

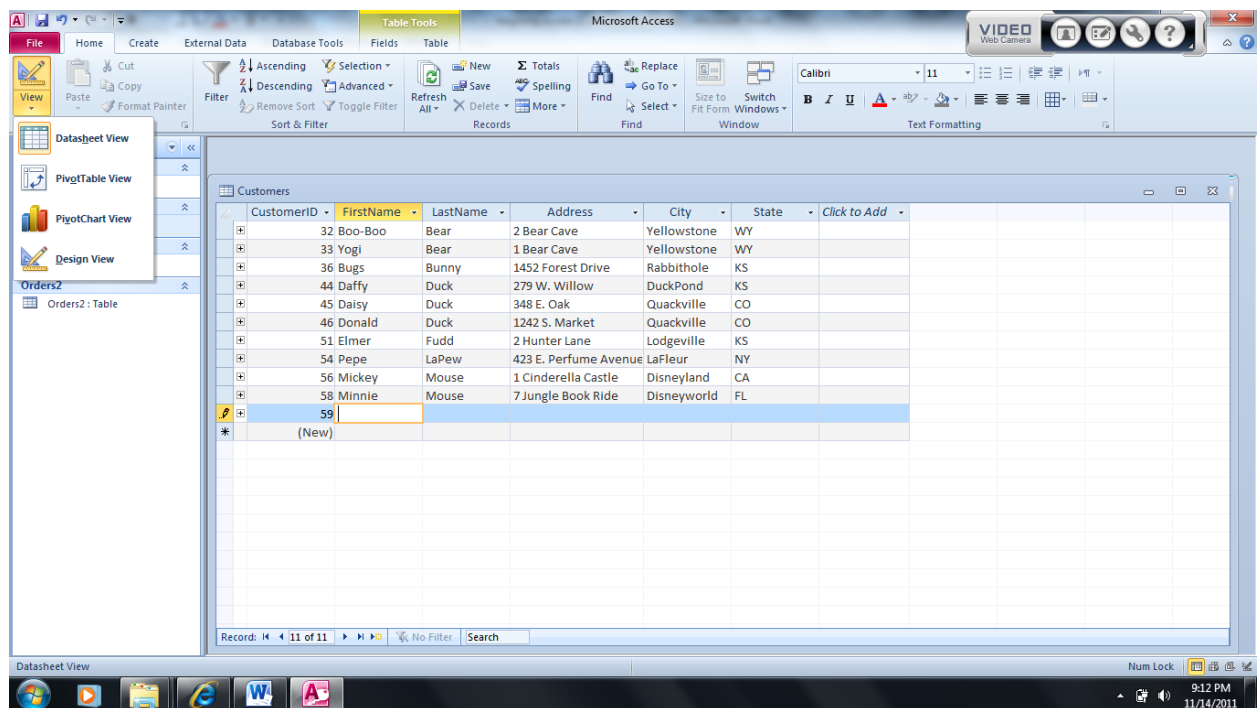
Beginning Microsoft Access

A **database** is a collection of information. Common collections of information that can be entered into a database include the **library card catalog**, a **recipe box**, or **your personal list of phone numbers and addresses on a Rolodex**.

Database Window (Objects = Tables, Queries, Forms, Reports)

The **four main Objects** of a relational database include:

- **Tables** for storing data - a **table** is a grouping of related data organized in **fields (columns)** and **records (rows)** on a **datasheet** (similar to a spreadsheet). Many tables can be stored in a single database. Tables can also be linked together.
- **Forms** for entering and viewing data on the screen. Shows one record at a time.
- **Queries** for extracting specific information from the data
- **Reports** summarize data in a database.



Vertical columns are called “**fields**”
Horizontal rows are referred to as “**records.**”

Option 1: Create a Table Using Application Parts

- Click *Create*.
- Click on *Application Parts*.
- Click on **Contacts**.
- **Note that you can rename** a field, in your new table, by highlighting it then right-clicking on *rename*.
- You can also delete unwanted fields in the template by selecting them and choosing **Fields** on the ribbon and **Delete**.
- You are now in the **DATASHEET VIEW** of your new table
- Your new table is ready for you to **start entering data** into (remember to use the *tab* key)

Option 2: Create a Table in Design View (customizes table)

- Click *Create Table in Design View*.
- Click *Open*.
- You are now in the **DESIGN VIEW** of your new table

The **three columns** you see are:

- The **Field Name**, **Data Type**, and **Description**.
- Use *tab* or your arrow keys (right side of keyboard) to move between the different columns and rows
- In **DESIGN** view **each row** will be a different **FIELD** ; You are designing a table/database rather than entering data..

*In design view you can **customize your table/database PLUS specify properties for each field** so that anyone trying to enter data into a field incorrectly will receive an error message if they try to enter e.g. text into a field expecting a number*

Specifying Field Properties

- **Type** a field name **AND select** (drop-down menu) a *data type*
- Look down the page at the **Field Properties** at the **General** tab.; make sure you are in the *data type* cell to the right of the field name. *This allows you to specify the properties of the cell contents – e.g.: long date format (if short date is entered it will auto convert)*
- Click in **Format** - Notice the description to the right **and** the drop-down menu (arrow)
- Continue entering field names, data types and description to build your table design
- When finished click *Save* & enter **a name for the table**.

*In design view you can customize your table/database **PLUS** save data-entry time by creating a drop-down menu called a **LOOKUP COLUMN***

Insert a lookup column *(to save data entry time by creating a drop-down menu)*

- Click in the **data-type cell** for the field you want to insert a lookup column (DO NOT type the field name)
- Click the downward arrow and select lookup wizard
- Select “**I will type in the values I want**” button and click **Next**.
- Keep **1 column**; hit the **tab** key and **type in each of the values you want** *e.g.: for time: 15mins [tab] 30mins [tab] etc*
- Click **Next**.
- **Name** the lookup column the **field name** you wish to have *e.g.: Time*
- Click **Finish**.

Change to the DATASHEET VIEW to see that when you are in the field with a lookup column, it now has a drop-down menu with the times you selected for the lookup column...saves data entry time!

Option 3: Create a Table by Entering Data

- On the Ribbon, click the **Create** tab.
- Click **Table**.
- The datasheet view opens ready for you to start naming fields and entering data into.
 - You can add extra rows and columns. This looks more like an EXCEL spreadsheet so some people feel more familiar working with this.

Rename a field (column)

- Select the Data type and then rename the field.
- Continue for each and every field you wish to use.

Add/insert a column (field)

- **Highlight** the column **to the RIGHT** of where you want to add the new column
- Right-click and insert **field**.
- To **move** a column, **highlight** new column then **click** and **drag** to **new position** *mouse will have a small gray box under the pointer arrow*

Insert a lookup column

(to save data entry time by inserting a column PLUS adding a drop-down menu)

- **Highlight** the column **to the RIGHT** of where you want to add the new column (cursor is black arrow pointing down).
 - Click on the arrow for the **Data Type** and select **Lookup Colum**
 - Click “**I will type in the values I want**” and then click **Next**.

- **Keep 1 column**
- Click **tab** (to move to the column and insert values)
- **Type** each value for lookup column/drop-down menu e.g.: *15mins [tab], 30mins, "[tab]* etc. Then click *Next*.
- **Name the lookup column** [*this will be the field name in your table*] and click *Finish*.

CREATE A NEW QUERY USING THE WIZARD

This example uses one existing tables/databases in an ACCESS document: Customers

- On the **Ribbon**, click **Create**.
- Click **Query Wizard**.
- Choose **Simple Query Wizard**.
- From the table **Customers**, add the available fields **FirstName**, **LastName**, **Address**, **City**, and **State** to the selected fields list.
- Click **Next**.
- **Name** your query "**Current Orders**" and make sure "**Open the Query to View Information**" is selected.
- Click **Finish**.

You now have what looks like a new table that combines elements from one table in the bookstore database. You can sort and filter the query just like you would a table. The query does not actually store data - each time you run the query Access will gather the most current data from your table.

Forms Wizard

(Just an alternate way to enter data)

Forms let you view one record at a time. All other functions work the same as if you were in the datasheet and entering or viewing records.

- Click the **Tables** object in the Database window & open a **saved table/database**.
- Click **Create**.
- Choose **Form Wizard**.
- Select **Fields**.
- Title your **Form**.
- Click **Finish**.

You can also design your own forms (later lesson)

Reports Wizard

(Reports are formatted and easy to read and meant to be printed.)

- Open a table.

- Click Create.
- Choose **Report Wizard**.
- Select Fields.
- Click Finish. You will see your report in **Print Preview**.



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