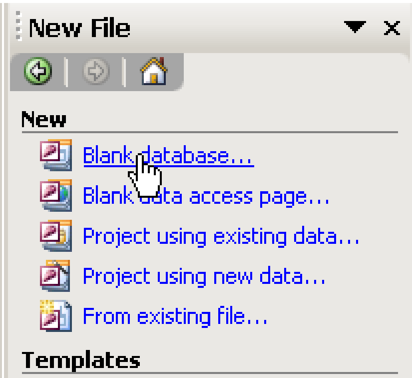
Microsoft Access

All tables, reports, forms, and queries are all stored in one file called a database. To create a database you either select the Blank database or the Templates wizard from the task pane.

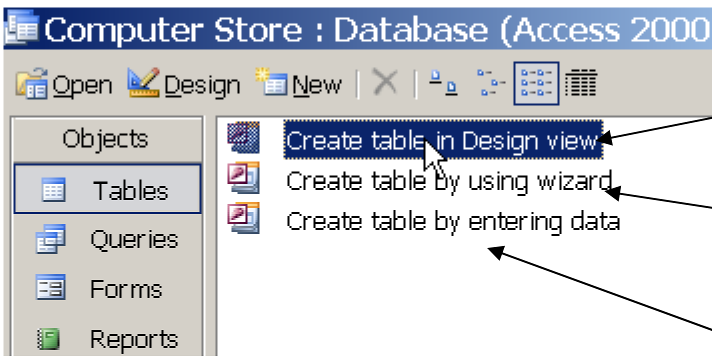
Blank database

File – New – Blank database



File New Database – File Name: Computer Store - Click "create"

Tables – A main object in Access that stores your data in rows (records) and columns (fields). All databases contain one or more tables.



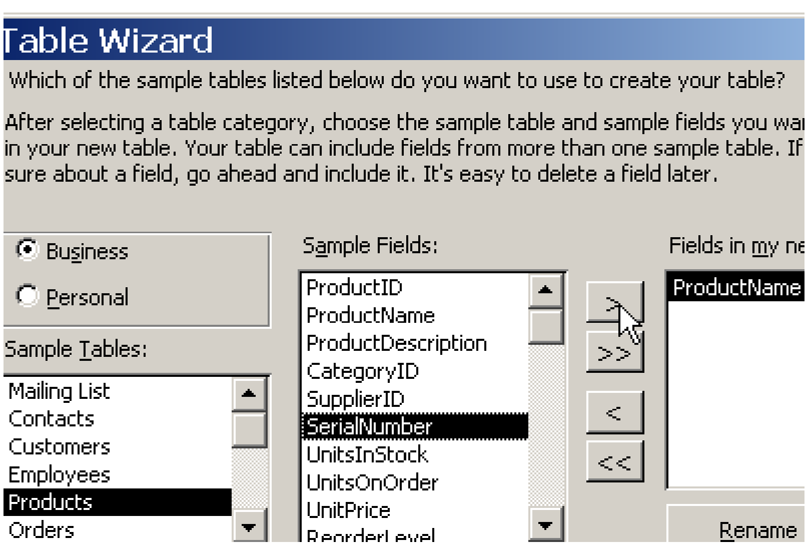
Double click on your selection.

Create a table by specifying field names, data types, and field properties.

Pick from a list of common business and personal tables. Specify the information you want to track.

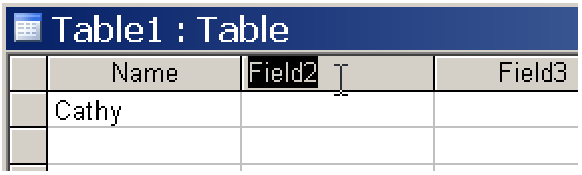
Create a table by typing in data.

Create table by using wizard

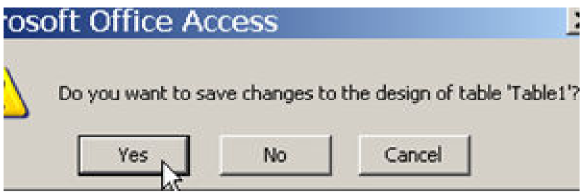


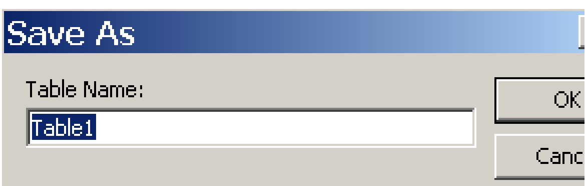
Make your selections and click Next. Type a name for the table and click Next. Keep "Enter data directly into the table" selected and click Finish. The new database table is created and displayed onscreen allowing you to enter records (a set of related fields).

Create table by entering data



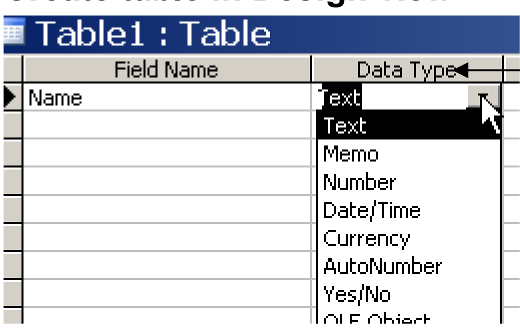
Name fields and enter data. Click close and click "Yes" in dialog box.



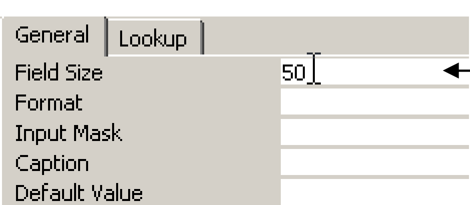


Name the table and click OK.

Create table in Design view

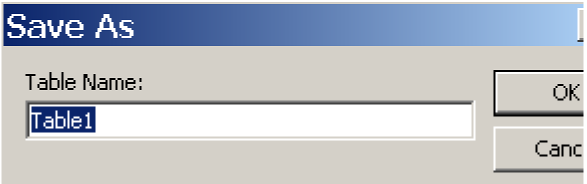


Upper pane area
Field Name can be changed.
Data Type limits and describes the kind of information that can be entered in that field.
Description of Field Name is not required but will describe your field.

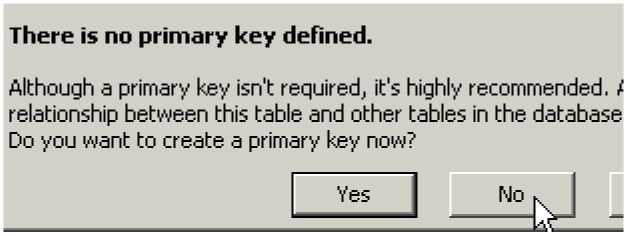


Lower pane area
The maximum number of characters or digits you can enter in the field.
The largest maximum you can set is 255. Press F1 for help on field size.

The F6 key will toggle between the upper and lower pane allowing you to define your fields. Continue adding and defining your Field Names and upon completion open the “File” menu and click “Save”.

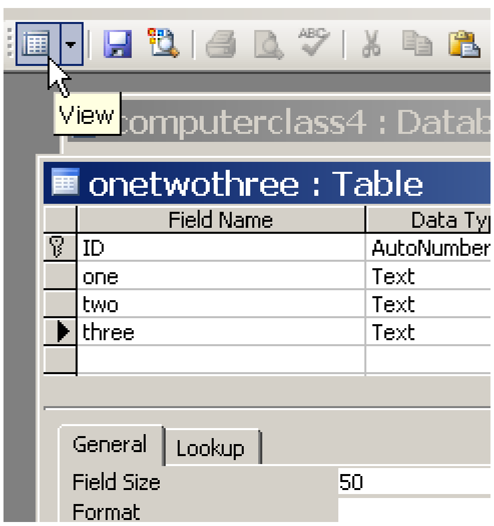


Name the table and click OK.

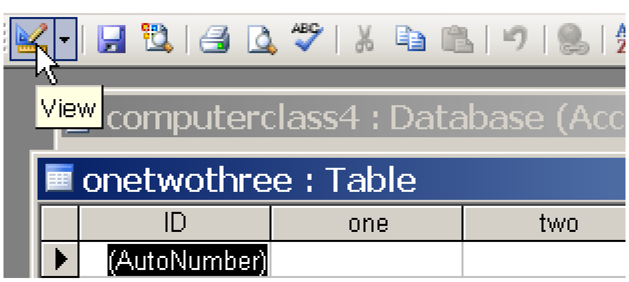


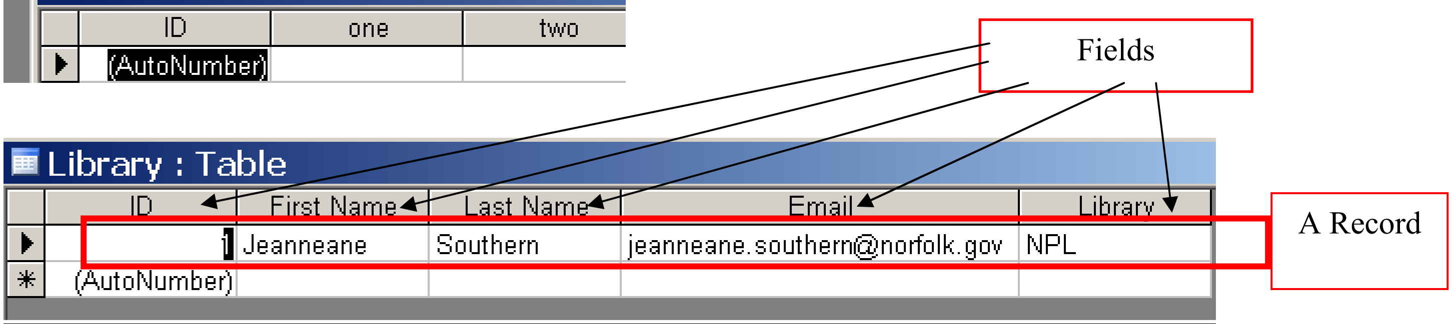
The primary key is a unique identifier and should be a piece of information that will not often change. Click No and name the primary key later.

Click the view button on the Standard Toolbar to view the table created.

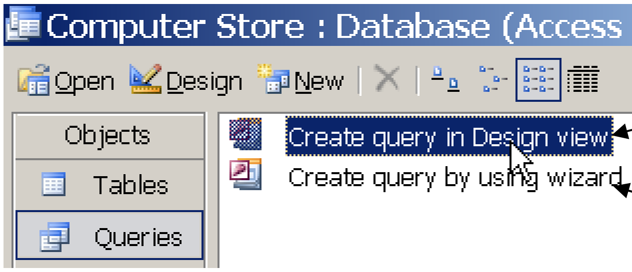


Click the view button again to return to working structure (which allows changes).





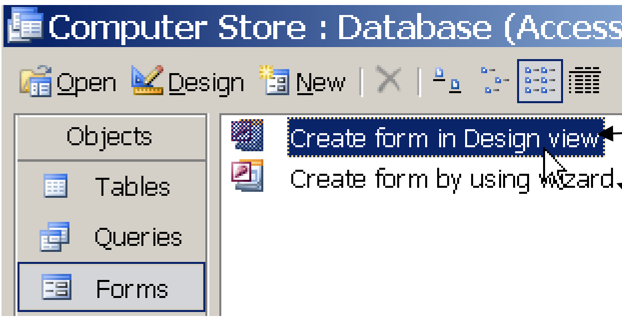
Queries – Allows the retrieval of information from groups of tables and process the information. Queries can combine data from different tables and update multiple tables. Queries allow you to work with only a group of specific records from one or more than one tables.



Create a query by specifying the input tables/queries, field names, filers, and sorting/grouping properties.

The wizard asks you questions and creates a query based on your answers.

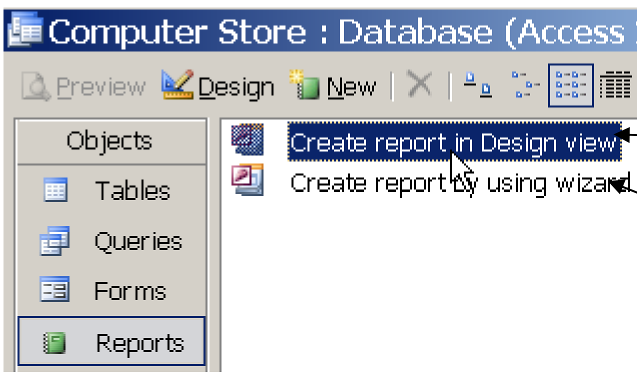
Forms – A visually appealing way to put information into a table. It is often more efficient to use a form instead of a table because a form simplifies data entry or viewing.



Create a form by specifying the record source, controls, and control properties.

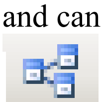
The wizard asks questions and creates a form based on your answers.

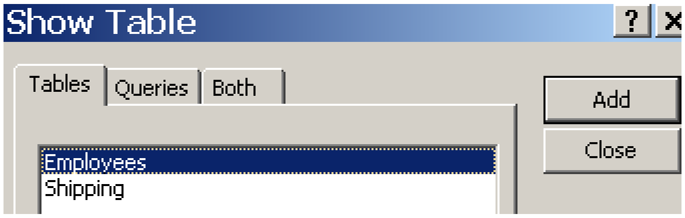
Reports – Allows the printing of a summary of data from a table or query into a formatted document.



Create a report by specifying the record source, controls, and control properties.

The wizard asks questions and creates a report based on your answers.

Relationships - can be used to link two or more tables that share a field being used in one table as a primary key. The tables can relate and can be used in queries and forms. In order to relate tables you must first click on the Relationships button  on the toolbar and select tables to which you wish to relate. Click Close and the Relationships window will be displayed.



Drag the primary key field from one table to the equivalent field in another table to relate 2 tables. Close the relationships box and save changes.