover features and functions common to Office 2013 apps, as well as the basics of Windows 8.

Roadmap

In this chapter, you will learn how to perform basic tasks in Windows and Access. The following roadmap identifies general activities you will perform as you progress through this chapter:

1. **SIGN IN** to an account
2. **USE WINDOWS**
3. **USE** Features in Access that are Common across Office **APPS**
4. **FILE** and Folder **MANAGEMENT**
5. **SWITCH** between **APPS**
6. **SAVE** and Manage **FILES**
7. **CHANGE SCREEN RESOLUTION**
8. **EXIT APPS**
9. **USE ADDITIONAL** Office **APP FEATURES**
10. **USE** Office and Windows **HELP**

At the beginning of the step instructions throughout the chapter, you will see an abbreviated form of this roadmap. The abbreviated roadmap uses colors to indicate chapter progress: gray means the chapter is beyond that activity, blue means the task being shown is covered in that activity, and black means that activity is yet to be covered. For example, the following abbreviated roadmap indicates the chapter would be showing a task in the 3 USE APPS activity.

1 SIGN IN | 2 USE WINDOWS | 3 **USE APPS** | 4 FILE MANAGEMENT | 5 SWITCH APPS | 6 SAVE FILES
7 CHANGE SCREEN RESOLUTION | 8 EXIT APPS | 9 USE ADDITIONAL APP FEATURES | 10 USE HELP

Use the abbreviated roadmap as a progress guide while you read or step through the instructions in this chapter.

Introduction to the Windows 8 Operating System

Windows 8 is the newest version of Microsoft Windows, which is a popular and widely used operating system. An **operating system** is a computer program (set of computer instructions) that coordinates all the activities of computer hardware,

such as memory, storage devices, and printers, and provides the capability for you to communicate with the computer.

The Windows operating system simplifies the process of working with documents and apps by organizing the manner in which you interact with the computer. Windows is used to run apps. An **app** (short for application) consists of programs designed to make users more productive and/or assist them with personal tasks, such as database management or browsing the web.

The Windows 8 interface begins with the **Start screen**, which shows tiles (Figure 1). A **tile** is a shortcut to an app or other content. The tiles on the Start screen include installed apps that you use regularly. From the Start screen, you can choose which apps to run using a touch screen, mouse, or other input device.

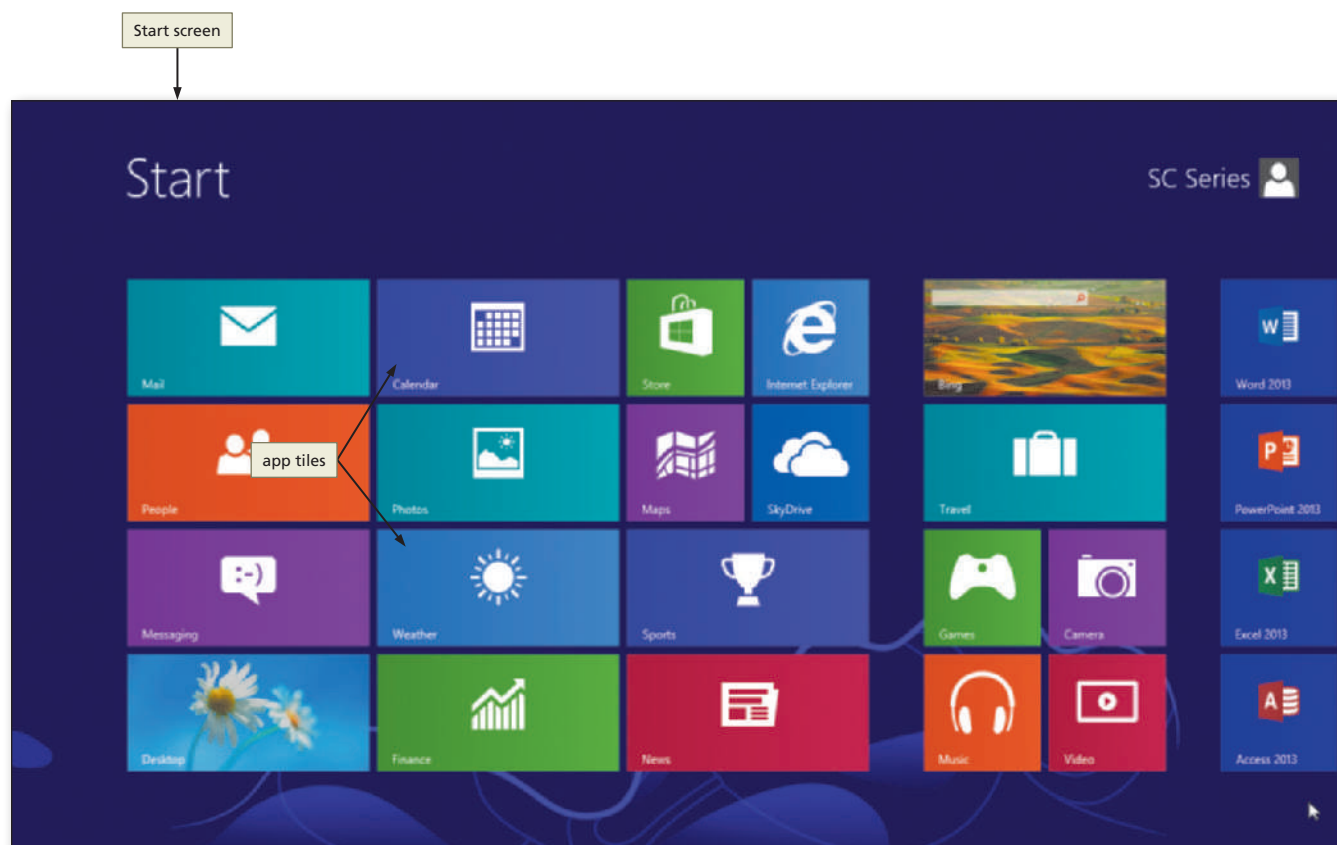




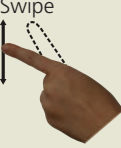




Figure 1

Using a Touch Screen and a Mouse

Windows users who have computers or devices with touch screen capability can interact with the screen using gestures. A **gesture** is a motion you make on a touch screen with the tip of one or more fingers or your hand. Touch screens are convenient because they do not require a separate device for input. Table 1 on the next page presents common ways to interact with a touch screen.

If you are using your finger on a touch screen and are having difficulty completing the steps in this chapter, consider using a stylus. Many people find it easier to be precise with a stylus than with a finger. In addition, with a stylus you see the pointer. If you still are having trouble completing the steps with a stylus, try using a mouse.

Table 1 Touch Screen Gestures		
Motion	Description	Common Uses
 <p>Tap</p>	Quickly touch and release one finger one time.	<ul style="list-style-type: none"> Activate a link (built-in connection) Press a button Run a program or an app
 <p>Double-tap</p>	Quickly touch and release one finger two times.	<ul style="list-style-type: none"> Run a program or an app Zoom in (show a smaller area on the screen, so that contents appear larger) at the location of the double-tap
 <p>Press and hold</p>	Press and hold one finger to cause an action to occur, or until an action occurs.	<ul style="list-style-type: none"> Display a shortcut menu (immediate access to allowable actions) Activate a mode enabling you to move an item with one finger to a new location
 <p>Drag, or slide</p>	Press and hold one finger on an object and then move the finger to the new location.	<ul style="list-style-type: none"> Move an item around the screen Scroll
 <p>Swipe</p>	Press and hold one finger and then move the finger horizontally or vertically on the screen.	<ul style="list-style-type: none"> Select an object Swipe from edge to display a bar such as the Charms bar, Apps bar, and Navigation bar (all discussed later)
 <p>Stretch</p>	Move two fingers apart.	Zoom in (show a smaller area on the screen, so that contents appear larger)
 <p>Pinch</p>	Move two fingers together.	Zoom out (show a larger area on the screen, so that contents appear smaller)

BTW
Problems with Touch

If you are using your finger on a touch screen and are having difficulty completing the steps in this chapter, consider using a stylus. Many people find it easier to be precise with a stylus than with a finger. In addition, with a stylus you see the pointer. If you are still having trouble completing the steps with a stylus, try using a mouse.

BTW
Touch Screen Differences

The Office and Windows interfaces may vary if you are using a touch screen. For this reason, you might notice that the function or appearance of your touch screen differs slightly from this chapter's presentation.



CONSIDER THIS

Will your screen look different if you are using a touch screen?

The Windows and Microsoft Office interface varies slightly if you are using a touch screen. For this reason, you might notice that your Windows or Access screens look slightly different from the screens in this book.

BTW
Access and Touch

Access offers limited use of the touch gestures that are more commonly used in the other Office apps.

Windows users who do not have touch screen capabilities typically work with a mouse that has at least two buttons. For a right-handed user, the left button usually is the primary mouse button, and the right mouse button is the secondary mouse button. Left-handed people, however, can reverse the function of these buttons.

Table 2 explains how to perform a variety of mouse operations. Some apps also use keys in combination with the mouse to perform certain actions. For example, when you hold down the CTRL key while rolling the mouse wheel, text on the screen may become larger or smaller based on the direction you roll the wheel. The function of the mouse buttons and the wheel varies depending on the app.

Table 2 Mouse Operations

Operation	Mouse Action	Example*
Point	Move the mouse until the pointer on the desktop is positioned on the item of choice.	Position the pointer on the screen.
Click	Press and release the primary mouse button, which usually is the left mouse button.	Select or deselect items on the screen or run an app or app feature.
Right-click	Press and release the secondary mouse button, which usually is the right mouse button.	Display a shortcut menu.
Double-click	Quickly press and release the primary mouse button twice without moving the mouse.	Run an app or app feature.
Triple-click	Quickly press and release the primary mouse button three times without moving the mouse.	Select a paragraph.
Drag	Point to an item, hold down the primary mouse button, move the item to the desired location on the screen, and then release the mouse button.	Move an object from one location to another or draw pictures.
Right-drag	Point to an item, hold down the right mouse button, move the item to the desired location on the screen, and then release the right mouse button.	Display a shortcut menu after moving an object from one location to another.
Rotate wheel	Roll the wheel forward or backward.	Scroll vertically (up and down).
Free-spin wheel	Whirl the wheel forward or backward so that it spins freely on its own.	Scroll through many pages in seconds.
Press wheel	Press the wheel button while moving the mouse.	Scroll continuously.
Tilt wheel	Press the wheel toward the right or left.	Scroll horizontally (left and right).
Press thumb button	Press the button on the side of the mouse with your thumb.	Move forward or backward through webpages and/or control media, games, etc.

*Note: The examples presented in this column are discussed as they are demonstrated in this chapter.

Scrolling

A **scroll bar** is a horizontal or vertical bar that appears when the contents of an area may not be visible completely on the screen (Figure 2). A scroll bar contains **scroll arrows** and a **scroll box** that enable you to view areas that currently cannot be seen on the screen. Tapping or clicking the up and down scroll arrows moves the screen content up or down one line. You also can tap or click above or below the scroll box to move up or down a section, or drag the scroll box up or down to move to a specific location.

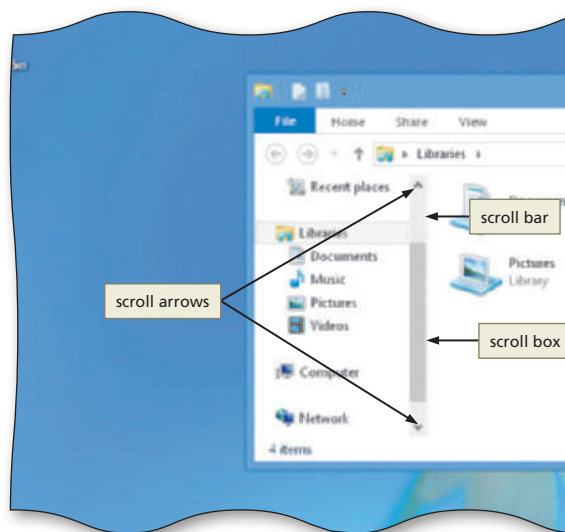


Figure 2

BTW

Pointer

If you are using a touch screen, the pointer may not appear on the screen as you perform touch gestures. The pointer will reappear when you begin using the mouse.

BTW

Minimize Wrist Injury

Computer users frequently switch between the keyboard and the mouse during a database management session; such switching strains the wrist. To help prevent wrist injury, minimize switching. For instance, if your fingers already are on the keyboard, use keyboard keys to scroll. If your hand already is on the mouse, use the mouse to scroll. If your hand is on the touch screen, use touch gestures to scroll.

What should you do if you are running Windows 7 instead of Windows 8?

Although Windows 8 includes several user interface and feature enhancements, many of the steps in this book work in both Windows 7 and Windows 8. If you have any questions about differences between the two operating systems or how to perform tasks in an earlier version of Windows, contact your instructor.



CONSIDER THIS

BTW

BTWs

For a complete list of the BTWs found in the margins of this book, visit the BTW resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studentdownload or contact your instructor for information about accessing the required files.

Keyboard Shortcuts

In many cases, you can use the keyboard instead of the mouse to accomplish a task. To perform tasks using the keyboard, you press one or more keyboard keys, sometimes identified as a **keyboard shortcut**. Some keyboard shortcuts consist of a single key, such as the F1 key. For example, to obtain help in many apps, you can press the F1 key. Other keyboard shortcuts consist of multiple keys, in which case a plus sign separates the key names, such as CTRL+ESC. This notation means to press and hold down the first key listed, press one or more additional keys, and then release all keys. For example, to display the Start screen, press CTRL+ESC, that is, hold down the CTRL key, press the ESC key, and then release both keys.

Starting Windows

It is not unusual for multiple people to use the same computer in a work, educational, recreational, or home setting. Windows enables each user to establish a **user account**, which identifies to Windows the resources, such as apps and storage locations, a user can access when working with the computer.

Each user account has a user name and may have a password and an icon, as well. A **user name** is a unique combination of letters or numbers that identifies a specific user to Windows. A **password** is a private combination of letters, numbers, and special characters associated with the user name that allows access to a user's account resources. An icon is a small image that represents an object, thus a **user icon** is a picture associated with a user name.

When you turn on a computer, Windows starts and displays a **lock screen** consisting of the time and date (Figure 3a). To unlock the screen, swipe up or click the lock screen. Depending on your computer's settings, Windows may or may not display a sign-in screen that shows the user names and user icons for users who have accounts on the computer (Figure 3b). This **sign-in screen** enables you to sign in to your user account and makes the computer available for use. Tapping or clicking the user icon begins the process of signing in, also called logging on, to your user account.

At the bottom of the sign-in screen is the 'Ease of access' button and a Shut down button, shown in Figure 4. Tapping or clicking the 'Ease of access' button displays the Ease of access menu, which provides tools to optimize a computer to accommodate the needs of the mobility, hearing, and vision impaired users. Tapping



Figure 3a

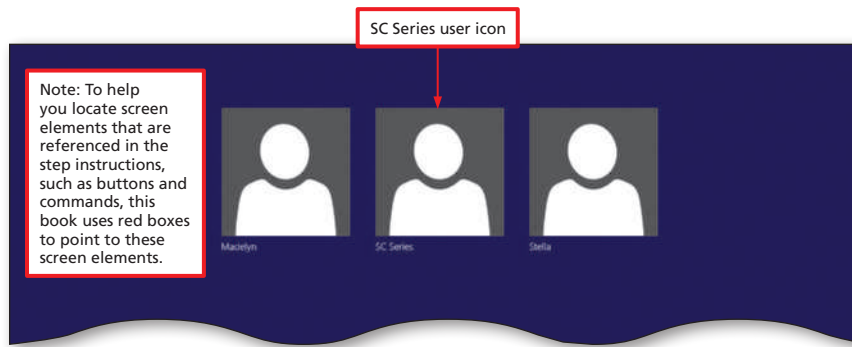


Figure 3b

or clicking the Shut down button displays a menu containing commands related to restarting the computer, putting it in a low-power state, and shutting it down. The commands available on your computer may differ.

- The Sleep command saves your work, turns off the computer fans and hard disk, and places the computer in a lower-power state. To wake the computer from sleep mode, press the power button or lift a laptop's cover, and sign in to your account.
- The Shut down command exits running apps, shuts down Windows, and then turns off the computer.
- The Restart command exits running apps, shuts down Windows, and then restarts Windows.

BTW

Q&As

For a complete list of the Q&As found in many of the step-by-step sequences in this book, visit the Q&A resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studentdownload or contact your instructor for information about accessing the required files.

To Sign In to an Account

1 SIGN IN | 2 USE WINDOWS | 3 USE APPS | 4 FILE MANAGEMENT | 5 SWITCH APPS | 6 SAVE FILES
7 CHANGE SCREEN RESOLUTION | 8 EXIT APPS | 9 USE ADDITIONAL APP FEATURES | 10 USE HELP

The following steps, which use SC Series as the user name, sign in to an account based on a typical Windows installation. *Why?* After starting Windows, you might be required to sign in to an account to access the computer's resources. You may need to ask your instructor how to sign in to your account. If you are using Windows 7, skip these steps and instead perform the steps in the yellow box that immediately follows these Windows 8 steps.

1

- Swipe up or click the lock screen (shown in Figure 3a) to display a sign-in screen (shown in Figure 3b).
- Tap or click the user icon (for SC Series, in this case) on the sign-in screen, which depending on settings, either will display a second sign-in screen that contains a Password text box (Figure 4) or will display the Windows Start screen (shown in Figure 5 on the next page).

Q&A

Why do I not see a user icon?
Your computer may require you to type a user name instead of tapping or clicking an icon.

What is a text box?
A text box is a rectangular box in which you type text.

Why does my screen not show a Password text box?
Your account does not require a password.

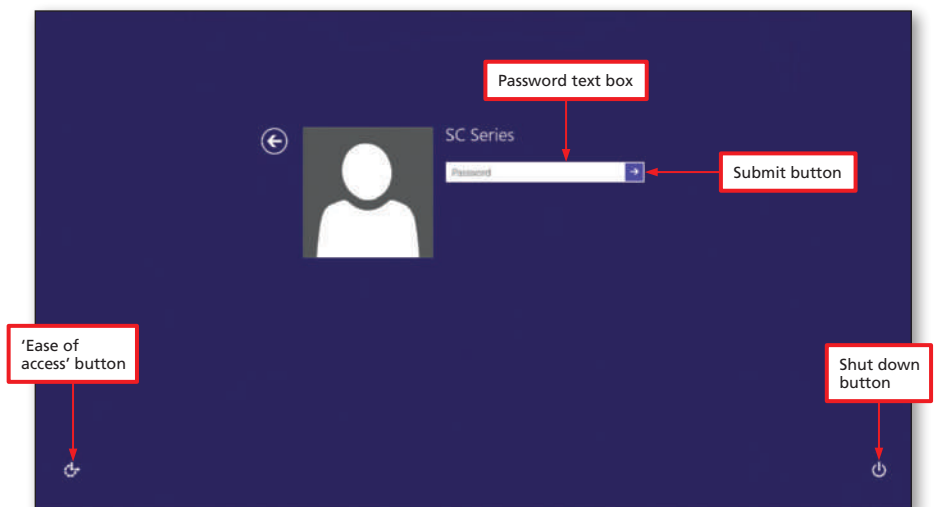


Figure 4

- If Windows displays a sign-in screen with a Password text box, type your password in the text box.

2

- Tap or click the Submit button (shown in Figure 4 on the previous page) to sign in to your account and display the Windows Start screen (Figure 5).

Q&A Why does my Start screen look different from the one in Figure 5? The Windows Start screen is customizable, and your school or employer may have modified the screen to meet its needs. Also, your screen resolution, which affects the size of the elements on the screen, may differ from the screen resolution used in this book. Later in this chapter, you learn how to change screen resolution.

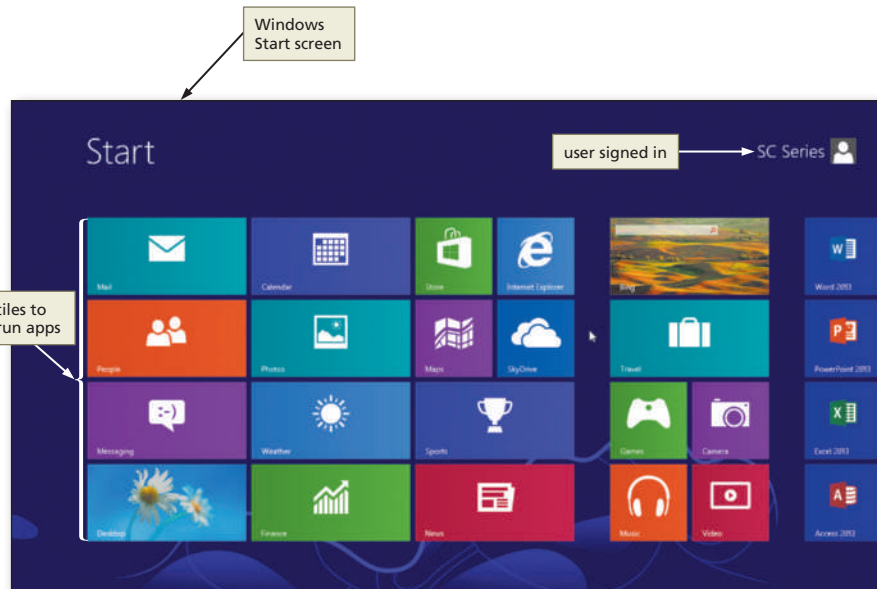


Figure 5

How do I type if my tablet has no keyboard?

You can use your fingers to press keys on a keyboard that appears on the screen, called an on-screen keyboard, or you can purchase a separate physical keyboard that attaches to or wirelessly communicates with the tablet.

TO SIGN IN TO AN ACCOUNT USING WINDOWS 7

If you are using Windows 7, perform these steps to sign in to an account instead of the previous steps that use Windows 8.

1. Click the user icon on the Welcome screen; depending on settings, this either will display a password text box or will sign in to the account and display the Windows 7 desktop.
2. If Windows 7 displays a password text box, type your password in the text box and then click the arrow button to sign in to the account and display the Windows 7 desktop.

The Windows Start Screen

The Windows Start screen provides a scrollable space for you to access apps that have been pinned to the Start screen (shown in Figure 5). Pinned apps appear as tiles on the Start screen. In addition to running apps, you can perform tasks such as pinning apps (placing tiles) on the Start screen, moving the tiles around the Start screen, and unpinning apps (removing tiles) from the Start screen.

If you swipe up from the bottom of or right-click an open space on the Start screen, the App bar will appear. The **App bar** includes a button that enables you to display all of your apps. When working with tiles, the App bar also provides options for manipulating the tiles, such as resizing them.

BTW

Modern UI

The new Windows 8 user interface also is referred to as the Modern UI (user interface).



CONSIDER THIS

How do you pin apps, move tiles, and unpin apps?

- To pin an app, swipe up from the bottom of the Start screen or right-click an open space on the Start screen to display the App bar, tap or click the All apps button on the App bar to display the Apps list, swipe down on or right-click the app you want to pin, and then tap or click the 'Pin to Start' button on the App bar. One way to return to the Start screen is to swipe up from the bottom or right-click an open space in the Apps list and then tap or click the All apps button again.
- To move a tile, drag the tile to the desired location.
- To unpin an app, swipe down on or right-click the app to display the App bar and then tap or click the 'Unpin from Start' button on the App bar.

Introduction to Microsoft Office 2013

Microsoft Office 2013 is the newest version of Microsoft Office, offering features that provide users with better functionality and easier ways to work with the various files they create. These features include enhanced design tools, such as improved picture formatting tools and new themes, shared notebooks for working in groups, mobile versions of Office apps, broadcast presentations for the web, and a digital notebook for managing and sharing multimedia information.

Microsoft Office 2013 Apps

Microsoft Office 2013 includes a wide variety of apps such as Word, PowerPoint, Excel, Access, Outlook, Publisher, OneNote, InfoPath, SharePoint Workspace, and Lync:

- **Microsoft Word 2013**, or Word, is a full-featured word processing app that allows you to create professional-looking documents and revise them easily.
- **Microsoft PowerPoint 2013**, or PowerPoint, is a complete presentation app that enables you to produce professional-looking presentations and then deliver them to an audience.
- **Microsoft Excel 2013**, or Excel, is a powerful spreadsheet app that allows you to organize data, complete calculations, make decisions, graph data, develop professional-looking reports, publish organized data to the web, and access real-time data from websites.
- **Microsoft Access 2013**, or Access, is a database management system that enables you to create a database; add, change, and delete data in the database; ask questions concerning the data in the database; and create forms and reports using the data in the database.
- **Microsoft Outlook 2013**, or Outlook, is a communications and scheduling app that allows you to manage email accounts, calendars, contacts, and access to other Internet content.
- **Microsoft Publisher 2013**, or Publisher, is a desktop publishing app that helps you create professional-quality publications and marketing materials that can be shared easily.
- **Microsoft OneNote 2013**, or OneNote, is a note taking app that allows you to store and share information in notebooks with other people.
- **Microsoft InfoPath Designer 2013**, or InfoPath, is a form development app that helps you create forms for use on the web and gather data from these forms.
- **Microsoft SharePoint Workspace 2013**, or SharePoint, is a collaboration app that allows you to access and revise files stored on your computer from other locations.
- **Microsoft Lync 2013** is a communications app that allows you to use various modes of communications such as instant messaging, videoconferencing, and sharing files and apps.

Microsoft Office 2013 Suites

A **suite** is a collection of individual apps available together as a unit. Microsoft offers a variety of Office suites, including a stand-alone desktop app (boxed software), Microsoft Office 365, and Microsoft Office Web Apps. **Microsoft Office 365**, or Office 365, provides plans that allow organizations to use Office in a mobile setting while also being able to communicate and share files, depending upon the type of plan selected by the organization. **Microsoft Office Web Apps**, or Web Apps, are apps that allow you to edit and share files on the web using the familiar Office interface. Table 3 on the next page outlines the differences among these Office suites.

Table 3 Office Suites

Apps/ Licenses	Office 365 Home Premium	Office 365 Small Business Premium	Office Home & Student	Office Home & Business	Office Professional
Word	✓	✓	✓	✓	✓
PowerPoint	✓	✓	✓	✓	✓
Excel	✓	✓	✓	✓	✓
Access	✓	✓			✓
Outlook	✓	✓		✓	✓
Publisher	✓	✓			✓
Lync		✓			
OneNote			✓	✓	✓
InfoPath		✓			
Licenses	5	5	1	1	1

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During the Office 365 installation, you select a plan, and depending on your plan, you receive different apps and services. Office Web Apps do not require a local installation and are accessed through SkyDrive and your browser. **SkyDrive** is a cloud storage service that provides storage and other services, such as Office Web Apps, to computer users.



CONSIDER THIS

How do you sign up for a SkyDrive account?

- Use your browser to navigate to skydrive.live.com.
- Create a Microsoft account by tapping or clicking the 'Sign up now' link (or a similar link) and then entering your information to create the account.
- Sign in to SkyDrive using your new account.

Apps in a suite, such as Microsoft Office, typically use a similar interface and share features. Once you are comfortable working with the elements and the interface and performing tasks in one app, the similarity can help you apply the knowledge and skills you have learned to another app(s) in the suite. For example, the process for saving a file in Word is the same in PowerPoint, Excel, and the other Office apps. While briefly showing how to use Access, this chapter illustrates some of the common functions across the Office apps and identifies the characteristics unique to Access.

Running and Using an App

To use an app, such as Access, you must instruct the operating system to run the app. Windows provides many different ways to run an app, one of which is presented in this section (other ways to run an app are presented throughout this chapter). After an app is running, you can use it to perform a variety of tasks. The following pages use Access to discuss some elements of the Office interface and to perform tasks that are common to other Office apps.

Access

The term **database** describes a collection of data organized in a manner that allows access, retrieval, and use of that data. **Access** is a database management system. A **database management system** is software that allows you to use a computer to create a database; add, change, and delete data in the database; create queries that allow you to ask questions concerning the data in the database; and create forms and reports using the data in the database.

To Run Access from the Start Screen

1 SIGN IN | 2 USE WINDOWS | 3 USE APPS | 4 FILE MANAGEMENT | 5 SWITCH APPS | 6 SAVE FILES
7 CHANGE SCREEN RESOLUTION | 8 EXIT APPS | 9 USE ADDITIONAL APP FEATURES | 10 USE HELP

The Start screen contains tiles that allow you to run apps, some of which might be stored on your computer. *Why? When you install an app, for example, tiles are added to the Start screen for the various Office apps included in the suite.*

The following steps, which assume Windows is running, use the Start screen to run Access based on a typical installation. You may need to ask your instructor how to run an Office app on your computer. Although the steps illustrate running the Access app, the steps to run any Office app are similar. If you are using Windows 7, skip these steps and instead perform the steps in the yellow box that immediately follows these Windows 8 steps.

1

- If necessary, scroll to display the Access tile on the Start screen (Figure 6).

Q&A

Why does my Start screen look different?

It might look different because of your computer's configuration. The Start screen may be customized for several reasons, such as usage requirements or security restrictions.

What if the app I want to run is not on the Start screen?

You can display all installed apps by swiping up from the bottom of the Start screen or right-clicking an open space on the Start screen and then tapping or clicking the All apps button on the App bar.

How do I scroll on a touch screen? Use the slide gesture; that is, press and hold your finger on the screen and then move your finger in the direction you wish to scroll.

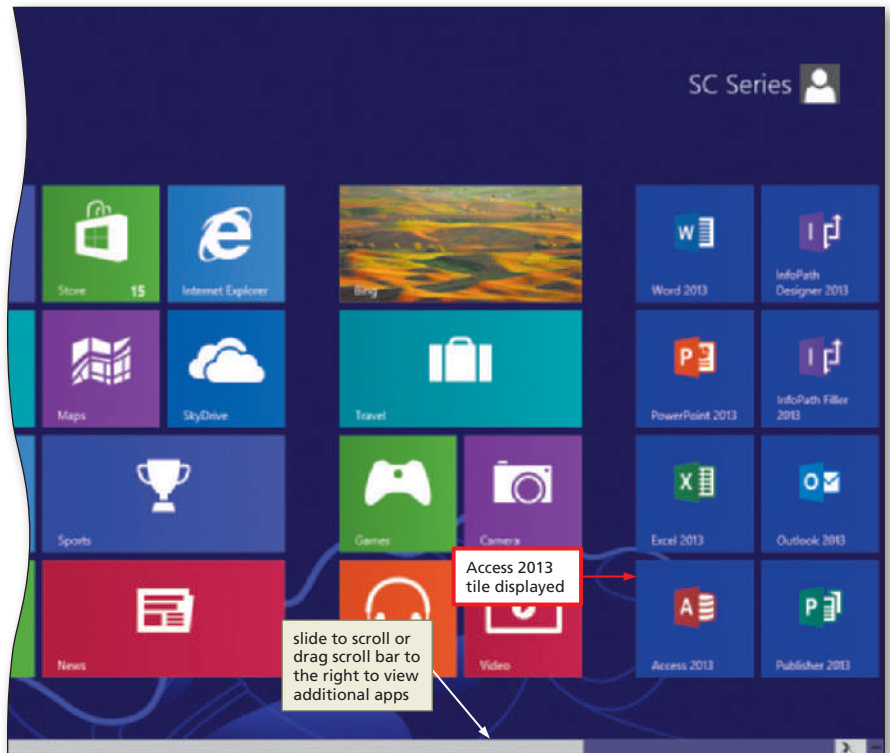


Figure 6

2

- Tap or click the Access 2013 tile to run the Access app (Figure 7).

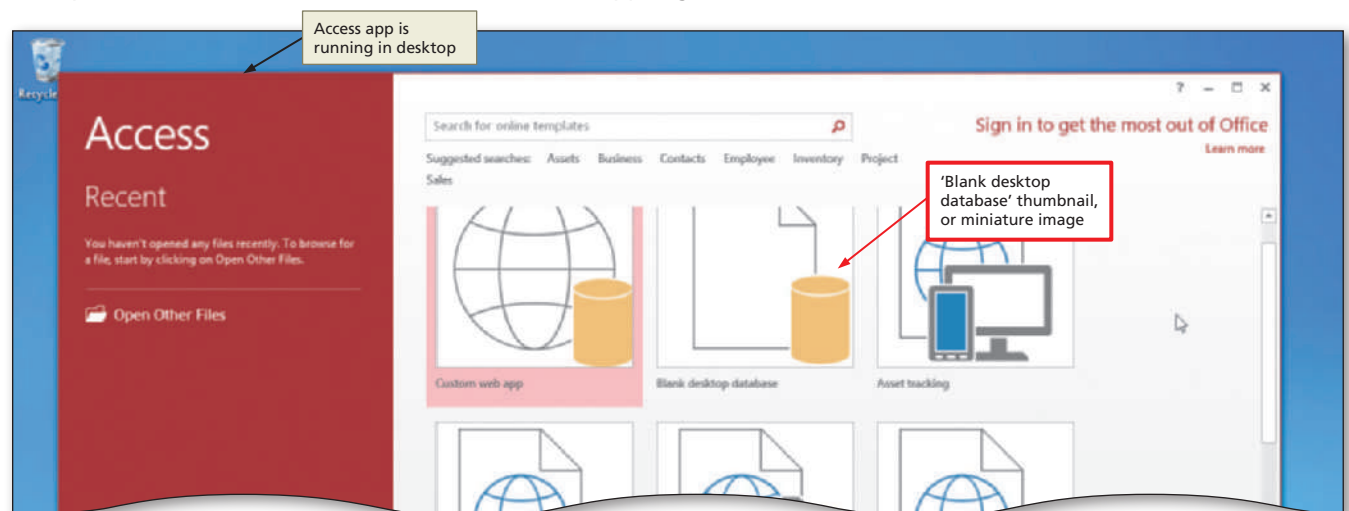


Figure 7

TO RUN AN APP USING THE START MENU USING WINDOWS 7

If you are using Windows 7, perform these steps to run an app using the Start menu instead of the previous steps that use Windows 8.

1. Click the Start button on the Windows 7 taskbar to display the Start menu.
2. Click All Programs at the bottom of the left pane on the Start menu to display the All Programs list.
3. If the app you wish to start is located in a folder, click, or scroll to and then click, the folder in the All Programs list to display a list of the folder's contents.
4. Click, or scroll to and then click, the app name in the list to run the selected app.

Windows Desktop

When you run an app in Windows, it may appear in an on-screen work area app, called the **desktop** (shown in Figure 8). You can perform tasks such as placing objects in the desktop, moving the objects around the desktop, and removing items from the desktop.

Some icons also may be displayed in the desktop. For instance, the icon for the **Recycle Bin**, the location of files that have been deleted, appears in the desktop by default. A **file** is a named unit of storage. Files can contain text, images, audio, and video. You can customize your desktop so that icons representing apps and files you use often appear in the desktop.

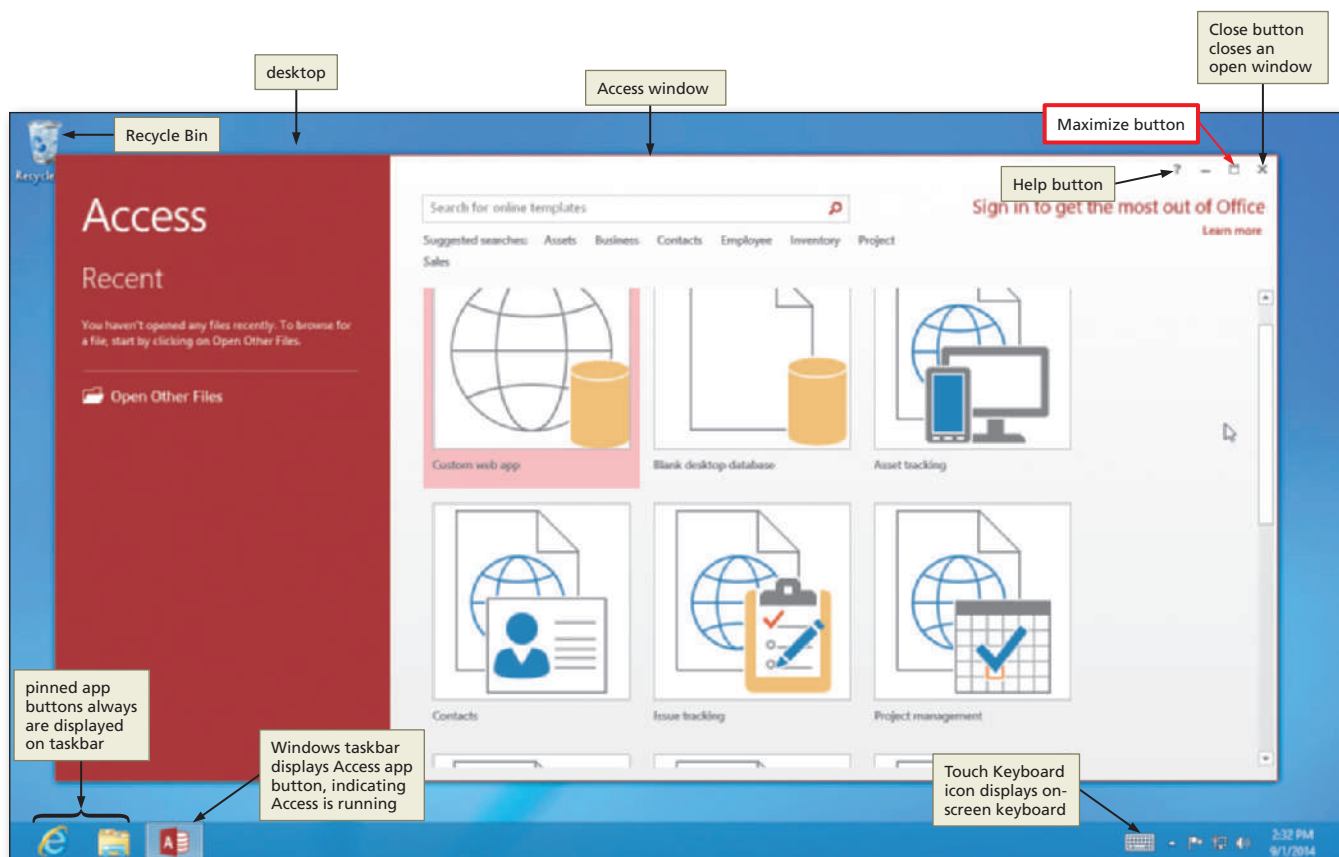


Figure 8