ACCESS 365

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.

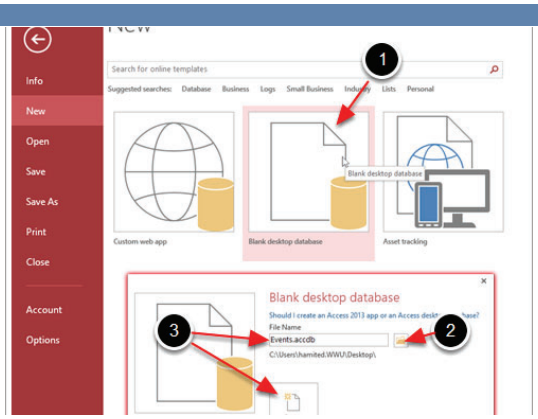
DATABASE DESIGN BASICS

Create your database design using these rules before starting Access.

1. Determine the purpose of your database
2. Find 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 (data hould only be in one place.)

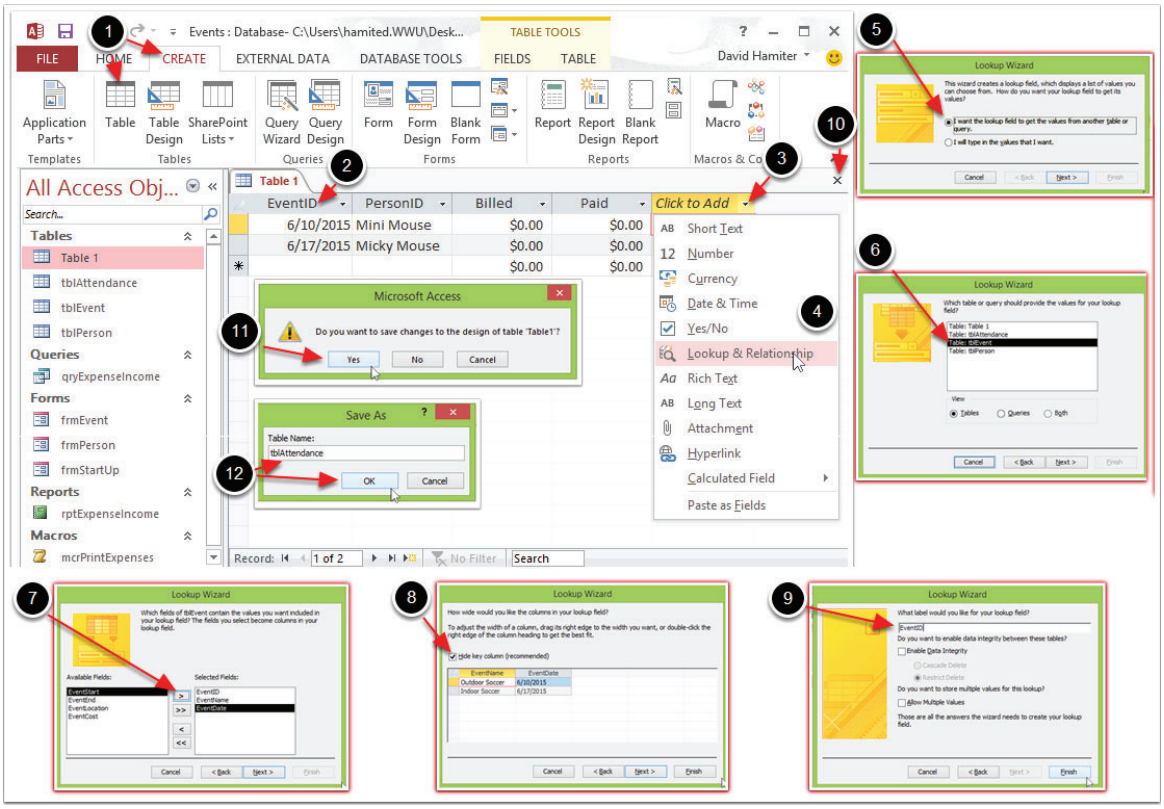
CREATING A DATABASE

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.



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

CREATING TABLES



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

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.

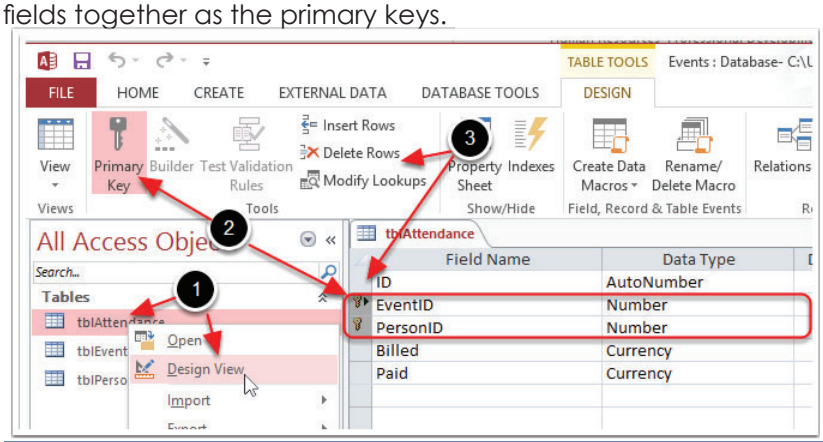
Adding a Lookup & Relationship field you make it possible for users to pick from a list of predefined choices located in another table. This can reduce data errors.

1. Under the **Create** tab in the **Tables** button group click **Table**
2. Click Into the ID feild and type TableNameID
3. Select Click to Add dropdown to add fields
4. Select Lookup & Relationships to field with a 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
7. Select the fields to be used
8. Check Hide Key
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

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.

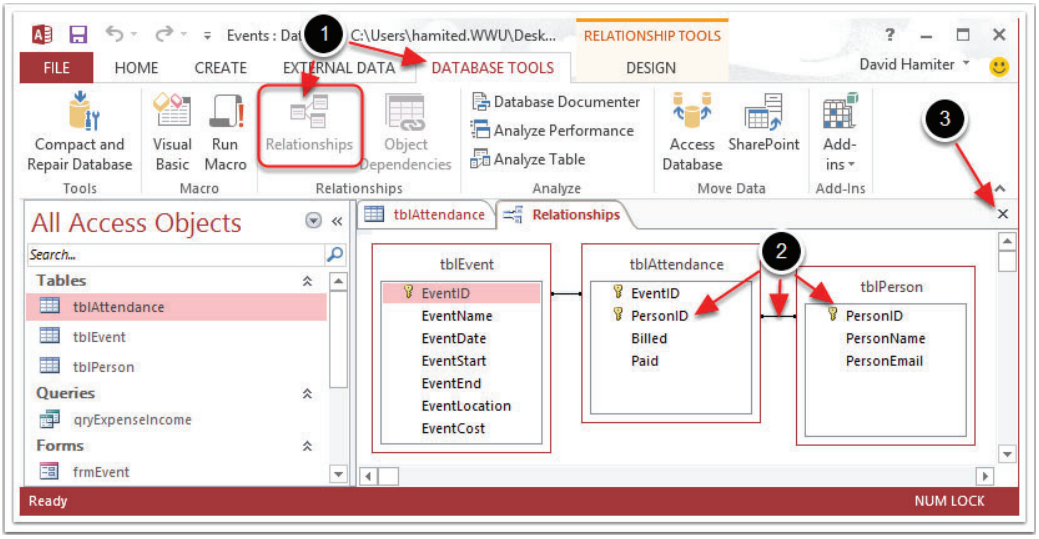


1. Right click on the **table** and select **Design View**
2. Select the two rows click **Primary Key**
3. Select the ID row and click **Delete Rows**

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.



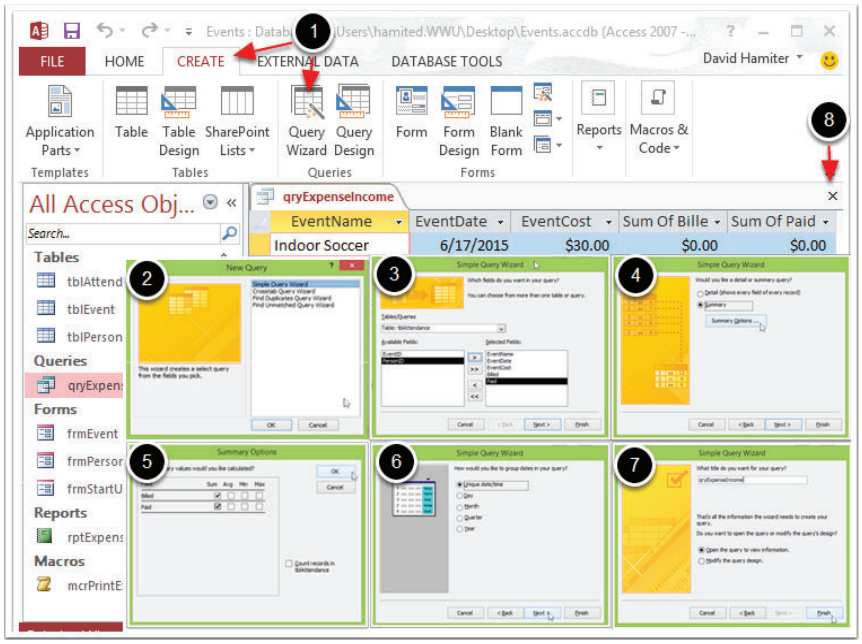
1. Under the **DATABASE TOOLS** tab click **Relationships**
2. Your can create new relationships by drag and dropping feild over tables
3. Click the X to close

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 qry

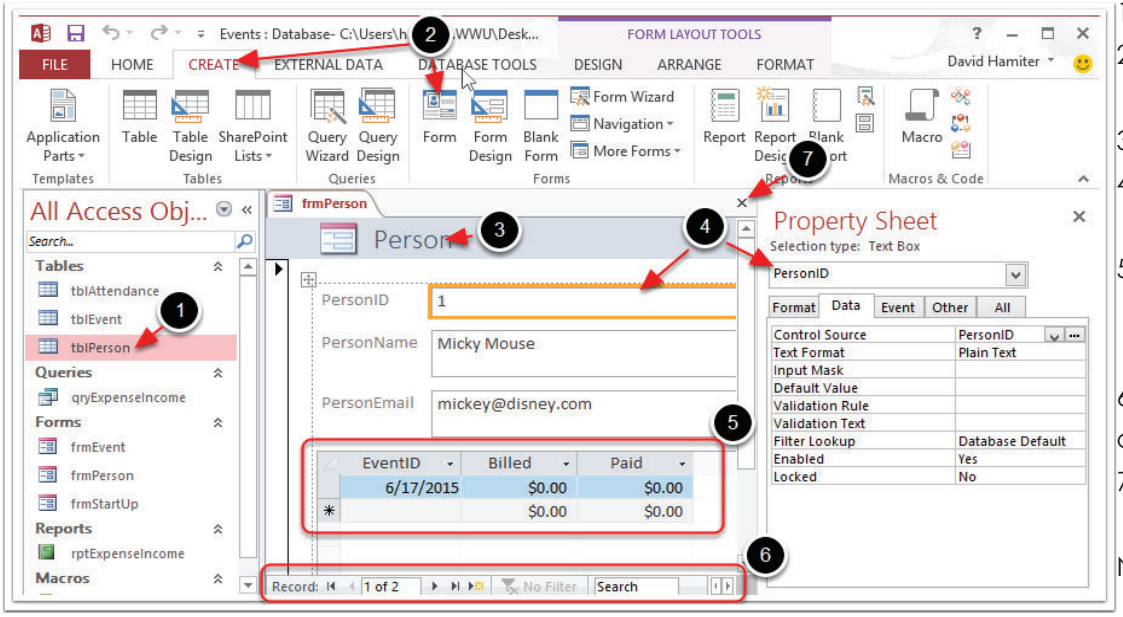
Use a select where you draw information from related queries into one list for use in a report.

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
2. 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
5. A sub-form shows the info in the linked Attendance table
6. Record Navigation bar changes the current record
7. Click the X and name it using camil type

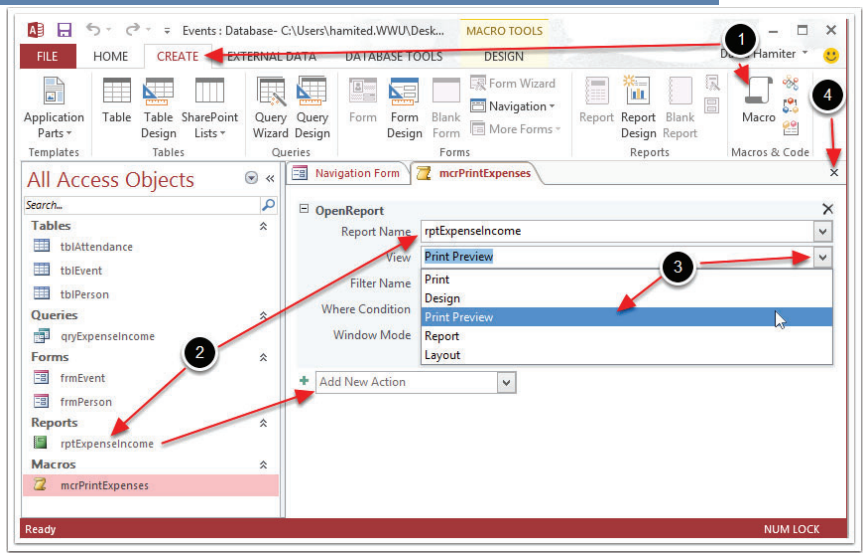
Note: prefix tables with frm

CREATING MACROS

Macros are used to automate tasks in Access.

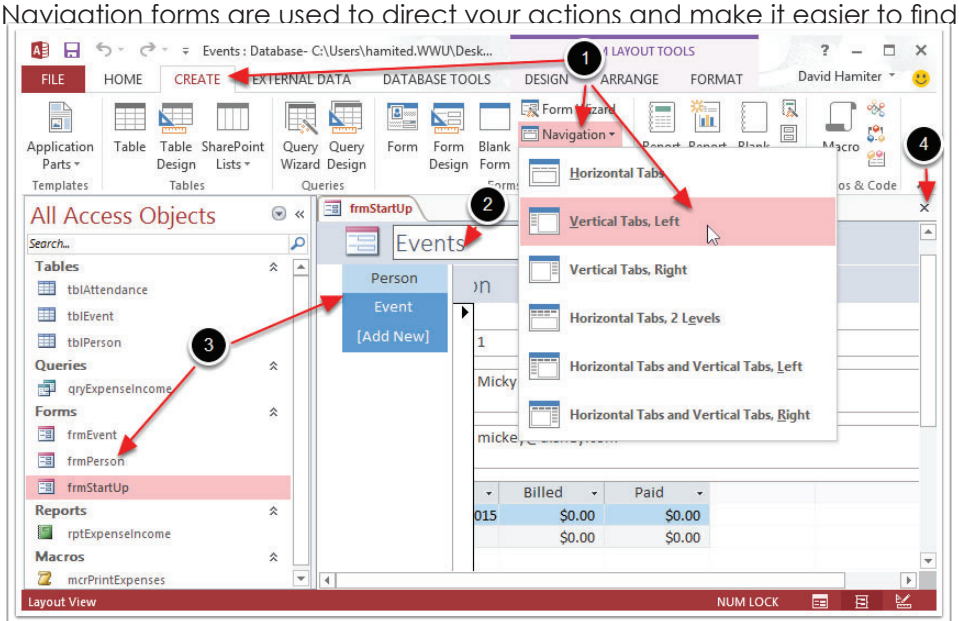
1. Under the **Create** tab in the **Macro & Code** button group click **Macro**
2. Drag the rptExpenseIncome to Add New Action
3. From the View dropdown select Print Preview
4. Click the X and name it using camil type

Note: prefix tables with mcr



CREATING A NAVIGATION FORM

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

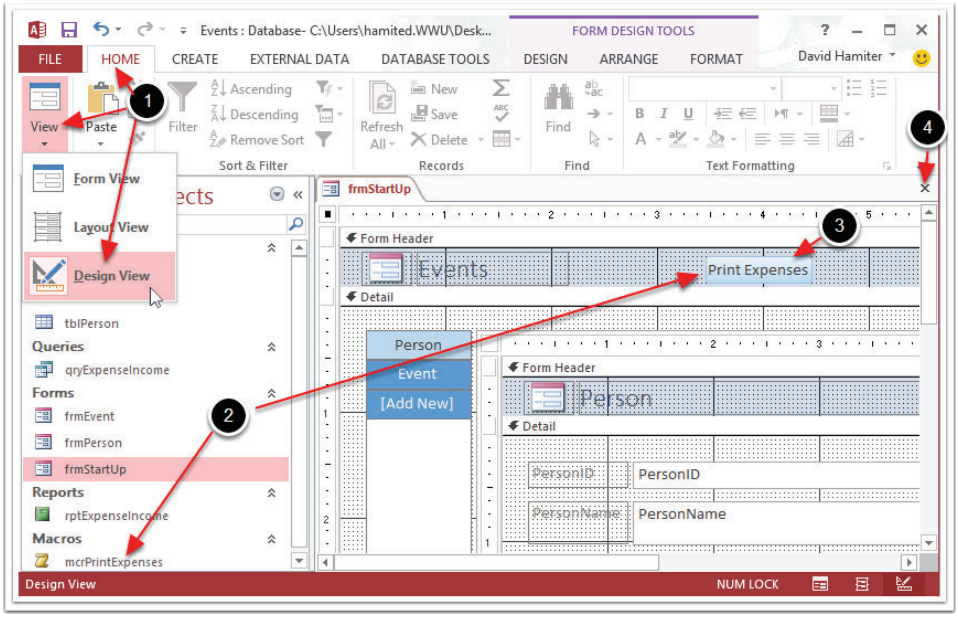


1. Under the **Create** tab in the **Forms** button group click **Navigation** and select **Vertical Tabs, Left**
2. Double click the title and change it
3. Drag the rfrmPerson and frmEvent to [Add New]
4. Click the X to close and form and name it using camil type

Note: This will be named frmStartUp

ADDING BUTTONS IN FORM DESIGN VIEW

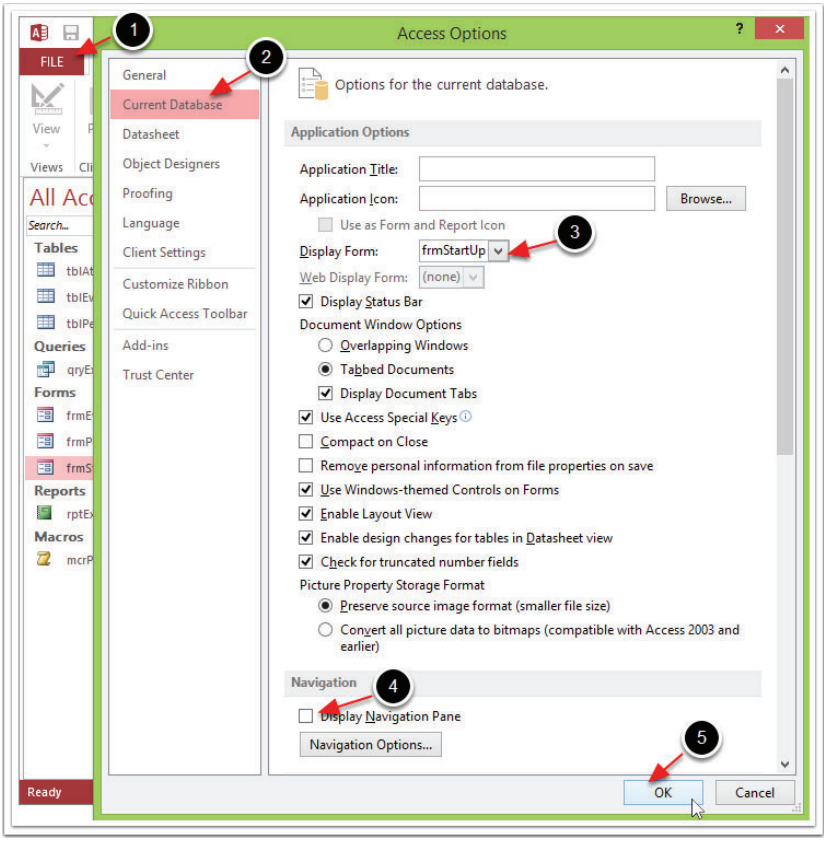
Custom button controls can be added in design view by dragging a macro onto the form.



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.



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	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 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
Open without startup restrictions	Shift + (while opening)

Created by David Hamiter and Devon Smith | 2014