

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

TeachUcomp

The logo for TeachUcomp, featuring a stylized red and white circular graphic that resembles a stylized 'U' or a target.

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

The Private Music Instruction Manual Rebecca Osborn, 2004 Future and current independent private music educators will find this book an invaluable resources for establishing and maintaining a private music studio Private music instructors will learn what they should expect professionally personally and financially from their independent music instruction business Until now no single resource has existed that fully explains how to run this type of business successfully This book presents all aspects of private music instruction through an easy to read concise and engaging instructional format Following the sound advice presented will help to greatly alleviate the problems that all beginning independent instructors face by specifically mapping out chronological steps for establishing and maintaining a private instruction music business The field of private music education has been inundated by less than professional individuals who have made it difficult for legitimate qualified instructors The Private Music Instruction Manual shares years of information and experiences in the hope of legitimizing the field of private music instruction In a world where there is decreasing priority and structure in public music education private music instructors become increasingly important to prepare the next generation of musicians No matter the size of your private music instruction business the advice presented in The Private Music Instruction Manual will help to improve any private music business From the Midwest Book Review With The Private Music Instruction Manual A Guide For The Independent Music Educator author Rebecca Osborn draws upon her many years of experience and expertise as an adjunct college music professor and owner of three private music studies to write an informed and informative guidebook specifically for musicians and music instructors who want to teach students in a profitable private practice but are not familiar with or knowledgeable about setting up a music instruction business enterprise Rebecca Osborne provides a wealth of invaluable professional effectively organized and presented instructions on establishing and maintaining a music teaching business and shows what to expect professionally personally and financially from independent music instruction If you want to make money teaching other how to play any kind of music instrument then you need to give a careful and profitable reading to Rebecca Osborn s The Private Music Instruction Manual

MOS 2013 Study Guide for Microsoft Access John Pierce, 2013-06-15

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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

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Saunders Guide to Success in Nursing School,

2016-2017 - E-Book Susan C. deWit, 2016-02-18 The portable Saunders Student Nurse Planner 2016 2017 A Guide to Success in Nursing School 12th Edition is a versatile organizational tool a practical nursing orientation handbook a clinical quick reference and a resource directory all in one This popular planner not only provides time management and stress reduction strategies advice on study skills and prefilled yearly monthly and weekly calendars it also comes with helpful clinical tools like pain and neurological assessment scales Joint Commission safety guidelines information on common drugs and lab values and NCLEX preparation tips It helps you manage your time and perform to your fullest potential both inside the classroom and during clinical rotations An introduction to nursing school expectations with tips for success prepares you for the unique challenges in nursing school Study skills advice on time management and stress management strategies improve your focus and organization and increase efficiency NCLEX Exam strategies prepare you for alternate format question types found on the current licensure exam Documentation section includes detailed information on electronic medical records to keep you in the know Common medication and IV therapy administration guidelines TJC Do Not Use lists and high alert medications emphasize medication safety from the beginning of nursing school Space saving compact design provides a clean and efficient layout that is easy to bring along to class and clinical rotations Clinical references and assessment scales are highlighted to give you easy access to normal vital signs lab values abbreviations measurements and conversions during clinicals Important clinical references provide essential tools useful during your clinical rotations Convenient weekly monthly and yearly calendars help you keep an organized schedule NEW Weekly monthly and yearly calendars with prefilled dates from May 2016 through December 2017 help you organize your schedule at school and at home

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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 normal vital signs lab values abbreviations measurements and conversions during clinicals Common medication and IV therapy administration guidelines TJC Do Not Use lists and high alert medications emphasize medication safety from the beginning of nursing school NCLEX Exam strategies prepare you for the alternate format question types found on the current licensure exam Advice on study skills time management and stress reduction techniques improve your focus and increase efficiency Space saving compact design provides a clean and efficient layout that is easy to bring along to class and clinical rotations NEW Updated orientation section includes the newest developments in computer based testing and flipped classroom settings NEW Thoroughly revised Clinical Reference section features updated information on electronic documentation and new content on Post Traumatic Stress Disorder NEW Updated weekly monthly and yearly calendars for the 2015 2016 year help you keep an organized schedule

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

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