



Continuing Education-- Access

Session No # 2
File: Access 2.doc

Date: December 1st,2010
Tom Gerfen, CSIS Professor

Class Notes:

Class web site: infotwg.com

Review ACCESS

Terminology

Terms

Characters

Fields (columns)

Field names are 1 - 64 characters

Record (rows)

A collection of fields. A group of related fields treated as a unit of information.

Table

A collection of records

Database

A collections of information organized in tables and stored electronically in a file

Areas or Objects available in MS ACCESS

7 Areas

Tables

Queries

Forms

Reports

Pages

Macros

Modules



You must name a file before you can start

MS Access file names = *filename.ACCDB*

Creating Tables

Fields Names and Field / Data Types

Field Properties / Attributes

Field Name	Data Type	Description
	▼	



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Class Notes:

Field Name	Data Type	Description

Text	Auto Number
Memo	Yes / No
Number	OLE Object
Date / time	HyperLink
Currency	Lookup Wizard

Field Properties / Attributes / Options

Switch to this **F6**

General	
Field Size	
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	(Yes / No)
Allow Zero Length	(Yes / No)
Indexed	
... more	

To see how a selected mask works, use the Try It box.
To change the Input Mask list, click the Edit List button.

Input Mask:	Data Look:												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Phone Number</td> <td style="padding: 2px;">(206) 555-1212</td> </tr> <tr> <td style="padding: 2px;">Social Security Number</td> <td style="padding: 2px;">831-86-7180</td> </tr> <tr> <td style="padding: 2px;">Zip Code</td> <td style="padding: 2px;">98052-6399</td> </tr> <tr> <td style="padding: 2px;">Extension</td> <td style="padding: 2px;">63215</td> </tr> <tr> <td style="padding: 2px;">Password</td> <td style="padding: 2px;">*****</td> </tr> <tr> <td style="padding: 2px;">Long Time</td> <td style="padding: 2px;">1:12:00 PM</td> </tr> </table>	Phone Number	(206) 555-1212	Social Security Number	831-86-7180	Zip Code	98052-6399	Extension	63215	Password	*****	Long Time	1:12:00 PM	
Phone Number	(206) 555-1212												
Social Security Number	831-86-7180												
Zip Code	98052-6399												
Extension	63215												
Password	*****												
Long Time	1:12:00 PM												
Try It: <input style="width: 90%;" type="text"/>													
<input type="button" value="Edit List"/> <input type="button" value="Cancel"/> <input type="button" value=" < Back"/> <input type="button" value=" Next >"/> <input type="button" value="Finish"/>													

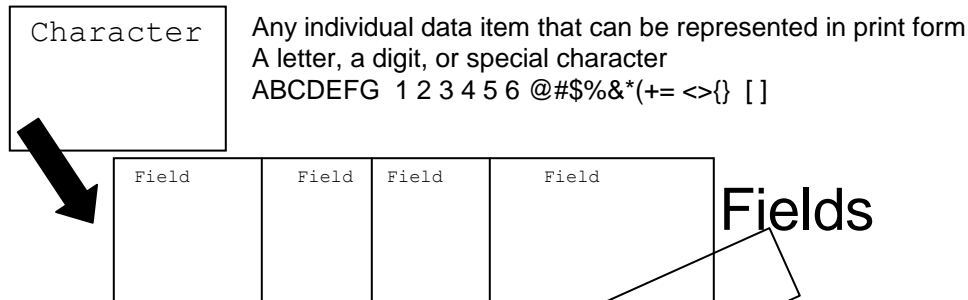


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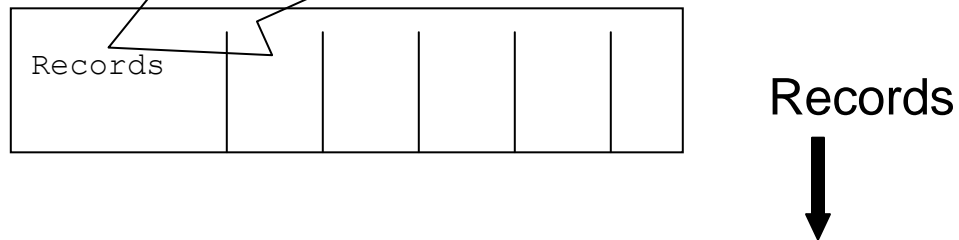
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Class Notes:



An area in a record reserved (set apart) for a specific item of data (information) The smallest unit of information you can access. One or more adjacent record positions which contain related information (usually fixed length)
Field names are 1 - 64 characters



T a b l e s

DATA BASES

A collections of information organized in tables, queries, reports and forms and stored electronically in a file (data base)



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Class Notes:

Table Name: _____ •

Table

Table Name:

ID No	Last Name	First Name	Address	City	State	Zip	DOB	Phone
1								
2								
3								
4								
5								
6								



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Class Notes:

Database Tools

Documenter

Field Name
Date Type
Field Size

The screenshot shows the Microsoft Access Database Tools ribbon with the 'Database Documenter' button circled. Below it is the 'Documenter' dialog box with 'ClassNames' selected. In the foreground, the 'Print Table Definition' dialog box is open, with several options circled: 'Include for Table' (Properties checked), 'Include for Fields' (Names, Data Types, and Sizes selected), and 'Include for Indexes' (Nothing selected). The 'OK' button in the 'Print Table Definition' dialog is also circled.



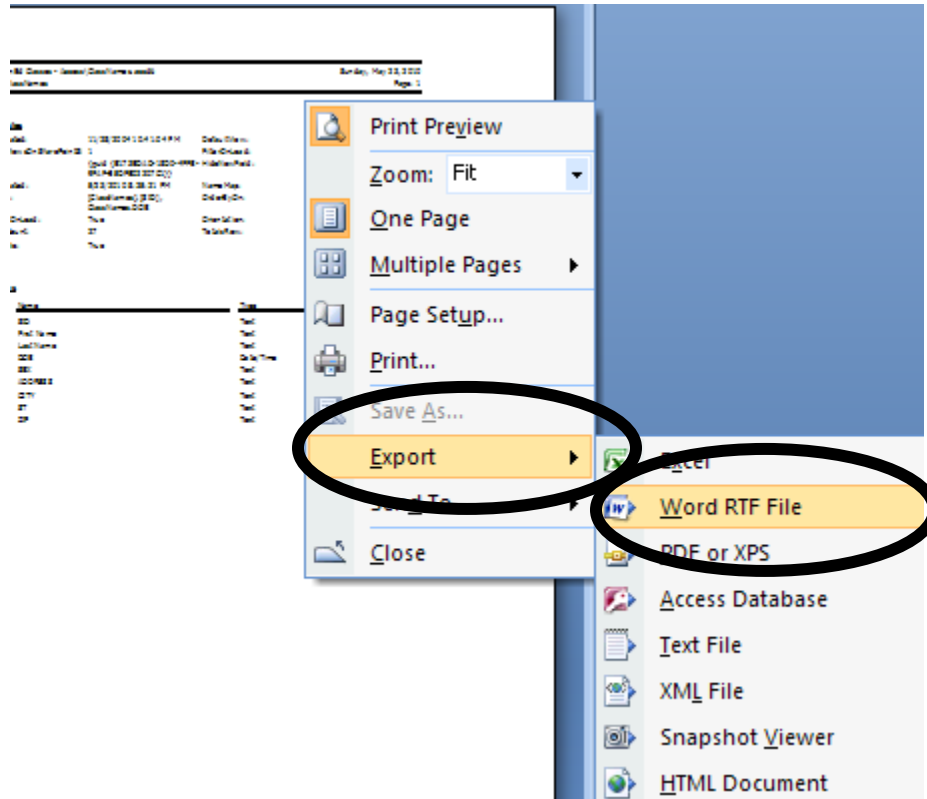
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Class Notes:

R M C



See Example attached



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Class Notes:

Need to **browse** to the SAVE location

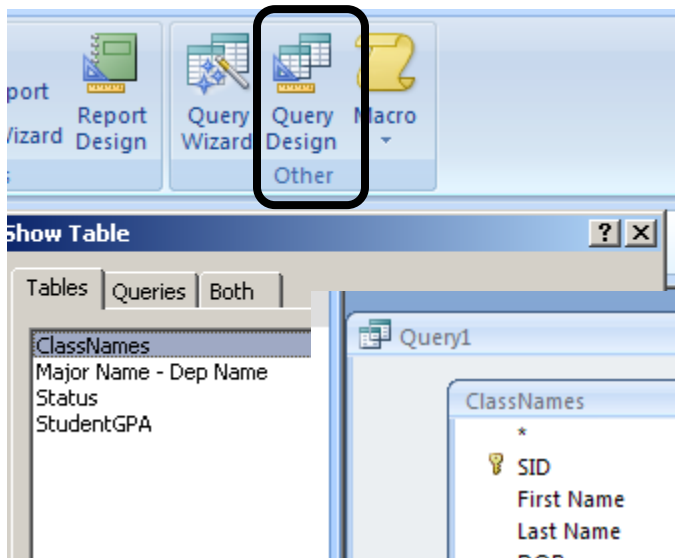
Specify the destination file name and format.

File name:

CREATE tab

Create a QUERY

Design



Field Names

Table Name

Sort A | D

Show

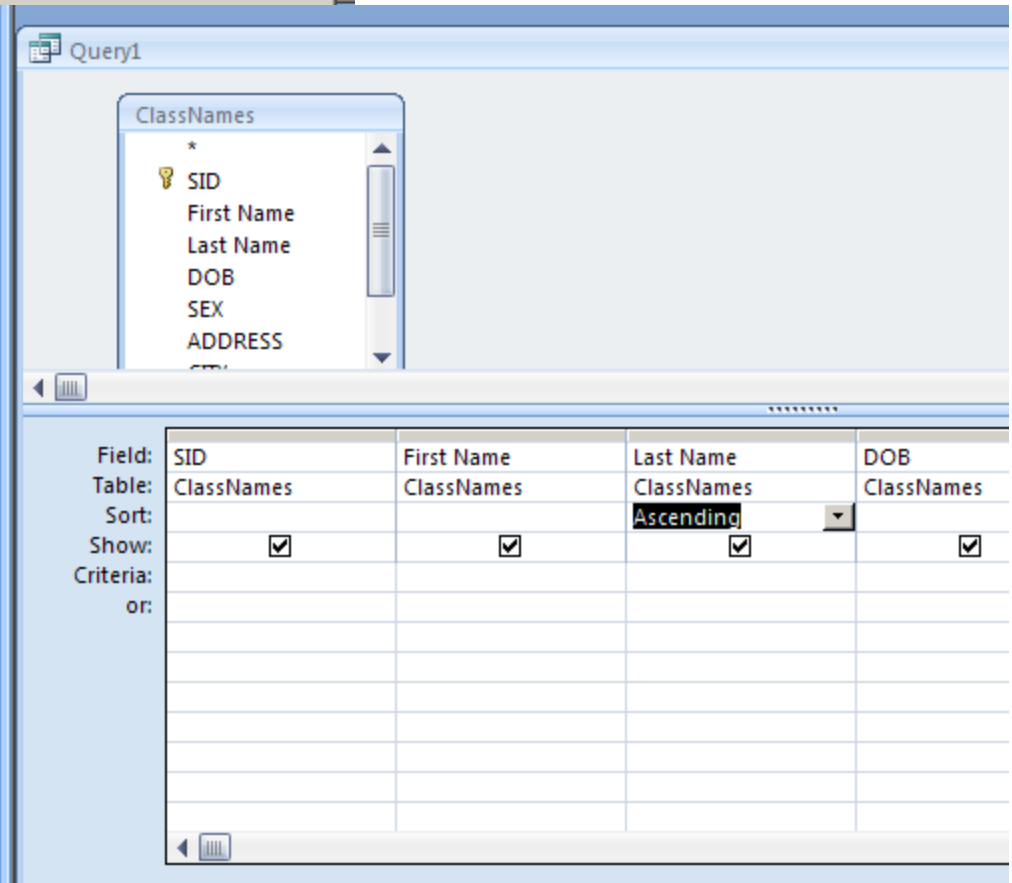
Criteria

And

Or

Not

Like





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Class Notes:

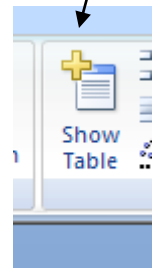
Sample Query

2 Tables (Data)

The Link between the 2 tables

Field:	First Name	Last Name	SID	GPA
Table:	ClassNames	ClassNames	ClassNames	StudentGPA
Sort:		Ascending		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				
or:				

Add an additional table to the Query





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Class Notes:

Edit the Query

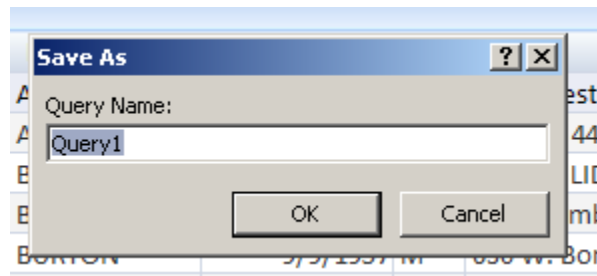
To Run the Query

The image shows a screenshot of the Microsoft Access ribbon. The 'Run' button, which has a red exclamation mark icon, is circled in black. Below it, the 'View' dropdown menu is open, and 'Design View' is selected and also circled in black. To the right, another screenshot shows the 'Show Table' button with a plus sign icon, with an arrow pointing to it from the text below.

To add an additional query option / table

Save the query OBJ

R M C





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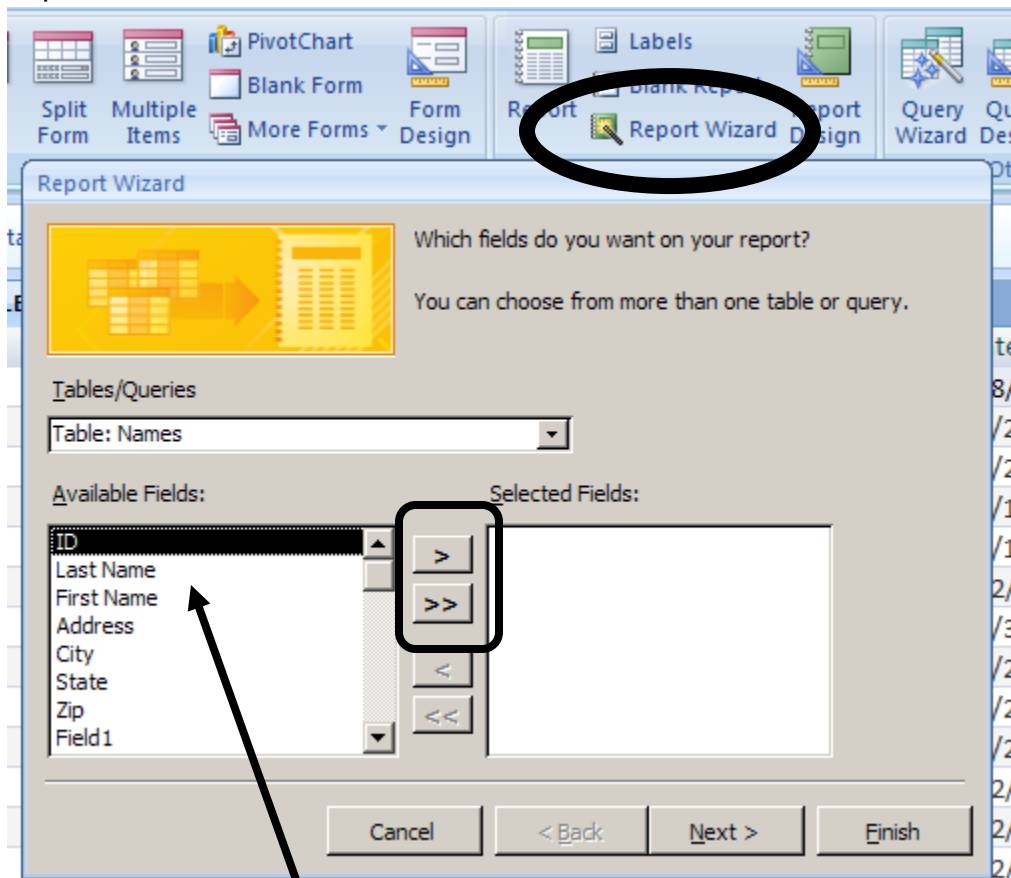
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Class Notes:

Create Reports

Using the report Wizard

Create a Report



Select fields to print in report



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Class Notes:

The image shows three overlapping screenshots of the Microsoft Access Report Wizard. The top window asks "Do you want to add any grouping levels?" and shows a list of fields: ID, Customer Name, Number (selected), Amount, Order, and Date. The "Territory" and "Order Number" fields are highlighted in a yellow box. The middle window asks "What sort order and summary information do you want for detail records?" and shows a list of fields: Customer Name (selected), ID, Number, Amount, and Order. The "Ascending" button is highlighted. The bottom window shows the "Layout" and "Orientation" options. The "Stepped" layout and "Portrait" orientation are selected.

Report Wizard

Do you want to add any grouping levels?

Territory

Order Number

ID, Customer Name, Number, Amount, Order, Date

ID
Customer Name
Number
Amount
Order
Date

>
<
Priority
↓

Report Wizard

What sort order and summary information do you want for detail records?

You can sort records by up to four fields, in either ascending or descending order.

1 Customer Name Ascending
(None)
2 ID Descending
Customer Name
3 Number Ascending
Amount
Order

Layout

Stepped
 Block
 Outline

Orientation

Portrait
 Landscape



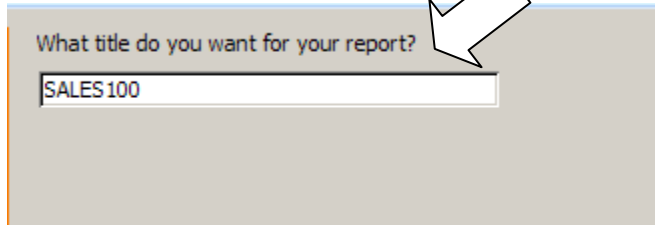
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Class Notes:

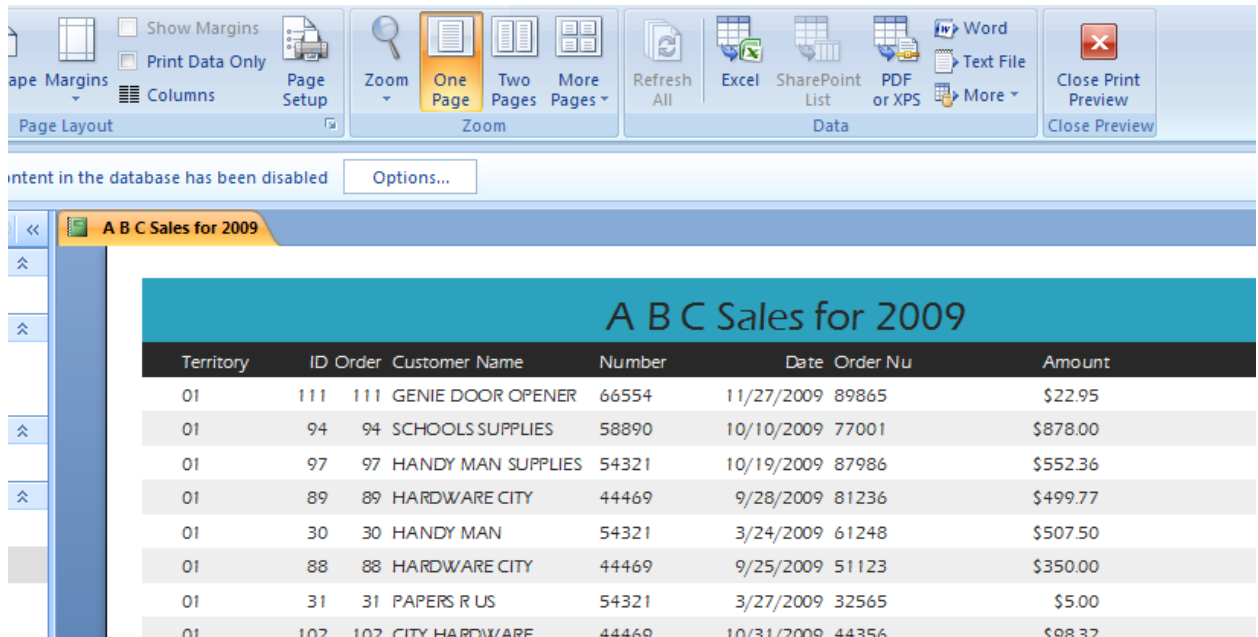
What TITLE do you want on your report ?



What title do you want for your report?

SALES100

Sample Page Preview



Content in the database has been disabled Options...

ABC Sales for 2009

A B C Sales for 2009							
Territory	ID Order	Customer Name	Number	Date	Order Nu	Amount	
01	111	111 GENIE DOOR OPENER	66554	11/27/2009	89865	\$22.95	
01	94	94 SCHOOLS SUPPLIES	58890	10/10/2009	77001	\$878.00	
01	97	97 HANDY MAN SUPPLIES	54321	10/19/2009	87986	\$552.36	
01	89	89 HARDWARE CITY	44469	9/28/2009	81236	\$499.77	
01	30	30 HANDY MAN	54321	3/24/2009	61248	\$507.50	
01	88	88 HARDWARE CITY	44469	9/25/2009	51123	\$350.00	
01	31	31 PAPERS R US	54321	3/27/2009	32565	\$5.00	
01	102	102 CITY HARDWARE	44469	10/31/2009	44356	\$98.32	



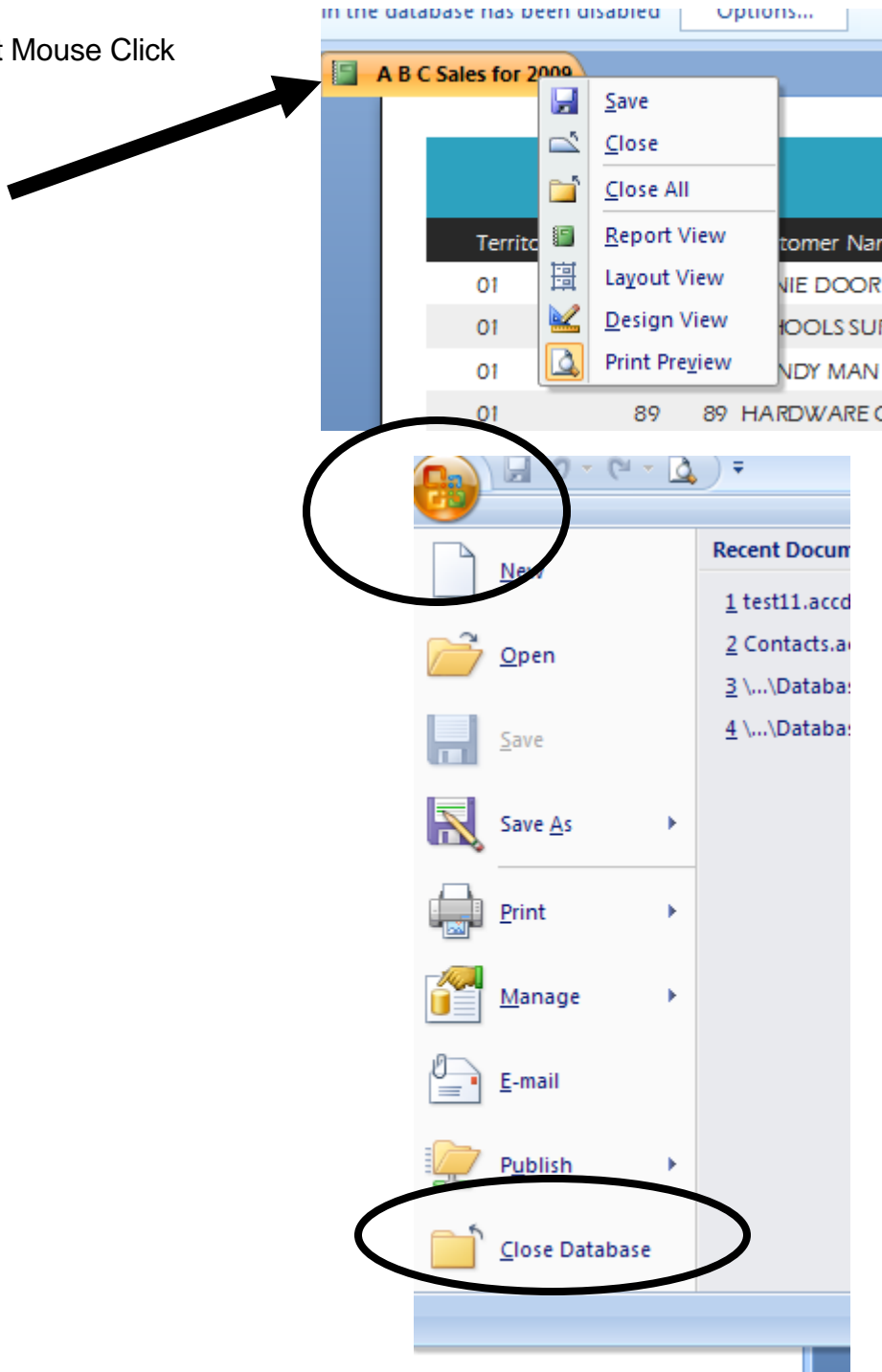
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Class Notes:

Right Mouse Click





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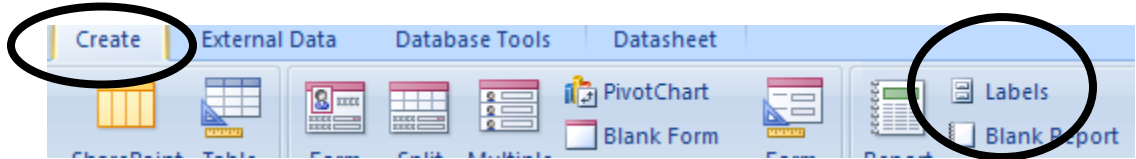
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Class Notes:

Special

3 up Address Labels



Product number:	Dimensions:	Number across:
5095	2 1/3" x 3 3/8"	2
5096	2 3/4" x 2 3/4"	3
5097	1 1/2" x 4"	2
5159	1 1/2" x 4"	2
5160	1" x 2 5/8"	3

Unit of Measure: English Metric

Label Type: Sheet feed Continuous

Filter by manufacturer: Avery

What font and color would you like your text to be?

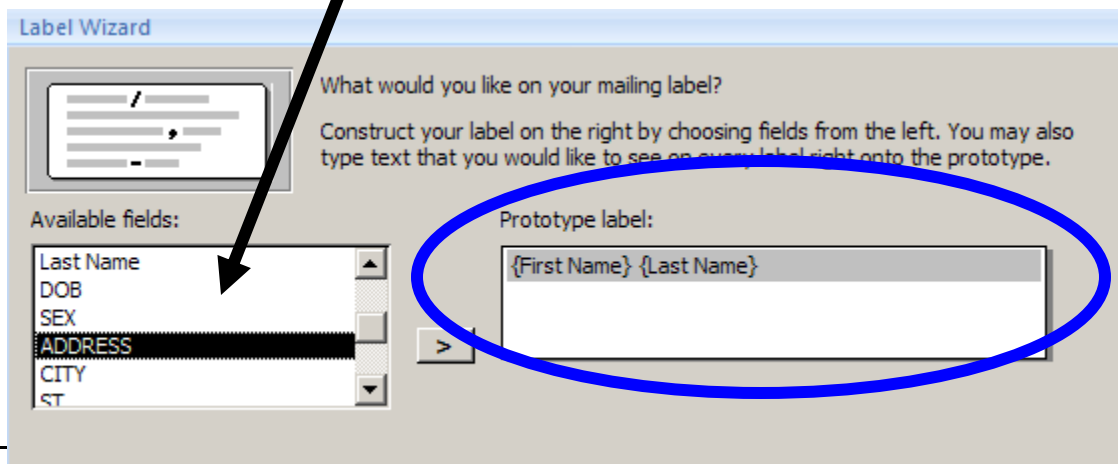
Text appearance

Font name: Arial Font size: 12

Font weight: Light Text color: [Black]

Italic Underline

Select data fields to print



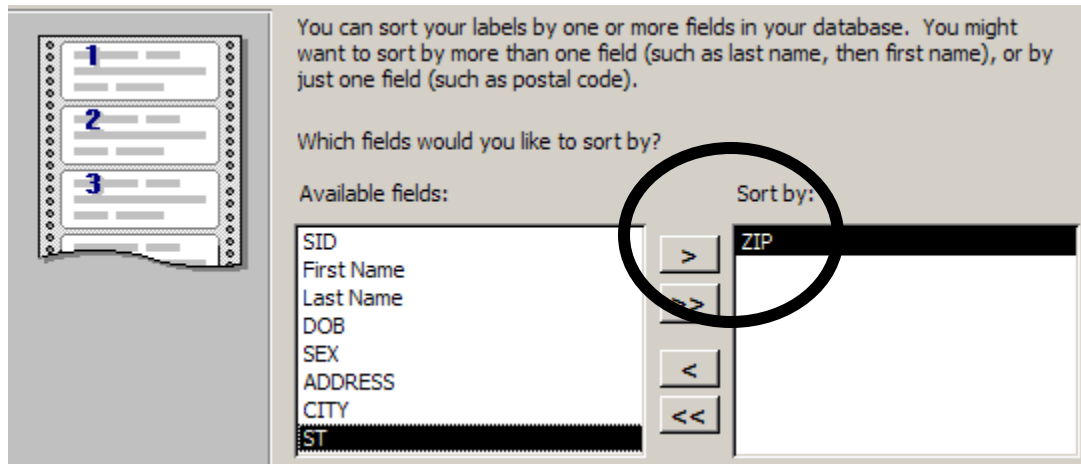
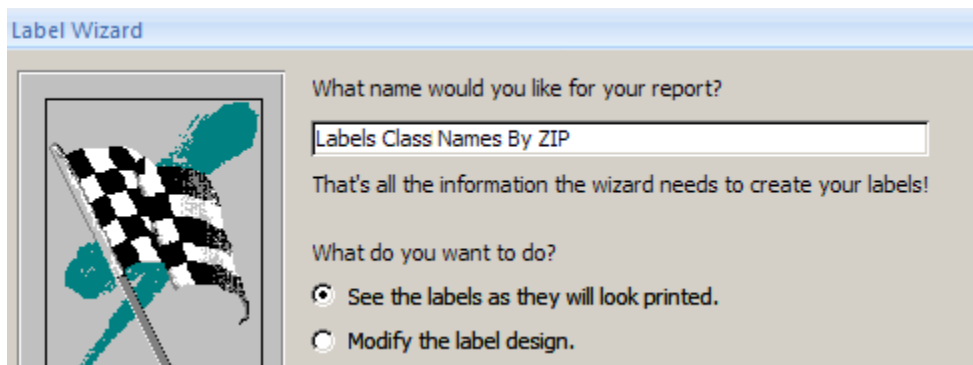


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Class Notes:

Sandra JORDAN 12439 NC Highway 50 E Diamond Bar NC 28443	Cecil ANDERSON P O Box 441 Mission Viejo SC 29036	James RODGERS 2440 S. PLAYA White Rock AZ 85202
Jim ROBERTS 413 Cheryl Ave. White Rock AZ 87544	Joyce LABRECQUE 125 Ave E Arcadia CA 90277	Anthony ESPINOZA P O BOX 1415 Redondo Beach CA 90637



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