

Microsoft® Access® 2013 Step by Step

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To ensure the ongoing accuracy of this book and its companion content, we've reviewed and confirmed the errors listed below. If you find a new error, we hope you'll report it to us on our website: www.microsoftpressstore.com/contact-us/errata.

| Page | Location | Description | Date corrected |
|------|-------------------------|---|----------------|
| 93 | TIP at bottom | <p>Reads:</p> <p>TIP The CustomerID field contains a unique identifier for each customer and is the table's primary key field. In this case, the unique identifier is not an autogenerated number, but the first three letters of the customer's last name combined with the first two letters of his or her first name.</p> <p>Change the first two sentences to the following (eliminating the word "unique") and add the parenthetical sentence.</p> <p>Should read:</p> <p>Tip: The CustomerID field contains an identifier for each customer and is the table's primary key field. In this case, the identifier is not an autogenerated number, but the first three letters of the customer's last name combined with the first two letters of his or her first name. (Obviously, this method produces unique identifiers only if no two names begin with the same letters.)</p> | |
| 96 | Step 11 | <p>Before step 11, add the following tip:</p> <p>Tip: By the time you finish this book, you will know how to have Access create the CustomerID entry based on the FirstName and LastName entries, so that you don't have to type it.</p> | |
| 163 | Table at bottom of page | <p>Reads:</p> <p>Numeric floating point values from -1.797×10 to the 38th to $+1.797 \times 10$ to the 38th</p> <p>Should read:</p> <p>Numeric floating point values from -1.797×10 to the 308th to $+1.797 \times 10$ to the 308th</p> <p>(Note: the two instances of 38th should read 308th)</p> | |

| Page | Location | Description | Date corrected |
|------|---------------------------------|--|----------------|
| 164 | 2nd paragraph | <p>Reads: By setting the Field Size property to the setting that allows the largest valid entry, you prevent the entry of invalid values.</p> <p>Should read: By setting the Field Size property to the setting that defines the range of valid entries, you prevent the entry of values that are too large or too small.</p> | |
| 173 | In box at top | <p>The custom format works as stated, but the use of the @ symbol might require more explanation.</p> <p>At the end of the Tip in the box on page 172 should add: For more information about custom format characters, search on <I>custom formats</I> in Access Help.</p> | |
| 177 | The last sentence of the Set Up | <p>Reads: Database view</p> <p>Should read: Datasheet view</p> | |
| 181 | Step 20 | <p>In Access 2013, the options displayed when you click the Validation button are Field Validation Rule and Validation Rule; in other words, there is no Record Validation Rule option, so the step is correct as is.</p> <p>However, to avoid confusion, we have changed the following sentence:</p> <p>Reads: Then click Field Validation Rule. Should read: Then click Validation Rule.</p> | |
| 185 | TIP at top, second sentence | <p>Reads: If a field has a lot of potential entries, or if the entries will change often, you can link them to a table.</p> <p>Should read: If a field has a lot of potential entries, or if the entries might change, you can link them to a table.</p> | |
| 187 | Step 17 | <p>Move this sentence from its current position before step 18 to before step 17:</p> <p>Let's ensure that users can select values from the list but cannot change it.</p> | |
| 191 | Step 11 | <p>After step 11, add the following tip:</p> <p>Tip: Obviously, this method of identifying the salesperson works only if each person has a different first name, as is the case with the sample database.</p> | |

| Page | Location | Description | Date corrected |
|------|-----------------|--|----------------|
| 199 | First paragraph | <p>Reads: For a query to work effectively with multiple tables, Access must understand the relationships between the fields in those tables.</p> <p>Should read: Before a query wizard can create a query that uses multiple tables, relationships must exist between the fields in those tables.</p> | |
| 203 | Bulleted list | <p>Add this tip after the second bullet:</p> <p>TIP: If you add tables to the Query Designer for which you have not already defined relationships, Access attempts to relate the tables based on common field names. You can also create relationships by dragging a field from one table to another in the Query Designer. These relationships exist only for the query and are not reflected on the database's Relationships page.</p> | |
| 223 | 2nd paragraph | <p>From the author: Delete queries are indeed dangerous, as I hope the text and exercise make clear.</p> <p>Add the following sentence to "In this exercise" paragraph: You'll also see why you have to be extremely cautious when using delete queries and why you might want to avoid them when working with related tables.</p> | |
| 227 | 2nd paragraph | <p>Reads: Ease of data entry is the major consideration when designing a form, because the easier this process is, the less likely people are to make mistakes.</p> <p>Should read: When you design a form that will be used to enter data, the major consideration is ease of data entry, because the easier this process is, the less likely people are to make mistakes.</p> | |
| 234 | Step 12 | <p>Reads: Next, suppose we don't want users to be able to change the value in the CategoryID text box control.</p> <p>Should read: We don't want users to be able to change the value in the CategoryID text box control.</p> | |
| 234 | Step 15 | <p>Reads: Click the Category Name label control, double-click Category, and then delete it and the following space.</p> <p>Should read: Click the Category Name label control, double-click the word Category, and then delete the selected word and the following space.</p> | |
| 237 | List at bottom | <p>Under the Unbound list, add this bullet: Text box</p> | |

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| 281 | Section: Importing from other Access databases | Add the following sentence at the end of the fist paragraph in that section: After importing the information, remember to delete it from the source database so that it exists in only one place. | |
| 306 | 1st paragraph | Insert the following tip between the first and second paragraphs on page 306: Tip: Always proof the results of a copy and paste operation carefully. In the past, some people experienced loss of data when copying many rows of Access data to Excel. When a lot of data is involved, you might want to export the data instead. | |
| 311 | Practice Files | Practice files were missing for Chapters 11, 12 and 13. FIXED: All practice files are available under "Companion Content" tab here: http://aka.ms/Access2013sbs/files | 3/18/2013 |
| 342 | 2nd TIP | Reads: TIP It's a good idea to compact and repair a database often. You might even want to have Access run this utility automatically each time the database is closed. To automatically run the utility, display the Current Database page of the Access Options dialog box, select the Compact On Close check box in the Application Options area, and then click OK. Should read: TIP It's a good idea to compact and repair a database often. You can even have Access run this utility automatically each time the database is closed, by displaying the Current Database page of the Access Options dialog box, selecting the Compact On Close check box in the Application Options area, and then clicking OK. However, to avoid any chance of corruption, always be sure to back up the database before compacting and repairing it. | |
| 361 | Step 17 | Reads: In the right pane Should read: In the left pane | |