

Access® 2019 Introduction

Quick Reference Guide

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About Access

Overview of a Database

Access is a "relational database" program. In a relational database, you store large amounts of data into the smallest possible increments within tables. You then relate these tables together by joining common fields between them. In this way, you store less redundant data and your database will operate more quickly and efficiently. When you relate tables, you are then able to access any data in the related tables. In Access, you manipulate a contained collection of smaller objects within a database file.

Access Definitions

Database: A collection of tables, queries, forms, reports, macros, and modules.

Datasheet View: Displays data from a table, form, query, view, or macro in a row-and-column format. Used to add fields, add, delete, and search for data.

Design View: Used to create new database objects and modify the design of existing objects.

Field: A column of data or single piece of data.

Form: An object which uses controls to perform actions or to enter, display, and edit data in fields.

Macro: An action or actions that automate tasks.

Module: A collection of user-defined functions, subroutines, and global variables written in VBA code, which can be accessed from anywhere in the database.

Navigation Pane: Appears at left where you open an Access database. Displays objects in the database.

Query: A request for data results, for action on data, or both. A query can answer a simple question, perform calculations, combine data from different tables, and add, change, or delete table data.

Record: A row of data, made up of different fields.

Report: A printable object containing information formatted and organized according to specifications.

Table: A database object that stores data in records (rows) and fields (columns).

Access Basics

Creating a Database

either the BLANK & thumbnail in the "File" tab in the Ribbon or left in Backstage.

"Suggested" for Online

Instructions



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Online Key Card



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Switching Between Object Views

1. To open an object (table, query, form, report, etc.), double-click it in the Navigation Pane.
2. Click the drop-down arrow at the bottom of the "View" button in the "Views" group on the "Home" tab in the Ribbon and select a view. Or, to toggle views, click the upper-portion of the button instead.



Datasheet View

Entering and Editing Table Data

To add a record:

1. Click into the first field in the empty row at the bottom of the table. Or, click the "New (Blank) record" button in the lower-left corner of the table.
2. Type data into the first field. To advance to the next field, press the "Enter" or "Tab" key. Repeat for each field. To advance to a new record, press the "Enter" or "Tab" key in the last field of the record.

To edit a record:

1. Click into the field of the record and make desired edits using normal word processing techniques. A pencil icon appears in the row's selector box at the left end of the row to indicate unsaved changes.
2. Exit the field. Access automatically saves changes.

To delete a record:

1. Click the row selector at the far left end of the row to select the entire record. A border will appear around the entire row.
2. Press the "Delete" key. Or, click the "Delete" button in the "Records" group on the "Home" tab in the Ribbon. Click "Yes" to confirm the deletion.

Sorting Table Data

1. Click the drop-down arrow to the right of the field heading. Or, right-click in the field to sort by.
2. Choose "Ascending" or "Descending".

Primary Keys and Joining Tables

Assigning a Primary Key

A primary key in a relational database is a field (column) or combination of fields that produces a unique identifier for each record in a table. The primary key prevents duplicate records from being created and is used to establish and maintain the relationship between tables or within queries. It can be a normal attribute that is guaranteed to be unique such as a Social Security number. If no unique information exists, a primary key such as the default field "ID" (automatically generated when creating tables in Datasheet View) can be used. It is through the primary key assignment that you create the necessary relationships between data tables, eliminating redundant information. For example, you may have one table for "Customers," one table for "Items," and a third for "Orders." A single customer may produce many different orders. A "Customer_ID" primary key can be used so that the customer only occupies a single row in the "Customers" table, but is associated with several orders in the "Orders" table.

To assign or remove a Primary Key:

1. Open the table in Design View.
2. Click into the desired field.
3. To toggle the Primary Key "On" or "Off," click the "Primary Key" button in the "Tools" group on the "Design" tab within the "Table Tools" contextual tab in the Ribbon.



Joining Tables

A relationship between tables allows you to access information from them through their "shared" or "common" fields by which they are joined.

The Relationships between tables are created in the "Relationships" window, where the tables are added, named fields.



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Microsoft Access Instruction Manual

Joseph C. Stockman



Microsoft Access Instruction Manual:

Microsoft Access Fundamentals Rudy LeCorps, 2001 The material in this book covers everything needed to become proficient in Access In writing this guide we have been very careful to make this tutorial a generic one not based on any particular version of the application The information contained in this book covers the essence of Microsoft Access That is the topics taught are valid for all versions of the application We believe that it is in the interest of our readers to learn Access and the topics that make up the fundamentals of the application as a database software Version specific features can always be learnt while using that particular version of the application After reading this guide the reader can expect to become proficient in Access and to be in a position to create basic to advanced databases that can be used for all kinds of purposes from inventory management to sales tracking and employee productivity **MOS 2013 Study Guide for Microsoft**

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Access Database Design & Programming Steven Roman, PhD, 2002-01-07 Access Database Design Programming takes you behind the details of the Access interface focusing on the general knowledge necessary for Access power users or developers to create effective database applications When using software products with graphical interfaces we frequently focus so much on the interface that we forget about the general concepts that allow us to understand and use the software effectively In particular this book focuses on three areas Database design The book provides an enjoyable informative overview of database design that carefully shows you how to normalize tables to eliminate redundancy without losing data Queries The book examines multi table queries i e various types of joins and shows how to implement them indirectly by using the Access interface or directly by using Access SQL Programming The book examines the VBA integrated development environment IDE It then goes on to provide an excellent introduction to Data Access Objects DAO ActiveX Data Objects ADO and ADO Extensions for Data Definition and Security ADOX These sections serve as a handy introduction and primer for basic database operations such as modifying a table under program control dynamically adding and deleting a record and repositioning a record pointer The concluding chapter focuses on common programming problems such as computing running sums and comparing two sets Unlike other Access books that take the long detailed approach to every topic of concern to Access programmers Access Database Design Programming instead focuses on the core concepts enabling programmers to develop solid effective database applications This book also serves as a second course in Access that provides a relatively experienced Access user who is new to programming with the frequently overlooked techniques necessary to develop successfully in the Microsoft Access environment Anyone interested in learning Access in depth rather than just scraping the surface will enjoy and benefit immensely from reading this book **Access 2007: The Missing**

Manual Matthew MacDonald, 2007 Written from the ground up for this redesigned application this guide will help readers design and maintain complete databases search for valuable nuggets of information and build attractive forms for quick and easy data entry *Absolute Beginner's Guide to Databases* John V. Petersen, 2002 Absolute Beginner s Guide to Databases

brings the elements of a database together using easy to understand language perfect for the true beginner It not only gives specific hands on practice but also provides an overview of designing maintaining and using a database This book covers what databases are used for why databases are important why the design of the database is important database normalization keys to solid database design differences in types of databases and indexes what they are how we use them and why they are important **Adobe Acrobat DC Training Manual Classroom in a Book** TeachUcomp , 2019-10-27

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Introductory SQL Training Manual Classroom in a Book TeachUcomp ,2019-10-27 Complete classroom training manual to learn Introductory SQL 84 pages and 43 individual topics Includes practice exercises and keyboard shortcuts The goal of this course to give the student the knowledge of which SQL statement they will need to use to accomplish specific tasks within a database as well as provide links to database specific implementations of those core statements Topics Covered Introduction to Databases and SQL 1 Overview of a Database 2 The Flat File Method of Data Storage 3 The Relational Model of Data Storage 4 Tips for Creating a Relational Database 5 What is SQL 6 Using SQL in

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Saunders Guide to Success in Nursing School, 2015-2016 - E-Book Susan C. deWit, 2015-03-06 Saunders Guide to Success in Nursing School 2015 2016 contains loads of organizational tools clinical information and helpful nursing school guidance all within one compact resource The new edition also features the latest information on electronic documentation computer based testing the flipped classroom and Post Traumatic Stress Disorder along with prefilled weekly monthly and yearly calendars to help you plan for the 2015 2016 school year In all this guide's clinical tools and strategies for time management studying testing and stress reduction will significantly relieve the common aches and pains of nursing school and help you perform to your fullest potential both inside the classroom and throughout clinical practice Important clinical references and assessment scales are highlighted to give you easy access to

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Advances in Manufacturing Technology XVII 2003 Y. Qin, N. P. Juster, 2003-10-24 Advances in Manufacturing Technology XVII continues a well respected series with the papers presented at the 1st International Conference on Manufacturing Research ICMR 2003 incorporating the 19th National Conference on Manufacturing Research NCMR This essential text provides a thorough review of all aspects of manufacturing engineering and management and will be of interest to all those involved in this rapidly advancing sphere of mechanical and manufacturing engineering Topics covered include Machining Processes and Tooling Forming Processes and Tools Advanced Manufacturing Techniques Advanced Manufacturing Systems Design Methods Processes and Systems CAD CAM Testing Experimentation Metrology Internet and E design Manufacture Virtual Enterprise and Enterprise Integration

Resources in Education, 1998-05 **Mathematical Geology and Geoinformatics** Zhao Pengda, Agterberg, Jiang Zuogin, 2021-12-16 This book presents the proceedings of the 30th International Geological Congress providing information on geological hazards map and image analytical systems mineral resources with integrated information phase separation analysis mineral reserve estimation and geosciences and management information systems

InfoWorld, 1993-01-18 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

Crystal Reports Training Manual Classroom in a Book TeachUcomp, 2013-10-27 Complete classroom training manuals for Crystal Reports Two manuals Introductory and Advanced in one book 226 pages and 118 individual topics Includes practice exercises and keyboard shortcuts You will learn all about how to establish data connections create complex and detailed reports advanced charting techniques and much more Topics Covered The Crystal Reports Environment 1 Starting Crystal Reports 2 The Menu Bar 3 Using Toolbars 4 The Design View Creating Data Connections 1 Creating a New Blank Report 2 The Database Expert 3 Access Excel DAO 4 ADO NET XML 5 Database Files 6 Java Beans Connectivity 7 JDBC JNDI 8 ODBC RDO 9 OLAP 10 OLE DB ADO 11 Salesforce com 12 SAP BW MDX Query 13 SAP Info Sets 14 SAP Operational Data Source 15 SAP Table Cluster or Function 16 Universes 17 XML and Web Services 18 Repository 19 More Data Sources 20 Selecting Report Data and Tables 21 The Data Explorer Creating Basic Reports 1 Adding Data Fields

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