Symbols

\ (backslash), input masks, 90
_ (underscore), line continuation character (VBA), 364
; (semicolon), input masks, 90
< (less than sign), query criteria operator, 146
! (bang), 409
#Const directive, VBA, 367
& (ampersand), Null values (avoiding in strings), 624
' (apostrophe), VBA comments, 363
* (asterisk), queries (adding fields), 140
> (greater than sign), query criteria operator, 146
<> (not equal to), query criteria operator, 147
>= (greater than or equal to), query criteria operator, 146
. (period), 409
= (equal sign), query criteria operator, 146
<= (less than or equal to), query criteria operator, 146

A

About dialog box, 997
AbsolutePosition property (ADO recordsets), 699-700
ACCDB files, front ends as links to communicate to back ends, 919
Access
as a front end, 842-845
options, 844
controlling from other applications, 976-979
Excel, controlling, 956-960
Outlook, controlling, 974-976
PowerPoint, controlling, 970-973
taking SharePoint lists offline, 884, 903
discarding changes, 904-905
synchronizing changes, 903-904
working online, 904
Word, controlling, 966-968
Access 2007 (accdb), SharePoint Server 2007 and, 885
Access data projects, front ends communicating directly to back ends, 921
Access Database Engine, 806
Access Object Model
AllForms collection, 420
AllMacros collection, 421
AllModules collection, 421
AllQueries collection, 423
AllReports collection, 421
AllTables collection, 422
Application object, 416
methods, 417-418
properties, 417
CodeData object, 423
CodeProject object, 423
CurrentData object, 422-423
CurrentProject object, 420-421
DoCmd object, 423-424
Forms collection, 418-419
Modules collection, 420
Reports collection, 419
Screen object, 423
special properties that refer to objects, 415-416
Access tables, linking external data, 856-857
AcDataErrAdded constant (NotInList event), 473
AcDataErrContinue constant (NotInList event), 473
AcDataErrDisplay constant (NotInList event), 473
action queries, 16, 539
Action queries
Append, creating, 543-545
compared to VBA code, 547-548
Delete, creating, 542
Make Table, creating, 545-547
naming prefixes, 541
recordsets, making bulk changes, 708-712
results, previewing, 543
Update, creating, 539-541
warnings, 541, 543
Activate event, forms, 438
ActiveControl property, 415
ActiveForm property, 415
ActiveReport property, 415
ActiveX automation, 949
ActiveX controls, 1125-1126
ActiveX Data Objects. See ADO
Add method
After argument, 649
Before argument, 649
Collection object, 626-627
custom collections, 649
Key argument, 649
Add New button, 1039
Add Procedure dialog box, 352, 487
Add Watch dialog box, 747
Add-In Manager, configuring registry entries, 1036-1039
Add-In Manager command (Add-Ins menu), 1038
Add-In Manager dialog box, 1038
add-ins, 1027, 1126-1127
builders, 1027
creating, 1028
designing, 1028, 1047, 1049-1050, 1052
forms design, 1031-1032
functions, 1028-1031
registering, 1032-1039
testing, 1035
menus, 1045-1046
wizards
creating, 1040-1044
defined, 1039
designing, 1039
registering, 1044-1045
Add-Ins command (Tools menu), 1038
Add-Ins menu commands, Add-In Manager, 1038
AddFromFile method, 1021
adding
  columns to form layouts, 212-213
  command buttons to forms, 244-245
  commands to ribbons, 944-945
  comments to macros, 336-337
  fields
to forms, 198-199
to reports, 278
groups to ribbons, 944-945
  hyperlinks to forms, 251-253
  smart tags
to forms, 253-255
to queries, 175-178
  Trusted Publishers, 1127-1128
AddInPath key, 1014
AddNew method, data access class, 664
ADO (ActiveX Data Objects), 671, PDF:1133
  ADO object model, 671
  Command object, 678-679
  Connection object, 672-675
  Recordset object, 676-678
queries, creating, 718
recordsets
  AbsolutePosition property, 699-700
  adding records, 714-715
  BOF property, 690-691
  Bookmark property, 700-701
  CursorType parameter, 680-682
  deleting records, 712-713
  EOF property, 690-691
  Filter property, 695
  Find method, 696-699
  LockType parameter, 682-683
  modifying records, 701-702
  Options parameter, 684-685
  parameter queries, 701-702
  persisting, 702-704
  record-movement methods, 688-689
  RecordCount property, 691-693
  Sort property, 693-694
  tables
  adding, 715-716
deleting, 717
  relationships, establishing, 717-718
ADO tags, 1133
ADP (Access Data Project), splitting tables from other objects, 835
ADP (Access Data Project) files, 56
After argument, Add method, 649
AfterDelConfirm event, forms, 435
AfterInsert event, forms, 432
AfterUpdate event
  controls, 443
  forms, 434
Alias property, query tables, 171
aliasing functions, 989-991
Align tools, 202
aligning
  objects, forms, 200-202
  report objects, 281
text, object text, 202
Alison Balter's Mastering Access 11
  Client/Server Development, 10
ALL clause, SQL, 572
ALL keyword, SQL, 576
AllForms collection, 420
AllMacros collection, 421
AllModules collection, 421
Allow AutoCorrect property, controls, 241
Allow Datasheet View property, forms, 231
Allow Filters property, 288
  forms, 234
Allow PivotChart View property, forms, 231
Allow PivotTable View property, forms, 231
Allow Zero Length property (fields), 95-96
AllQueries collection, 423
AllReports collection, 421
How can we make this index more useful? Email us at indexes@samspublishing.com
AllTables collection, 422
ALTER TABLE statement, SQL, 585
alternate keys, 117
ampersand (&), Null values (avoiding in strings), 624
And (query criteria operator), 147
ANSI functions, renaming, 990
ANSI-92 extensions, 590
stored procedures, 593-594
tables, 590-593
transactions, 594
views, 593-594
API calls, 782-784
operating environment information, 997-1005
API functions
aliasing, 989-991
constants, 991
hard drives, 1005-1008
APIs, functions, 993
Windows registry, 994-997
apostrophe (‘), VBA comments, 363
app prefix, PDF:1132
Append queries, creating, 543-545
Application Database, 836
tables, storing in, 837
Application Object
Access Object Model, 416
CompactRepair method, 1098-1099
methods, 417-418
properties, 417
application switchboards, 839
applications
client/server, suitability of Access, 10
computer consulting firm example, developing, 72-73
controlling Access from, 976-979
corporate, developing, 8-9
designing
multiuser issues, 909
options, 919
development process
data analysis, 24-27
design phase, 24-27
implementation, 28
maintenance activities, 28
normalization rules, 24-27
prototypes, 27
task analysis, 24
testing stage, 27
development strategies, 835-837
Access as a front end, 842-845
distribution, 839-841
forms, basing on queries/embedded SQL statements, 837
reports, basing on queries/embedded SQL statements, 837
runtime version, 839-841
splitting database objects, 835-836
distributing, runtime version, 839-841
financial considerations, developing, 8
front-ends, 847
index usage, performance benefits, 103
installing, Windows 2000 Terminal Services, 912
Internet, developing, 11
intranets, developing, 11
library databases, Time and Billing application example, 1023-1025
multiuser, 910-911
navigating forms, 190
optimization, 802, 811
ACCDE files, 829
bookmarks, 826-827
Boolean expressions, 815
built-in collections, 816-817
compiling modules, 828
constants, 826
data structures, 808-809
Declare statements, 821
defined, 801
Dim statements, 821

Page numbers preceded by PDF: indicate pages on the website (www.samspublishing.com/title/0672329328).
dynamic arrays, 826
form-optimization techniques, 829-831
hardware configuration, 802-805
inline code, 814
Len function, 818
Me keyword, 825
object references, 821
object variables, 827
organizing modules, 829
Performance Analyzer, 807
queries, 810
report-optimization techniques, 831
specific object variables, 812-813
stored queries, 827-828
true/false evaluations, 819-820
unused code, 821
variant variables, eliminating, 811
Windows 95/98, 806
Windows registry settings, 806
With...End With construct, 823-824
performance considerations, compacting
databases, 1091-1093
personal, developing, 8
referencing, object variables, 950-952
scalability, 11
small businesses, developing, 8
source code, removing, 839
system performance, limiting factors, 9
troubleshooting, 361
ApplyFilter event, forms, 440
applying custom ribbons
to entire databases, 940-941
to forms or reports, 941-943
archiving records, Append queries, 543
arguments. See also parameters
Add method, 649
macro action arguments, 318-320
Open method, ConnectionString
argument, 864
TransferDatabase method, 852
TransferSpreadsheet method, 854
TransferText method, 853
arrays, 605-606, 608-610
declaring, 605-607
dynamic arrays, 826
declaring, 607-609
fixed arrays, 605
parameter arrays, 617-618
passing as parameters, 609-610
scope, 605
As String keyword, 374
ascending sorts (query results), 145
assertions, debugging applications, 752
asterisk (*), queries (adding fields), 140
attached labels, 91
Attachment field type, 86
Auto Center property, reports, 286
Auto Data Tips (debugging), 745
Auto Indent feature, 395
Auto List Members option, 395
Auto Quick Info feature, 395
Auto Repeat property, controls, 242
Auto Resize Info feature, 395
Auto Syntax Check feature, 395
AutoCorrect, 480-481
AutoExec macro
creating, 341-342
example of adding, 343
AutoFill method, 959
AutoFilter method, 982
automatic error checking, 477-479
reports, 505-507
automation, 950
ActiveX automation, 949
controlling Access from other applications,
976-979
Excel
controlling from Access, 956-960
graphs, creating from Access, 961-962, 964-965
object models, 950
object types, 950
object variables, referencing applications, 950-952
objects, 950
Outlook, controlling from Access, 974-976
PowerPoint, controlling from Access, 970-973
Time and Billing application example, 979-983
type libraries, 950
Word, controlling from Access, 966-968
automation client, 950
automation objects, 953-954
binding, 954
creating, object variables, 953
Excel automation objects, closing, 960-961
methods, 954
properties, 953
automation servers, object models, 950
AutoNumber field type, 83
AutoNumber fields
Cascade Update Related Fields option, 131
upsizing to client/servers, 923
autonumber seed, changing (ANSI-92 extensions), 592
axes
exchanging in forms, 262
pivot tables, exchanging, 185

B
Back Color, 290
back ends
compared to back ends, 919
executing stored procedures, 921
tables, linking to front end application database, 919
Back Style, 290
backgrounds, alternating background colors for forms, 216-218
backing up
compacting databases, 1093
databases, 1099-1100
backslash (\), input masks, 90
bang (!), 409
bas prefix, PDF:1132, PDF:1135
basUtils module, General Declarations section, 998-1003
batch updates, recordsets, 707-708
Before argument, Add method, 649
BeforeDelConfirm event, forms, 435
BeforeInsert event, forms, 432
BeforeUpdate event
controls, 443
forms, 433
BeginTrans method, transaction processing, 929-930
Between (query criteria operator), 147
Between Date And Date function, 149
binding
automation objects, 954
late, required functions, 955-956
black-box processing, 611
BOF property (ADO recordsets), 690-691
Bookmark property (ADO recordsets), 700-701
bookmarks, 826-827
adding, 394
Boolean expressions, toggling with Not function, 815
Border Color, 290
Border Style, 290
Border Style property
forms, 231
reports, 286
Border Width, 290
borders
   forms, 231
   reports, 286
Bound Column property, combo boxes, 223
bound controls, 242
Bound Object Frame tool, 283
bound object frames, reports, 283
bound OLE objects, 466-467
   In-Place activation, 466
breakpoints (debugging), 735
   removing, 736
   setting, 736-741
breaks, page breaks (inserting in reports), 293
brk prefix, PDF:1132
broken references, locating, 1102
bugs, avoiding, 728
builders, 1027
   builder functions, preset arguments, 1030
   creating, 1028
   designing, 1028, 1047, 1050
      Load events, 1050-1052
      ValidTextPolite function, 1049-1050
      ValidTextRude function, 1050-1052
forms
   designing, 1031-1032
   Modal property, 1031
functions
   preset arguments, 1029-1031
   writing, 1028-1031
registering, 1032
   Add-In Manager, 1036-1039
   manual entries, 1032-1035
testing, 1035
types, 1027
built-in collections, 816-817
businesses, corporate environments
   (applications development), 8-9
byt data-type prefix, 1133
ByVal keyword, 987

calculated controls, 242, 293
   expressions, 293
calculated fields
   nested queries, 554
   queries
      calculating, 159
      creating, 157-158
calculations, tables and, 119
Call Stack feature (debugging), 743-744
Call Stack window, 743-744
call stacks
   creating, 786, 789-790
   error handling, 765
calling
   functions
      DLL functions, 993
      invalid characters, 989
      ordinal number references, 991
      procedures, 354
Can Edit Subkey value (registry), 1033
Can Grow, 290
   controls, 290
   reports, 304
   subreports, 300
Can Shrink, 290
   controls, 290
   reports, 304
   subreports, 300
Cancel property, controls, 241
candidate keys, 117
Caption, 290
Caption property
   query fields, 170
   reports, 285-286
Caption property
   fields, 91
   forms, 229
captions
  command buttons, 290
  labels, 290
  default, 219
  option groups, 226
Cascade Delete Related Fields, Delete queries (warnings), 543
Cascade Delete Related Records option, 131-133
Cascade Update Related Fields, Update queries (warnings), 541
Cascade Update Related Fields option, 130
cascading error effect, 765-766
case sensitivity
  function names, 986
  library names, 986
  upsizing to client/servers, 925
Catalog object, Delete method, 871
CBF (Code Behind Forms), 347
cbo prefix, 1132
centralizing error handling, 760
certificates, creating self-signed certificates, 1111-1112
Change event, controls, 444
Change To command (Format menu), 830
ChangeCaption procedure, 450
ChangeCaption routine, 413
characters
  fields, naming, 81
  literals, input masks, 90
charts, reports with charts, 272
Check Box tool, 224
check boxes
  forms, adding, 224
  properties, Triple state, 224
CHECK keyword (ANSI-92 extensions), 591
checkboxes, forms (adding), 224
chk prefix, 1132
Choose Builder dialog box, 1047
See also modules
creating, 638-641
instantiating objects, 640
methods, adding, 639
properties, adding, 639
Property Get routine, 640-642
Property Let routine, 640-642
custom collections, 648-651
adding items to, 649
creating, 649
deleting items, 650
looping through, 650
referencing items, 650
custom error handler class, 790-791, 794
ErrorProcess method, 791-793
LogError routine, 793-794
Property Get routine, 793
Property Let routine, 793
Standard Access routine, 790
data access class, 656, 658-661, 663-665
AddNew method, 664
Delete method, 665
Edit method, 664-665
Initialize event, 658
Load event, 659
MoveNext method, 659-661
MovePrevious method, 661-662
Property Get routine, 656-658
Property Let routine, 656-658
Save method, 663-664
Scatter method, 658-659
file information class, 653-656
FullName property, 652-654
GetDrive routine, 653-655
GetName routine, 653-655
GetPath routine, 653-655
manipulating instances (collections), 655-656
property declarations, 652
Initialize event, 643
multiple class instances, creating, 642-643
object orientation, 637-638
Property Set, 642
system information class, 666-669
   Initialize event, 668-669
   Private variables, 666-667
   Property Get routine, 667-668
   Property Let routine, 667-668
type structures, 666-667
Terminate event, 644

classes, 638
   custom events, adding, 651-652
   hierarchies, building, 646
   interfaces, sharing, 648
   properties, adding Parent property, 647-648

clauses, SQL
   ALL, 572
   FROM, 568
   GROUP BY, 573
   HAVING, 573
   JOIN, 570-571
   ORDER BY, 569
   SELECT, 567
   WHERE, 568-569

clearing Immediate window, 732
clearing errors, 764

Click event
   controls, 446
   forms, 439

client/server technology
   benefits of, 843
   considerations for migrating to, 845
   converting to, 842-843
   costs of, 843

client/servers, 914
   Access, integrating, 921
   applications, suitability of Access, 10
   compared to Access, 914-915
   evaluating needs, 918
   field names, compatibility, 81
   versus file servers, 9
   system performance
      application types, 917
      backup/recovery capability, 917
      network demands, 917
      security, 918
      user base, 916
terminology, 922
upsizing, 923-925
   AutoNumber fields, 923
   case-sensitivity, 925
   default values, 91, 924
   indexes, 97, 923
   preparation, 925
   properties, 925
   relationships, 924
   reserved words, 925
   security, 924
table names, 81, 924
   tables, 923
   validation rules, 924
   VBA, 925

clients, automation clients, 950
Close Button property, reports, 287
Close event
   forms, 438
   reports, 494
Close keyword, 628
CloseExcel routine, 960
closing
   Excel automation objects, 960-961
   forms, Form event sequence, 442
   windows, designing forms, 197

cmd prefix, PDF:1132
   cmdFinish1 command button, 1042
cmdFinish2 command button, 1042
cmdSave command button (frmClients form), 396

How can we make this index more useful? Email us at indexes@samspublishing.com
cmdUndo command button (frmClients form), 396

cnt object-naming prefix, PDF:1133-1134
cnts object-naming prefix, PDF:1133-1134

Codd, E. F., Dr., 117

code

  compacting databases, 1096-1099
  compiling, Compile On Demand feature, 629-630
  debugging, 728
    Auto Data Tips, 745
    breakpoints, 735-741
    Call Stack window, 743-744
    Immediate window, 729-730, 734
    Locals window, 744
  naming standards, 728
  Option Explicit statement, 728
  potential problems, 751-752
  quick watches, 745
  runtime errors, 750-751
  Set Next Statement command, 742-743
  Step Into option, 738-739
  Step Out feature, 742
  Step Over option, 741-742
  Stop statement, 735
  strong-typing variables, 728
  variable scoping, 728
  Watch expressions, 745
  watches, 735
  importing external data, 852-854
    TransferDatabase method, 852-853
    TransferSpreadsheet method, 853-854
    TransferText method, 853
  library database references, VBA, 1021
  linking external data, 859-863
    connection information, providing, 860-861
    creating links, 861-863
  optimizing, 811
    ACCDE files, 829
    bookmarks, 826-827

Boolean expressions, 815
built-in collections, 816-817
compiling modules, 828
constants, 826
Declare statements, 821
Dim statements, 821
dynamic arrays, 826
inline code, 814
Len function, 818
Me keyword, 825
object references, 821
organizing modules, 829
specific object variables, 812-813
stored queries, 827-828
true/false evaluations, 819-820
unused code, 821
variables, 827
variant variables, eliminating, 811
With...End With construct, 823-824
writing to create documentation, 1088-1089

Code Behind Forms (CBF), 347

code modules

  exporting, 630-631
  structuring (library databases), 1012-1013

Code window (VBA), 388

  splitting, 393

CodeData object, 423

CodeDB function, 1013

CodeProject object, 423

coding library databases, 1013

Collection object, custom collections, 626-627

collections, 407, 413
  AllForms collection, 420
  AllMacros collection, 421
  AllModules collection, 421
  AllQueries collection, 423
  AllReports collection, 421
  AllTables collection, 422
  compared to objects, 412
custom collections, 648-651
adding items to, 649
creating, 649
deleting items, 650
looping through, 650
referencing items, 650
For...Each construct, 413
Forms collection, 418-419
manipulating multiple instances of file information class, 655-656
Modules collection, 420
Printer, 504
referencing objects, 407
Reports collection, 419
Column Count property, combo boxes, 223
Column Width property, combo boxes, 223
columns
adding to forms, 212-213
client/servers, 922
queries, selecting, 567
removing from forms, 213-214
COM (Component Object Model), 950
Combo Box tool, 220
Combo Box Wizard, 220
combo boxes
adding/removing items at runtime, 474-475
converting text boxes to, 227-228
converting to list boxes, 228
forms, adding, 219-223
labels, 222
NotInList event, 472-473
pop-up forms, 473-474
properties, 222
Command Button Wizard, 244-245
inefficient code generation, fixing, 396-398
command buttons
adding to forms, 244-245
captions, 290
enabling and disabling, 425-428
enabling/disabling, 426-427
hyperlinks, adding, 251
record source, saving changes to, 396
records, undoing changes to, 396
Command object
ADO object model, 678-679
declaring, 678
command tabs, ribbons (new features), 30-33
commands
Add-Ins menu, Add-In Manager, 1038
adding to ribbons, 944-945
Debug menu
Compile, 828
Set Next Statement, 742-743
Edit menu, New, 1034
File menu, Export, 104-109
Format menu, Change To, 830
New menu, 1034
Start menu, Run, 1033
Tools menu
Add-Ins, 1038
Relationships, 124
VBA, viewing code, 387
View menu, Object Browser, 405
Comment Block tool (VBE), 364
comments
adding to macros, 336-337
VBA, 363-364
CommitTrans method, transaction processing, 929-930
Compact command-line option, 1095
Compact Database Into dialog box, 1094
Compact on Close environmental setting, 1095-1096
Compact utility, 803
CompactDatabase method, JetEngine object, 1096-1098
compacting databases, 803, 1091-1099
with code, 1096-1099
Compact on Close environmental setting, 1095-1096
shortcut icons, creating, 1095
user interface, 1093-1095

How can we make this index more useful? Email us at indexes@samspublishing.com
CompactRepair method, 417

Application object, 1098-1099

compatibility, database conversion, 1100-1101

compilation objects, 629

Compile command (Debug menu), 828

Compile On Demand feature (VBA), 629-630

compiler constants, 367

compiling, 629

library databases, 1013

modules, 828

queries, 553

compiling code, Compile On Demand feature (VBA), 629-630

Complete Word feature, modules, 386

Component Object Model (COM), 950

composite keys, 117

compressing drives, 804

computer consulting firm example, application design, 72-73

conditional formatting, 229

forms, 228-229

Conditional Formatting dialog box, 228

Conditional If control structure, 367-368

Connection Object, creating, 675

connection information (linking external data), 860-861

Connection object

ADO object model, 672-675

BeginTrans method, 929-930

CommitTrans method, 929-930

declaring, 672

RollbackTrans method, 929-930

connection problems (external data), 873

Connection string properties, 673

ConnectionString argument (Open method), 864

Const keyword, 381, 602

constants, 602-604, 826

compiler, declaring, 367

declaring, 991

defining, 602-604

scope, 603-604

DLLs, 991, 993

errors, 382

functions, 991

Intrinsic, 381-383

intrinsic constants, 602-604

examples, 632-633

naming, 382

naming conventions, 603-604

NotInList event, 473

Object Browser, 379-380

Public, 603

scope, 381-382, 603

symbolic, 381-382

Symbolic constants, 602

system-defined constants, 602

values, errors, 603

VBA, 380

viewing, 382, 604

Object Browser, 604

constructs

For...Each, 413

For...Next, 371

With...End With, 412

With...End With construct, 823-824

Contents tab (Database Properties dialog box), 1080

context-sensitive help, VBA, 391

contextual command tabs, ribbons (new features), 34

Continuous forms

creating, 451-453

subforms, 453

Control Box property, reports, 286

control builders, 1027

Control events, 443

AfterUpdate, 443

BeforeUpdate, 443

Change, 444

Click, 446
DbClkClick, 447-448
Enter, 445
Exit, 445
GotFocus, 445
KeyDown, 445
KeyUp, 445
LostFocus, 446
MouseDown, 446
MouseMove, 446
MouseUp, 446
NotInList, 444-445
sequence, 449
Updated, 444
Control properties, forms, 237, 241-242
Control Source property, 292
combo boxes, 219-223
combination boxes, 219-223
conditional formatting, 229
conditional If, 367-368
For Each...Next statement, 372-373
For...Next construct, 371
If...Then...Else, 365
Immediate If (If), 366
loops, 369-370
breaking, 371
Select Case statement, 368-369
VBA, 366-368, 370-371
With...End With statement, 372
Control Wizard, combo boxes (adding to forms), 220
controlling printers, 503
controls
Allow AutoCorrect property, 241
Auto Repeat property, 242
bound, 242
calculated, 242, 293
calculated controls, expressions, 293
Cancel property, 241
check boxes, 224
checkboxes, 224
combo boxes, 219-223
converting text boxes to, 227-228
converting to list boxes, 228
conditional formatting, 229
ControlTip Text property, 241
ControlType property, 414-415
data-bound controls, 91
default properties, optimization and, 831
determining type, 414-415
Enter Key Behavior property, 241
Format property, 238
forms, 218
Data Properties, 239-240
Format Properties, 236-239
labels, 219
morphing controls, 227-228
Other Properties, 240-242
Help Context ID property, 241
hyperlinks, adding, 251
IME (Input Method Editor) property, 242
labels, associating/disassociating, 219
list boxes, 223
converting combo boxes to, 228
moving independently of label, 200
Name property, 240
naming, conflicts, 292
option buttons, 224
option groups, 224-226
properties, 240, 242, 290-293
availability, 236
Back Color, 290
Back Style, 290
Can Grow, 290
Can Shrink, 290
Data, 292
Font Color, 291
Font Italic, 291
Font Name, 291
Font Size, 291
controls

Font Underline, 291
Font Weight, 291
Format, 290-291
Name, 292
Other, 292
reports, 289-291
Running Sum, 292
Tag, 292
reports, 282-284
  bound object frames, 283
image controls, 284
labels, 282
lines, 282
rectangles, 283
text boxes, 282
  unbound object frames, 283-284
Scroll Bars property, 237
Special Effect property, 237
Status Bar Text property, 241
subform controls, referring to, 476-477
Tab controls
  adding to forms, 456
  properties, changing, 456-457
Tab Index property, 241
Tab Stop property, 241
Tag property, 242
text boxes, 219
  converting to combo boxes, 227-228
transparent, 237
  unbound, 242
Vertical property, 241
ControlTip Text property, controls, 241
ControlType property, 414-415
ConvertAccessProject method, 418
  Application object, 1100-1101
converting
  to client/server technology, 842
  linked tables to local tables, 871-872
  macros to VBA code, 339-341
CopyFromRecordset method, 982-983

copying
  macro actions, 331
  records, controlling user access, 231
corporations, developing applications, 8-9
counter fields, resetting, 1092
CREATE INDEX statement, SQL, 584-585
CREATE TABLE statement, SQL, 584
CreateControl function, 1044
CreateCustomForm function, 1041-1042
CreateExcelObj subroutine, 956
CreateForm function, 1044
CreateObject function, late binding, 955-956
CreateObject function for Creating Late-bound Excel Instance, 955
CreateRecordset function, 964-965
CreatExcelObj function, 957
creating
  builders, 1028
databases, new (from scratch), 78-79
  forms, 193
    Design view, 196
library databases, 1012-1013
new databases from scratch, 78-79
new forms, Form Wizard, 193
pivot tables
  from forms, 256-259
  from queries, 179-181, 183
Primary Key indexes, 98
tables, 79-81
criteria
  date criteria, refining query results, 149-150
  function results as criteria for queries, 586-587
queries, Like, 554
selection criteria, refining query results, 146-149
specifying at runtime (Parameter queries), 172-175
Cross-tabulation reports, 270

Page numbers preceded by PDF: indicate pages on the website (www.samspublishing.com/title/0672329328).
Crosstab queries, 556-557
   columns, fixed headings, 562
   creating
      with Crosstab Query Wizard, 557, 559
      Design view, 559-560
   fixed column headings, creating, 561
   parameters, 562
   reports, creating, 523, 525-530
Crosstab Query Wizard, 557, 559
crosstab reports, multifact crosstab reports
   (creating), 533-536
crud prefix, PDF:1132
crls prefix, PDF:1132
cur data-type prefix, PDF:1133
Current event, forms, 431
CurrentData object, 422-423
CurrentDB function, 1013
CurrentProject object, 420-421
custom collections, 625-628, 648-651
   accessing items, 627
   adding items, 626-627
   adding items to, 649
   creating, 626, 649
   deleting items, 650
   iterating through items, 628
   looping through, 650
   referencing items, 650
   removing items, 627
custom error handler class (class modules), 790-791, 794
   ErrorProcess method, 791, 793
   LogError routine, 793-794
   Property Get routine, 793
   Property Let routine, 793
   Standard Access routine, 790
custom events, adding to classes, 651-652
custom methods, creating, 489
custom properties, creating, 484-488
   PropertyGet routine, 486-488
   PropertyLet routine, 486-488
   Public variables, 484-486
custom ribbons, building, 841-842
Custom tab (Database Properties dialog box), 1081
customizing
   Quick Access toolbar, 38, 40-41
   ribbons, 935-936
      enabling display of system errors, 937
      showing system tables, 936-937
   USysRibbons table, 938
   USysRibbons table, adding data to, 939-940
   Visual Basic Editor (VBE), 394-395, 399
      coding options, 394-395
      docking options, 396, 399
      general options, 395
Currency field type, 85
Cycle, 289
Cycle property, forms, 235

D
DAO (Data Access Objects), 671, 922
   Errors collection, 769-770
   naming conventions, PDF:1133-1134
   records, deleting, 722-723
   recordsets, RecordCount property, 692
dat data-type prefix, 1133
data
   exporting
      to SharePoint Server 2007, 883-884
      to SharePoint sites, 885-890
   external data. See external data

How can we make this index more useful? Email us at indexes@samspublishing.com
field types
Attachment, 86
AutoNumber, 85
Currency, 85
Date/Time, 84
Hyperlink, 87
Memo, 84
Number, 84
OLE Object, 86
selecting, 82-84
Text, 84
Yes/No, 86

pivot tables, filtering, 183
publishing to SharePoint sites, 891-896

data access class (Class modules), 656, 658-661, 663-665
AddNew method, 664
Delete method, 665
Edit method, 664-665
Initialize event, 658
Load event, 659
MoveNext method, 659-661
MovePrevious method, 661-662
Property Get routine, 656-658
Property Let routine, 656-658
Save method, 663-664
Scatter method, 658-659

Data Access Objects. See DAO
data analysis, application development, 24-27
data entry forms, recordset methods, 719-724
Data Entry property, forms, 234
data locking, 913
data normalization, 115

Data properties
controls, Running Sum property, 292
form controls, 239-240
forms, 233-234
reports, 287

data structures, optimization, 808-809
data types
dBASE, mapping, 873
optimization, 809
variables, 359
data-bound control, 91

Database Documenter, 1074, 1082
documentation output, 1085-1086
launching, 1081-1082
Object Definition window, 1082
options, 1083, 1085
database files, linking external data, 858

Database locking, 913
Database Locking Mode property (Connection strings), 673
database objects
Database window, viewing icons, 12
saving as XML, 1066-1068
splitting, 835-836

Database Password property (Connection strings), 673
database projects, properties, 631-632
Database Properties dialog box, 1079-1081
Contents tab, 1080
Custom tab, 1081
General tab, 1079
Statistics tab, 1080
Summary tab, 1079

Database Splitter, 877
linking external data, 854-856

Database Splitter Wizard, 912

Database to Compact From dialog box, 1093

Database window, 12

Database window objects, naming conventions, PDF:1135
databases
backing up, 1099-1100
behavior when trusted and untrusted, 1123
compacting, 554, 803, 1091-1099
Compact on Close environmental setting, 1095-1096
shortcut icons, creating, 1095
user interface, 1093-1095
with code, 1096-1099
converting to other version formats, 1100-1101
creating, 75-76
  from scratch, 78-79
  from SharePoint lists, 884
  with templates, 76-78
default location, 1095
defined, 11
denormalization, 120
design issues, 115
  benefits, 117
  goals, 117
  history, 117
  integrity rules, 121-122
  normalization rules, 118-120
  rules, 116-118, 122-124
documentation, 1081
  Database Documenter, 1081-1085
  Database Properties dialog box, 1079-1081
  writing code for documentation, 1088-1089
encrypting, 1096-1099
forms, documenting (Database Documenter), 1075-1077
front-ends, 847
Jet engine, converting from old versions, 1096-1098
library databases, see library databases, 1011
macros, documenting (Database Documenter), 1078
modules, documenting (Database Documenter), 1078
naming conventions, 79
normalization, 115-116
  first normal form, 118
  second normal form, 119
  third normal form, 119-120
Object Dependency feature, invoking, 1086-1088
passwords, 867-869
performance considerations
  application types, 917
  backup/recovery capability, 917
  network demands, 917
  security, 918
  user base, 916
properties, documentation, 1081
queries, documenting (Database Documenter), 1075-1076
re-creating, 53-56
relationships, types of, 122
renaming, compiling and, 829
reports, documenting (Database Documenter), 1078
specifications/limitations, 110
tables
  adding with ADO code, 715-716
  deleting with ADO code, 717
  documenting (Database Documenter), 1074-1075
  relationships, establishing, 717-718
  specifications/limitations, 110-111
  trusting, 1106-1107
date criteria, refining query results, 149-150
Date Grouping, 288
Date( ) function, 92
Date() function, 149
Date/Time field type, 83-84
DateAdd function, 378
DateCreated property, 424
DateDiff function, 378
DateModified property, 424
DatePart function, 149, 377
Day( ) function, 149
db object-naming prefix, 1133-1134
dBASE files, 872-873
  mapping dBASE data types, 873

How can we make this index more useful? Email us at indexes@samspublishing.com
dbe object-naming prefix, PDF:1133-1134
dbl data-type prefix, PDF:1133
DbClick event
controls, 447-448
forms, 439
dbs object-naming prefix, PDF:1133-1134
dcm prefix, PDF:1132
DDL (client/servers), 922
Deactivate event, forms, 438
Debug menu commands
Compile, 828
Set Next Statement, 742-743
Debug toolbar, displaying, 730
Debug.Print statements, 361, 734, 739
debugging. See also troubleshooting
library databases, 1022-1023
tips, 752-753
debugging applications
assertions, 752
Auto Data Tips, 745
avoiding bugs, 728
breakpoints, 735
removing, 736
setting, 736-741
Call Stack window, 743-744
Immediate window, 729-730, 734
clearing, 732
printing values to, 734
setting values of variables/properties, 730, 732
testing functions, 733
testing subroutines, 733
testing values of variables/properties, 730
Locals window, 744
potential problems, 751-752
runtime errors, 750-751
Set Next Statement command, 742-743
Step Into option, 738-739
Step Out feature, 742
Step Over option, 741-742
Stop statement, 735
Watch expressions, 745
adding, 746-748
breaking when expressions are true, 748-749
breaking when expressions change, 749
delaying, 748
watches, 735
quick watches, 745
Decimal Places, 290
declarations
automation objects, 953
Command objects, 678
Connection objects, 672
disambiguation, 672
Recordset objects, 676
variables, memory usage considerations, 674
Declare statements, 821, 986
declaring
arrays, 605-607
dynamic arrays, 607-609
compiler constants, 367
constants, 991
DLL functions, 985-986
procedures
Class modules, 355
private, 356
types, 992-993
user-defined types, 600
variables, 358
modules, 348
Option Explicit statement, 349
performance considerations, 359
decomposition, 119
DEFAULT keyword (ANSI-92 extensions), 590
default properties, 410
Default Value property (fields), 91-92
Default View property (forms), 230
Page numbers preceded by PDF: indicate pages on the website (www.samspublishing.com/title/0672329328).
defining constants, 602-604
  scope, 603-604
Definition feature, modules, 387
defragmenting
  compacting databases, 1092
  hard disks, 803
Delete event, forms, 435
Delete method
  Catalog object, 871
  data access class, 665
Delete queries, creating, 542
DELETE statement, QL, 582-583
DeleteSetting function, 994
deleting
  breakpoints, 736
  custom collection items, 650
  external data links, 869, 871
  fields, tables, 80
  fields from query grid, 142-143
  files from disk, 760
  macro actions, 329-330
  records
    Action queries, 542
    controlling user access, 231
    DAO, 722-723
  records from recordsets (ADO), 712-713
  relationships, 128
  tables with ADO code, 717
delimiters, strings, 697-699
denormalization, 120
denormalizing tables, 808
dependencies
  object dependencies, viewing, 109-110
  objects, viewing, 110
derived keys, 116
Description property
  forms, 1075
  queries, 171, 1075
  query fields, 170
  reports, 1078
  tables, 101
Description Subkey value (registry), 1033
design issues, 115
  benefits, 117
  goals, 117
  history, 117
  integrity rules, 121-122
  normalization rules, 118-120
  rules, 116-118, 122-124
design phase, application development, 24-27
Design view
  Crosstab queries, 559-560
  forms
    creating, 196
    designing, 18
  reports, creating, 278
  tables, viewing, 14
designing
  applications
    computer consulting firm example, 72-73
    options, 919
  builder forms, 1031-1032
  builders, 1028, 1047, 1050
    Load events, 1050-1052
    ValidTextPolite function, 1049-1050
    ValidTextRude function, 1050-1052
  forms
    Design view, 18
    shortcut keys, 198
    Time and Billing application, 263-268
    toolbars, 196
    windows, 197
  menu add-ins, 1045
  properties, setting, 402
  queries, Query Design window, 17
  tables
    from scratch, 79-81
    Time and Billing application, 111-113
    wizards, 1039
designing tables, examples, 107
detail (reports), displaying, 516-517

How can we make this index more useful? Email us at indexes@samspublishing.com
Detail reports, 270
Detail section
   forms, 192
   reports, 274
Detail Section Format event, reports, 527-529
Detail Section Print event, reports, 529
detecting objects, broken references, 1102
developing applications, 835-837
   Access as a front end, 842-845
   data analysis, 24-27
   design phase, 24-27
   forms, basing on queries/embedded SQL statements, 837
   implementation stage, 28
   maintenance activities, 28
   prototype stage, 27
   reports, basing on queries/embedded SQL statements, 837
   runtime version, distribution, 839-841
   splitting database objects, 835-836
   task analysis, 24
   testing stage, 24
development environment, RAM recommendation, 803
dialog boxes, 460
   About, 997
   Add Procedure, 352, 487
   Add Watch, 747
   Add-In Manager, 1038
   Choose Builder, 1047
   Compact Database Into, 1094
   Conditional Formatting, 228
   creating, 190, 231
   Database Properties, 1079, 1081
   Database to Compact From, 1093
   Documenter, 1081
   Edit DWORD Value, 1034
   Edit Relationships, 16, 125
   Edit String, 1034
   Edit Watch, 748
   FileDialog object, 463-464
   Find, 390
   Import, 1037
   Import Objects, 1037
   input boxes, 462-463
      InputBox function, 462-463
   Insert Hyperlink, 103
   Insert Object, 283, 466
   Link, 856
   message boxes, 460-462
      MsgBox function, 460-462
   Modal property, 235
   New Object, 1045
   New Query, 138
   Object Browser, 405
   Object Properties, 1075
   Open, 1039
   Parameters, 588
   Performance Analyzer, 808
   Pop Up property, 235
   Print Form Definition (Database Documenter), 1084
   Print Query Definition (Database Documenter), 1084
   Print Table Definition (Database Documenter), 1083
   Project Properties, 631
   Query Parameters, 173-175
   References, 951, 1017
   Replace, 391
   Runtime Error, 750
   Save Backup As, 1099-1100
   Show Table, 139
   Show Tables, 126, 576
      self join queries, 564
   Tab Order, 204
   Zoom, 243
Dialog forms, creating, 459-460
Dim keyword, custom collections, 649
Dim statement, 953
   variables, 359
Dim statements, 821
   memory usage considerations, 674
directives, VBA (#Const), 367
Dirty event, forms, 434
disabling
   command buttons, 425-428
   Sandbox mode
      in Windows Vista, 1123-1124
      in Windows XP or Windows Server 2003, 1124-1125
   Snap to Grid feature, 281
disambiguation (object declarations), 672
disk space, external data, 874
Display as Hyperlink, 291
display of system errors, customizing ribbons, 937
Display on SharePoint Site, 288
displaying
   Debug toolbar, 730
   detail (reports), 516-517
   error descriptions, 759
   error numbers, 759
   errors, errors collection, 769-770
   forms, in PivotTable view, 257-258
   overlapping windows, tabbed documents, 46-47
   pivot tables, from forms (Pivot Table view), 256-257
   summary (reports), 516-518
distributing
   Access databases, 1110-1111
   applications, runtime version, 839-841
Dividing Lines property, forms, 232
DLLs (dynamic link libraries), 985
   constants, 991-993
   functions
      aliasing, 989-991
      calling, 993
      declaring, 985-986
      passing parameters, 987-989
   types, 992-993
Do loops, 369-370
doc object-naming prefix, 1133-1134
dockable windows, 396
DoCmd object, 342, 423-424
   adding report sections at runtime, 501
   examples, 632-633
   importing external data, 852-854
      TransferDatabase method, 852-853
      TransferSpreadsheet method, 853-854
      TransferText method, 853
   macros, executing, 374
      OpenForm method, 375
docs object-naming prefix, 1133-1134
documentation
   benefits, 1073
   databases, 1081
Documenter dialog box, 1081
documenting
   macros, adding comments, 336-337
   tables, 81
documenting databases
   Database Documenter, 1081-1083, 1085
   documentation output, 1085-1086
   forms, 1075-1077
   macros, 1078
   modules, 1078
   Object Definition window, 1082
   options, 1083-1085
   queries, 1075-1076
   reports, 1078
   tables, 1074-1075
   Database Properties dialog box, 1079-1081
   writing code for documentation, 1088-1089
documents
   HTML documents
      importing, 874-876
      linking, 877
   mail merge (Word), 966-968
   tabbed documents, 44-46
      displaying overlapping windows, 46-47
domains

116
drill-down, pivot table data, 184
drivers, ISAM drivers (Windows registry
keys), 866
drives, 804
DROP INDEX statement, SQL, 585
DROP TABLE statement, SQL, 586
DSN keyword, 867
DWORD Value command (New menu), 1034
dynamic arrays, 826
declaring, 607-609
dynamic link libraries. See DLLs
dynasets, tables, 16

E

Edit DWORD Value dialog box, 1034
Edit menu commands, New, 1034
Edit method, data access class, 664-665
Edit Relationships dialog box, 16, 125
Edit String dialog box, 1034
Edit Watch dialog box, 748
editing
project properties, 631
Watch expressions, 748
Editor Format Tab, 395
editors, Registry Editor (invoking), 1033
emailing, errors, 780-781
embedded macros, 315
creating, 332-333
embedded objects, In-Place activation, 466
embedded SQL statements, basing
forms/queries on, 837
embedding SQL statements, 250-251
Empty value, Variant variables, 618-619
enabling command buttons, 425-428
encryption, CompactDatabase method,
Application object, 1098-1099
JetEngine object, 1096-1098
enforced referential integrity, 155
Enter event, controls, 445
Enter Key Behavior property, controls, 241
entity integrity, 122
type integrity rules, 121-122
enumerated types, Intellisense and, 644-646
environment, 802
development, RAM recommendation, 803
environmental settings, Compact on Close,
1095-1096
EOF property (ADO recordsets), 690-691
equal sign (=), query criteria operator, 146
Err object, 766-767
properties, 766
Raise method, 767-769
generating errors, 767-768
user-defined errors, creating, 768-769
err object-naming prefix, PDF:1133-1134
Error Checker, 479
error descriptions, displaying, 759
Error event
forms, 440
reports, 495
error events, 796
error forms, 784
creating, 782-784
printing, 785
error handling, 755-757
call stacks, 765
creating, 786, 789-790
cascading error effect, 765-766
centralizing, 760
clearing errors, 764
default error message, 756
default handler, returning to, 759
distributing applications, 841
Err object, 766-767
properties, 766
Raise method, 767-769
error descriptions, displaying, 759
error numbers, displaying, 759
examples, 798-799
Exit Sub statement, 759
generic error handlers
  creating error forms, 782-784
  ErrorHandler function, 772-774, 778-780
  LogError routine, 774-776
  On Error routine, 770-771
  printing error forms, 785
  type structure declaration, 772
implementing, 755-757
On Error Goto 0 statement, 759-760
On Error Goto statement, 758-759
On Error Resume Next statement, 760
On Error statements, 758
personal error handling, preventing, 786
response options, 760-764
Resume Next statement, 762-763
Resume statement, 761-762
Resume [LineLabel] statement, 763-764
Time and Billing application, 798-799
error messages
  referential integrity, 129
  relationships, 132
error numbers, displaying, 759
ErrorHandler function, 778-780
generic error handlers, 772-774
ErrorProcess method, custom error handler
class, 791-793
errors
  automatic error checking, 477-479
    reports, 505-507
  clearing, 764
  constants, 382
    values, 603
determining appropriate response to, 776-778
emailing errors, 780-781
functions, 986
generating, 767-768
Immediate If (IIf) statements, 366
Invalid add-in entry message, 1036
listing, 797
logging, 774-776
logic errors, 728
responding to, 778-780
runtime errors, 750-751
user-defined, creating, 768-769
Errors collection, 769-770
errs object-naming prefix, 1133-1134
event procedures, 347
  creating, 352
  modules, 350
events, 404
  Control events, 443
    AfterUpdate, 443
    BeforeUpdate, 443
    Change, 444
    Click, 446
    DblClick, 447-448
    Enter, 445
    Exit, 445
    GotFocus, 445
    KeyDown, 448
    KeyPress, 449
    KeyUp, 449
    LostFocus, 446
    MouseDown, 448
    MouseMove, 448
    MouseUp, 448
    NotInList, 444-445
    sequence, 449
    Updated, 444
custom, adding to classes, 651-652
Detail Section Format, reports, 527-529
Detail Section Print, reports, 529
error events, 796
Filter event, forms, 464-465
Form events, 431
  Activate, 438
  AfterDelConfirm, 435

How can we make this index more useful? Email us at indexes@samspublishing.com
AfterInsert, 432  
AfterUpdate, 434  
ApplyFilter, 440  
BeforeDelConfirm, 435  
BeforeInsert, 432  
BeforeUpdate, 433  
Click, 439  
Close, 438  
Current, 431  
DbClick, 439  
Deactivate, 438  
Delete, 435  
Dirty, 434  
Error, 440  
Filter, 440  
GotFocus, 438  
KeyDown, 439-440  
KeyPress, 440  
KeyUp, 440  
Load, 436  
LostFocus, 439  
MouseDown, 439  
MouseMove, 439  
MouseUp, 439  
Open, 435  
order of occurrence, 433  
Resize, 436  
sequence, 441-442  
Timer, 441  
Undo, 434  
Unload, 437  
Group Header Format event, 534-535  
Initialize, 643  
Initialize event  
    data access class, 658  
    system information class, 668-669  
Load event, data access class, 659  
No Data event, 831  
NotInList event, combo boxes, 472-473  
Page Footer Format, reports, 532  
Page Header Format, reports, 527  
Page Header Format event, 533  
report events, 493-496  
    Close, 494  
    Error, 495  
    manipulating sections, 501  
    NoData, 494-495  
    Open, 493-494, 525-526  
    order of, 496  
    Page, 495  
Report Footer Format, reports, 530-532  
Report Header Format, 526-527, 531  
report section events, 496-497, 500  
    Format, 496-498  
    order of events, 500  
    Print, 498-499, 522-523  
    Retreat, 500  
Section events, 443  
Terminate, 644  

Excel  
    automation objects, closing, 960-961  
    controlling from Access, 956-960  
    graphs, creating from Access, 961-962, 964-965  
exchanging  
    axes in forms, 262  
    pivot table axes, 185  
excluding fields, from queries, 166-167  
ExclusiveAsyncDelay setting (Windows registry), 928  
executing  
    macros, 21  
        from ribbons, 946-947  
    queries, 16  
        stored procedures on back ends, 921  
Exit event, controls, 445  
Exit Sub statement, error handling, 759  
explicit references  
    creating in library databases, 1017-1020  
    limitations, 1018  
    RefLibPaths key, 1020
explicit transaction processing, 927
    implementing, 929-930
Export command (File menu), 104-109
exporting
    code modules, 630-631
    data
        to SharePoint Server 2007, 883-884
        to SharePoint sites, 885-890
    form modules, 630-631
Expression Builder, 243. See also builders
    building expressions in queries, 160-161
expression builders, 1027
expressions
    adding to control sources, 243
    Boolean expressions, toggling with Not function, 815
    building in queries (Expression Builder), 160-161
    calculated controls, 293
    forms, 243
    Null values, converting to zero, 167
    queries, 554
        Rushmore, 555
Watch expressions, 745
    adding, 746-748
    breaking when expressions are true, 748-749
    breaking when expressions change, 749
    editing, 748
Extensible Markup Language. See XML
external data, 848
    compatibility, 847
    dBASE files, 872-873
        mapping dBASE data types, 873
defined, 847
examples, 877-879, 881
    Database Splitter, 877
    refreshing links, 878-881
importing, 848-850
    DoCmd object, 852-854
    user interface, 850-851
linking, 848-849, 854, 862-863, 912
    Database Splitter, 854-856
    Database Splitter Wizard, 912
    performance considerations, 874
    refreshing links, 869-871, 878-879, 881
    removing links, 869-871
    to Access tables, 856-857
    to database files, 858
    user interface, 856-858
    user interfaces, 854
    with code, 859-863
    links, refreshing, 877-880
    passwords, 867-869
    storage, 847
    text data, 873
troubleshooting, 873-874
    connection problems, 873
disk space, 874
external tables
    opening, 848-849, 864-865
    connection information, providing, 864
    OpenDatabase method, 864-865
extracting signed packages, 1113-1114

F
f data-type prefix, 1133
Fast Laser Printing, 289
    forms, 236
fdlg object-naming prefix, 1136
Field List properties, queries, 171
Field List window, availability, 233
field properties
    propagating, 481-483
        for reports, 507-509
    queries, 170
Field Size property (fields), 88
field types, Hyperlink, 103-104
fields (tables), 82-84
  adding
to queries, 139-141
to reports, 278
AutoNumber, Cascade Update Related Fields option, 131
behaviors, modifying, 170
calculated fields (queries)
  creating, 157-159
  nested queries, 554
changing location on query grid, 143-144
combo boxes, setting width, 221
counter, resetting, 1092
data types, selecting, 82-84
Date() function, 92
foreign keys, 95
forms
  adding, 198-199
  adding multiple, 198
  selecting, 194
indexing
  queries, 554
  selecting field types, 82
inserting in queries, 143
maximum number allowed, 123
multifield indexes, creating, 96
multivalued fields
  creating, 65-69
  effect on queries, 69, 71
naming, 81
normalization, 25
properties, 87
  Allow Zero Length, 95-96
  Caption, 91
  Default Value, 91-92
  Field Size, 88
  Format, 88-89
  Indexed, 96-98
  Input Mask, 89-90
  Required, 94-96
  Unicode Compression, 97
  Validation Rule, 92-94
  Validation Text, 94
queries
  excluding fields from output, 166-167
  performance considerations, 554
removing from query grid, 142-143
searching, indexes, 96-97
selecting, reports, 275
size considerations, referential integrity, 129
sorting
  query results, 1445-146
  selecting field types, 82
space requirements, 82
subforms, order of fields, 249
tables
  defining, 79
deleting, 80
descriptions, 80
inserting, 80
selecting types, 81
selecting field types, 82
types
  Attachment, 86
  AutoNumber, 85
  Currency, 85
data, 82
  Date/Time, 84
  Hyperlink, 87
  Memo, 84
  Number, 84
  OLE Object, 86
  Text, 84
  Yes/No, 86
  updating queries, 539
validation rules, adding, 93-94
values, lookups (Lookup Wizard), 98-100
file information class (Class modules), 653-656
- FullFileName property, 652-654
- GetDrive routine, 653-655
- GetName routine, 653-655
- GetPath routine, 653-655
- manipulating instances (collections), 655-656
- property declarations, 652

File menu commands, Export, 104-109

file servers
- applications, installing, 910
- versus client/servers, 9

FileDiaolg object, 463-464

files
- ACCDE files, 829
- ADP files, 56
- dBASE files, 872-873
  - mapping dBASE data types, 873
- deleting, from disk, 760
- importing, supported file formats, 850
- INF files, 872
- linking, supported file formats, 850
- low-level file handling, 628-629
- opening, supported file formats, 850
- text files, importing, 630
- WZMAIN80.MDE, importing, 1037
- XML files, importing, 1068-1069

FillCells subroutine, 958

Filter event, forms, 440, 464-465

Filter On Load property, 288

Filter property, 287, 513-514
- forms, 234
- queries, 172
- tables, 102

Filter property (ADO recordsets), 695

filtering
- data, pivot table data, 183
- forms, 464-465
- pivot table data, forms, 261
- recordsets, 695

FilterOn property, 513-514

filters, forms, 234

find and replace feature, VBA, 390-391

Find dialog box, 390

Find method (ADO recordsets), 696-699

finding records in recordsets, 696-699

first normal form, 118

fixed arrays, 605

fld object-naming prefix, 1133-1134

flds object-naming prefix, 1134

FlipEnabled routine, 414-415

fmnu object-naming prefix, 1136

fmsg object-naming prefix, 1136

folders, My Documents, 1095

Font Color property, controls, 291

Font Italic property, controls, 291

Font Name property, controls, 291

Font Size property, controls, 291

Font Underline property, controls, 291

Font Weight property, controls, 291

Footer section, forms, 192

footers, 274. See also Page Footers
  - adding at runtime (reports), 501

For Each...Next loops, 816-818

For Each...Next, 817

For Each...Next statement, 372-373

For...Each construct, 413

For...Each loops, iterating through collection items, 628

For...Next construct, 371

Force New Page property, reports, 293, 303

Fore Color, 290

foreign key fields, 95

foreign keys, 115-116
  - referential integrity and, 121
  - foreign keys (client/servers), 922

Form and Report Class modules, 347

Form Design toolbar, 196

Form Design window, 196, 198-200, 202-204
Form events, 431
Activate, 438
AfterDelConfirm, 435
AfterInsert, 432
AfterUpdate, 434
ApplyFilter, 440
BeforeDelConfirm, 435
BeforeInsert, 432
BeforeUpdate, 433
Click, 439
Close, 438
Current, 431
DbClick, 439
Deactivate, 438
Delete, 435
Dirty event, 434
Error, 440
Filter, 440
GotFocus, 438
KeyDown, 439-440
KeyPress, 440
KeyUp, 440
Load, 436
LostFocus, 439
MouseDown, 439
MouseMove, 439
MouseUp, 439
Open, 435
order of occurrence, 433
Resize, 436
sequence, 441-442
closing forms, 442
key presses, 442
mouse actions, 442
moving between forms, 442
opening forms, 441
sizing forms, 442
Timer, 441
Undo event, 434
Unload, 437

form layouts
columns
adding, 212-213
removing, 213-214
formatting, 210
moving, controls in, 210-211
removing, 214-215

form modules, exporting, 630-631
Form property, 416
Form view, viewing forms, 18
Form Wizard
customizing, 1040-1044
forms, creating, 193-195
one-to-many forms, creating, 246-247
starting, 195

Format, Format properties, 290
Format event, report sections, 496-497
Format function, 376
Format menu, spacing forms, 203
Format menu commands, Change To, 830
Format properties
controls, 238, 290-291
Back Color property, 290
Back Style property, 290
Can Grow property, 290
Can Shrink property, 290
Font properties, 291
Scroll Bars, 237
Special Effect, 237
fields, 88-89
form controls, 236-239
forms, 231
Allow Datasheet View, 231
Allow Form View, 233
Allow PivotChart View, 231
Allow PivotTable View, 231
Auto Resize, 231
Border Style, 231
Dividing Lines, 232
Moveable, 232
Navigation Buttons, 232
Orientation, 233
Picture properties, 231
Record Selectors, 231
Scroll Bars, 232
Width, 231
query fields, 170
reports, 285
  Auto Center property, 286
  Auto Resize property, 286
  Border Style, 286
  Caption property, 285-286
  Close Button, 287
  Control Box, 286
  Grid X property, 287
  Grid Y property, 287
  Grp Keep Together, 286
  Grp Keep Together property, 286
  Layout for Print property, 287
  Min Max Buttons, 286
  Page Footer, 286
  Page Footer property, 286
  Page Header, 286
  Page Header property, 286
  Picture properties, 287
  Width property, 287

FormatCount property, reports, 503
formatting form layouts, 210
Formatting toolbar, 196
  Align tools, 202
  Report Design window, 278
forms
  Access, opening from (SharePoint sites), 896-899
  Allow Datasheet View property, 231
  Allow Filters property, 234
  Allow PivotChart View property, 231
  Allow PivotTable View property, 231
  alternating background colors, 216, 218
  applications, navigating, 190
  Auto Resize property, 231
  axes, exchanging, 262
  basing applications on runtime application distribution, 839
  basing on queries, 249-250
  basing on queries/embedded SQL statements, 837
  Border Style property, 231
  borders, 231
  builders
    designing, 1031-1032
    Modal property, 1031
  closing, Form event sequence, 442
  combo boxes, record sources, 220
  command buttons, adding, 244-245
  components, 192
  conditional formatting. See conditional formatting
  Continuous forms, 451-453
  Control properties, 237, 241-242
  controls, 218
    checkboxes, 224
    combo boxes, 219-223
    Data properties, 239-240
    Format properties, 236-239
    labels, 219
    list boxes, 223
    morphing, 227-228
    option buttons, 224
    option groups, 224-226
    Other properties, 240-242
    text boxes, 219
  creating, 193
    Design View, 196
    Form Wizard, 193, 195
    from queries, 194
    layouts, selecting, 194
    queries, 193
    styles, selecting, 195
    Time and Billing application example, 263-268
    titles, 195

How can we make this index more useful? Email us at indexes@samspublishing.com
custom methods, creating, 489
custom properties
    creating, 484-488
    PropertyGet routine, 486-488
    PropertyLet routine, 486-488
    Public variables, creating, 484-486
Cycle property, 235
data, storing in Type variables, 601
Data Entry property, 234
designing, toolbars, 196
designing (Design view), 18
Detail section, 192
Dialog forms, creating, 459-460
displaying in PivotTable view, 257-258
Dividing Lines property, 232
documenting (Database Documenter), 1075-1077
error, creating, 784
error events, 796
error forms
    creating, 782-784
    printing, 785
event procedures, 350
examples
    frmClients, 263-265
    frmProjects form, 266-267
expressions, 243
Fast Laser Printing property, 236
fields
    adding, 198-199
    adding multiple, 198
    selecting, 194
Filter property, 234
filtering features, 464-465
filters, 234
Footer section, 192
Format properties, 231
frmClients, 659-662
    command button programming code, 396
frmGetFormInfo, 1040
frmSpecialEffect, 1030-1032
Has Module property, 235
Header section, 192
HTML format, saving in, 253
hyperlinks, adding, 251-253
Internet, compatibility, 251-252
key presses, Form event sequence, 442
labels, 219
captions, 91, 219
sizing, 203
large recordsets, display options, 838
Layout for Print property, 233
Layout view, 205-206
    stacked and tabular layouts, 206-211
macros, triggering from, 326-327
Me keyword, 450
Menu Bar property, 235
modal displays, 191
Modal property, 235
Moveable property, 232
moving between, Form event sequence, 442
multipage forms, creating, 453-455
navigating, setting properties, 232
Navigation Buttons property, 232
new features, 51
objects
    aligning, 200-202
    moving, 200
    selecting, 199-200
    sizing, 202-203
    spacing, 203-204
    tab order, changing, 204-205
one-to-many, 246
    creating, 246-248
OpenArgs property, 468
opening
    Form event sequence, 441
    mouse actions, 442
    opening with command button code, efficiency considerations, 396-398
optimizing, 829-831
Order By property, 234
Orientation property, 233
passing parameter query values, 588-589
Picture properties, 231
pivot tables
  controlling information detail (Pivot Table view), 261-262
  creating, 256-257, 259
  creating from, 256
  displaying (Pivot Table view), 256-257
  filtering data (Pivot Table view), 261
  summarized data (Pivot Table view), 259
Pop Up property, 235
pop-up forms, 473-474
printed, 190
printing, 233
properties, 229-235
  Data properties, 233
  Description property, 1075
  Format properties, 229, 232
  property sheet, 229-230
Record Selectors property, 231
record sources, 198
  changing at runtime, 233
records, ordering, 234
recordset methods, 719-724
Recordset Type property, 234
RecordSource property, 720
  changing at runtime, 468-471
reports with forms, 272
Scroll Bars property, 232
Short Menu Bar property, 235
Short Menu property, 235
shortcut keys, 198
single forms, creating, 451-452
sizing, Form event sequence, 442
smart tags
  action buttons, 255
  adding, 253-255
Snap to Grid
  adjusting grid, 233
  temporarily disabling, 202
specifications/limitations, 262
Splash Screen forms, creating, 459
splash screens, creating, 491
split forms, 215-217
splitting into two form layouts, 214
startup forms, 490
styles, 191
subforms, 249, 453, 476-477, 830
  referring to subform controls, 476-477
switchboard forms, 190
  creating, 457
switching to PivotChart view, 262
synchronizing with underlying recordsets, 483-484
Tab controls
  adding, 456
  properties, changing, 456-457
tabbed forms
  creating, 455-457
  Tab controls, adding, 456
Tag property, 236
titles
  Caption property, 229
  Default View property, 230
UserForm, 976-977
uses, 189
viewing (Form view), 18
Width property, 231
Windows, Form Design, 198-200, 202-204
XML format, saving in, 253
Forms collection, 418-419
  referencing forms, 407
fra prefix, 1132
frames
  bound object frames, reports, 283
  unbound object frames, reports, 283-284
frm prefix, PDF:1132, PDF:1135

How can we make this index more useful? Email us at indexes@samspublishing.com
frmClients form, 659, 661-662
  command button additions, 268
  command buttons, programming code for, 396
  Time and Billing Application, creating, 263-265, 268
frmGetFormInfo form, 1040
frmProjects form
  creating, 266-267
  Time and Billing Application, creating, 266-267
frms prefix, 1132
frmSpecialEffect form, 1030-1032
FROM clause, SQL, 568
front ends
  as Access data project communicating directly to back ends, 921
  communicating to backends, with SQL Pass-Through, 920-921
  compared to back ends, 919
  executing stored procedures on back ends, 921
  file format compatibility, 918
  tables, linking from back end servers, 919
  using Access as, 842-845
    options, 844
front-ends, 847
fsfr object-naming prefix, 1136
fsub prefix, 1132
FullFileName property (file information class), 652-654
Function Subkey value (registry), 1033
functions, 348-349, 610. See also procedures
  aliasing, 989-991
  ANSI, renaming, 990
  API functions, 993
    Windows registry, 994-997
  Between Date And Date, 149
  builders
    preset arguments, 1029-1031
    writing, 1028-1031
calling
  invalid characters, 989
  ordinal number references, 991
calling from libraries at runtime, 1015
code, viewing, 387
CodeDB, 1013
constants, 991
CreateControl, 1044
CreateCustomForm, 1041-1042
CreateForm, 1044
CreateRecordset, 964-965
CreatExcelObj, 957
creating, 352-354
  shortcut for, 354
CurrentDB, 1013
Date( ), 92
Date(), 149
DateAdd, 378
DateDiff, 378
DatePart, 149, 377
Day(), 149
Declare statement, 986
DeleteSetting, 994
DLL functions
  aliasing, 989-991
  calling, 993
  declaring, 985-986
  passing parameters, 987-989
  error messages, 986
ErrorHandler, 778-780
  generic error handlers, 772-774
Format, 376
GetAllSettings, 994
GetSetting, 994
hard drives, 1005-1008
IIf, 366
Initials function, 586
InputBox, 462-463
Instr, 376

Page numbers preceded by PDF: indicate pages on the website (www.samspublishing.com/title/0672329328).
InstrRev, 376
IsLoaded, 398, 1015, 1031
IsMissing, 614
IsNull, 619-620
IsNull(), 169
Left, 377
Len, 818

libraries
   DLLs (dynamic link libraries), 985
      Win32 API, 985
Mid, 377
modules, 22, 347
Month(), 149
MonthName, 379
MsgBox, 460-462
MyCustomForm, 1045
names, resolving conflicts, 990
Not, toggling Boolean expressions, 815
NumberOfBytesFree, 1008
Nz, 620, 625
Object Browser, 379-380
parameters, 373-374
   named parameters, 616
   optional parameters, 613-615
   parameter arrays, 617-618
   passing, 610-613
   recursive procedures, 616-617
passing objects to, 413-414
ReLink, 881
Replace, 378
Required, late binding, 955-956
results as criteria for queries, 586-587
Right, 377
SaveSetting, 994
SpecialEffect, 1030
strings, 376-377
StrRev, 379
SysCmd, 1031
TypeOfDrive, 1007
UCase, 377
values, returning, 373-374
VBA, 377-380
Weekday(), 149
Year(), 149

G

g scope prefix, 1135
gallery, ribbons, 34
General Declarations sections
   basUtils module, 998-1003
   compiler constants, 367
   modules, 348
General tab (Database Properties dialog box), 1079
generating errors, 767-768
generic error handlers, 770-775, 778-780, 783-784
   error forms
      creating, 782-784
      printing, 785
   ErrorHandler function, 772-774, 778-780
   LogError routine, 774-776
   On Error routine, 770-771
   type structure declaration, 772
generic object variables compared to specific object variables, 411
GetAllSettings function, 994
GetDrive routine, file information class, 653, 655
GetDriveInfo, 1006
GetDriveInfo procedure, 1006
GetName routine, file information class, 653-655
GetObject function, late binding, 955-956
GetOutlook function, 781
GetPath routine, file information class, 653-655
GetSetting function, 994
GetSysInfo, 1003

How can we make this index more useful? Email us at indexes@samspublishing.com
GetSysInfo subroutine, 782, 1003
GotFocus event
controls, 445
forms, 438
graphics, reports with graphics, 272
graphics, Excel, creating from Access, 961-965
greater than or equal to (>=), query criteria operator, 146
greater than sign (>), query criteria operator, 146
Grid X property, reports, 287
Grid Y property, reports, 287
Gridline Styles, 291
GROUP BY clause, SQL, 573
Group Footers, reports, 275
Group Header Format event, 534-535
Group Headers, reports, 275
group levels, adding to reports, 276
grouping data, reports, 301-303
groups, adding to ribbons, 944-945
Grp Keep Together property, reports, 286
grp object-naming prefix, PDF:1134
grps object-naming prefix, PDF:1134

H
hard disks
compression, 804
defragmenting, 803
compacting databases, 1091-1092
hard drives, 1005-1008
hardware
optimization, 802
defragmenting hard disk, 803
drive compression, 804
RAM, 802
system requirements, 23
Has Module, 289
forms, 235
HasContinued property, reports, 503
HAVING clause, SQL, 573
Header section, forms, 192
headers, 274. See also Page Headers reports, adding at runtime, 501
headings, Crosstabs
fixed, 562
fixed column headings, 561
help
custom, adding to distribution version, 841
properties, 402
VBA, context-sensitive, 391
Help Context Id, 289
controls, 241
Help File, 289
hidden objects, restoring, 64-65
Hide Duplicates, 290
hiding
document tabs, 44, 46
objects in parent groups, 63-64
status bar, 49
system objects, 943
Unassigned Objects group, 61
hierarchies, building classes, 646
horizontal spacing, adjusting forms automatically, 204
HTML
forms, saving as, 253
saving reports as, 306	table data, saving in, 104-107	tables, converting data, 107
HTML documents
importing, 874-876
linking to, 877
Hyperlink Address, 290
hyperlink base, 1079
Hyperlink field type, 87, 103
Hyperlink SubAddress, 290
hyperlinks
adding to reports, 306
forms, adding, 251-253
labels, reports, 306

I/O operations, text files, 629
icons, shortcut icons (compacting databases), 1095
idx object-naming prefix, 1134
idxs object-naming prefix, 1134
If statements, 365
   compared to Select Case statements, 366
If...Then...Else control structure, 365
IIf function, 366
image controls
   compared to unbound object frames, 283
   reports, 284
images, splash screens, 459
IME (Input Method Editor) property, controls, 242
img prefix, 1132
Immediate If (IIf) control structure, 366
Immediate window, 734
   clearing, 732
debbuging features, 729-730
functions, testing, 733
printing values to, 734
setting values of variables/properties, 730-732
subroutines, testing, 733
testing values of variables/properties, 730
troubleshooting applications, 361
implementation stage, applications development, 28
Implements keyword, sharing interfaces, 648
implicit transaction processing, 927
registry settings, 927-929
ImplicitCommitSync setting (Windows registry), 928
Import dialog box, 1037
Import HTML Wizard, 874, 876-877
Import Objects dialog box, 1037
Import Spreadsheet Wizard, 851
importing
   external data, 848, 850
DoCmd object, 852-854
   user interface, 850-851
files, supported file formats, 850
HTML documents, 874, 876
from SharePoint lists, 900, 902
text files, 630
USysRegInfo tables, 1037
XML files, 1068-1069
In-Place activation (embedded objects), 466
Indexed property
   Fields, 96-97
tables, 98
indexed sequential access method data, performance considerations, 849
indexes
   application performance, improving, 102
limitations, 809
multifield, creating, 97
optimization, 809
performance considerations, 97
Primary Key, creating, 98
relationships, 134
searching table fields, 97
table relationships and, 103
tables, 98
   performance benefits, 103
upsizing to client/servers, 97, 923
indexing fields
   queries, 554
selecting field types, 82
INF files, 872
infinite loops, 371
inheritance, 638
Initialize event, 643
data access class, 658
system information class, 668-669
Initials function, 586
InitVars routine, reports, 527
inline code, 814
inline code benchmark, 814
Input # keyword, 628
input boxes, 462-463
InputBox function, 462-463
input devices, minimum system requirements, 23
Input Mask property, 292
query fields, 170
Input Mask property (fields), 89-90
Input Mask Wizard, 89-90
InputBox function, 462-463
Insert Hyperlink dialog box, 103-104
INSERT INTO statement, SQL, 583
Insert Object dialog box, 283, 466
inserting
fields, tables, 80
OLE objects, reports, 283
page breaks, reports, 293
installing
Access
multiuser applications, 910
Windows 2000 Terminal Services, 912
menu add-ins, 1046
multiuser applications, 910-911
instances, manipulating multiple instances of file information class, 655-656
instantiating objects (Class modules), 640
instantiation, 638
Recordset objects, 676
Instr function, 376
InstrRev function, 376
int data-type prefix, 1133

integrity rules, referential and entity rules, 121-122
Intellisense, enumerated types and, 644-646
interfaces, sharing (Implements keyword), 648
International Standards Organization (ISO), 990
Internet
applications, developing, 11
forms, compatibility, 251-252
reports, Internet compatibility, 305-306
intranets, developing applications, 11
Intrinsic constants, 381-383, 602, 604
intrinsic constants
examples, 632-633
viewing (Object Browser), 604
intTemp variable, 739
Invalid add-in entry error messages, 1036
invoking Registry Editor, 1033
Is Hyperlink, 291
Is Not (query criteria operator), 147
Is Null (query criteria operator), 147
ISAM (indexed sequential access method) data, performance considerations, 849
ISAM drivers, Windows registry keys, 866
IsLoaded function, 398, 1031
IsLoaded functions, 1015
IsMissing function, 614
IsNull function, 619-620
IsNull() function, 169
ISO (International Standards Organization), 990
Item method, Collection object, 627
iterating through collection items, 628

J
Jet, 806
JET, ANSI-92 extensions, 590
stored procedures, 593-594
tables, 590-593
transactions, 594
views, 594-594
Jet
client/servers, 922
Errors collection, 769-770
Jet Engine
converting databases from old versions, 1096-1098
objects, naming conventions, PDF:1133-1134
queries, optimizing, 553-555
Jet OLEDB Link Datasource, 861
refreshing external links, 869-871
Jet OLEDB Link Provider, 860
Jet OLEDB Link Provider String, 866-867
JOIN clause, SQL, 570-571
join lines (relationships), 124
joining tables, queries, 570-571
joins
outer joins
left outer joins, 563
queries, 562-564
right outer joins, 563
self joins, queries, 564-565
junction tables, 123-124

K
Key argument, Add method, 649
Key command (New menu), 1034
KeyDown event
controls, 448
forms, 439-440
KeyPress event
controls, 449
forms, 440
KeyUp event
controls, 449
forms, 440

L
Label tool, 219, 282
Label Wizard, 273
labels
associating/disassociating with controls, 219
attached labels, 91
captions, 91, 290
default, 219
combo boxes, 222
forms
adding, 219
controls, 219
sizing, 203

How can we make this index more useful? Email us at indexes@samspublishing.com
hyperlinks
  adding, 251
  adding to reports, 306
mailing labels, reports with labels, 273
printing
  multiple labels, 520-521
  in specific locations, 522-523
reports, 282
  hyperlinks, 306
  sizing, automatically, 281
lassoing objects, 200
late binding, required functions, 955-956
Layout for Print property
  forms, 233
  reports, 287
Layout view, forms, 205-206
  stacked and tabular layouts, 206-211
layouts
  forms, 194
  reports, 277
lbl prefix, 1132
Left function, 377
left outer joins, 563
Len function, 818
less than or equal to ( = ), query criteria operator, 146
libraries
  function libraries, 985
  procedures, unique names, 990
library databases, 1011
  calling functions at runtime, 1015
  compiling, 1013
  creating, 1012-1013
    code modules structure, 1012-1013
    CodeDB function, 1013
    CurrentDB function, 1013
    explicit references, 1017-1020
    Time and Billing application example, 1023-1025
    writing code, 1013
  debugging, 1022-1023
  references, 1013
    creating, 1014
    creating with VBA code, 1021
    runtime, creating, 1014-1016
Library Subkey value (registry), 1033
lifetime, variables, 355
Like (query criteria operator), 147
Like criteria, queries, 554
limitations of reports, 307
lin prefix, PDF: 1132
line continuation character, VBA, 364
Line Spacing, 291
Line tool, 282
lines, reports, 282
Link Child Fields property
  subforms, 249
  subreports, 300
Link dialog box, 856
Link Master Fields property
  subforms, 249
  subreports, 300
linked tables, converting to local tables, 871-872
linking
  external data, 848-849, 854, 862-863, 912
    to Access tables, 856-857
    with code, 859-863
    to database files, 858
    Database Splitter, 854-856
    Database Splitter Wizard, 912
    performance considerations, 874
    refreshing links, 869-871, 878-879, 881
    removing links, 869, 871
    user interface, 856-858
    user interfaces, 854
  files, supported file formats, 850
    HTML documents, 877
  to SharePoint lists, 900, 902
  tables, accessing in networks, 913
links
  reestablishing when SharePoint sites have been moved, 906
  refreshing, 877-880
LinkTables routine, 877-880
LinkToDBase subroutine, 862
List Box Wizard, 224
list boxes
  adding/removing items at runtime, 474-475
  converting to combo boxes to, 228
  forms, adding, 223
    Multiselect property, 475-476
List Constants feature, modules, 385
List Properties and Methods feature, modules, 384
listing errors, 797
lng data-type prefix, 1133
Load event
  data access class, 659
  forms, 436
LoadOnStartup key, 1016
local tables, converting from linked tables, 871-872
local variables, 361
Locals window, 744
Lock Delay property (Connection strings), 674
Lock Retry property (Connection strings), 674
locking
  data, 913
  tables, creating reports, 288
LockType parameter, ADO recordset types, 682-683
LogError routine
  custom error handler class, 793-794
  generic error handlers, 774-776
logging errors, 774-776
logic errors, 728
Long Date format (fields), 89
Lookup Wizard
  Display Control property, 99-100
  launching, 98-100
LookUp Wizard field type, 83
lookups
  disadvantages, 100
  Display Control property, 99-100
  field values, executing (Lookup Wizard), 98, 100
looping
  through custom collections, 650
  through recordsets, 827
loops, 369-370
  breaking, 371
  control references, avoiding repeating, 370
  Do, 369-370
  For Each...Next, 816-818
  For...Each loops, iterating through collection items, 628
  infinite, 371
  records, modifying all in a recordset, 704-706
  With statement, 823-824
LostFocus event
  controls, 446
  forms, 439
low-level file handling, 628-629
lst prefix, 1132

M

m scope prefix, 1135
macro action arguments, 318-320
macro actions, 316-317
  copying actions, 331
  deleting actions, 330
  deleting new actions, 329
  inserting new actions, 329
  moving actions, 330-331
  OnError, 334
macro arguments, 316
macro conditions, 316, 323-324
Macro Design window, 316
running macros, 325
macro names, 316, 321-322
macros
AutoExec macro, creating, 341-342
capabilities of compared to VBA programming, 345-347
converting to VBA code, 339-341
creating, 315-316, 327-328
DoCmd object, 342
documenting
adding comments, 336-337
Database Documenter, 1078
embedded macros, 315
creating, 332-333
executing
DoCmd object, 374
from ribbons, 946-947
mcrPersonalInfo, 328
modifying existing macros, 329
copying macro actions, 331
deleting macro actions, 330
deleting new macro actions, 329
inserting new macro actions, 329
moving macro actions, 330-331
versus modules, 20
new features, 334-335
running, 21, 324
from Macro Design window, 325
from Macros group of the Navigation Pane, 326
stepping through, 338
testing, 337-338
triggering, from forms or report events, 326-327
Trust Center, 1116-1117
when to use, 339
mail merge documents (Word), 966, 968
MailError, 780-781
mailing labels, reports with labels, 273
maintenance, splitting tables from other objects, 836
maintenance activities, applications development, 28
Make Table queries
creating, 545-547
performance considerations, 554
MakeItBold Subroutine, 812
manipulating report sections, 501
many-to-many relationships, 123-124
mapping dBASE data types, 873
MaxBufferSize settings (Windows registry), 806
mcr prefix, 1135
mcrPersonalInfo, 328
MDE files, 829
Me keyword, 450, 825
Me property, 416
Memo field type, 84
memory
Declare statements, 987
freeing, 412
optimization, 802-803
usage considerations, declaring variables, 674
virtual, optimizing, 803-805
menu add-ins, 1045-1046
Menu Add-ins section (registry), library references, 1014
Menu Bar, 288
forms, 235
message boxes, 460-462
MsgBox function, 460-462
preventing rebooting during long processes, 801
methods, 404, 408
Add
Collection object, 626-627
custom collections, 649
AddFromFile, 1021
adding to Class modules, 639
AddNew method, data access class, 664
Application object, 417-418
AutoFill, 959
AutoFilter, 982
automation objects, 954
BeginTrans, transaction processing, 929-930
BrokenReferences (Application object), 1102
CommitTrans, transaction processing, 929-930
CompactDatabase method (JetEngine object), 1096-1098
CompactRepair, 417
CompactRepair method (Application object), 1098-1099
compared to properties, 408-409
ConvertAccessProject, 418
ConvertAccessProject (Application object), 1100-1101
CopyFromRecordset, 982-983
Custom, adding to classes, 651-652
custom methods, creating, 489
Delete
   Catalog object, 871
data access class, 665
Edit method, data access class, 664-665
ErrorProcess method, custom error handler class, 791-793
executing, 408-409
Find method (ADO recordsets), 696-699
Item method, Collection object, 627
MoveFirst, 688
MoveLast, 688
MoveNext, 688, 721
data access class, 659-661
MovePrevious, 688, 721
data access class, 661-662
objects, object library, 951
OpenDatabase, 864-865
OpenForm, DoCmd object, 375
Raise (Err object), 767-769
generating errors, 767-768
user-defined errors, 768-769
record-movement methods (ADO recordsets), 688-689
Remove method, 650
   Collection object, 627
Requery, refreshing recordset data, 702
Resync, refreshing recordset data, 702
Rollback, transaction processing, 929-930
Save method, data access class, 663-664
Scatter method, data access class, 658-659
Supports, Recordset objects, 687
TransferDatabase arguments, 852
   importing external data, 852-853
TransferSpreadsheet arguments, 854
   importing external data, 853-854
TransferText, importing external data, 853
Microsoft Office Access button, new features, 36
Microsoft Word. See Word
Mid function, 377
migration
   importing tables, 848
to client/server environment, 845
Upsizing Wizard, 843
Min Max Buttons property, reports, 286
mini toolbar, 49-50
Modal, 288
modal forms, 191
Modal property
   builder forms, 1031
   forms, 235
modifying
   existing macros, 329
copying macro actions, 331
deleting macro actions, 330
deleting new macro actions, 329
inserting new macro actions, 329
moving macro actions, 330-331
Trusted Locations, 1120

How can we make this index more useful? Email us at indexes@samspublishing.com
Module Design window, modules (viewing design), 22
Module property, 416
Module window, executing procedures, 374-375
module-level variables, see private variables, 348
modules
  basUtils, General Declarations section, 998-1003
  bookmarks, adding, 394
  CBF, 347
class, 347
Class, declaring procedures, 355
Class compared to Standard, 357-358
Class modules. See Class modules
code modules, exporting, 630-631
compiling, 828
Complete Word feature, 386
constants, intrinsic, 382-383
Definition feature, 387
documenting (Database Documenter), 1078
event procedures, 347, 350-352
features, 22
Form and Report Class, 347
form modules, exporting, 630-631
function libraries, 22
functions, 348-349
creating, 352-354
General Declarations sections, 348
List Constants feature, 385
List Properties and Methods feature, 384
versus macros, 20
organizing, 829
Parameter Info feature, 386
procedures
calling, 354-356, 358
private procedures, 356
public procedures, 355
scope precedence, 357
static procedures, 358
Quick Info feature, 385
standard, 347
statements
  Option Explicit, 349
  Option Explicit, 351
subroutines, 347-349
creating, 352-354
tools, 384-386
variables, declaring, 348
VBA, 347-350, 354-358
viewing (Module Design window), 22
Modules collection, 420
Month() function, 149
MonthName function, 379
morphing
  combo boxes to list boxes, 228
text boxes to combo boxes, 227-228
morphing controls, 227-228
mouse
  moving form objects, 200
  reports, selecting objects, 279
  selecting form objects, 199-200
  sizing objects, 202
mouse actions, forms (Form event sequence), 442
MouseDown event
controls, 448
forms, 439
MouseMove event
controls, 448
forms, 439
MouseUp event
controls, 448
forms, 439
Moveable property, 287
forms, 232
MoveFirst method, recordsets, 688
MoveLast method, recordsets, 688
MoveLayout property, reports, 502
MoveNext method, 721
data access class, 659-661
recordsets, 688
networking

client/server applications, suitability of Access, 10
file servers versus client/servers, performance considerations, 9

networks
applications, designing, 909
data locking, 913
linked tables, accessing, 913
servers, installing applications, 910
workstations, installing applications, 911

New command (Edit menu), 1034

new databases, creating, 75-76
from scratch, 78-79
with templates, 76-78

new features
forms, 51
macros, 334-335
mini toolbar, 49-50
Navigation Pane, 42-43
Quick Access toolbar, customizing, 38-41
reports, 51
ribbons, 30
command tabs, 30-33
contextual command tabs, 34
gallery, 34
Microsoft Office Access button, 36
Quick Access toolbar, 34-36
tips and tricks, 36, 38
security, 52, 1103-1105
status bar, 47-49
subforms/subreports, 249, 301
tabbed documents, 44-46
displaying overlapping windows, 46-47
undoing/redoing, 89
user interfaces, 28-30

new features (Access 2003), 51

New menu commands
DWORD Value, 1034
Key, 1034
String Value, 1034

New Object dialog box, 1045
New Query dialog box, 138
NextRecord property, reports, 502
No Data events, 831
NO INDEX keyword (ANSI-92 extensions), 591
NoData event, reports, 494-495
non-equi joins (SQL), 572
normal forms, 116
first, 118
second, 119
third, 119-120

normalization, 115-116
application development, rules, 24-27
denormalization, 120
first normal form, 118
second normal form, 119
third normal form, 119-120

Not (query criteria operator), 147
not equal to (*), query criteria operator, 147
Not function, toggling Boolean expressions, 815
Nothing value, object variables, 412

NotInList event
combo boxes, 472-473
controls, 444-445

Null (query criteria operator), 147
null entries, compared to zero-length, 95

Null values
avoiding in strings, 624
converting to zero, 167
denormalization, 122
examples, 632-633
queries, 579-581
query results, 166-167, 169
variables, 359
Variant variables, 619-625

Number field type, 84
NumberOfBytesFree, 1008
NumberOfBytesFree function, 1008
Numeral Shapes, 291
numeric data, summarizing (Totals queries), 161-165

Nz function, 620, 625

Page numbers preceded by PDF: indicate pages on the website (www.samspublishing.com/title/0672329328).
O

obj data-type prefix, 1133
object, Connection object, 929-930
Object Browser, 379-380, 405
information available in, 406
intrinsic constants, 382
pasting code templates into
procedures, 406
Project/Library drop-down list, 406
running, 405
viewing constants, 604
Object Browser command (View menu), 405
Object Browser dialog box, 405
Object Definition window (Database
Documenter), 1082
object dependencies, viewing, 479-480
Object Dependencies feature, 110
invoking, 1086-1088
object libraries, 951
object models, 950
object orientation, 637-638
Object Properties dialog box, 1075
object types, 950
object variables, 410
compared to regular variables, 410-411
generic compared to specific, 411
Nothing value, 412
referencing applications, 950-952
objects, 402, 638
Access Object Model
AllForms collection, 420
AllMacros collection, 421
AllModules collection, 421
AllQueries collection, 423
AllReports collection, 421
AllTables collection, 422
Application object methods, 417-418
Application object properties, 417
CodeData object, 423
CodeProject object, 423

currentPage

How can we make this index more useful? Email us at indexes@samspublishing.com
executing macros, 374
importing external data, 852-854
OpenForm method, 375
Err, 766-767
Err object
properties, 766
Raise method, 767-769
event procedures, 350
creating, 352
events, 404
Excel automation objects, closing, 960-961
FileDialog, 463-464
form objects
aligning, 200-202
moving, 200
selecting, 199-200
sizing, 202-203
spacing, 203-204
tab order, changing, 204-205
hidden objects, restoring, 64-65
hiding in parent groups, 63-64
instantiating (Class modules), 640
methods, 404, 408
executing, 408-409
object library, 951
naming (Reddick naming convention), 23
naming conventions, PDF:1131-1135
Jet object/collection prefixes,
PDF:1133-1134
object tag prefixes, PDF:1132-1133
scope/lifetime prefixes, PDF:1134
variable data type tags, PDF:1133
Object Browser, 379-380, 405
OLE objects
converting to images, 830
inserting in reports, 283
passing to subroutines and functions,
413-414
Printer, 503-504
procedures, calling, 354
properties, 402, 408
default, 410
modifying, 408-409
object library, 951
setting for single objects, 412
viewing, 402
Recordset object
ADO object model, 676-678
consistent compared to inconsistent
updates, 685-686
CursorType parameter, 680-682
LockType parameter, 682-683
Options parameter, 684-685
selecting location, 686-687
Supports method, 687
referencing, 407
shortcuts, 410
registering, 951
report objects
aligning, 281
moving, 280
selecting, 279-280
sizing, 281
Snap to Grid feature, 281
spacing, 282
reports, moving, 281
Screen object, 423
Table object, Properties collection, 860
unbound OLE objects, 467
viewing object dependencies, 109-110
With...End With construct, 412
ocx prefix, 1132
ODBC, client/servers, 922
OLE DB, 922
OLE Object field type, 86
OLE objects
bound OLE objects, 466-467
In-Place activation, 466
converting to images, 830
inserting in reports, 283
unbound OLE objects, 467
ole prefix, 1132
On Error Goto 0 statement, 759-760
On Error Goto statement, 758-759
On Error Resume Next statement, 760
On Error routine, generic error handlers, 770-771
On Error statements, 758
   On Error Goto, 758-759
   On Error Goto 0, 759-760
   On Error Resume Next, 760
one-to-many forms, creating, 246-248
one-to-many queries, creating one-to-many reports, 296
one-to-many relationships, 16, 122
   join lines, 124
   lookups, 98, 100
one-to-many reports, creating, 294-296, 299
   one-to-many queries, 296
   Report Wizard, 294-296
   Subreport Wizard, 298-300
one-to-one relationships, 123
   join lines, 124
OnError macro action, 334
Open dialog box, 1039
Open event
   forms, 435
   reports, 493-494, 525-526
Open keyword, 628
Open method, ConnectionString argument, 864
OpenArgs property, forms, 468
OpenDatabase method, 864-865
OpenForm method, DoCmd object, 375
opening
   Access forms and reports from SharePoint sites, 884, 896-899
   external tables, 848-849, 864-865
   connection information, providing, 864
   OpenDatabase method, 864-865
   files, supported file formats, 850
   forms, Form event sequence, 441
   windows, designing forms, 197
operators, query criteria, 146-147
opt prefix, PDF:1132
optimization, 802
code
   ACCDE files, 829
   bookmarks, 826-827
   Boolean expressions, 815
   built-in collections, 816-817
   compiling modules, 828
   constants, 826
   Declare statements, 821
   Dim statements, 821
dynamic arrays, 826
   inline code, 814
   Len function, 818
   Me keyword, 825
   object references, 821
   object variables, 827
   organizing modules, 829
   specific object variables, 812-813
   stored queries, 827-828
   true/false evaluations, 819-820
   unused code, 821
   variant variables, eliminating, 811
   With...End With construct, 823-824
coding changes, 811
data structures, 808-809
defined, 801
form-optimization techniques, 829-831
hardware, 802
   Compact utility, 803
defragmenting hard disks, 803
disk compression, 804
   RAM, 802-803
   virtual memory, 803-805
local execution and, 804
Performance Analyzer, 807
queries, 810
report-optimization techniques, 831
software, Windows 95/98, 806

How can we make this index more useful? Email us at indexes@samspublishing.com
optimization

splitting tables from other objects, 836
Windows 2000 Terminal Services, 804
Windows registry settings, 806
optimizing queries, 553, 555
option buttons, adding to forms, 224
Option Explicit statement
  avoiding bugs, 728
  modules, 349-351
Option Group Wizard, 225-226
option groups
  captions, 226
  forms, adding, 224-226
optional parameters, 613-615
Options parameter, ADO recordset types, 684-685
Or (query criteria operator), 147
Order, of report events, 496
ORDER BY clause, SQL, 569
Order By On Load property, 288
Order By property, 288
  forms, 234
  queries, 172
order of events, report section events, 500
OrderBy property, 515-516
OrderByOn property, 515-516
ordering query results, 144-145
Orientation property, 287
  forms, 233
orphan records, 131
Other properties
  controls, 292
  form controls, 240-242
outer joins
  left outer joins, 563
  queries, 562-564
  right outer joins, 563
Outlook, controlling from Access, 974-976
Output All Fields property, queries, 171
overlapping windows, displaying, 46-47

P

packages, signed packages
  creating, 1112-1113
  extracting, 1113-1114
packaging Access databases, 1110-1111
  signed packages, 1112-1114
Page Break tool, 293
Page event, reports, 495
Page Footer Format event, reports, 532
Page Footer property, reports, 286
Page Footers, reports, 274
Page Header Format event, 533
  reports, 527
Page Header property, reports, 286
Page Headers, reports, 274
  printing first and last page entries, 530, 532-533
Page locking, 913
pal prefix, 1132
Palette Source property, 287
parameter arrays, 617-618
Parameter Info feature, modules, 386
Parameter queries, building, 172-175
parameter queries (ADO), 701-702
parameter query values, passing from forms, 588-589
parameters, 991. See also arguments
  Crosstab queries, 562
  CursorType, ADO recordset types, 680-682
  functions, 373-374
  LinkToDBase subroutine, 862
  LockType, ADO recordset types, 682-683
  named, 375
  named parameters, 616
  optional parameters, 613-615
  Options, ADO recordset types, 684-685
  passing, 373-374
    by reference, 987
  passing arrays as, 609-610
passing by reference vs. passing by value, 610-613
string parameters, passing, 987, 989
subroutines, 373-374
Parameters dialog box, 588
Parent property, 416
classes, adding to, 647-648
pass-through queries, 578
creating, 578-579
passing objects to subroutines and functions, 413-414
passing parameters, 373-374
by reference vs. by value, 610-613
passing string parameters, 987-989
passwords
using database passwords to encrypt Access 2007 databases, 1109-1110
databases, 867-869
external data, 867-869
removing, 1110
pdbe object-naming prefix, 1134
Performance Analyzer, 807
queries, 553
Performance Analyzer dialog box, 808
period (.), 409
persisting recordsets, 702-704
personal applications, developing, 8
personal error handling, preventing, 786
Picture properties
forms, 231
reports, 287
pivot charts, creating from queries, 179
Pivot Table view
forms
controlling information detail, 261-262
data filtering, 261
displaying, 256-257
summarized data, 259
query displays, 179-183
axes exchange, 185
drill-down, 184
primary keys (client/servers) 1241

exchanging axes, 185
filtering data, 183
summarized data, 181-183
pivot tables
forms
controlling information detail (Pivot Table view), 261-262
creating from, 256-259
displaying (Pivot Table view), 256-257
filtering data (Pivot Table view), 261
summarized data (Pivot Table view), 259
queries
creating from, 179-183
filtering data, 183
replacing Crosstab queries with, 562
PivotChart view, switching to, 185, 262
PivotCharts, new features, 51
PivotTable view, displaying forms, 257-258
PivotTables, new features, 51
polymorphism, 638
Pop Up, 288
Pop Up property, forms, 235
pop-up forms, 473-474
PowerPoint
controlling from Access, 970-973
slides, 972-973
precedence, procedures, 357-358
prefixes (naming conventions), 1131
Preserve keyword, 608-609
preventing personal error handling, 786
previewing reports, 20
PreviousControl property, 416
Primary Key indexes, creating, 98
primary keys, 117
   Append queries, 545
   normalization, 25
   normalization and, 115
   Null values and, 122
   Update queries, warnings, 541
primary keys (client/servers), 922
libraries, unique names, 990
private, 356
public, 355-356
recursive procedures, 616-617
scope, 358
precedence, 357-358
Static, 358
updating records, 828
variables, lifetime, 355
programming. See also coding
importing external data, 854
VBA
constants, 380
find and replace feature, 391
viewing code, 387
project properties, 631-632
Project Properties dialog box, 631
Project window, VBA, 388
Project/Library drop-down list (Object Browser), 406
propagating field properties, 481-483
reports, 507-509
properties, 402, 408
AbsolutePosition property (ADO recordsets), 699-700
ActiveControl, 415
ActiveForm, 415
ActiveReport, 415
adding to Class modules, 639
Alias property, query tables, 171
Allow Filter, 288
Application object, 417
calling, 354
ChangeCaption, 450
declaring Class modules, 355
eroof handling, creating call stacks, 786, 789-790
event
creating, 352
modules, 350
executing, Module window, 374-375
GetDriveInfo, 1006
Project variables, system information class, 666-667
prm object-naming prefix, 1134
prms object-naming prefix, 1134
procedures. See also subroutines
calling, 354
ChangeCaption, 450
declaring Class modules, 355
eroof handling, creating call stacks, 786,789-790
event
creating, 352
modules, 350
executing, Module window, 374-375
GetDriveInfo, 1006
Page numbers preceded by PDF: indicate pages on the website (www.samspublishing.com/title/0672329328).
Column Count, combo boxes, 223
Column Width, combo boxes, 223
table styles, 222
compared to methods, 408-409
Connection strings, 673
Control, forms, 237, 241-242
table defaults, optimization and, 831
Control Source, combo boxes, 223
tables, 240-242, 290-293
  Allow AutoCorrect, 241
  Auto Repeat, 242
availability, 236
Back Color, 290
Back Style, 290
Can Grow, 290
Can Shrink, 290
Cancel, 241
ControlTip Text, 241
data, 292
Enter Key Behavior, 241
Font Color, 291
Font Italic, 291
Font Name, 291
Font Size, 291
Font Underline, 291
Font Weight, 291
Format, 238, 290-291
Help Context ID, 241
IME (Input Method Editor), 242
Name, 240, 292
Other, 292
Running Sum, 292
Scroll Bars, 237
Special Effect, 237
Status Bar Text, 241
Tab Index, 241
Tab Stop, 241
tag, 242, 292
Vertical, 241
ControlType property, 414-415
custom properties
table adding to classes, 651-652
table creating, 484-488
  PropertyGet routine, 486-488
  PropertyLet routine, 486-488
Public variables, creating, 484-486
table Data properties, form controls, 239-240
table databases, documentation, 1081
table DateCreated, 424
table DateModified, 424
table default, 410
Description property
  queries, 171
  query fields, 170
EOF property (ADO recordsets), 690-691
table Err object, 766
Field List properties, queries, 171
table field properties
  propagating, 481-483, 507-509
  queries, 170
fields
  Default Value, 91
  Input Mask, 90
  Validation Rule, 94
table file information class, FullFileName property, 652-654
Filter, 287
table tables, 102
Filter On Load, 288
Filter property
  ADO recordsets, 695
  queries, 172
FilterOn, 513-514
Force New Page, reports, 293
Form, 416
Format properties
  form controls, 236-239
  query fields, 170

How can we make this index more useful? Email us at indexes@samspublishing.com
forms, 229-231, 233, 235
Allow Datasheet View, 231
Allow Filters, 234
Allow PivotChart View, 231
Allow PivotTable View, 231
Auto Resize, 231
Border Style, 231
Cycle, 235
Data Entry, 234
Data properties, 233
Description property, 1075
Dividing Lines, 232
Fast Laser Printing, 236
Filter, 234
Format, 231
Format properties, 229, 232
Has Module, 235
Layout for Print, 233
Menu Bar, 235
Modal, 235
Moveable, 232
Navigation Buttons, 232
OpenArgs property, 468
Order By, 234
Orientation, 233
Picture, 231
Pop Up, 235
property sheet, 229-230
Record Selectors, 231
Recordset Type, 234
RecordSource property, 468, 470-471
Scroll Bars, 232
Shortcut Menu, 235
Shortcut Menu Bar, 235
Tag, 236
Width, 231
Help, 402
Input Mask property, query fields, 170
Lookup Wizard, Display Control property, 99-100
Me, 416
modifying, 408-409
Module, 416
Multiselect property (list boxes), 475-476
Object Browser, 379-380
objects, object library, 951
Order By, 288
Order By On Load, 288
Order By property, queries, 172
OrderByOn, 515-516
Orientation, tables, 102
Other properties, form controls, 240-242
Output All Fields property, queries, 171
Parent, 416
adding to classes, 647-648
PreviousControl, 416
project properties, 631-632
queries
Description property, 1075
modifying behavior and appearance, 170
viewing, 548
Query properties, 171-172
Record Locks property, queries, 172
Record Source, 287
RecordCount property (ADO recordsets), 691-693
Recordset Type property, queries, 172
RecordsetClone, 416
RecordSource, 720
Report, 416
reports, 284, 286-289, 501-503
Auto Center, 286
Auto Resize, 286
Border Style, 286
Can Grow property, 304
Can Shrink property, 304
Caption, 285-286
Close Button, 287
Control Box, 286
controls, 289-291
Data, 287
Description property, 1078
Force New Page property, 303
Format, 285
FormatCount, 503
Grid X, 287
Grid Y, 287
Grp Keep Together, 286
HasContinued, 503
Layout for Print, 287
Min Max Buttons, 286
Moveable, 287
MoveLayout, 502
NextRecord, 502
Orientation, 287
Page Footer, 286
Page Header, 286
Palette Source, 287
Picture, 287
PrintCount, 503
PrintSection, 502
Repeat Section property, 304
Tag, 289
Width, 287
WillContinue, 503
Row Source Type, combo boxes, 223
Run Permissions property, queries, 172
Section, 416
Sort property (ADO recordsets), 693-694
Source property, query tables, 171
special properties that refer to objects, 415-416
Subdatasheet Name, tables, 102
subforms, 249
subreports, 300
Tab controls, 456-457
table fields, 87
  Allow Zero Length, 95-96
  Caption, 91
  Default Value, 91-92
  Field Size, 88
Format, 88-89
Indexed, 96-97
Input Mask, 89-90
Required, 94-96
Unicode Compression, 97
Validation Rule, 92-94
Validation Text, 94
tables, 102
  Description, 101
  viewing, 101-102
Top Values, queries, 171, 551-552
Unique Records, queries, 171, 549
Unique Values, queries, 171, 548-549
upsizing to client/servers, 925
Validation Rule, tables, 101
Validation Text, tables, 102
viewing, 402
Properties collection, Table object, 860
Properties window
  reports, 285
  VBA, 390
properties Filter, 513-514
properties OrderBy, 515-516
property builders, 1027
Property Get routine
  Class modules, 640-642
custom error handler class, 793
data access class, 656-658
system information class, 667-668
Property Let routine
  Class modules, 640-642
custom error handler class, 793
data access class, 656-658
system information class, 667-668
Property Set, setting values, 642
property sheet, forms, 229-230
PropertyGet routine, custom properties, 486-488
PropertyLet routine, custom properties, 486-488

How can we make this index more useful? Email us at indexes@samspublishing.com
prototypes, applications development, 27
prp object-naming prefix, 1134
prps object-naming prefix, 1134
prps prefix, 1132
Public constants, 603
Public keyword, 356
public procedures, 355-356
public variables, 348, 362-363
  custom properties, creating, 484-486
publishing data to SharePoint sites, 891-896
PWD keyword, 867

queries
  qapp object-naming prefix, PDF:1135
  qddl object-naming prefix, PDF:1135
  qdel object-naming prefix, PDF:1135
  qflt object-naming prefix, PDF:1135
  qlkp object-naming prefix, PDF:1135
  qmak object-naming prefix, PDF:1135
  qry object-naming prefix, PDF:1134
  qry prefix, PDF:1135
  qrys object-naming prefix, PDF:1134
  qsel object-naming prefix, PDF:1135
  qspt object-naming prefix, PDF:1135
  qtot object-naming prefix, PDF:1136

  Action. See Action queries
  analyzing, 553
    improving performance, 554-555
  basing forms on, 249-250
  basing forms/reports on, 837
  columns, selecting, 567
  compiling, 553
  creating, 138-143
    multiple tables, 152
    with ADO code, 718
  criteria
    Like, 554
    specifying at runtime, 172-175
  Crosstab, 556-557
    creating with Crosstab Query Wizard, 557-559
    creating in Design view, 559-560
    fixed column headings, 561-562
    parameters, 562
  crosstab queries, reports, creating, 523, 525-530
  design examples, Time and Billing applications, 186-187
  designing (Query Design window), 17
  documenting (Database Documenter), 1075-1076
  effect of multivalued fields, 69, 71
  efficiency of compared to SQL statements, 838
  expressions, 554
    creating (Expression Builder), 160-161
  Field List properties, 171
  Field properties, 170
  fields
    adding, 139-141
    calculated fields, creating, 157-159
    changing location on query grid, 143-144
    excluding from output, 166-167
    indexing, 554
    inserting after query is built, 143
    performance considerations, 554
    removing from query grid, 142-143
  forms
    combo boxes, 220
    creating, 193
    record sources, 198
  function results as criteria, 586-587
  modifying behavior and appearance, properties, 170
multitable queries
  creating, 151-153
  pitfalls, 153-155
  row fix-up feature, 155-157
naming, 144
nested, calculated fields, 554
null values, 579-581
one-to-many queries, creating one-to-many reports, 296
optimization, 810
optimizing, 553-555, 810
outer joins, 562-564
Parameter queries
  ADO, 701-702
  building, 172-175
parameter query values, passing from forms, 588-589
pass-through, 578
  creating, 578-579
Performance Analyzer, 553
performance considerations, 553
pivot tables
  creating from, 179-183
  filtering data, 183
properties
  Description property, 1075
  Top Values, 551-552
  Unique Records, 549
  Unique Values, 548-549
  Validation Rules, 94
viewing, 548
Query Plan, 553
Query properties, 171
Records, counting, 555
reports
  creating, 527
  efficiency considerations, 275
results
  date criteria, 149-150
  excluding fields, 166-167
  Null values, 166-169
  ordering, 144-145
  selection criteria, 146-149
  sorting, 145-146
  updating, 150
running, 16, 141
Rushmore technology, 555-556
saving, 144
select, 16
select queries, defined, 137
self joins, 564-565
smart tags
  action buttons, 176
  adding, 175-178
specifications/limitations, 185-186
SQL, 566-569, 572, 575
  creating, 574
stored queries, 250-251, 827-828
  basing reports on, 305
subqueries, 581
table statistics, recreating, 1092
tables
  adding, 139
  joining, 570-571
  removing, 153
  selecting, 568
Time and Billing application example, 595-597
Totals queries, 161-165
Union, 577
  creating, 575
  creating with graphical QBE, 576-577
  sorting results, 576
viewing shortcut keys, 142
windows, SQL View, 574
Query Design window, 139
  queries, designing, 17
query grid, fields
  moving, 143-144
  removing, 142-143
Query Parameters dialog box, 173, 175

How can we make this index more useful? Email us at indexes@samspublishing.com
Query Plan, 553
Query properties, 171-172
Query Properties window, 1075
Quick Access toolbar
  customizing, 38, 40-41
  new features, 34-36
Quick Info feature, modules, 385
quick watches (debugging), 745
quni object-naming prefix, 1136
qupd object-naming prefix, 1136
qxtb object-naming prefix, 1135

R

Raise method (Err object), 767-769
  generating errors, 767-768
  user-defined errors, creating, 768-769
RAM
  development environment recommendation, 803
  optimization, 802-803
ReadAheadPages settings (Windows registry), 806
reading, text files, 629
Reading Order, 291
rebooting, preventing during long processes, 801
recompiling modules, 828
Record Locks, 288
  queries, 172
Record Selectors property, forms, 231
Record Source property, 287
record sources, forms, 198
  changing at runtime, 233
  combo boxes, 220
record-movement methods, ADO (ActiveX Data Objects), 688-689
RecordCount property (ADO recordsets), 691-693
records, 599-602
  adding queries, 543-545
  archiving, Append queries, 543
  copying/deleting, controlling user access, 231
  counting, queries, 555
  deleting
    DAO, 722-723
    queries, 542
dynasets, 16
forms, ordering, 234
normalization rules, 25
orphan records, 131
updating, 828
  queries, 539-541
RecordserClone property, 416
Recordset object
  ADO object model, 676-678
  declaring, 676
  Open method
    CursorType parameter, 680-682
    LockType parameter, 682-683
    Options parameter, 684-685
Recordset objects
  cursors, selecting location, 686-687
  Supports method, 687
  updating, consistent compared to inconsistent, 685-686
Recordset property
  AddNew method, 722
  MoveNext method, 721
Recordset Type property
  forms, 234
  queries, 172
recordsets
  action queries, making bulk changes, 708-712
  ADO methods
    Find method, 696-699
    record-movement methods, 688-689
ADO properties
    AbsolutePosition property, 699-700
    BOF property, 690-691
    Bookmark property, 700-701
    EOF property, 690-691
    Filter property, 695
    RecordCount property, 691-693
    Sort property, 693-694
ADO recordset types
    CursorType parameter, 680-682
    LockType parameter, 682-683
    Options parameter, 684-685
batch updates, 707-708
data entry forms, 719-724
filtering, 695
finding records, 696-699
forms, 719-724
looping through, 827
modifying all records, 704-706
MoveFirst method, 688
MoveLast method, 688
MoveNext method, 688
MovePrevious method, 688
parameter queries, 701-702
persisting, 702-704
records
    adding (ADO), 714-715
    deleting (ADO), 712-713
    modifying (ADO), 701-702
refreshing data, 702
sorting, 693-694
stored procedures and, 713
underlying recordsets, synchronizing forms with, 483-484
RecordSource, 720
    forms, changing at runtime, 468-471
RecordSource property (forms), changing at runtime, 468, 470-471
Rectangle tool, 283
rectangles, 283
recursive procedures, 616-617
Reddick naming convention, naming objects, 23
Reddick VBA Naming Conventions (RVBA), 1131
Redim Preserve statement, 826
redoing actions, 89
references
    explicit references, creating in library databases, 1017-1020
    passing parameters, 987
    runtime references, LoadOnStartup key, 1016
References dialog box, 951, 1017
referencing
    applications, 950-951
    controls, avoiding repeated in loops, 370
default properties, 410
disambiguation, 672
library databases, 1013
    creating references, 1014
    explicit references, limitations, 1018
    RefLibPaths key, 1020
    runtime references, 1014-1016
    VBA code, 1021
objects, 407
    shortcuts, 410
referencing applications, object variables, 950-952
referencing items (custom collections), 650
referential integrity, 128-130
    ANSI-92 extensions, 591
    Cascade Delete Related Records option, 131-133
    Cascade Update Related Fields option, 130
    Delete queries, warnings, 543
    Update queries, warnings, 541
referential integrity rules, 121-122
    RefLibPaths key, 1020
refreshing links, 877-880
    external data, 869-871, 878-881
RegEdit utility, 928
    RegEdit utility 1249
How can we make this index more useful? Email us at indexes@samspublishing.com
Regional Options, date formats, 89
registering
  builders, 1032
    Add-In Manager, 1036-1039
    manually, 1032-1035
  wizards, 1044-1045
registering objects, 951
Registry, AddInPath key, 1014
registry
  API functions, 994-997
  builder configuration
    Add-In Manager, 1036-1039
    manual, 1032-1035
  Menu Add-ins section, library references, 1014
Registry
  RefLibPaths key, 1020
  subkeys, creating, 1034
  wizard configuration, 1044
Registry Editor, invoking, 1033
registry keys (ISAM drivers), 866
registry settings
  implicit transactions, 927-929
  Windows, 806
RegQueryValueEx, 995
RegSetValueEx, 996
rel object-naming prefix, 1134
relationships, 115
  benefits, 133
  Cascade Delete Related Records option, 131-133
  Cascade Update Related Fields option, 130
    creating, 125-127
  default behaviors, overriding, 130
    defining, 14
  deleting, 128
  indexes, 103, 134
  many-to-many, 123-124
    modifying, 128
    one-to-many, 16, 122
    join lines, 124
  one-to-one, 123
    join lines, 124
  outer joins, 562-564
  referential integrity, 128-130
  tables, establishing relationships with ADO code, 717-718
  Time and Billing database example, 134-136
  unhiding, 14
  update queries, warnings, 541
  upsizing to client/servers, 924
Relationships command (Tools menu), 124
Relationships window, 124
  tables, 14
ReLink function, 881
ReLink routine, 879-881
rels object-naming prefix, 1134
Remove method, 650
  Collection object, 627
removing
  columns, from form layouts, 213-214
  form layouts, 214-215
  links, external data, 869-871
  passwords, 1110
  Trusted Locations, 1119
  user-level security, 1125
repairing databases, 1092
Repeat Section property, reports, 304
Replace dialog box, 391
Replace function, 378
replication, 52
  re-creating databases, 53-56
Report Builder, 272
Report Design window, creating reports, 278-281
report events, 493-496
  Close, 494
  Error, 495
  NoData, 494-495
Open, 493-494, 525-526
order of, 496
Page, 495
sections, 496-497, 500
  Format event, 496-498
  manipulating, 501
  order of events, 500
  Print event, 498-499, 522-523
  Retreat event, 500
triggering macros from, 326-327
Report Footer Format event, reports, 530, 532
Report Footers, 275
Report Header Format event, 526-527, 531
Report Headers, 275
Report property, 416
report sections, manipulating, 501
Report Wizard, 275-277
  one-to-many reports, creating, 294-296
reports
  Access, opening from SharePoint sites, 896-899
  adding, fields, 278
  automatic error checking, 505-507
  basing on queries/embedded SQL statements, 837
Border Style property, 286
borders, 286
charts, 272
custom properties
  creating, 484-488
  PropertyGet routine, 486-488
  PropertyLet routine, 486-488
  Public variables, creating, 484-486
data, grouping, 286, 301-303
Data properties, controls, 292
detail, displaying, 516-517
Detail reports, 270
Detail section, 274
documenting (Database Documenter), 1078
error events, 796
examples, 307-309, 311-313
  rptClientListing report, 307-309
  rptTimeSheet report, 311-313
field properties, propagating, 507-509
fields, selecting, 275
filter properties, 513-514
forms, 272
graphics, 272
Group Footers, 275
Group Headers, 275
group levels, adding, 276
hyperlinks, adding, 306
Internet compatibility, 305-306
labels
  captions, 91
  hyperlinks, 306
  printing, 520-523
layouts, 277
mailing labels, 273
Me keyword, 450
multifact crosstab reports, creating, 533-536
new features, 51
numbering items, 518
objects
  aligning, 281
  moving, 280-281
  selecting, 279-280
sizing, 281
Snap to Grid feature, 281
spacing, 282
one-to-many reports, creating, 294-296, 299
optimizing, 831
Other properties, controls, 292
page breaks, inserting, 293
Page Footers, 274
Page Headers, 274
   printing first and last page entries, 530-533
previewing, 20
Printer object, 503-504
Printers collection, 504
printing, 287
   properties, 502
properties, 284, 286-289, 501-503
Auto Center, 286
Auto Resize, 286
Can Grow, 304
Can Shrink, 304
Caption, 285-286
Close Button, 287
Control Box, 286
tcontrols, 289-291
Data, 287
Description property, 1078
Force New Page, 293, 303
Format, 285
FormatCount, 503
Grid X, 287
Grid Y, 287
Grp Keep Together, 286
HasContinued, 503
Layout for Print, 287
Min Max Buttons, 286
MoveLayout, 502
NextRecord, 502
Page Footer, 286
Page Header, 286
Picture, 287
PrintCount, 503
PrintSection, 502
Repeat Section, 304
Tag, 289
Width, 287
WillContinue, 503
Properties window, 285
queries, efficiency considerations, 275
RecordSource, changing at runtime, 509-513
Report Footers, 275
Report Headers, 275
saving as HTML, 306
sections, 274-275
   adding at runtime, 501
   hiding/displaying, 516-518
sort order properties, 515-516
sorting, 301-303
sorting levels, selecting, 276
specifications and limitations, 307
stored queries, 305
styles, selecting, 277
subreports, 300
summary, displaying, 516-518
Summary reports, 270
Time and Billing application examples, 537
titles, 277
   Caption property, 285
types, 269
Reports collection, 419
Requery method, refreshing recordset
data, 702
Require Variable Declaration option, 395
Required property (fields), 94-96
reserved words, upsizing to client/servers, 925
Resize event, forms, 436
resizing
form objects, 202-203
forms, Form event sequence, 442
labels, automatically, 281
report objects, 281
responding to errors, 776-780
restoring
default settings to ribbons, 943-944
hidden objects, 64-65
Resume Next statement, 762-763
Resume statement, 761-762
Resume [LineLabel] statement, 763-764
Resync method, refreshing recordset data, 702
Retreat event, report sections, 500
retrieving data from Type variables, 601
Ribbon Name, 289
ribbons, 935
adding groups and commands to, 944-945
applying custom ribbons
to entire databases, 940-941
to forms or reports, 941-943
custom ribbons, building, 841-842
customizing, 935-936
enabling the display of system errors, 937
showing system tables, 936-937
USysRibbons table, 938
USysRibbons table, adding data to, 939-940
executing macros from, 946-947
new features, 30
command tabs, 30-33
contextual command tabs, 34
gallery, 34
Microsoft Office Access button, 36
Quick Access toolbar, 34-36
tips and tricks, 36-38
restoring default settings, 943-944
Right function, 377
right outer joins, 563
Rollback method, transaction processing, 929-930
routines
ChangeCaption, 413
CloseExcel, 960
FlipEnabled, 414-415
GetDrive routine, file information class, 653-655
GetName routine, file information class, 653-655
GetPath routine, file information class, 653-655
LogError, custom error handler class, 793-794
PropertyGet
Class modules, 640-642
custom error handler class, 793
custom properties, creating, 486-488
data access class, 656-658
system information class, 667-668
PropertyLet
Class modules, 640-642
custom error handler class, 793
custom properties, creating, 486-488
data access class, 656-658
system information class, 667-668
row fix-up feature, multitable queries, 155-157
Row Source Type property, combo boxes, 223
rows (client/servers), 922
rpt prefix, PDF:1132, PDF:1135
rptClientListing report, creating, 307-309
rpts prefix, 1132
rptTimeSheet report, creating, 311-313
rsrp object-naming prefix, PDF:1136
rst object-naming prefix, PDF:1134
rsts object-naming prefix, PDF:1134
rsub prefix, PDF:1132
rulers, forms (selecting objects), 200
Run command (Start menu), 1033
Run Permissions property, queries, 172
running macros, 324
  from Macro Design window, 325
  from Macros group of the Navigation Pane, 326
queries, 141
Running Sum property, controls, 292
Runtime Error dialog box, 750
runtime errors, 750-751
runtime references
calling functions, 1015
library databases, 1014-1016
LoadOnStartup key, 1016
runtime version, distributing applications, 839-840
  basing applications on forms, 839
custom help, 841
  database startup options, 839-840
  error handling, 841
  security, 839
Rushmore technology, 555-556
RVBA (Reddick VBA Naming Conventions), PDF:1131

S
s scope prefix, 1135
Sandbox mode, 1123
disabling in Windows Vista, 1123-1124
disabling in Windows XP or Windows Server 2003, 1124-1125
Save Backup As dialog box, 1099-1100
Save method, data access class, 663-664
Save Splitter Bar Position, 216
SaveSetting function, 994
saving
database objects as XML, 1066-1068
forms, 253
queries, 144
reports as HTML, 306
table data
  in HTML format, 104-107
  in XML format, 107-109
scalability
  applications, 11
  splitting tables from other objects, 836
Scatter method, data access class, 658-659
schema (client/servers), 922
scope
  arrays, 605
  constants, 381-382, 603
  procedures, 358
  precedence, 357-358
  variables, 360-363
scr prefix, 1132
Screen object, 423
Scroll Bar Align, 291
Scroll Bars property
controls, 237
forms, 232
searching
  records in recordsets, 696-699
tables, indexes, 96-97
sec prefix, 1132
second normal form, 119
Section events, 443
  reports, 496-497, 500
  Format, 496-498
  order of events, 500
  Print, 498-499, 522-523
  Retreat, 500
Section property, 416
sections, reports, 274-275
  hiding/displaying, 516-518
security
  Access compared to client/servers, 918
database passwords to encrypt Access 2007 databases, 1109-1110
distributing applications, 839
locking data, 913
new features, 52, 1103-1105
transactions, ANSI-92 extensions, 594
Trust Center, 1115
  Access macros and VBA code, 1116-1117
  message bars, 1115
  Trusted Locations, 1117-1120
  Trusted Publishers, 1120-1122
trusting databases, 1106
  for current sessions, 1106
  permanently, 1106-1107
  upsizing to client/servers, 924
user-level security, 1105
  removing, 1125
Select Case statements, 368-369
  compared to If statements, 366
SELECT clause, SQL, 567
SELECT INTO statement, SQL, 583
select queries, 16
  defined, 137
SELECT statement (SQL), 567-571
  selecting
    form objects, 199-200
    report objects, 279-280
  selection criteria, refining query results, 146-149
  selection handles, 199
    objects, sizing, 202
self joins, queries, 564-565
self joins (SQL), 571-572
self-signed certificates, creating, 1111-1112
semicolon (;), input masks, 90
sequence of events, 449
sequence of Form events, 441-442
servers
  applications, installing, 910
  automation servers, 950
Set Next Statement command (Debug menu), 742-743
Set statements, 640, 953
  memory usage considerations, 674
SharedAsyncDelay setting (Windows registry), 928
SharePoint Server 2007, 883
  Access 2007 (accdb) file format and, 885
  benefits of, 884-885
  creating databases from SharePoint lists, 884
  exporting data to, 885-890
  exporting entire databases to, 884
  exporting selected data to, 883
  linking to and importing from SharePoint lists, 900-902
  opening Access forms and reports from, 884, 896-899
  publishing data to, 891-896
  reestablishing links when SharePoint sites have been moved, 906
  taking lists offline with Access, 884, 903-905
Shift+F2 command, VBA (viewing code), 387
Short Date format (fields), 89
shortcut icons, compacting databases, 1095
shortcut keys
  forms, 198
  queries, viewing, 142
Shortcut Menu, 289
  forms, 235
shortcuts, object references, 410
Show Tables dialog box, 126, 139, 576
  self join queries, 564
showing
  document tabs, 44-46
  status bar, 49
showing system tables, customizing ribbons, 936-937
shp prefix, 1132
signed packages
  creating, 1112-1113
  extracting, 1113-1114
signing Access databases, 1110-1111
  self-signed certificates, 1111-1112
simple keys, 117
Simple Query Wizard, 138
single forms, creating, 451-452
sizing
  form layouts, 210-211
  form objects, 202-203
  forms, Form event sequence, 442
  labels, automatically, 281
  report objects, 281
slides (PowerPoint), 972-973
small businesses, developing applications, 8
smart tags
  adding to forms, 253-255
  forms
  action buttons, 255
  adding, 254-255
  queries
  action buttons, 176
  adding, 175-178
Snap to Grid
  disabling, 281
  forms, 202
    adjusting grid, 233
    temporarily disabling, 202
  report objects, 281
sng data-type prefix, 1133
software, optimization
  compacting database, 803
  defragmenting hard disk, 803
  drive compression, 804
  local execution, 804
  swap file, 803-805
  Windows 95/98, 806
  Windows registry settings, 806
sort order properties, reports, 515-516
Sort property (ADO recordsets), 693-694
sorting
  query results, 145-146
    ascending order, 145
    by more than one field, 145-146
  recordsets, 693-694
  reports, 301-303
  Union query results, 576
Sorting and Grouping window, 301
sorting levels, selecting reports, 276
source code, removing from applications, 839
source database types, 860
Source Object property
  subforms, 249
  subreports, 300
Source property, query tables, 171
spacing
  form objects, 203-204
  report objects, 282
Special Effect, 290
  controls, 237
  SpecialEffect function, 1030
specific object variables, 812-813
  compared to generic object variables, 411
 specifications, reports, 307
  SpecificBold, 813
Splash Screen forms, creating, 459
splash screens (forms), creating, 491
Split Form Orientation, 216
Split Form Printing, 216
Split Form Size, 216
Split Form Splitter Bar, 216
split forms, 215-217
splitting
  database objects, 835-836
  one control layout into two form layouts, 214
  tables from other objects, 835-836
SQL
  ALL clause, 572
  All keyword, 576
  client/servers, 922
  FROM clause, 568
  GROUP BY clause, 573
  HAVING clause, 573
  history, 566
JOIN clause, 570-571
non-equi joins, 572
ORDER BY clause, 569
queries, 566-569, 572, 575
creating, 574
SELECT clause, 567
SELECT statement, 567-571
self joins, 571-572
statements
ALTER TABLE, 585
Append queries, 545
CREATE INDEX, 584-585
CREATE TABLE, 584
DELETE, 582-583
DROP INDEX, 585
DROP TABLE, 586
executing from VBA, 574-575
INSERT INTO, 583
left outer joins, 563
reports, 304-305
saving as queries, 305
SELECT INTO, 583
storing queries, 541
UPDATE, 582
syntax, 567
TOP keyword, 572
updating data, 582-583
WHERE clause, 568-569
SQL Pass-Through, front ends communicating to back ends, 920-921
SQL Server 2000, Cascade Update and Delete features, 133
SQL statements
- efficiency of compared to stored queries, 838
- embedded SQL statements, basing forms/queries on, 837
- embedding, 250-251
SQL View window, queries, 574
stacked layouts
- Layout view, forms, 206-209
  - moving and resizing, 210-211
  - switching to tabular layouts, 213

standard modules, 347
Start menu commands, Run, 1033
starting Form Wizard, 195
startup forms, 490
statements
- Debug.Print, 361, 734, 739
- Declare, 821, 986
- Dim, 821, 953
  - variables, 359
- Exit Sub, error handling, 759
- For Each...Next statement, 372-373
- If, 365
  - compared to Select Case statements, 366
- Kill, 760
- On Error, 758
- On Error Goto, 758-759
- On Error Goto 0, 759-760
- On Error Resume Next, 760
- Option Explicit, modules, 349, 351
- Redim Preserve, 826
- Resume, 761-762
- Resume Next, 762-763
- Resume [LineLabel], 763-764
- Select Case, 368-369
  - compared to If statements, 366
- Set, 953
  - memory usage considerations, 674
- Set statement, 640
- SQL. See SQL, statements
- Stop statement, 735
- Type, 600
- With, loops, 823-824
- With...End With, 372
Static keyword, variable lifetime, 355
Static procedures, 358
Static variables, 361-362
Statistics tab (Database Priorities dialog box), 1080
status bar, new features, 47-49
Status Bar Text property, controls, 241
switching
- between stacked and tabular form layouts, 213
- to PivotChart view, forms, 262

Symantic Ghost, 842
symbolic constants, 381-382, 602
synchronizing changes with SharePoint, 903-904

syntax, SQL, 567
SysCmd function, 1031
System Database property (Connection strings), 673
system information class (Class modules), 666-669
- Initialize event, 668-669
- Private variables, 666-667
- Property Get routine, 667-668
- Property Let routine, 667-668
- type structures, 666-667

system objects, hiding, 943

system performance. See also optimization
- application types, 917
- backup/recovery capability, 917
- compacting database, 1091-1093
- Declare statements, 987
- limiting factors, 9
- network demands, 917
- queries, 553
  - improving performance, 554-555
- security, 918
- user base, 916
- variables, declaring, 359

system requirements, hardware, 23

system-defined constants, 602

tab order
- form objects, changing, 204-205
- forms, Cycle property, 235

Tab Order dialog box, 204
Tab Stop property, controls, 241
Tab Width feature, 395
tabbed documents, new features, 44-46
- displaying overlapping windows, 46-47
tabbed forms, creating, 455-457
- Tab controls, adding, 456

Table and Recordset locking, 913
Table database, 836
Table object, Properties collection, 860
tables, 12-14
- Access tables, linking external data, 856-857
- adding to databases, with ADO code, 715-716
- adding to queries, 139
- ANSI-92 extensions, 590, 592-593
- back end tables, linking to front end application database, 919
- calculations and, 119
- creating, 79-81
  - designing, 81
  - Make Table queries, 545-547
data, saving as HTML, 104
data fields
- Attachment, 86
- AutoNumber type, 85
- Currency type, 85
- Date/Time type, 84
- Hyperlink type, 87
- Memo type, 84
- Number type, 84
- OLE Object type, 86
- Text type, 84
- Yes/No type, 86
Database window, viewing, 12
decomposition, 119
deleting, with ADO code, 717
denormalization, 120
Description property, 101
design rules, 116-117
Design view, viewing, 14
designing
  from scratch, 79-81
  for optimization, 808-809
  Time and Billing application, 111-113
documenting, 81
  Database Documenter, 1074-1075
dynasets, 16
external tables. See external tables
field types, Hyperlink, 103-104
fields
  Allow Zero Length property, 95-96
  Caption property, 91
  Default Value property, 91-92
defining, 79
descriptions, 80
  Field Size property, 88
  Format property, 88-89
  Indexed property, 96-97
  Input Mask property, 89-90
  inserting, 80
  maximum number allowed, 123
  normalization, 25
  properties overview, 87
  Required property, 94-96
  selecting data types, 82-84
types, 79
  Unicode Compression property, 97
  Validation Rule property, 92-94
  Validation Text property, 94
Filter property, 102
foreign keys, 115
  referential integrity and, 121
forms
  combo boxes, 220
  one-to-many, 246
  one-to-many, creating, 246-248
  record sources, 198
indexes
  limitations of, 809
  performance benefits of, 103
  Primary Key, 98
  joining queries, 570-571
  joins, outer joins, 563-564
  junction, 123-124
  linking, accessing in networks, 913
  locking, creating reports, 288
  multiple, creating queries, 152
  multitable queries
    creating, 151-153
    pitfalls, 153-155
    row fix-up feature, 155-157
  names, upsizing to client/servers, 81, 924
  naming, conventions, 80
  non-equi joins, 572
  normalization, 115-116
    first normal form, 118
    second normal form, 119
    third normal form, 119-120
  normalization rules, 24-25, 27
  Orientation property, 102
  primary keys, 117
  properties, 102
    viewing, 101-102
  queries
    selecting, 568
    specifications/limitations, 185-186
  relationships, 115
    benefits, 133
    Cascade Delete Related Records option, 131-133
    Cascade Update Related Fields option, 130
    creating, 125-127
    defining, 14
    deleting, 128
    establishing with ADO code, 717-718
    guidelines, 126-127
    indexes, 103, 134
    many-to-many, 123-124
modifying, 128
one-to-many, 16, 122, 124
one-to-one, 123-124
referential integrity, 128-130
types of, 122
unhiding (Relationships window), 14
viewing (Relationships window), 14
removing from queries, 153
searching, indexes, 96
self joins, 564-565, 571-572
specifications/limitations, 110-111
splitting from other objects, 835-836
statistics (queries), recreating, 1092
Subdatasheet Name property, 102
temporary tables, 837
unique identifiers, 117
upsizing to client/servers, 923
USysRegInfo
  importing, 1037
  structure, 1038
Validation Rule property, 101
Validation Text property, 102
workstations, installing locally, 911
tables from hypothetical time and billing application
tblAddressTypes table, PDF:1148-1149
tblClientAddresses table, PDF:1143-1147
tblClientPhones table, PDF:1149-1151
tblClients table, PDF:1138-1143
tblCompanyInfo table, PDF:1159-1163
tblContactType table, PDF:1158-1159
tblCorrespondence table, PDF:1152-1155
tblCorrespondenceTypes table, PDF:1156-1157
tblEmployees table, PDF:1164-1167
tblErrorLog table, PDF:1168-1171
tblErrors table, PDF:1171-1172
tblExpenseCodes table, PDF:1172-1173
tblPaymentMethods table, PDF:1173-1174
tblPayments table, PDF:1174-1178
tblPhoneTypes table, PDF:1151-1152
tblProjects table, PDF:1178-1182
tblTerms table, PDF:1157-1158
tblTimeCardExpenses table, PDF:1182-1185
tblTimeCardHours table, PDF:1186-1189
tblTimeCards table, PDF:1190-1191
tblWorkCodes table, PDF:1191-1192

Tabular layouts
  Layout view, forms, 206-209
  moving and resizing, 210-211
  switching to stacked layouts, 213
Tag, 289, 292
Tag property
  controls, 242, 292
  forms, 236
  reports, 289
task analysis, application development, 24
tbl object-naming prefix, 1134
tbl prefix, 1135
templates, creating new databases, 76-78
temporary tables, 837
Terminate event, 644
testing
  builders, 1035
  macros, 337-338
testing stage, applications development, 27
text, aligning (object text), 202
Text Align, 291
Text Box tool, 219, 282
text boxes
  converting to combo boxes, 227-228
  default property, 410
  forms, adding, 219
  reports, 282
text data, external data, 873
Text field type, 84-85
text files
  I/O operations, 629
  importing, 630
Text Format property, 292
tgl prefix, 1132
third normal form, 119-120
Time and Billing application
  automation, examples, 979-980, 982-983
  command buttons, enabling/disabling, 426-427

How can we make this index more useful? Email us at indexes@samspublishing.com
error handling, 798-799
form design, 263-268
frmClients form
  command button additions, 268
designing, 263-265
frmProjects form, designing, 266-267
library databases, creating, 1023-1025
preparing for enterprise environment, 931
queries, 595, 597
query design examples, 186-187
reports, examples, 307-309, 311-313, 537
table design overview, 111-113
tables. See tables from hypothetical time and billing application
VBA techniques, examples, 633-635

Time and Billing database, relationships example, 134-136

Timer event, forms, 441

titles
  forms, 195
    Caption property, 229
  reports, 277
    Caption property, 285
tlkp object-naming prefix, 1135
Toggling Boolean Benchmark, 816

Toolbar, 289
toolbars
  Debug toolbar, displaying, 730
  Format, Align tools, 202
  Formatting, 196
    Report Design window, 278
  forms, designing, 196
  mini toolbar, 49-50
  Quick Access toolbar, 34-36
customizing, 38-41
tools
  Bound Object Frame, 283
  Check Box, 224
  Combo Box, 220
  Formatting toolbar, Align, 202
  Label, 219, 282
  Line, 282
  modules, 384-386
  Page Break, 293
  Rectangle, 283
  Text Box, 219, 282
  Unbound Object Frame, 283

Tools menu commands
  Add-Ins, 1038
  Relationships, 124

TOP keyword, SQL, 572
Top Values property, queries, 171, 551-552
Totals queries, 161, 163, 165
transaction (client/servers), 922
transaction processing, 926
  benefits, 927
  explicit transaction processing, 927
  implementing, 929-930
  implicit transaction processing, 927
  methods, 929-930
  modifying default behavior, 927-929
  registry settings, 927-929
transactions, ANSI-92 extensions, 594
TransferDatabase method
  arguments, 852
  importing external data, 852-853
TransferSpreadsheet method
  arguments, 854
  importing external data, 853-854
TransferText method, importing external data, 853
transparent controls, 237
triggering macros from forms or report events, 326-327
triggers (client/servers), 922

Troubleshooting. See also debugging; error handling
  applications, 361
    assertions, 752
    Auto Data Tips, 745
    avoiding bugs, 728
    breakpoints, 735-741
    Call Stack window, 743-744
    Immediate window, 729-734
    Locals window, 744
    potential problems, 751-752
runtime errors, 750-751
Set Next Statement command, 742-743
Step Into option, 738-739
Step Out feature, 742
Step Over option, 741-742
Stop statement, 735
Watch expressions, 745-749
watches, 735
external data, 873-874
disk space, 874
library databases, 1022-1023
look-up feature, disadvantages of, 100
true/false evaluations, 819-820
Trust Center, 1115
Access macros and VBA code, 1116-1117
message bars, 1115
Trusted Locations, 1117-1119
modifying, 1120
removing, 1119
Trusted Publishers, 1120-1122
traded databases, 1123
Trusted Locations, 1117-1119
modifying, 1120
removing, 1119
Trusted Publishers, 1120-1122
adding, 1127-1128
trusting
databases
for current sessions, 1106
permanently, 1106-1107
databases, 1106
text prefix, 1132
Type field (USysRegInfo table), 1038
type libraries, 950
binding, 954
Type statement, 600
type structure declaration, generic error
handlers, 772
type structures
examples, 633-635
system information class, 666-667
Type variables, 600-601

TypeOfDrive, 1007
types, DLLs, 992-993
typing variables, declaring, 359

U
UCase function, 377
UFI (Unsafe for Initialization), 1126
UID keyword, 867
Unassigned Objects group, hiding, 61
unbound controls, 242
Unbound Object Frame tool, 283
unbound object frames, reports, 283-284
unbound OLE objects, 467
UNC (universal naming conventions), 861
hyperlink field type, 87
UNC addresses, tables (Hyperlink field type), 103-104
underlying record sets, synchronizing forms with, 483-484
underscore (_), line continuation character (VBA), 364
Undo event, forms, 434
undoing actions, 89
unhiding tables, Relationships window, 14
Unicode, 990
Unicode Compression property (fields), 97
uniform resource locators. See URLs
union queries, 577
creating, 575
graphical QBE, 576-577
sorting results, 576
unique identifiers (tables), 117
Unique Records property, queries, 171, 549
Unique Values property, queries, 171, 548-549
Universal Naming Convention. See UNC
Unload event, forms, 437
Unsafe for Initialization (UFI), 1126
untrusted databases, 1123
Update queries, creating, 539-541
UPDATE statement, SQL, 582
Updated event, controls, 444

How can we make this index more useful? Email us at indexes@samspublishing.com
updates, recordsets (batch updates), 707-708

updating

query results, 150
records, 828
queries, 16
Recordset objects, consistent compared to inconsistent, 685-686

updating links (external data), 869-871, 878-881

upsizing

issues, 923-925
  AutoNumber fields, 923
case-sensitivity, 925
default values, 91, 924
indexes, 97, 923
properties, 925
relationships, 924
reserved words, 925
security, 924
table/field names, 81, 924
tables, 923
validation rules, 924
VBA, 925
preparation, 925
wizards, drawbacks, 926

Upsizing Wizard, 843

URLs (Universal Naming Convention), 87
  hyperlink field type, 87
tables, 103-104

Use Default Paper Size, 289

user interface

  compacting databases, 1093-1095
  importing external data, 850-851
  linking external data, 854-858
  new features, 28-30

user-defined errors, creating, 768-769

user-defined routines

  creating in class modules, 354
  creating in code modules, 353

user-defined types, 599-602

  declaring, 600
  Type variables, 600-601

user-level security, 1105
  removing, 1125

UserCommitSync setting (Windows registry), 928

UserForm, 976-977

usr object-naming prefix, 1134

USysRegInfo table, 1037-1038

USysRibbons table, 938
  adding data to, 939-940

utilities, Compact, 803

Validation Rule property, tables, 101

Validation Rule property (fields), 92-94

validation rules

  fields, adding to, 93-94
  upsizing to client/servers, 924

Validation Text property

  fields, 94
  tables, 101

ValName field (USysRegInfo table), 1038

Value field (USysRegInfo table), 1038

values

  constants, errors, 603
default, upsizing to client/servers, 91, 924

Empty, Variant variables, 618-619

Nothing value, object variables, 412

Null values

  converting to zero, 167
  examples, 632-633
  queries, 579-581
  query results, 166-167, 169
  Variant variables, 619-625

printing to the Immediate window, 734

returning, functions, 373-374

variables, changing values, 743

var data-type prefix, 1133

variable scoping, avoiding bugs, 728
variables

data types, 359
declaring, 358
  memory usage considerations, 674
modules, 348
Option Explicit statement, 349
performance considerations, 359
Dim statement, 359
intTemp, 739
lifetime, 355
local, 361
naming, 362
  changing, 390-391
  Public, 363
naming conventions, 1131-1134
null values, 359
object, referencing applications, 950-952
object variables, 410
  automation objects, 953
  compared to regular variables, 410-411
  generic compared to specific, 411
  Nothing value, 412
private, 348, 362
Private variables, system information class, 666-667
public, 348, 362-363
scope, 360-363
specific object variables, 812-813
Static, 361-362
Type, 600-601
values
  changing, 743
  setting (Immediate window), 730-732
  testing (Immediate window), 730
Variant
  Empty value, 618-619
  Null value, 619-625
variant variables, eliminating, 811
variants, 359
VBA, 358-359, 361-362

VBA (Visual Basic for Applications)

VBA (Visual Basic for Applications), 20, 345-347, 599
  #Const directive, 367
  advanced techniques, Time and Billing
  application examples, 633-635
arrays, 605-606, 608-610
  declaring, 605-607
  dynamic arrays, 607-609
  fixed arrays, 605
  passing as parameters, 609-610
  bookmarks, adding, 394
code
  compared to Action queries, 547-548
  viewing, 387
Code window, splitting, 393
comments, 363-364
compared to macro capabilities, 345-347
Compile On Command feature, 629-630
constants, 380, 602-604
defining, 602-604
  intrinsic constants, 382-383, 602-604, 632-633
  symbolic constants, 381-382, 602
  system-defined constants, 602
control structures, 364-371
  Conditional If, 367-368
  For Each...Next statement, 372-373
  For...Next construct, 371
  If...Then...Else, 365
  Immediate If (IIf), 366
  loops, 369-370
  Select Case statement, 368-369
  With...End With statement, 372
converting macros to VBA code, 339-341
custom collections, 625-628
DLL functions, declaring, 986
DoCmd object, examples, 632-633
eexecuting macros, DoCmd object, 374
find and replace feature, 390-391
functions, 377-380, 610
  DateAdd, 378
  DateDiff, 378
  DatePart, 377
  Format, 376
Instr, 376
InstrRev, 376
Left, 377
Mid, 377
MonthName, 379
named parameters, 616
Object Browser, 379-380
optional parameters, 613-615
parameter arrays, 617-618
passing parameters, 610-613
recursive procedures, 616-617
Replace, 378
Right, 377
StrRev, 379
UCase, 377
help, context-sensitive, 391
line continuation character, 364
macros versus modules, 20
Module window, executing procedures, 374-375
modules, 347, 349-350, 354-358
evnt procedures, 352
functions, creating, 352-354
Option Explicit statement, 349-351
procedures, calling, 354-358
subroutines, creating, 352-354
named parameters, 375
Null values, examples, 632-633
passing parameters, 373-374
programming tools
bookmarks, 394
Code window, 388
Code Window, splitting, 393
Complete Word feature, 386
context-sensitive help, 391
Definition feature, 387
find and replace feature, 390-391
List Constants feature, 385
List Properties and Methods feature, 384
Parameter Info feature, 386
Project window, 388
Properties window, 390
Quick Info feature, 385
View Microsoft Access Tool, 390
project properties, 631-632
SQL statements, executing, 574-575
type structures, examples, 633-635
upsizing to client/servers, 925
user-defined types, 599-602
declaring, 600
type variables, 600-602
variables, 358-359, 361-362
data types, 359
declaring, 358-359
local variables, 361
Private variables, 362
Public variables, 362
scope, 360
Static variables, 361-362
Variant variables
Empty value, 618-619
Null value, 619-625
Visual Basic Editor (VBE)
coding options, 394-395
customizing, 394-396, 399
docking options, 396
general options, 395
VBA code
testng (Immediate window), 733
Windows registry, 994-997
VBA functions
customizing
coding options, 394-395
docking options, 396, 399
Editor Format tab, 395
general options, 395
Immediate window, 361
Option Explicit statement, inserting in all modules, 350
VerifyLink routine, 878-879
Versions, databases (conversion formats), 1100-1101
Vertical property, 292
controls, 241
View menu, forms (changing tab order), 204
View menu commands, Object Browser, 405
View Microsoft Access Tool, 390
viewing
code, VBA, 387
constants, 382, 604
Object Browser, 604
database objects, icons (Database window), 12
events, 404
forms
  Default View property, 230
  Form view, 18
  properties, 229
modules, Module Design window, 22
object dependencies, 109-110, 479-480
project properties, 631
properties, 402
  queries, 548
queries, shortcut keys, 142
reports, preview mode, 20
subforms, 249
subreports, 249
tables, 12-14
views
  ANSI-92 extensions, 593-594
  Design, creating forms, 196
  Layout view. See Layout view
virtual memory, optimizing, 803-805
Visible, 290
Visual Basic Editor. See VBE
Visual Basic for Applications. See VBA

W
Watch expressions, 745
  adding, 746-748
  breaking when expressions are true, 748-749
  breaking when expressions change, 749
  editing, 748
watches (debugging), 735
Weekday() function, 149
WHERE clause, SQL, 568-569
Width property
  forms, 231
  reports, 287
WillContinue property, reports, 503
Win32 API (Application Programming Interface), 985
data loss, preventing, 989
windows
  Code window
    splitting, 393
    VBA, 388
dockable, 396
  Field List, availability, 233
  Form Design, 196-204
  forms, designing, 197
  Module, executing procedures, 374-375
  Project window, VBA, 388
  Properties
    reports, 285
    VBA, 390
windows
  Relationships, 124
  Report Design, creating reports, 278-281
  SQL View, queries, 574
Windows, registry settings, 806
Windows 2000 Terminal Services
  installing Access applications, 912
  optimization and, 804
Windows 95/98, optimizing, 806
Windows API calls, 782-784
  operating environment information, 997-1005

How can we make this index more useful? Email us at indexes@samspublishing.com
Windows Registry
AddInPath key, 1014
keys, ISAM drivers, 866
RefLibPaths key, 1020
settings, transaction processing, 927-929
Windows Server 2003, disabling Sandbox mode, 1124-1125
Windows Vista, disabling Sandbox mode, 1123-1124
Windows XP, disabling Sandbox mode, 1124-1125
With statement, loops, 823-824
With...End With construct, 412
With...End With, 823
With...End With statement, 372
wizards
Combo Box, 220
Command Button, 244-245
fixing inefficient code, 396-398
Control, adding combo boxes to forms, 220
creating, 1040-1044
Crosstab Query Wizard, 557-559
Database Splitter Wizard, 912
defined, 1039
designing, 1039
Form
creating forms, 193-195
one-to-many forms, creating, 246-248
starting, 195
Import HTML Wizard, 874-877
Import Spreadsheet Wizard, 851
Input Mask, 89-90
Input Mask Wizard, 89-90
Label, 273
List Box, 224
Lookup, launching, 98, 100
Option Group, 225-226
registering, 1044-1045
Report, 275-277
one-to-many reports, creating, 294-296
Simple Query, 138
Subform/Subreport, 300
Subreport, one-to-many reports, creating, 298-300

Word (Microsoft)
controlling from Access, 966-968
mail merge documents, 966, 968
reports, creating, 969-970
workstations, installing applications, 911
Write # keyword, 628
writing
builder functions, 1028-1031
text files, 629
wrk object-naming prefix, 1134
WZMAIN80.MDE file, importing, 1037

X
XML (Extensible Markup Language), 107-109
forms, saving as, 253
importing XML files, 1068-1069
saving database objects as, 1066-1068
table data, saving in, 107-109

Y
Year() function, 149
Yes/No field type, 86

Z
Zoom dialog box, 243
Zoom option, 158