

Microsoft Access

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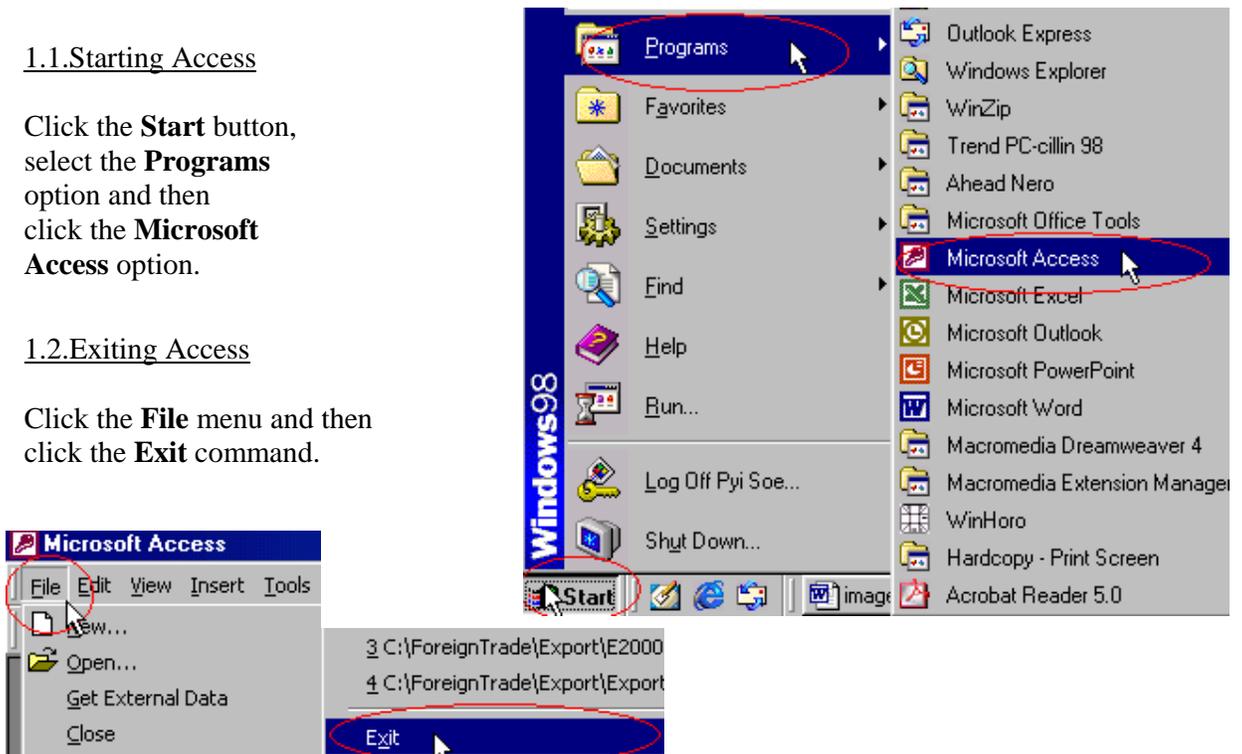
1. Starting and Exiting

1.1. Starting Access

Click the **Start** button, select the **Programs** option and then click the **Microsoft Access** option.

1.2. Exiting Access

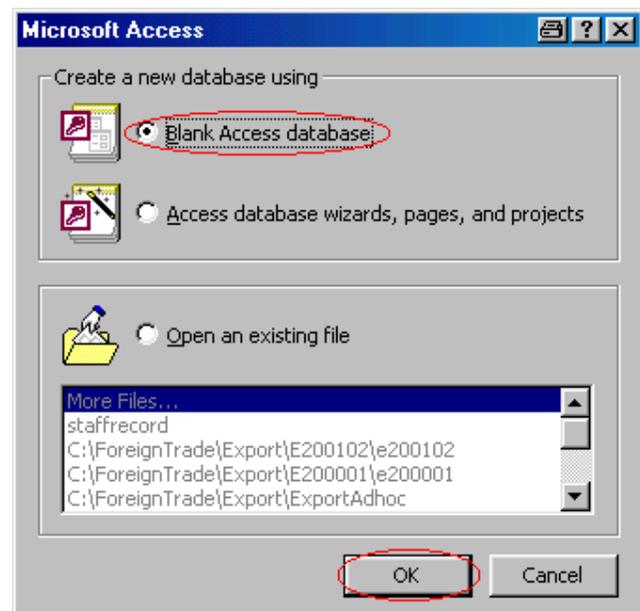
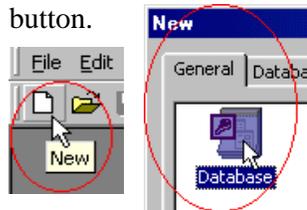
Click the **File** menu and then click the **Exit** command.



2. Creating and Opening a Database

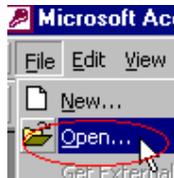
2.1. Creating a New Database

-Click the **Start**, select the **Programs** and click the **Microsoft Access**.
-Click the **Blank Access Database** and then click **OK**.
If you have already opened a database or closed the dialog box that displays when Microsoft Access starts up, click **New** on the toolbar, and then double-click the Blank Database icon on the **General** tab.
-Specify a name and location for the database and then click the **Create** button.



2.2. Opening an Existing Database

- Click the **Start**, select the **Programs** and click the **Microsoft Access**.
- Click the **Existing Database** and select the file and then click **OK**.
(If you have already opened a database)
- On the **File** menu, click **Open**.
- Find the database you want to open and click **Open**.



3. Working with a Table

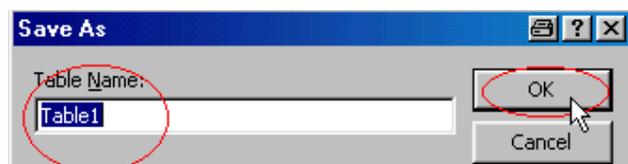
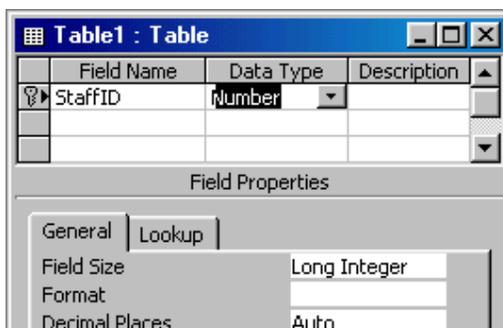
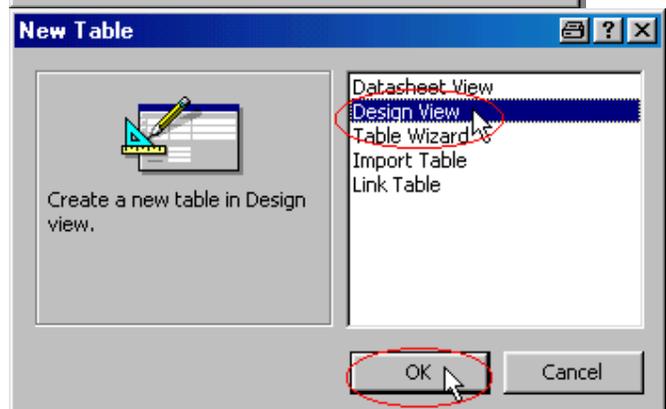
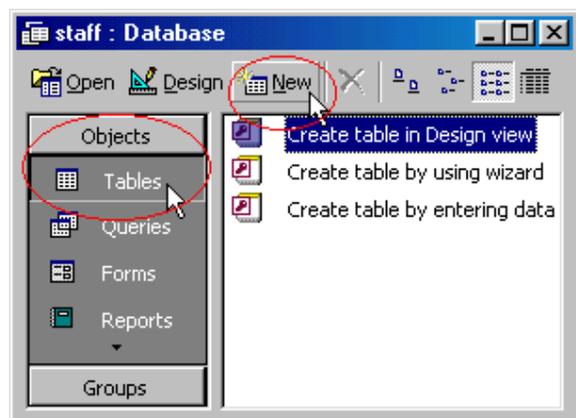
3.1. Creating a Table

- Click the **Tables** under **Objects**, and then click **New** on the Database window toolbar.

- Double-click **Design View**.(or) Click **Design View** and click **OK**.

- Define each of the fields in your table.

- Click **Save** on the toolbar, and type a name for the table and click **OK**.



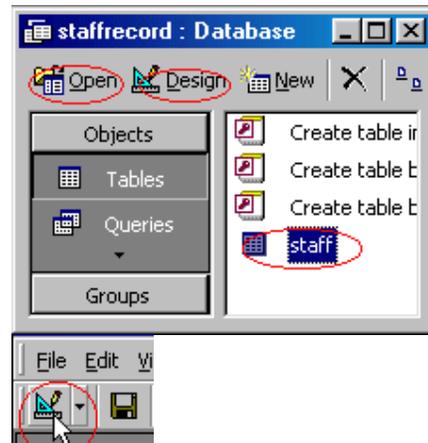
3.2.Opening a table

-In the Database window, click **Tables** under **Objects**.

-Click the name of the table you want to open.

To open the table in Design view, click **Design** on the Database window toolbar.

To open the table in Datasheet view, click **Open** on the Database window toolbar.



3.3.Switch between views of a table

Click the **View** button on the toolbar.

3.4.Adding Fields and Choosing Data Types

-Open the table in Design view.

-Click in the **Field Name** column and type the name for the field.

-Click in the **Data Type** column, click the arrow, and select the **data type** you want.

-In the **Description** column, type a description of the information this field will contain. The description is optional.

-If you want, set field properties for the field in the bottom part of the window.

3.5.Customizing Fields

3.5.1.To move a field

-Select the field(s) you want to move.

To select one field, click that field's row selector.

To select a group of fields, drag through the row selectors of those fields.

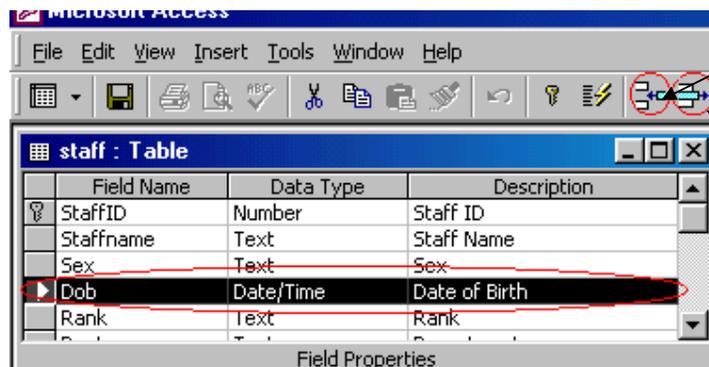
-Click and hold down the mouse button in the row selector again. Microsoft Access displays a thin horizontal bar just above the last selected row.

-Drag the horizontal bar to the row just below where you want to move the fields.

Note: Changing field order in table Design view changes the order in which fields are stored in the table and also changes the column order in the table's datasheet.

3.5.2.To insert the field

-Click in the row below where you want to add the field and -Click **Insert Rows** on the toolbar.



3.5.3.To delete a field

-Select the field(s) you want to delete.

-Click **Delete Row** on the toolbar.

3.5.4.To change a field name

-**Double-click the field name you want to change.**

-Type the new field name.

-Click **Save** on the toolbar to save your changes.

4. Entering and Editing Data

4.1. Add new data in Datasheet or Form view

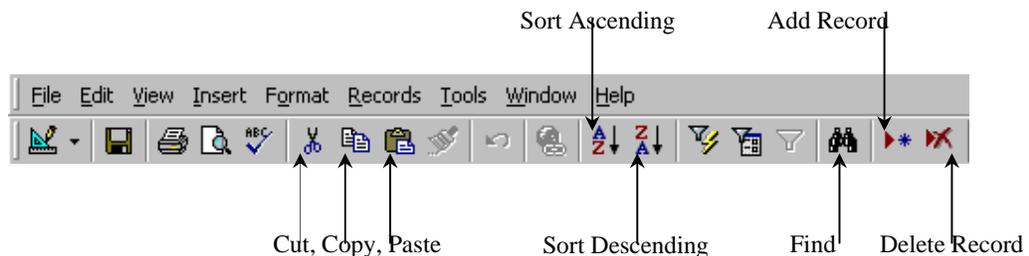
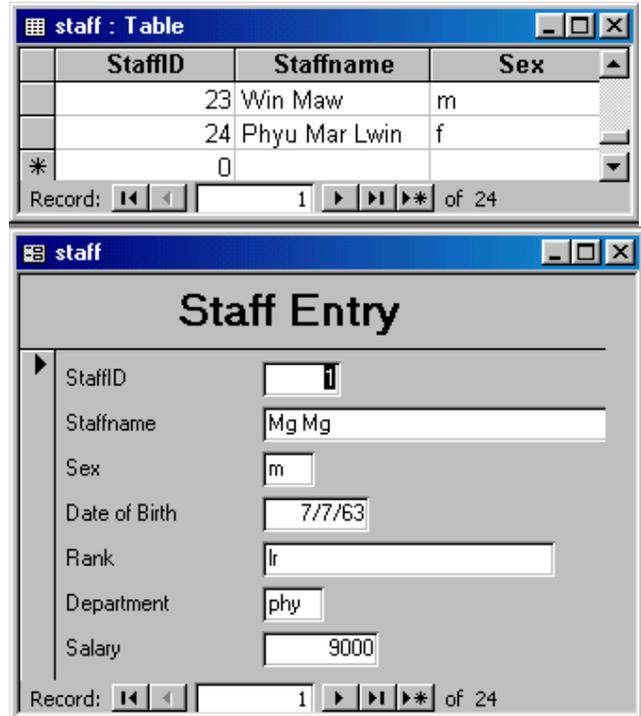
- Open a Datasheet, or form in Form view.
- Click **New Record** on the toolbar.
- Type the data you want, and then press TAB to go to the next field.

4.2. Delete a record in Datasheet or Form view

- Open a Datasheet, or form in Form view.
- Click the record you want to delete.
- Click **Delete Record** on the toolbar.

4.3. Edit the data in a field in Datasheet or Form view

- Open a Datasheet, or form in Form view.
- To edit data within a field, click in the field you want to edit.
- Type the text you want to insert.



4.4. Ways to work with data in a table's datasheet

4.4.1. Cut, Copy and Paste

Click **Cut**, **Copy** and **Paste** on the toolbar to edit selected text, fields, whole records, or the entire datasheet.

4.4.2. Sorting

Click the field you want to sort by, and then click **Sort Ascending** or **Sort Descending** on the toolbar.

4.4.3. Find and Replace

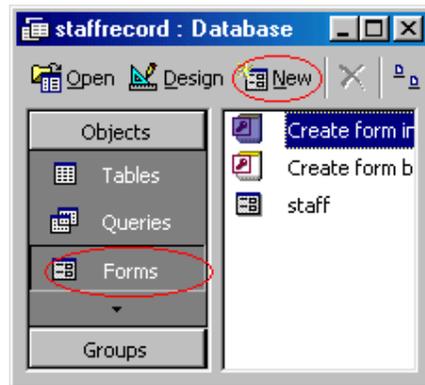
Click **Find** on the toolbar to find a value in a field in every record in which it occurs. Click **Replace** on the **Edit** menu to replace the value that you find.

5. Creating and Using Forms

5.1. Create a form

-In the Database Window, click **Forms** under **Objects**.

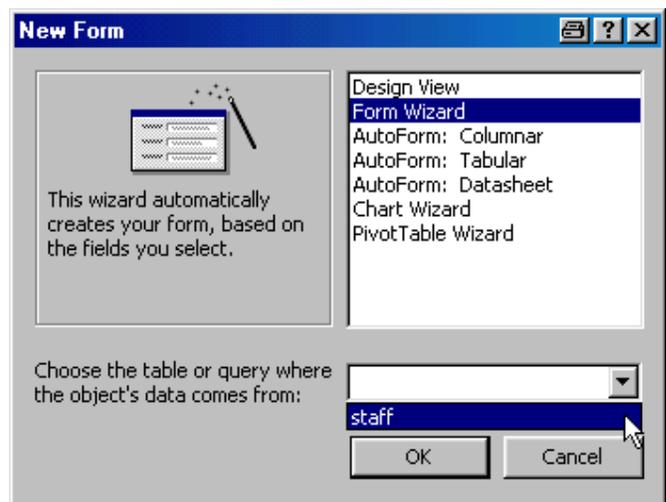
-Click the **New** button on the Database window toolbar.



-In the **New Form** dialog box, Click **Design View** (or) Click **Form Wizard** (or) Click **AutoForm** the wizard that you want to use.

-Click the table or query that contains the data you want to base your form on.

-Click **OK**.

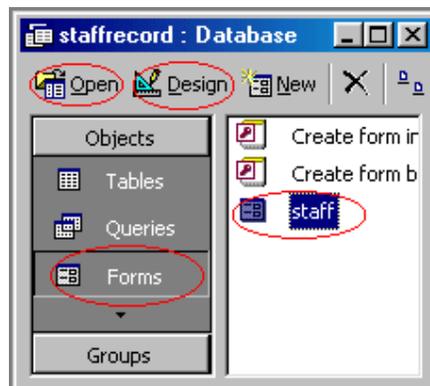


5.2. Open a form

-In the Database Window, click **Forms** under **Objects**.

-Click the form you want to open.

-Click the **Open** button to open the form in Form view, or the **Design** button to open the form in Design view.



5.3. Switch between views of a form

Click the **View** button on the toolbar.



5.4. Working in Design View of a form

5.4.1. Adding Fields

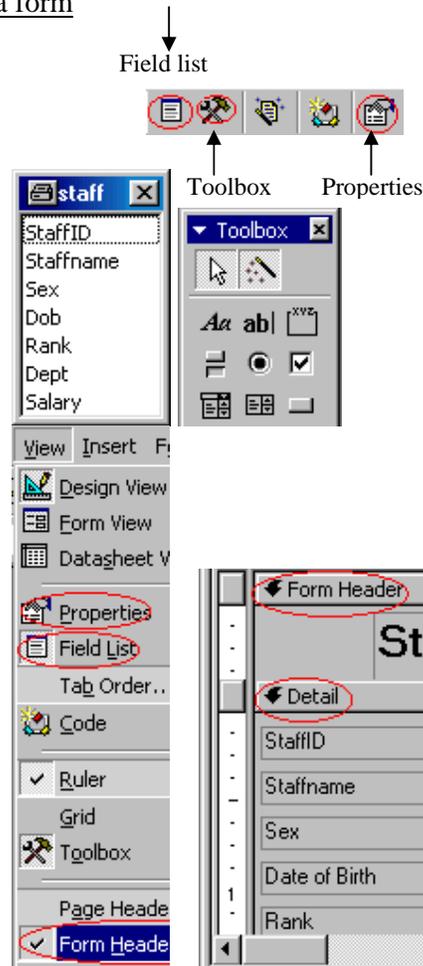
-Click the **Field List** button on the toolbar to display a floating list box with the fields.

-Click and drag the required field from the Field List box to the Detail area of the form.

5.4.2. Add or remove a form header and footer or a page header and footer

-Open the form in Design view.

-Click **Form Header/Footer** or **Page Header/Footer** on the **View** menu.



Adding controls

-Click the **Toolbox** button on the toolbar.

-Click the control (such as text boxes, labels, check boxes, etc.) and draw on the form.

5.4.3. Changing the properties of form or controls

-Click the **Properties** button on the toolbar.

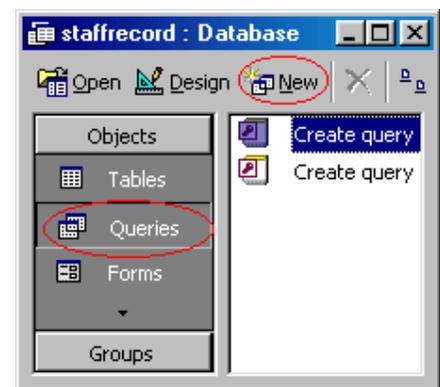
To select the form click the **form selector**

To select the required control click it.

6. Working with Queries

6.1. Create a simple select query with a wizard

-In the Database window, click **Queries** under **Objects**, and then click **New** on the Database window toolbar.

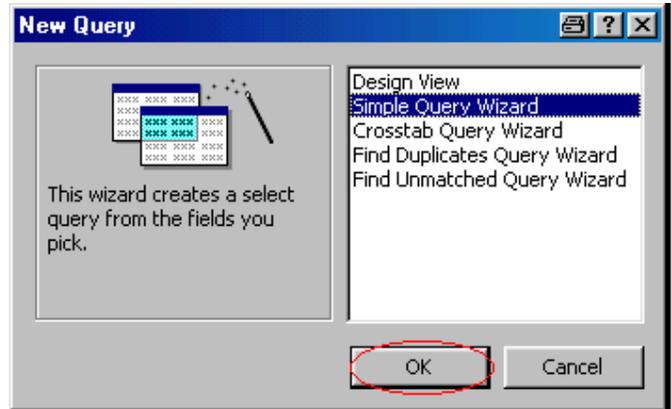


-In the **New Query** dialog box, click **Simple Query Wizard**.

-Click **OK**.

-Click the name of the table or query you want to base your query on, and then select the fields whose data you want to retrieve.

-Follow the directions in the wizard dialog boxes. In the last dialog box, you can choose either to run the query or to see the query's structure in Design



6.2. Create a select query without a wizard

-In the Database window, click **Queries** under **Objects**, and then click **New** on the Database window toolbar.

-In the **New Query** dialog box, click **Design View**.

-Click **OK**.

-Select the **Tables/Queries/Both** tab on the Show Tables dialog box.

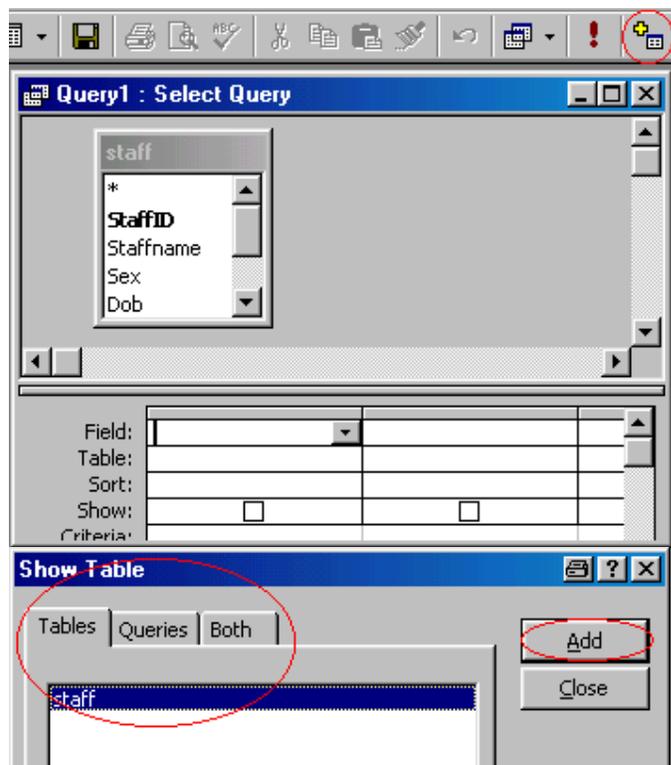
(If the Show Tables dialog box is not already opened, click **Show Table** on the toolbar)

-Select the required table or query and click **Add** and then click **Close**.

-From the field list box, double-click the required field.

-Click **Save** button on the toolbar.

-In the Save As dialog box, type the name and click **OK**



6.3. Open a query

-In the Database window, **click Queries** under **Objects**

-Click the query you want to open, and then click **Design/Open** on the Database window toolbar.

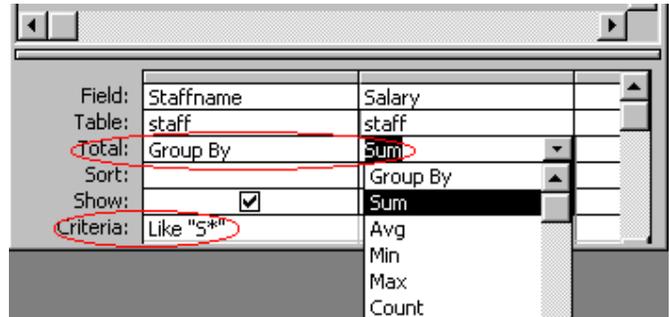
Switch between views of a query

Click the **View** button on the toolbar.



6.4.Using Criteria

- Open a query in Design view.
- Click the **Criteria** cell for the field you want to set criteria for.
- Enter the criteria expression by typing it or by using the Expression Builder. (To display the Expression Builder, right-click in the **Criteria** cell, and then click **Build**.)



6.5.Some examples of criteria expressions

Field	Expression	Description
StaffName	"Mg Mg"	Staff name is Mg Mg
StaffName	Like "S*"	Staff name starts with the letter S.
Sex	"m"	For male staff
Dob	Between #1/5/70# And #1/10/75#	Uses the Between...And operator to display staff no earlier than 5-Jan-70 and no later than 10-Jan-75.
Dept	"che" Or "phy"	Uses the Or operator to display Department to phy or che.
Salary	>=7500	Salary is greater then 7500

6.6.Create a parameter query that prompts for criteria each time it's run

- Open a select query in Design view.
- In the **Criteria** cell for each field you want to use as a parameter, type a prompt enclosed in square brackets.

E.g >=[Type the Salary]

LIKE [Enter the first character to search by:] & "*"

(Microsoft Access will display this prompt when the query is run.)

- To view the results, click **View** on the toolbar, and then type a value for the parameter.

6.7.Calculate a sum, average, count, or other total on groups of records in a query

- Open a select query in Design view.
- Click **Totals** on the toolbar. (Microsoft Access displays the **Total** row in the design grid.)
- For the field or fields you want to group on, leave **Group By** in the **Total** cell.
- For each field you want to calculate, click its cell in the **Total** row, and then click one of the following aggregate functions: **Sum**, **Avg**, **Min**, **Max**, **Count**.
- If you want, enter criteria to affect the results of the calculation.
- If you want, sort the results.
- Click **View** on the toolbar to view the results.

7. Creating and Using Reports

7.1. Create a report

-In the Database Window, click **Reports** under **Objects**.

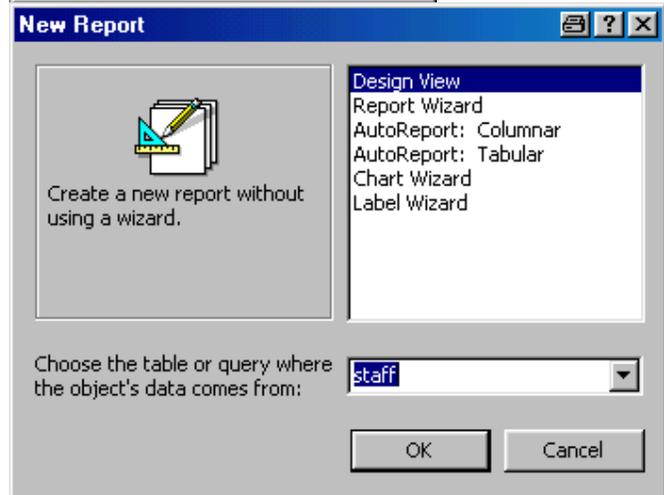
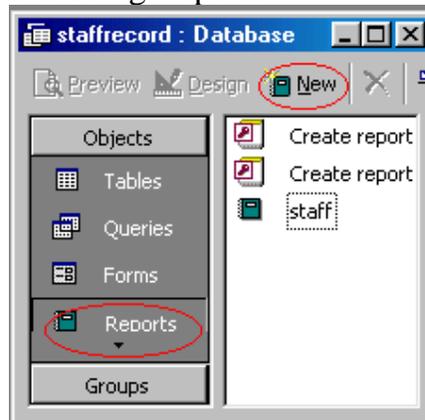
-Click the **New** button on the Database window toolbar.

-In the **New Report** dialog box,

Click **Design View** (or) click **Report Wizard** (or) click **AutoForm** the wizard that you want to use.

-Click the table or query that contains the data you want to base your report on.

-Click **OK**.

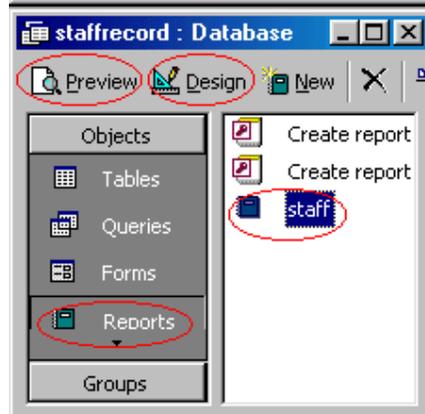


7.2. Open a report

-In the Database Window, click **Reports** under **Objects**.

-Click the report you want to open.

-Click the **Design** button to open the report in Design view, or click the **Preview** button to open the report in Print Preview. (You can use the navigation buttons at the bottom of the Print Preview window to move between pages.)



7.3. Switch between views of a report

Click the **View** button on the toolbar.

7.4. Print a report

-Select the report in the Database window, or open the report in Design view or Print Preview.

-On the **File** menu, click **Print**.

-Enter the settings you want in the **Print** dialog box.

-Click **OK**.

(**Tip** To print a report without bringing up the dialog box, click **Print** on the toolbar.)