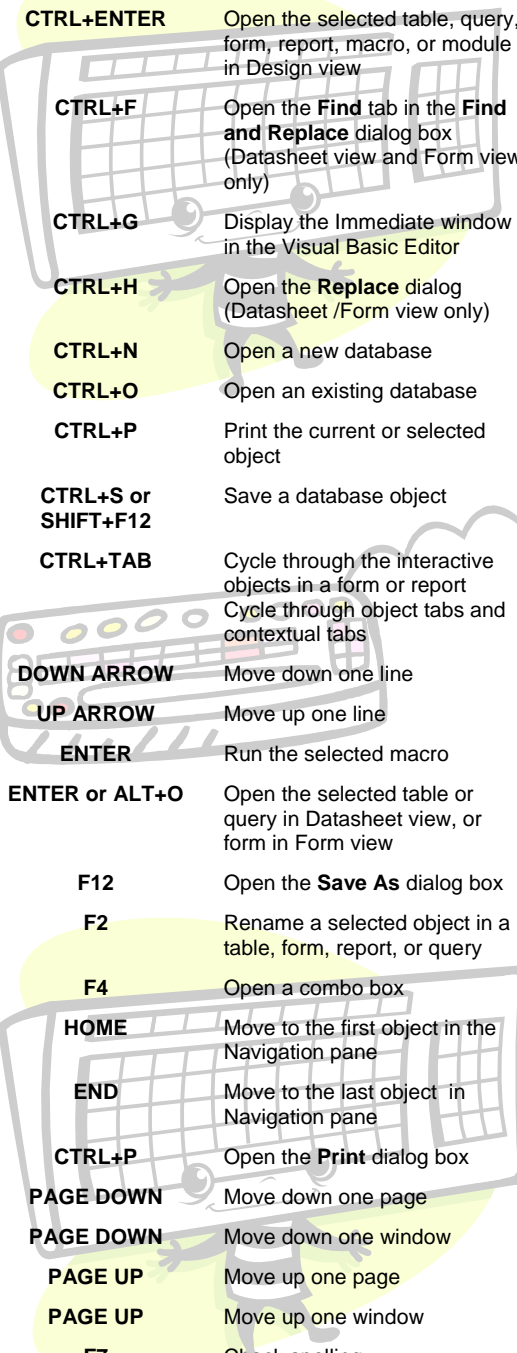


Keyboard Shortcuts



ALT+F4	Quit Microsoft Access
CTRL+ENTER	Open the selected table, query, form, report, macro, or module in Design view
CTRL+F	Open the Find tab in the Find and Replace dialog box (Datasheet view and Form view only)
CTRL+G	Display the Immediate window in the Visual Basic Editor
CTRL+H	Open the Replace dialog (Datasheet /Form view only)
CTRL+N	Open a new database
CTRL+O	Open an existing database
CTRL+P	Print the current or selected object
CTRL+S or SHIFT+F12	Save a database object
CTRL+TAB	Cycle through the interactive objects in a form or report Cycle through object tabs and contextual tabs
DOWN ARROW	Move down one line
UP ARROW	Move up one line
ENTER	Run the selected macro
ENTER or ALT+O	Open the selected table or query in Datasheet view, or form in Form view
F12	Open the Save As dialog box
F2	Rename a selected object in a table, form, report, or query
F4	Open a combo box
HOME	Move to the first object in the Navigation pane
END	Move to the last object in Navigation pane
CTRL+P	Open the Print dialog box
PAGE DOWN	Move down one page
PAGE DOWN	Move down one window
PAGE UP	Move up one page
PAGE UP	Move up one window
F7	Check spelling
CTRL + B	Convert text to bold
CTRL + U	Underline text
CTRL + I	Italicize text
CTRL + Z	Undo last operation
CTRL + U	Redo last operation

Understanding Access Terms

AutoNumber	Automatically numbers each record consecutively beginning with the number 1. AutoNumber is often used as a primary key field because the number is always unique and is never null.
Bound Control	Controls that are bound to the information contained in the field they represent and change according to that information.
Database	A database is comprised of one or more tables. Each database contains a unique name.
Navigation Pane	The Navigation Pane lists all of the objects that are in your database.
Field	A field is the smallest piece of a database; that is, one specific piece of information like a number, a word, a date, a picture, or a reference for some other piece of data. Each column you see in the diagram would all be the same data type; that is one column of data would all be numbers.
Form	A form is tool that is used to easily and accurately enter data into a table. A form presents one record of a database at a time to a user, or allows a user to enter data into the database one record at a time.
Primary Key	A field that uniquely identifies each record. A primary key field must be unique and cannot be null.
Property	Feature that determines how a field behaves or appear in the database.
Query	A query is just like a question you ask the database. There are two types of queries: select and action. A select query will extract and display data based on criteria you provide. An action query will find all data relevant to your query and perform some action on it. A query can be performed on one or more tables in a database.
Record	A record is a collection of one or more fields together in a row.
Referential Integrity	Establishes a relationship between tables to ensure data integrity.
Relationships Window	One table relates to another by a common field. It's easy to determine what those fields are by looking at the tables in the Relationships window.
Report	A report presents your data in a printed format. Reports show summaries, labels, groups, calculations, page numbers, and charts. Access reports are easily customizable and let you present your data in an organized, professional, accessible format.
Table	A table is comprised of one or more records. Each table has a unique name.
Unbound Control	Controls that are not bound to a field. They rely on the user to provide the information that it contains.
SQL	Structured Query Language is the language used by most databases to construct queries. SQL tells the database program what data to find and where, based on certain criteria.


Access Ribbons

Home	The majority of the common Access commands are located in the Home ribbon. You can modify the font and style of text, create and manage records in a table or form, sort and filter data, find and replace data, and switch between different object views.
Create	The Create ribbon is used to create a new Table, Form, Report, Query, Macro or Module. This ribbon also includes commands to quickly make one object based on another, as well as Wizards to create Forms, Reports, and Queries.
External Data	This ribbon gives you the tools to import and export data to and from Access. This ribbon also includes the ability to send and manage special e-mail forms and create and manage data relevant to SharePoint resources.
Database Tools	This ribbon contains other background and miscellaneous database commands. Using this ribbon, you can create and use macros, view and edit table relationships, analyze the performance of a database file, move a database, and add a password.
Contextual Tabs	Contextual tabs appear only when viewing certain database objects in certain views. For example, when viewing a form in Design view, a ribbon will appear containing tools to add and edit controls and functionality.

Getting Started & Help Tools

The Getting Started Page lets you create a new empty database or a new database from a template. The Getting Started window is divided into three sections:

Template Categories	Choose the category of template you want to use for your database.
New Database and Office Online/Template Categories	The default display of the Getting Started window is a link to create a New Blank Database and the Microsoft Office Online start page. If you have selected a template category from the left window pane, here you will choose the specific template you want to use.
Open Recent Database	Any database files you have recently opened will be listed on the right side of the window, simply double-click a file name to open it.

Help is available at any time by clicking the Help button  or pressing the F1 key on your keyboard. The Access 2007 help file will appear in a new dialogue box that is independent of other objects in the Access screen.

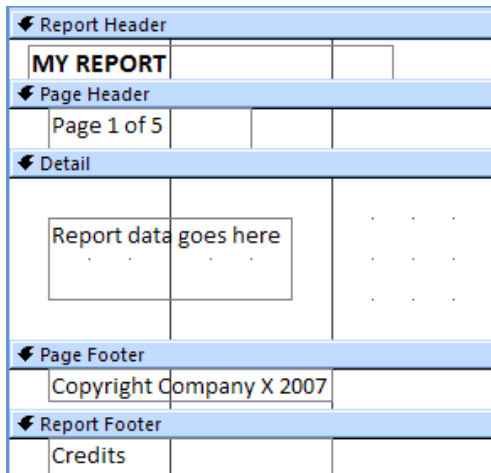
The Help Screen in Access is similar in design to a web browsing program. It contains navigation buttons to browse through the different help pages, a search bar that lets you browse for a specific keyword or phrase, and a viewing area to see the actual help file. The left side of the Search bar is a text field where you can enter a keyword or phrase about your search topic. The right-hand side includes a pull-down menu listing the different locations/categories of help the help file can use

Common Field Properties

Field Size	Defines how many characters this field will hold. Maximum size is 255 characters.
Format	Allows you to add a custom or pre-defined format to a field.
Input Mask	Another type of formatting that can be performed by Access.
Caption	If this field is going to be used in a form, you can enter something here to act as a label for this field.
Default Value	An automatically entered value in a field.
Validation Rule	An expression that limits what value can be entered in a field. Validation Rules are beyond the scope of this manual.
Validation Text	Error message that appears if a Validation Rule is broken.
Required	(Yes/No) You can specify if data must be entered into a field
Allow Zero Length	(Yes/No) You can specify if a field can be left empty.
Indexed	Background service used by Access to speed up queries on large databases.
Unicode Compression	(Yes/No) If enabled, will decrease the disk space needed for certain languages.
IME Mode	Specify the Kanji Conversion Mode set of translation rules this database will follow.
IME Sentence Mode	Specify the language translation properties of this database.
Smart Tags	Allows Access to perform actions that would be performed using other programs.

Anatomy of a Report

Report Header	Objects in this section will be visible at the very beginning of a report. You can use this like a title page.
Page Header	Objects that will appear at the top of every page, and under the Report Footer of the first page.
Detail	Objects that appear in the body of the report. This is usually where the bulk of the information from your table/report will be visible.
Page Footer	Objects that will appear at the bottom of every page. You can include today's date and the page numbers appear at the bottom.
Report Footer	Objects that appear at the very bottom of the report. You may wish to put copyright notification or a special thanks page at the end of your report, use the Report Footer section to do this.



Report Header		
MY REPORT		
Page Header		
Page 1 of 5		
Detail		
Report data goes here	.	.
	.	.
Page Footer		
Copyright Company X 2007		
Report Footer		
Credits		

Types of Action Queries

Make-Table query	Makes a new table based on the results of a query.
Update query	Takes the specified criteria and performs that action on the table.
Append query	Appends records from one table to another.
Delete query	Deletes whatever records you tell it to from a table.

Designing a Report

- Step 1: Adjust the Grid Size** This is more of a matter of preference, yet it is good to have even horizontal and vertical grid resolution. 8x8 is a good size to use because the rulers along the top and left side of the Design view window are divided in 1/8" portions.
- Step 2: Adjust the Canvas Size** Maximizing the report Design view window will give you the best working experience.
- You can make any report section, such as a header or footer, as big as you like. Simply move your mouse to the section header, then click and drag up or down to increase or decrease the size. Move your mouse to the edge of the canvas to drag left or right, using the horizontal ruler as a guide.
- Step 3: Snap to Grid** Snap to Grid is a feature already built into Access' Design view. It automatically aligns the upper-left corner of any control to the size of the grid.
- Once a control is in place, click the large black box in the upper left-hand corner of the control to move the control itself, or any of the smaller boxes on the other sides and corners to adjust the height and/or width of a control.
- Step 4: Group Selection and Moving** At any point, you can select a number of controls and move them as a whole unit. Click in an empty space of the canvas to deselect any objects that might be selected. Click and drag a box around the objects, and then click and drag the objects that have been selected as a group. Now, move the group as a unit.
- Step 5: Try, Try Again!** If you make a formatting error that causes a large disruption in the layout of your controls, don't panic! You can undo the action and restore the controls to their previous state using the Undo arrow or by pressing Ctrl + Z.
- Step 6: Save Frequently** Often when designing things, we get a bit too wrapped up in what we were doing and forget to save our changes. If the power should go out or if your computer becomes unresponsive, you will lose any changes since the last save or AutoSave.

Remember that you can either backup the database before you perform a lot of operations or save a copy of a particular database object before your start working. Should you get in over your head, you can always pull out the backup and try again.

Company Name:	Princesa Isabel M'n	City:	Lisboa	Country:	Portugal
<hr/>					
Company Name:	Furia Bacalhau e F	City:	Lisboa	Country:	Portugal

Referential Integrity Tips

Referential Integrity exists in a relationship between two tables and is used to make data entry into a table safer. Users must follow a certain set of input rules. To make referential integrity work, the following three conditions must exist:

Primary Key	The matching field from one table must be a primary key or have a unique index.
Data Type	Fields in the relationship must be the same data type.
Same Database File	Both tables must exist in the same database (referential integrity cannot be enforced between two databases.)

Understanding Object and Control Properties

Format Tab	Controls how an object or control will look (color, style, etc).
Data Tab	Add a validation rule, make a default value, modify the control source, etc.
Event Tab	Controls what a particular object or control will do when you interact with it (click it, move the mouse over it, etc).
Other Tab	Alternate controls like allowing AutoCorrect, adjusting the tab order, etc.
All Tab	All controls combined.

Using the Form Tools - Design Ribbon



Views	Use this pull-down command to switch between different views in the form.
Font	This section is used to modify the font and style of text. The Conditional command is used to apply different formatting styles according to certain scenarios. For example, if you are calculating monetary figures, all positive values can be bold and black while all negative values can be highlighted in red.
Gridlines	If you create a form based upon an existing table, all of the fields in the form are constructed as a table. Use the commands in this section to change the look of the dividing lines in the table or grid.
Controls	The controls section lets you add other fields to the table, add a logo, title, date and time, as well as modify the look of any lines or rectangles your form may already contain.
Tools	Other miscellaneous form commands can be found here, including viewing the form/object properties, add new fields to a form, create new VBA code for background use in the form, and creating a subform inside the existing form.

Report Page Properties

Click the Chunk in the lower right-hand side of the Report Tools | Page Layout ribbon to adjust the printing properties:

Print Options Tab	Adjust the size of the margins for your page. If you would prefer to print only the data and not any logos or pictures, click the Print Data Only check box.
Page Tab	The Page Tab allows you to adjust the page orientation (portrait or landscape) as well as the size of paper you can print with using your current printer.
Columns Tab	Use this tab to print two or more pages of a report on one piece of paper. Specify dimensions in the row spacing and column spacing fields. Adjust the column size fields specify how large you would like each page of the report to be on the printed page. Lastly, choose how the layout of the report pages will be ordered by choosing one of the radio buttons. Note that the Column Layout control group is only active when you have two or more columns.

Modifying the Grouping and Sorting Properties

Group On	The particular field that is being grouped or sorted.
With A/Z on Top	Choose ascending or descending order.
By Entire Value	You can choose to group or sort according to a certain number of characters. Use this to apply a custom search level.
With/Without Totals	If your table contains numeric data, you can apply totals. Choose the field contained in your report from the Total On combo box, and the Type of total (sum, count, min, max, avg, etc.).
Report Footer	Objects that appear at the very bottom of the report. You may wish to add copyright notification or special thanks.
With Title	Give the group or sort a name.
Header/Footer	Add or Remove a Header or Footer section in your report.
Keep Group Together	This command forces Access to display grouped data together as one piece.














Definitions

Switchboard	A form with direct links to objects/ commands.
Normalization	Splits your data into several tables so that it is stored more efficiently.
Referential Integrity	Establishes a relationship between tables to ensure data integrity.
Select Query	A query that finds data.
Action Query	A query that changes underlying data.
SQL	Structured Query Language, the code in which queries are constructed.
Foreign Key	A field present in a table that is the primary key of another table.
Macro	A group of commands combined with code, so that you can perform a whole series of actions with just one command.

Keyboard Shortcuts

F1	Open help pane.
F6	Switch panes.
F7	Check spelling of current object.
F11	Hide/show Navigation Pane.
F12	Open Save As window.
CTRL + O	Open a database file.
ALT+ F11	Open the Visual Basic Editor.
ALT+ENTER or F4	View the properties of the current database object
ALT+ENTER	Display the properties of the selected object
ALT+F4	Close the active item, or quit Access.

Common Form Controls

Combo Box		Use combo boxes to have the user pick an option out of a list of options by clicking the pull-down arrow.
List Box		A box that works similar to a combo box, but it can be expanded to show all of its contents. A user simply picks the option out of the list they want to use.
Subform/ Subreport		Lets you create a form inside a form or a report inside a report.
Line		Click and drag to draw a line in the form. Useful for dividing up the form components into groups so they are easier to read.
Rectangle		Draw rectangles in the form to help provide a visual group of related components.
Bound Object Frame		Allows you to enter and control various expressions and low-level operations that can be performed on the database.
Unbound Object Frame		Allows you to create a special window inside a frame that you can use to view some other document while looking at your form.
Option Group		Click and drag a box around a group of controls to group them together.
Check Box		When checked, the condition bound to the checkbox is true or active. When unchecked, the condition is false or inactive
Option Button		Used to select a certain option, and almost always in groups of two or more.
Toggle Buttons		A toggle button's command stays in effect when clicked and will remain so until it is clicked again.
Tab Control		Lets you create a series of tabs in your form, each with its own options. Useful if you have a large numbers of controls in a frame that can be categorized.
Image		Allows you to place a picture in your form.

Referential Integrity Rules

Referential Integrity is a set of rules and conditions that make data entry into databases safer. **Referential Integrity should be enforced whenever possible.** It insures that all related fields are valid when considered together in a database, and prevents accidental deletion of related data. To make referential integrity work, the following three conditions must be satisfied:

- The matching field from the parent table is a primary key **or** has a unique index
- The fields in the relationship have the same data type
- Both tables are stored in the same database file

Referential Integrity allows you to cascade database updates and deletions throughout the entire database.

Limit User Access to a Form

Many forms are used to both display and enter data. However, there may come a time when it is in the best interest of the database for users to not be allowed to make any modification via a form. Access allows limitations for both forms and subforms. Open the property sheet for the form and click the data tab:

Order by On Load	Yes
Allow Filters	Yes
Allow Edits	Yes
Allow Deletions	Yes
Allow Additions	Yes
Data Entry	No
Recordset Type	Dynaset
Record Locks	No Locks

Types of Table Relationships

Databases work because of the relationships specified during the construction phase. Having large amounts of data is not very useful unless the data somehow relates to each other. Databases can contain three types of relationships: One-to-One, One-to-Many, and Many-to-Many.

One-to-One	Each record in one table corresponds to one record in another table. For example, every employee has one office assigned to them. Usually the related data is based on primary keys.
One-to-Many	A record in one table can correspond to many records in another table. For example, each record in a Department table may relate to many records in the Employee table as more than one person can work in each department.
Many-to-Many	Though not often used in databases, they are useful if you wish to describe certain situations. For example, each employee can have no more than two jobs, and each job must have at least three employees working on it.

Normalization Steps

A key part of any database's integrity is normalization. This process splits your data into several tables so that it is stored more efficiently. It also reduces your database's size, meaning it will be faster, space will be saved, and the risk of corruption will be reduced.

To normalize your data, click the Analyze Table command in the Database Tools Ribbon. Here are the steps that the wizard will take you through:

Steps 1 and 2	Explain what the wizard will do and show you examples if you desire.
Step 3	Choose the table that you want to normalize.
Step 4	Choose the fields that you want to include, or let the wizard do it.
Step 5	Finalize how information is grouped.
Step 6	Verify primary key fields.
Step 7	Correct errors, if any were found, such as spelling errors.
Step 8	Choose whether or not you want to create a query.

Exporting to XML

Access allows most database objects to be exported to XML (Extensible Markup Language). Access allows any or all of the following data to be exported as well:

Data	Exporting only the data can be expanded to include dependant database objects. Depending on the application, data encoding can also be changed..
Schema	Including the schema saves information about how the data is saved by Access. Options include adding the schema information in the XML file or create a separate XSD file to hold the information.
Presentation	Access can export a full version of the object in a package similar in design to a Web page. Export to the local machine (HTML) or to a Microsoft-based server (ASP).

Importing Contacts from MS Outlook

Access can import an address book or contact list from Microsoft Outlook (if Outlook is the default mail client).

Step 1	Choose Outlook Folder from the More command in the Import ribbon.
Step 2	Choose to import the data, append to another table, or link to the data.
Step 3	Select the address book or contact file.
Step 4	Choose the field you want to use from the source data.
Step 5	Choose a primary key option (depending on choice in Step 2)
Step 6	Name the imported data (depending on choice in Step 2).

Basic Structured Query Language (SQL) Keywords

CREATE	The CREATE keyword is used to create a table in SQL <code>CREATE TABLE Employees (Employee_ID VARCHAR(3), Employee_Name VARCHAR(30));</code>
DELETE	The DELETE keyword is used to erase data in a table. <code>DELETE TABLE Employees WHERE [search criteria];</code>
DROP	The DROP keyword is used to erase a table structure from a database. <code>DROP TABLE Employees;</code>
INSERT	The INSERT keyword is used to add data to a table. <code>INSERT INTO Employees VALUES('G32', 'John Smith');</code>
SELECT	The SELECT keyword is used to retrieve information from one or more tables. <code>SELECT Employee_ID, Employee_Name FROM Employees WHERE Salary <30000;</code>
UPDATE	The UPDATE keyword is used to update data in a table. <code>UPDATE Employees SET Salary = Salary * 1.05 WHERE Position = 'Manager';</code>

PivotTable Fields

Row Fields	Indicates how data will be grouped horizontally.
Column Fields	Indicates how data will be grouped vertically.
Filter Fields	Filter data using this criteria.
Totals/Detail Fields	Add numeric fields here.

PivotChart Fields

Series Fields	Groups data in the chart.
Category Fields	Indicates how data will be grouped vertically.
Data Fields	Add numeric fields here.
Filter Fields	Filter data using these criteria.

Using the Trust Center

Trusted Publishers	Specify a trusted publisher (developer) in this pane. Any content from these publishers will be assumed as safe.
Trusted Locations	Any folder paths listed here are considered safe by Access. Use the Add new location button to specify a folder or network folder to trust.
Add-Ins	The Add-Ins tab lets you specify add-in security. Some settings provide safer usage, but may limit the functionality.
Macro Settings	Macros, like add-ins, can be automatically safe or unsafe based on these security settings.
Message Bar	Show or hide the message bar which displays information regarding blocked content if you open a database file.
Privacy Options	These options allow you to specify how Microsoft Office will access the Internet for additional resources.

VBA – Using the If-Then-Else Statement

The If-Then-Else statement is a staple of nearly every programming language and is used extensively. You have made literally millions of these types of decisions in your lifetime no doubt! It determines if a particular statement evaluates to TRUE. If so, it will execute one block of code. Otherwise (the statement being false) some other block of code will execute.

If it is raining outside, you will take an umbrella with you. If it is not raining, you won't take an umbrella. Translated into VBA code structure:

```
If (it is raining) Then
    I will take an umbrella
Else
    I will not take an umbrella
```

As you will learn in the last section of this manual, SQL queries can be nested; that is you can have a query inside another query. The same is true of If-Then-Else statements:

```
If (it is raining) Then
    I will take an umbrella
Else IF(it is sunny)
    I will take a hat
Else
    I will not take a hat
I will not take an umbrella
```

Other Macro Tasks

Embedding a Macro	Embedding a macro means a macro is directly assigned to a form, report, or control. They cannot be directly access through the Navigation Pane.
Assign to Keystroke	You can assign a macro to run when a key combination is pressed. The macro must be named as AutoKeys.
Assign to Event	Certain database objects like forms and reports have special events, such as the On No Data event. If no data is found, a macro assigned to this event can run.
Assign to Control	A macro can be set to run when a control is interacted with such as a mouse over, double-click, or keystroke when a control is in focus.

This statement covers all bases. If it is raining, you will take an umbrella, end of story. All other code will be ignored. However if it is not raining, but sunny, you will take a hat (and thusly no umbrella). If it is not raining but also not sunny, then you will not need a hat or umbrella.



COM Add-In Security

If your situation requires a specialized piece of code to perform an action, Microsoft Access 2007 requires the following criteria to be true:

- The add-in has been digitally signed by the developer, showing that the original content has not been modified
- The digital signature is continuous and valid and have not been altered since the signature was considered valid
- The digital signature is current (not past its expiry date)
- The digital signature was issued by a reputable commercial certificate authority (CA)
- The developer is a trusted publisher and any of their content is trusted by your computer

SQL Subquery Types

A subquery is defined as a complete SELECT query inside another SELECT query. The inner query will retrieve results that the outer (or main) query will use as arguments.

Scalar	A scalar subquery returns a single value. SELECT [Branch ID] FROM Branch WHERE Address = '123 Anystreet' AND City = 'New York'; will return a single branch number.
Row	A row subquery can return values from the same row. SELECT [Branch ID], Phone, [BranchManager] FROM Branch WHERE Address = '123 Anystreet' AND City = 'New York';
Table	A table subquery can return multiple values from one or more rows: SELECT [Branch ID], Phone, [Branch Manager] FROM Branch WHERE City = 'New York';

Before Digitally Signing a File...

Trust in Each Other	Packaging a database and sending it to another user is a contract of trust between you and the recipient. A correct digital signature ensures that the data contained inside is safe and has not been tampered with.
Older Access Versions	Though Access 2007 supports older file formats, the Package and Sign command only applies to Access 2007 file types. Access 2007 can use the sign and distribute function on older Access file types, see the help file for more information.
One at a Time	Only a single database file can be packed at once.
Everything is Protected	All objects in the database file are digitally signed. Access 2007 also compresses the database file for faster downloading.
SharePoint Functionality	If you are using Windows SharePoint Server 3.0 or higher, you can extract databases from the SharePoint Site instead of having to download them first.

Private SharePoint Space Categories

To access your personal space, click the My Site link after logging into the SharePoint server. The default Private space will contain the following sections:

My Calendar	Your space can act like a simple scheduler & mail server for you if you already have access to some sort of web mail client such as http://mail.mycompany.com .
News for You	A link to the main news page of the SharePoint site. Notifications can be posted and viewed here by all members of your organization.
My Links Summary	The Links section is similar to the Favorites section of Internet Explorer. Add workspace URLs or the URLs of any websites you visit frequently.
Links for You	Items shown here are links that members of your organization can send to you.
My Alerts Summary	SharePoint services feature an internal message and alert system that will notify you of any errors or changes to documents you specify.

SharePoint Requirements

In order to log into and use a SharePoint site, you will need a few things:

Internet Explorer v6 and Internet Connection	Windows SharePoint services are built largely on Microsoft technology. Therefore, in order to properly use the SharePoint features you must use Internet Explorer as your Internet browser. A high-speed Internet connection is strongly recommended.
Username/ Password	A user name and password will be provided to you from your system administrator. Keep your password in a safe place.
System Requirements	Your computer must have Windows 2000/XP/Vista installed, and at least 512 megabytes of memory (1 gigabyte for Vista). The recommended amount of hard drive space is dependant on how much data you intent to transfer to and from the SharePoint site, but modern computers should have no space issues.

Categories of SharePoint Lists

New lists are divided into seven different categories:

Document Libraries	Create a Document Library for any file type, or a Form Library which can organize and use XML-based forms.
Picture Libraries	Create a Picture Library to store any pictures/charts/photos.
Lists	Like the table template in Access 2007, create a list of Announcements, Contacts, Events, Tasks, or Issues.
Custom Lists	Create a completely customizable list, or import a spreadsheet made in Microsoft Excel.
Discussion Boards	Create a newsgroup-style discussion board to discuss topics.
Surveys	Create a quick survey to receive input from others.
Web Pages	Create a basic page, a web start page to display different web parts, or a workspace.

Structured Query Language (SQL) : Basic Queries

Select All Data	<code>SELECT * FROM [table name];</code>
Select Specific Data	<code>SELECT Employees.Name FROM Employees WHERE Employees.[Employee ID] = 15;</code>
Select Conditional data	<code>SELECT Employees.Name FROM Employees WHERE Employees.Salary >= 30000;</code>
Order By ASC(ending)/DESC(ending)	<code>SELECT Employees.[Employee ID], Employees.Name, Employees.Salary FROM Employees ORDER BY Employees.Salary, Employee.Name ASC;</code> <code>SELECT Employees.[Employee ID], Employees.Name, Employees.Salary FROM Employees ORDER BY Employees.Salary DESC;</code>
SELECT	The SELECT keyword is used to retrieve information from one or more tables. <code>SELECT Employee_ID, Employee_Name FROM Employees WHERE Salary <30000;</code>
UPDATE	The UPDATE keyword is used to update data in a table. <code>UPDATE Employees SET Salary = Salary * 1.05 WHERE Position = 'Manager';</code>

COM Add-In Types

Active Application	These are installed and are currently running.
Inactive Application	These are installed but are not currently running.
Document Related	These are template add-ins currently being used.
Disabled Application	These are disabled because they caused problems in the past.

Other Database Tasks

Splitting a Database	Access 2007 can split a database into two halves: one containing tables, another containing queries and forms.
Database Replication	Database replication is not a backup. You create one or more identical copies of the database what can each be called upon to help with querying. If the master should fail, one slave database can revive the entire system.