

Microsoft® Access® 2010 Step by Step

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

Page	Location	Description	Date corrected
xxi	First bulleted item	Reads: Scane the listing Should read: Scan the listing	7/27/2012
xxiii	First paragraph	The URL given for the practice files is easy to misread. The capital letter "l" which appears after the "k" in the word "LinkId" is easy to mistake for a lowercase "L." Reads: go.microsoft.com/fwlink/?LinkId=192153 Should read: http://go.microsoft.com/fwlink/?Linkid=192153	2/1/2011
xxv	Second paragraph	The URL given for the book's errata page is easy to misread. The capital letter "l" which appears after the "k" in the word "LinkId" is easy to mistake for a lowercase "L." Reads: go.microsoft.com/fwlink/?LinkId=192153 Should read: http://go.microsoft.com/fwlink/?Linkid=192153	2/1/2011
71	Last sentence	This behavior was somewhat erratic when Access 2010 was first released. To respond to the reader's concern, we moved the Troubleshooting paragraph from page 72 to the bottom of page 71.	7/19/2013
110	Step 12	Reads: Twenty records are displayed in the filtered table. Should read: Nineteen records are displayed in the filtered table.	7/19/2013

Page	Location	Description	Date corrected
110	Step 12	<p>Reads: In the employeeID field, right-click 7, and then click Equals7.</p> <p>Should read: In the EmployeeID field, right-click Emanuel, Michael, and then click Equals "Emanuel, Michael."</p>	2/1/2011
119	"Saving Filters as Queries" section, steps 1 and 2	<p>Should read:</p> <ol style="list-style-type: none"> 1. On the Home tab, in the Sort & Filter group, click the Advanced Filter Options button and then click Advanced Filter/Sort. 2. Again on the Home tab, in the Sort & Filter group, click the Advanced Filter Options button and then click Save As Query. 	11/14/2011
133	Step 15	<p>Should read:</p> <p>When you created this report, alternate group headers were shaded with the same color as alternate data rows. This coloring confuses rather than clarifies the report structure. Let's turn off this alternate group header color.</p>	1/4/2013
151	Step 7	<p>Reads: Access rounds the value you entered to the nearest whole number.</p> <p>Should read: Access rounds the value you entered to the nearest whole number. Because you chose Standard when setting the data type for this field in the previous exercise, the whole number is displayed as 2.00.</p>	11/14/2011

Page	Location	Description	Date corrected
171	"Multicolumn Lookup Lists" section	<p>Should read: Multicolumn Lookup Lists</p> <p>If you want people to be able to select a friendly name from a list but you want the database to store a more compact name or number, you can create a two-column lookup list that associates the two types of entries.</p> <p>To set up a multicolumn lookup list:</p> <ol style="list-style-type: none"> 1. Create a new lookup field, and indicate on the first page of the Lookup wizard that you want to type the values. 2. On the second page, change the Number Of Columns setting to 2, and then enter the data you want Access to store in Col1 and the friendly name in Col2. 3. On the third page, indicate which column contains the data to be stored in the database. 4. Assign a name to the field, select the Limit To List check box, and click Finish. <p>Clicking the field's arrow will then display a two-column list from which the user can select an entry. The stored value will be displayed in the field.</p> <p>To display only the friendly name in the list and in the table:</p> <ol style="list-style-type: none"> 1. Switch to Design view. 2. In the Field Properties area, on the Lookup tab, change the Column Widths property from 1";1" to 0;1". 3. Save the table. 	1/4/2013
224	Clean Up (next to blue X)	<p>CLEAN UP should read:</p> <p>Close the query, saving your changes if you want to. Retain the GardenCompany08 database for use in later exercises.</p>	7/19/2013
232	Exercise	<p>SET UP should read:</p> <p>You need the GardenCompany08 database you worked with in the preceding exercise to complete this exercise. Open the GardenCompany08 database, create a copy of the Products table as described in the Important note on the previous page, and then follow the steps.</p>	1/4/2013
245	Step 12	<p>Should read:</p> <p>Point to the border of the CategoryName text box control (not the gray handle), and drag the control into the CategoryName Header section.</p>	7/19/2013
248	Step 7, figure caption	<p>Should read:</p> <p>You can specify options for both the date and time controls in this dialog box.</p>	1/4/2013

Page	Location	Description	Date corrected
254	Step 3	Should read: On the Design contextual tab, in the menu containing the Controls gallery, ensure that Use Control Wizards is active. Then click the Subform/Subreport button, and click in the CategoryName Header section about two grid points below the lower-left corner of the Product label control.	7/19/2013