

Microsoft  
**Office 2003**  
Introductory Concepts  
and Techniques

# Access Project 1

Creating and Using a  
Database



# Objectives

- Describe databases and database management systems
- Start Access
- Describe the features of the Access desktop
- Create a database
- Create a table and add records

# Objectives

- Close a table
- Close a database and quit Access
- Open a database
- Print the contents of a table

# Objectives

- Create and use a simple query
- Create and use a simple form
- Create and print a custom report
- Design a database to eliminate redundancy

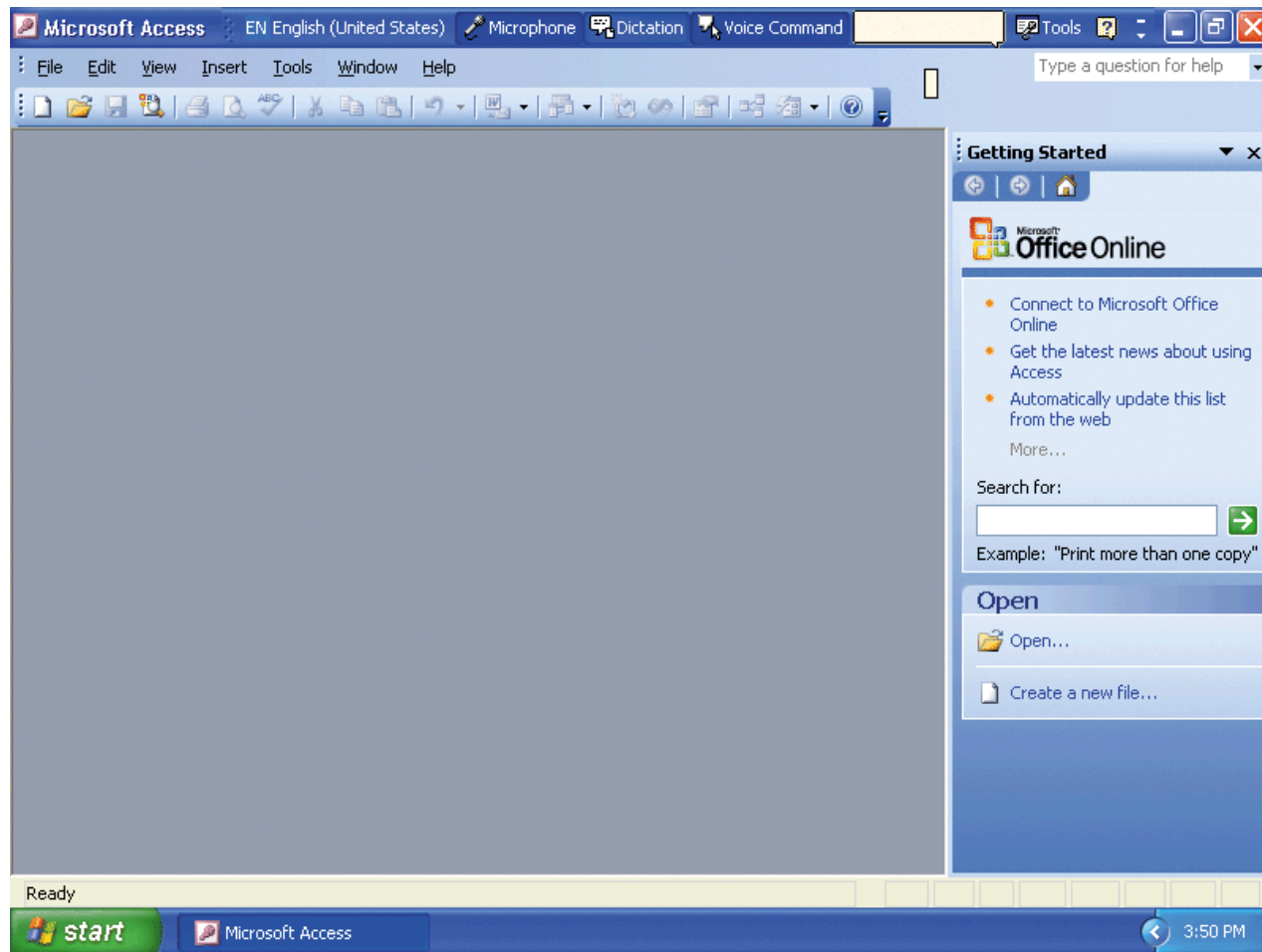
# Access Database

- Creating a database is a two-step process:
  - Build the structure and saving the table
  - Add records to the table (p. AC 22)

# Starting Access

- Click the Start button on the Windows taskbar, point to All Programs on the Start menu, and then point to Microsoft Office on the All Programs submenu
- Click Microsoft Office Access 2003
- If the Access window is not maximized, double-click its title bar to maximize it

# Starting Access, (p. AC 7)



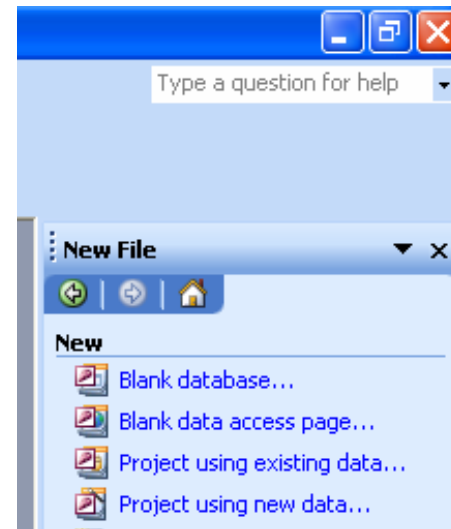
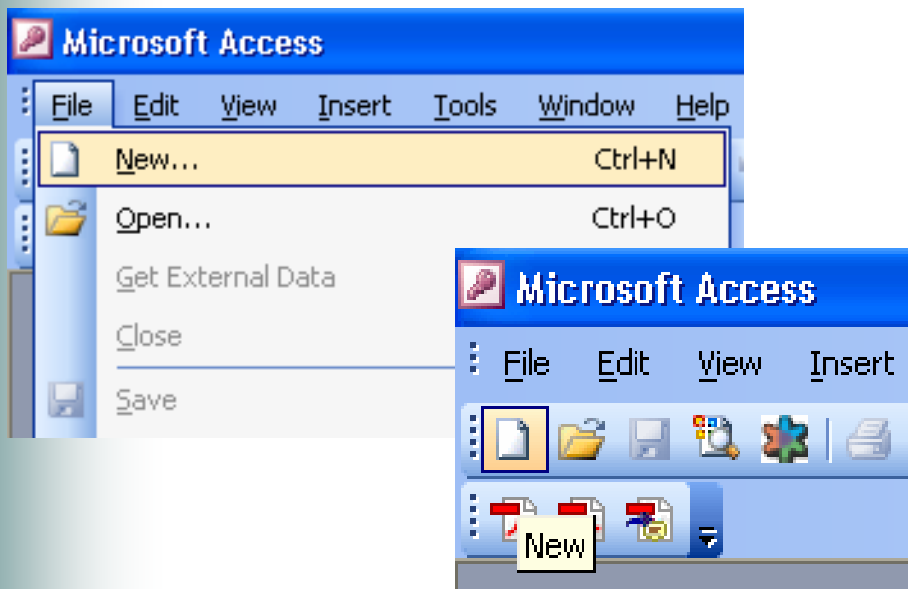
# Creating a New Database, (p. AC 10)

- 1. Insert a formatted USB flash drive, if desired
- Click the New button on the Database toolbar to display the task pane
- Click the Blank Database option in the task pane, and then click the Save in box arrow



# Creating a New Database 1.

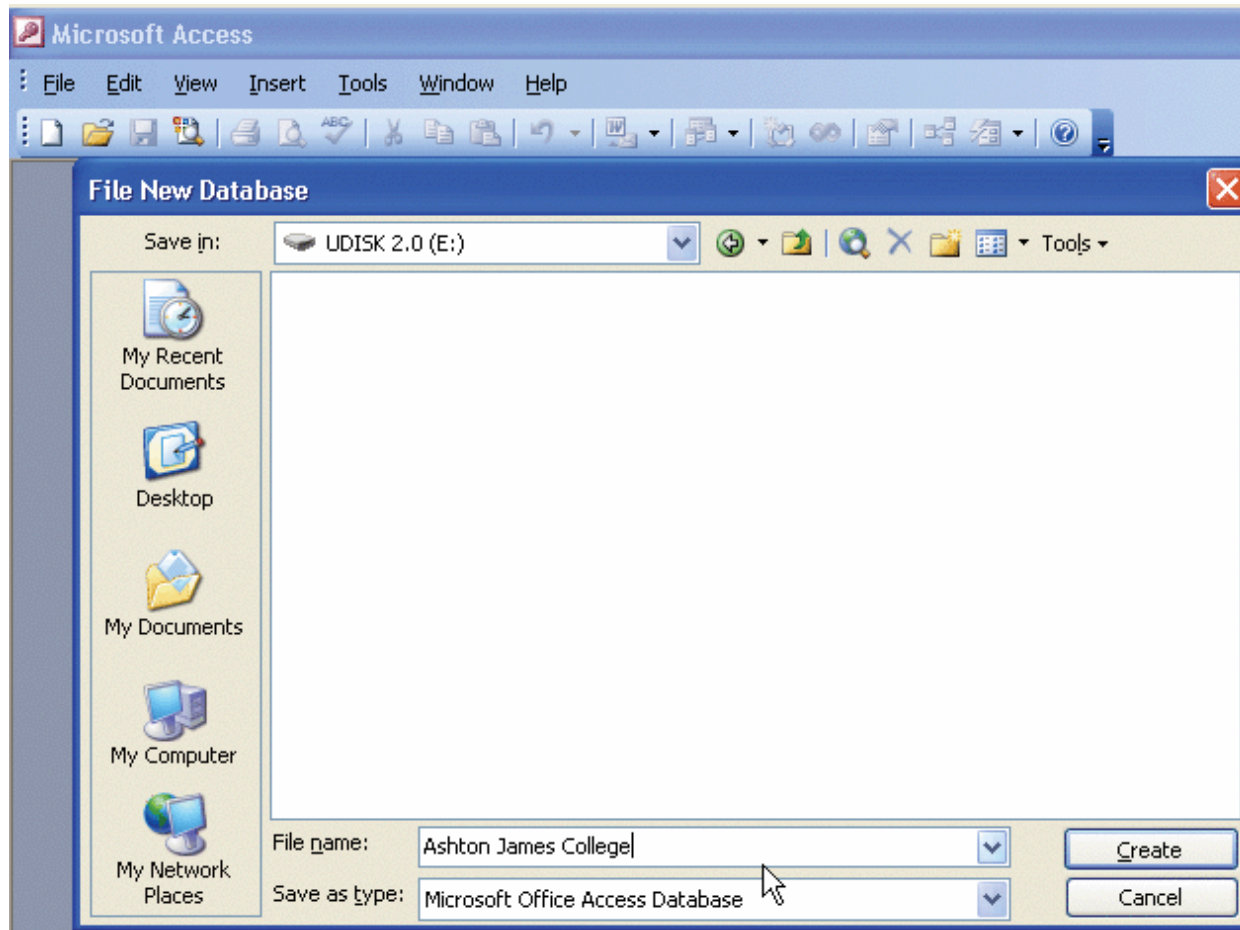
- Click the New button on the Database window toolbar; or click the New icon); or click Blank Database in the Task Panel (p.AC10)



# Creating a New Database

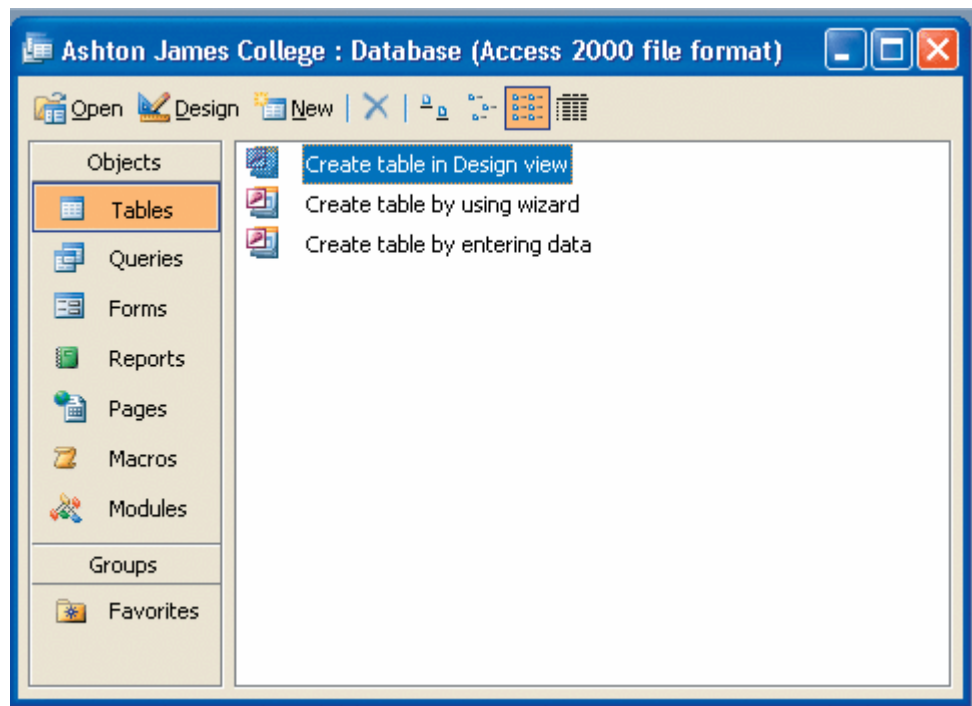
- 2. Click the File name text box
- Use the BACKSPACE key or the DELETE key to delete db1 and then type Ashton James College as the file name
- 3. Click the Create button to create the database, p. AC 11

# Click the Create button to create the database, p. AC 11



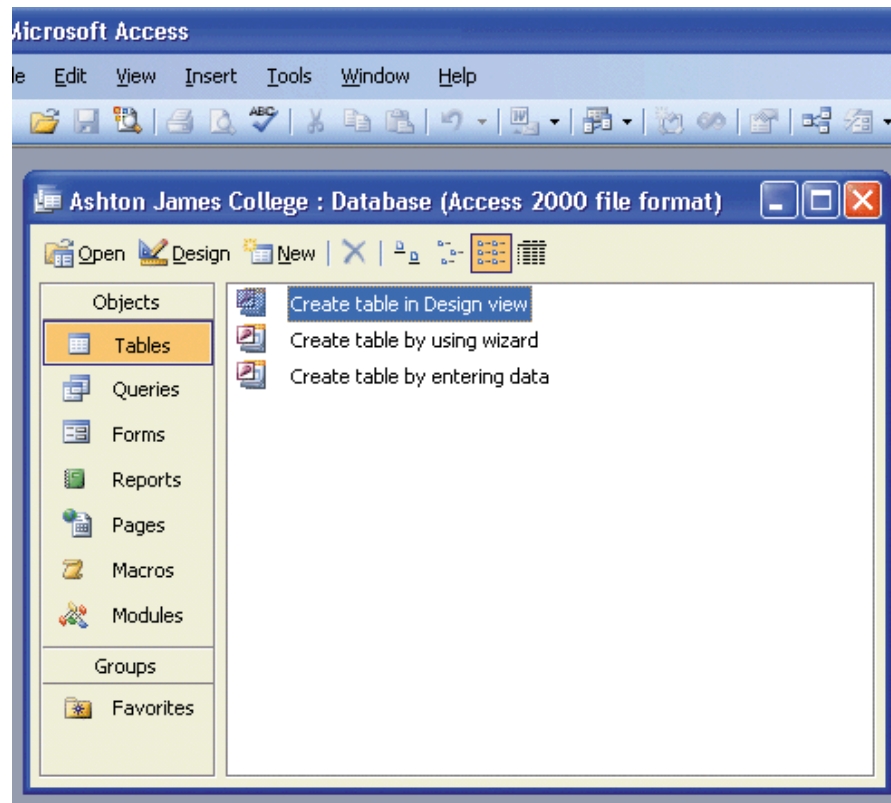
# Creating a New Database

- 3. Click the Create button to create the database (p. AC 11). The database window appears in the Microsoft Access window.



# Creating a New Database

- The Microsoft Access Window (p. AC12-15)



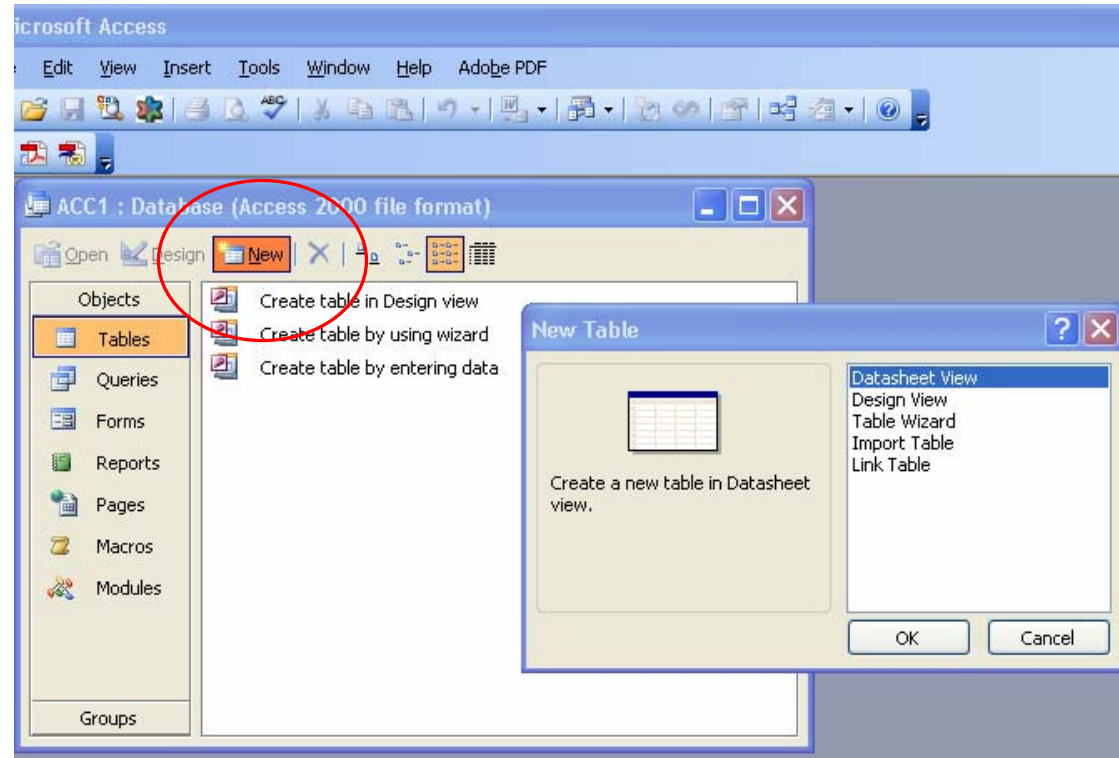
# Creating a Table

- An Access database consists of a collection of tables. (p. AC 15-17)

Client table								
CLIENT NUMBER	NAME	ADDRESS	CITY	STATE	ZIP CODE	AMOUNT PAID	CURRENT DUE	TRAINER NUMBER
BS27	Blant and Sons	4806 Park	Lake Hammond	TX	76653	\$21,876.00	\$892.50	42
CE16	Center Services	725 Mitchell	San Julio	TX	78364	\$26,512.00	\$2,672.00	48
CP27	Calder Plastics	7300 Cedar	Lake Hammond	TX	76653	\$8,725.00	\$0.00	48
EU28	Elba's Furniture	1445 Hubert	Tallmadge	TX	77231	\$4,256.00	\$1,202.00	53
FI28	Farrow-Idsen	829 Wooster	Cedar Ridge	TX	79342	\$8,287.50	\$925.50	42
FL93	Fairland Lawn	143 Pangborn	Lake Hammond	TX	76653	\$21,625.00	\$0.00	48
HN83	Hurley National	3827 Burgess	Tallmadge	TX	77231	\$0.00	\$0.00	48
MC28	Morgan-Alyssa	923 Williams	Crumville	TX	76745	\$24,761.00	\$1,572.00	42
PS82	PRIM Staffing	72 Crestview	San Julio	TX	78364	\$11,682.25	\$2,827.50	53
TE26	Telton-Edwards	5672 Anderson	Dunston	TX	77893	\$8,521.50	\$0.00	48

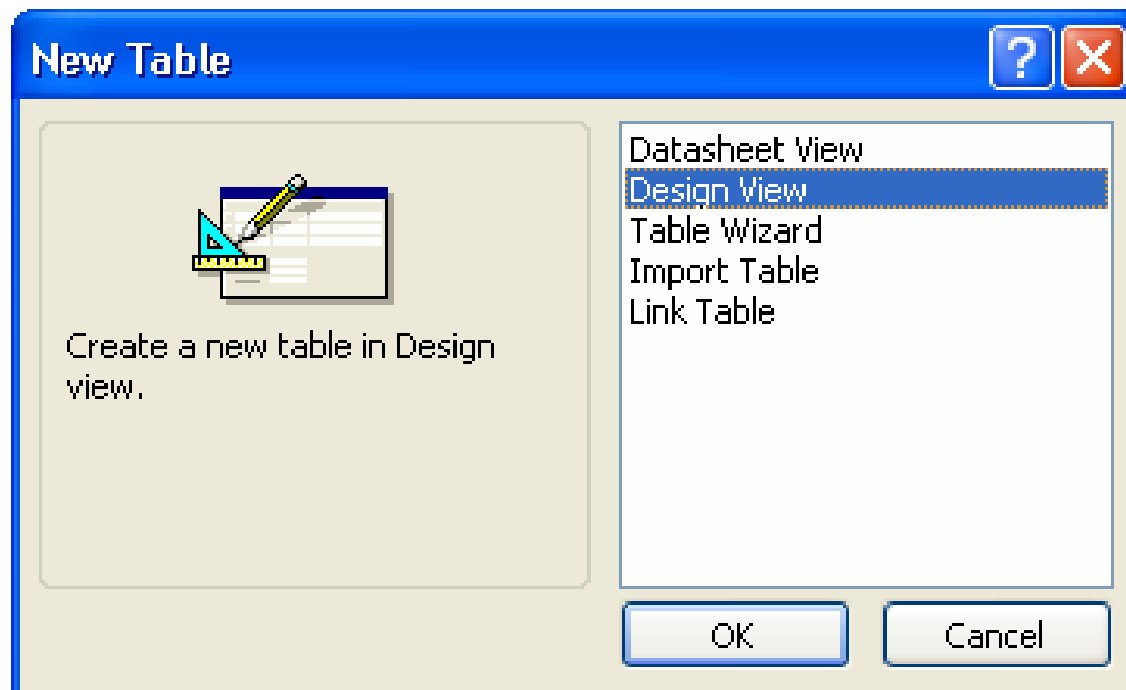
# Creating a Table

- 1. Click the New button on the Database window toolbar (p. AC17)



# Creating a Table

- 2. Click Design View and then click the OK button (p. AC 18)

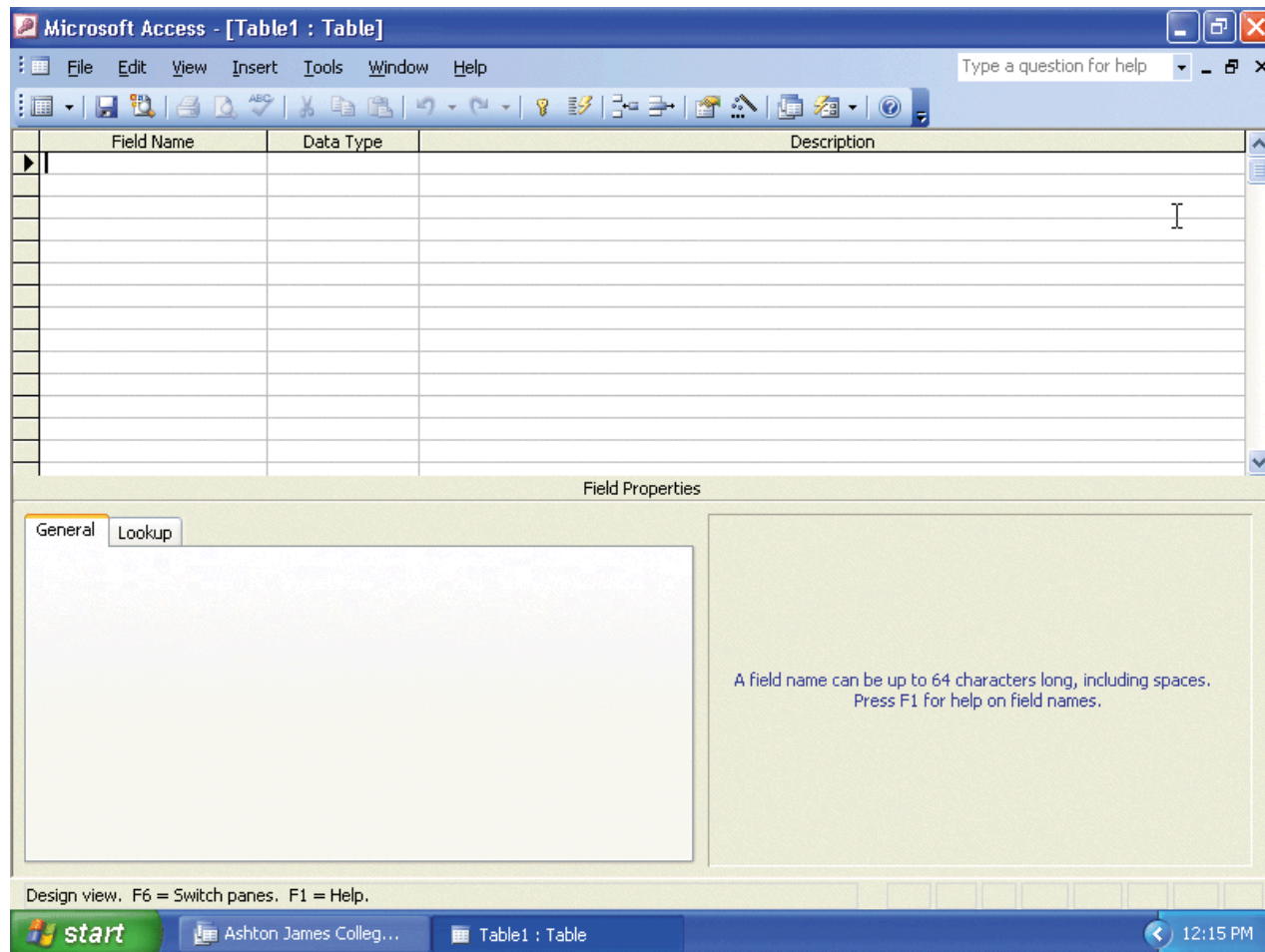




# Creating a Table

- 3. Double-click the title bar of the Table1 : Table window to maximize the window (AC 18)

# Creating a Table



# Defining the Fields in a Table

- 1. Type `Client Number` (the name of the first field) in the Field Name column and then press the TAB key (p. AC 19)
- 2. Because Text is the correct data type, press the TAB key to move the insertion point to the Description column



# Defining the Fields in a Table (AC 19)

- 2. type Client Number (Primary Key) as the description, and then click the Primary Key button on the Table Design toolbar



# Defining the Fields in a Table

- 3. Press the F6 key (p. AC 19-20)
- 4. Type 4 as the size of the Client Number field (p. AC 20; Field Size, Fig. 1-16)

The screenshot shows the 'Field Properties' dialog box with the 'General' tab selected. The 'Field Size' property is highlighted with a red box, and a red annotation box contains the text 'Field Size should be 4'.

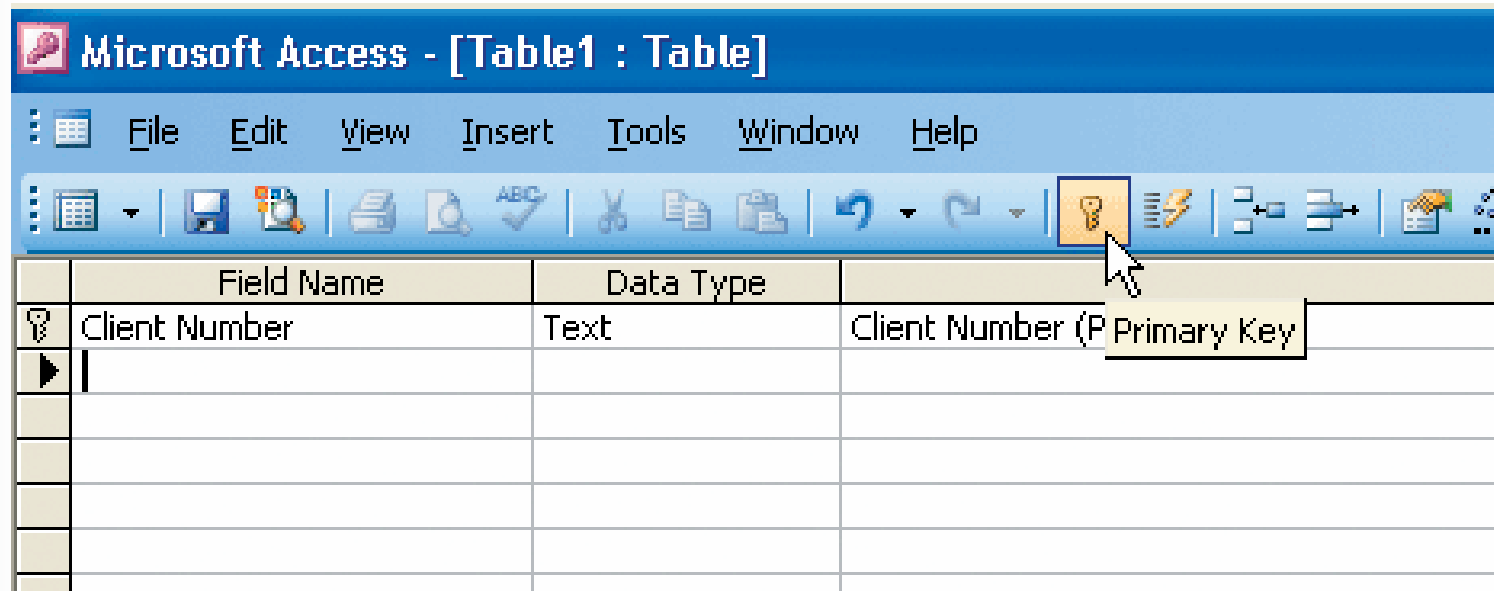
Property	Value
Field Size	30
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	Yes (No Duplicates)
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

# Defining the Fields in a Table (AC 19-20)

- 4. Press the F6 key to return to the Description column for the Client Number field, and then press the TAB key to move to the Field Name column in the second row



# Defining the Fields in a Table (AC 19-20)



# Defining the Fields in a Table

- 5. Use the techniques illustrated in the previous four steps to make the entries from the Client table structure shown on the following slide, up through and including the name of the Amount Paid field (p. AC 20)

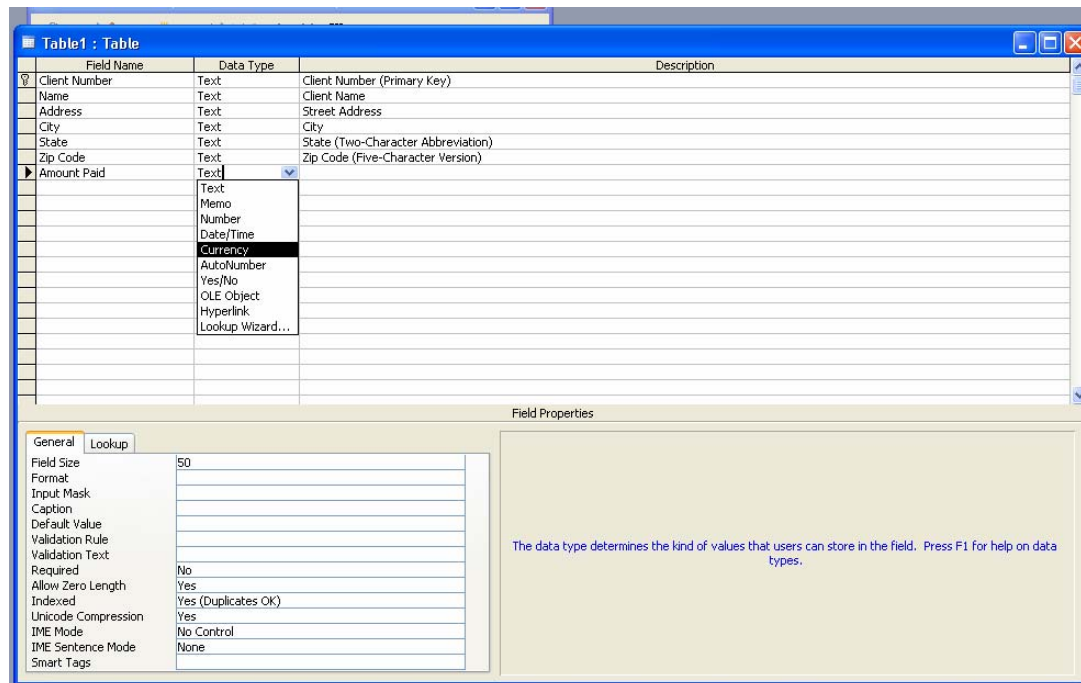
**Fig. 1 – 10a, p. AC 15**

Structure of Client table				
FIELD NAME	DATA TYPE	FIELD SIZE	PRIMARY KEY?	DESCRIPTION
Client Number	Text	4	Yes	Client Number (Primary Key)
Name	Text	20		Client Name
Address	Text	15		Street Address
City	Text	15		City
State	Text	2		State (Two-Character Abbreviation)
Zip Code	Text	5		Zip Code (Five-Character Version)
Amount Paid	Currency			Amount Paid by Client This Year
Current Due	Currency			Current Due from Client This Period
Trainer Number	Text	2		Number of Client's Trainer

[illegible]

# Defining the Fields in a Table

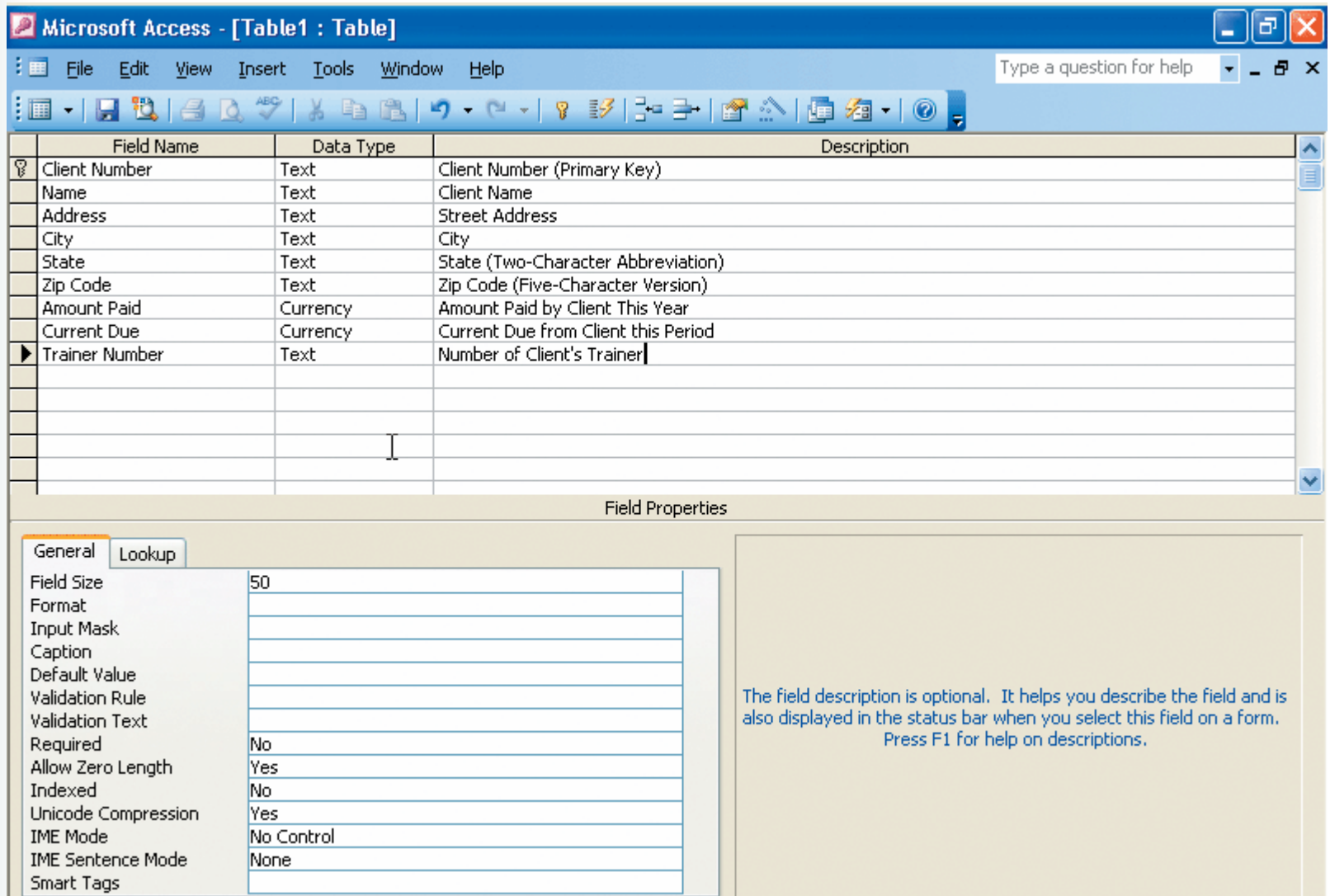
- 5. Click the Data Type box arrow (p. AC 20)
- 6. Click Currency and then press the TAB key



# Defining the Fields in a Table

- 6. Make the remaining entries from the Customer table structure shown on the following slide (p. AC 20)

Figure 1-109, p. AC 20



# Defining the Fields in a Table

Structure of Client table

FIELD NAME	DATA TYPE	FIELD SIZE	PRIMARY KEY?	DESCRIPTION
Client Number	Text	4	Yes	Client Number (Primary Key)
Name	Text	20		Client Name
Address	Text	15		Street Address
City	Text	15		City
State	Text	2		State (Two-Character Abbreviation)
Zip Code	Text	5		Zip Code (Five-Character Version)
Amount Paid	Currency			Amount Paid by Client This Year
Current Due	Currency			Current Due from Client This Period
Trainer Number	Text	2		Number of Client's Trainer

Currency Field Size is automatically assigned (AC 17)



# Correcting Errors in the Structure, p. AC 21

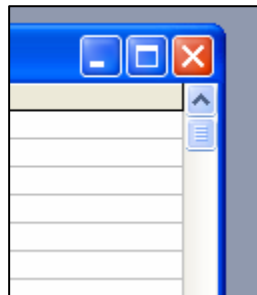
- When creating a table, check the entries carefully.
- Correct errors using the backspace key if in the field; clicking the entry and correcting; clicking the row selector and deleting an unwanted field; highlighting a field and clicking Insert to add a field
- The primary key can also be corrected.

# Correcting Errors in the Structure, p. AC 21

- When creating a table, check the entries carefully.
- Correct errors using the backspace key if in the field; clicking the entry and correcting; clicking the row selector and deleting an unwanted field; highlighting a field and clicking Insert to add a field
- The primary key can also be corrected.

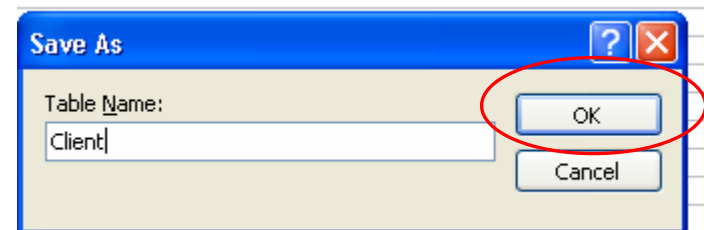
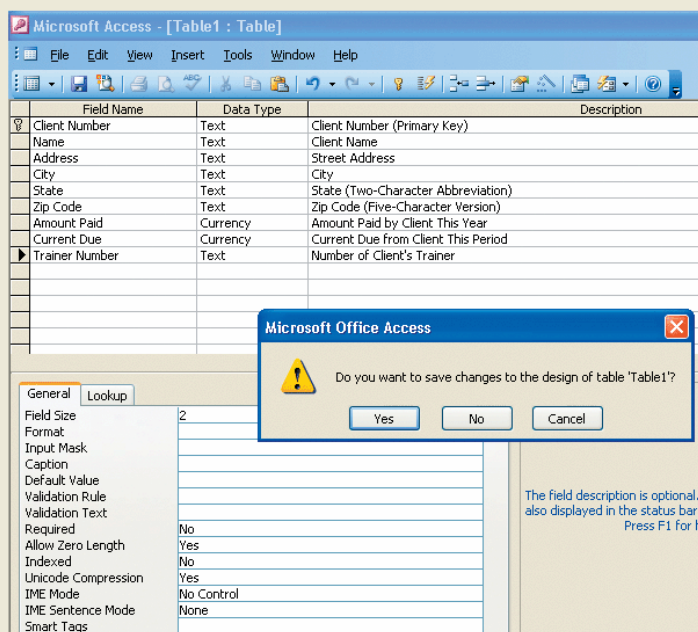
# Closing and Saving a Table

- 1. Click the Close Window button for the Table1: Table window (Be sure not to click the Close button on the Microsoft Access title bar, because this would close Microsoft Access) (AC 21)

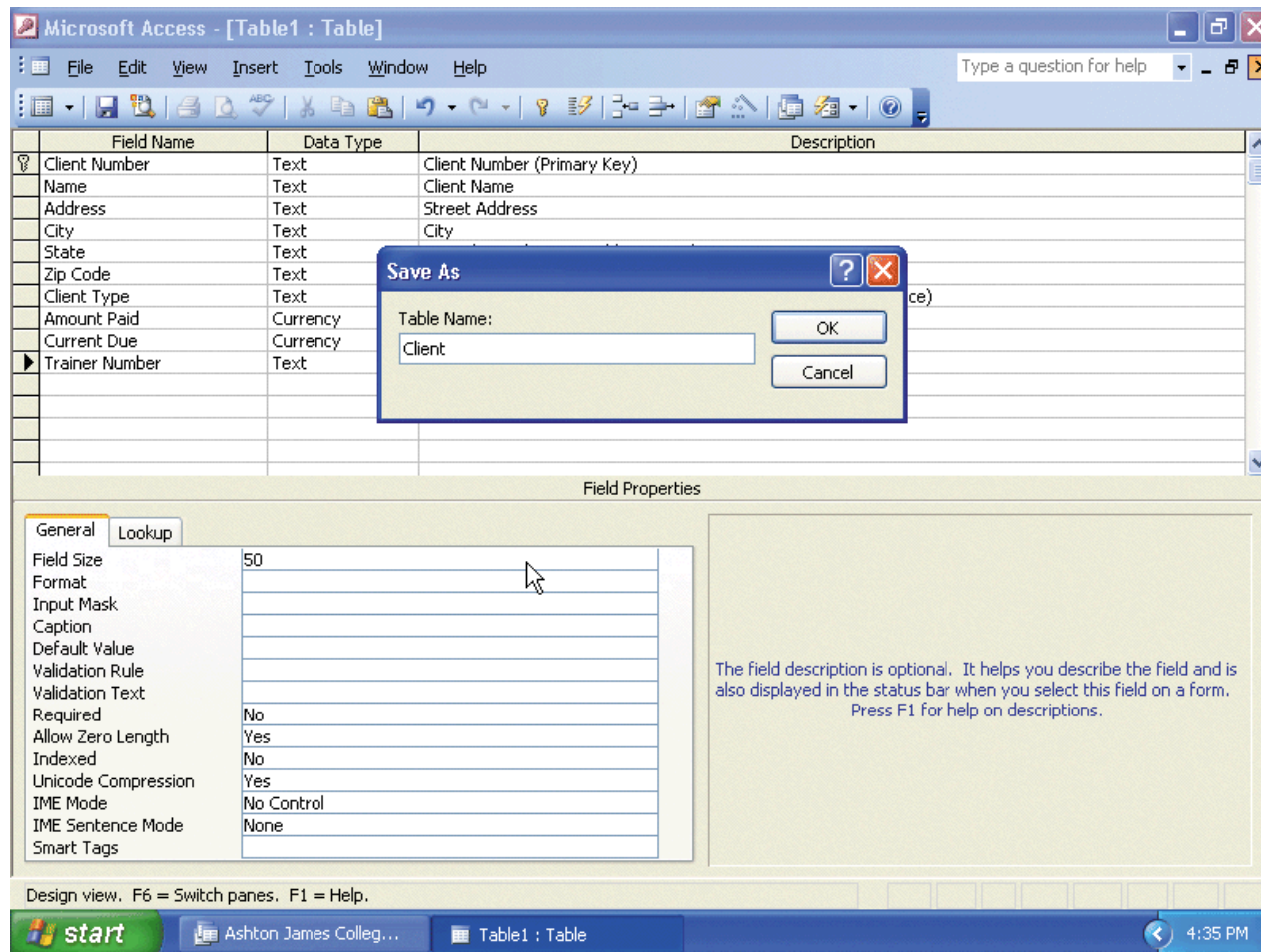


# Closing and Saving a Table

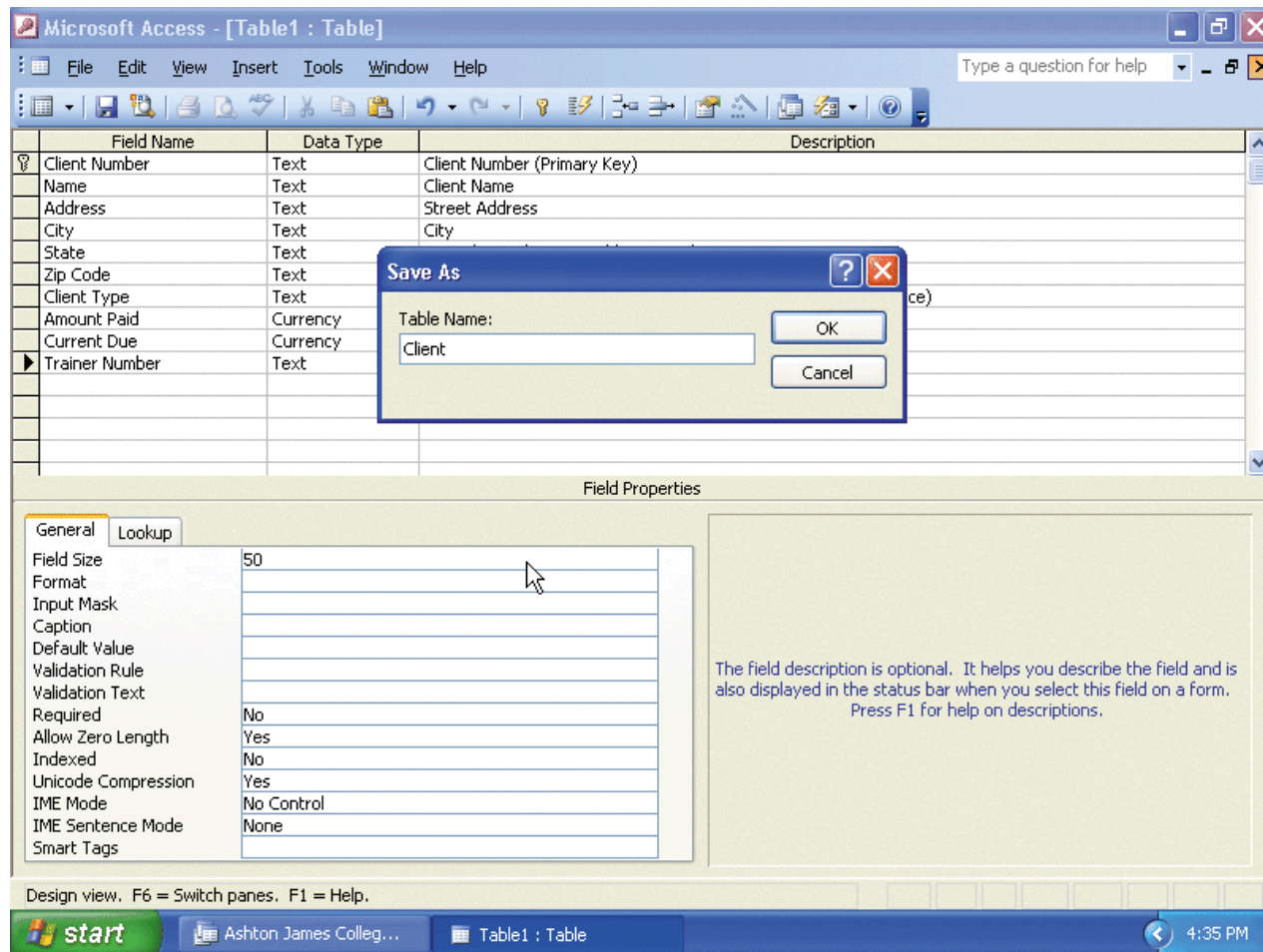
- Click the Yes button in the Microsoft Office Access dialog box, and then type Client as the name of the table (AC 21)
- Click the OK button in the Save As dialog box



# Closing and Saving a Table



# Closing and Saving a Table



# Adding Records to a Table

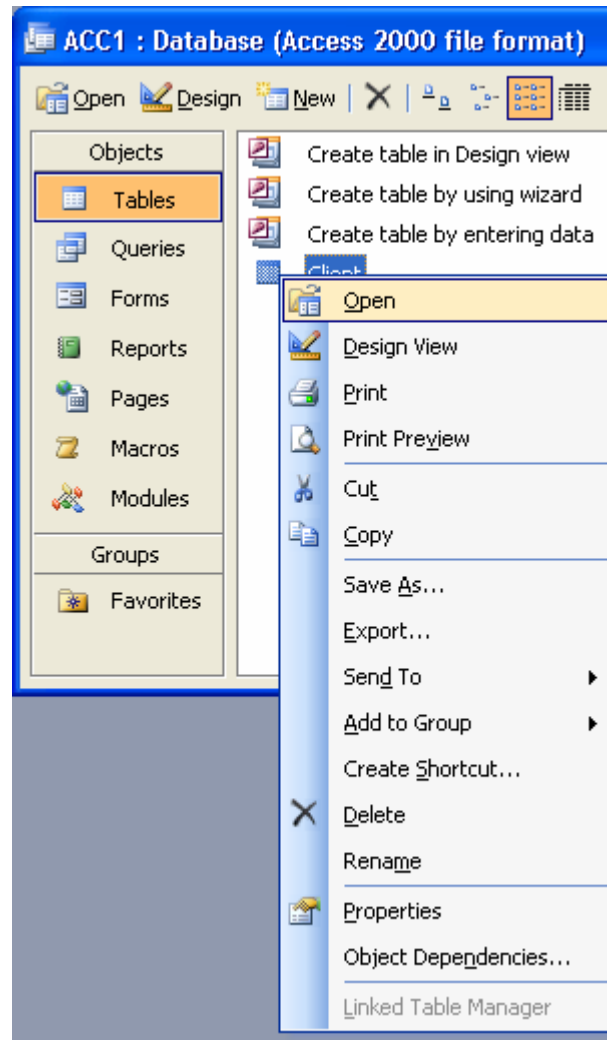
- Right-click the Client table in the Ashton James College : Database window
- Click Open on the shortcut menu
- Type BS27 as the first customer number. Be sure you type the letters in uppercase so they are entered in the database correctly
- Press the TAB key to complete the entry for the Client Number field
- Type the following entries, pressing the TAB key after each one: Blant and Sons as the name, 4806 Park as the address, Hammond as the city, TX as the state, and 76653 as the zip code

# Adding Records to a Table

- 1. Right-click the Client table in the Ashton James College : Database window (p. AC 23)
- 2. Click Open on the shortcut menu

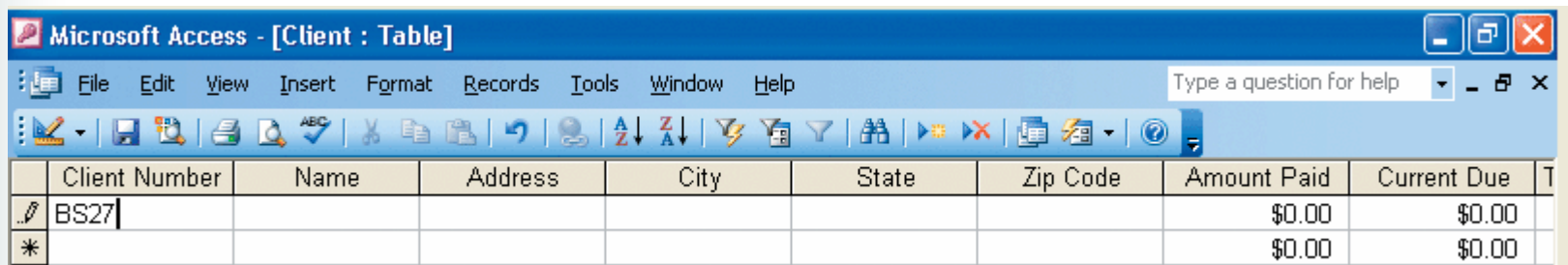


# Adding Records to a Table



# Adding Records to a Table

- 3. Type BS27 as the first customer number. Be sure you type the letters in uppercase so they are entered in the database correctly (p. AC 23)
- 4. Press the TAB key to complete the entry for the Client Number field

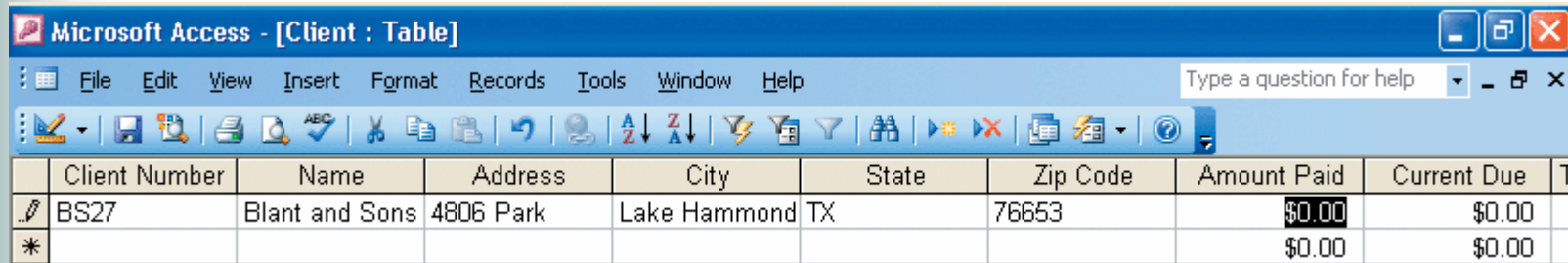


The screenshot shows the Microsoft Access application window titled 'Microsoft Access - [Client : Table]'. The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The toolbar contains various icons for database operations. Below the toolbar is a table with the following structure:

	Client Number	Name	Address	City	State	Zip Code	Amount Paid	Current Due	T
...	BS27						\$0.00	\$0.00	
*							\$0.00	\$0.00	

# Adding Records to a Table

- 4. Type the following entries, pressing the TAB key after each one: Blant and Sons as the name, 4806 Park as the address, Hammond as the city, TX as the state, and 76653 as the zip code (AC 24)



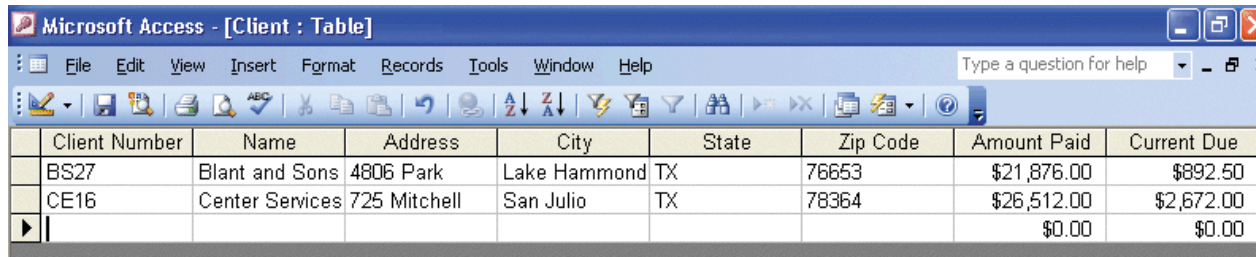
The screenshot shows the Microsoft Access application window titled "Microsoft Access - [Client : Table]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. A toolbar with various icons is visible below the menu bar. The main area displays a table with the following data:

	Client Number	Name	Address	City	State	Zip Code	Amount Paid	Current Due	T
...	BS27	Blant and Sons	4806 Park	Lake Hammond	TX	76653	\$0.00	\$0.00	
*							\$0.00	\$0.00	

# Adding Records to a Table

- 5. Type 21876 as the Amount Paid amount and then press the TAB key (p. AC 24)
- Type 892.50 as the current due amount and then press the TAB key
- Type 42 as the trainer number to complete data entry for the record
- 6. Press the TAB key
- 7. Use the techniques shown in the previous four steps to add the data for the second record shown on the following slide (p. AC 24)

# Adding Records to a Table



A screenshot of the Microsoft Access application window titled "Microsoft Access - [Client : Table]". The window displays a table with the following data:

Client Number	Name	Address	City	State	Zip Code	Amount Paid	Current Due
BS27	Blant and Sons	4806 Park	Lake Hammond	TX	76653	\$21,876.00	\$892.50
CE16	Center Services	725 Mitchell	San Julio	TX	78364	\$26,512.00	\$2,672.00
						\$0.00	\$0.00

Client table (first 2 records)

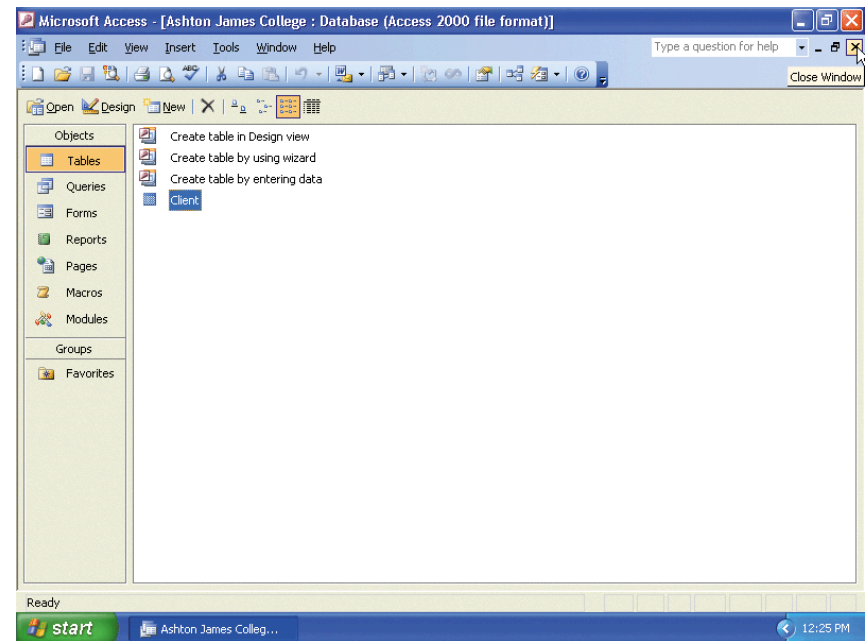
CLIENT NUMBER	NAME	ADDRESS	CITY	STATE	ZIP CODE	AMOUNT PAID	CURRENT DUE	TRAINER NUMBER
BS27	Blant and Sons	4806 Park	Lake Hammond	TX	76653	\$21,876.00	\$892.50	42
CE16	Center Services	725 Mitchell	San Julio	TX	78364	\$26,512.00	\$2,672.00	48

# Correcting Errors in the Data (p. AC 25)

- When entering data into a table, check the entries carefully.
- Correct errors using the backspace key if in the field; clicking the entry and correcting; clicking the record selector and deleting an unwanted field; clicking the New Record button to add a record.

# Closing a Table and Database and Quitting Access

- Click the Close Window button for the Client : Table window
- Click the Close Window button for the Ashton James College : Database window
- Click the Close button for the Microsoft Access window



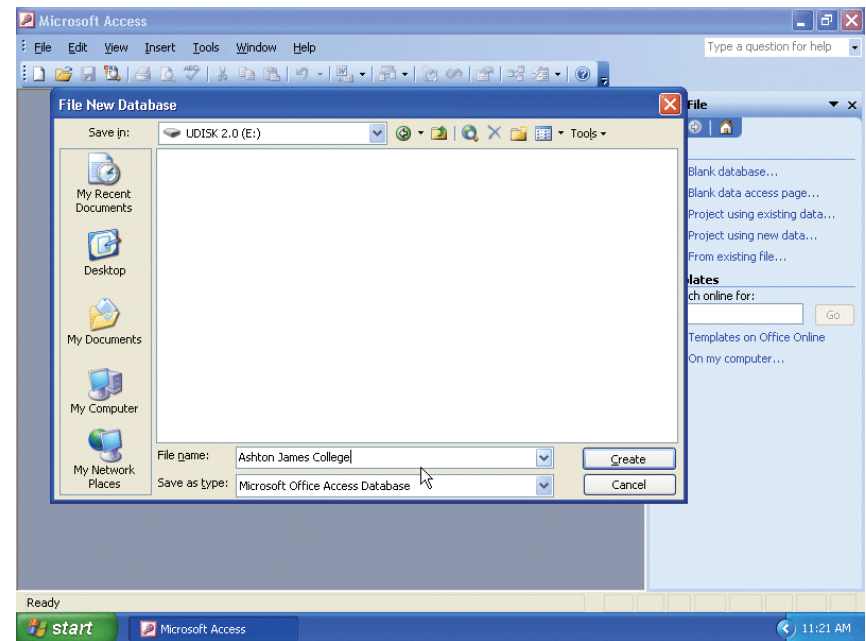
# Opening a Database

- Start Access
- If the task pane appears, click its Close button
- Click the Open button on the Database toolbar



# Opening a Database

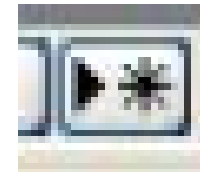
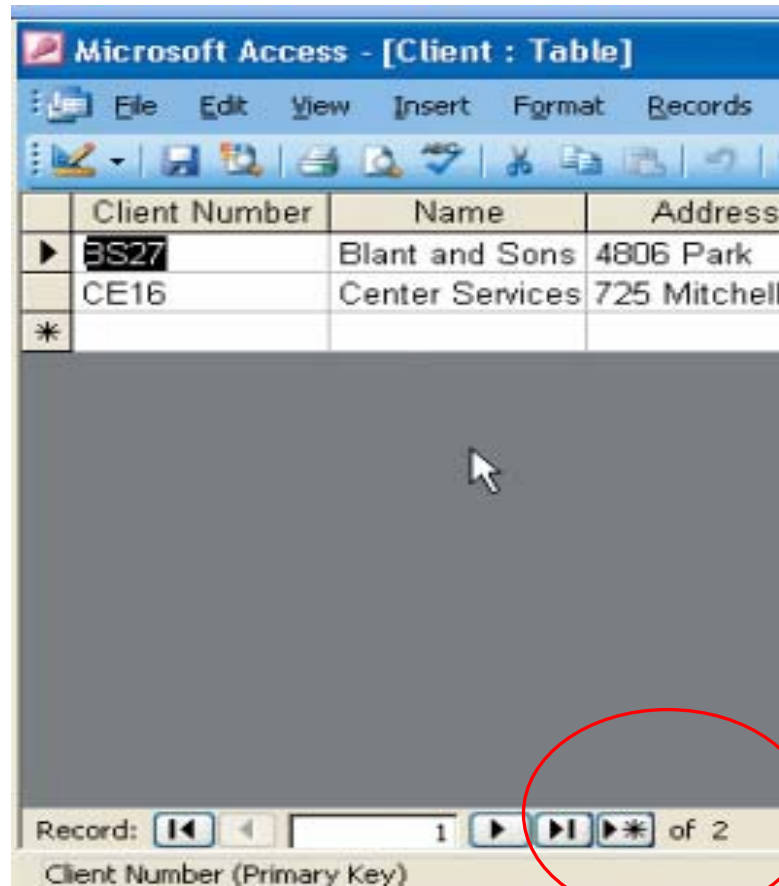
- Click the Look in box arrow and click the source
- Click Ashton James College
- Click the Open button in the Open dialog box



# Adding Additional Records to a Table (p. AC 28)

- 1. Right-click the Client table in the Ashton James College : Database window, and then click Open on the shortcut menu
- When the Client table appears, maximize the window by double-clicking its title bar
- 2. Click the New Record button

# Adding Additional Records to a Table



# Adding Additional Records to a Table

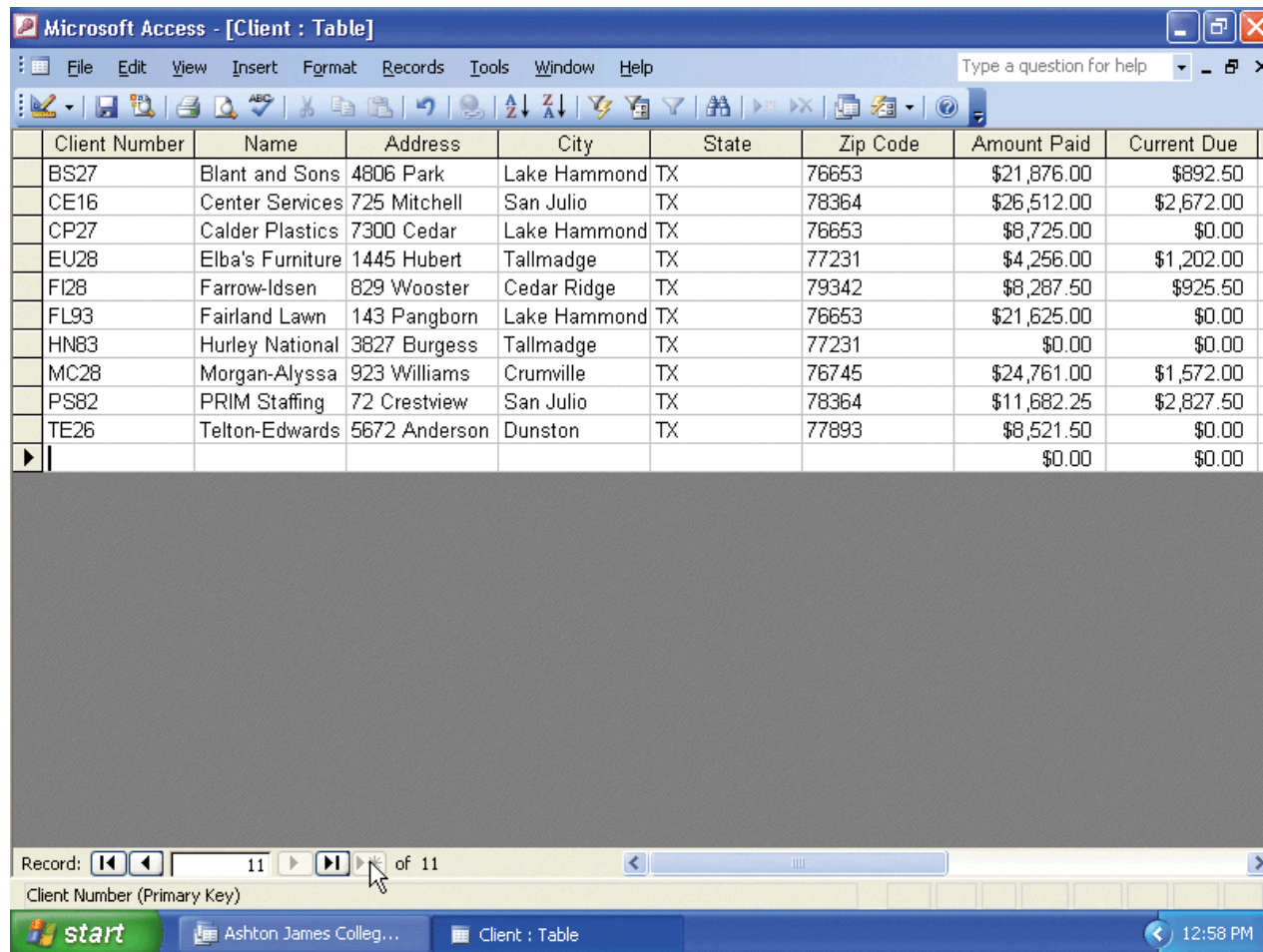
- Add the remaining records shown on the following slide using the same techniques you used to add the first two records
- Click the Close Window button for the datasheet

# Adding Additional Records to a Table

Figure 1-10b, p. AC 16

Client table (last 8 records)								
CLIENT NUMBER	NAME	ADDRESS	CITY	STATE	ZIP CODE	AMOUNT PAID	CURRENT DUE	TRAINER NUMBER
CP27	Calder Plastics	7300 Cedar	Lake Hammond	TX	76653	\$8,725.00	\$0.00	48
EU28	Elba's Furniture	1445 Hubert	Tallmadge	TX	77231	\$4,256.00	\$1,202.00	53
FI28	Farrow-Idsen	829 Wooster	Cedar Ridge	TX	79342	\$8,287.50	\$925.50	42
FL93	Fairland Lawn	143 Pangborn	Lake Hammond	TX	76653	\$21,625.00	\$0.00	48
HN83	Hurley National	3827 Burgess	Tallmadge	TX	77231	\$0.00	\$0.00	48
MC28	Morgan-Alyssa	923 Williams	Crumville	TX	76745	\$24,761.00	\$1,572.00	42
PS82	PRIM Staffing	72 Crestview	San Julio	TX	78364	\$11,682.25	\$2,827.50	53
TE26	Telton-Edwards	5672 Anderson	Dunston	TX	77893	\$8,521.50	\$0.00	48

# Adding Additional Records to a Table



Microsoft Access - [Client : Table]

Type a question for help

Client Number	Name	Address	City	State	Zip Code	Amount Paid	Current Due	T
BS27	Blant and Sons	4806 Park	Lake Hammond	TX	76653	\$21,876.00	\$892.50	4
CE16	Center Services	725 Mitchell	San Julio	TX	78364	\$26,512.00	\$2,672.00	4
CP27	Calder Plastics	7300 Cedar	Lake Hammond	TX	76653	\$8,725.00	\$0.00	4
EU28	Elba's Furniture	1445 Hubert	Tallmadge	TX	77231	\$4,256.00	\$1,202.00	5
FI28	Farrow-Idsen	829 Wooster	Cedar Ridge	TX	79342	\$8,287.50	\$925.50	4
FL93	Fairland Lawn	143 Pangborn	Lake Hammond	TX	76653	\$21,625.00	\$0.00	4
HN83	Hurley National	3827 Burgess	Tallmadge	TX	77231	\$0.00	\$0.00	4
MC28	Morgan-Alyssa	923 Williams	Crumville	TX	76745	\$24,761.00	\$1,572.00	4
PS82	PRIM Staffing	72 Crestview	San Julio	TX	78364	\$11,682.25	\$2,827.50	5
TE26	Telton-Edwards	5672 Anderson	Dunston	TX	77893	\$8,521.50	\$0.00	4
						\$0.00	\$0.00	

Record: 11 of 11

Client Number (Primary Key)

start Ashton James Colleg... Client : Table 12:58 PM

# Using the Simple Query Wizard to Create a Query (p. AC 34)

- 1. With the Tables object selected and the Client table selected, click the New Object button arrow on the Database toolbar

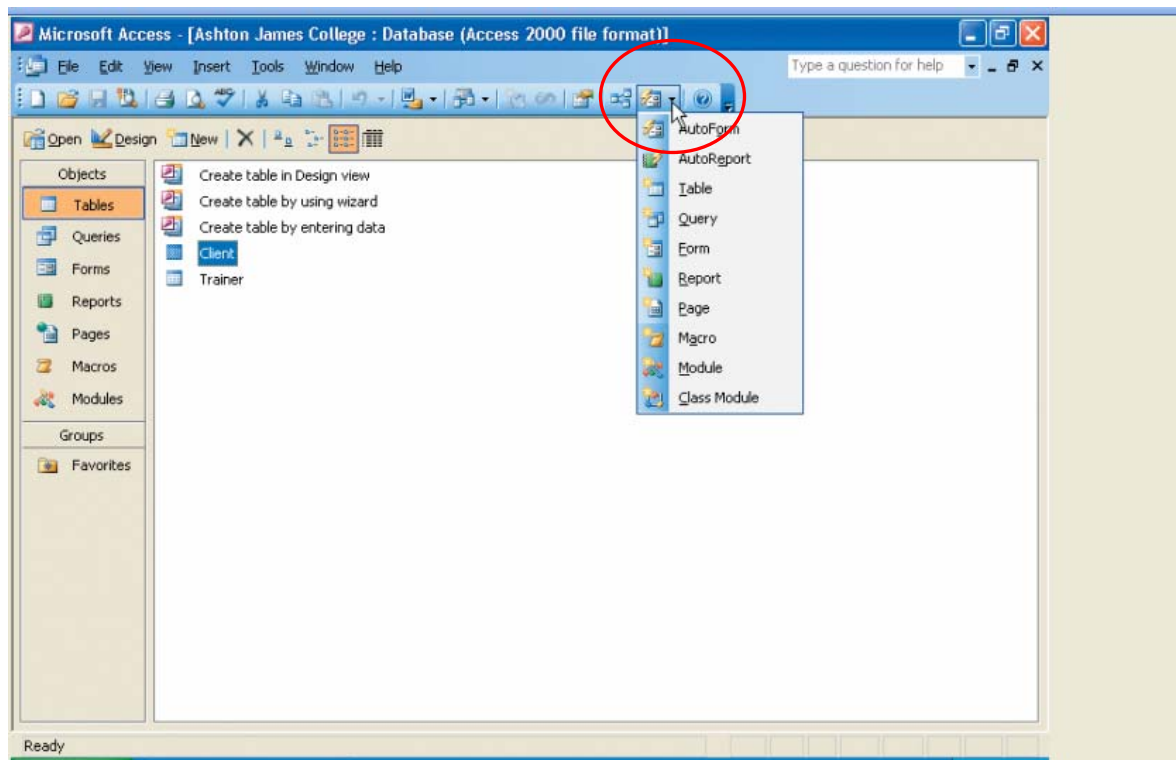
# Using the Simple Query Wizard to Create a Query (p. AC 34)

Queries are simply questions, the answers to which are in the database.



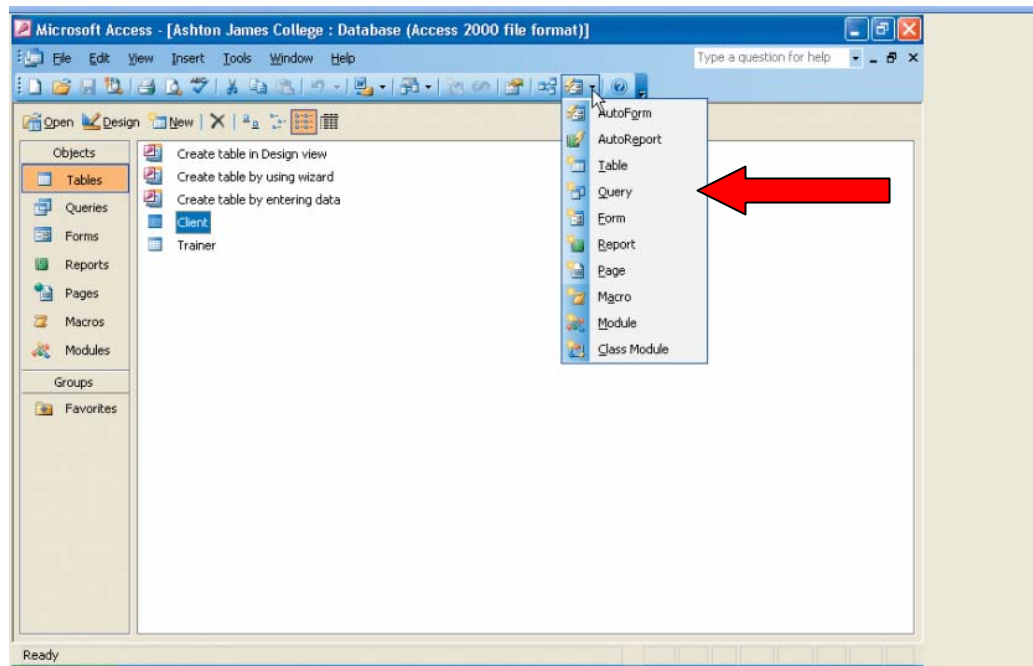
# Using the Simple Query Wizard to Create a Query (p. AC 34)

1. click the New Object button arrow on the Database toolbar



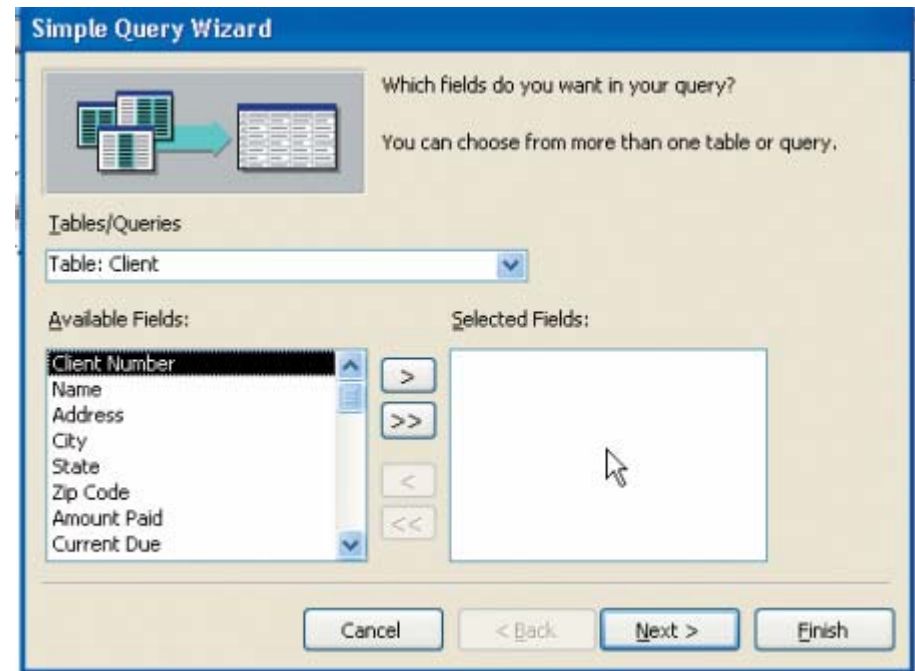
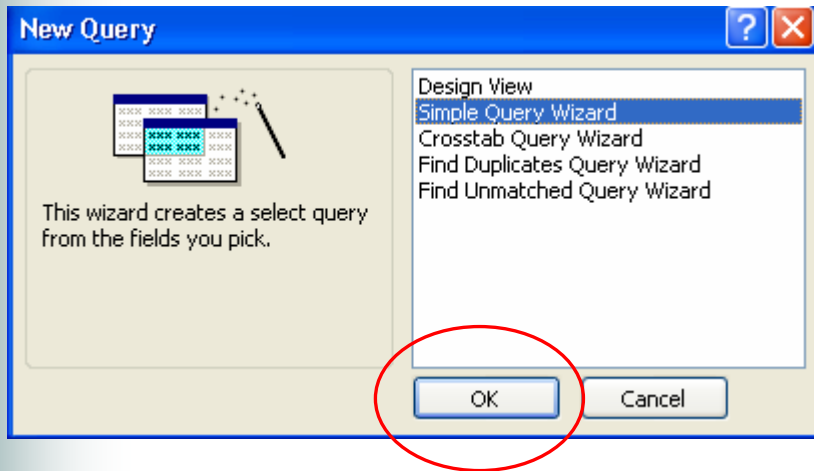
# Using the Simple Query Wizard to Create a Query (p. AC 34-36)

- 2. Click Query on the New Object list (AC 35)



# Using the Simple Query Wizard to Create a Query (p. AC 35)

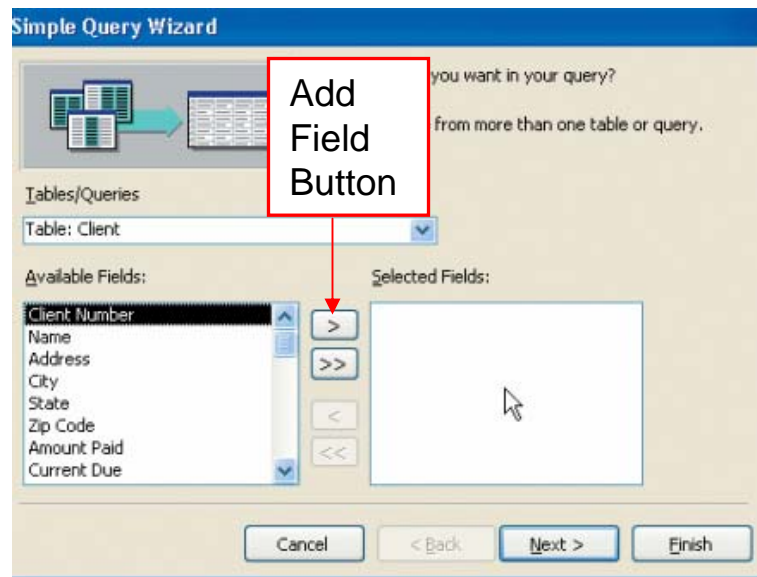
- 3. Click Simple Query Wizard, and then click the OK button



Access Simple Query Dialog Box

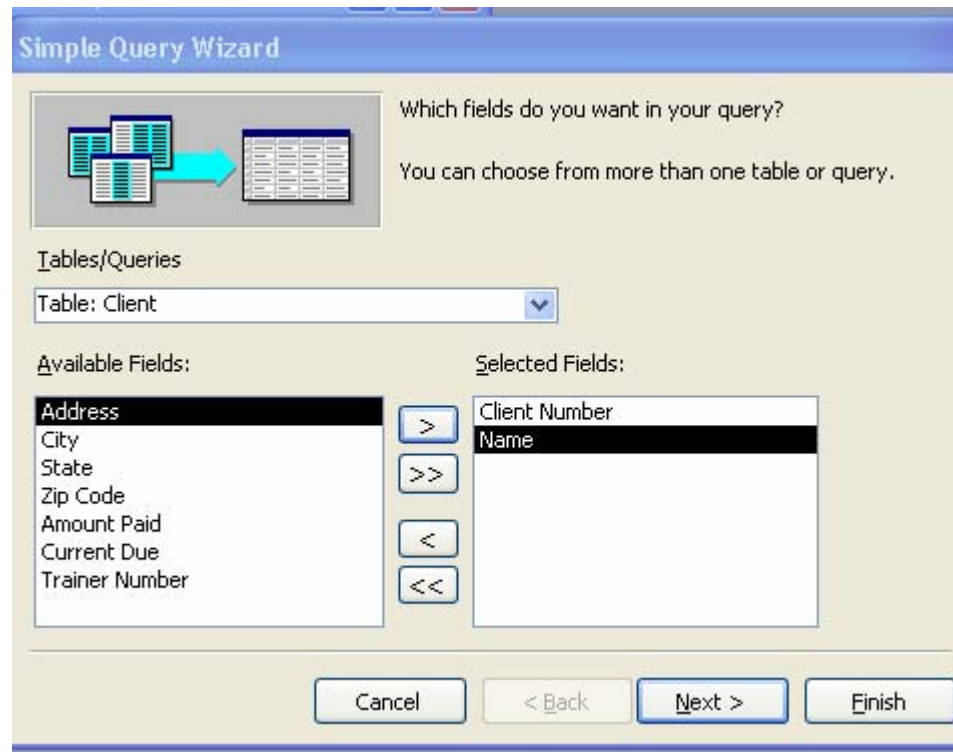
# Using the Simple Query Wizard to Create a Query (p. AC 34)

- 4. Click the Add Field button to add the Client Number field
- Click the Add Field button a second time to add the Name field



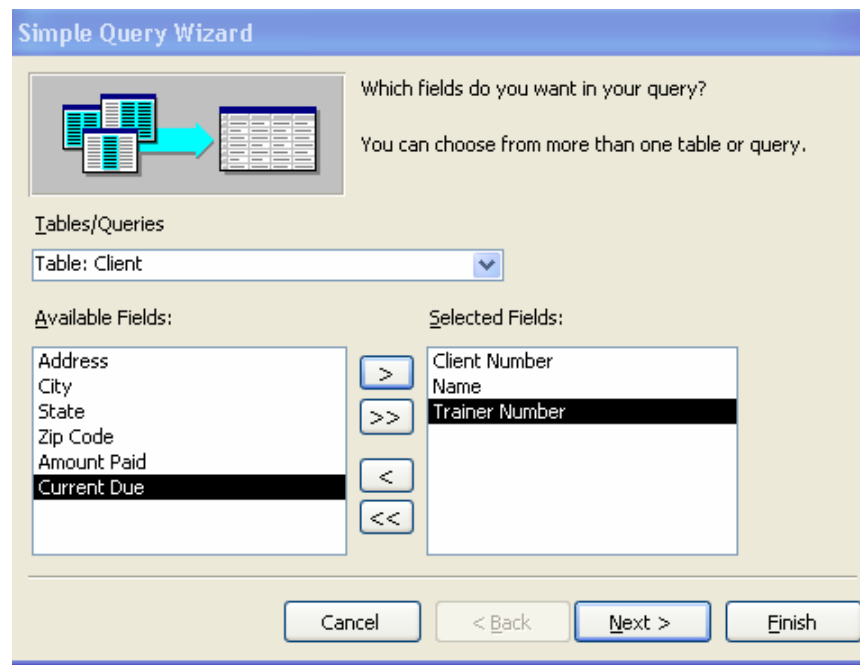
# Using the Simple Query Wizard to Create a Query (p. AC 34)

- 4. Click the Add Field button a second time to add the Name field



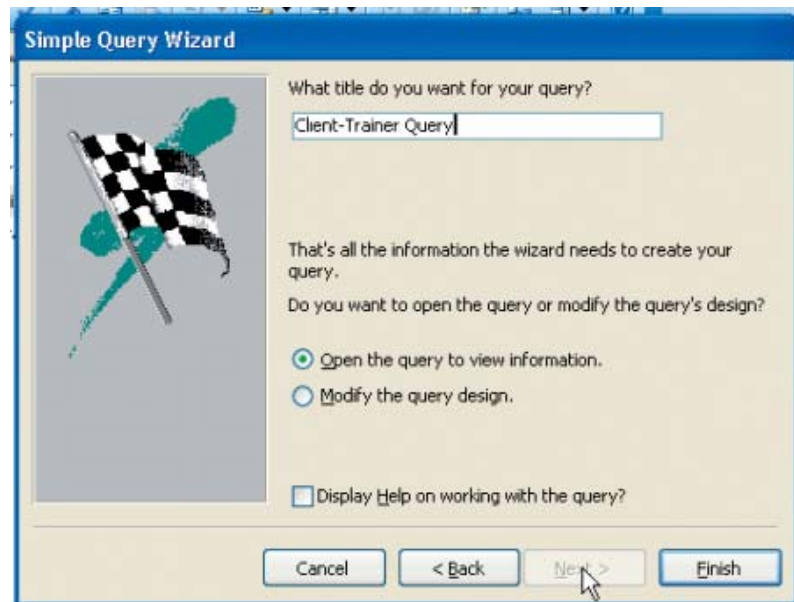
# Using the Simple Query Wizard to Create a Query (p. AC 35)

- 4. Click the Trainer Number field, and then click the Add Field button to add the Trainer Number field



# Using the Simple Query Wizard to Create a Query

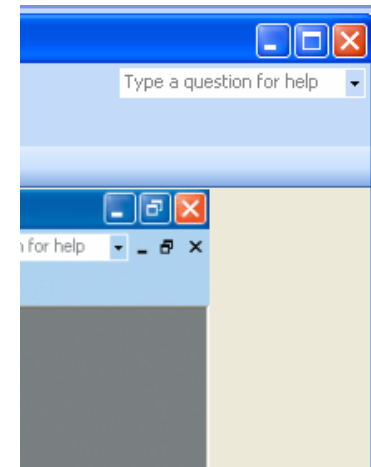
- 5. Click the Next button, and then type Client-Trainer Query as the name for the query (p. AC 36)



# Using the Simple Query Wizard to Create a Query

- 6. Click the Finish button to complete the creation of the query (p. 36)
- 7. Click the Close Window button for the Client-Trainer Query : Select Query window

	Client Number	Name	Trainer Number
►	BS27	Blant and Sons	42
	CE16	Center Services	48
	CP27	Calder Plastics	48
	EU28	Elba's Furniture	53
	FI28	Farrow-Ildsen	42
	FL93	Fairland Lawn	48
	HN83	Hurley National	48
	MC28	Morgan-Alyssa	42
	PS82	PRIM Staffing	53
	TE26	Telton-Edwards	48
*			

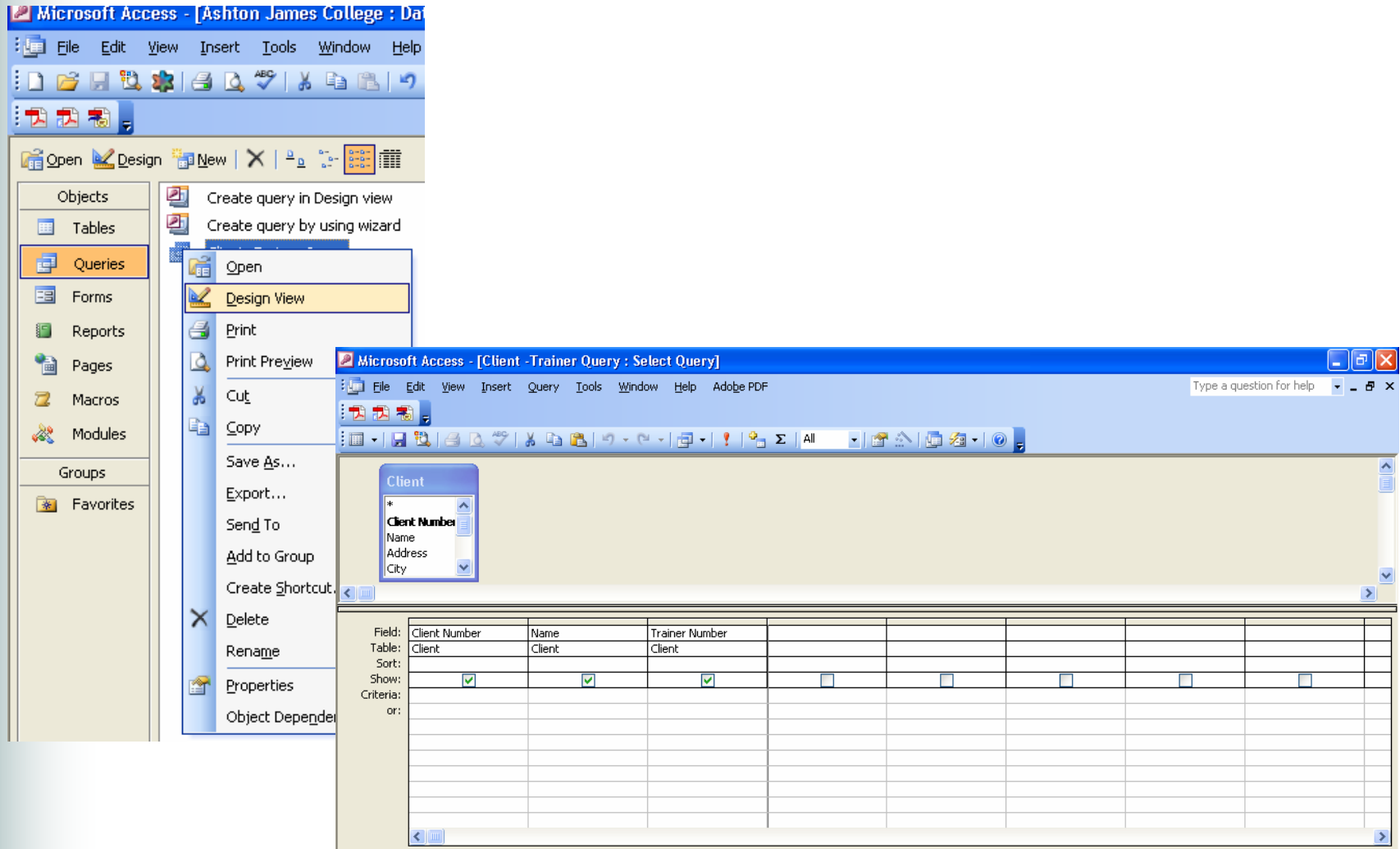




# Using a Query (p. AC 36-38)

- If necessary, click the Queries object.  
Right-click the Client-Trainer Query
- Click Design View on the shortcut menu

# Using a Query (p. AC 36)



# Using a Query (p. AC 36)

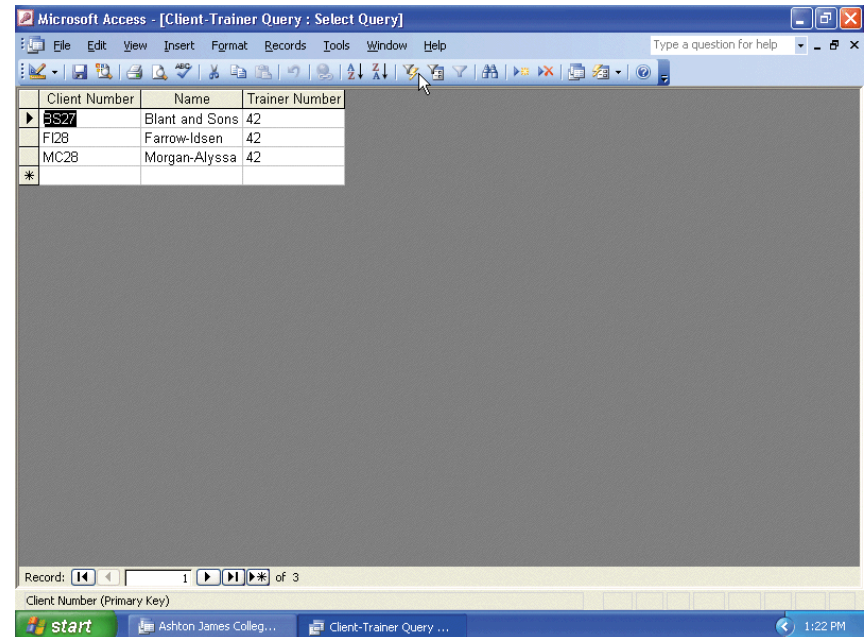
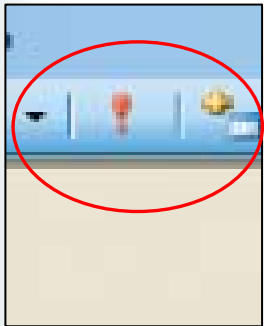
- 3. Click the Criteria row in the Trainer Number column of the grid, and then type 42 as the criterion

The screenshot shows the Microsoft Access Query Design View. At the top, a field list contains 'Name', 'Address', and 'City'. Below this is a query grid with three columns: 'Client Number', 'Name', and 'Trainer Number'. The grid has rows for 'Field:', 'Table:', 'Sort:', 'Show:', 'Criteria:', and 'or:'. A red arrow points to the 'Criteria:' row in the 'Trainer Number' column, which contains the value '42'. The 'Show:' row for all three columns contains a green checkmark icon.

	Client Number	Name	Trainer Number
Field:	Client Number	Name	Trainer Number
Table:	Client	Client	Client
Sort:			
Show:			
Criteria:			42
or:			

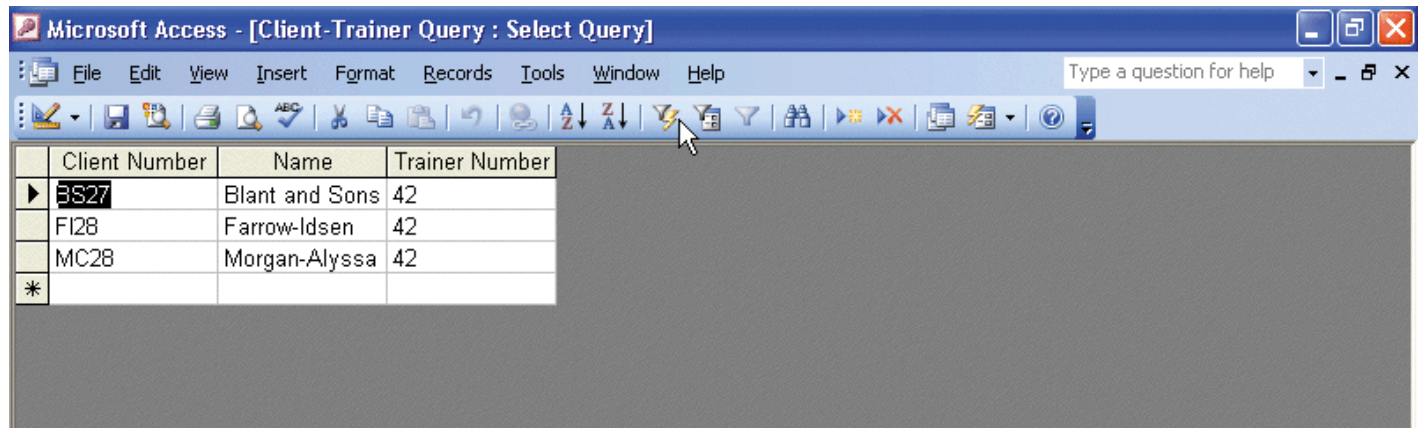
# Using a Query (p. AC 38)

- 4. Click the Run button on the Query Design toolbar



# Using a Query (p. AC 38)

- 5. Close the window containing the query results by clicking its Close Window button
- When asked if you want to save your changes, click the No button



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