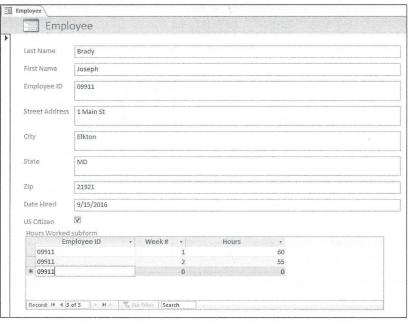4. Select Use existing Tables and Queries, click Next, and then select Table: Hours Worked from the Tables/Queries drop-down list. Select all available fields. Click Next, select Choose from a list, click Next again, and then click Finish. Select the Form view. Your form and subform should resemble Figure B-80. You may need to stretch out the subform box in Design view if all fields are not visible.

Source: Microsoft product screenshots used with permission from Microsoft Corporation.

FIGURE B-80   Form with subform

TROUBLESHOOTING COMMON PROBLEMS

Access is a powerful program, but it is complex and sometimes difficult for new users. People sometimes unintentionally create databases that have problems. Some of these common problems are described below, along with their causes and corrections.

1. *"I saved my database file, but I can't find it on my computer or my external secondary storage medium! Where is it?"*
    You saved your file to a fixed disk or a location other than the Documents folder. Use the Windows Search option to find all files ending in .accdb (search for *.accdb). If you saved the file, it is on the hard drive (C:\) or a network drive. Your site assistant can tell you the drive designators.

2. *"What is a 'duplicate key field value'? I'm trying to enter records into my Sales table. The first record was for a sale of product X to customer 101, and I was able to enter that one. But when I try to enter a second sale for customer #101, Access tells me I already have a record with that key field value. Am I allowed to enter only one sale per customer?"*
    Your primary key field needs work. You may need a compound primary key—a combination of the customer number and some other field(s). In this case, the customer number, product number, and date of sale might provide a unique combination of values, or you might consider using an invoice number field as a key.

3. *"My query reads 'Enter Parameter Value' when I run it. What is that?"*
    This problem almost always indicates that you have misspelled a field name in an expression in a Criteria field or calculated field. Access is very fussy about spelling; for example, it is case-sensitive. Access is also "space-sensitive," meaning that when you insert a space in a field name when defining a table, you must also include a space in the field name when you reference it in a query expression. Fix the typo in the query expression.

4. *"I'm getting an enormous number of rows in my query output—many times more than I need. Most of the rows are duplicates!"*

This problem is usually caused by a failure to link all of the tables you brought into the top half of the query generator. The solution is to use the manual click-and-drag method to link the common fields between tables. The spelling of the field names is irrelevant because the link fields need not have the same spelling.

5. *"For the most part, my query output is what I expected, but I am getting one or two duplicate rows or not enough rows."*

You may have linked too many fields between tables. Usually, only a single link is needed between two tables. It is unnecessary to link each common field in all combinations of tables; it is usually sufficient to link the primary keys. A simplistic explanation for why overlinking causes problems is that it causes Access to "overthink" and repeat itself in its answer.

On the other hand, you might be using too many tables in the query design. For example, you brought in a table, linked it on a common field with some other table, but then did not use the table. In other words, you brought down none of its fields, and/or you used none of its fields in query expressions. In this case, if you got rid of the table, the query would still work. Click the unneeded table's header at the top of the QBE area, and press the Delete key to see if you can make the few duplicate rows disappear.

6. *"I expected six rows in my query output, but I got only five. What happened to the other one?"*

Usually, this problem indicates a data entry error in your tables. When you link the proper tables and fields to make the query, remember that the linking operation joins records from the tables *on common values* (*equal* values in the two tables). For example, if a primary key in one table has the value "123," the primary key or the linking field in the other table should be the same to allow linking. Note that the text string "123" is not the same as the text string " 123"—the space in the second string is considered a character too. Access does not see unequal values as an error. Instead, Access moves on to consider the rest of the records in the table for linking. The solution is to examine the values entered into the linked fields in each table and fix any data entry errors.

7. *"I linked fields correctly in a query, but I'm getting the empty set in the output. All I get are the field name headings!"*

You probably have zero common (equal) values in the linked fields. For example, suppose you are linking on Part Number, which you declared as text. In one field, you have part numbers "001," "002," and "003"; in the other table, you have part numbers "0001," "0002," and "0003." Your tables have no common values, which means that no records are selected for output. You must change the values in one of the tables.

8. *"I'm trying to count the number of today's sales orders. A Totals query is called for. Sales are denoted by an invoice number, and I made that a text field in the table design. However, when I ask the Totals query to 'Sum' the number of invoice numbers, Access tells me I cannot add them up! What is the problem?"*

Text variables are words! You cannot add words, but you can count them. Use the Count Totals operator (not the Sum operator) to count the number of sales, each being denoted by an invoice number.

9. *"I'm doing time arithmetic in a calculated field expression. I subtracted the Time In from the Time Out and got a decimal number! I expected eight hours, and I got the number .33333. Why?"*

[Time Out] – [Time In] yields the decimal percentage of a 24-hour day. In your case, eight hours is one-third of a day. You must complete the expression by multiplying by 24:
([Time Out] – [Time In]) * 24. Don't forget the parentheses.

10. *"I formatted a calculated field for Currency in the query generator, and the values did show as currency in the query output; however, the report based on the query output does not show the dollar sign in its output. What happened?"*

Go to the report Design view. A box in one of the panels represents the calculated field's value. Click the box and drag to widen it. That should give Access enough room to show the dollar sign as well as the number in the output.

11. *"I told the Report Wizard to fit all of my output to one page. It does print to one page, but some of the data is missing. What happened?"*

Access fits all the output on one page by leaving data out. If you can tolerate having the output on more than one page, deselect the Fit to a Page option in the wizard. One way to tighten output is to enter Design view and remove space from each box that represents output values and labels. Access usually provides more space than needed.

12. *"I grouped on three fields in the Report Wizard, and the wizard prints the output in a staircase fashion. I want the grouping fields to be on one line. How can I do that?"*

Make adjustments in Design view and Layout view. See the "Creating Reports" section of this tutorial for instructions on making these adjustments.

13. *"When I create an Update query, Access tells me that zero rows are updating or more rows are updating than I want. What is wrong?"*

If your Update query is not set up correctly (for example, if the tables are not joined properly), Access will either try not to update anything, or it will update all of the records. Check the query, make corrections, and run it again.

14. *"I made a Totals query with a Sum in the Group By row and saved the query. Now when I go back to it, the Sum field reads 'Expression,' and 'Sum' is entered in the field name box. Is that wrong?"*

Access sometimes changes the Sum field when the query is saved. The data remains the same, and you can be assured your query is correct.

15. *"I cannot run my Update query, but I know it is set up correctly. What is wrong?"*

Check that you have clicked the Enable Content button on the Security Warning message bar.