

# MICROSOFT ACCESS 2010

## DOWNLOAD WORKSHOP FILES

From the STC homepage  
<http://www.wwu.edu/techcenter/>  
 Click on **Workshops**

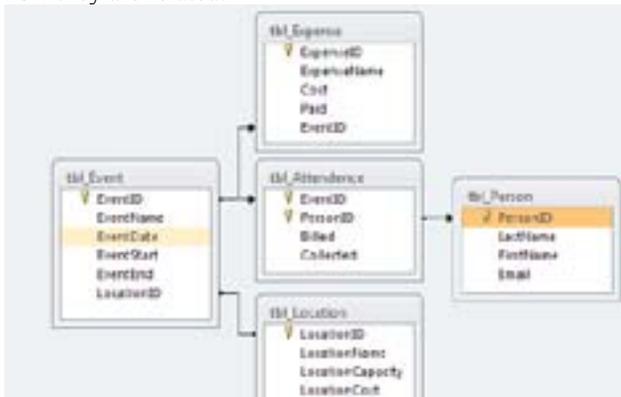
Double-click on **Microsoft Access 1**

## DATABASE DESIGN BASICS

1. Determine the purpose of your database
2. Find and organize the information required
3. Divide the information into tables
4. Turn information items into columns
5. Specify primary keys
6. Set up the table relationships
7. Refine your design
8. Apply the normalization rules

## EXAMPLE OF TABLES

Each table has only one type of object stored in it. The fields should only describes the attributes of that object. Tables that are related should have feilds that show clearly how they are related.



## CREATING A DATABASE



Click  to start the program.



Click 

File Name  
 recreation.accdb

Type in a database name



Click  to give it a storage location.



Click  to create your database.

## CREATING A TABLE

Tables in a database usually store data about subjects that are related to each other. Each row is an item record and each column is a field or attribute for that item.



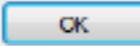
Click **Create** and **Table**

Click **File** and select  **Save Object As**

Table Name:

Type **tbl\_Person** the table name.

*Note: Table names should begin with tbl\_.*

Click 

## CHANGING A FIELD NAME

When creating a new table there is often a default autonumber field named ID. This field is used to uniquely identify the record. You may want to change its name to be more descriptive.

Click 

Click  **Name & Caption**

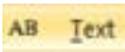
Type **Caption** **PersonID** and **Name** **PersonID**

Click 

## ADDING A NEW FIELD

Each field is displayed as a column in the table and describes an attribute of the items in the table.

Click 

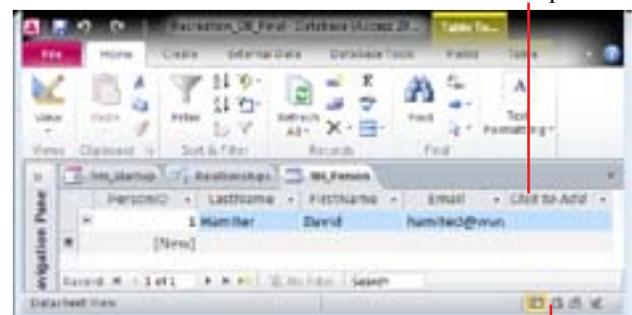
Click  from the list.

Type **LastName**

*Note: Best practice names should not contain spaces or special characters.*

## TABLE VIEW

New Field Dropdown



View Selector

## ADDING A LOOKUP FIELD

Fields can have the responses limited to a specific list of items. To do this you must create a lookup field.

- Click **Click to Add**.
- Click **More Fields** from the list.
- Select **I want the lookup field to get the values from another table or query.**
- Click **Next >**.
- Select **Table: tbl\_Location** the lookup values source.
- Click **Next >**.
- Select **LocationID**.
- Select **LocationName** the Fields you want to use.
- Click **Next >**.
- Select the Sort order.
- Click **Next >**.
- Check  **Hide key column (recommended)**.
- Click **Next >**.
- Type **LocationID** the field name.
- Click **Finish**.

## DELETING A FIELD

Click **ID** the field name to select the field.

- Click **Delete**.
- Click **OK** to save.

## SETTING A PRIMARY KEY

The primary key is a field or fields used together that are used to uniquely identify each record in the table.

- Click **View**.
- Click **Design View** from the list.
- Select **EventID** **PersonID** the field(s).
- Click **Primary Key**.
- Click **File** and select **Save**.

## DEFINING RELATIONSHIPS

A relationship is a logical connection between two tables that specifies fields that the tables have in common.

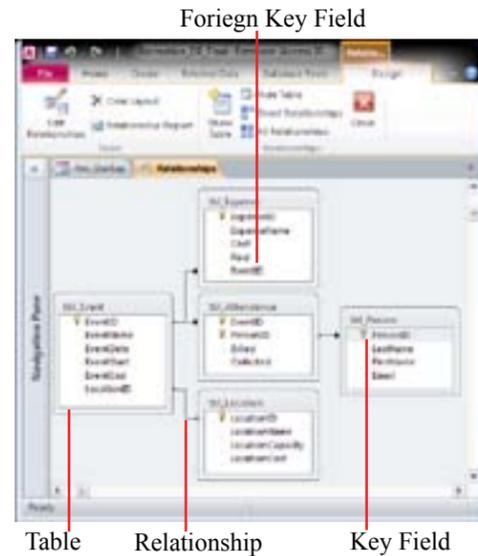
- Click **Database Tools** tab.
- Click **Relationships**.

If Tables are missing:

- Right click select **Show Table...**
- Select **Table: tbl\_Attendance** any missing tables.
- Click **Add**.

- Click **Close**.
- Right click a relationship select **Edit Relationship...**
- Click **Join Type**.
- Select **Include All records from 'tbl\_Event' and only those records from 'tbl\_Expense' where the joined fields are equal.** a direction.

## RELATIONSHIP DESIGN VIEW



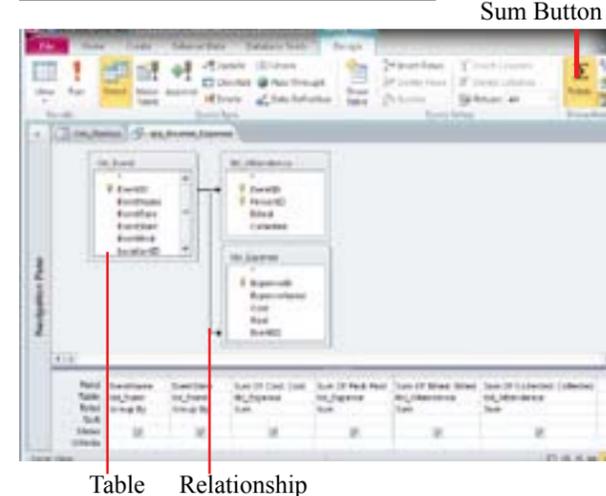
## CREATING A FORM

- Select **tbl\_Event** the table.
- Click **Create and Forms**.
- Select **tbl\_Event** and type **Event**.
- Click and drag **tbl\_Attendance** under expenses.
- Click **Arrange**.
- Click **Insert Below** to add a new row.
- Click **Insert Right** to add a new column.
- Resize the row and column.
- Click **File** and select **Save Object As**.
- Type **frm\_Event** the form name.
- Note: *Best practice form names should begin with frm\_.*
- Click **OK**.

## CREATING A QUERY

- Click **Create and Query Wizard**.
- Select **Simple Query Wizard**.
- Click **OK**.
- Select **Table: tbl\_Event** use **>** to add **EventID** **EventName** **EventDate**.
- Select **Table: tbl\_Expense** use **>** to add **Cost** **Pair**.
- Select **Table: tbl\_Attendance** use **>** to add **Billed** **Collected**.
- Click **Next >**.
- Select **Summary**.
- Click **Summary Options ...**.
- Check  **Sum** to sum each field.
- Click **OK**.
- Select **Unique data/time**.
- Click **Next >**.
- Type **qry\_Income\_Expense** the name.
- Note: *Best practice query names should begin with qry\_.*
- Click **Finish**.

## QUERY IN DESIGN VIEW



## CREATING A REPORT

- Select **qry\_Income\_Expense** the query.
- Click **Create and Report**.
- Type **Income Expense** for the report title.
- Click **File** and select **Save Object As**.
- Type **rpt\_Income\_Expense** the report name.
- Note: *Form names should begin with rpt\_.*
- Click **OK**.

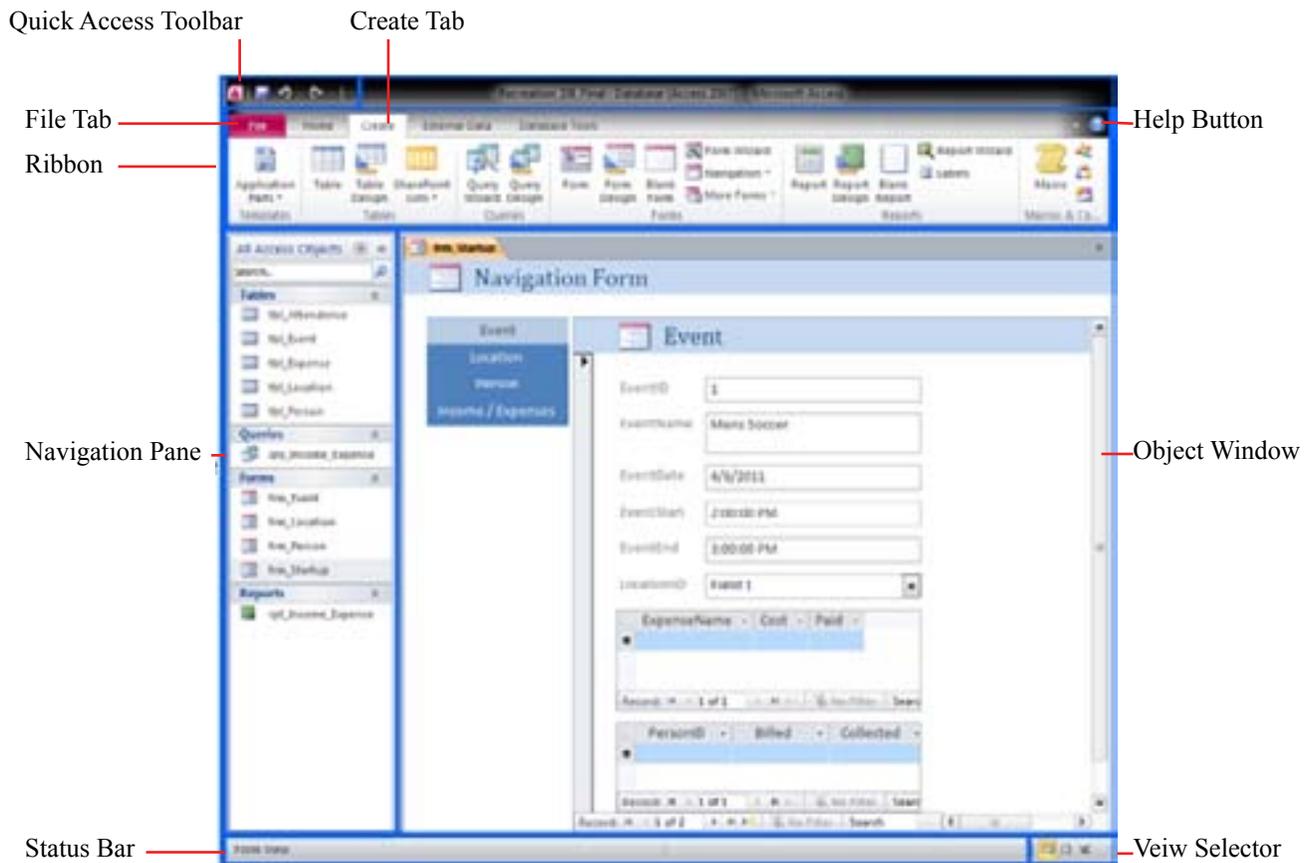
## CREATING A NAVIGATION FORM

- Click **Create and Navigation**.
- Select **Vertical Tabs, Left** from the list.
- Click **frm\_Event** drag it to **[Add New]**.
- Select **frm\_Event** and type **Events**.
- Click **frm\_Location** drag it to **[Add New]**.
- Select **frm\_Location** and type **Location**.
- Click **frm\_Person** drag it to **[Add New]**.
- Select **frm\_Person** and type **Person**.
- Click **rpt\_Income\_Expense** drag it to **[Add New]**.
- Select **rpt\_Income\_Expense** and type **Income / Expense**.
- Click **File** and select **Save Object As**.
- Type **frm\_Startup** the form name.
- Note: *Form names should begin with frm\_.*
- Click **OK**.

## SETTING THE STARTUP FORM

- Click **File** at the top.
- Click **Options**.
- Select **Current Database**.
- Choose **Display Form** **frm\_Startup**.
- Click **OK**.

## ACCESS WORKSPACE OVERVIEW



## KEYBOARD SHORTCUTS

|  |                           |
|--|---------------------------|
| Insert today's date  | CTRL+;                    |
| Insert the current time  | CTRL+:                    |
| Insert a carriage return in a memo or text field                       | CTRL+ENTER                |
| Insert the data from the same field in the previous record             | CTRL+'                    |
| Undo the changes you have made to the current field                    | ESC                       |
| Undo the changes you have made to the current record                   | ESC ESC (press ESC twice) |
| Display the database window  | F11                       |
| Open a new database  | CTRL+N                    |
| Open an existing database  | CTRL+O                    |
| Switch between the Visual Basic® Editor and the previous active window | ALT+F11                   |
| Find and replace   | CTRL+F                    |
| Copy   | CTRL+C                    |
| Paste  | CTRL+V                    |
| Undo   | CTRL+Z                    |
| Save   | CTRL+S                    |
| Print  | CTRL+P                    |