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 together, 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 should 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 designed 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 called 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 field 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 camel 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 field 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 table’s 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 dragging 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 field 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 good 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 summarize
6. Select the date format
7. Name the query using camel 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 existing value in a data field to another.

Use an append query to add record to an existing table.
CREATING FORMS

Forms are used to create the user interface. 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 camel 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 camel 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 name it using camel 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.

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**SETTING ACCESS STARTUP OPTIONS**

Databases can be setup to begin by opening a startup form and hiding 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: ALT+F11
- Insert the current time: CTRL+; or 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)