



# Appendix A

To complete this course, you will need to:

- have Windows and Access 2000 installed on your system
- ensure the Access options are set as specified in this appendix
- have to hand a copy of the course exercise files

## Installing Access 2000

To install Access 2000 refer to the Microsoft documentation supplied with your Access 2000 software. Ensure that the **Input Mask Wizard** and Database Utilities are installed.

**Note:** This course has been written with the assumption that the screen resolution is set to 800 x 600 (Super VGA). Should your monitor be set to use a lower resolution, you may need to scroll to view a full Access form on screen.

## Setting the Access Options

The **Tools, Options** command in Access can be used to customise the way Access looks and operates. This course has been written with the assumption that most of these options have not been changed since the initial installation.



# Appendix A

## Installing the Exercise Files

The exercise files you need to complete the course are supplied on floppy disk. As the exercises in the workbook assume the files are on your hard disk, you will have to copy the files there.

### To Copy the Exercise Files to Your Hard Disk

1. Switch on your computer system so that the Windows desktop is displayed.
2. Insert the disk containing the exercise files.
3. Open **Explorer** then click on **3½ Floppy (A:)** in the left pane.
4. Click on the **Access 2000 Intro Exercises** folder in the right pane then drag it onto **C:** in the left and release the mouse button.

The folder and its contents will be copied to the hard disk.





# Appendix B

## Section 1 Answers

1. Records
2. Fields
3. Form
4. Query
5. [CTRL] V

## Section 2 Answers

1. Blank
2. To store data
3. **Design** view
4. Text
5. Currency
6. **Insert, Field**
7. It would ensure the user completed the field

## Section 3 Answers

1. Columnar, Tabular and Datasheet
2. [CTRL][HOME]
3. Match Whole Field

## Section 4 Answers

1. Use the **View** menu options.
2. Click and drag the large selection handle at the top left corner.
3. Format Painter
4. Hold down [SHIFT] as you click on the required controls.



# Appendix B

## Section 5 Answers

1. Select the subform in the database window and then click the **Design** button  
or  
Right click the subform in the database window then choose **Design**.
2. [F11]
3. [SHIFT][F1]
4. **Index**

## Section 6 Answers

1. Filter By Selection
2. Temporary
3. Select the **Records, Filter, Show All Records** menu option.
4. To create a separate object; to allow additional tables/queries to be added later; to display only some of the fields from each record, or to perform calculations on the data.
5. Crosstab query

## Section 7 Answers

1. **Columnar** displays fields in a list one below the other while **Tabular** displays them side by side.
2. **Pet Name Header** section
3. Select **Whole Group** from the **Keep Together** drop-down list in the **Sorting and Grouping** box.



# Appendix B

## Section 8 Answers

1. When you want an independent copy of the table as part of your database.
2. Table
3. **Insert, Object**
4. **OLE Object**
5. Forms and reports

## Section 9 Answers

1. Data Analysis
2. No
3. There must be only one grouping level and one record at a time on the page.
4. **.htm**
5. **File, Web Page Preview**
6. Compact and Repair

## Section 10 Answers

1. **Tools, Database Utilities, Switchboard Manager**
2. **Move Up and Move Down**
3. **Startup**
4. **Display Status Bar**



