










1. When designing a database, the planning is most crucial to the success of your database. Draw out on paper the design with the needed tables, queries, etc. before beginning. It is more difficult to add fields to a table once forms, queries, and reports are created.
  2. When working with databases which may require code in the back end, always use short field names and no spaces or special characters. (e.g. animal\_size or AnimalSize)
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3. Add Captions to the fields to clean up the field names. If a caption is assigned, it will show up on all of your forms and reports that way.
  4. Begin your database by creating a table with all the fields that are needed for your data.
  5. You can use Lookup Values to keep data consistent which will make it easier for querying and reporting the data.
  6. There is a Lookup Wizard that is built into Access and can be found in the Design View of your table under Data Type.
  7. The Primary Key  is used to quickly organize data and is required in a relational database with one or more tables.
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8. Form view  is the way your finished product will be displayed and Design view  is the mode which you edit your form.
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9. The form properties can be found and edited by double clicking on the box  in the top left hand corner. (you must be in design view to perform this operation.)
  10. All objects on forms have properties and can be viewed and edited by double clicking on that object. ( you must be in design view  to perform this operation.)
  11. When working in design view with a form, the hand icon  is used to move objects. You can select multiple fields and/or labels to move by

holding down the Shift or Ctrl keys while selecting the objects. Once the you have selected the fields, use the hand to move your objects.

12. In design view mode, the finger  moves a single object and the hand moves a group such as a field and it's label or several selected fields.

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13. Queries can be created to organize your data differently and to filter for specific data.

14. You can create a form from a query as well as a table.

15. Reports can be easily created using the Report Wizard. Data from either tables or queries can reported.

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