Access Lesson 1 Microsoft Access Basics

Microsoft Office 2010 Introductory

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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

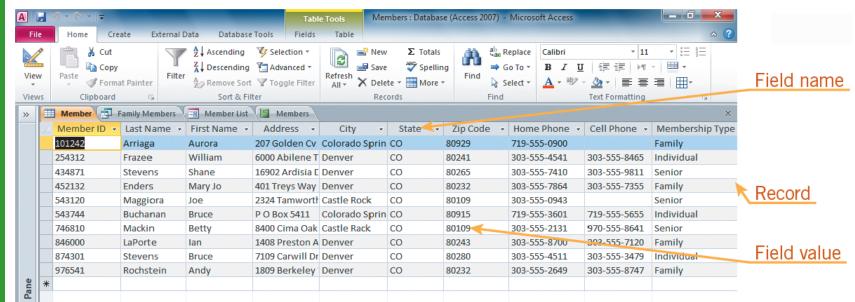
Object	Description
Table	Stores all the data in the database in a format called a datasheet. Similar in appearance to a worksheet.
Query	Used to search and retrieve records from tables using criteria(s).
Form	Displays data from one or more tables in a format similar to a printed form.
Report	Displays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



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