ACCESS 365

2

8

- Click to Add

AB Short Text

12 Number

Currency

Yes/No

Aa Rich Text

AB Long Text

Byperlink

Attachment N

Calculated Field

Paste as Fields

Date & Time

C Lookup & Relationship

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David Hamiter *

en se

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Macro

Macros & C

TABLE TOOLS

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ust the width of a column, drag its right edge to the

TABLE

h.

Report Report Blank

Paid

Design Report

\$0.00

\$0.00

\$0.00

Cancel < Back Next > Enish

Reports

FIELDS

Billed

Form

EventID - PersonID -

6/10/2015 Mini Mouse

6/17/2015 Micky Mouse

Record: H 4 1 of 2 + H + K T No Filter Search

Form Blank

Forms

Do you want to save changes to the design of table 'Table1'

No Cancel

Design Form

4

5

6

WHAT IS ACCESS?

Access is a database application it uses Simple Query Language (SQL) to manipulate database tables and queries. Databases have several types of objects. There are tables to hold information, queries to bring information to gether, reports to for printing, forms for data entry and macros to automate tasks.

DATABASE DESIGN BASICS

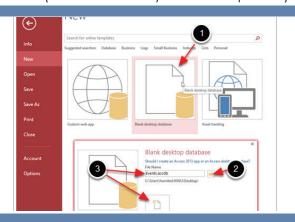
Create your database design using these rules before starting Access.

- Determine the purpose of your database 1.
- 2. Find the information required
- 3. Divide the information into tables
- Turn information items into columns 4
- Specify primary keys 5.
- 6. Set up the table relationships
- 7. Refine your design
- 8. Apply the normalization rules (data hould only be in one place.)

CREATING A DATABASE

When you start Access you are given several templates to choose from. These are databases that have been desined for a specific use. We will create one from a Blank Desktop Database.

- Click Blank Desktop Database 1.
- 2. Click Folder icon and select the directory
- 3 Type the name and click Create



This wizard creates a lookup field, which displays a list of valu can choose from. How do you want your lookup field to get i

. I want the lookup field to get the values from another table o

Cancel < gack Next >

Next >

I will type in the values that I want

Cancel

Each row in a table describes one object. Columns in the table are call fields and describe an attribute of that object.

ACCESS

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When creating a new table there is 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.

Adding a Lookup & Relationship field you make it possible for users to pick from a list of predefined choices located in another table. This can reduce data errors.

- 1. Under the Create tab in the Tables button group click **Table**
- Click Into the ID feild and type TableNameID
- 3. Select Click to Add dropdown to add fields

< gack Next >

- Select Lookup & Relationships to field with a 4. list of choices
- 5. Choose to use a table or query or to type the list
- 6. Select the table or query that has the choices

Cancel < gack

- 7. Select the fields to be used
- 8. Check Hide Key

9

- 9. Name the field with the same name that is used in the other table
- 10. Click the X and name it using camil type Note: prefix tables with tbl
- label would you like for your looku ventto

Enid

CREATING TABLES A 🔒 🚺 ♂ = Events : Database- C:\Users\hamited.WWU\Desk... CREATE EXTERNAL DATA DATABASE TOOLS

Queries 2

Query Query Wizard Design

Templates

Search...

Tables

Table 1

tblEvent

tblPerson

== frmEvent

frmPerson

rptExpenseIncome

Reports

Macros 2 mcrPrintExpenses

(7)

Oueries

Form

tblAttendance

gryExpenseIncome

Application Table Parts •

Tables

All Access Obj... 🛛 « 🔳 Table 1

Q

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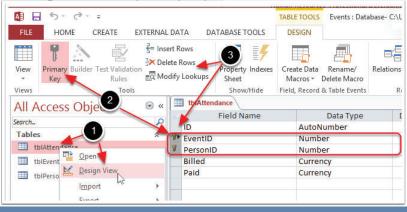
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Table SharePoint Design Lists -

CHANGING TABLE PRIMARY KEYS

Fields to together can create a unique record. If this is the case you will want to delete the ID feild and set the two fields together as the primary keys.



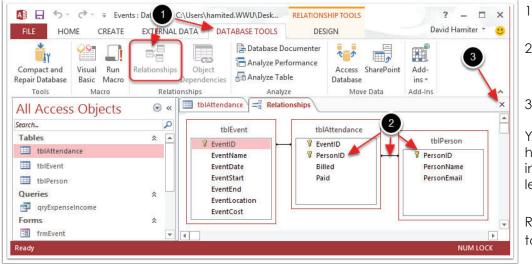
1. Right click on the **table** and select **Design View**

- 2. Select the two rows click **Primary Key**
- 3. Select the ID row and click **Delete Rows**

Design view is the only view that allows you to change a data tables primary keys.

VIEWING DATABASE RELATIONSHIPS

A relationship is a logical connection between two tables that specifies fields that the tables have in common. Create a new relationship by draging one table field to the field in another table.



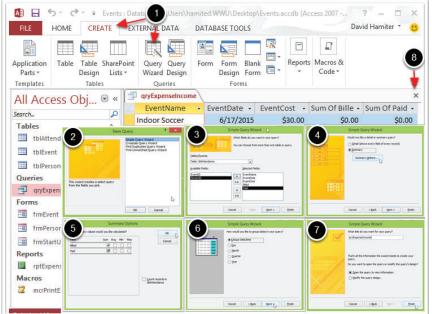
- 1. Under the DATABASE TOOLS tab click Relationships
- 2. Your can create new relationships by drag and dropping feild over tables
- 3. Click the X to close

You cannot delete tables if they have relationships with other tables in a database unless you first delete it.

Relationships view is a goods way to see all of the fields in the tables.

CREATING QUERIES

Queries are the way that information in related tables can be brought back together.



- 1. Under the **Create** tab in the **Queries** button group click **Query Wizard**
- 2. Select Simple Query Wizard
- 3. Select the table and then add the fields
- 4. Select Summary
- 5. Select the way you want to summurize
- 6. Select the date format
- 7. Name the query using camil type
- 8. Click the X to close Note: prefix tables with gry

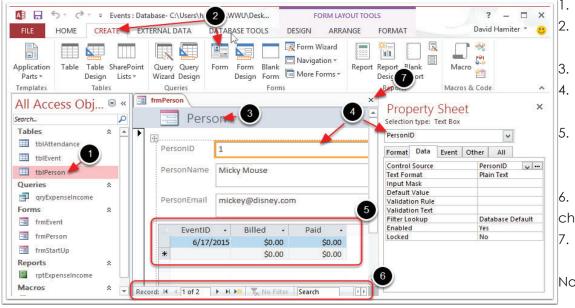
Use a select where you draw information from related queries into one list for use in a report.

Use an update query to change the exiting value in a data feild to another.

Use an append queary to add record to an existing table.

CREATING FORMS

Forms are used to create the user interphase. They allow users to input data and easily navigate the functions of your database without being able to change the table and query designs.

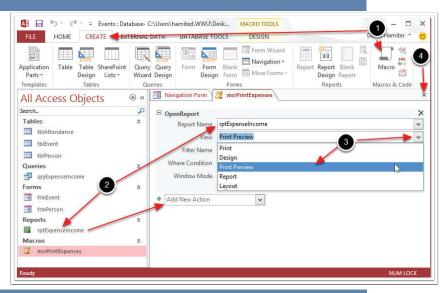


- 1. Select the table
- Click the Create tab and Form in the Forms button group
- 3. Click in title and change it
- 4. Properties shows the link field for the selected text box
- A sub-form shows the info in the linked Attendance table
- 6. Record Navigation bar
- changes the current record
- Click the X and name it using camil type
 Note: prefix tables with frm

CREATING MACROS

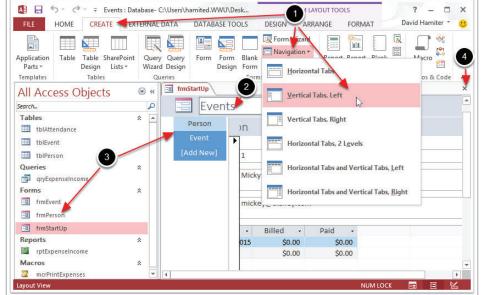
Macros are used to automate tasks in Access.

- 1. Under the **Create** tab in the **Macro & Code** button group click **Macro**
- 2. Drag the rptExpenseIncome to Add New Action
- 3. From the View dropdown select Print Preview
- 4. Click the X and name it using camil type
- Note: prefix tables with mcr



CREATING A NAVIGATION FORM

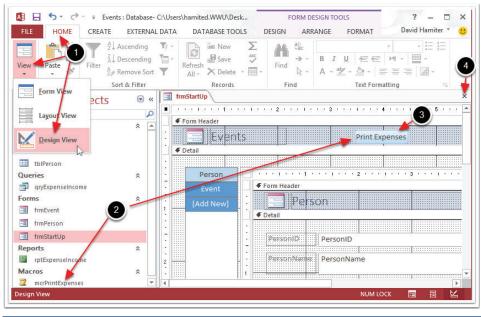
Naviaation forms are used to direct your actions and make it easier to find their way around.



- Under the Create tab in the Forms button group click Navigation and select Vertical Tabs, Left
- 2. Double click the title and change it
- 3. Drag the rfrmPerson and frmEvent to [Add New]
- Click the X to close and form and name it using camil type Note: This will be named frmStartUp

ADDING BUTTONS IN FORM DESIGN VIEW

Custom button controls can be added in design view by dragging a macro onto the form.



- 1. Under Home click View and select **Design View**
- 2. Drag mcrPrintExpense to the header
- 3. Double click the button and type Print Expense
- 4. Click the X to close and save.

SETTING ACCESS STARTUP OPTIONS Databases can be setup to begin by opening a startup form and hidding the navigation pane.

		Access Options	? >	
FILE	General Current Database	Options for the current database.		
View P	Datasheet	Application Options		
Views Cli	Object Designers	Application Iitle:		
All Acc	Proofing	Application Icon: Browse		
Search	Language	Use as Form and Report Icon		
Tables	Client Settings	Display Form: frmStartUp v		
tblAt	Customize Ribbon	Web Display Form: (none) v		
tblEv		✓ Display Status Bar		
🛄 tblPe	Quick Access Toolbar	Document Window Options		
Queries	Add-ins	O Overlapping Windows		
dryE	Trust Center	Tabbed Documents		
Forms	Die de Dag und Version 2	Display Document Tabs		
== frmE		✓ Use Access Special Keys ①		
== frmP		Compact on Close		
== frmS		Remove personal information from file properties on save		
Reports		✓ Use Windows-themed Controls on Forms		
🔄 rptEx		✓ Enable Layout View		
Macros		Enable design changes for tables in <u>D</u> atasheet view		
📿 mcrP		✓ Check for truncated number fields		
		Picture Property Storage Format <u>P</u> reserve source image format (smaller file size)		
		 Convert all picture data to bitmaps (compatible with Access 2003 an earlier) 	ıd	
		Navigation 4		
		Display Navigation Pane		
		Navigation Options		
Ready	J	ОК	Cancel	

- 1. Click File choose Options
- 2. Click Current Database
- 3. Choose the Startup form from the Display Form dropdown list
- 4. Uncheck Show Navigation Pane
- 5. Click OK

KEYBOARD SHORTCUTS

	Insert today's date Insert the current time	CTRL+; CTRL+:
	Insert a carriage return in a memo or text field Insert the data from the same field	CTRL+ENTER
	in the previous record Undo the changes you have made	CTRL+'
	to the current field Undo the changes you have made	ESC
	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 previous active window	ALT+F11
	Find and replace	CTRL+F
	Сору	CTRL+C
	Paste	CTRL+V
	Undo	CTRL+Z
-	Save	CTRL+S
	Print	CTRL+P
	Open without startup restrictions	Shift + (while opening)