

Access Lesson 1

Microsoft Access Basics

**Microsoft Office 2010
Introductory**

Student Learning Outcomes:

Students should be able to:

- Define the Database term.
- Open a Database file.
- Open a TABLE object.
- Navigate around the Datasheet.
- Select Records and Fields.
- Edit a Record.
- Delete a Record.
- Add a Record.
- Copy a Record.

Student Learning Outcomes (continued)

- Change the appearance of a datasheet.
- Preview and print a TABLE object.
- Close an object and exit Access.

Opening a Database

- A **Database** is a collection of **OBJECTS**.
- The objects work together to store, retrieve, display, and summarize data.
- The Object Types are:
 - **Tables**
 - **Queries**
 - **Forms**
 - **Reports**

Database Objects

Object	Description
Table	Stores all the data in the database in a format called a datasheet. Similar in appearance to a worksheet.
Query	Used to search and retrieve records from tables using criteria(s).
Form	Displays data from one or more tables in a format similar to a printed form.
Report	Displays and summarizes data from one or more tables or queries.

Database Terminology

- A **Record** is a complete set of data.
- Each record is made up one or more **Fields**.
- Each field has a **Field Name**.
- The data in the field is the **Field value**.

Opening a Database: Table Object

- In **Datasheet View**, the table displays the data in rows and columns in a datasheet.
- Records and Fields in a table

The screenshot shows the Microsoft Access interface with the 'Members' table open in Datasheet View. The ribbon includes 'Table Tools' with 'Fields' and 'Table' tabs. The table data is as follows:

Member ID	Last Name	First Name	Address	City	State	Zip Code	Home Phone	Cell Phone	Membership Type
101242	Arriaga	Aurora	207 Golden Cv	Colorado Sprin	CO	80929	719-555-0900		Family
254312	Fraze	William	6000 Abilene T	Denver	CO	80241	303-555-4541	303-555-8465	Individual
434871	Stevens	Shane	16902 Ardisia E	Denver	CO	80265	303-555-7410	303-555-9811	Senior
452132	Enders	Mary Jo	401 Treys Way	Denver	CO	80232	303-555-7864	303-555-7355	Family
543120	Maggi	Joe	2324 Tamworth	Castle Rock	CO	80109	303-555-0943		Senior
543744	Buchanan	Bruce	P O Box 5411	Colorado Sprin	CO	80915	719-555-3601	719-555-5655	Individual
746810	Mackin	Betty	8400 Cima Oak	Castle Rack	CO	80109	303-555-2131	970-555-8641	Senior
846000	LaPorte	Ian	1408 Preston A	Denver	CO	80243	303-555-8700	303-555-7120	Family
874301	Stevens	Bruce	7109 Carwill Dr	Denver	CO	80280	303-555-4511	303-555-3479	Individual
976541	Rochstein	Andy	1809 Berkeley	Denver	CO	80232	303-555-2649	303-555-8747	Family

Field name

Record

Field value

Navigating Around a Table

- You can use the pointer to move the insertion point to any field in a table by clicking in the desired field.

KEY	DESCRIPTION
Enter, Tab, or right arrow	Moves to the next field in the current record
Left arrow or Shift+Tab	Moves to the previous field in the current record
End	Moves to the "Click to Add" column in the current record
Home	Moves to the first field in the current record
Up arrow	Moves up one record and stays in the same field
Down arrow	Moves down one record and stays in the same field
Page Up	Moves up one screen for the current field
Page Down	Moves down one screen for the current field
Ctrl+Home	Moves to the first field in the first record
Ctrl+End	Moves to the last field in the last record

Using the keyboard to navigate in Datasheet view