



Microsoft Access
Best Practices
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Build your Microsoft Access database as a front-end/back-end application

a "back-end" database file that contains tables

a "front-end" database file that contain all other database objects

Linked Tables to the "back end"

- Queries
- Forms
- VBA code
- Reports

If your database already exists, consider splitting it!

Table & Column Naming

Avoid certain characters when naming tables and columns

Avoid anything other than A-Z, 0-9 and the underscore character

Use the underscore character where you would previously use spaces

Keep the names descriptive, but short

Adopt logical, consistent naming conventions for data structures

Follow a standard if at all possible
<http://www.gils.net/naming.html>

Does a glossary of column names already exist?

If not, start your own!

It is super-important that columns be named consistently throughout your database

Be Consistent

A column name means one and only one thing throughout the entire database

An single common attribute has the SAME NAME throughout all the tables

Use Access as a Relational Database

Use the Relationship Manager

Enforce Referential Integrity

Performance:

Microsoft Note on Information about query performance in an Access database
<http://support.microsoft.com/?kbid=209126>

Use Indexes

Including Unique Indexes

Note: Compound Indexes Must Restrict First Indexed Field
<http://support.microsoft.com/kb/209564/>

Misc:

Don't Drop and Recreate tables

Compact and Repair the database on a frequent basis

Really useful queries: http://www.sqlquery.com/Microsoft_Access_useful_queries.html

Types of Microsoft Access Queries



Append Query Type



Delete Query Type



make table query type