

Go To Page..

Go!!



[Microsoft Word](#)

[Microsoft PowerPoint](#)

[Microsoft Office Main](#)

[Microsoft Excel](#)

[Microsoft Publisher](#)



Microsoft
Access 2000
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[Introduction into Microsoft Access](#)

[Starting Up Microsoft Access](#)

[Creating New, and Opening Existing Databases](#)

[Creating a database using a wizard](#)

[Creating a database *without* using a wizard](#)

[Tables - What they are and how they work](#)

[Create a table from scratch in Design view](#)

[Primary Keys](#)

[Switching Views](#)

[Entering Data](#)

[Manipulating Data](#)

[Advanced Table Feature Examples](#)

[Relationships - How to link multiple tables together](#)

[Forms - What they are and how they work](#)

[Creating A Form Using A Wizard](#)

[Reports - What they are and how they work](#)

[Creating A Report Using A Wizard](#)

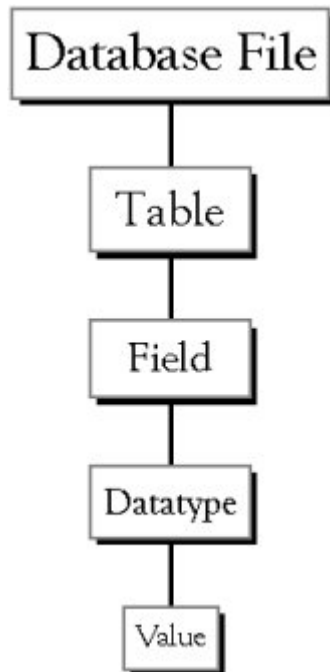
[Creating Mail Merge Labels using a Wizard](#)

Microsoft Access Description

- Microsoft Access is a powerful program to create and manage your databases. It has many built in features to assist you in constructing and viewing your information. Access is much more involved and is a more genuine database application than other programs such as Microsoft Works.

This tutorial will help you get started with Microsoft Access and may solve some of your problems, but it is a very good idea to use the Help Files that come with Microsoft Access, or go to Microsoft's web site located at <http://microsoft.com/office/access/default.htm> for further assistance.

First of all you need to understand how Microsoft Access breaks down a database. Some keywords involved in this process are: *Database File, Table, Record, Field, Data-type*. Here is the Hierarchy that Microsoft Access uses in breaking down a database.



Database File: This is your main file that encompasses the entire database and that is saved to your hard-drive or floppy disk.
Example) StudentDatabase.mdb

Table: A table is a collection of data about a specific topic. There can be multiple tables in a database.
Example #1) Students
Example #2) Teachers

Field: Fields are the different categories within a Table. Tables usually contain multiple fields.
Example #1) Student LastName
Example #2) Student FirstName

Datatypes: Datatypes are the properties of each field. A field only has 1 datatype.
FieldName) Student LastName
Datatype) Text

This tutorial will help you get started with Microsoft Access and may solve some of your problems, but it is a very good idea to use the Help Files that come with Microsoft Access (or any program you use for that matter), or go to Microsoft's web site located at <http://microsoft.com/office/access/default.htm> for further assistance.

[Back to top](#)

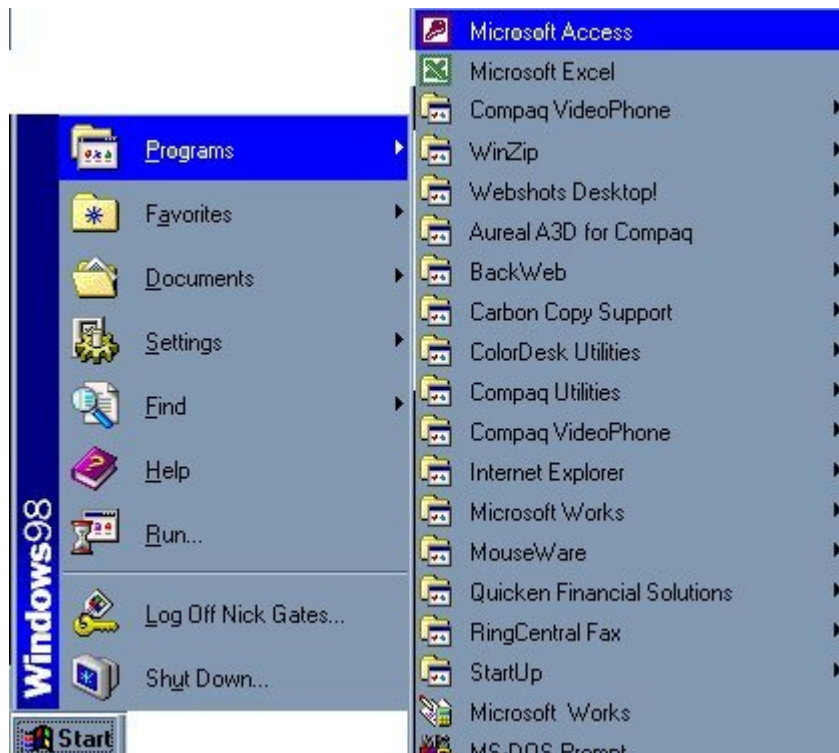
Starting Microsoft Access

- Two Ways
 1. Double click on the Microsoft Access icon on the desktop.



Microsoft
Access

2. Click on Start --> Programs --> Microsoft Access



[Back to top](#)

Creating New, and Opening Existing Databases



The above picture gives you the option to:

- Create a New Database from scratch
- Use the wizard to create a New Database
- Open an existing database
 - The white box gives you the most recent databases you have used. If you do not see the one you had created, choose the More Files option and hit OK. Otherwise choose the database you had previously used and click OK.

[Back to top](#)

Create a database using the Database Wizard

1. When Microsoft Access first starts up, a dialog box is automatically displayed with options to create a new database or open an existing one. If this dialog box is displayed, click **Access Database Wizards, pages, and projects** 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 Database** on the toolbar.

2. On the **Databases** tab, double-click the icon for the kind of database you want to create.
3. Specify a name and location for the database.
4. Click **Create** to start defining your new database

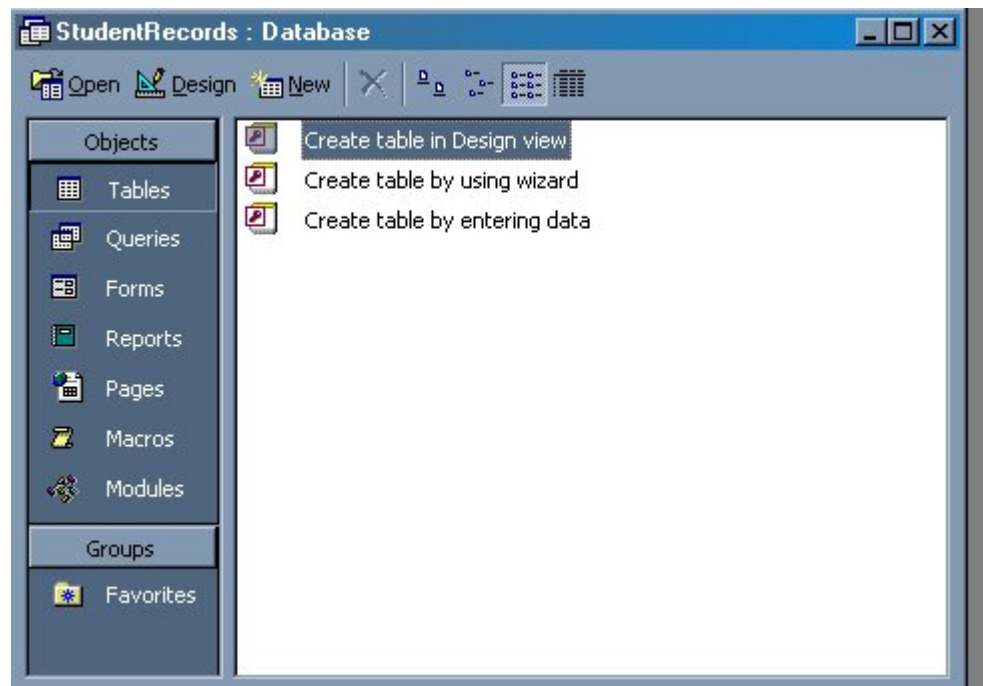
[Back to top](#)

Create a database without using the Database Wizard

1. When Microsoft Access first starts up, a dialog box is automatically displayed with options to create a new database or open an existing one. If this dialog box is displayed, click **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 Database** on the toolbar, and then double-click the **Blank Database** icon on the **General** tab.

2. Specify a name and location for the database and click **Create**. (Below is the screen that shows up following this step)



[Back to top](#)

Tables

A table is a collection of data about a specific topic, such as students or contacts. Using a separate table for each topic means that you store that data only once, which makes your database more efficient, and reduces data-entry errors.

Tables organize data into columns (called **fields**) and rows (called **records**).

Each field in the Student Records table contains the same type of information for every student, such as student's Social Security Number (Soc Sec #). This is an example of a COLUMN

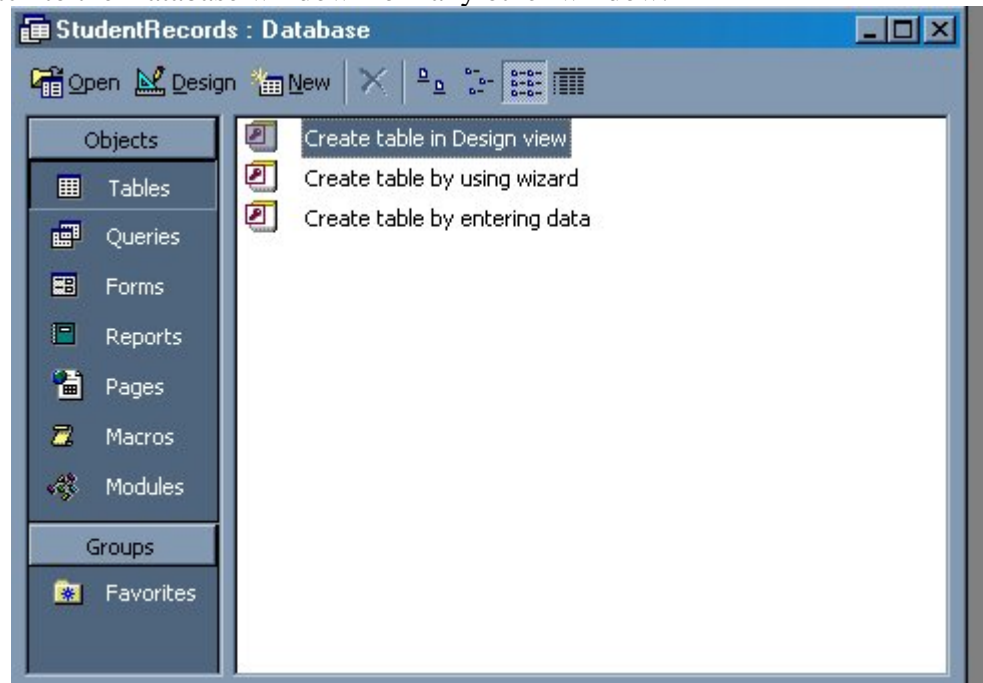
Student Records Table					
Soc Sec #	First Name	Last Name	BirthDate	Address	City
123456789	Todd	Jones	1/1/78	312 Wenona Rd	Bay City
315465866	Alan	Craig	2/8/80	123 N Union	Bay City
968585471	Stacy	Evans	3/8/81	RR 5 Box 880	Auburn
848131523	John	Anderson	4/5/80	83 Washington Dr.	Midland

Each record in a Student Records table contains all of the information about one student, such as their First Name, Last Name, Birthday, Address, and City, etc... This is an example of a ROW.

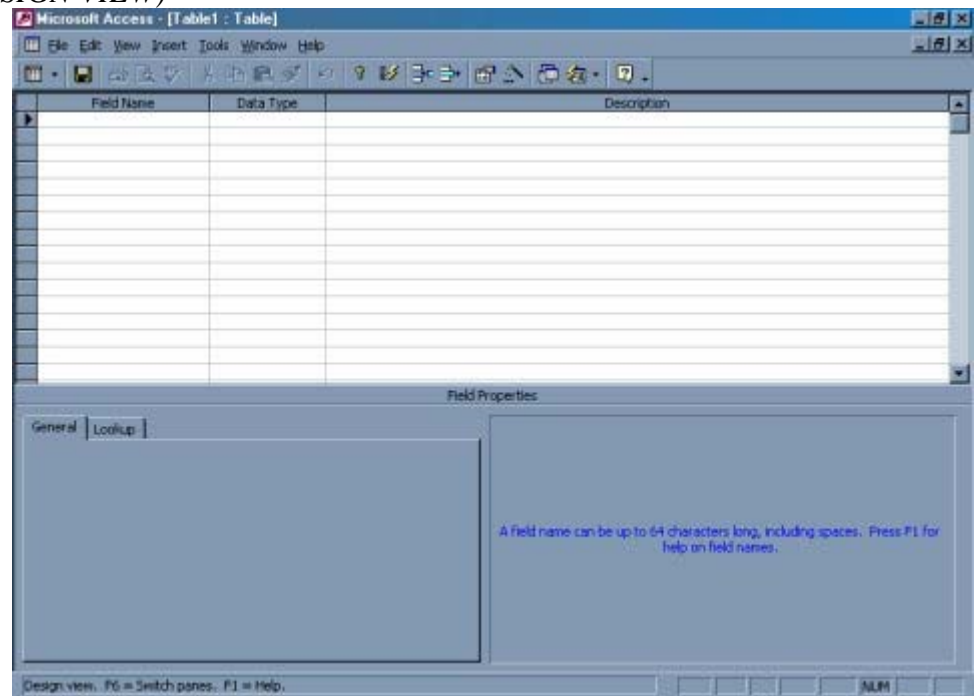
[Back to top](#)

Create a Table from scratch in Design view

1. If you haven't already done so, switch to the Database Window You can press F11 to switch to the Database window from any other window.



2. Double-Click on "**Create table in Design view**".
(*DESIGN VIEW*)



3. Define each of the fields in your table.
 - Under the Field Name column, enter the categories of your table.
 - Under Data Type column, enter the type you want for you categories.
 - The attribute of a variable or field that determines what kind of data it can hold. For example, in a Microsoft Access database, the Text and Memo field data types allow the field to store either text or numbers, but


the Number data type will allow the field to store numbers only. Number data type fields store numerical data that will be used in mathematical calculations. Use the Currency data type to display or calculate currency values. Other data types are Date/Time, Yes/No, Auto Number, and OLE object (Picture).

- Under the Description column, enter the text that describes what you field is. (This field is optional).
- For our tutorial enter the following items:

Field Name	Data Type	Description
Soc Sec #	Text	Social Security Number . Uniquely identifies a student
First Name	Text	Student's First Name
Last Name	Text	Student's Last Name
BirthDate	Date/Time	Student's Birthdate
Address	Text	Students Address
City	Text	City student resides in
State	Text	State student resides in
Zip	Text	Zip Code student resides in
Phone	Text	Student's home phone number

[Back to top](#)



Primary Key

- One or more fields (columns) whose value or values uniquely identify each record in a table. A primary key does not allow Null values and must always have a unique value. A primary key is used to relate a table to foreign keys in other tables.
- **NOTE:** You do not have to define a primary key, but it's usually a good idea. If you don't define a primary key, Microsoft Access asks you if you would like to create one when you save the table.
- For our tutorial, make the **Soc Sec #** field the primary key, meaning that *every* student has a social security number and no 2 are the same.
 - To do this, simply select the Soc Sec # field and select the primary key button 
 - After you do this, Save the table

[Back to top](#)

Switching Views

- To switch views from the datasheet (spreadsheet view) and the design view, simply click the button in the top-left hand corner of the Access program.

Datasheet View	Design View
 Displays the view, which allows	 Displays the view, which allows you to

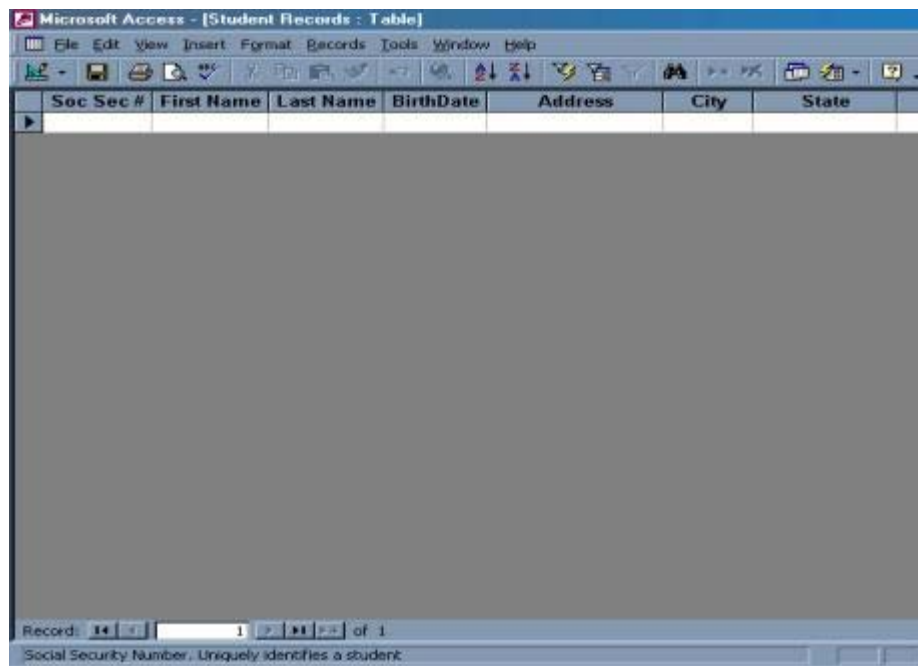
you to enter raw data into your database table.

enter fields, data-types, and descriptions into your database table.

[Back to top](#)

Entering Data

- Click on the Datasheet View and simply start "chugging" away by entering the data into each field. **NOTE:** Before starting a new record, the **Soc Sec #** field must have something in it, because it is the Primary Key. If you did not set a Primary Key then it is OK.



[Back to top](#)

Manipulating Data

- **Adding a new row**
 - Simply drop down to a new line and enter the information
- **Updating a record**
 - Simply select the record and field you want to update, and change its data with what you want
- **Deleting a record**
 - Simply select the entire row and hit the Delete Key on the keyboard

[Back to top](#)

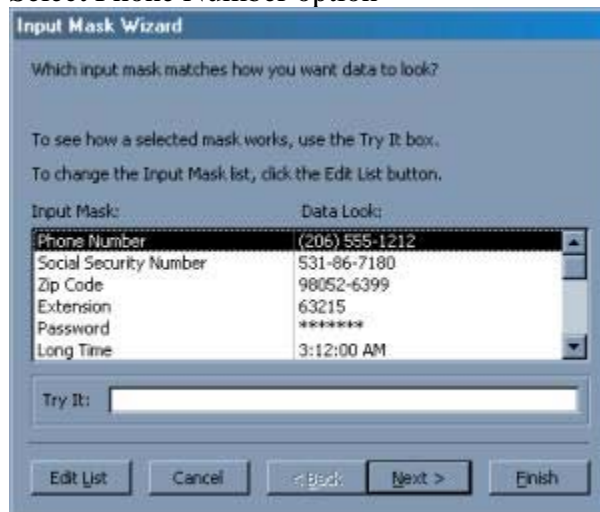
Advanced Table Features w/Microsoft Access

- **Assigning a field a specific set of characters**
 - Example) Making a Social Security Number only allows 9 characters.
 1. Switch to Design View
 2. Select the field you want to alter
 3. At the bottom select the General Tab



4. Select **Field Size**
 5. Enter the number of characters you want this field to have
- **Formatting a field to look a specific way (HINT: You do not need to assign a field a specific set of characters if you do this)**

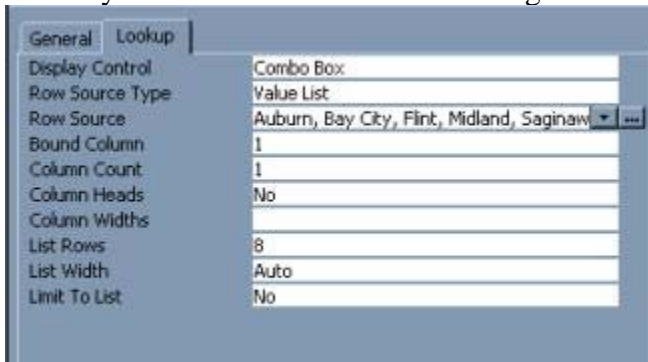
- Example) Formatting Phone Number w/ Area Code (xxx) xxx-xxxx
 1. Switch to Design View
 2. Select the field you want to format
 3. At the bottom select the General Tab
 4. Select **Input Mask Box** and click on the ... button at the right.
 5. Select Phone Number option



6. Click on Next
 7. Leave *!(999) 000-0000* the way it is. This is a default.
 8. Click Next
 9. Select which option you want it to look like
 10. Click Next
 11. Click Finish
- **Selecting a value from a dropdown box with a set of values that you assign to it.**

This saves you from typing it in each time

- o Example)Choosing a city that is either Auburn, Bay City, Flint, Midland, or Saginaw
 1. Switch to Design View
 2. Select the field you want to alter (City)
 3. At the bottom select the Lookup Tab
 4. In the **Display Control** box, select **Combo Box**
 5. Under **Row Source Type**, select **Value List**
 6. Under **Row Source**, enter the values how you want them displayed, separated by a comma. (*Auburn, Bay City, Flint, Midland, Saginaw*)
 - **NOTE:**This will not alphabetize them for you, so you will have to do that yourself. It should look something like this:



7. Select in the datasheet view and you should see the change when you go to the city field.

Address	City
	Auburn
	Bay City
	Flint
	Midland
	Saginaw

[Back to top](#)

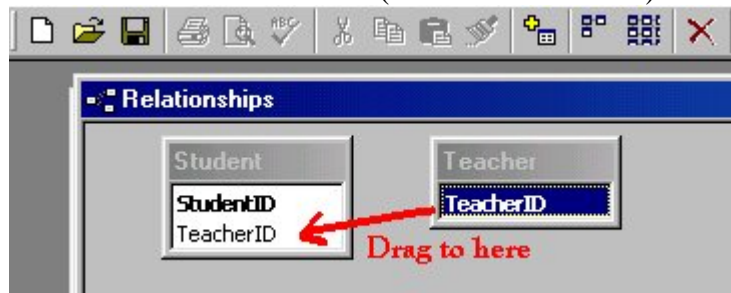
Relationships

After you've set up multiple tables in your Microsoft Access database, you need a way of telling Access how to bring that information back together again. The first step in this process is to define relationships between your tables. After you've done that, you can create queries, forms, and reports to display information from several tables at once.

A relationship works by matching data in key fields - usually a field with the same name in both tables. In most cases, these matching fields are the primary key from one table, which provides a unique identifier for each record, and a foreign key in the other table. For example, teachers can be associated with the students they're responsible for by creating a relationship between the teacher's table and the student's table using the TeacherID fields.

Having met the criteria above, follow these steps for creating relationships between tables.

1. In the database window view, at the top, click on Tools ---> Relationships
2. Select the Tables you want to link together, by clicking on them and selecting the Add Button
3. Drag the primary key of the Parent table (Teacher in this case), and drop it into the same field in the Child table (Student in this case.)



4. Select **Enforce Referential Integrity**



- When the Cascade Update Related Fields check box is set, changing a primary key value in the primary table automatically updates the matching value in all related records.
 - When the Cascade Delete Related Records check box is set, deleting a record in the primary table deletes any related records in the related table
5. Click Create and Save the Relationship

[Back to top](#)

Forms

A form is nothing more than a graphical representation of a table. You can add, update, delete records in your table by using a form. **NOTE:** Although a form can be named different from a table, they both still manipulate the same information and the same exact data. Hence, if you change a record in a form, it will be changed in the table also.

A form is very good to use when you have numerous fields in a table. This way you can see all the fields in one screen, whereas if you were in the table view (datasheet) you would have to keep scrolling to get the field you desire.

[Back to top](#)

Create a Form using the Wizard

It is a very good idea to create a form using the wizard, unless you are an advanced user and know what you are doing. Microsoft Access does a very good job of creating a form using the wizard. The following steps are needed to create a basic form:

1. Switch to the Database Window. You can do this by pressing F11 on the keyboard.
2. Click on the **Forms** button under **Objects** on the left side of screen
3. Double click on **Create Form Using Wizard**
4. On the next screen select the fields you want to view on your form. Most of the time you would select all of them.
5. Click Next
6. Select the layout you wish
7. Click Next
8. Select the style you desire...**HINT**: if you plan on printing your form, I suggest you use a light background to save on printer toner and ink
9. Click Next
10. Give you form a name, and select **Open the Form and enter information**
11. Select **Finish**
12. You should see your form. To adjust the design of your form, simply hit the design button (same as with the tables), and adjust your form accordingly

[Back to top](#)

Reports

A report is an effective way to present your data in a printed format. Because you have control over the size and appearance of everything on a report, you can display the information the way you want to see it.

[Back to top](#)

Create a Report using the Wizard

As with the Form, it is a very good idea to create a report using the wizard, unless you are an advanced user. Microsoft Access does a very good job using the wizard to create reports.

1. Switch to the Database Window. You can do this by pressing F11 on the keyboard.
2. Click on the **Reports** button under **Objects** on the left side of screen
3. Double click on **Create Report Using Wizard**
4. On the next screen select the fields you want to view on your form. Most of the time you would select all of them.
5. Click Next
6. Select if you would like to group your files. Keep repeating this step for as many

groupings as you would like.

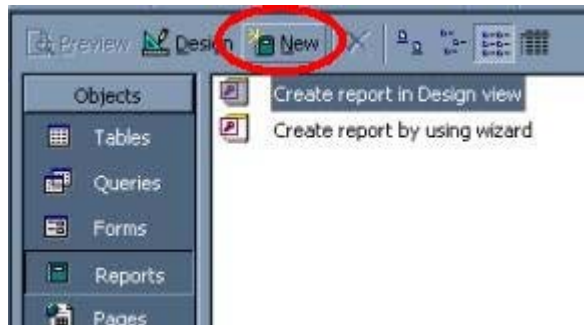
7. Click Next
8. Select the layout and the paper orientation you desire
9. Click Next
10. Select the style you desire...**HINT**: if you plan on printing your report, I suggest you use a light background to save on printer toner and ink
11. Click Next
12. Give your report a name, and select **Preview the Report**
13. Select **Finish**
14. You should see your report. To adjust the design of your report, simply hit the design button (same as with the tables), and adjust your report accordingly

[Back to top](#)

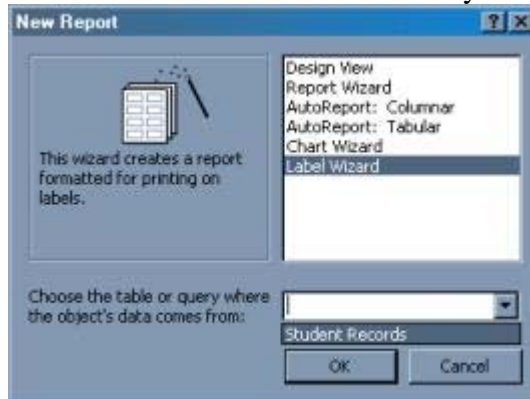
Creating Mail Merge Labels using a Wizard

Microsoft Access lets you create Mailing Labels for your database that you have. To do this do the following:

1. Switch to the Database Window. You can do this by pressing F11 on the keyboard.
2. Click on the **Reports** button under **Objects** on the left side of screen
3. Click on **New**



4. Select **Label Wizard** and the table you would like to get your information from.



5. Click OK
6. Select the layout of your labels
7. Click Next
8. Select the font size and color you want on each label
9. Click Next

10. Select how you want your label to look
11. Click Next
12. Select how you want your labels sorted
13. Give your label report a name and preview it

[Back to top](#)