

Beginning Microsoft Access

Quick Reference Guide

image Page Design

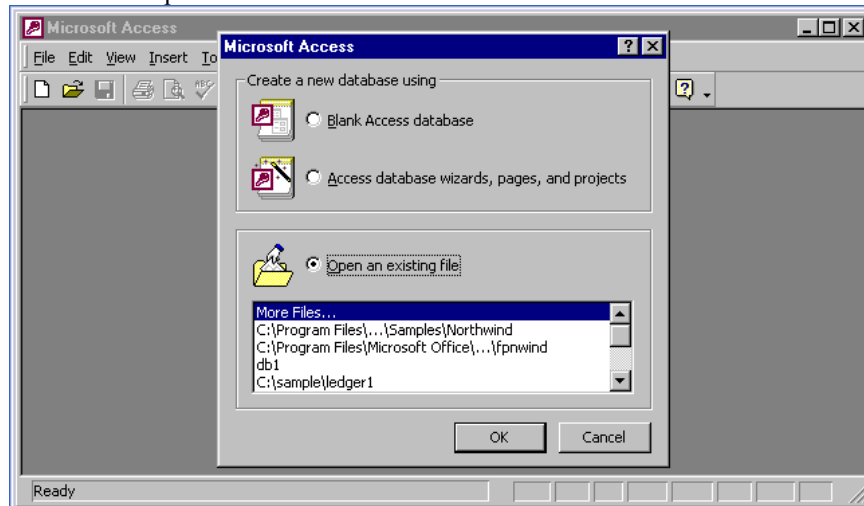
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Access Basics Access : An

Introduction Database:

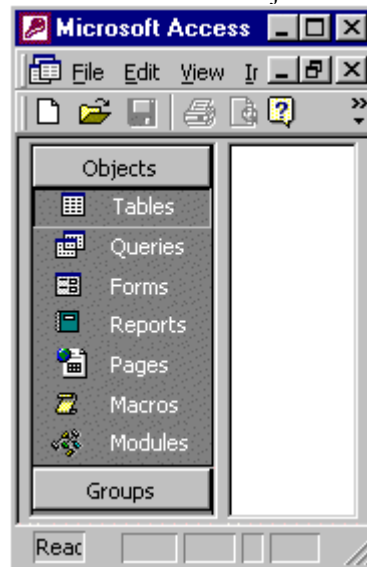
Opening

Click on the File menu title.
Click on the Open command.
Click on the database name.
Click on the Open button.



Database Objects: Selecting

Click on the Queries object.
Click on the Forms object.
Click on the Reports object.
Click on the Pages object.
Click on the Macros object.
Click on the Modules object.



Object Views: Switching

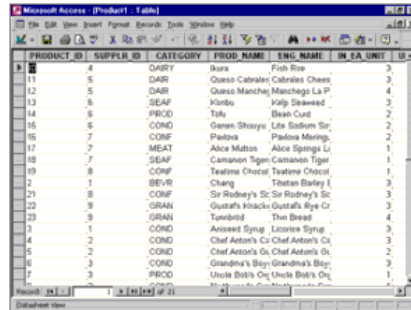
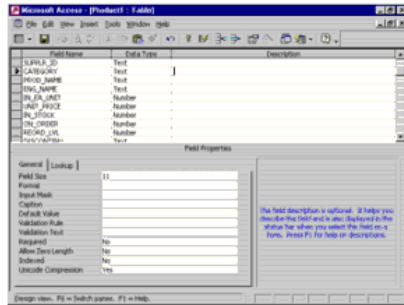
Click on the Design button.
Click on the View button.



Design View

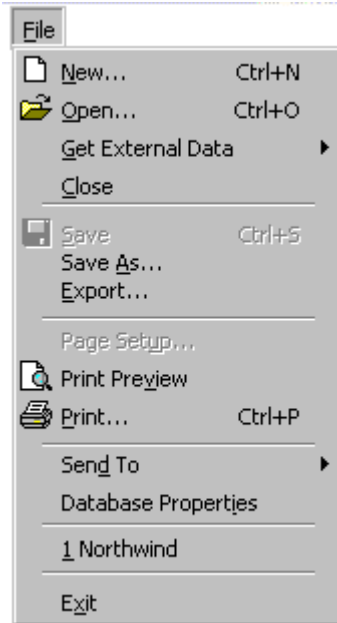


Datasheet View



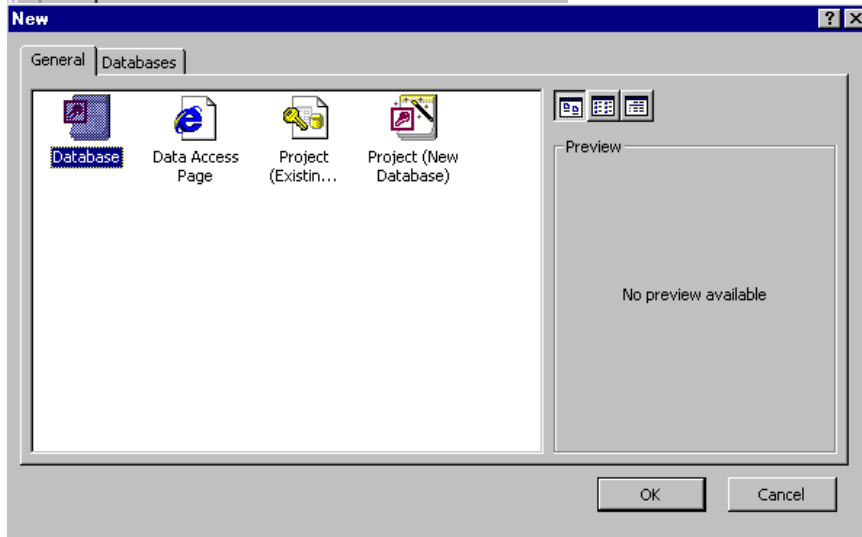
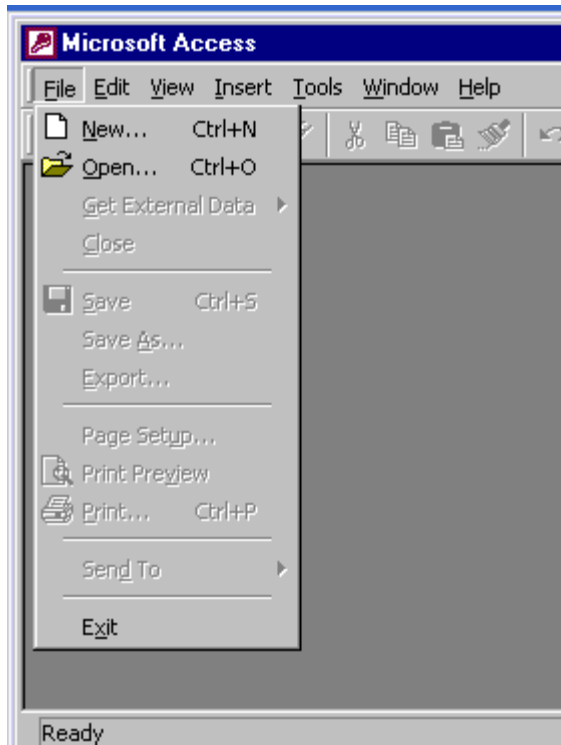
Database Objects: Printing

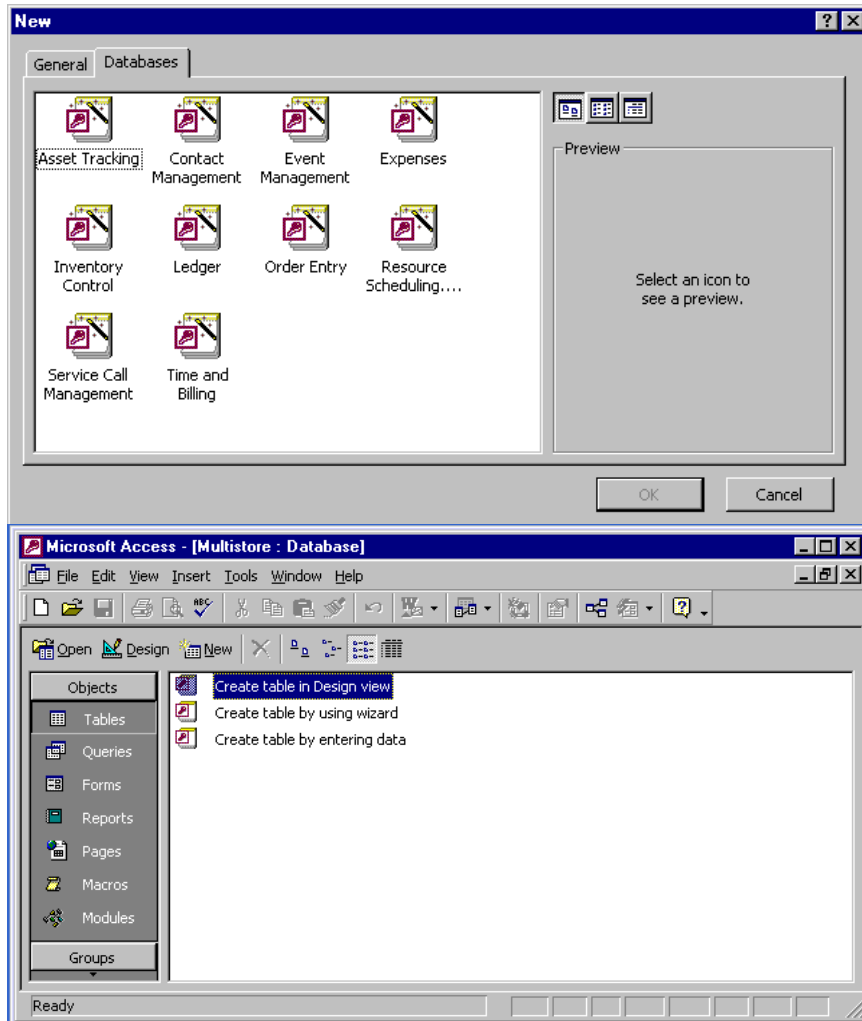
Click on the File menu title.
Place the mouse pointer on the double down arrow at the bottom of the File menu
“If the print command menu item is not showing”.
Click on the Print command.
Click on OK.



Database: Creating

Click on the File menu title.
Click on the New command.
Click on the OK button.
Type a name for the database and click on the Create button.



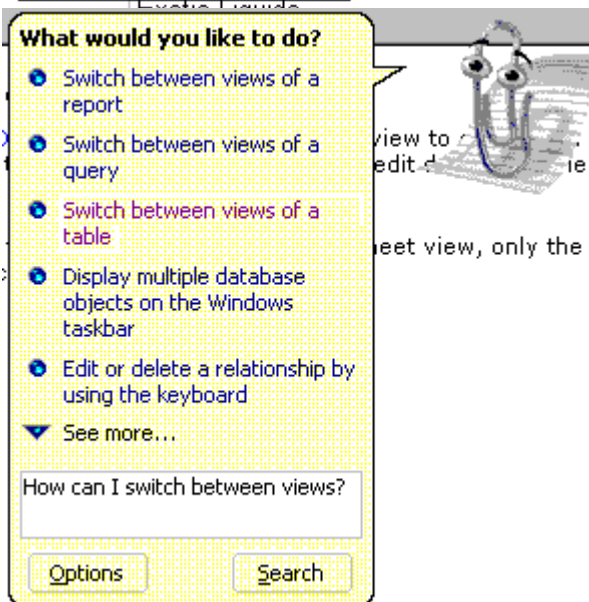
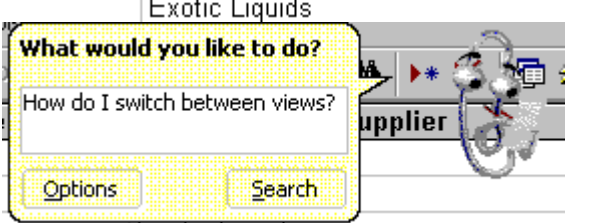
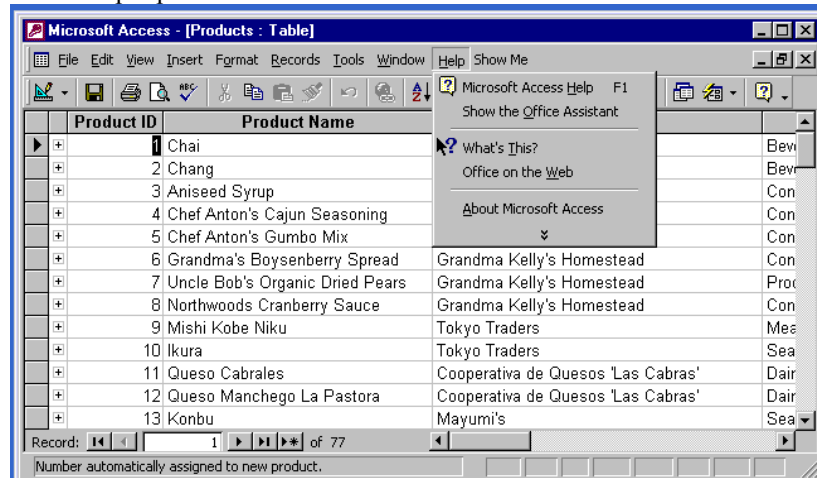


Using Access Help

Office Assistant: Accessing Help

- Click on the Help menu title.*
- Click on the Microsoft Access Help command.*
- Type a question and press Tab.*
- Click on the Search button.*

Click on a Help topic.



Access Tables

Tables: Creating

Table Creation: Table Wizard

Double-click on the Create table by using wizard option.

Click on a table.

Double-click on a field of the table.

Click on the Next button.

Type a name for the table and *press* Tab.

Click on the Next button.

Click on the Finish button.

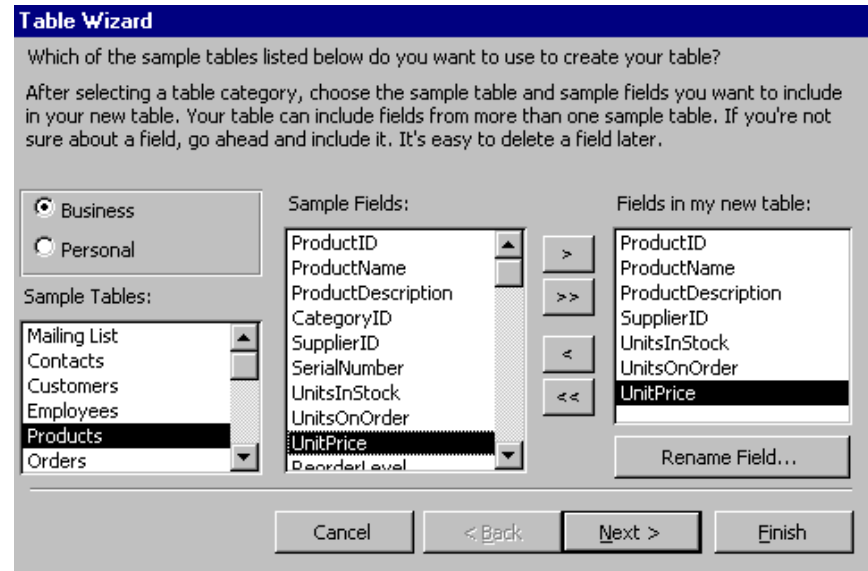


Table Creation: Design View

Double-click on the Create table in Design view option.

Type a name for the field in the first cell under the Field Name column and *press* Tab.

Click on the Save button.

Type a name for the table and *click* on OK.

Click on the No button.

Click on the View button.

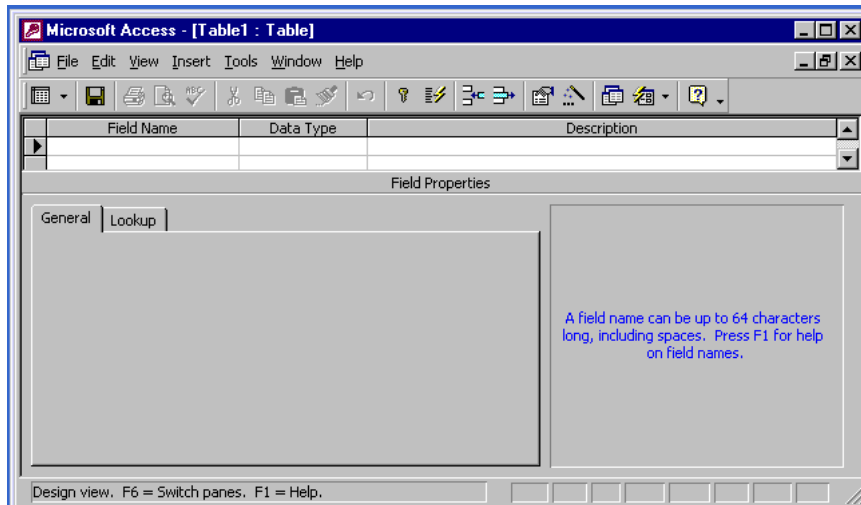


Table Creation: Direct Data Entry

Double-click on the Create table by entering data option.

Type data in the all the cells under each field name column and *press* Tab.

Double-clicking on the Field1 column name.

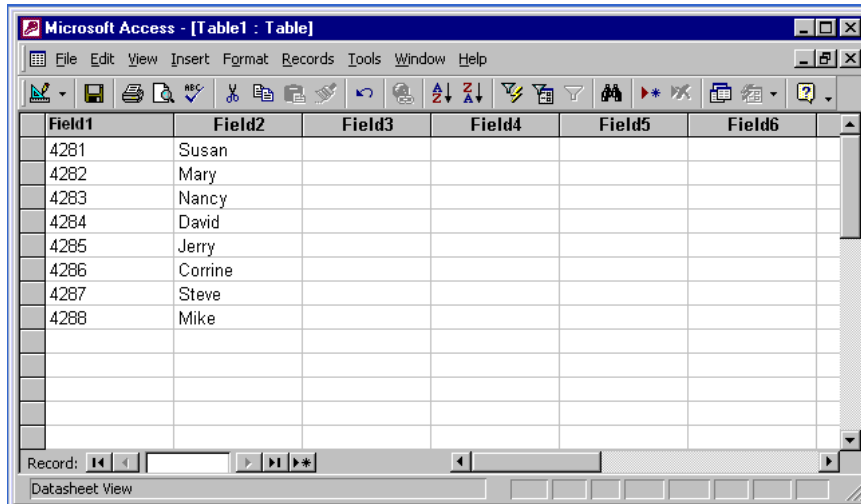
Type a name for the field and *press* Tab.

Click on the Save button.

Type a name for the table and *click* on OK.

Click on the No button.

Click on the View button.



Tables: Modifying

Primary Key: Setting

Click on the row selector of the field that you want to make the primary key of the table.

Click on the Edit menu title.

Click on the Primary Key command.

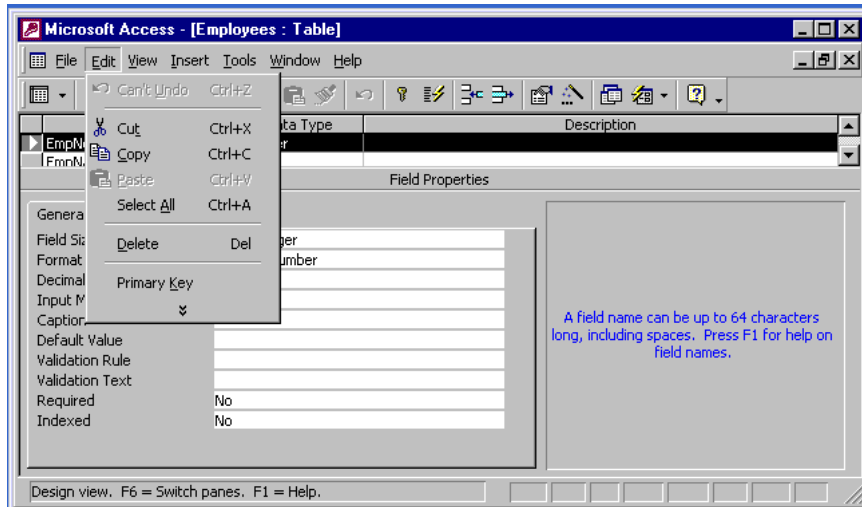


Table Fields: Inserting

Click on the row selector of the field before which you want to insert a field.

Click on the Insert menu title.

Click on the Rows command.

Type the name for the new field and press Tab.

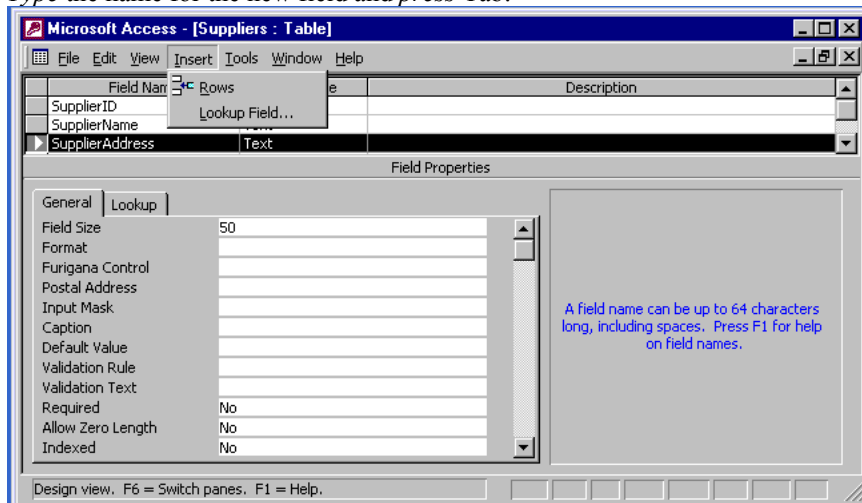


Table Fields: Modifying Data Types

Click on the Data Type cell for the field whose data type is to be modified.

Click on the drop-down list button.

Click on a data type.

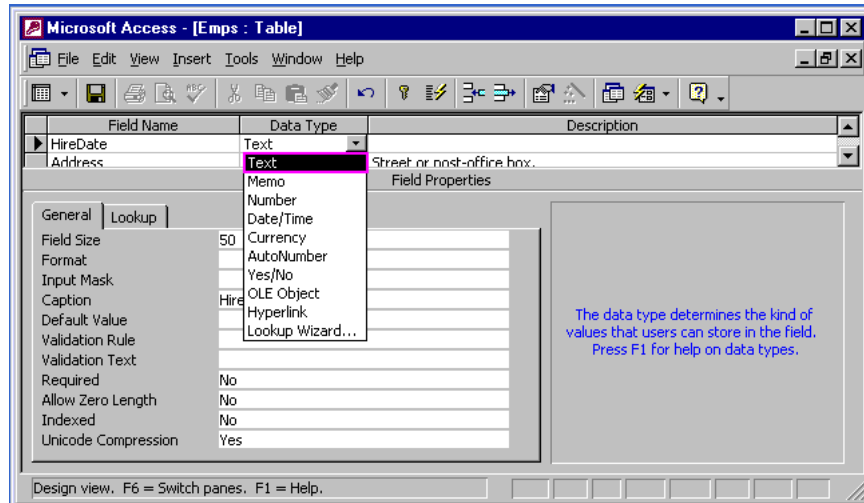


Table Fields: Modifying Layout

Click on the row selector of the field whose layout is to be modified.
Click on the row selector of the field and drag it to the highlighted area.

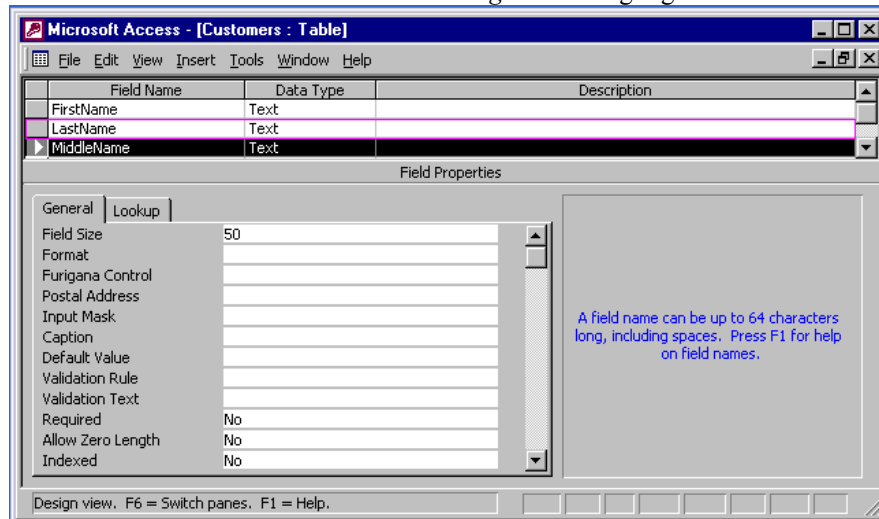


Table Fields: Modifying Properties

Click on the row selector of the field whose properties are to be modified.
Click on the Indexed property box.
Click on the drop-down list button.
Click on the Yes (No Duplicates) value.

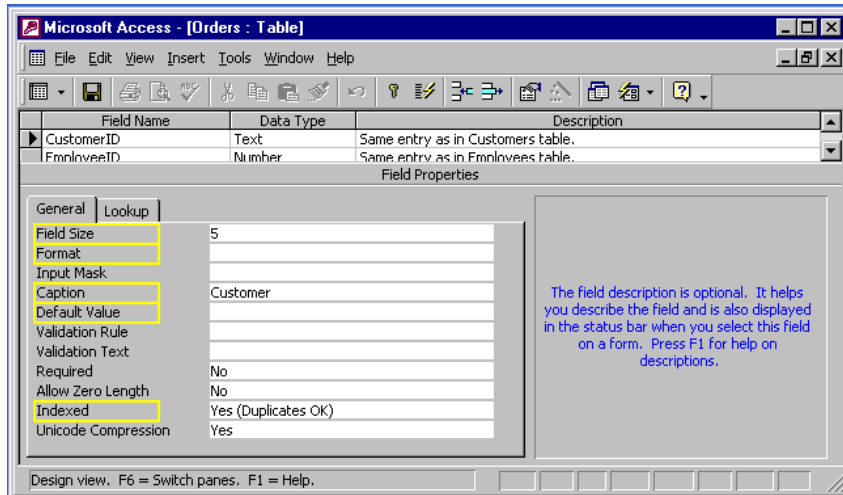


Table Fields: Creating an Input Mask

Click on the row selector of the field whose input mask is to be created.

Click in the Input Mask property box.

Click on the Build button.

Click on the Short Date option.

Click on the Next button.

Type 99-99-00 if you want the day, month and year to be separated by dashes, and press Tab.

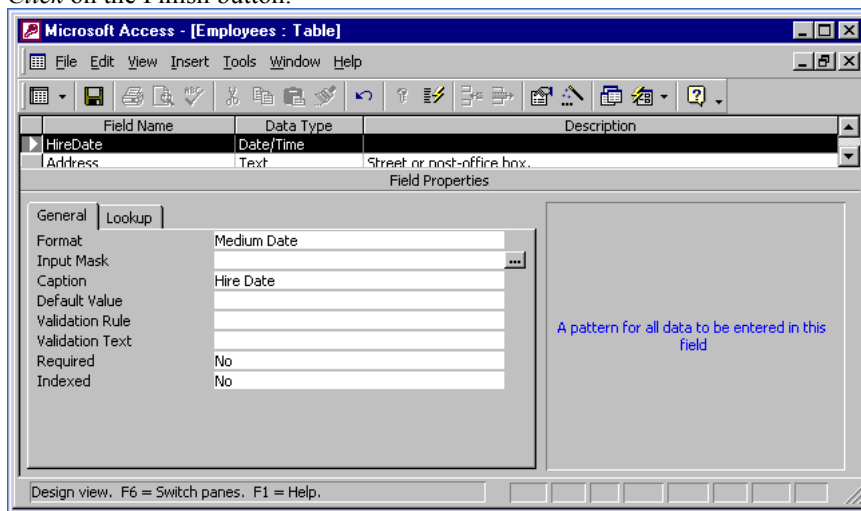
Click on the drop-down list button of the Placeholder character drop-down list box.

Click on the # symbol.

Click in the Try It text box.

Click on the Next button.

Click on the Finish button.



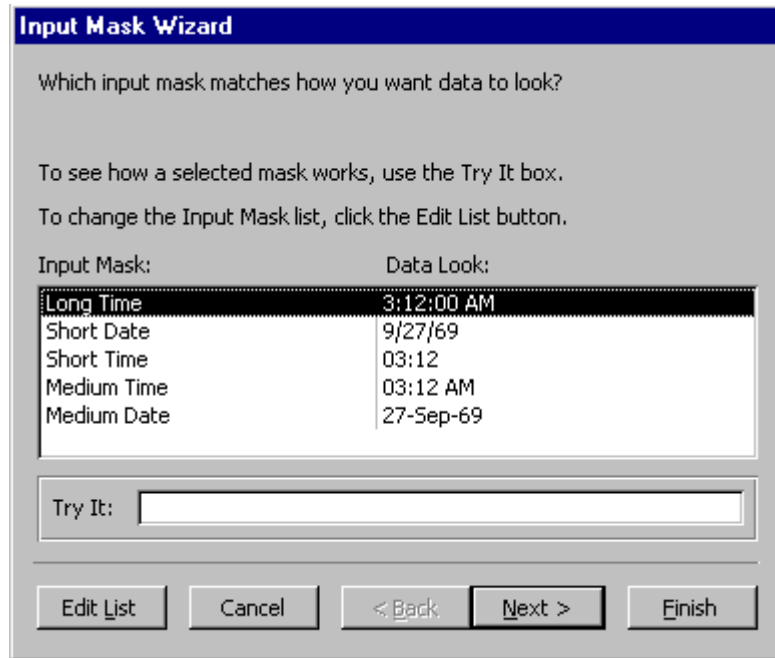


Table Fields: Deleting

Click on the row selector of the field that is to be deleted.

Click on the Edit menu title.

Click on the Delete command.

Click on Yes.

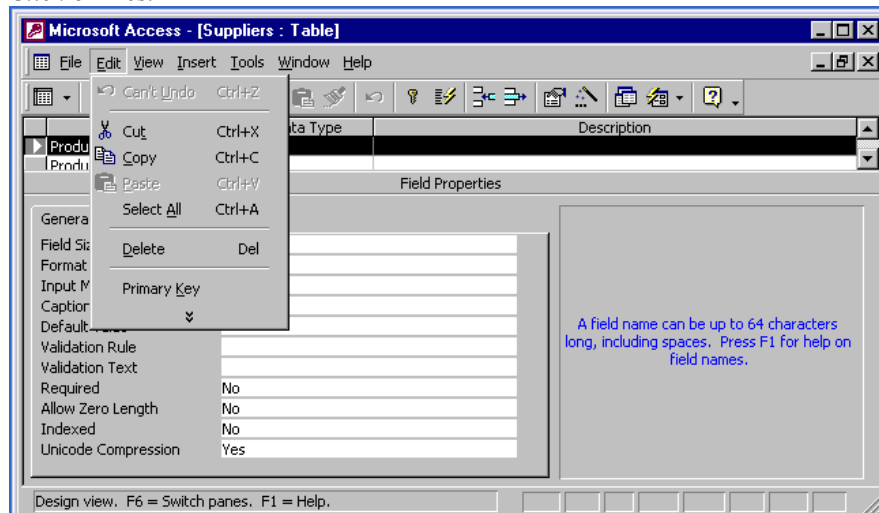


Table Data: Manipulating

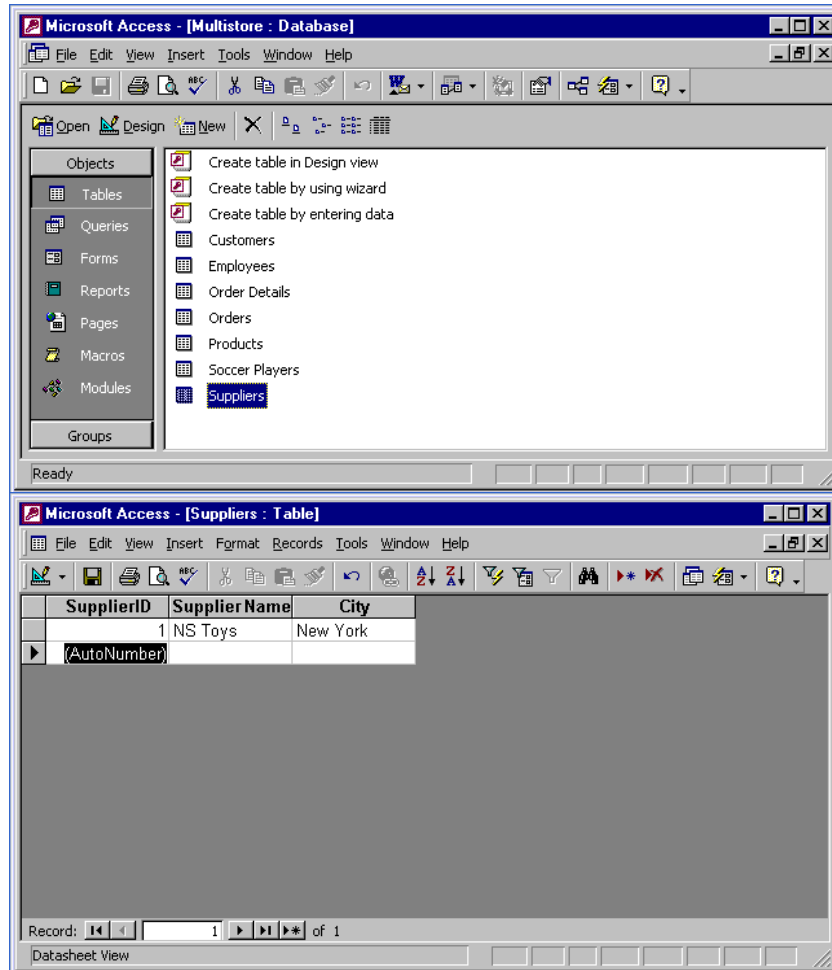
Table Data: Entering

Click on the Open button.

Press the Tab key.

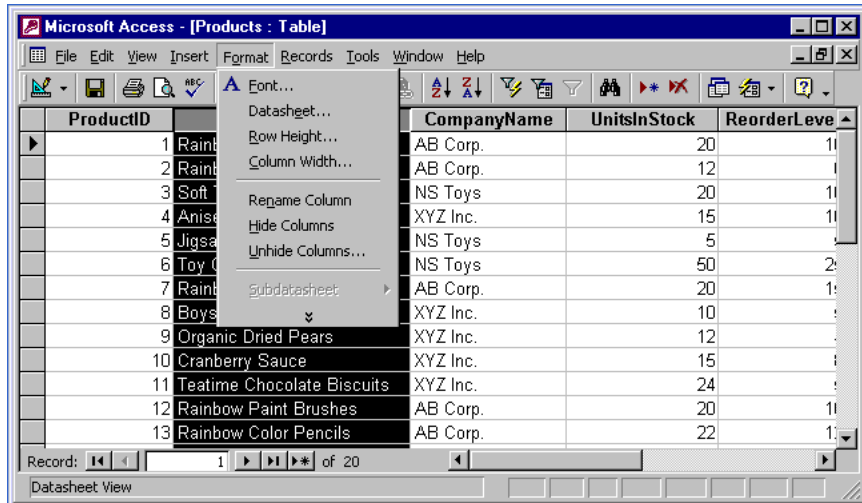
Type NS Toys as the name of the first supplier and press Tab.

Type data in the table and press Tab.



Datasheet View: Customizing

- Click on the column selector of the field that you want to hide.*
- Click on the Format menu title.*
- Click on the Hide Columns command.*
- Click on the Format menu title.*
- Click on the Unhide Columns command.*
- Click on the check box you want to unhide.*
- Click on the Close button.*



Records: Navigating

Click on the Edit menu title.

Place the mouse pointer on the Go To command.

Click on the First command.

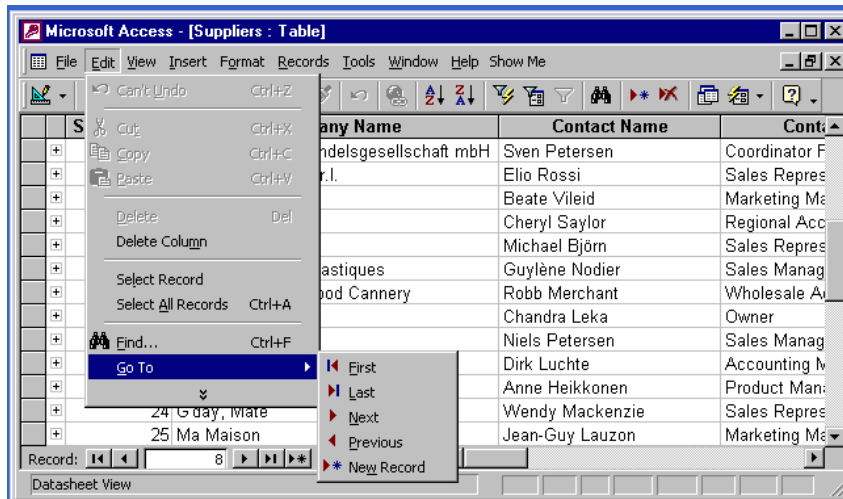


Table Data: Modifying

Click on the cell selector of the ContactName cell for Debbie Howe.

Type Donna Bard and click on the Save button.

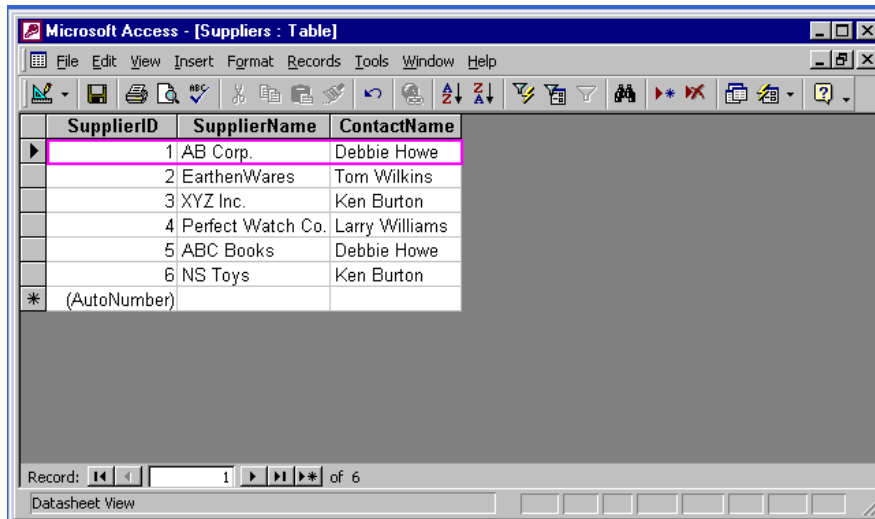
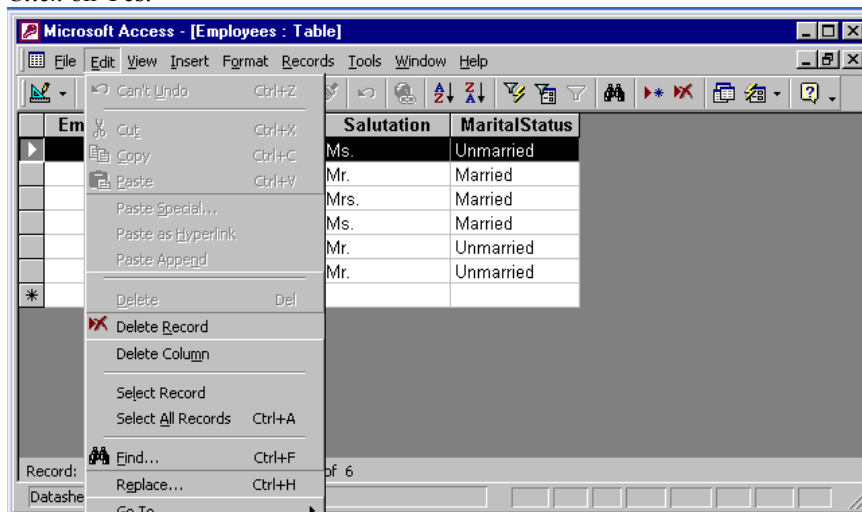


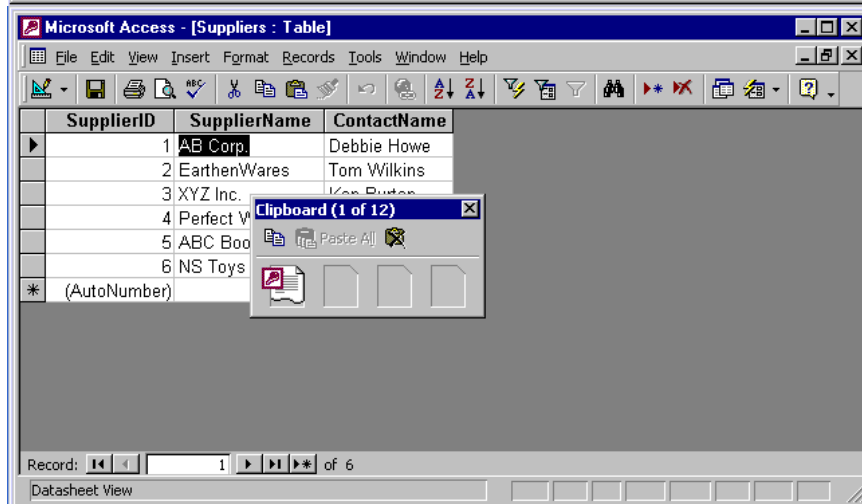
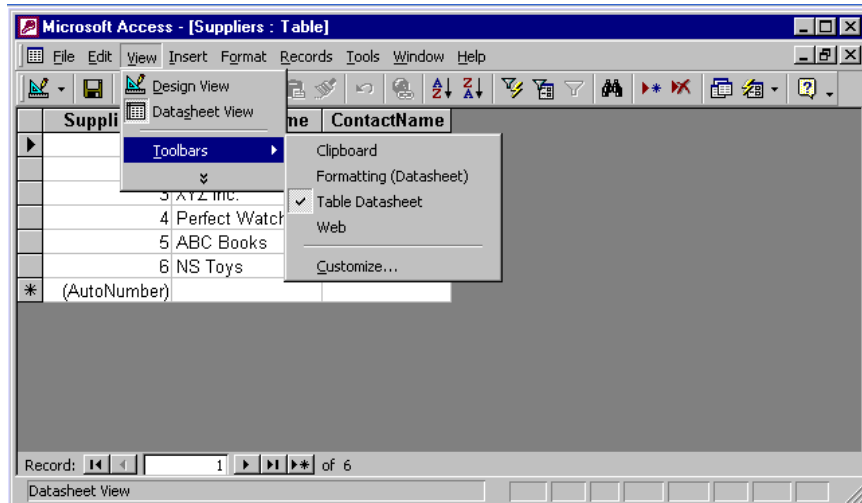
Table Data: Deleting

- Click on the row selector of the record you want to delete.*
- Click on the Edit menu title.*
- Place the mouse pointer on the drop-down arrow.*
- Click on the Delete Record command.*
- Click on Yes.*



Copying Items: Office Clipboard

- Click on the View menu title.*
- Place the mouse pointer on the Toolbars command.*
- Click on the Clipboard command.*
- Click on the Copy button.*
- Click in the first cell of the Company Name column.*
- Click on the AB Corp. item button.*



Day Two

* Working With Access Data

Filters: Locating Information

Records: Locating

Click on the Company Name field.

Click on the Edit menu title.

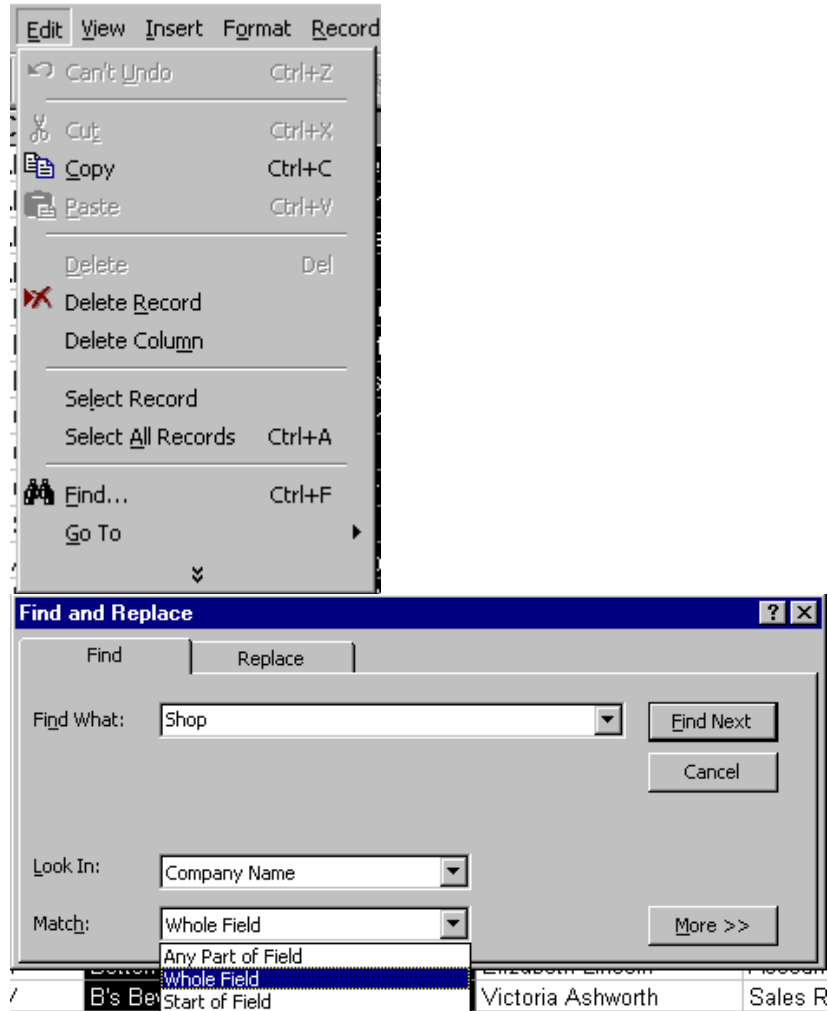
Click on the Find command.

Type the expression to be searched and press Tab.

Click on the Match drop-down list button.

Click on the Any Part of Field option.

Click on the Find Next button.

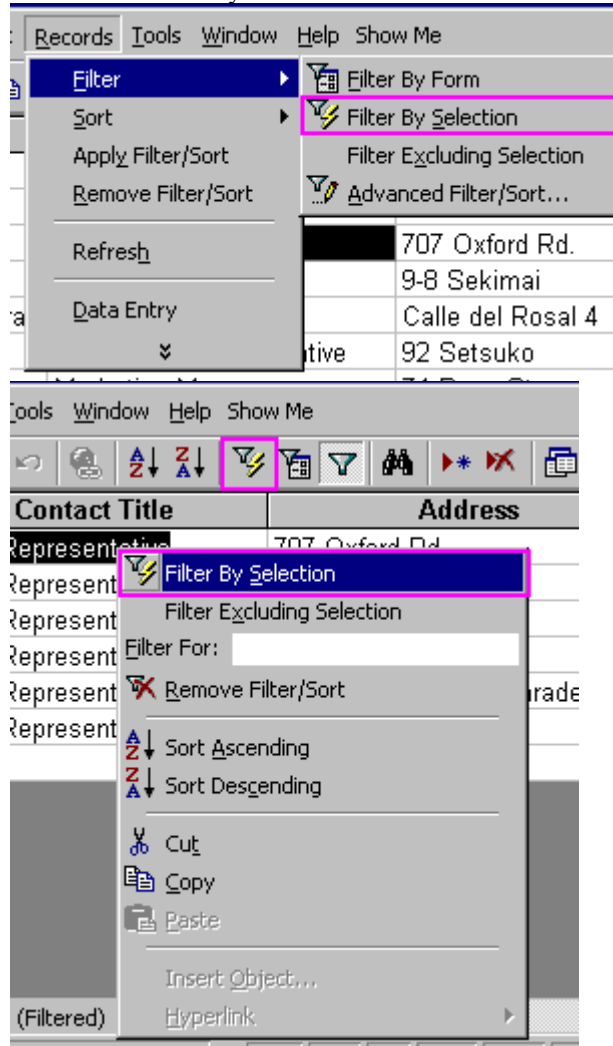


Filters: Using Search Criterion

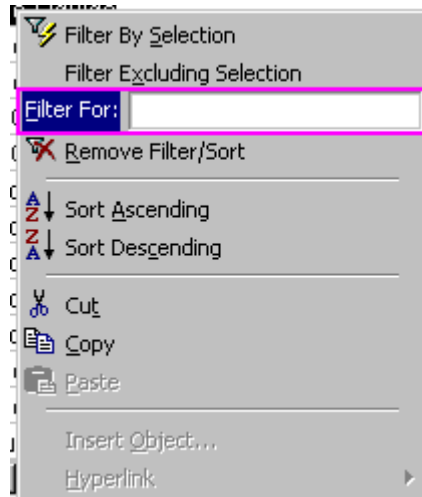
Filter By Selection:

Click on the first instance of the value that you want to specify as a search criterion.

Click on the Records menu title.
 Place the mouse pointer on the Filter command.
 Click on the Filter By Selection command.



Filter For Input:
 Right-click inside the first cell of the Category field in the Products table.
 Click on the Filter For option.
 Type the search criterion in the Filter For text box and press Enter.



Filters: Filter By Form

Click on the Records menu title.

Place the mouse pointer on the Filter command.

Click on the Filter By Form command.

Click in a blank cell in the field for which you want to specify a search criterion.

Click on the drop-down list button in the selected field.

Click on a value in the drop-down list box.

Click on the Or tab.

Click on the drop-down list button in the selected field.

Click on another value in the drop-down list box.

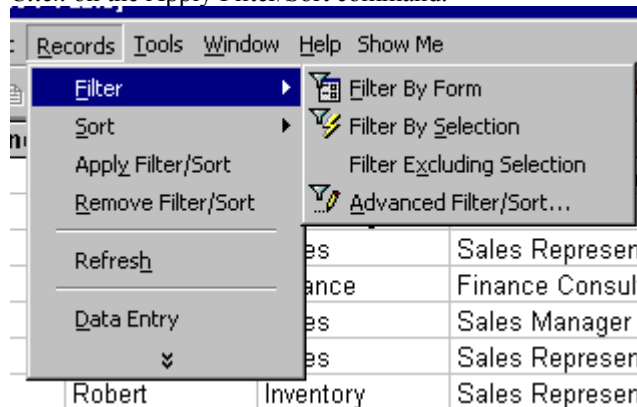
Click on the Or tab.

Click inside the blank cell in another field for which you want to specify a search criterion.

Type the search criterion in the cell and press Enter.

Click on the Filter menu title.

Click on the Apply Filter/Sort command.



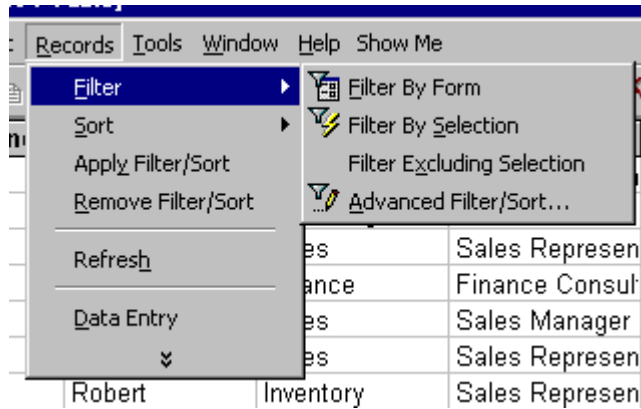
Filters: Filter Excluding Selection

Click on a value that is to be excluded in the filter output.

Click on the Records menu title.

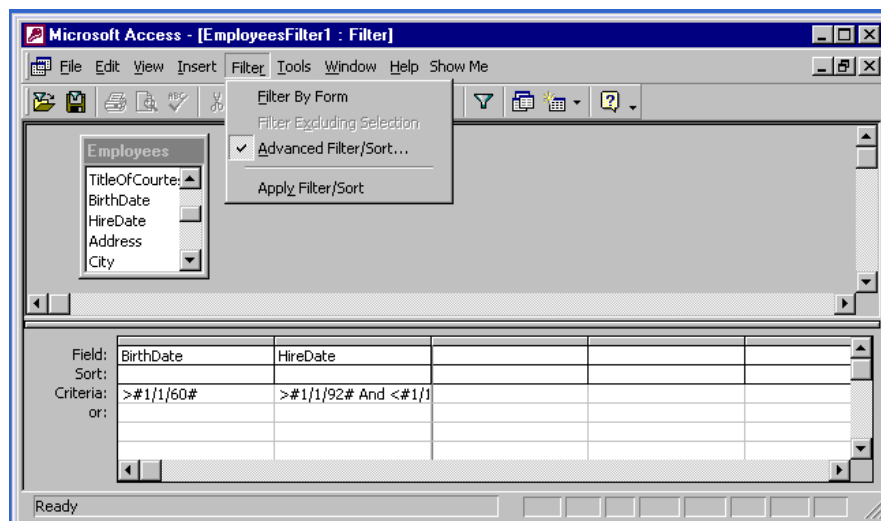
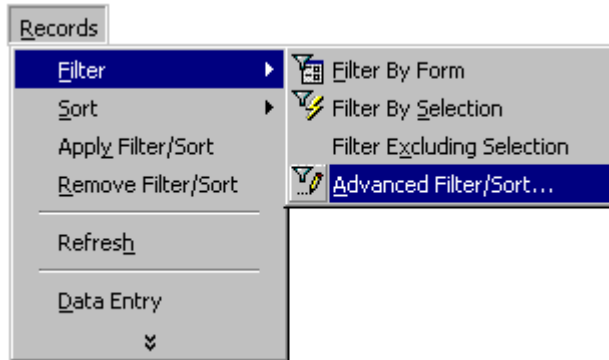
Place the mouse pointer on the Filter command.

Click on the Filter Excluding Selection command.



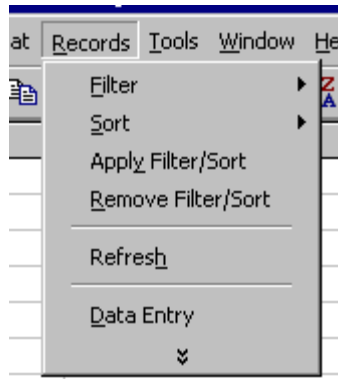
Filters: Advanced Filter/Sort

- Click on the Advanced Filter/Sort command.*
- Double-click on a field that you want to add to the design grid.*
- Double-click on another field that you want to add to the design grid.*
- Click inside the Criteria cell of the first field added to the design grid.*
- Type the search criterion in the Criteria cell and press Enter.*
- Type the search criterion in the Criteria cell of the second field and press Enter.*
- Click on the Filter menu title.*
- Click on the Apply Filter/Sort command.*



Filters: Removing

- Click on the Records menu title.*
- Click on the Remove Filter/Sort command.*



Sorting Information

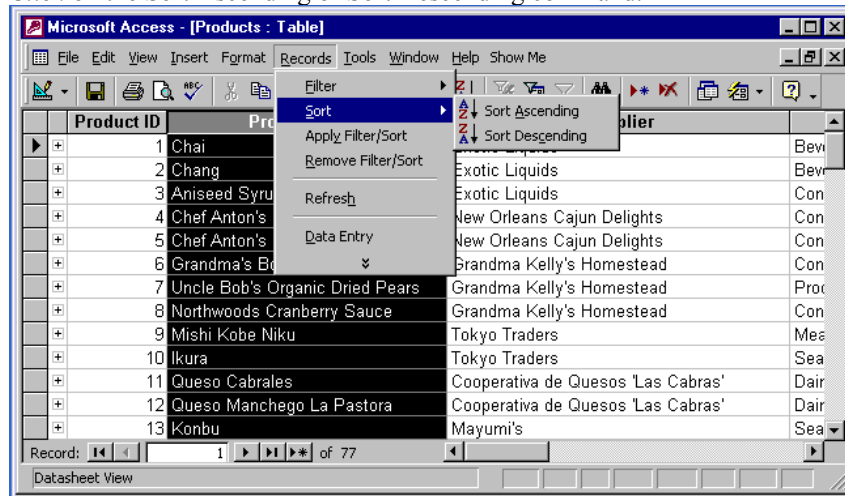
Sorting Records: Single Field

Click on the field on which you want to sort the table in the Datasheet view.

Click on the Records menu title.

Place the mouse pointer on the Sort command.

Click on the Sort Ascending or Sort Descending command.



Sorting Records: Multiple Fields

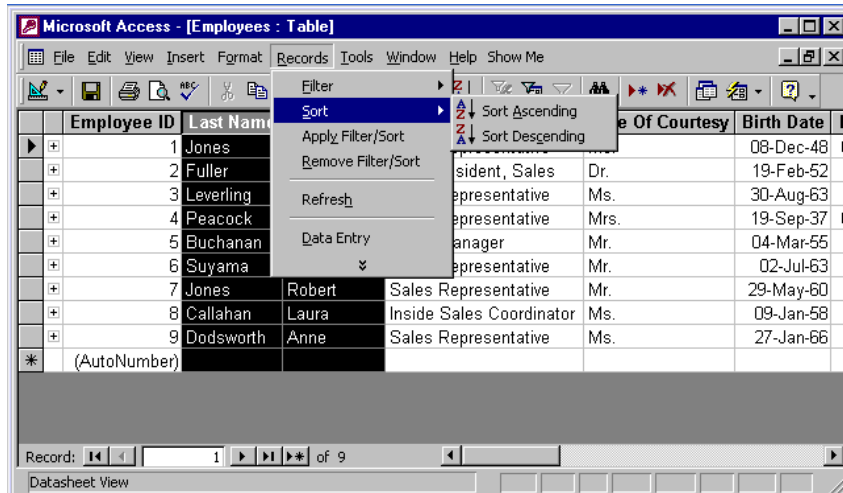
Click on the field on which the table is to be sorted.

Press the Shift key and click on another field on which the table is to be sorted.

Click on the Records menu title.

Place the mouse pointer on the Sort command.

Click on the Sort Ascending command.



Creating Queries

Query Creation: Single Table

Click on the Queries object.

Click on the New button.

Click on OK.

Double-click on a table that you want to add to the query.

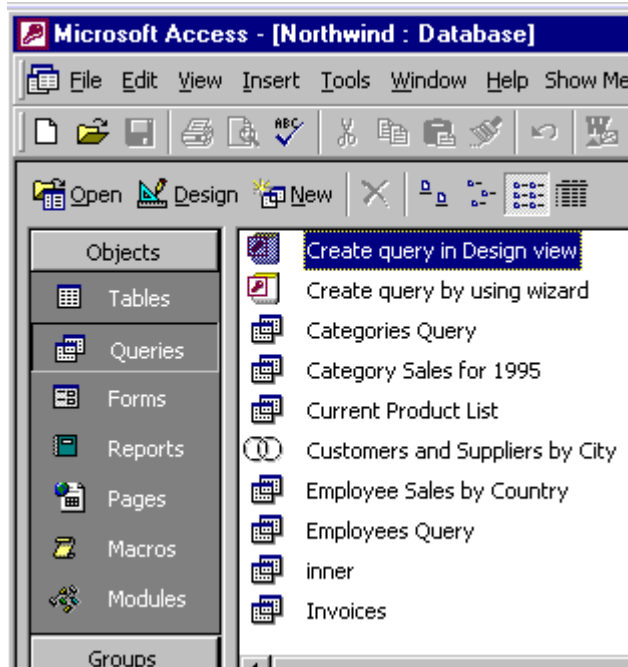
Click on the Close button.

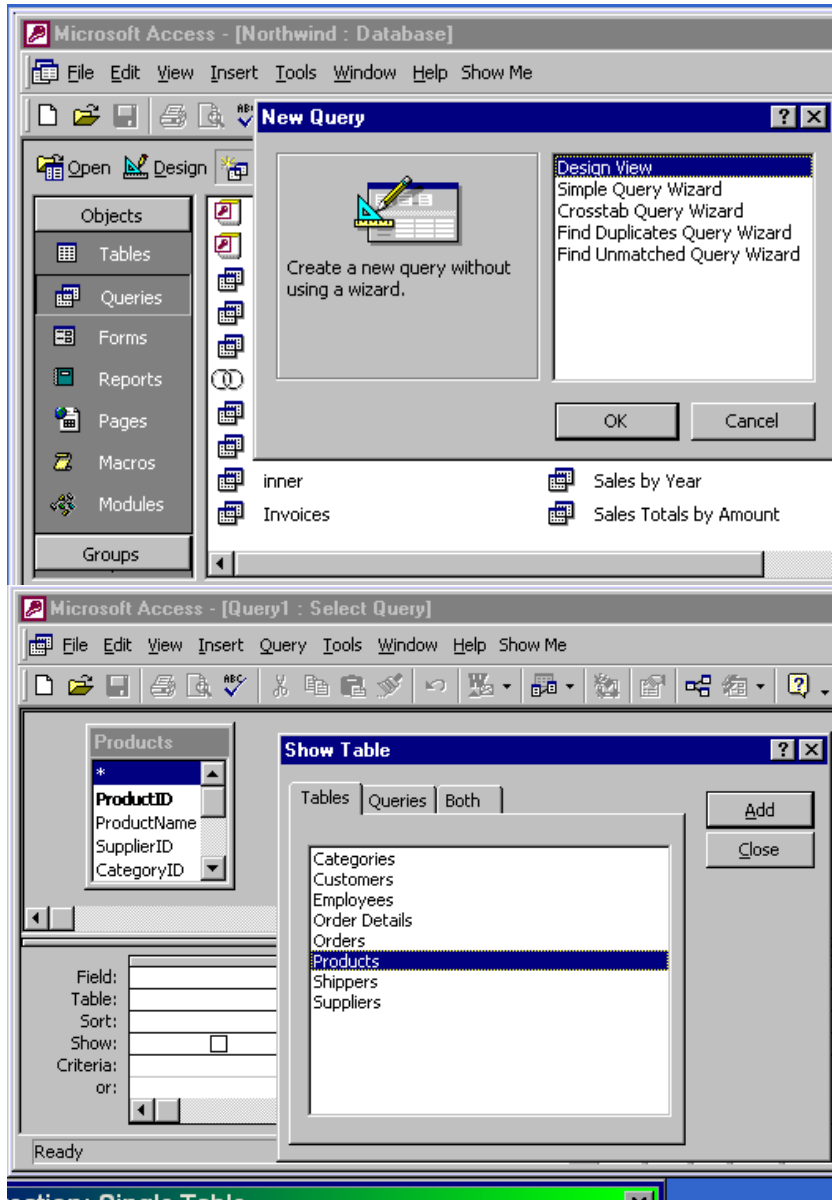
Click on the field of the table from the list of fields that you want to view in the query.

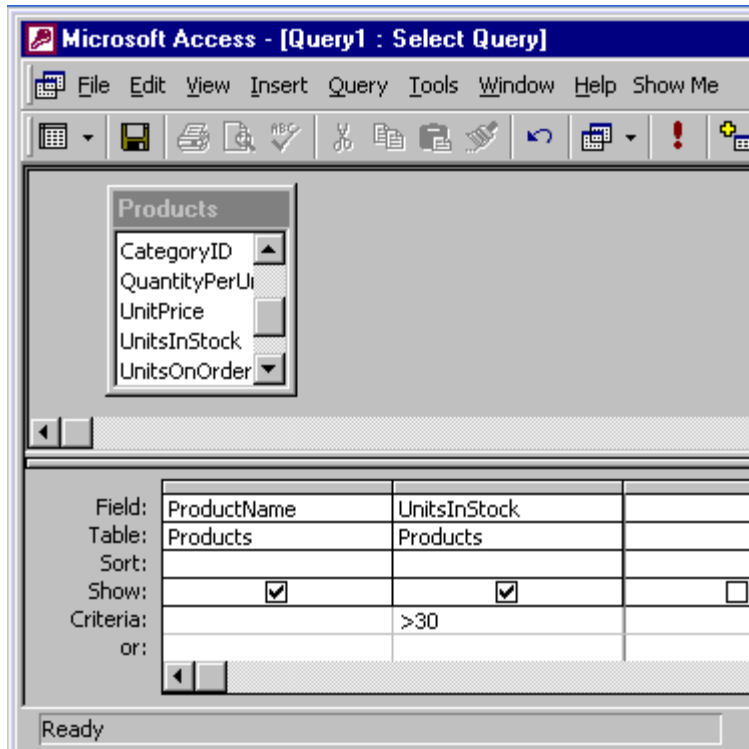
Type the search criterion for each of the added fields in the design grid in their respective Criteria cell and *press* Enter.

Click on the Query menu title.

Click on the Run command.







Query Creation: Multiple Tables

Click on the View menu title in the Design view.

Click on the Show Table command.

Double-click on a table that is to be added to the query from the Show Table dialog box.

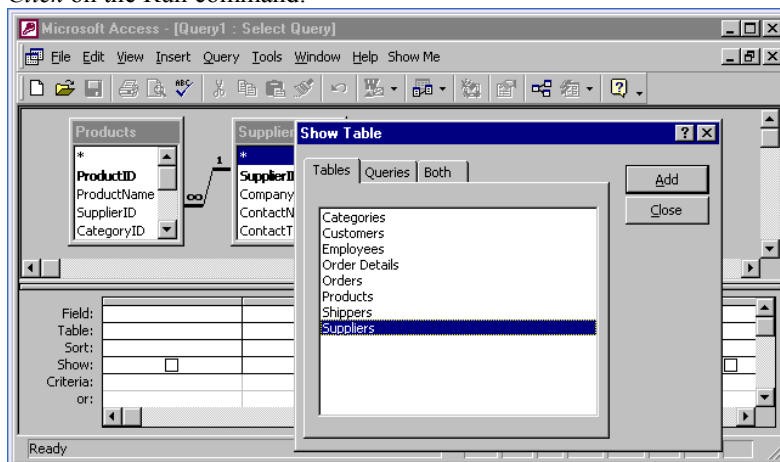
Double-click on another table from the Show Table dialog box.

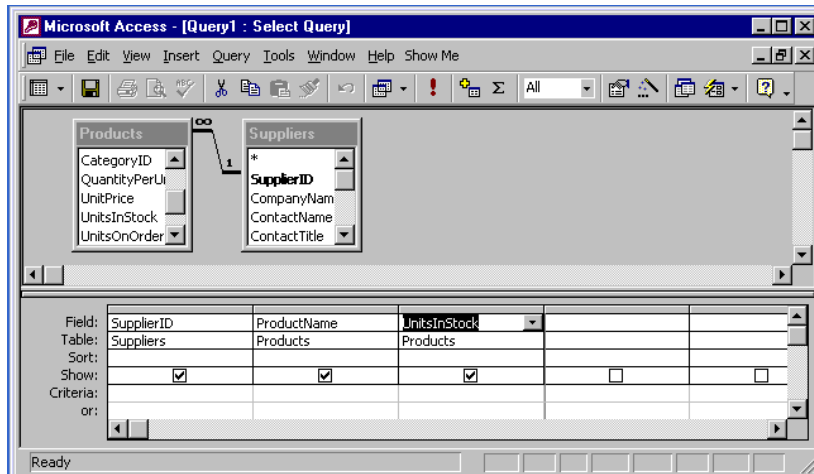
Click on the Close button.

Double-click on the fields that are to be added to the query from the field lists.

Click on the Query menu title.

Click on the Run command.





Query Creation: Simple Query Wizard

Double-click on the Create query by using wizard option.

Click on the Tables/Queries drop-down list button.

Click on the Table: Suppliers option.

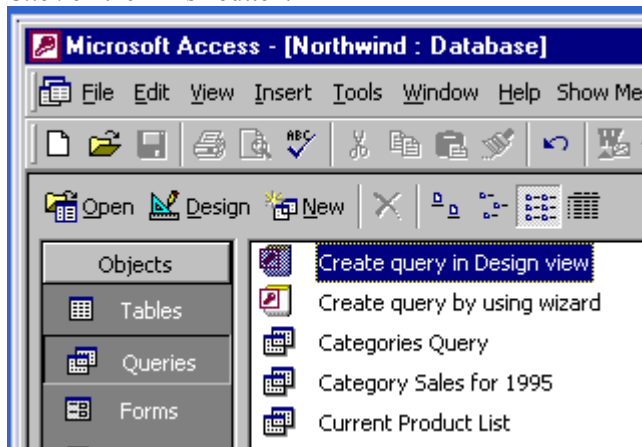
Double-click on a field from the Available Fields list box.

Double-click on another field from the Available Fields list box.

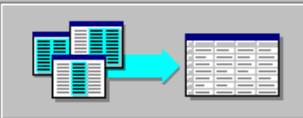
Click on the Next button.

Type a name for the query and *click* on the Display Help on working with the query check box.

Click on the Finish button.



Simple Query Wizard



Which fields do you want in your query?
You can choose from more than one table or query.

Tables/Queries
Table: Categories

Available Fields:

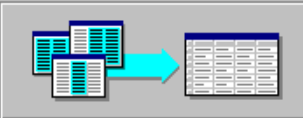
- CategoryID
- CategoryName
- Description
- Picture

Selected Fields:

Navigation: > >> < <<

Buttons: Cancel < Back Next > Finish

Simple Query Wizard



Which fields do you want in your query?
You can choose from more than one table or query.

Tables/Queries
Table: Suppliers

Available Fields:

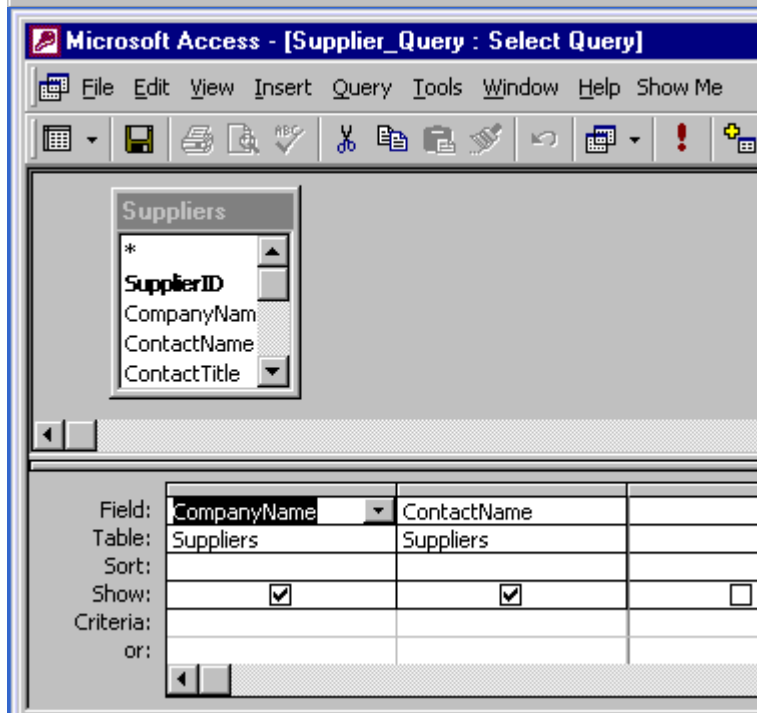
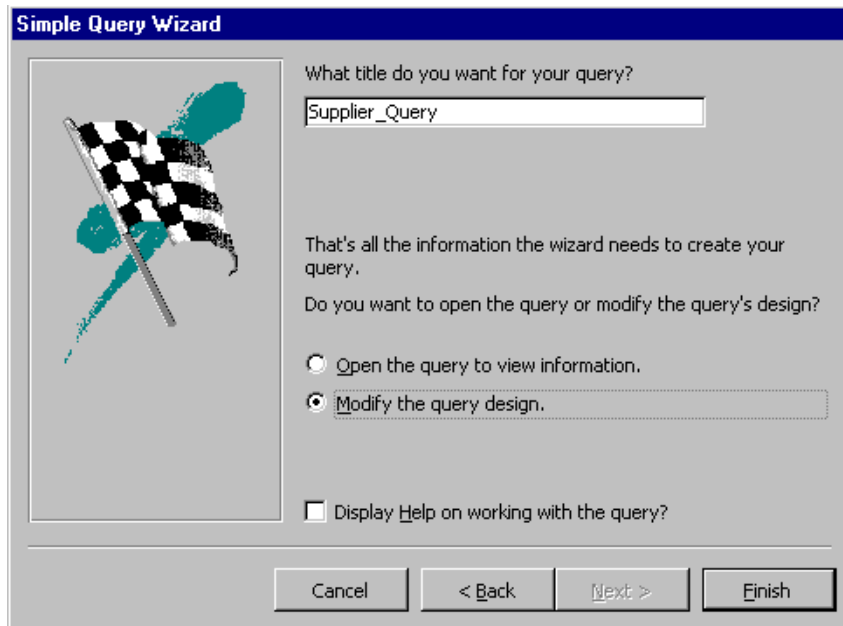
- SupplierID
- ContactTitle
- Address
- City
- Region
- PostalCode
- Country
- Phone

Selected Fields:

- CompanyName
- ContactName

Navigation: > >> < <<

Buttons: Cancel < Back Next > Finish



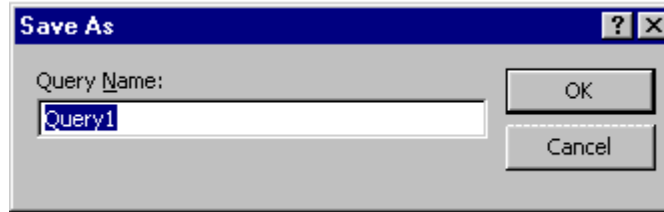
Working With Queries

Queries: Saving

Click on the File menu title.

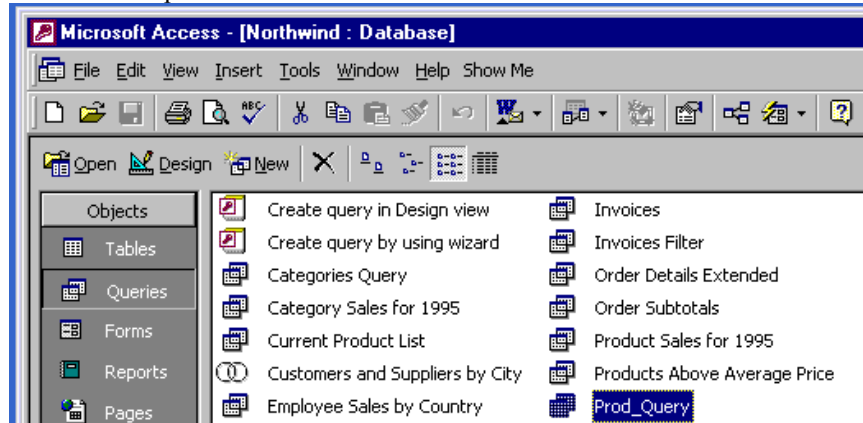
Click on the Save command.

Type a name for the query in the Query Name text box and click on OK.



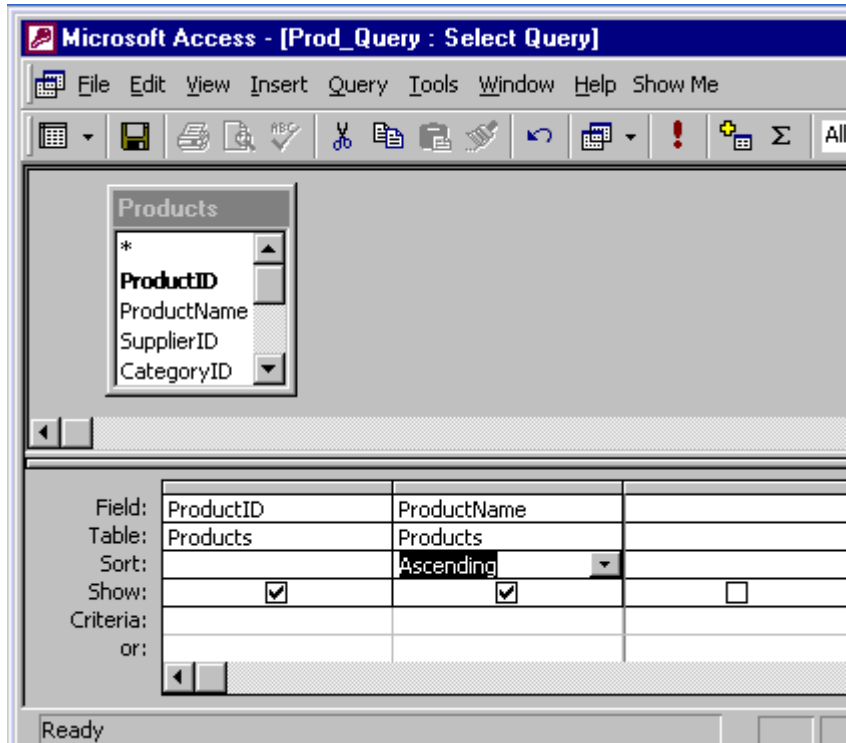
Queries: Retrieving

- Click on the Queries object.*
- Click on the query that is to be retrieved.*
- Click on the Open button.*



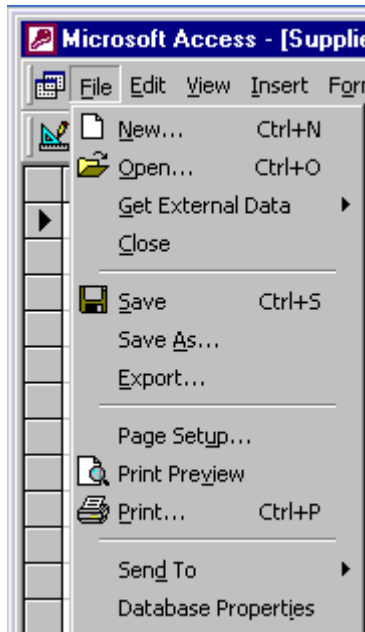
Queries: Sorting Output

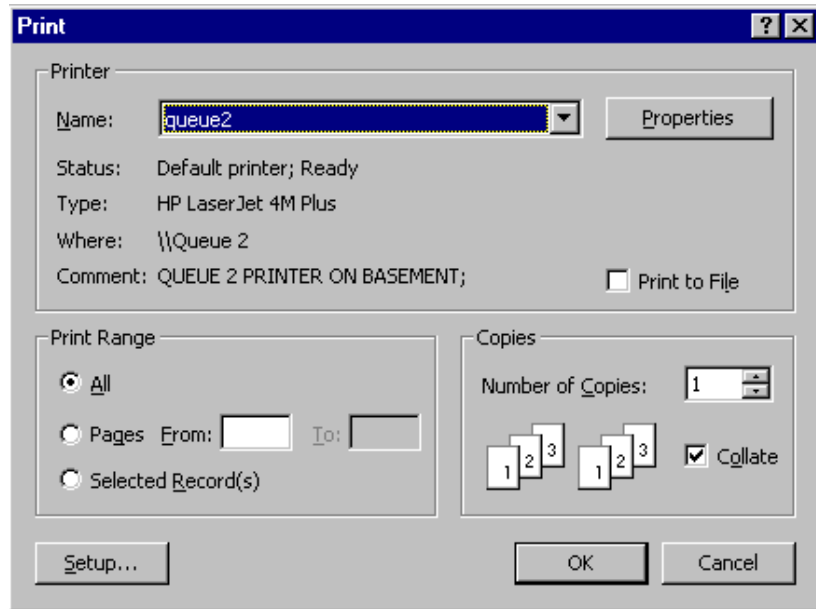
- Click inside the Sort cell.*
- Click on the drop-down list button.*
- Click on the Ascending option.*
- Click on the Query menu title.*
- Click on the Run command.*



Queries: Printing Output

- Click on the File menu title.*
- Click on the Print command.*
- Click on OK.*





Queries: Building a Summary

Click on the Summary radio button in the Simple Query Wizard.

Click on the Summary Options button.

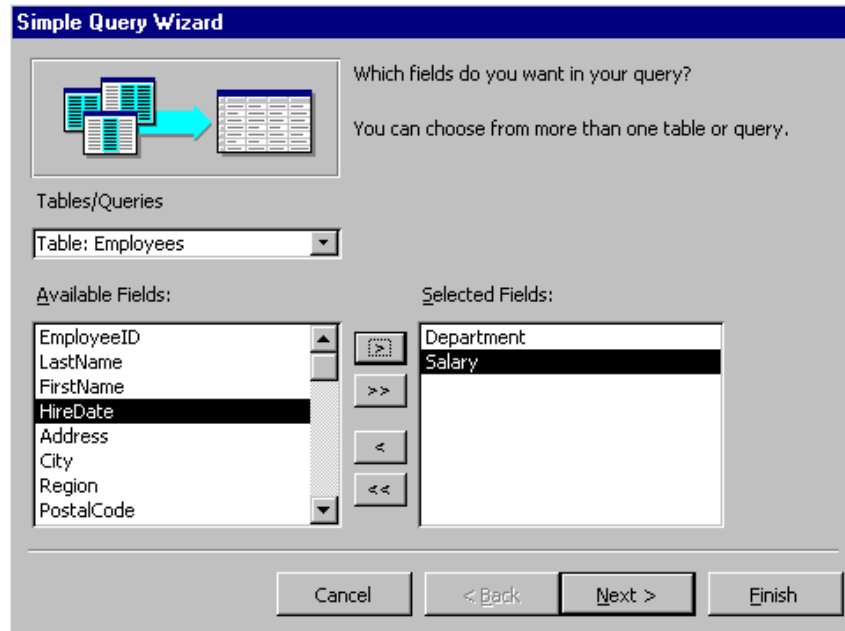
Click on the Sum check box.

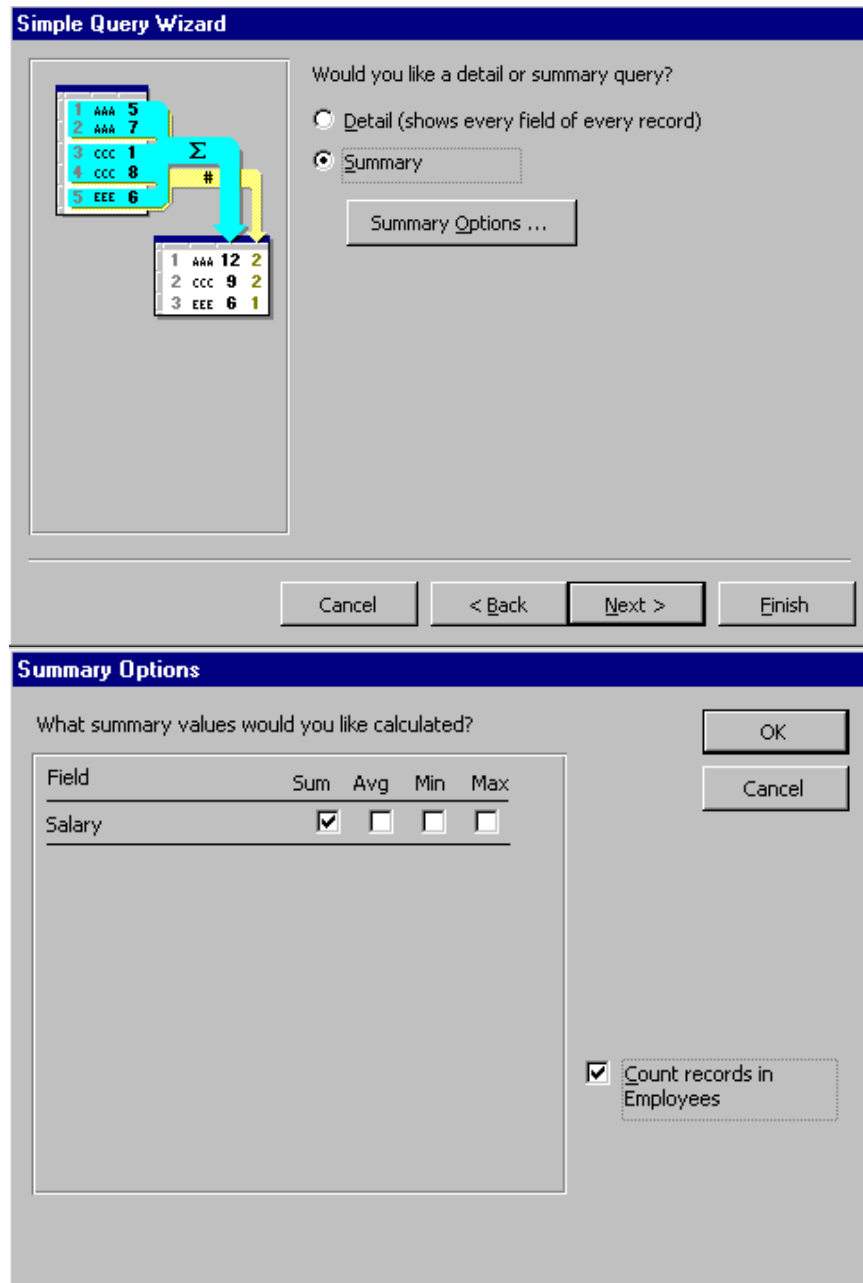
Click on the Count records in Employees check box.

Click on OK.

Click on the Next button.

Click on the Finish button.





Modifying Queries

Queries: Modifying

Click on the query that is to be modified.

Click on the Design button.

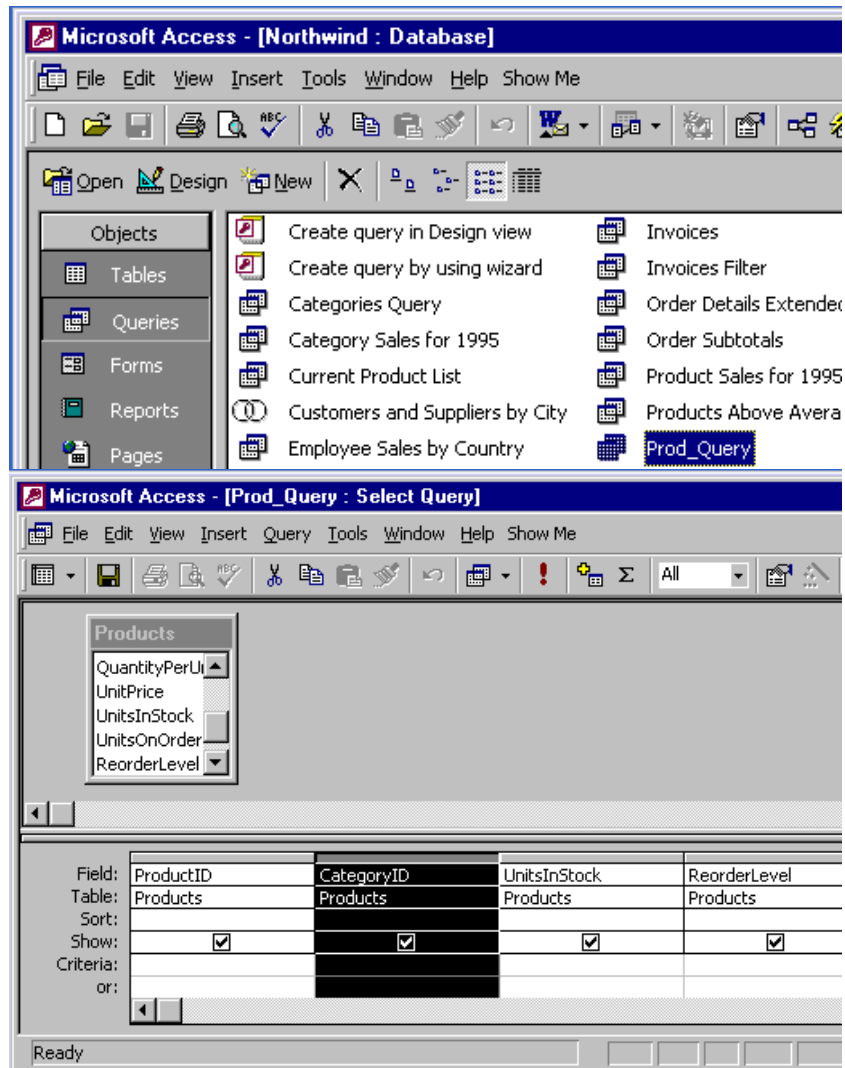
Double-click on a field from the list of fields.

Click on the column selector above the field to be deleted.

Press the Delete key.

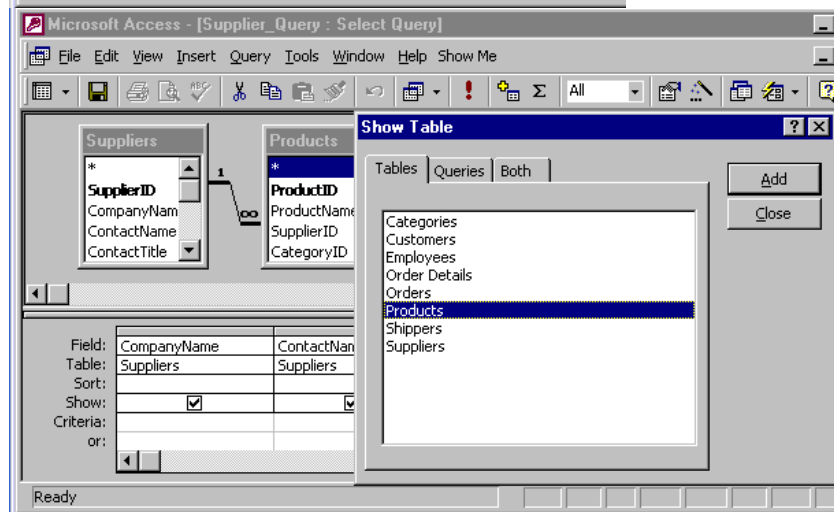
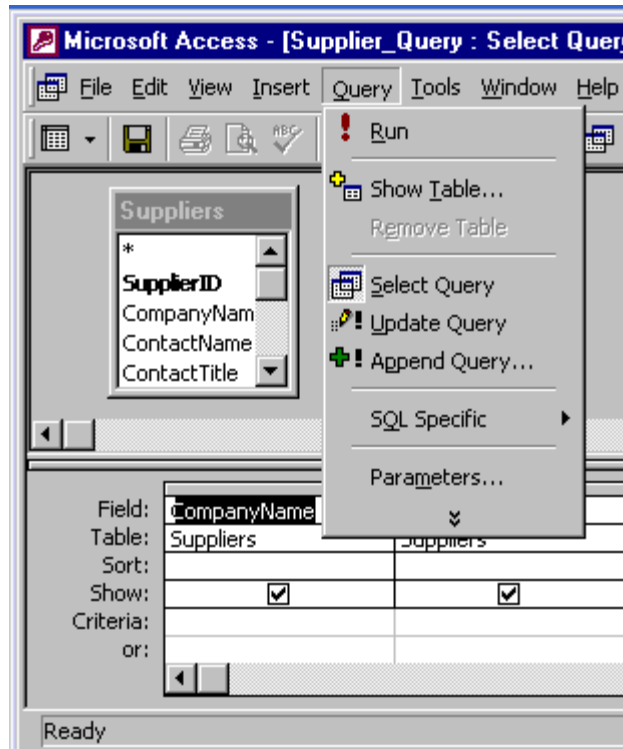
Click on the Query menu title.

Click on the Run command.



Queries: Adding Tables

- Click on the Query menu title.*
- Click on the Show Table command.*
- Double-click on the table to be added to the query.*
- Click on the Close button.*
- Double-click on the field to be added to the query.*
- Click on the Query menu title.*
- Click on the Run command.*



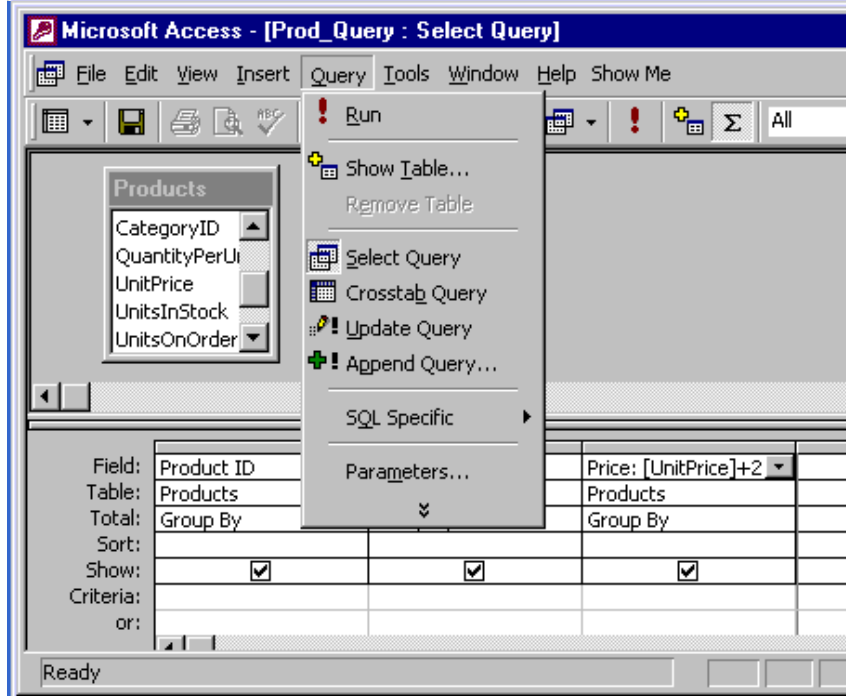
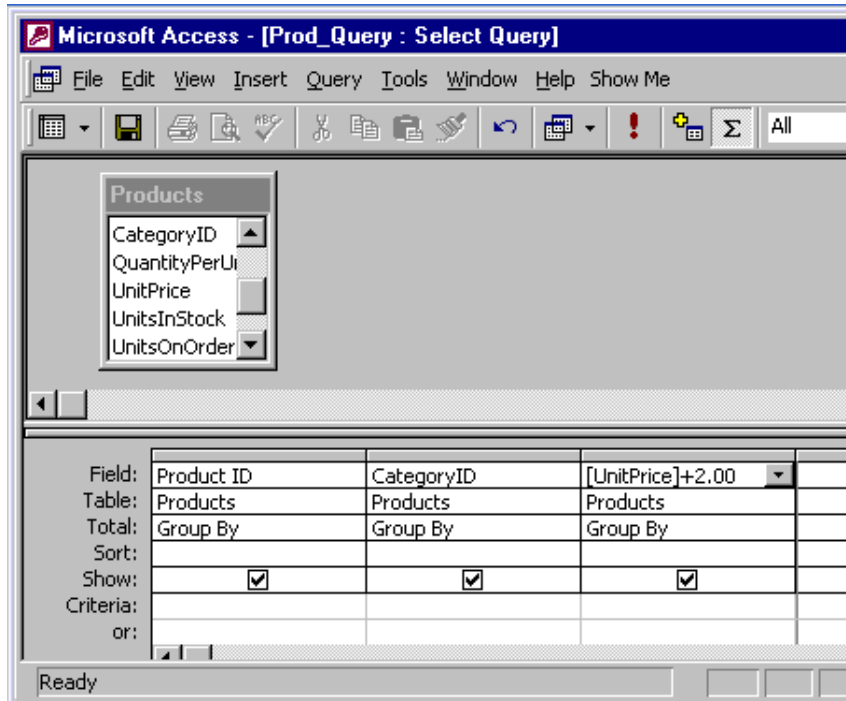
Queries: Calculating Fields

Click on the extreme left of the field.

Type [and click on the extreme right of the field.

Type] with the remaining expression and click on the Query menu title.

Click on the Run command.



Additional Information

Button Reference



Apply Filter

This button allows you to apply a filter to a table.



Copy

This button allows you to copy items from a program.



Delete Record

This button allows you to delete a record from a table.



Delete Rows

This button allows you to delete a field from a table.



Find

This button allows you to locate a specific record in a table.



Form By Form

This button allows you to apply the Filter By Form filter to a table.



Form By Selection

This button allows you to apply the Filter By Selection filter to a table.



Insert Rows

This button allows you to insert a field before a selected field.



Item

This button contains the text or the image that is copied to the Office Clipboard.



Microsoft Access Help

This button allows you to access Microsoft Access Help.



New

This button allows you to create a new database.



Open

This button allows you to open a database.



Paste All

Paste All

This button allows you to paste all the items in the Office Clipboard to a selected place.



Primary Key

This button allows you to assign a field as the primary key.



Print

This button allows you to print the output of a query without using the Print dialog box.



Remove Filter

This button allows you to remove an applied filter.



Save

This button allows you to save a table or query.



Sort Ascending

This button allows you to sort the fields in a table in the ascending order.



Sort Descending

This button allows you to sort the fields in a table in the descending order.



View

This button allows you to switch to the view indicated by the graphic on the button.

Glossary

Alphabetical List of Terms

data access page

A data access page is an HTML page with data binding capabilities.

Database window

The Database window is an interface for accessing the objects in a Microsoft Access database.

Datasheet view

The Datasheet view for tables and queries is a view that enables you to edit or view the data stored in these objects.

Design view

The Design view for tables and queries is a view that allows you to design the layout or change the properties of an object.

expression

An expression is a combination of symbols, identifiers, operators and values that produces a result. It is a fundamental part of many Microsoft Access operations.

Expression Builder

Expression Builder is a wizard that allows you to create expressions.

form

A form is a database object that can display database records on the screen or in print. You can use a form to enter, modify or display data.

hierarchical database

A hierarchical database is a type of database that is organized in the form of an inverted tree with each row of records linked to the records directly below it.

input mask

An input mask is a property that defines the pattern in which data is entered in a field.

literal character

A literal character is a character used in an input mask to control how data is entered.

macro

A macro is a database object that performs basic actions automatically and enables objects to work together without programming.

module

A module is a database object that contains any programming code written in a Microsoft Access database.

network database

A network database is a type of database containing parent and child records. A child record in this type of database can have multiple parent records.

object database

An object database is a flexible database that supports the use of abstract data types, objects and classes. An object databases can store unstructured data, such as photographs and audio and video clips, in addition to text and numbers.

Office Assistant

The Office Assistant is a tool shared by all the Office programs, which provides you assistance as you work.

Office Clipboard

The Office Clipboard is a shared program for Microsoft Office programs, which enables you to copy multiple items.

Or tab

The Or tab is used to specify the alternate value to a criterion.

placeholder

A placeholder is the character displayed in place of blanks in the input mask. Placeholders are replaced as you enter data into the field.

primary key

A primary key is a column or group of columns in a table that can be used to uniquely identify a row in the table.

query

A query is a database object that retrieves records from one or more tables by using the specified criteria and displays the output in a datasheet.

relational database

A relational database is a collection of data items organized as a set of tables from which data can be accessed or reassembled in different ways without needing to reorganize the database tables.

report

A report is a database object that prints records in a customized layout. It can group records and show totals for records.

subdatasheet

A subdatasheet is a datasheet within the datasheet of a table, which displays related records from another table.

table

A table is a database object that is used to store data in rows and columns.