

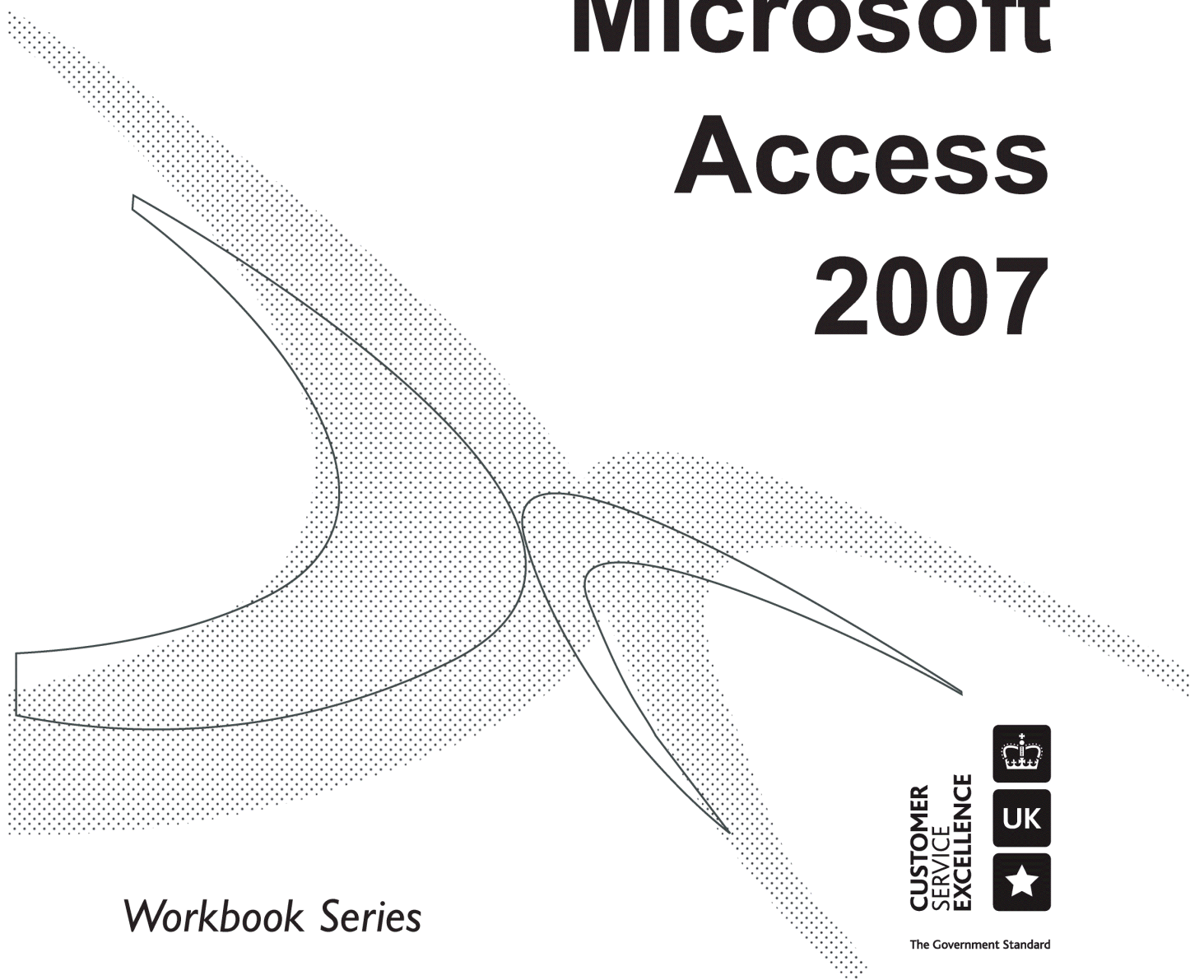
The Library

Getting Started with

Microsoft

Access

2007



Workbook Series



The Government Standard

Text © University of Bolton.

The screen shots used in this workbook are from copyrighted licensed works and the copyright for them is most likely owned by the publishers of the content. It is believed that the use of a limited number of web-resolution screenshots for training purposes qualifies under educational purposes to: “display, download and print parts of the Licensed Work for the purpose of promotion of the Licensed Work, testing the Licensed Work, or for training Authorised users”. Any other uses of these screenshots may be copyright infringement.

Your Guide to Microsoft Access



About this workbook

This workbook is designed to introduce you to Access, database management software which helps you to manage data. The workbook will show you how to store and manipulate your data, and produce professional reports.

Each section has exercises which help you practise the tasks you are learning. Work through these pages at your own speed.

Contents

What is Access?	2
Getting started – How to log on	2
Getting into Access	3
The Access screen.....	6
Microsoft Office Button	7
Quick Access Toolbar	8
The Ribbon.....	9
How do I create a table?	10
How do I apply a Primary Key?	12
How do I create a form?	12
How do I enter data?	13
How do I create a query?	14
How do I create reports?	15
Printing a report.....	16
And finally... ..	17

What is Access?

Access is a relational database management system (RDMS) which enables you to manage data with the help of various objects. In this workbook you will be using Access database objects such as Forms, Queries and Reports to manage your data. Access is part of the Microsoft Office suite.

Getting started – How to log on

To access the computer network you will first need your username and password. Your password will be based on your date of birth and six randomly generated digits, but you can change this to something you'll be able to remember more easily.

Exercise 1

1. Press **Control, Alt and Delete** simultaneously to log on. A **Windows Dialog Box** will appear.
2. Enter your **username** in the first space (in lower case letters).
3. Press tab or click in the password box (left hand click). Type in your **password**.
4. Press return.

Log on to the network using the instructions below.

Top Tip



To change your password, press **Control, Alt and Delete** after you have logged on. A Windows security box will appear on screen. Click on the **Change Password** button.

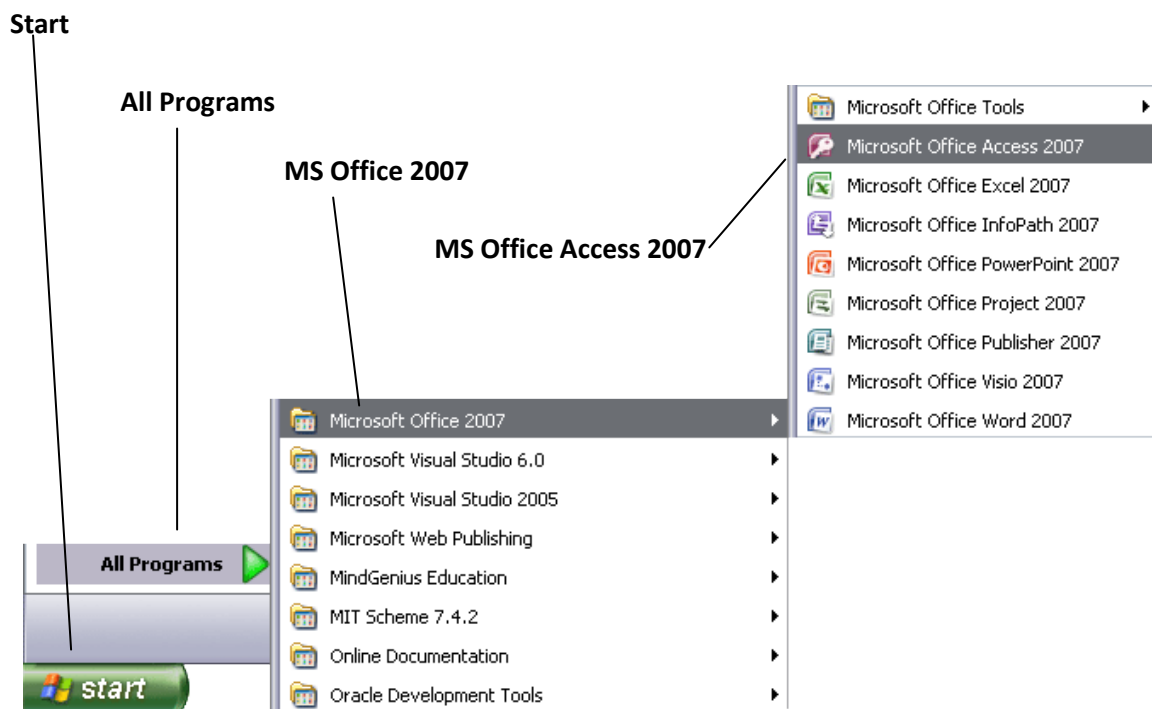
In the **Change Password** dialog box, type the password you have just used to log on in the **Old Password** box and then type what you want your new password to be in the **New Password** box. Retype this in the **Confirm New Password** box and then click **OK**. Your new password should be at least eight digits long and a mixture of upper and lower case letters and numbers.

Getting into Access

Exercise 2

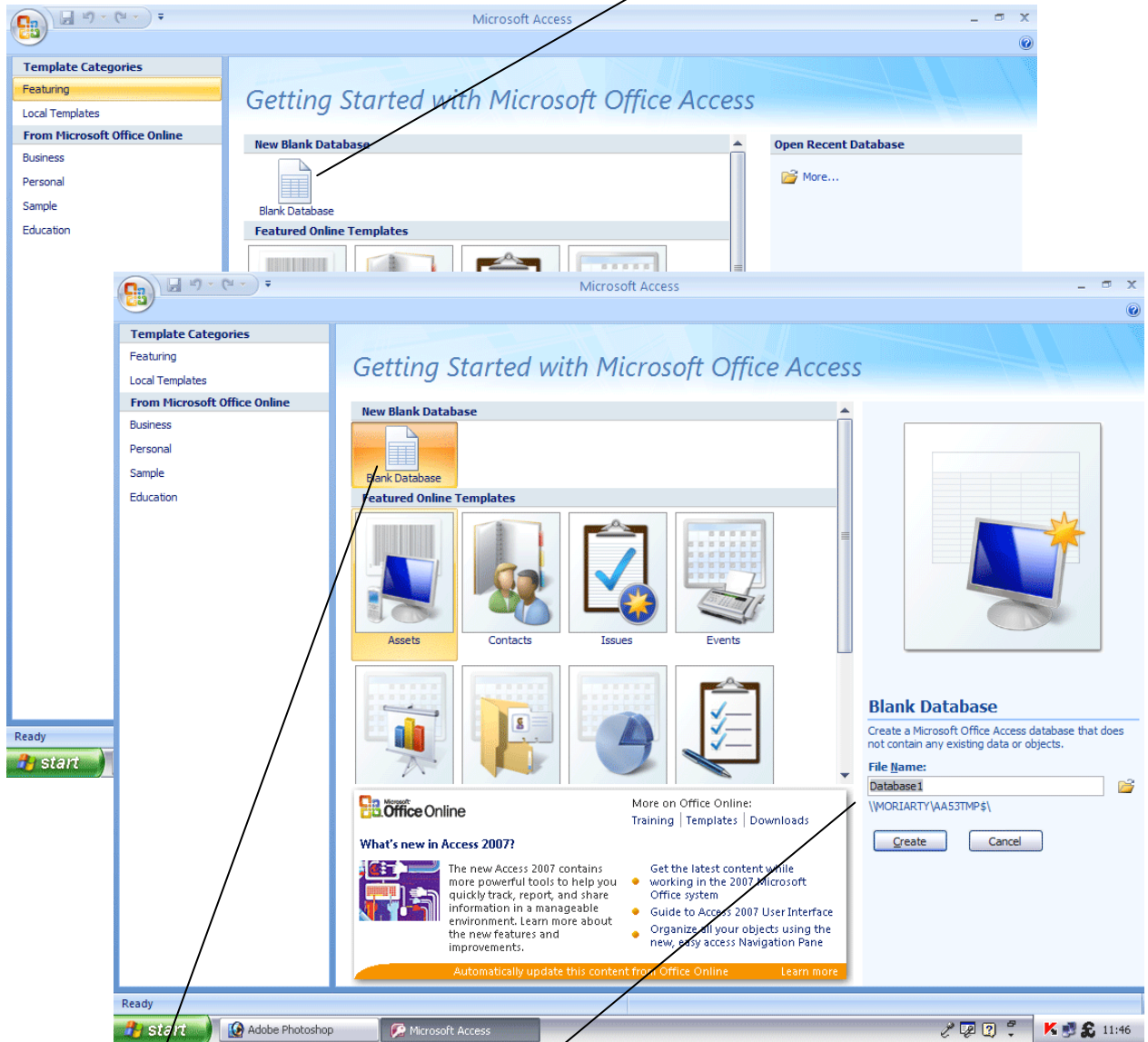
1. Click on the **Start** button in the left hand corner of the screen.
2. Move the arrow up to **All Programs**.
3. Then move it across to **Microsoft Office 2007**.
4. Finally, move it across to **Microsoft Office Access 2007** and click.

The sequence to follow is demonstrated below.





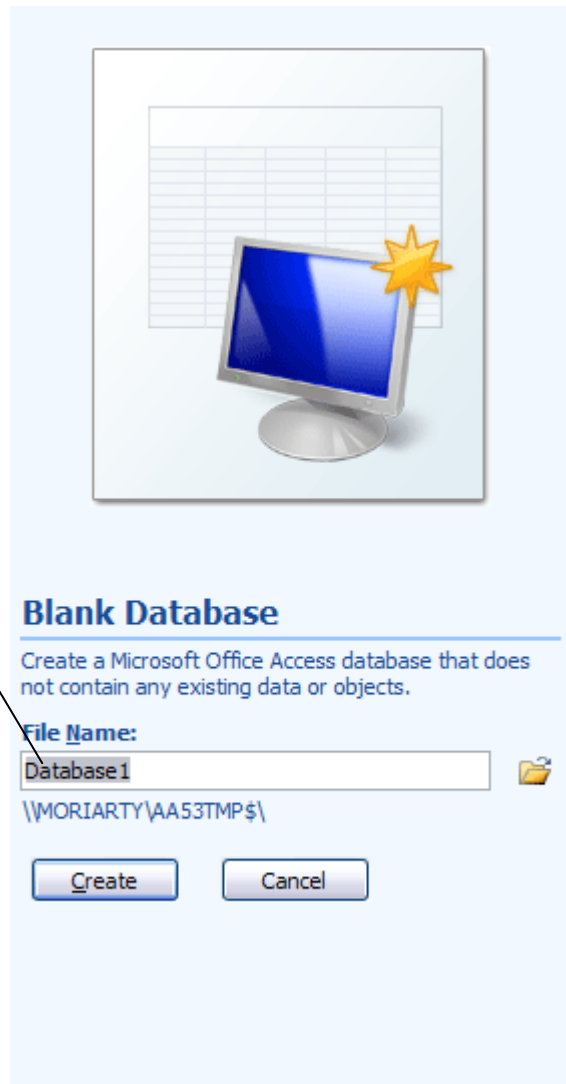
When the Access screen loads, click on the **Blank Database** icon.



The panel on the right immediately changes to let you type in a name for your new database.

Exercise 3


Access automatically selects a file name for you – **Database1** – but we want to give it a different name – Desperadoes.



1. Click in the box labelled **File Name** and type in **Desperadoes**.
2. Now click .

Top Tip



Note the  icon. Clicking here gives you the option of saving to a different disk, such as a USB pen drive. It is good practice to save a copy of your work onto both your M: drive (as you have above, automatically) and to another disk, as a backup copy in case something goes wrong.

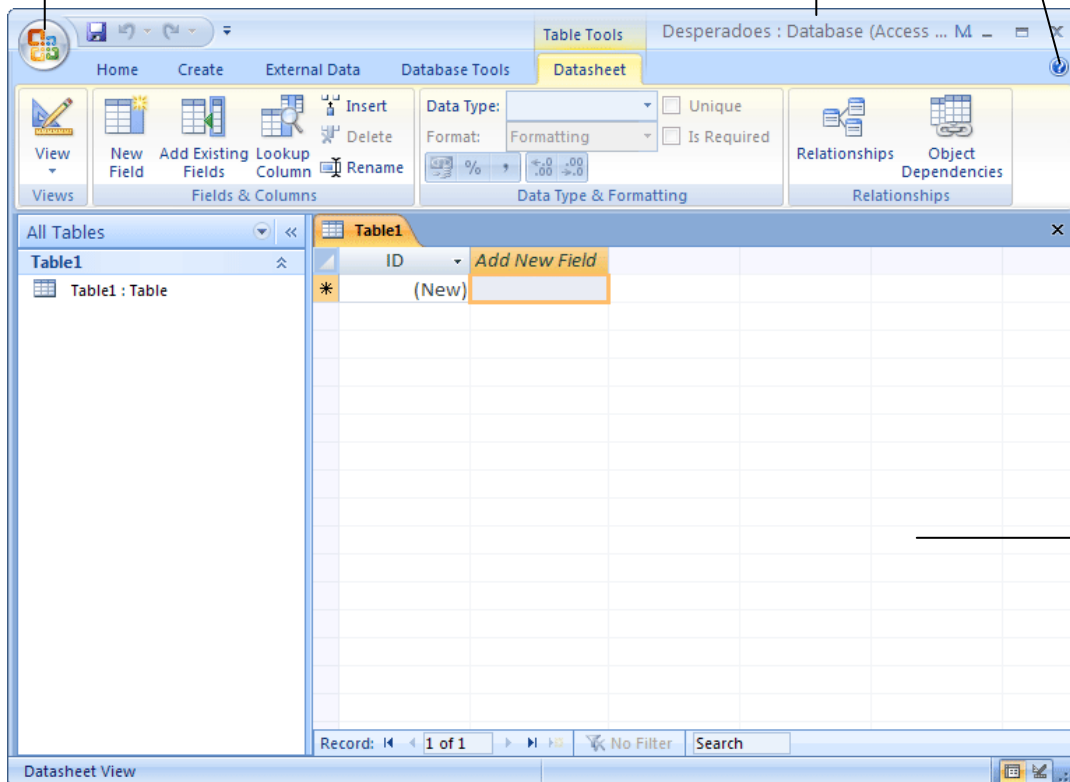
The Access screen

When you click the create button, Access takes you straight into a table for you to begin creating your database straightaway. The screen will look like the picture below.

Office Button

Title bar

Help



The Ribbon

Data Sheet View

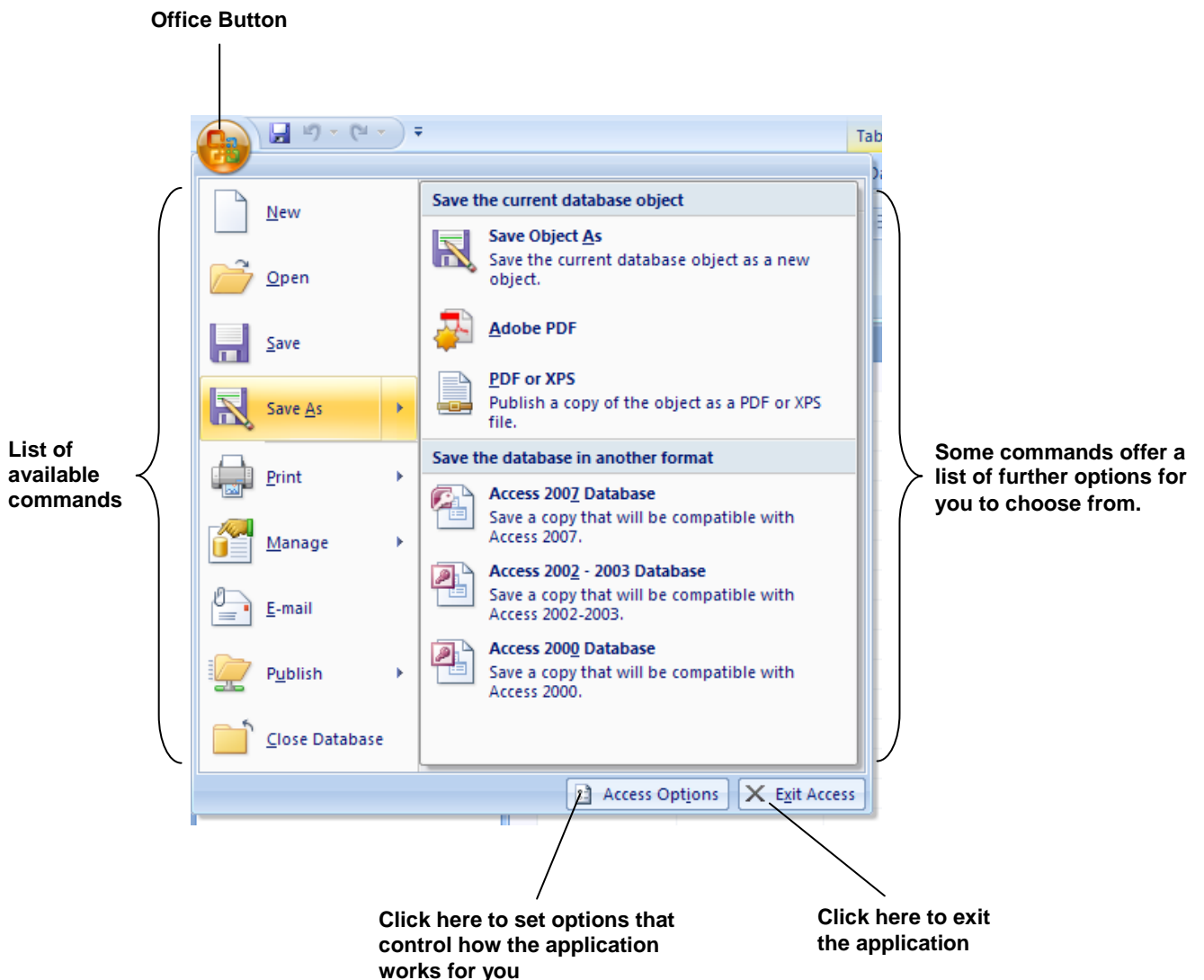
Microsoft Office Button

In the upper left corner of Microsoft Office 2007 applications Word, Excel, PowerPoint, Access and Outlook you will find the Office Button. It looks like this

 a round button with the Microsoft Office logo on it.

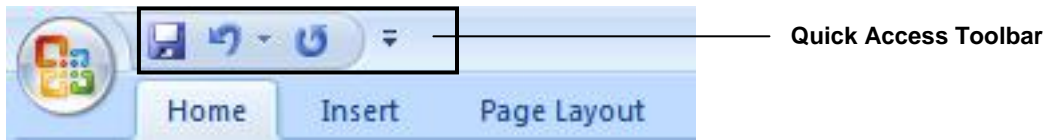
The Office Button has replaced the File menu found in earlier versions of the Office suite but it retains much the same functionality. Let's take a look at what you can do when you click the Office Button.

Clicking the button brings up a new window containing all the commands currently available to you. These include creating a new database, opening existing databases, saving databases, printing, options and a button to close the application.



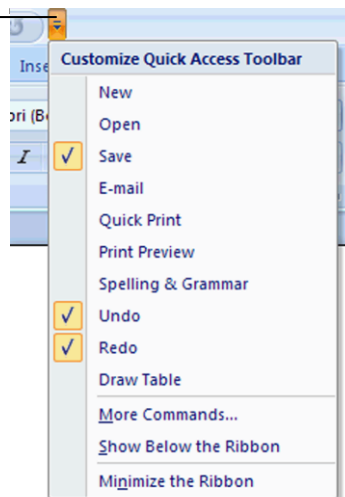
Quick Access Toolbar

Directly to the right of the Office Button you will find the Quick Access Toolbar and as its name implies contains shortcuts to some frequently used functions.



The default shortcuts include a save button and undo / redo commands. You can customise the Quick Access Toolbar by clicking the small arrow at end of the toolbar to include any other commands you may find useful.

Click here to customise the Quick Access Toolbar. The items with a tick next to them are the ones currently displayed on the toolbar



Top Tip

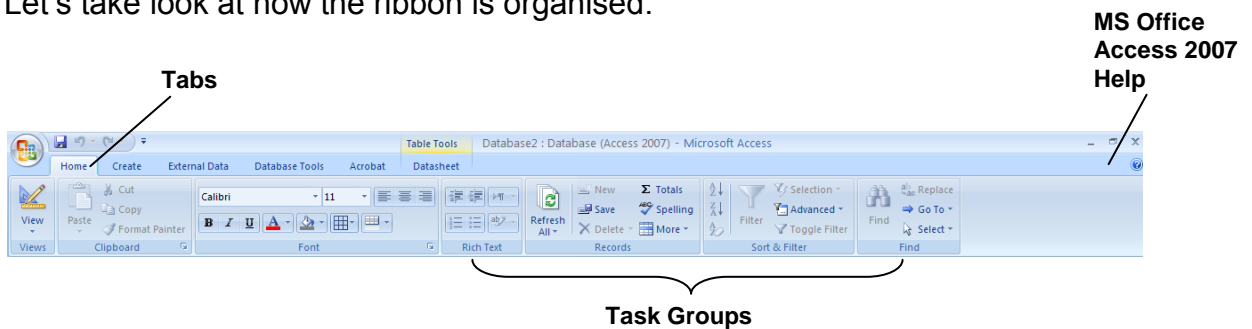
You can also use the following keyboard shortcuts to perform the same basic commands found within the Office Button and on the Quick Access Toolbar:

Save the current document	CTRL+S
Save As	F12
Open a saved document	CTRL+O
Print the current document	CTRL+P
Create a new document	CTRL+N
Undo	CTRL+Z
Redo	CTRL+Y

The Ribbon

The Ribbon is a key part of the new user interface found in all Microsoft Office 2007 applications. The Ribbon has replaced the toolbars, menus and task panes that you were familiar with in previous versions of Access. It is a strip of buttons that run along the top all Microsoft Office applications and is designed to allow you direct access to all the commands the program has to offer. This means you no longer need to hunt through lots of menus to find the command you want!

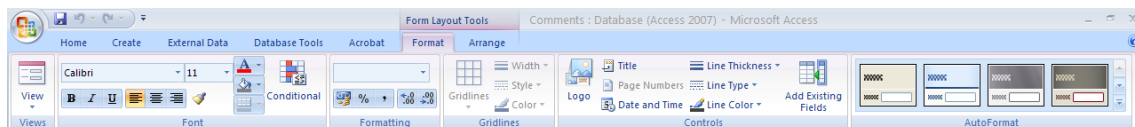
Let's take look at how the ribbon is organised:



The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups that are collected together under tabs. Each tab relates to a type of activity, such as creating tables or managing external data. To reduce screen clutter, some tabs are shown only when they are needed.

There is no way to delete or replace the Ribbon with the toolbars and menus from the earlier versions of Microsoft Office. However, you can minimize the Ribbon to make more space available on your screen.


The Ribbon is a contextual menu. This means it will change its appearance to display all the commands that are relevant to the task you are currently performing. In the example below a form has been created to display data from a database. Notice how the Ribbon now displays all the commands that you would need to format a form.

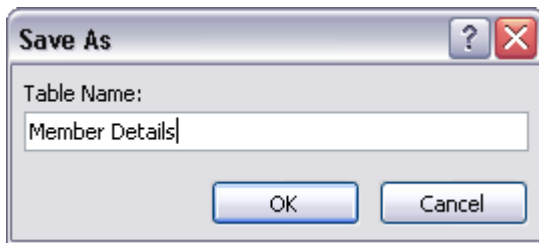


How do I create a table?

Access stores data in tables, and Access 2007 creates your first table for you the moment you begin. However, name and save the table first. If you try entering data into the table without doing so, Access 2007 will prompt you by bringing up the Save As dialog box.

Exercise 4

1. Click the  icon next to the Office Button.
2. Delete **Table1** from the **Save As** dialog box and type in **Member Details**.



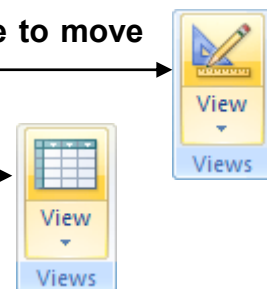
3. Click **OK**.
4. You are now ready to begin work on your database. To do so, click on the **Views** button to go from the **Datasheet** view you are in at the moment, to the **Design** view.

Top Tip

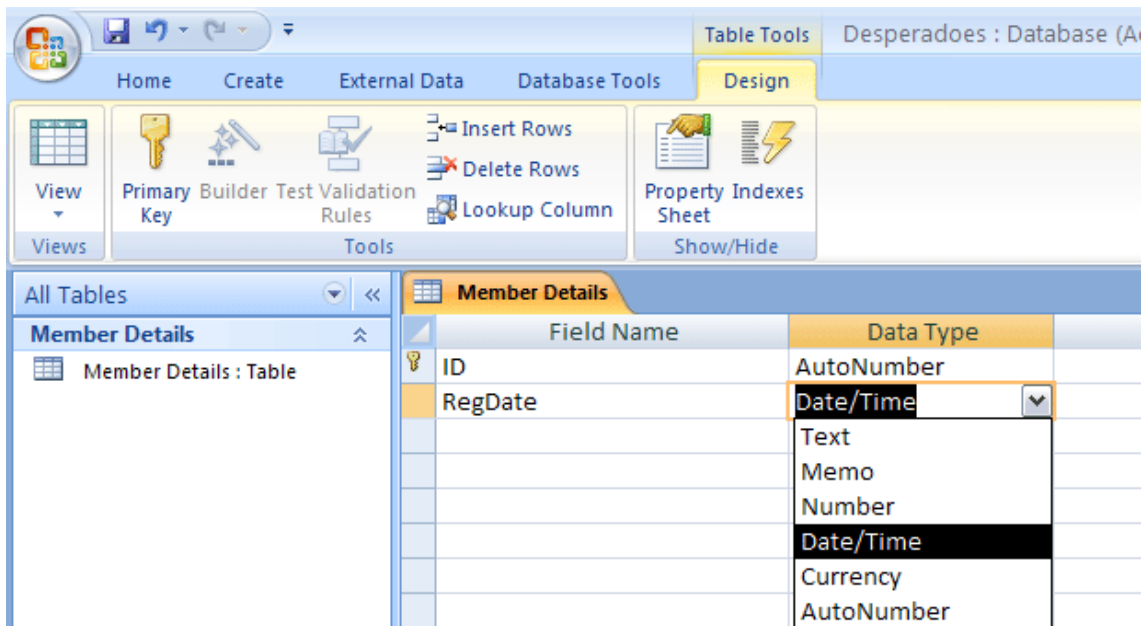
You can move between views by clicking on the View button.

While you're in the Datasheet view, you can click here to move to the Design view.

Then you can return to Datasheet by clicking here:



You are now in the Design view of your table Member Details, and the Ribbon displays the main Design options available.



In here you can create fields for your data by typing names under **Field Name** and define the type of data they hold under **Data Type**.

Exercise 5

1. Click in the first empty cell (below the row for ID) under Field Name, and type in **RegDate**.
2. Click in the first empty cell (below the row for ID) under Data Type, and choose **Date/Time**.
3. Click in the first empty cell (below the row for ID, which is currently empty) under Description, and type **Registration Date**.
4. Complete the table design using the details shown below.
5. Save the table when you have finished.

ID	AutoNumber	Membership Number
RegDate	Date/Time	Registration Date
Surname	Text	Family/last Name
First Name	Text	First Name
Sex	Text	Male or Female
Age	Number	Age
Hair	Text	Hair Colour
Eyes	Text	Eye Colour

How do I apply a Primary Key?

Access 2007 creates a primary key automatically in each new table, including the one it gives you when you create your database. This default primary key field is called **ID** and is set to **auto-number**. This means that the first row is number 1, and each new row automatically increments by one.

Top Tip

Keys are vital to databases. Every table must include at least one key, which is known as the primary key. Keys are used to link information in one table to information in others, and must contain unique information.



How do I create a form?

You have now created your table and the fields for holding data. The easiest way to enter data is to create a form. Click the **View** icon to return to the Datasheet view.

Exercise 6

1. Click on then and choose
2. Click on to select all the fields in the **Available** pane and move them into the **Selected** pane.
3. Click
4. Under **Layout**, choose **Justified**, and click
5. Under **Style**, choose **Flow**, and click
6. Give your form the title **Enter Member Details**.
7. Click on

The **Enter Member Details** form is now open and ready for use.

Top Tip

Inside the wizard, you can go back a step at any time if you change your mind about an option, or cancel and start again if you wish.

In the **Style** and **Layout** steps, you can click the different options to see a preview of how they will look, to help you choose the one you want.

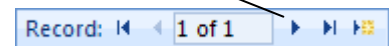


How do I enter data?

The **Enter Member Details** form is now ready for you to begin entering records in your database.

You can enter a date by choosing it from the date picker, in fields defined as containing date information.

You can navigate between database records by clicking on the arrows



	Go to the next record
	Go to the previous record
	Go to the first record in the database
	Go to the last record in the database
	Create a new record


And you can navigate between fields in the open form by pressing the Tab or Arrow keys.

Exercise 7

1. The box labelled **ID** is highlighted. This is the AutoNumber primary key field which is automatically generated, so you do not need to enter anything there.
2. Click the Tab or right Arrow key to move to the next box. Enter all of David Beckham's details as listed on the next page.
3. Clicking on to create new records, enter the remaining member data.
4. Click to save the records.

ID	RegDate	Surname	First Name	Sex	Age	Hair	Eyes
1	10/01/2001	Beckham	David	Male	36	Blond	Blue
2	25/01/2001	Smith	Will	Male	40	Black	Brown
3	23/02/2001	Brosnan	Pierce	Male	55	Brown	Brown
4	01/03/2001	Evans	Chris	Male	45	Red	Brown
5	12/04/2001	Navratilova	Martina	Female	53	Blonde	Blue
6	09/05/2001	Crawford	Cindy	Female	43	Brown	Brown
7	17/03/2001	Jackson	Janet	Female	43	Black	Brown

Take a few minutes to practice navigating through the records using some of the techniques shown above.

Click the  in the top right of the Enter Members Details window to close the form when you have finished.

Top Tip

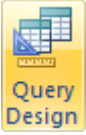



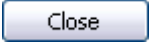

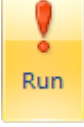
You can also enter data directly into a table. However, creating a form is good practice, because if your database has more than one table, you can put the fields from all of them into one form. This allows you to enter data in one screen, to streamline data entry.

How do I create a query?

This exercise shows you how to write a query to display only the information on female members from the **Member Details** table.

Exercise 8



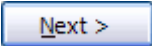

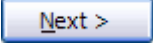


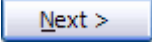
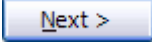
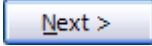
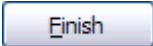


1. Click on the **Create** tab and then on 
2. Click on **Member Details** in the list of tables, then click on 
3. Click on **ID**, hold down the Shift key, and click on **Sex**. This selects both items and all those in between.
4. Hover mouse pointer over the highlighted group and hold the mouse button down, then drag to the first column,
5. Release the mouse button.
6. Type "female" into the **Criteria** field of the column for **Sex**.
7. Click  and save your query as **Female Members**.
8. Click  to see the result of your query.

How do I create reports?

A report can assemble data from various tables and queries in your database into a page of information which is nice to look at and easy to read. The following exercise shows you how.

Exercise 9

1. Click on the Create tab and then on 
2. Click  to move everything under **Available Fields** into **Selected Fields**
3. Click on . The Report Wizard will ask, "Do you want to add any grouping levels?"
4. Click on **Sex** to highlight it, and click on .
5. Now click on . The Report Wizard will ask, "What sort order do you want for detail records?"
6. Click on  next to box number **1** and click on **Age**.
7. Then click on  next to box number **2** and click on **Surname**.
8. Click on .
9. The Report Wizard will ask, "How would you like to lay out your report?"
The default layout is suitable for this purpose, so click  to accept this style.
10. The Report Wizard now asks, "What style would you like?" Choose something you like, or leave it as it is, and click .
11. The last question is, "What title do you want for your report?" The default is **Member Details**. As this is an appropriate title for your report, accept it and click on .

The report is now previewed. Notice how male and female members are divided. The report lists members of each sex in age and then alphabetical order.

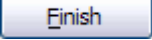
Top Tip

Wizards are useful tools to streamline various activities. In Exercise 9, the Wizard offered the best method for creating a report. However, in Exercise 8, performing the task manually offered a more efficient method than the Wizard.

Don't be afraid to try different ways of doing the same task to find the one which suits you best. Queries and Reports are easy to delete and redo.

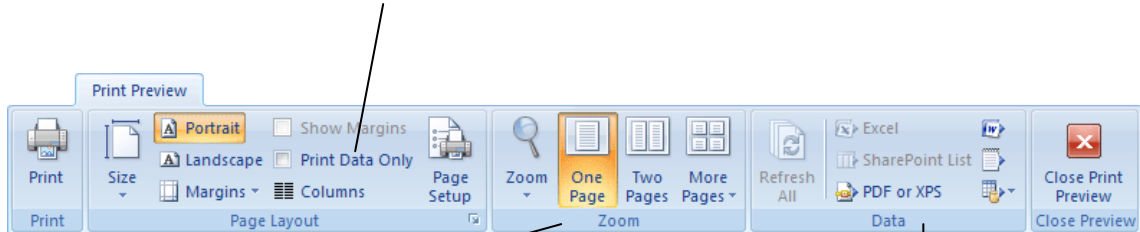


Printing a report

After clicking , your report appears in Print Preview. In addition to **Print**, the Print Preview Ribbon contains a number of options.

The **Page Layout** section allows you to choose between Portrait and Landscape for the printed document, and to change page and margin sizes.

You can also opt to print the data from the report instead of the entire report.





The **Zoom** options allow you to take a closer look at your document or view multiple pages on screen together.

You can also output your report to a number of other formats, including **PDF or XPS**.

Exercise 10



1. Click on . The Print dialog box will appear.
2. In the box labelled **Name:** ensure the printer is set to **\\PRINT.bolton.ac.uk\OPENE HP LaserJet HP 4200 PS**
3. Now click on .

Top Tip

Some Print options are dictated by the printer you have chosen to use. If you select the **OPENE** printer, you may only print on A4 paper. If you chose the colour printer, **COLOURE**, you may choose either A4 or A3.

Please note that your file will not print if you choose the wrong paper size.



And finally...

Congratulations on having completed this workbook, you have now created your first Access database. You should now be able to use and create your own simple tables, forms, queries and report in Access.

This workbook is designed as a basic introduction to Access but we hope it will inspire you to make use of Access in the future. There are many more tools available within Access to help you to enhance your database and with practice you'll be able to produce more sophisticated databases.

Good luck using Access!

