

# Access 97

## Introduction Command Sheet

<b>TO OPEN ACCESS</b> .....	2
<b>TO CREATE A NEW DATABASE</b> .....	2
<b>TO CREATE A NEW TABLE</b> .....	2
A COUPLE OF FIELD PROPERTY DEFAULTS .....	3
<b>TO MODIFY A TABLE DESIGN</b> .....	3
<b>TO MOVE A FIELD IN DESIGN VIEW</b> .....	3
<b>TO MOVE A FIELD (COLUMN) IN DATASHEET VIEW</b> .....	3
<b>ENTERING INFORMATION INTO A TABLE</b> .....	3
ENTERING DUPLICATE VALUES .....	4
<b>TO MODIFY FORMAT OF A TABLE—FONT, CELLS, ROW HEIGHT, HIDE COLUMNS, UNHIDE COLUMNS</b>	4
<b>TO WIDEN COLUMNS IN DATASHEET VIEW</b> .....	4
<b>SEARCHING FOR INFORMATION IN A TABLE, FORM OR QUERY</b> .....	5
WILDCARDS .....	5
<b>SORTING INFORMATION IN A TABLE, FORM, OR QUERY</b> .....	5
<b>FILTERING INFORMATION IN A TABLE, FORM, OR QUERY</b> .....	5
FILTER BY SELECTION .....	5
FILTER BY FORM .....	5
ADVANCED FILTER/SORT .....	6
OPERATORS.....	6
STRING CRITERIA .....	6
<b>TO CREATE A QUERY</b> .....	6
<b>TO VIEW A QUERY</b> .....	7
<b>TO CREATE AN AUTOFORM</b> .....	7
FROM THE TABLE.....	7
TO CREATE A FORM USING THE FORM WIZARD .....	7
<b>TO CREATE A REPORT</b> .....	8
USING REPORT WIZARD .....	8
USING AUTOREPORT.....	8
<b>IMPORTING AN EXCEL DATABASE</b> .....	8
<b>IMPORTING AN SASI QUERY</b> .....	8
<b>ACCESS DATABASE TERM SHEET</b> .....	9
<b>ACCESS DATA TYPES</b> .....	10

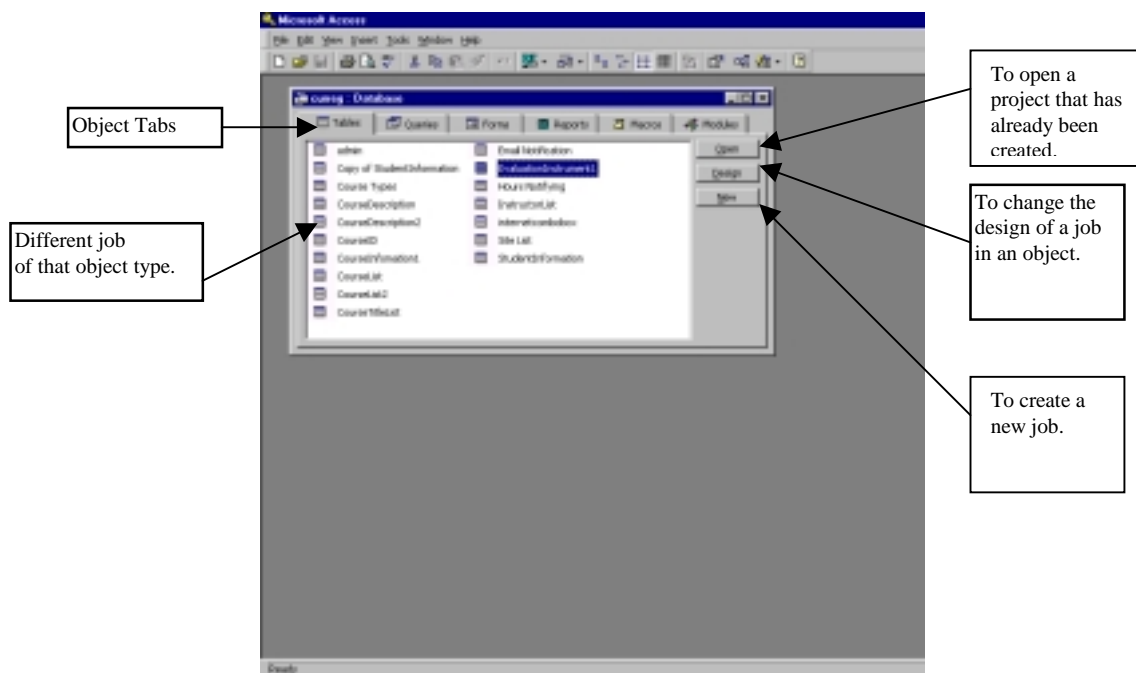
## To Open Access

In the Taskbar, Click **Start**, highlight **Programs**, highlight and select **Microsoft Access**.

## To Create a New Database

1. Choose blank presentation, then click **OK**.
2. Give your database a filename and let it know where you are going to save the file. Then choose **Create**.
3. This will take you to your database window with the different options.

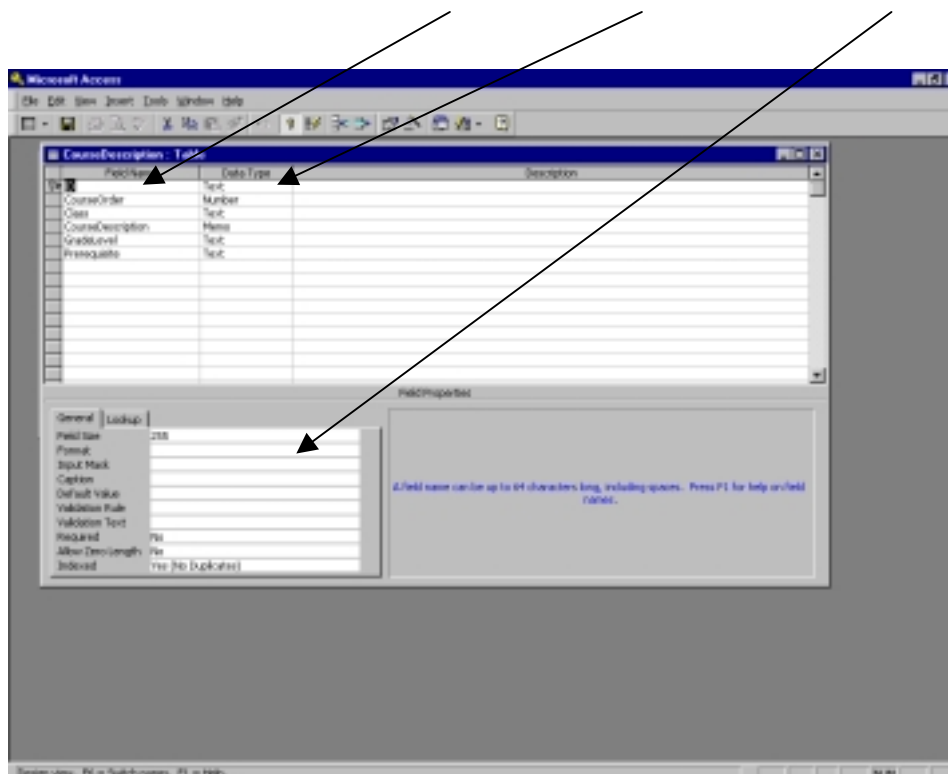
The database window is the one that shows you all the different objects. You click on the tabs to move between objects.



## To Create a New Table

1. Make sure the Table tab is selected in the Database Window and choose **New**.
2. Choose Design View then click **OK**.
3. Enter field names, data types, and field properties.
4. Choose **File** in the Menu Bar and select **Save**. *When saving your tables it is important to pay attention to the name because it is not very easy to change latter.*
5. Give your table a name (should be different than database name) and then click **OK**.
6. Decide if you want a primary key or not.

The table design view is where you enter the field names, data types, and field properties.



### ***A Couple Of Field Property Defaults***

- =date()—enters the current date
- =time()—enters the current time

### **To Modify a Table Design**

1. In the database window, select the **Table** tab, click on table to use then select **Design**.
2. This will take you to the Design View and allow you to change field name, data types, and properties.

### **To Move a Field in Design View**

1. Select the row you want to move.
2. Hold down you mouse and move to the desired location. This will move the field in both the design view and Datasheet View.

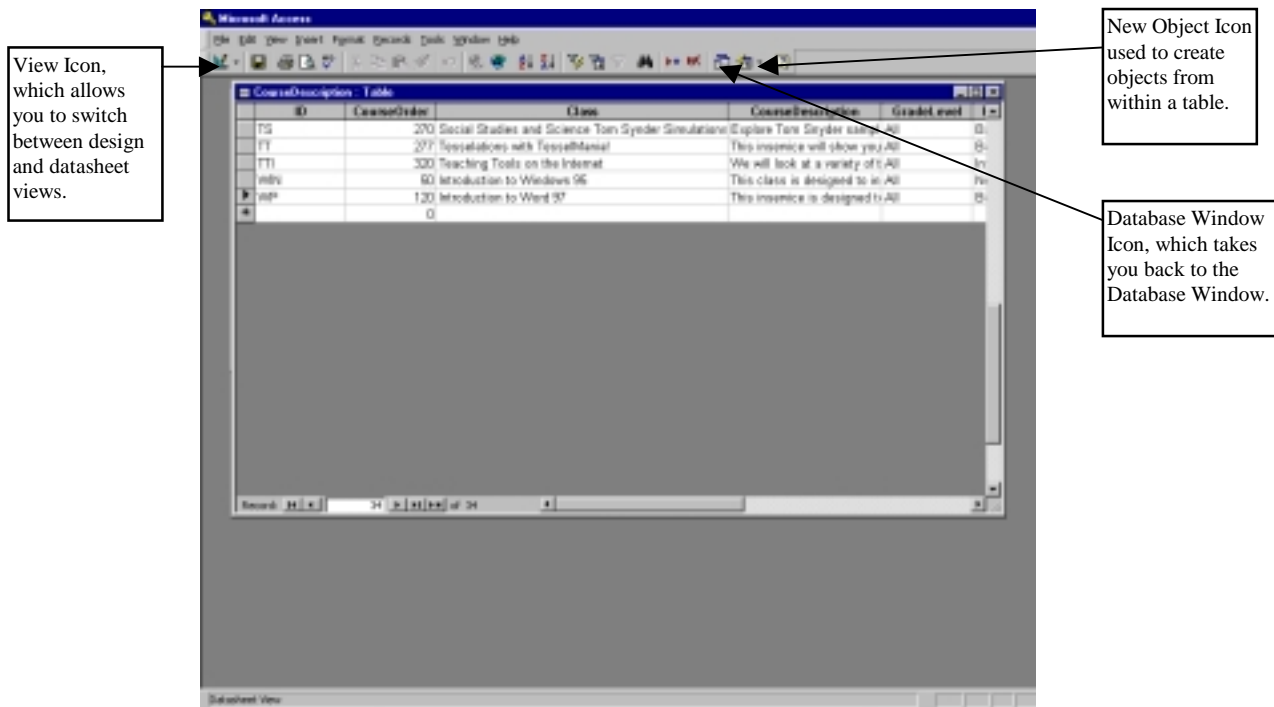
### **To Move a Field (column) in Datasheet View**

1. Select column to be moved.
2. Click and hold down left mouse button and move to desired spot. This will only move the column in the Datasheet View.

### **Entering Information into a Table**

1. In the database window, select the **Table** tab, click on table to use then select **Open**.
2. This takes you to the Datasheet View where you can start entering information.

The Table Datasheet View is where you would add records (information) to your table.



### Entering Duplicate Values

- Ctrl-‘ —places value from above
- Ctrl-Alt-Space —places default value
- Ctrl-; --places today's date
- Ctrl-Shift-; --places current time

### To Modify Format of a Table—Font, Cells, Row Height, Hide Columns, Unhide Columns

1. Be in the Datasheet View.
2. Click on **Format** on the Menu Bar then select desired option and follow the dialog box.

### To Widen Columns in Datasheet View

Place cursor in the column headings to the right of the column you want widen, this will change your cursor to a line with two arrows move your mouse accordingly to resize the column.

## Searching for Information in a Table, Form or Query

1. Be in the object where you want to search for information.
2. Click on the column (field) where you will be searching for information.
3. On the Standard Toolbar, click on the icon that looks like a pair of **binoculars**.
4. In the dialog box, type what information you are looking for, then click **Find First**.
5. Continue to click **Find Next** until it has found all the records you are looking for.

### Wildcards

Replace letters/numbers or groups of letters/numbers when searching.

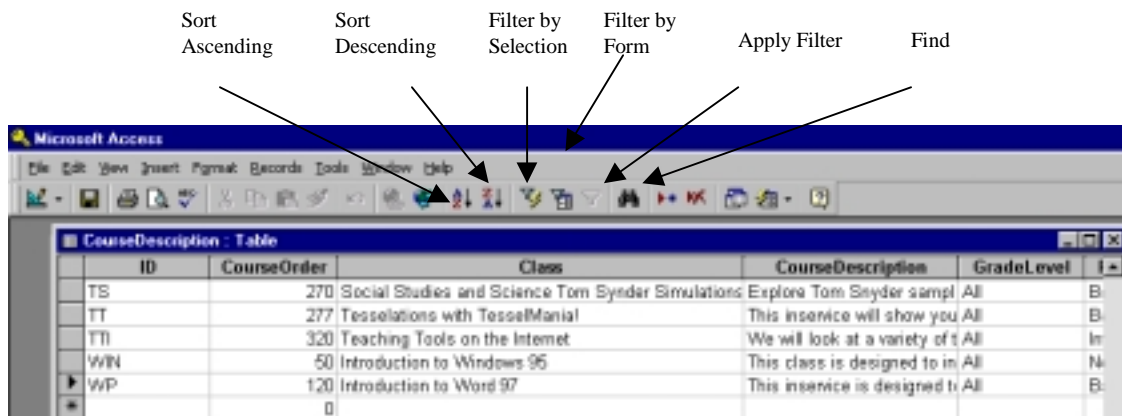
?--replaces one letter IE. p?t will find pat, pet, etc.

\*--replaces groups of letters IE. p\*t will find pat, pest, pant, etc.

[-]—will look for information between those letters/numbers IE. [A-M] will find letters from A to M

## Sorting Information in a Table, Form, or Query

1. Be in the object where you want to search for information.
2. Click on the column (field) where you will be sorting the information.
3. On the Standard Toolbar click on **(A-Z) icon** for an ascending sort or **(Z-A) icon** for a descending sort.



## Filtering Information in a Table, Form, or Query

Filtering information is similar to creating a query but doesn't give you as many options. For one you can't save a filter separate from the object where it was created.

### Filter by Selection

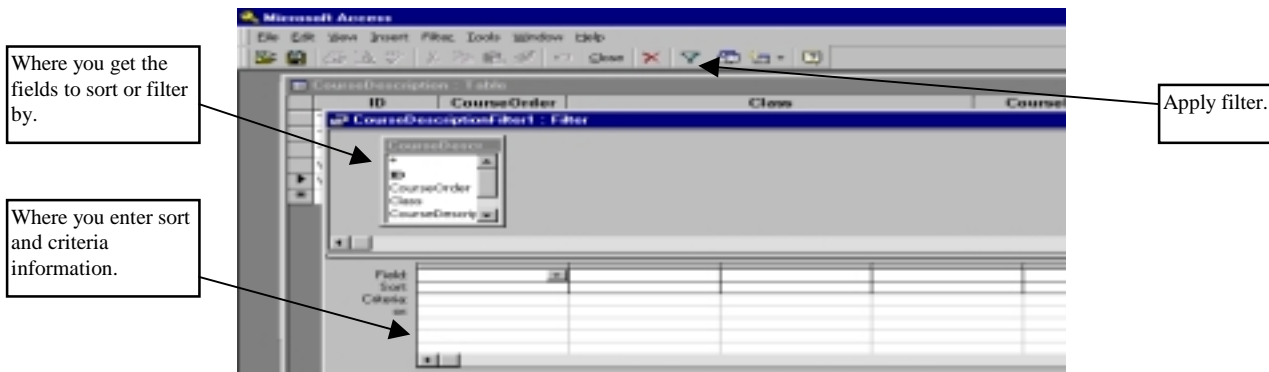
1. Be in the object where you want to search for information.
2. Click on the information you want filtered.
3. On the Standard Toolbar click on the icon that has a funnel and a lightning bolt.
4. To remove the filter, click on the icon which looks like a funnel on the Standard Toolbar.

### Filter by Form

1. Be in the object where you want to search for information.
2. Be on the column (field) where you want to filter from.
3. On the Standard Toolbar click on the icon that has a funnel and a square.
4. To remove the filter, click on the icon which looks like a funnel on the Standard Toolbar.

### **Advanced Filter/Sort**

1. On the Menu Bar, click on **Records**, select **Filter**, then **Advanced Filter/Sort**.
2. In the Advanced Filter/Sort dialog box, enter the desired information.



3. Select the **Apply Filter Icon** on the toolbar.

### **Operators**

=	Equal to
>	Greater than
<	Less than
>=	Greater than or equal to
<=	Less than or equal to
<>	Not equal to
Null	Nothing in the cell

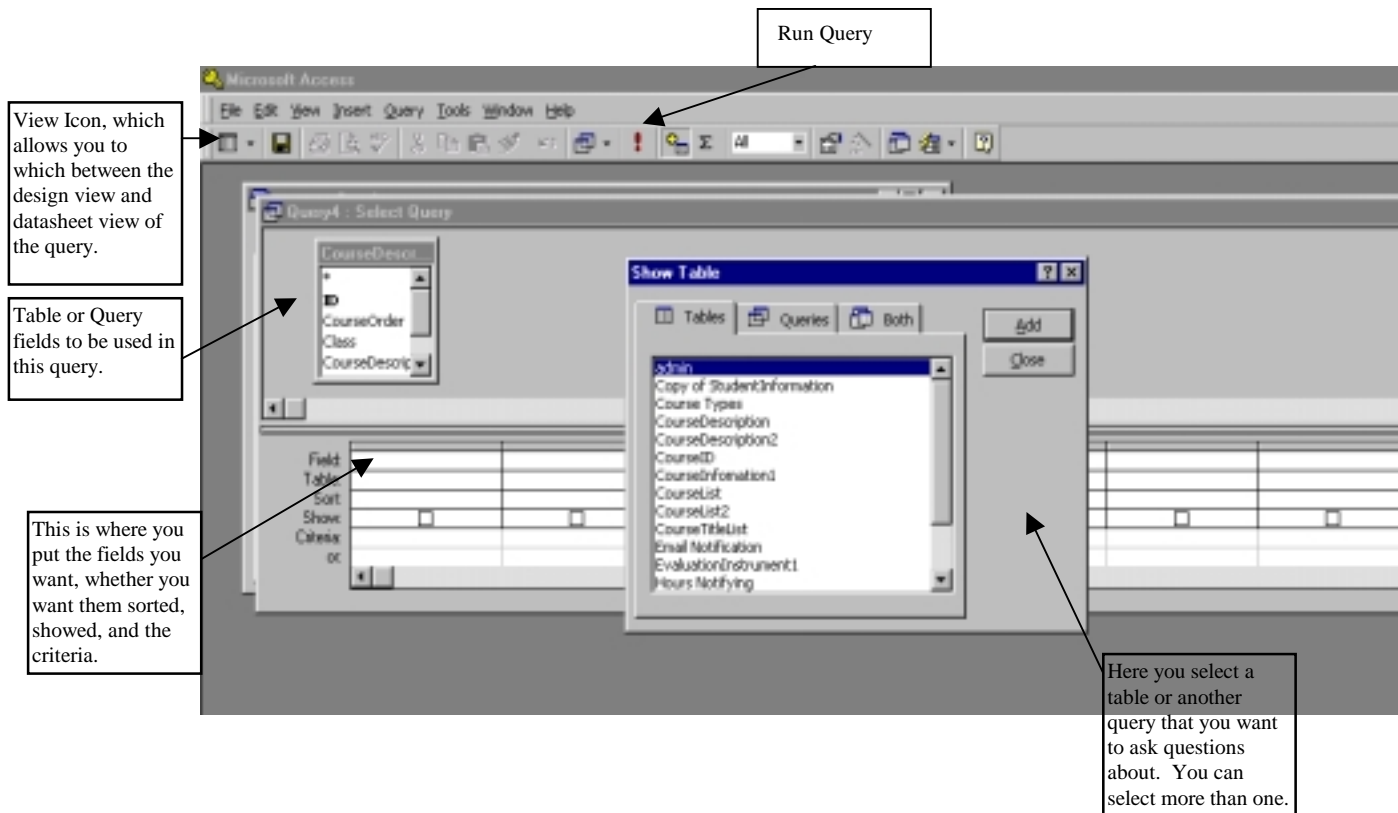
### **String Criteria**

>K	Text that begins with L through Z
Sm*	Text beginning with SM
s*s	Text beginning and ending with s
s?s	3 letter text that begins and ends with s

### **To Create A Query**

1. In the Database Window, click on the **Query** tab and select **New**.
2. Choose **Design View**, click **OK**.
3. In the Show Table window, choose the table(s) or query(s) that you will be using to build the query.
4. Enter the necessary information in the Query Design View window.

### **Query Design View**



- Once you are done designing your query, go to **File** on the Menu Bar, click on **Save**, name your query then click **OK**.

## To View a Query

In the Menu Bar go to **View** then select **Datasheet**. Or...

Click on the **Query View Icon** on the Standard Toolbar. Or...

In the Database Window, select query to open then choose **Open** on the query tab.

## To Create an AutoForm

### *From the Table*

- Be in the table you want a form built for. Then in the Standard Toolbar click on the **New Object Icon's** drop down arrow (the furthest right icon). Choose **Autoform**.
- It automatically creates a form for you where you can add information, search records, etc.
- Save the form by going to **File** on the Menu Bar and choosing **Save**. Give the form a different name than either your table or database.

### *To Create A Form Using the Form Wizard*

- In the Database Window, click on the **Form** tab and select **New**.
- Select **Form Wizard**, enter the table or query to use for the form, and then click **OK**.
- Follow the steps in the Form Wizard dialog boxes.

## To Create a Report

### *Using Report Wizard*

1. In the Database Window, select the **Report** tab, then click **New**.
2. In the New Report dialog box, select Report Wizard, indicate which table or query to use for the report, then click **OK**.
3. Follow the steps in the Report Wizard dialog boxes.

### *Using AutoReport*

1. In the Database Window, select the **Report** tab, then click **New**.
2. In the New Report dialog box, select **AutoReport: Columnar** or **AutoReport: Tabular**, indicate which table or query to use for the report, then click **OK**.
3. Once the report has been created, go to **File** on the Menu Bar, select **Save**, give the report a name, and then click **OK**.

## Importing an Excel Database

You can enter a whole excel database or parts of a database.

1. Be in the Database Window, have the Table tab selected.
2. Click on the New button.
3. Select Import Table, then click OK.
4. Tell the computer where to look for the file and in the bottom left where it says Files Of Type, select Microsoft Excel, click Import.

If the information is Excel is in the correct format, it will retrieve it.

1. Follow the steps of the Import Wizard.
2. Indicate if the first row is headings, click Next.
3. In the field options, you can change the heading, index, or decide not to import that field, click Next.
4. Decide about the primary key, click Next.
5. Give the table a name, click Finish.

## Importing an SASI Query

1. First import the SASI query to Excel.
2. Open Excel.
3. Be in a new workbook.
4. On the Menu bar, click on File, select Open.
5. In the Open Dialog Box, indicate the location of the file, and in the File of Type box in the bottom left, select All Files.
6. Double click on the SASI file.
7. Select Delimited fields and which row to start the import, click Next.
8. If the delimiter is different than Tab (if you can see information in the columns in the window, leave it as is) select it, otherwise click Next.
9. Indicate data format for each column, if it is a date field make sure you enter the correct date format, click Finish.

10. Save the file in Excel format. Select File, Save As, in the Save As Dialog window where it says “Save as type” select Microsoft Excel Workbook (\*.xls). Decide the location to save file to and the filename and click Save.
11. Import the database as listed in the previous section.

## Access Database Term Sheet

Database—a collection of information related to a particular subject or purpose, such as tracking customer orders or maintaining a music collection. You could have students gather information on a topic and organize the information into a database.

**Access** is a relational database while **Excel** is a flat database. A flat database is like a phone book, there are no duplicates and they can become quite large.

Relational Database Management System—a database file like a filing cabinet of related information in each drawer contains a specific aspect of that information. For example, a company can have a database of different tables but each table has information related to the other tables.

Database objects—Different type tasks you can do. (table, form, query, report, macro, modules)

Table—a collection of data about a specific topic such as products or suppliers. This is a main shell of information in your database. You use a separate table for each topic so you only store the data once.

Form—allows you to easily view, enter, and change data directly in a table. This is a fancy way of entering information in a table. They focus on one record at a time and make it easier to see information about one record. It is tied to the table so if you change information in a form it will also change in the table.

Report—used to analyze your data or present it a certain way in print. For example, you might print one report that groups data and calculates totals, and another report with different data formatted to print mailing labels.

Query—retrieves data from one or more tables using criteria you specify and then displays it in the order you want. This is where you ask questions of your tables. For instance, you only want to see the people who are getting an A in class.

Macro—a set of one or more actions that each perform a particular operation, such as opening a form or printing a report. Macros help you automate common tasks.

Modules—a collection of **Visual Basic** for Applications declarations and procedures that are stored together as a unit. Lets you personalize or write program statements for your database.

Field—one category of information. In **Access** it is the information in columns. There are two parts to the field. The field name which labels the field and the field contents which is the actual information. IE. First name and Sam, Nancy.

Record—the information pertaining to one group of fields. In **Access** it is the information in rows. IE. Each student in class would represent a different record.

Datasheet view—when working with an object this is where you add, edit or view the data in an object file. For instance, this is where you add information to a table.

Design view—when working with an object this is where you change the design or format of that object. For instance, here you would create an entire table design from scratch, or add, delete or customize an existing table's fields.

Data type—the type of information a field is going to hold. (IE. Text, number.)

Field properties—when designing a table you would go here to change the way a field will look or behave.

Primary key—in order for the relational database to work correctly one field in each table must be unique, meaning no two records will have the same information. For instance, first name could not be the primary key but ID number could be.

Filter—a way of pulling out part of a table. It is similar to a query but not as detailed.

Wizard—many of the database objects have *object wizards*, which allow you to use an object which has already been stored in the program.

#### Steps in designing a database

1. Determine the purpose of your database.
2. Determine the tables you need in the database.
3. Determine the fields you need in the tables.
4. Identify fields with unique values.
5. Determine the relationships between tables.
6. Refine your design.
7. Add and create database objects.

To have an effective database, you must:

- ◆ Include all information.
- ◆ Update information often.
- ◆ Enter fields in the order you will add them.
- ◆ Check spelling on each record.

## Access Data Types

Data Type	Type of Data Stored	Storage Size
Text	Alphanumeric characters	0-255 characters
Memo	Alphanumeric characters	0-64,000 characters
Number	Numeric values	
Data/Time	Date and Time data	
Currency	Monetary data	
AutoNumber	Automatic number increments	

Yes/No	Logical values: Yes/No, True/False	
OLE Objects	Pictures, graphs, sound, video	Up to 1 GB
Lookup Wizard	Displays data from another table or list of values	

Last Modified 6/19/00