

Guided Computer Tutorials

# Learning Microsoft® Access® 2013

## Module 1

By Greg Bowden

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# Learning Microsoft Access 2013

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# Introduction to Microsoft Access

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Data is simply a collection of characters (that is, letters, numbers and symbols) which, on their own, have no particular meaning. When data about a particular topic is stored it is said to be a database. A database allows data to be processed into information, something that can be communicated and understood.

There are two different types of databases:

- those that already contain data and just allow you to obtain information from them. You are not able to make any changes to the data. These are called CLOSED DATABASES.
- those that allow you to enter and change the data and process it. These are called OPEN DATABASES.

Microsoft Access is an OPEN DATABASE.

Some databases that we use in everyday life include: the telephone book, a dictionary, an atlas, a bus timetable, etc. Data within a database is usually divided into categories or sections, called **FIELDS**. The fields that the telephone book is divided into are:

Surname, Initials, Street Number, Street Name, Suburb, Telephone Number

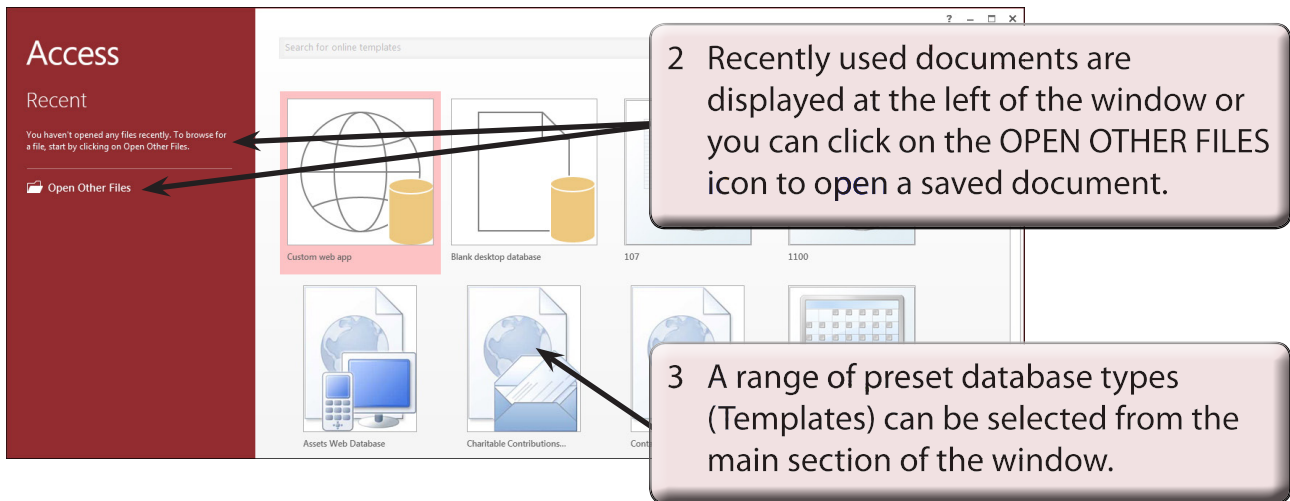
These **FIELDS** can vary in length depending on how much data (characters) needs to be placed into them. For example, an Initials field does not need as much space as a Surname field.

One complete set of fields is termed a **RECORD**. For example, each subscriber's details in the phone book is a record. There are over 1 000 000 records in the Melbourne telephone book.

A group of records on a particular subject is called a **FILE**. For example, the phone book is divided into two **FILES**, white pages and yellow pages.

## Getting Started With Microsoft Access

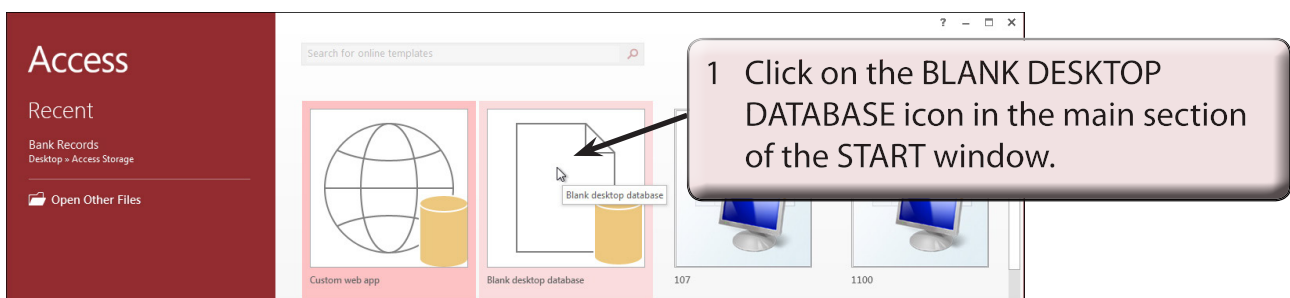
- 1 Load Microsoft Access and you should receive the ACCESS START WINDOW. The following diagram describes the sections of the start window.



- NOTE:**
- i Once you are familiar with creating Access databases you can use the templates to quickly setup the type of database you require.
  - ii There are also extra templates available through Microsoft's SkyDrive or the Microsoft web site.

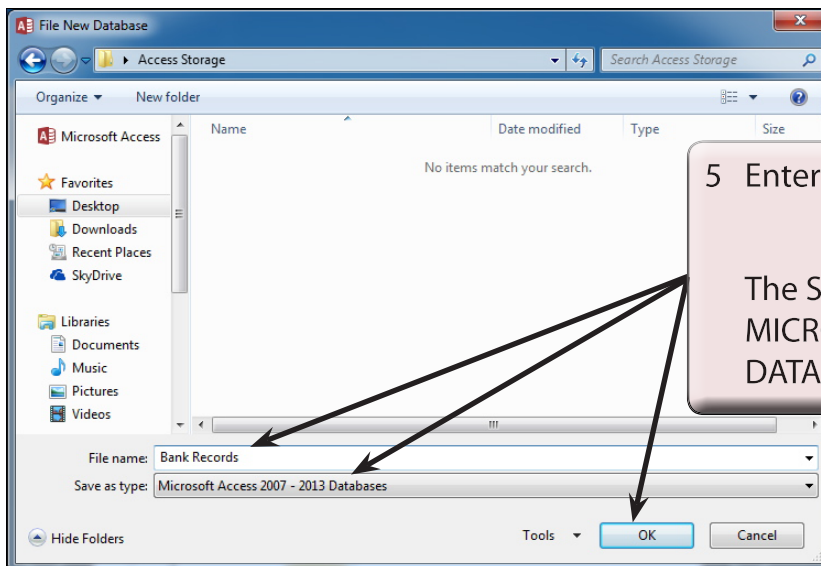
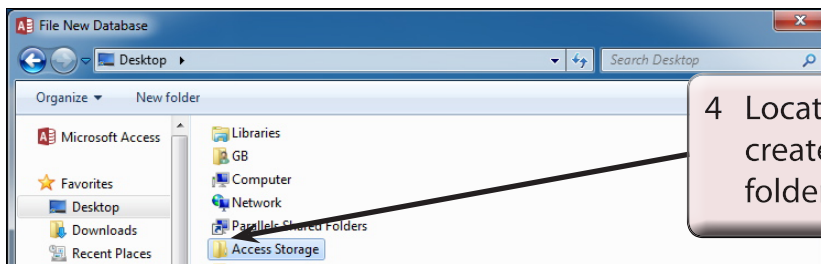
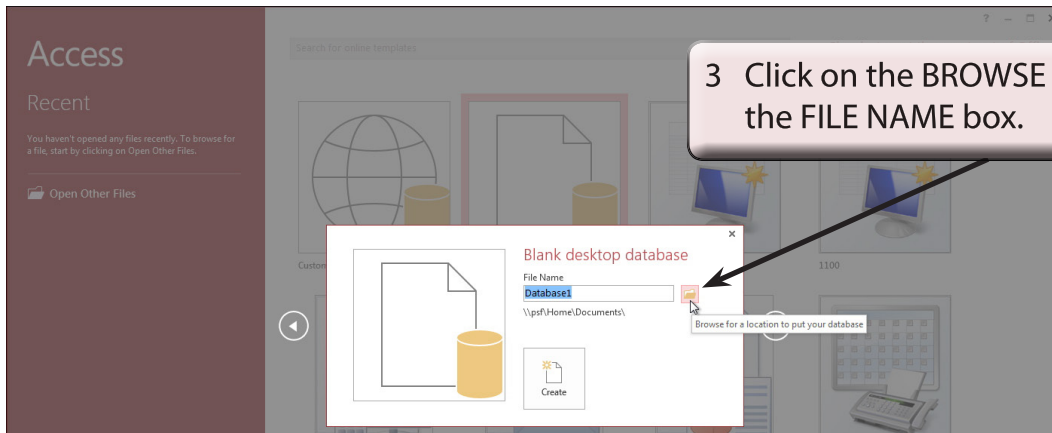
## Starting a New Blank Database

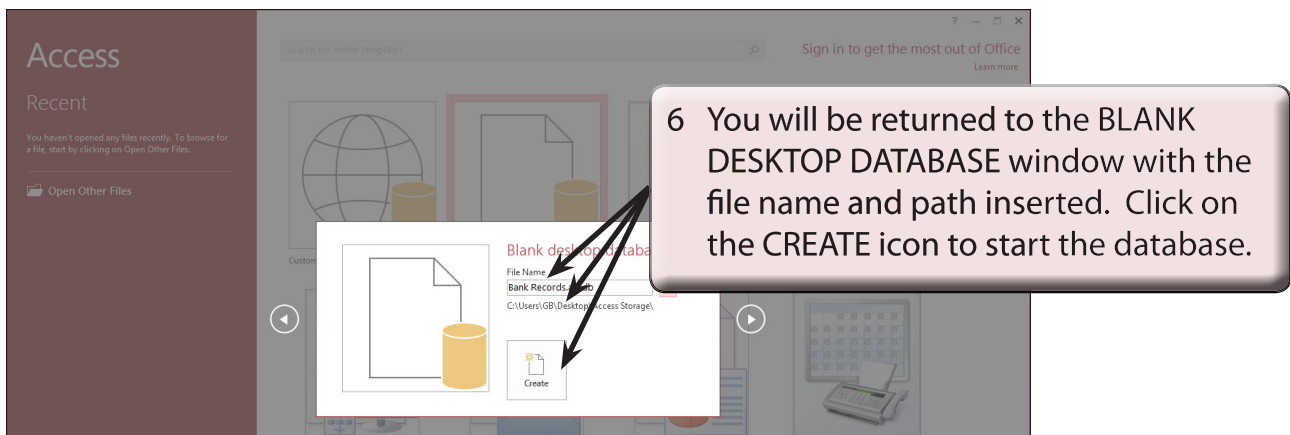
To learn how to create your own database, a database for a bank will be created.





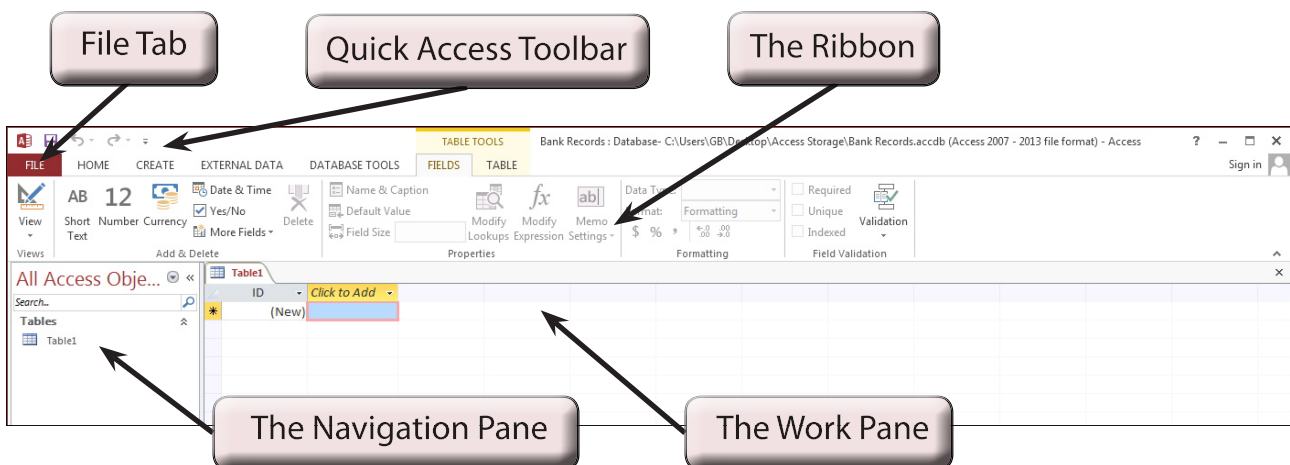
- 2 Microsoft Access automatically saves your work as you enter data so the program needs to know where to save the file before you create it. A window is displayed for you to set the file name and the location of the file.





## The Database Screen

The database screen has a number of sections which are labelled in the following diagram.



An Access database is made up of **TABLES** where you enter the data, **QUERIES** where you ask questions of the data, **FORMS** where you make the data easier to view and edit, and **REPORTS** where you print the data. These sections will be covered in the next few chapters.

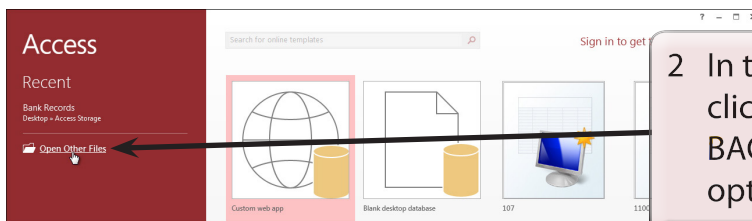
# Processing Data

A database allows you to extract information quickly and accurately from the data you have entered, and to arrange it into required orders. This chapter will involve sorting (arranging) data into various orders, finding specific information and counting the number of times data items occur.

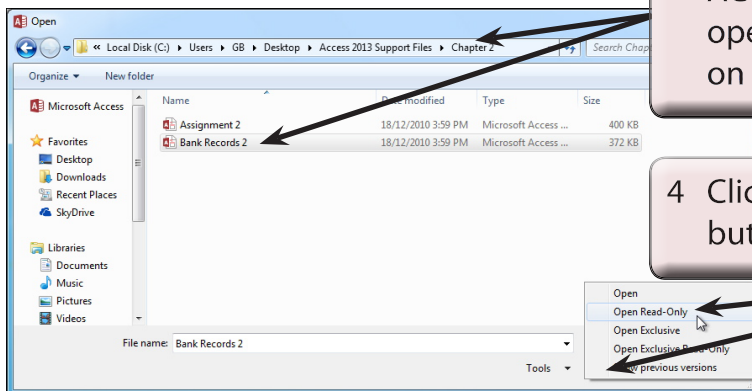
## Loading the Sample File

For this chapter you will be using prepared databases to save you the time of entering data. A copy of the database will need to be opened from the ACCESS 2013 SUPPORT FILES, then the database saved in your STORAGE folder. It is a similar database to the one you created in the previous chapter with more data entered.

- 1 Load Microsoft Access or close the current database and click on the FILE tab.



- 2 In the ACCESS START WINDOW, click on OPEN OTHER FILES or in the BACKSTAGE VIEW click on the OPEN option.



- 3 Click on COMPUTER, access the ACCESS 2013 SUPPORT FILES folder, open the CHAPTER 2 folder and click on the BANK RECORDS 2 file.

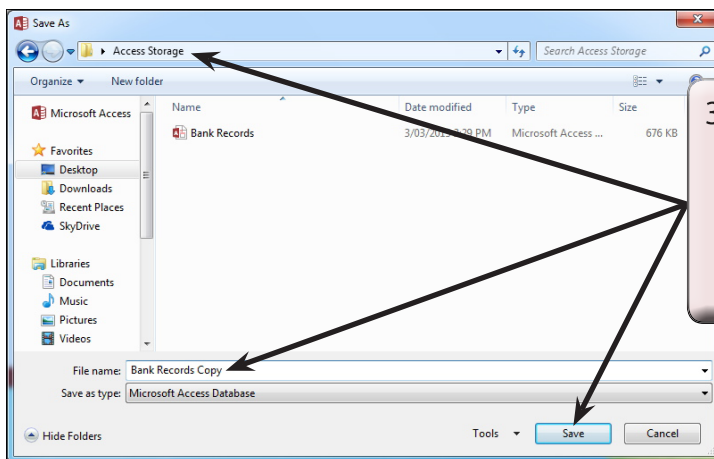
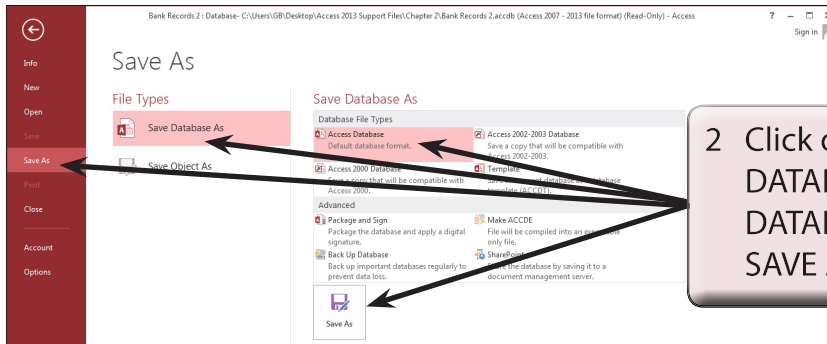
- 4 Click on the arrow next to the OPEN button and select OPEN READ ONLY.

**NOTE: READ-ONLY will open the file for viewing only and prevent any changes being made to the data.**

## Saving the Database

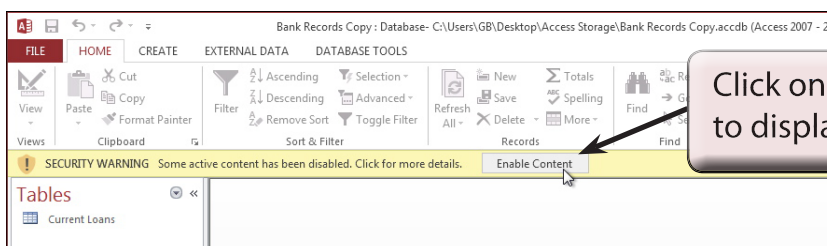
The database can now be saved in your STORAGE folder.

- 1 Click on the FILE tab to open the BACKSTAGE VIEW.



## File Security

There will probably be a SECURITY WARNING bar at the base of the RIBBON indicating that certain content has been disabled. This is because the file is an external file and Microsoft is being cautious with the data. The message can be turned off.

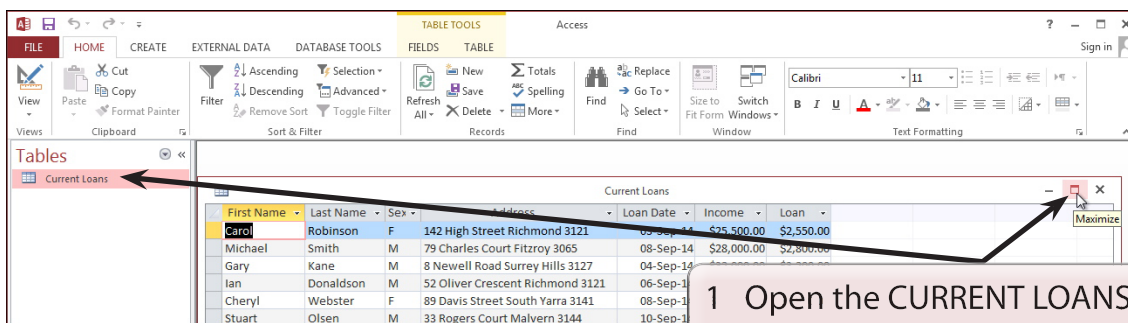


## Sorting Data

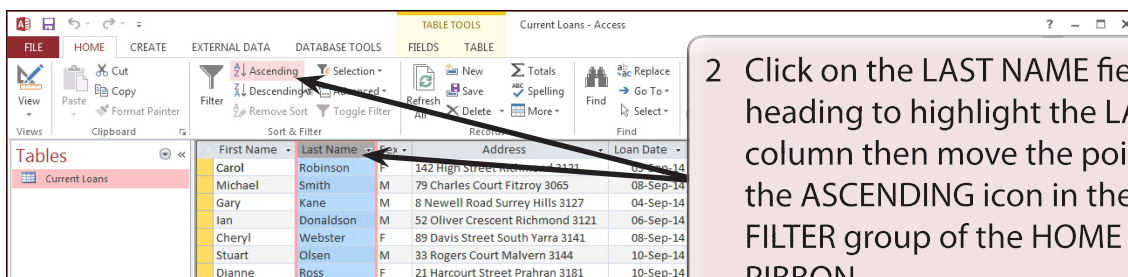
Sorting is the process of arranging the data into a particular order. Microsoft Access allows you to arrange data into alphabetical, numerical or chronological (date) order.

### A Alphabetical Sorting

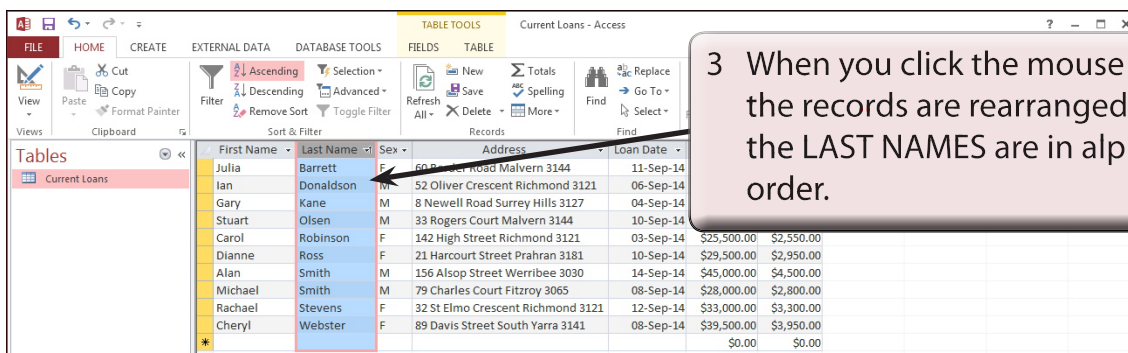
At the moment the names are in no particular order. Text fields such as FIRST NAME and LAST NAME can be placed into alphabetical order.



1 Open the CURRENT LOANS table by double clicking on it in the NAVIGATION pane and MAXIMIZE the table window.



2 Click on the LAST NAME field heading to highlight the LAST NAME column then move the pointer over the ASCENDING icon in the SORT & FILTER group of the HOME tab in the RIBBON.



3 When you click the mouse button the records are rearranged so that the LAST NAMES are in alphabetical order.

4 Click on the arrow next to the SEX field heading and select SORT A TO Z.

5 The records are rearranged so that the females are listed first.

First Name	Last Name	Sex	Address	Loan Date
Julia	Barrett	F	60 Border Road Malvern 3144	11-Sep-14
Carol	Robinson	F	142 High Street Richmond 3121	03-Sep-14
Dianne	Ross	F	21 Harcourt Street Prahran 3181	10-Sep-14
Rachael	Stevens	F	32 St Elmo Crescent Richmond 3121	12-Sep-14
Cheryl	Webster	F	89 Davis Street South Yarra 3141	08-Sep-14
Ian	Donaldson	M	52 Oliver Crescent Richmond 3121	06-Sep-14
Gary	Kane	M	8 Newell Road Surrey Hills 3127	04-Sep-14
Stuart	Olsen	M	33 Rogers Court Malvern 3144	10-Sep-14
Alan	Smith	M	156 Alsop Street Werribee 3030	14-Sep-14
Michael	Smith	M	79 Charles Court Fitzroy 3065	08-Sep-14

**NOTE:** It is personal choice whether you use the ASCENDING icon in the RIBBON or the arrow next to the field name to sort data.

## B Numerical Sorting

Number fields can be sorted into ascending order (lowest to highest) or descending order (highest to lowest).

1 Click on the INCOME field heading arrow and select SORT LARGEST TO SMALLEST.

First Name	Last Name	Sex	Address	Loan Date	Income
Julia	Barrett	F	60 Border Road Malvern 3144	11-Sep-14	\$42,500.00
Carol	Robinson	F	142 High Street Richmond 3121	03-Sep-14	\$25,500.00
Dianne	Ross	F	21 Harcourt Street Prahran 3181	10-Sep-14	\$29,500.00
Rachael	Stevens	F	32 St Elmo Crescent Richmond 3121	12-Sep-14	\$33,000.00
Cheryl	Webster	F	89 Davis Street South Yarra 3141	08-Sep-14	\$39,500.00
Ian	Donaldson	M	52 Oliver Crescent Richmond 3121	06-Sep-14	\$53,000.00
Gary	Kane	M	8 Newell Road Surrey Hills 3127	04-Sep-14	\$32,000.00
Stuart	Olsen	M	33 Rogers Court Malvern 3144	10-Sep-14	\$23,000.00
Alan	Smith	M	156 Alsop Street Werribee 3030	14-Sep-14	\$45,000.00
Michael	Smith	M	79 Charles Court Fitzroy 3065	08-Sep-14	\$28,000.00

2 The records are rearranged so that they start with the LARGEST income and finish with the SMALLEST income.

First Name	Last Name	Sex	Address	Loan Date	Income
Ian	Donaldson	M	52 Oliver Crescent Richmond 3121	06-Sep-14	\$53,000.00
Alan	Smith	M	156 Alsop Street Werribee 3030	14-Sep-14	\$45,000.00
Julia	Barrett	F	60 Border Road Malvern 3144	11-Sep-14	\$42,500.00
Cheryl	Webster	F	89 Davis Street South Yarra 3141	08-Sep-14	\$39,500.00
Rachael	Stevens	F	32 St Elmo Crescent Richmond 3121	12-Sep-14	\$33,000.00
Gary	Kane	M	8 Newell Road Surrey Hills 3127	04-Sep-14	\$32,000.00
Dianne	Ross	F	21 Harcourt Street Prahran 3181	10-Sep-14	\$29,500.00
Michael	Smith	M	79 Charles Court Fitzroy 3065	08-Sep-14	\$28,000.00
Carol	Robinson	F	142 High Street Richmond 3121	03-Sep-14	\$25,500.00
Stuart	Olsen	M	33 Rogers Court Malvern 3144	10-Sep-14	\$23,000.00



# Introduction to Queries

Queries allow you to ask questions of your database. You can combine data from different tables, permanently find or sort data, do calculations or produce interactive dialogue boxes to allow a user to enter search data.

There are many different types of Queries, in this chapter you will be introduced to the most common type, SIMPLE QUERIES.

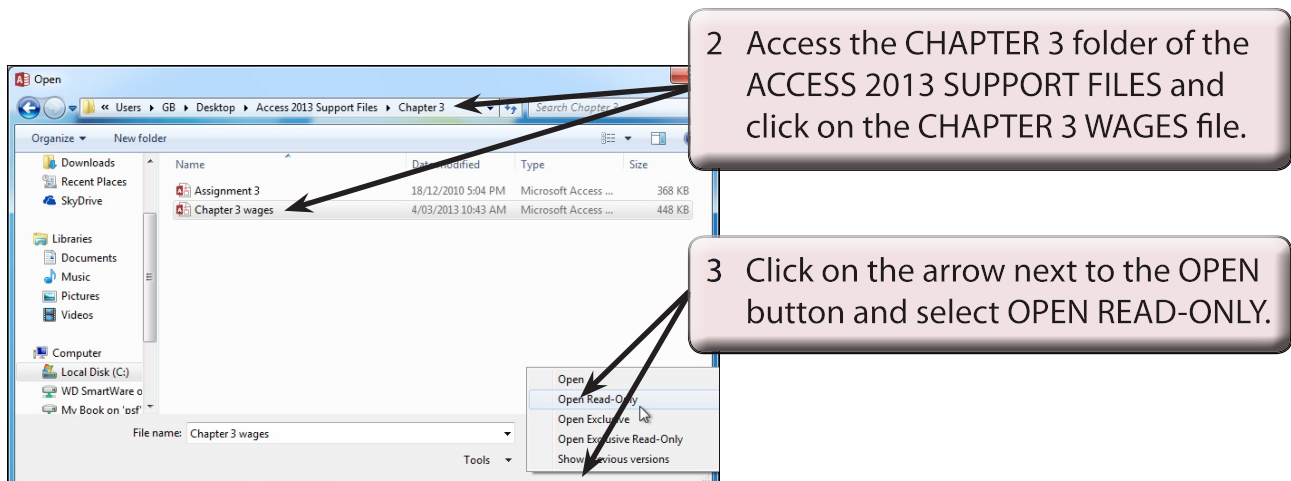
A sample database has been prepared for you which records employee information in two tables. One table records the employee's personal details, the second table records the employee's pay details. The following diagram summarises the structure of the two tables.

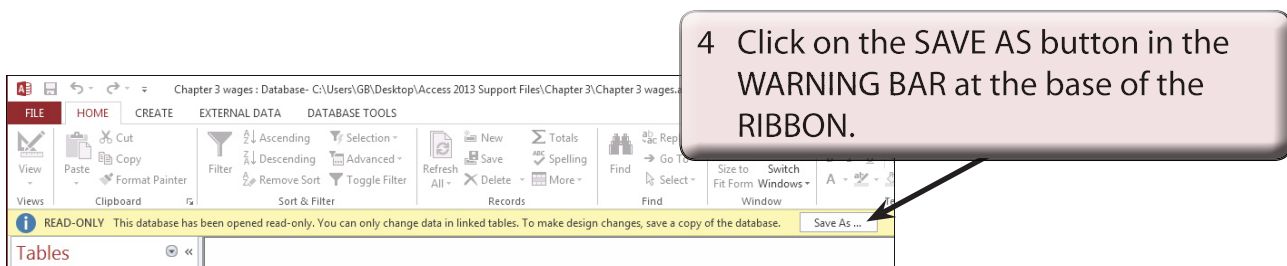
Personal Details	Pay Details
Employee ID	Employee ID
First Name	Position
Last Name	Section
Address	Weekly Hours
	Pay Rate

Notice that the field EMPLOYEE ID is present in both tables. This field is called the **PRIMARY KEY** and it enables two tables to be linked so that data can be used from both of them in the Query.

## Loading the Sample File

- 1 Load Microsoft Access or close the current database and open the FILE tab. Select OPEN ACCESS FILES in the START window or the OPEN option in the BACKSTAGE VIEW.



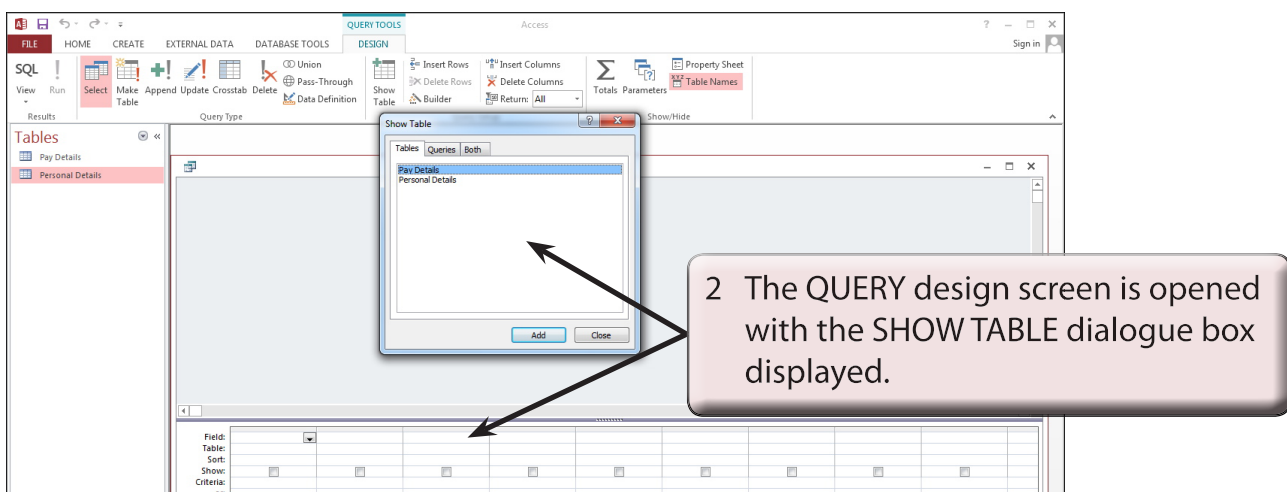
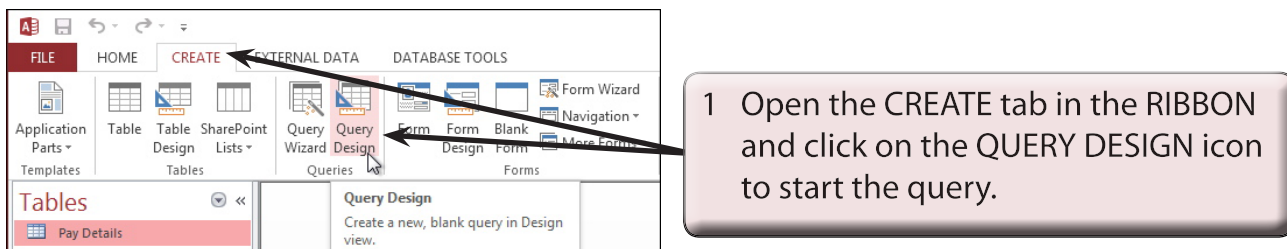


- 5 Access your STORAGE folder and save the database as: CHAPTER 3 WAGES COPY.
- 6 Click on the ENABLE CONTENT button to display the data.

## Looking at the Tables

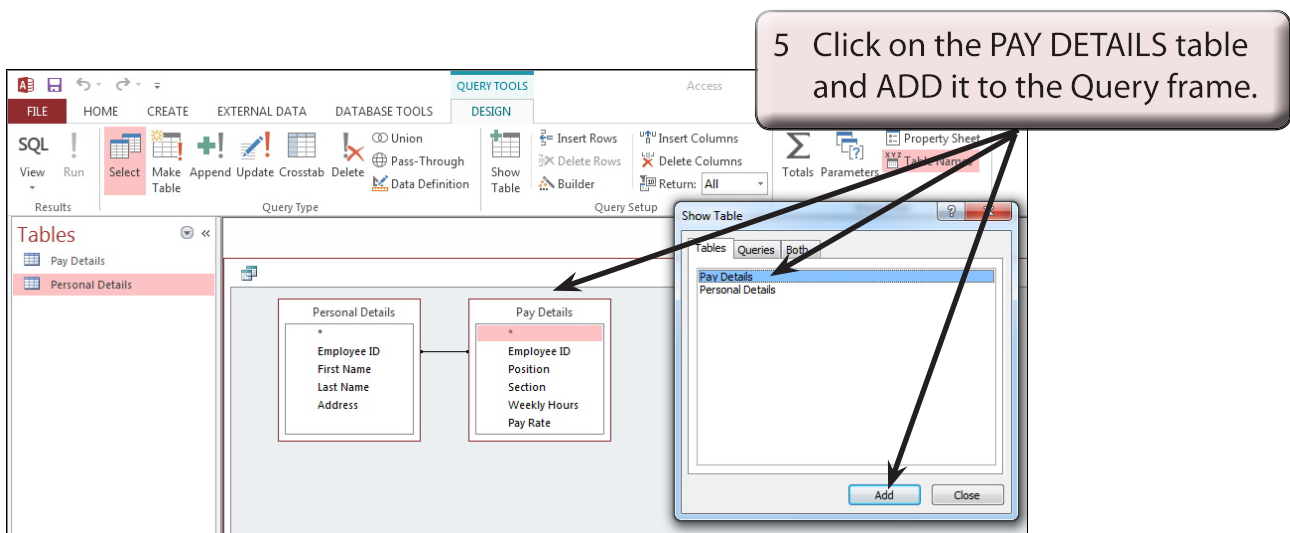
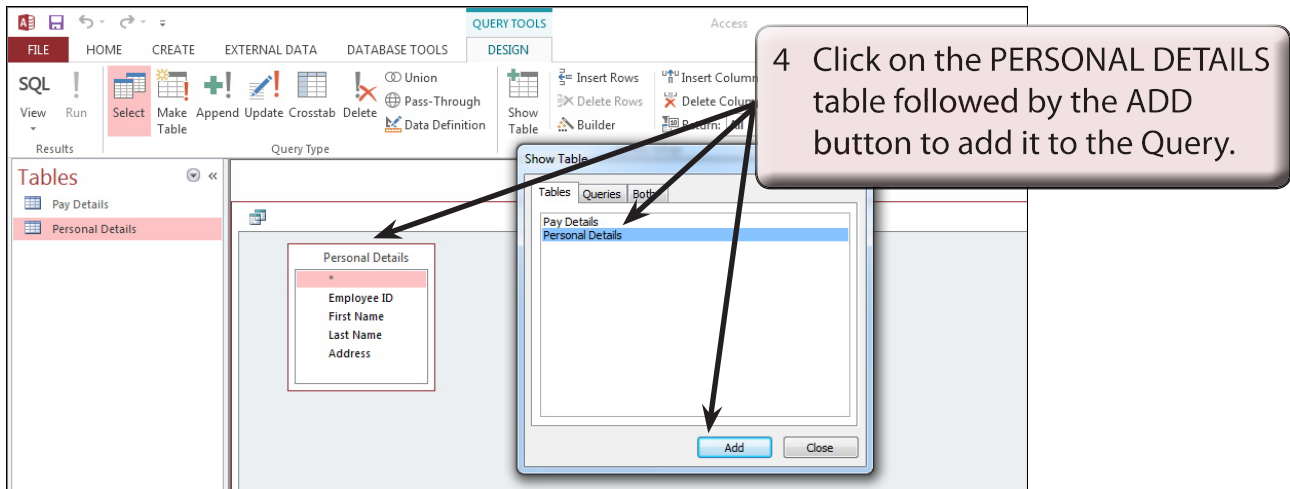
- 1 Open each of the two tables in turn to become familiar with the data stored in them.
- 2 Close the tables by clicking in their close buttons.

## Creating a Query

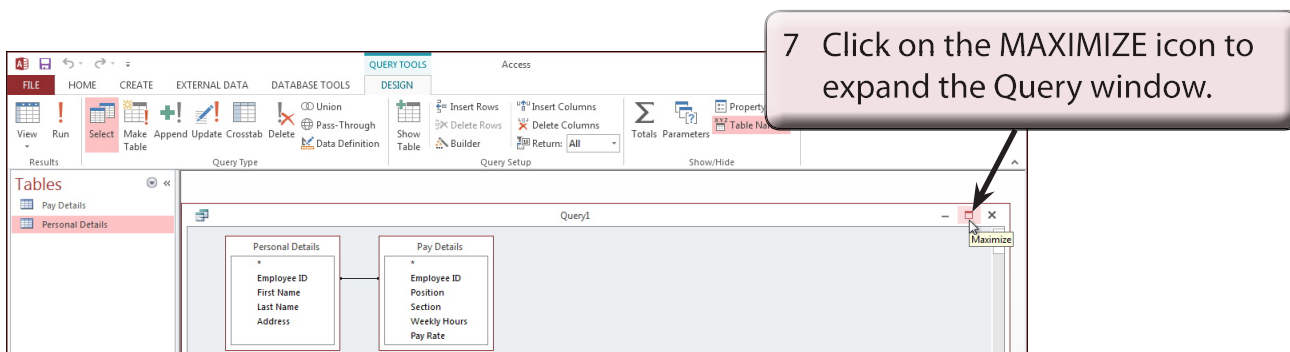




- 3 Before the Query can be constructed the tables used by the Query need to be set.

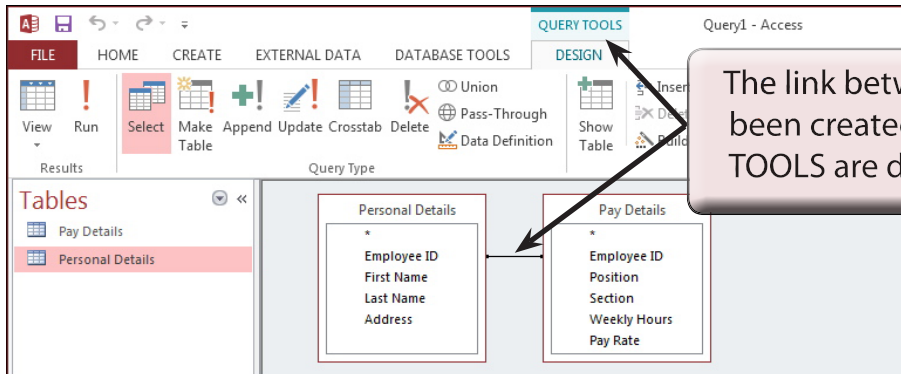


- 6 Close the SHOW TABLE dialogue box by clicking in its CLOSE button.



## A Linking the Tables

In order to create a query on multiple tables, the tables needed to be linked together using the PRIMARY KEY fields. In this case the EMPLOYEE ID field is present in both tables and it has been set as the PRIMARY KEY field in each table.

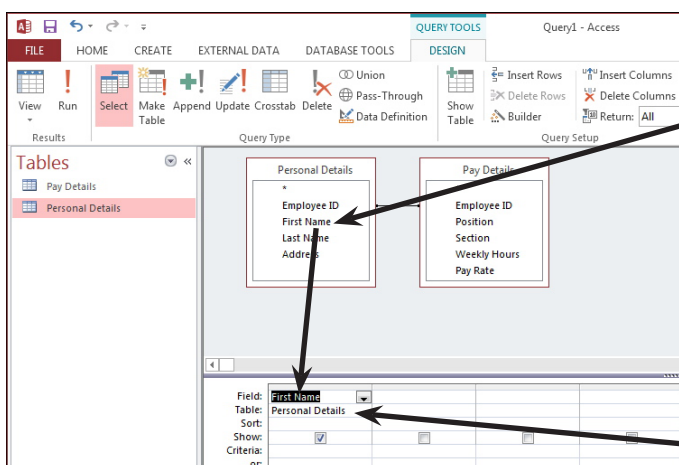


The link between the tables has been created for you and the QUERY TOOLS are displayed in the RIBBON.

**NOTE** If a LINK or (RELATIONSHIP) line is not present between your tables, click on the EMPLOYEE ID field in the PERSONAL DETAILS table, drag the field over the EMPLOYEE ID field in the PAY DETAILS table and select OK.

## B Building the Query

Let's create a query that displays the employee's name, weekly hours and pay rate.



1 Move the pointer over the FIRST NAME field in the PERSONAL DETAILS table. Hold down the mouse button and drag the field to the first field cell in the query.

2 Notice that the table that the field came from is listed in the TABLE row of the query.

# Simple Forms

Forms allow you to view, edit or enter data in a more attractive way than using tables. Fields can be placed anywhere on the screen to make the data easier to view and understand.

The creation of simple forms uses the LAYOUT view. This view allows you to quickly create a form, which is most suitable for smaller databases. Also, for the data to be displayed on the internet, LAYOUT view needs to be used.

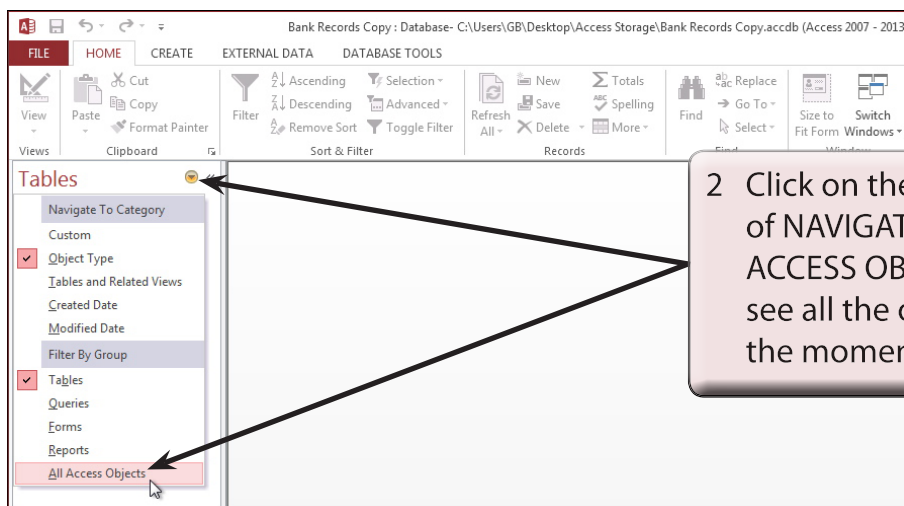
For larger databases more detailed forms can be created and you will do that in the next chapter.

## Loading the Database

A simple form will be added to the Bank Records database that you used in Chapter 2.

- 1 Load Microsoft Access or close the current database and open the BANK RECORDS COPY database from your STORAGE folder.

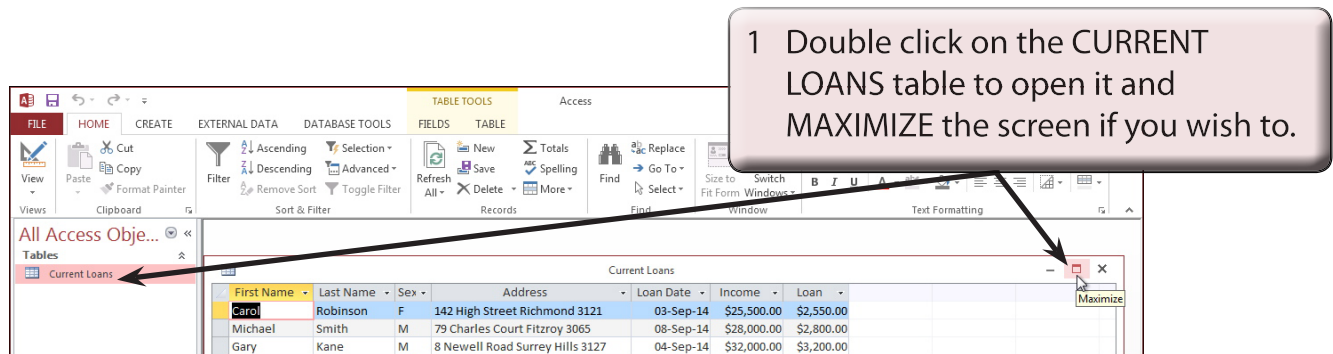
**NOTE:** If you do not have a copy of the BANK RECORDS COPY database you can open it from the CHAPTER 2 folder of the ACCESS 2013 SUPPORT FILES as an OPEN READ-ONLY file, then save it in your STORAGE folder as BANK RECORDS COPY.



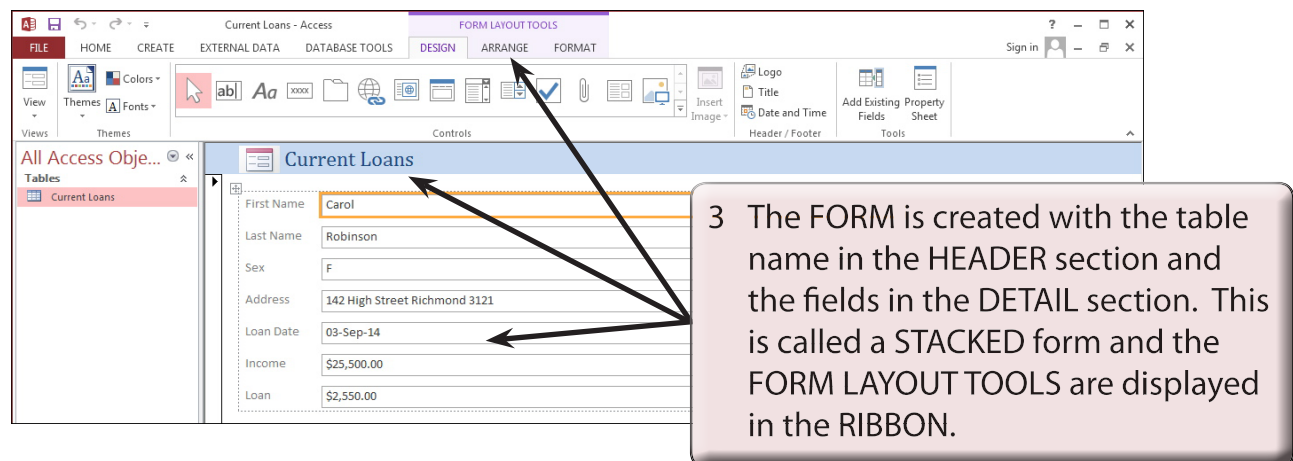
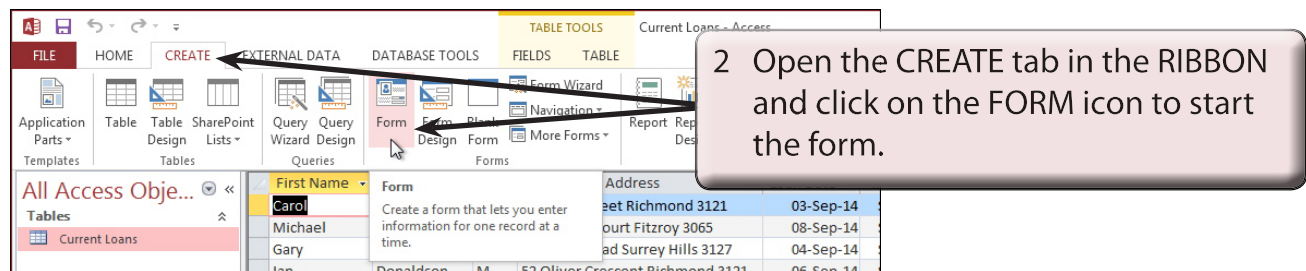
- 2 Click on the down arrow at the top of NAVIGATION pane and select ALL ACCESS OBJECTS so that you can see all the objects in the pane (at the moment there is only one table).

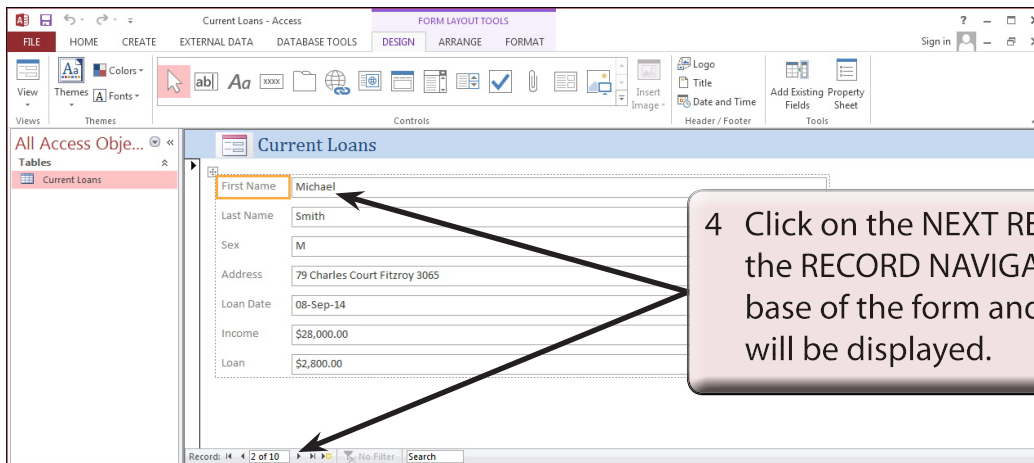
## Creating a Form

A form will be created to make it easier to enter data into the database.



**NOTE:** The table that a simple form is based on needs to be open when creating a simple form.

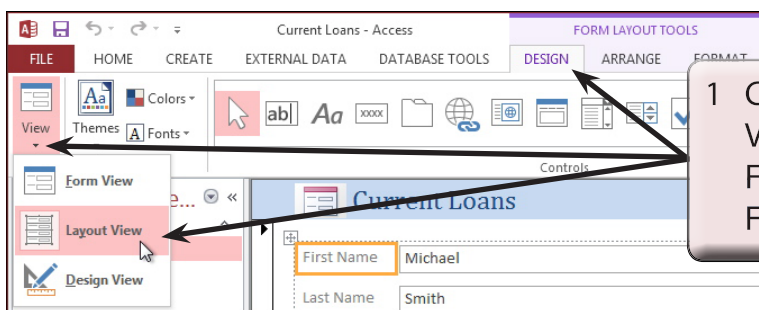


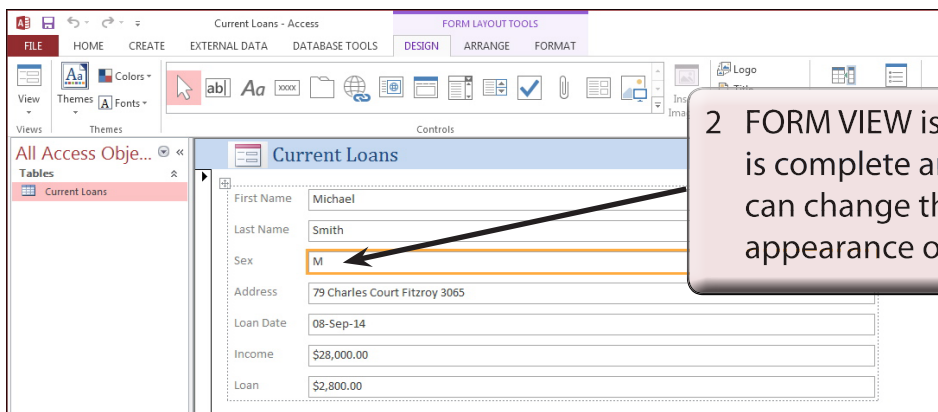


**NOTE:** The form displays one record at a time on the screen. You can think of the form as a 'card' for each record.

## Layout and Form View

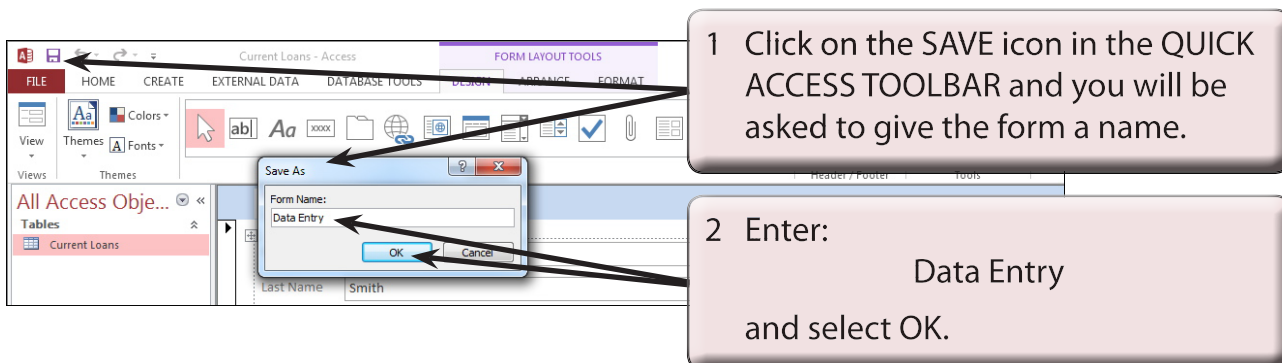
At the moment your screen is in LAYOUT VIEW which allows you to see 'live' data. You can make changes to the appearance of the form in this view, but you cannot change the data in any way.





## Saving the Form

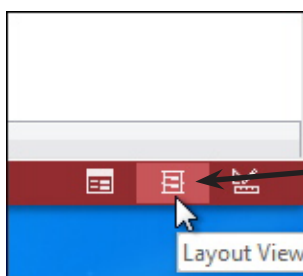
As with Tables and Queries, Forms need to be saved.



## Changing the Form Title

The program places the Table name as the TITLE of the form. This can be misleading so let's insert a more appropriate title.

- 1 Try altering the CURRENT LOANS text in the TITLE section of the form. You should not be able to do so because the form is in FORM VIEW.



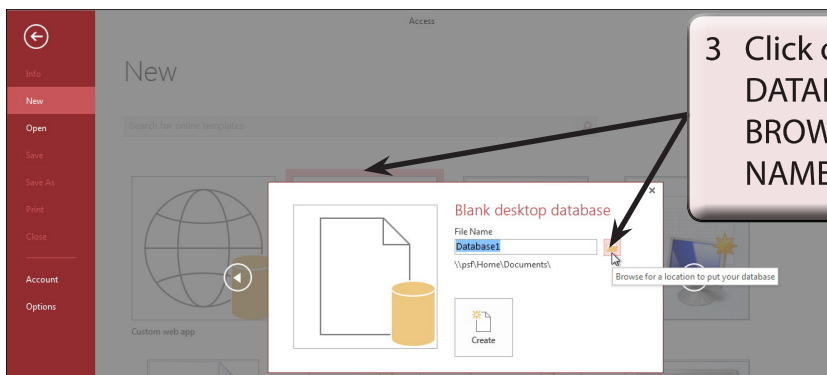
## Creating More Detailed Forms

When databases become larger it is necessary to be able move fields anywhere on the screen so that all the data can be clearly displayed. Access allows you to produce professional-looking screen displays which can be printed or simply designed to make data entry easier. Fields can be moved, graphics, shadings and pictures added, etc.

The easier the data entry process is made the less chance there is of incorrect data being entered. In this chapter you will create a data entry form for a department store using DESIGN VIEW.

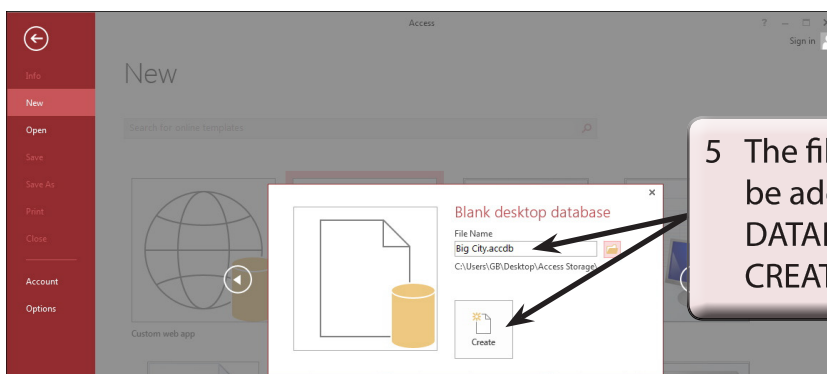
### Starting a New Database

- 1 If you are starting a fresh session, load Microsoft Access.
- 2 If you are continuing directly from the previous chapter, close the current file, click on the FILE tab and select NEW.



- 3 Click on the BLANK DESKTOP DATABASE icon and click on the BROWSE icon at the right of the FILE NAME box.

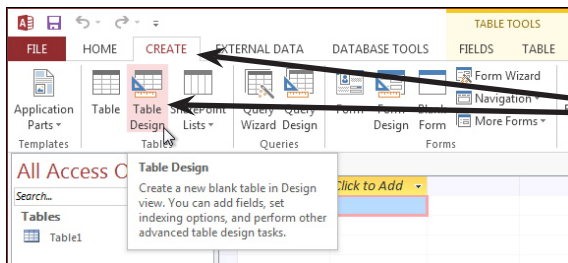
- 4 Access your STORAGE folder, call the file BIG CITY and select OK.



- 5 The file name and path should be added to the BLANK DESKTOP DATABASE window, click on the CREATE icon to start the database.



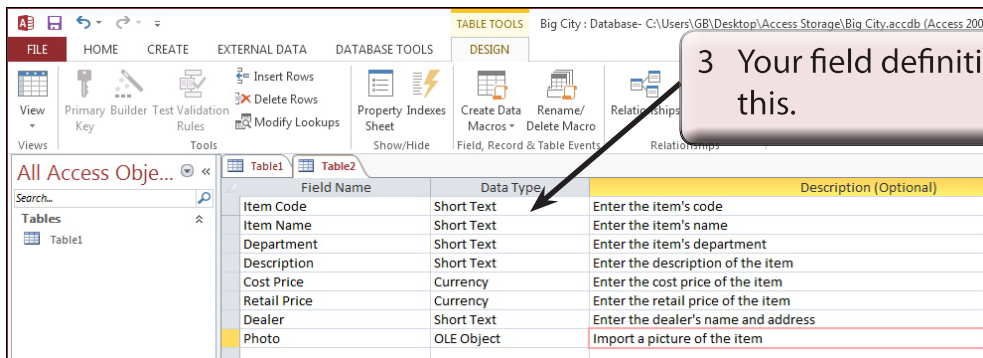
## Defining the Fields



1 Open the CREATE tab of the RIBBON and click on the TABLE DESIGN icon to start a new table.

2 Enter the following Field Names, Data Types and Descriptions:

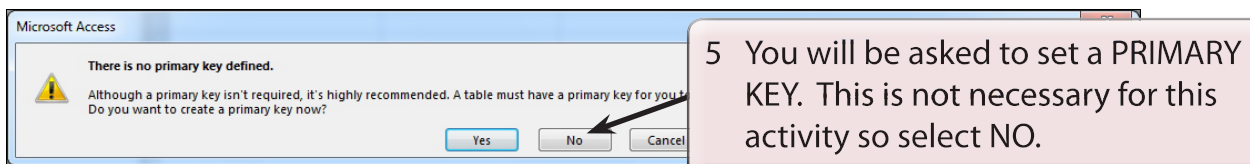
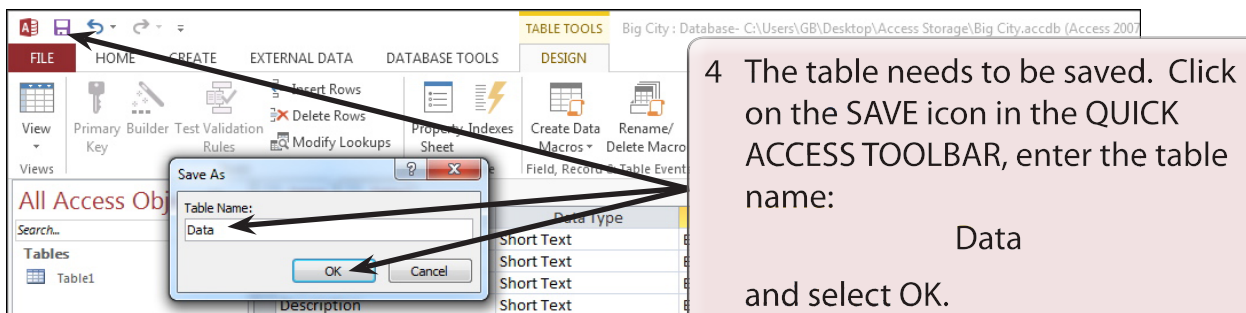
Item Code	Short Text	Enter the item's code
Item Name	Short Text	Enter the item's name
Department	Short Text	Enter the item's department
Description	Short Text	Enter a description of the item
Cost Price	Currency	Enter the cost price of the item
Retail Price	Currency	Enter the retail price of the item
Dealer	Short Text	Enter the dealer's name and address
Photo	OLE Object	Import a picture of the item



3 Your field definitions should look like this.

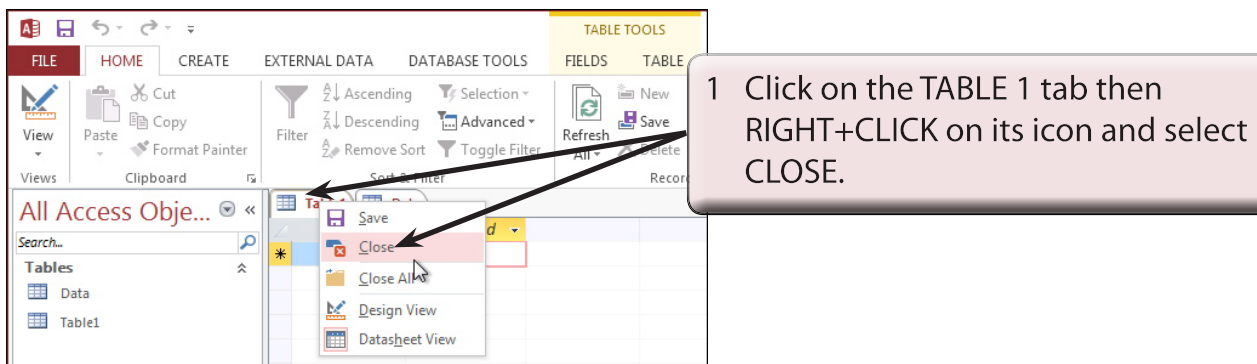
- NOTE:**
- i An OLE Object field allows graphics, sounds or videos to be stored in the field.
  - ii The descriptions of the fields is not essential, however, the descriptions that you do enter will appear at the bottom of the screen when a field is selected, providing assistance to the person entering the data.
  - iii We could have adjusted the field sizes of all the fields, but the default settings will suffice for this activity.





## Deleting the First Table

The first table that Access provides when you start a new database can be deleted.

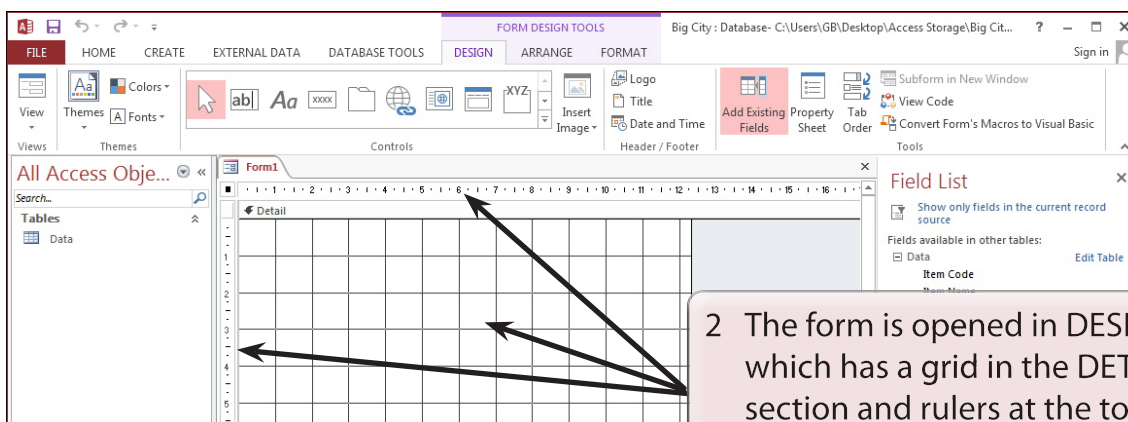
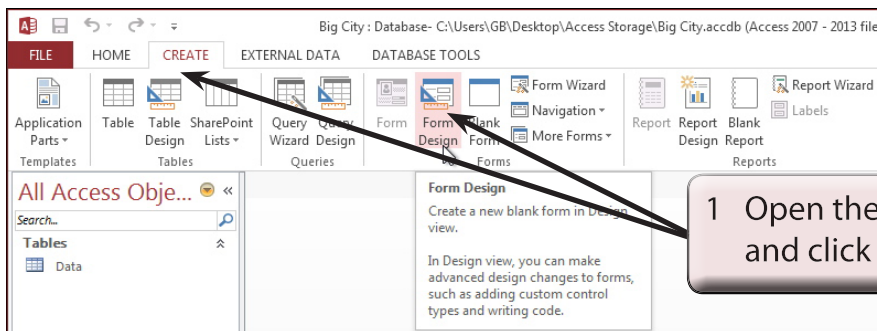


- 2 The table will be deleted as no fields have been entered into it.
- 3 Close the DATA table.

## Starting the Form

The FORMS section of the program allows you to control how the data will be displayed on the screen. The one database can have several different forms. We will create a form that displays all the fields on the one screen. In this case we will create the form in DESIGN VIEW.

### A Opening the Form in Design View



## Quick Reports

One of the main functions of a database is to be able to display its data as clearly as possible so that it can be communicated and understood. In this way data is processed into information. Microsoft Access offers a variety of different reports that can be used to achieve this. The most common report is called a TABULAR REPORT, however, you can also create COLUMNAR REPORTS, CHARTS or MAILING LABELS. The one database can have several different reports to suit different requirements.

There are also a number of different ways to create these reports. In this chapter you will use the REPORT WIZARD and the REPORT tool to create simple reports in a few mouse clicks. In the next chapter you will use REPORT DESIGN to create more detailed reports.

## Loading the Sample File

A database has been prepared for you and it will need to be opened from the ACCESS 2013 SUPPORT FILES

- 1 Load Microsoft Access and click on the OPEN OTHER FILES icon in the START window, or close the current file, click on the FILE tab and select the OPEN icon.
- 2 Access the CHAPTER 6 folder of the ACCESS 2013 SUPPORT FILES and open the BANK RECORDS 6 file as an OPEN READ-ONLY file.
- 3 Click on the SAVE AS button in the warning bar below the RIBBON.
- 4 Access your ACCESS STORAGE folder, save the file as:

Bank Records 6 Copy

and click on the ENABLE CONTENT button.

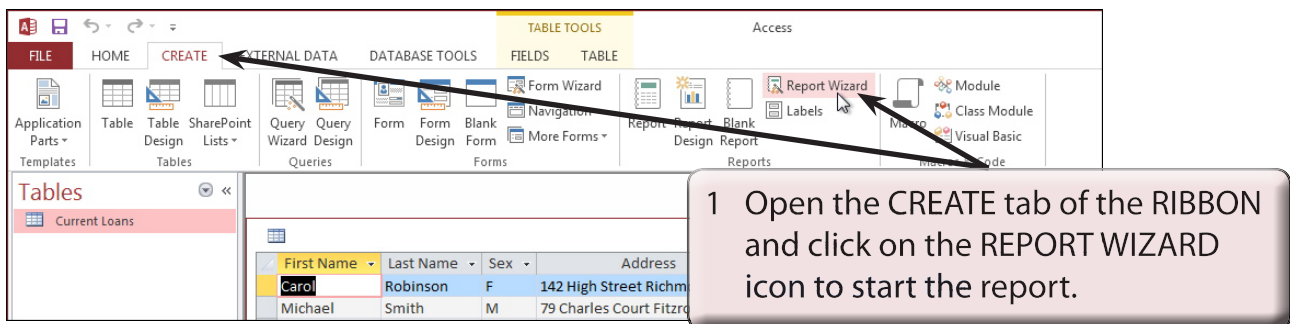
First Name	Last Name	Sex	Address	Loan Date	Current Loan
Carol	Robinson	F	142 High Street Richmond 3121	03-Sep-14	\$28,000.00
Michael	Smith	M	79 Charles Court Fitzroy 3065	03-Sep-14	\$32,000.00
Gary	Kane	M	8 Newell Road Surrey Hills 3127	04-Sep-14	\$53,000.00
Ian	Donaldson	M	2 Oliver Crescent Richmond 3121	06-Sep-14	\$39,500.00
Cheryl	Webster	F	89 Davis Street South Yarra 3141	08-Sep-14	\$23,000.00
Stuart	Olsen	M	33 Rogers Court Malvern 3144	10-Sep-14	\$29,500.00
Dianne	Ross	F	21 Harcourt Street Prahran 3181	10-Sep-14	\$42,500.00
Julia	Barrett	F	60 Border Road Malvern 3144	11-Sep-14	\$33,000.00
Rachael	Stevens	F	32 Linton Close Richmond 3121	12-Sep-14	\$45,000.00
Alan	Smith	M	156 Alsop Street Werribee 3030	14-Sep-14	\$0.00

- 5 Open the CURRENT LOANS table to re-familiarise yourself with it. The table stores the personal details of the clients of a bank.

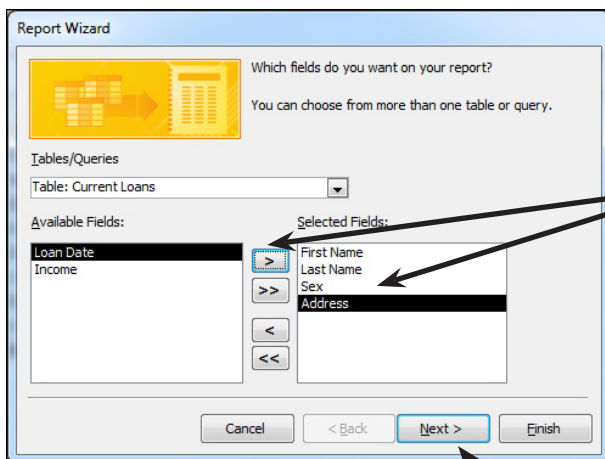
## Using the Report Wizard

### A Tabular Reports

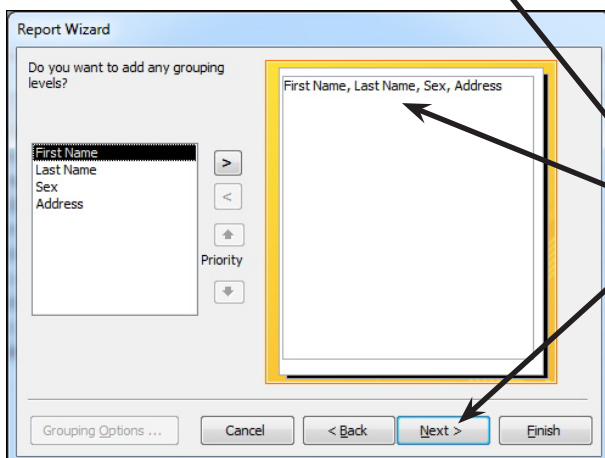
We will create a TABULAR REPORT where field names appear at the top of columns and the records are listed in rows under those headings using the REPORT WIZARD. It is similar to displaying data from a spreadsheet and it is the most efficient way to print large numbers of records.



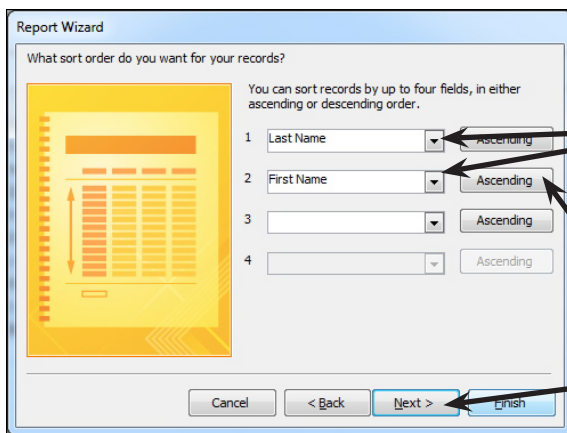
1 Open the CREATE tab of the RIBBON and click on the REPORT WIZARD icon to start the report.



2 The first dialogue box asks for the fields that are required in the report. Let's create a report that shows the client's FIRST NAME, LAST NAME, SEX and ADDRESS. Move those fields into the SELECTED FIELDS frame.



3 Click on the NEXT button and you will be asked about GROUPING LEVELS. This is important when doing totals in a report which we will cover in a later chapter. In this case just click on the NEXT button.



Report Wizard

What sort order do you want for your records?

You can sort records by up to four fields, in either ascending or descending order.

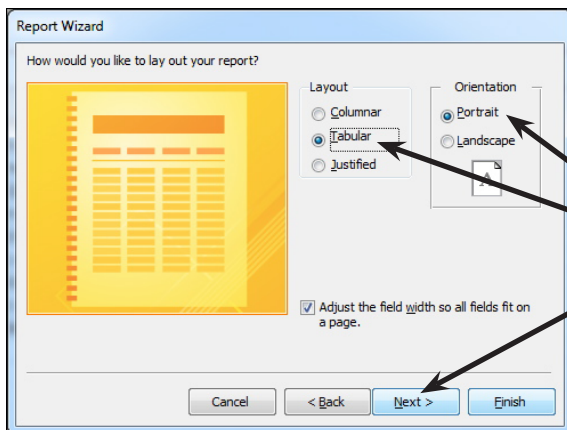
Field	Sort Order
1 Last Name	Ascending
2 First Name	Ascending
3	Ascending
4	Ascending

Buttons: Cancel, < Back, Next >, Finish

4 The next window asks about the SORT ORDER. Use the down arrows to set the first sort box to LAST NAME and the second sort box to FIRST NAME.

5 In both cases leave the boxes next to the fields as ASCENDING (A to Z) and click on the NEXT button.

**NOTE:** This will sort the report into LAST NAME order first. If any of the clients have the same LAST NAME those clients will be sorted into FIRST NAME order.



Report Wizard

How would you like to lay out your report?

Layout:

- ☐ Columnar
- ☒ Tabular
- ☐ Justified

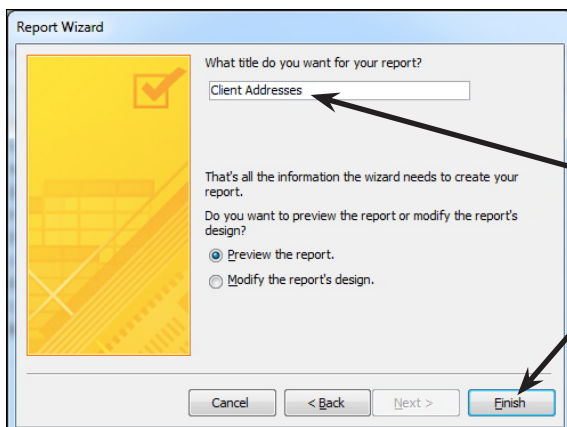
Orientation:

- ☒ Portrait
- ☐ Landscape

☒ Adjust the field width so all fields fit on a page.

Buttons: Cancel, < Back, Next >, Finish

6 The next window asks about the layout of the report. Leave TABULAR selected in the LAYOUT frame and PORTRAIT (or normal) selected in the ORIENTATION frame, then click on the NEXT button.



Report Wizard

What title do you want for your report?

Client Addresses

That's all the information the wizard needs to create your report.

Do you want to preview the report or modify the report's design?

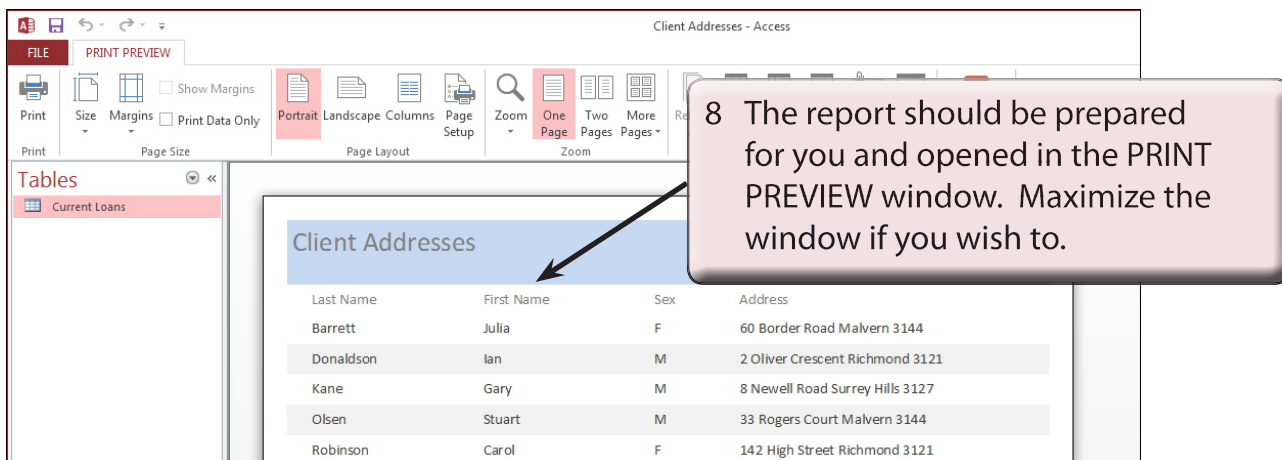
- ☒ Preview the report.
- ☐ Modify the report's design.

Buttons: Cancel, < Back, Next >, Finish

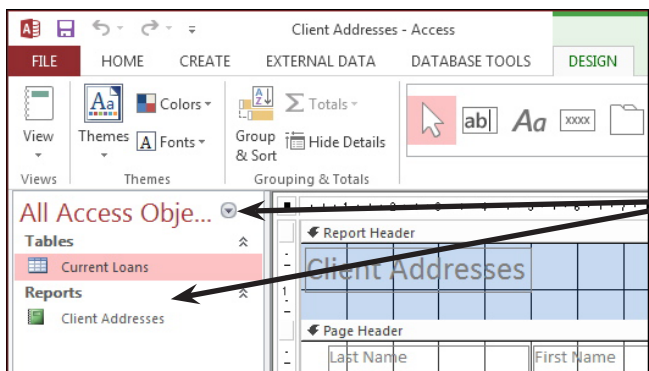
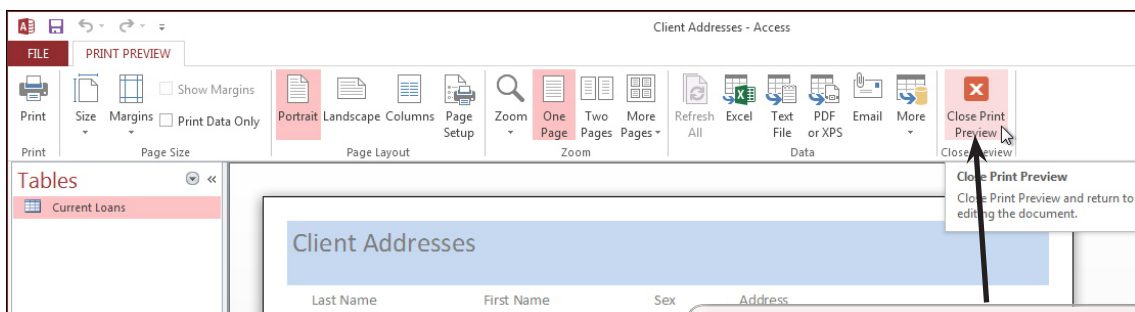
7 Finally, you will be asked to enter a title for the report. Enter:

Client Addresses

and click on the FINISH button.



## B Looking at the Report





# Creating More Detailed Reports

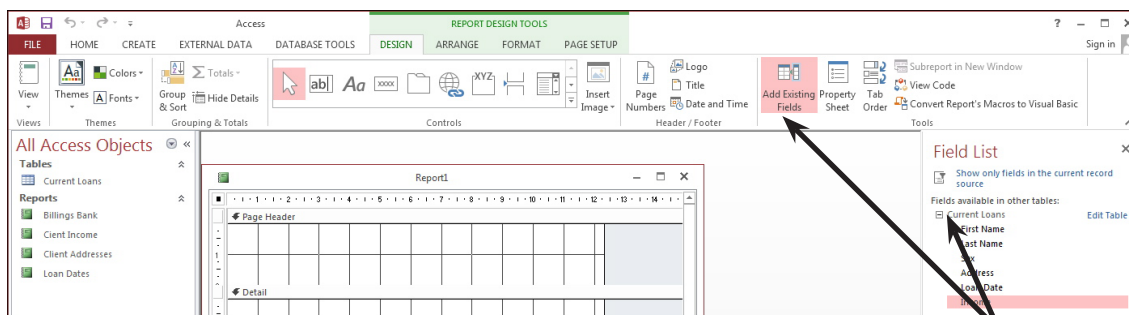
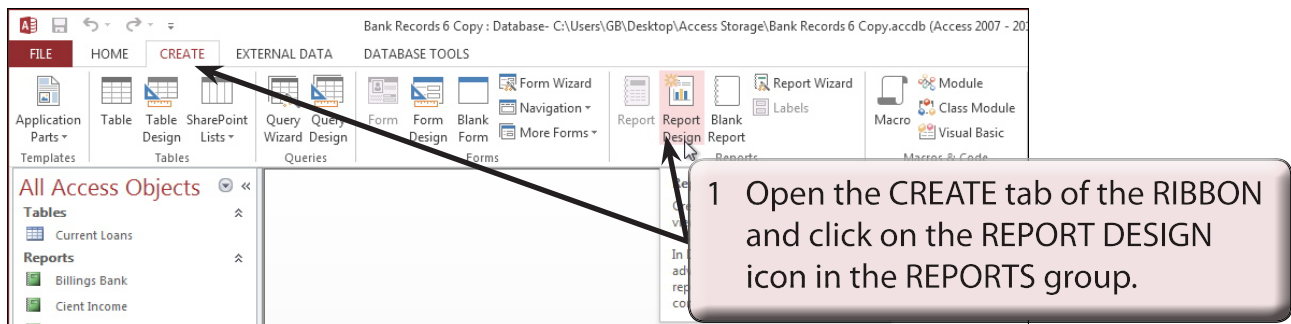
When more detailed reports are required, DESIGN VIEW can be used to build a report from scratch. This allows you to customise reports to suit your requirements

## Loading the Database

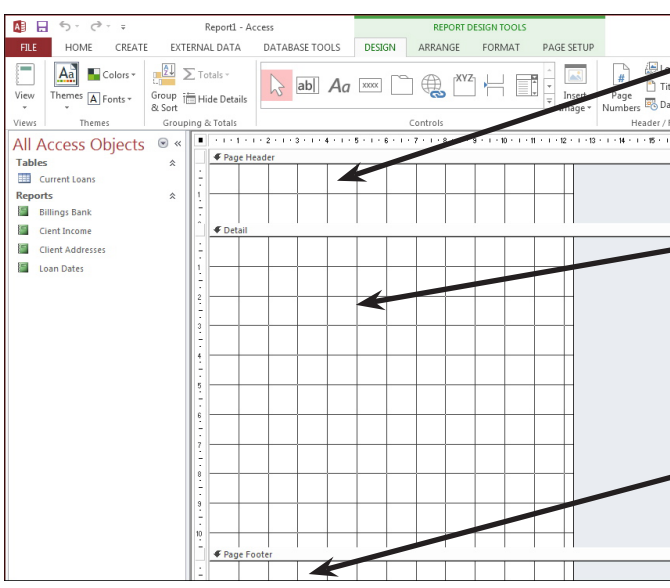
- 1 Load Microsoft Access and open the BANK RECORDS 6 COPY database from your STORAGE folder.
- 2 Another report will be added to the database.

## Starting a New Report

We will create another TABULAR REPORT to show the client loan details for the bank.



### 3 The REPORT screen is made up of three main sections:



The screenshot shows the Microsoft Access Report Design Tools ribbon with the 'REPORT DESIGN TOOLS' tab selected. The ribbon includes sub-tabs: DESIGN, ARRANGE, FORMAT, and PAGE SETUP. The 'All Access Objects' pane on the left shows the 'Reports' section with a list of reports: Current Loans, Billings Bank, Client Income, Client Addresses, and Loan Dates. The main report design area is divided into three sections: Page Header, Detail, and Page Footer. Arrows point from the text boxes to these sections.

A The PAGE HEADER section. Anything placed in this section is printed at the top of each page.

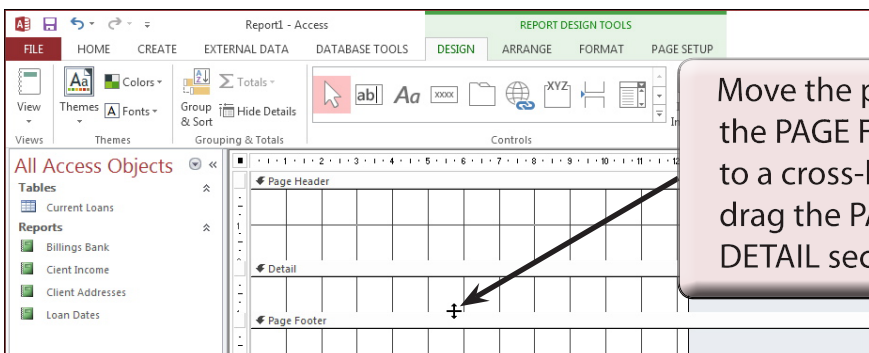
B The DETAIL section. Anything placed in this section fills the body of the page.

C The PAGE FOOTER section. Anything placed in this section prints at the bottom of each page, for example, page numbers are often placed in the PAGE FOOTER.

**NOTE:** You can add other sections to the report. For example, a **REPORT HEADER** which prints its contents once at the beginning of a report. You can set a cover page in this section. You can also set a **REPORT FOOTER** which prints once at the end of a report. A reply slip could be printed in this section. You can **RIGHT+CLICK** on the report and select these options from the **SHORTCUTS** menu to turn them on.

## A Reducing the Height of the Detail Section

We want this report to display the records in rows under one another. Therefore we will not want a large amount of space for the DETAIL section. This would be the space between each record in the printout.



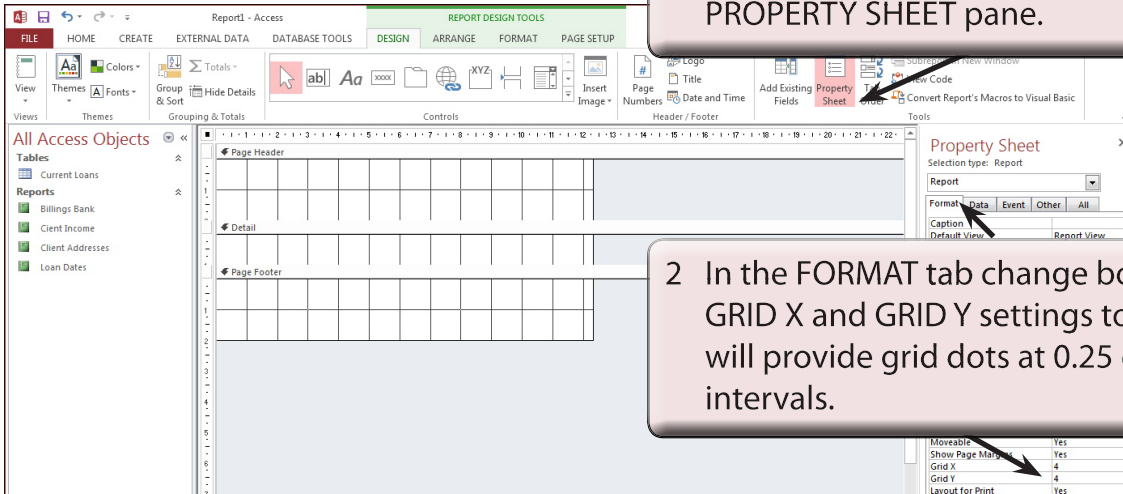
The screenshot shows the same Microsoft Access Report Design Tools interface as before. The 'Page Footer' section is highlighted, and a cross-hair with vertical arrows is visible on the top edge of the Page Footer bar, indicating it is being adjusted.

Move the pointer over the top edge of the PAGE FOOTER bar until it changes to a cross-hair with vertical arrows and drag the PAGE FOOTER up so that the DETAIL section is about 1 cm high.



## B Displaying the Grid Increments

As with FORMS, a more suitable grid can be displayed to assist with the accurate placement of objects in the report.



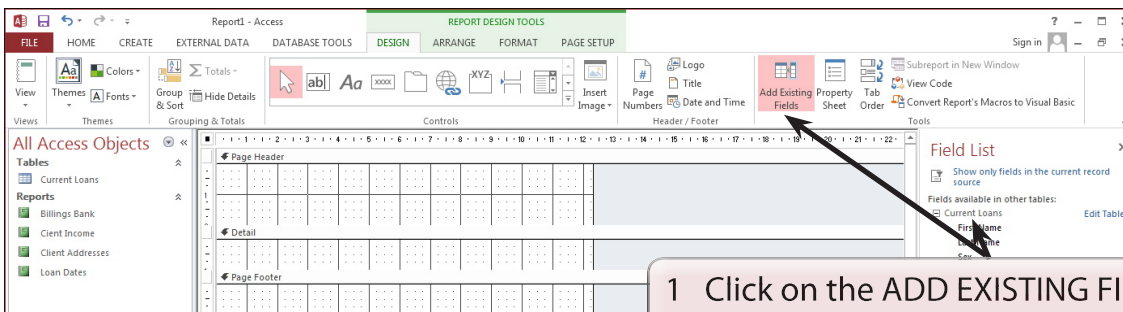
1 Click on the PROPERTY SHEET icon in the DESIGN tab to display the PROPERTY SHEET pane.

2 In the FORMAT tab change both the GRID X and GRID Y settings to 4. This will provide grid dots at 0.25 cm intervals.

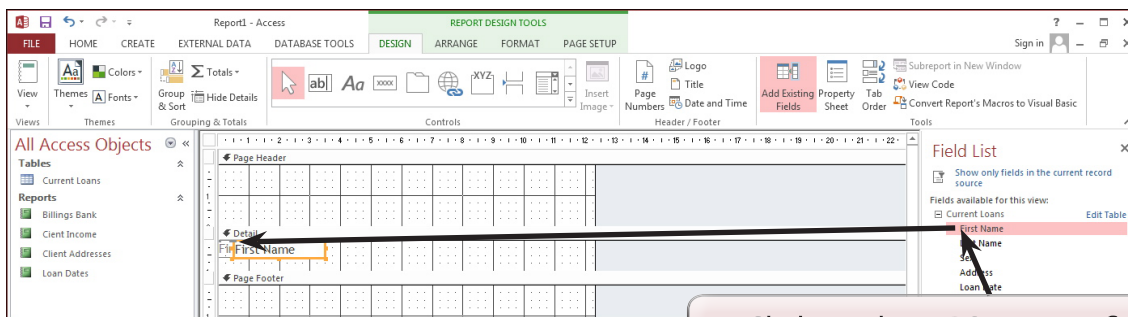
**NOTE:** If the GRID options are not visible, check that the SELECTION TYPE box at the top of the PROPERTIES SHEET pane is set to REPORT.

## C Inserting Fields into the Detail Section

You are able to select the fields that you want in the report from the FIELD LIST pane just as you did in the FORMS section. All the fields can be included or just a selection. Fields can also be added at a later date.

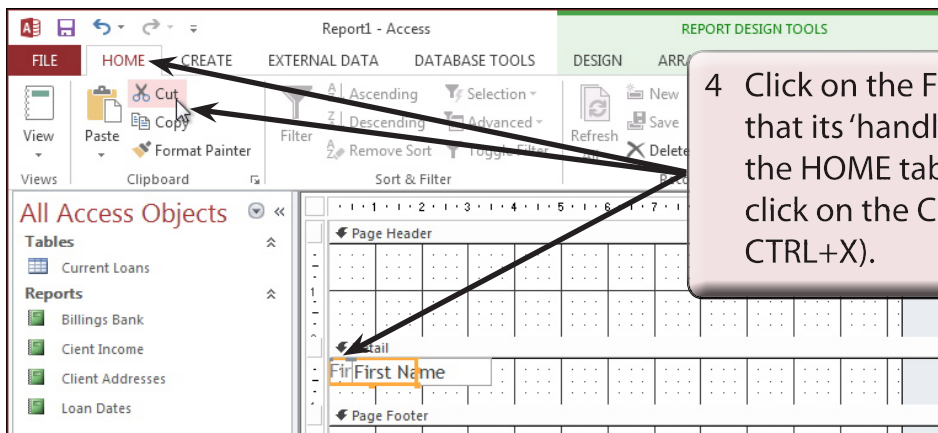


1 Click on the ADD EXISTING FIELDS icon in the DESIGN tab to open the FIELD LIST pane and check that the CURRENT LOANS table is expanded.

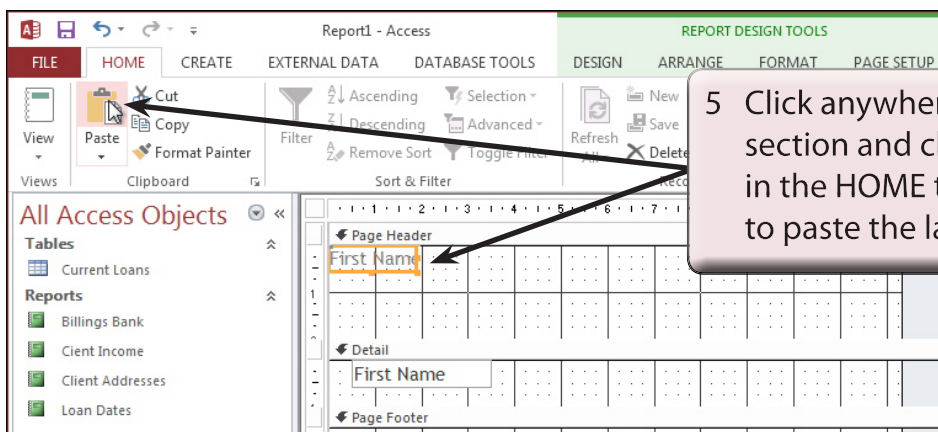


2 Click on the FIRST NAME field in the FIELD LIST pane then drag it to the top left of the DETAIL section in line with 0.5 cm in the top ruler.

- 3 We need the FIRST NAME label to be placed in the PAGE HEADER section. Unfortunately, Microsoft Access does not allow you to drag just the label into other sections so we will need to cut and paste it.



4 Click on the FIRST NAME label so that its 'handles' are displayed, open the HOME tab of the RIBBON and click on the CUT icon (or PRESS CTRL+X).



5 Click anywhere in the PAGE HEADER section and click on the PASTE icon in the HOME tab (or press CTRL+V) to paste the label.

# Creating User-Friendly Databases

Databases are often created by a small number of people then used by a larger number of others. Often these people do not know how to use all the features of a database so it is advantageous to create databases that are easy to use through the use of buttons. Buttons are simply graphics placed on the screen to perform commands and they allow users to navigate around forms, print reports, etc. All the user has to do is click on the button for the command to be run.

In this chapter you will add buttons to a simplified database for a real estate agency which allows users access to a series of forms and reports.

## Opening the Sample File

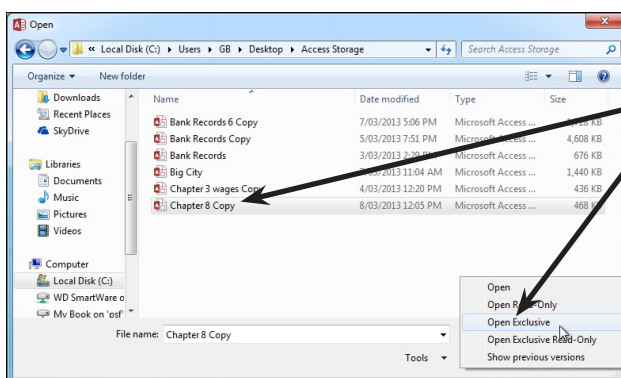
The database has been prepared for you

- 1 Load Microsoft Access or close the current file and click on the FILE tab. Select the OPEN OTHER FILES icon in the START window or the OPEN icon in the BACKSTAGE VIEW.
- 2 Access the CHAPTER 8 folder of the ACCESS 2013 SUPPORT FILES and open the CHAPTER 8 file as an OPEN READ-ONLY file.
- 3 Click on SAVE AS in the WARNING BAR below the RIBBON.
- 4 Access your STORAGE folder and save the file as CHAPTER 8 COPY.

## Opening the File as an Exclusive file

The file will be opened as an EXCLUSIVE file so that a password can added to it.

- 1 Close the CHAPTER 8 COPY file, select OPEN from the BACKSTAGE VIEW and access your STORAGE folder.



- 2 Select the CHAPTER 8 COPY file then click on the arrow next to the OPEN button and select OPEN EXCLUSIVE.

## The Sections of the Database

Click on the ENABLE CONTENT button so that the data is displayed. The database consists of the following sections. Look at each in turn.

### A Tables

<i>Owner Details:</i>	Records the property's owner details.
<i>Property Details:</i>	Records specific details about the property, such as its location, type, description, sale type (sale, auction or rent), and price.

The tables are linked by the OWNER ID primary key field.

### B Queries

<i>All Details:</i>	Combines details from both tables. This query is used by the DATA ENTRY form.
<i>Properties for Auction:</i>	Filters the properties available for auction, sorted into SURNAME then FIRST NAME order.
<i>Properties for Rent:</i>	Filters the properties available for rent, sorted in WEEKLY RENT then SURNAME order.
<i>Properties for Sale:</i>	Filters the properties for sale, sorted into SALE PRICE order.

### C Forms

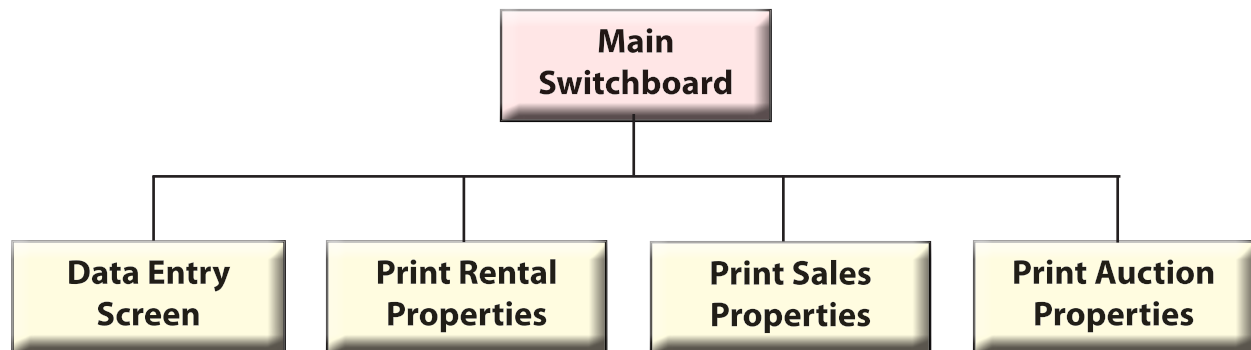
<i>Data Entry:</i>	Displays all the fields from the two tables.
--------------------	--

### D Reports

<i>Auction Properties:</i>	Prints the Properties for Auction Query details.
<i>Rental Properties:</i>	Prints the Properties for Rent Query details.
<i>Sale Properties:</i>	Prints the Properties for Sale Query details.

## The Structure of the Database

You will be required to add buttons to a DATA ENTRY form and to create a MAIN SWITCHBOARD form to control the use of the database. The structure of the database system that you will create is summarised in the following diagram.



## Completing the Data Entry Form

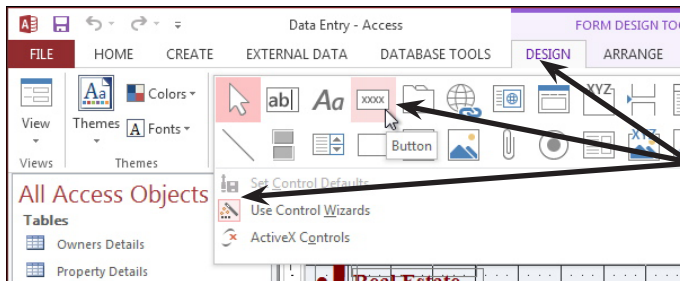
Buttons are needed in the DATA ENTRY form to allow the users of the database to carry out the general maintenance procedures such as adding new records, finding records and deleting records.

1 Open the DATA ENTRY form from the NAVIGATION pane, MAXIMIZE its window and use the VIEW icon to set the screen to DESIGN VIEW.

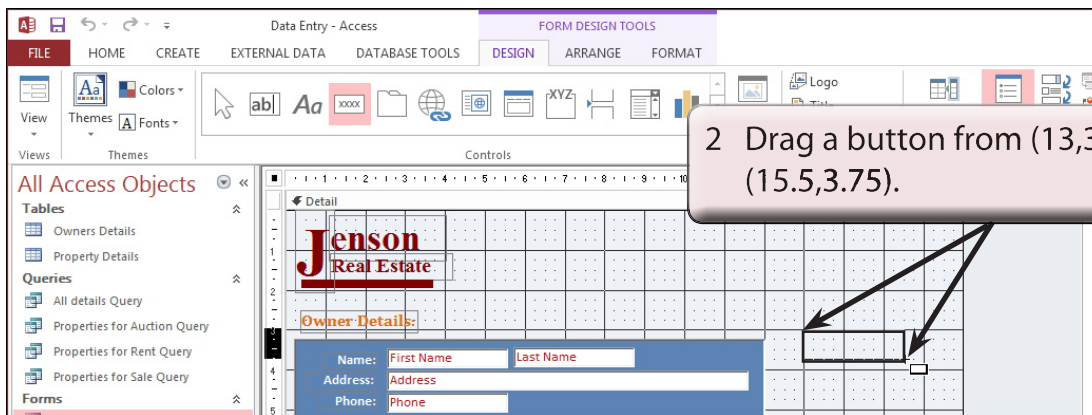
2 Buttons will be placed along the right of the form.

## A Inserting a New Record Button

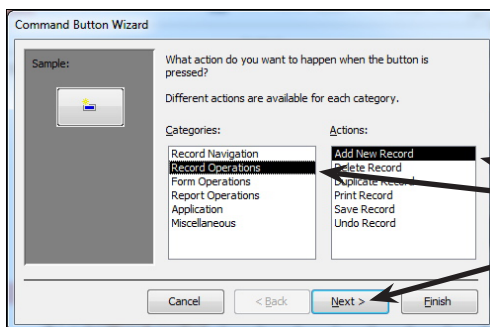
We will use a wizard to help create the button.



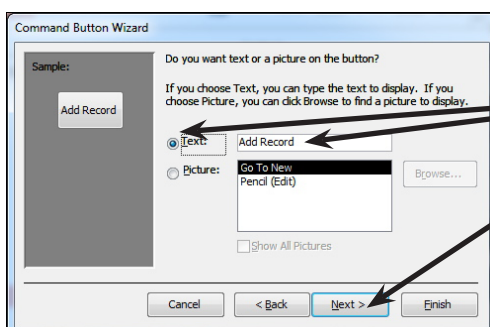
1 In the DESIGN tab of the FORM DESIGN TOOLS click on the MORE icon in the CONTROLS group, check that the USE CONTROL WIZARD is turned on (its icon should be shaded) then click on the BUTTON icon.



2 Drag a button from (13,3) to (15.5,3.75).



3 In the COMMAND BUTTON WIZARD dialogue box set the CATEGORIES frame to RECORD OPERATIONS, leave the ACTIONS frame as ADD NEW RECORD and click on NEXT.



4 Click on the TEXT radio button, leave the text box as Add Record and click on NEXT.

# Microsoft Access Project

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Your task for this Project is to use the skills that you have developed in these tutorials to produce a database for a company. The company details are provided on the next page and the company data is on page P-3.

