

Introduction to Microsoft Access



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Introduction

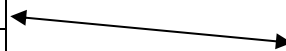
Microsoft Access is a program used to organize a collection of data into tables and have those tables then arranged into what's called a database. The data can be as simple as keeping track of your cd/dvd collection or as complex as keeping track of products, inventory, and sales for a company. The tables in access are similar in format to tables used in a spreadsheet program like MS Excel.

A relational database is a collection of organized data in 1 table that has a direct link or relates to data in another table. This creating a direct link from one table to another helps reduce redundancy (which is having to enter in the same information multiple times in each different table). When using different Excel spreadsheets, you would normally have to reenter the same info for each spreadsheet you were doing.

For example, let's say you want to create 2 spreadsheets. The first one we will keep track of customers with their customer id and customer name. This table we will call CUSTOMERS. Then in another spreadsheet you want to keep track the customers ID, their mailing address, and phone number. This table we will call ADDRESSES. In Excel, you would normally have to enter the Customer ID twice (once in each spreadsheet/table). In Access, instead of having to enter the customer ID twice, you can simply create a link between the customer ID in CUSTOMERS table to the customer ID in the ADDRESSES table. Then at any point of time, when you want to retrieve a customer's information (let's say you want the customer id and name from CUSTOMERS table and the mailing address from ADDRESSES, you can retrieve the information from both tables in one step. Normally in Excel, you would have to open up the individual spreadsheets to get the same information manually.

Customers

Customer ID
Customer Name

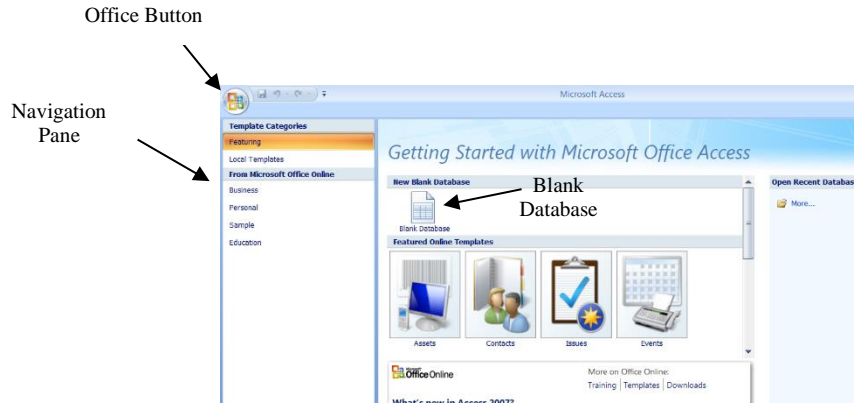


Addresses

Address ID
Customer ID
Mailing Address
Phone Number

Getting Started

When you first open Access, you are looking at the Getting Started screen. On the left side of the screen you will see what is called a Navigation Pane. The Navigation Pane gives you a list of templates that will help you in creating your customized database in Access. You can choose one of these templates, you can click the “BLANK DATABASE” option on the main screen (to create a database from scratch, or you can open an existing database.



The Navigation Pane is to create a new database. The Navigation pane gives the option to use Local Templates (Templates that are stored on your computer) or templates “From Office Online” (Templates that can be downloaded from Microsoft’s website).

If there is a database on your computer that you would like to use, you can open that database by simply clicking the Office Button on the top left of the screen. Click OPEN. Then browse to where the database is stored. Click the OPEN button.

Tables

Tables are the first thing you need to create in order begin building your database in Access. The tables consist of data organized into columns and rows (just as in an excel spreadsheet).

Once you have a database opened, to see the different tables of data that were created, double-click each table on the left side (in the navigation pane).

This will allow you to see all the data that was entered into the table.

Here you can see we have a table named, tblBookList. This table lists the book ID, Book Title and Book Price for all books we sell.

BookID#, BookTitle, BookPrice are all **fields**.

Each row contains a different book. Each row is referred to as a **record** in the table.

The screenshot shows the Microsoft Access interface with the 'tblBookList' table open in Datasheet view. The ribbon at the top includes 'Home', 'Create', 'External Data', 'Database Tools', and 'Datasheet'. The 'All Access Objects' pane on the left shows 'Tables' with 'tblBookList' selected. The table data is as follows:

BookID#	BookTitle	BookPrice	Add New Field
CE-1000	How to Cook An Egg	\$4.99	
GH-299	I Want To Go Home	\$24.99	
GW-50	Ghost Writing	\$15.99	
SB-300	Why Is The Sky Blue!	\$12.99	

figure 4

If there is more than 1 table in the database, you can browse through each table by double-clicking on the table name in the Navigation pane on left. The table will appear on the right side.

If you want to close any of the tables, you can click the X to the right of the tables.

You can print this table just by clicking on the Office Button then click PRINT.

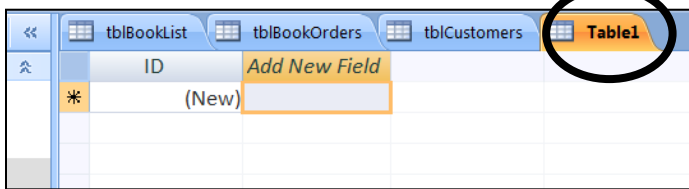
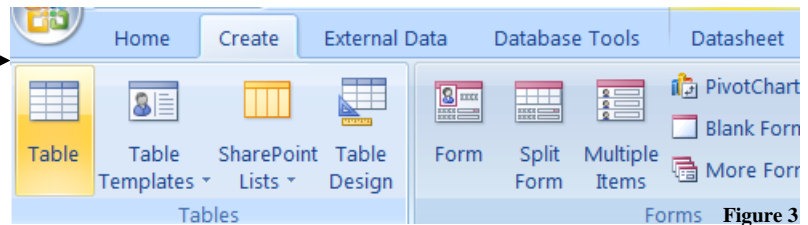
Creating a Table

To create a new table for a database, click the CREATE tab and click TABLE.

Figure 4 shows what the new table screen looks like.

You will see a tab appear with Table1 name.

You can change the name later after we first create



the table.

The first column of the table is ID. This is called a field. To change the field name, right-click on the field name, i.e. ID, and click RENAME COLUMN. Type in the new name of the field and hit the ENTER key. To add another column to your table, double-click on ADD NEW FIELD. You can then begin typing a new name for that field and hit ENTER. It will then allow you to enter additional fields

as necessary. Once you finish entering all of the fields. Then

you can start entering the data into table. Each new row of the table is called a RECORD.

Once the table appears the way you would like, to save the table, right-click the tab of the table you want to save, and click save. It will then ask you to give it a name, and you can simply type the name into the text box and click OK.

To rename a table that has already been saved, make sure to close the table by clicking the X to the right of the tabs. This will close the active table(s). Once the table is closed, then find the table on the navigation pane on the left and right-click the table name, and choose RENAME. Then simply type the new name in the textbox. *ueries*

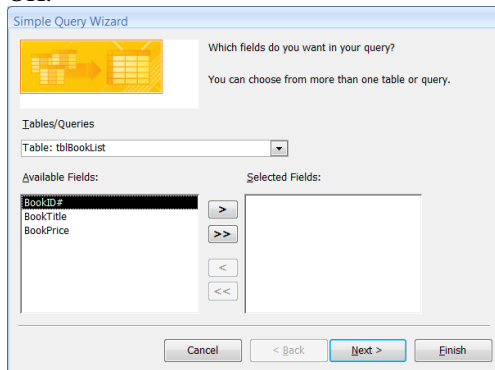
Queries in MS Access are ways to get answers to certain criteria. In it's basic form, a query is just simply an answer to a question. It allows us to filter the data to certain criteria that we want, instead of listing all of the data in all of the tables. The advantage to a query is that you can collect different pieces of information from different tables and have the results appear on one page.

To see the properties of a query, right-click the query in the navigation pane on the left and click PROPERTIES.

To run a query, double-click the query that you wish to run and the results will be displayed on the right side of the screen.

For example, you could use a query to get a list of the book numbers with their title.

To create a new simple query, click the QUERY WIZARD button on the CREATE TAB. Select, SIMPLE QUERY WIZARD and click OK.



The next screen will ask you which fields of which table you want to grab information from. Under the Tables/Queries selection, you can click the Down arrow and select a table from the database that is in the list. Once you find the table to work with, you can then add the fields you wish to get results from. For example, if you want to get a list of the title and bookID#s from the list, you would select only those 2 fields and then click the right arrow to add to the right side. Once all of the fields you want returned in your answer appear, then click NEXT.

It will ask you to then give a name for the query, simply type the name into the textbox.

You can then OPEN THE QUERY TO VIEW INFORMATION, to make sure that the data you want to appear, appears correctly.

To delete a query, select the query in the navigation pane, and right-click and choose DELETE. **Note:** The query must be closed in order to delete it.

There are more detailed queries you can create that will pull data from different tables, but that is discussed in detail in the Intermediate and Advances classes for MS Access.