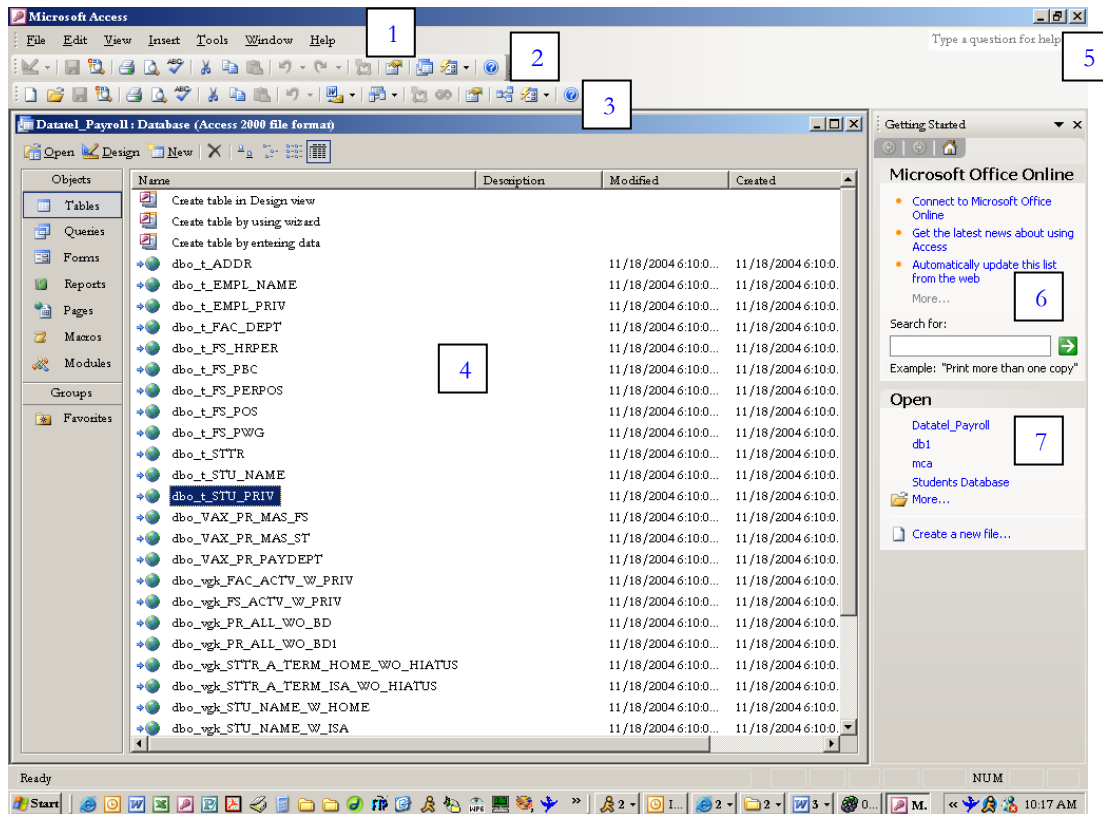


The New Access Window




- [1] **Menu Bar**—contains all tools for use with Access 2003.
- [2] **Database Toolbar**—contains shortcuts for standard Access actions and tools.
- [3] **Form Design Toolbar**—shortcuts for designing forms in the database.
- [4] **Database Window**—shows the actual database
- [5] **Ask a Question Box**—quick access to help.
- [6] **Microsoft Office Online Assistant**—connect to Microsoft Office Online and the latest tips for using Access. [new]
- [7] **Task Pane**—displays tasks according to the selected category.

Using the Task Pane


The Task Pane replaces commonly-used dialog boxes. Every time you select a feature in Access, the task pane changes to include shortcuts to tasks involving the feature selected.

Using the Database Wizard

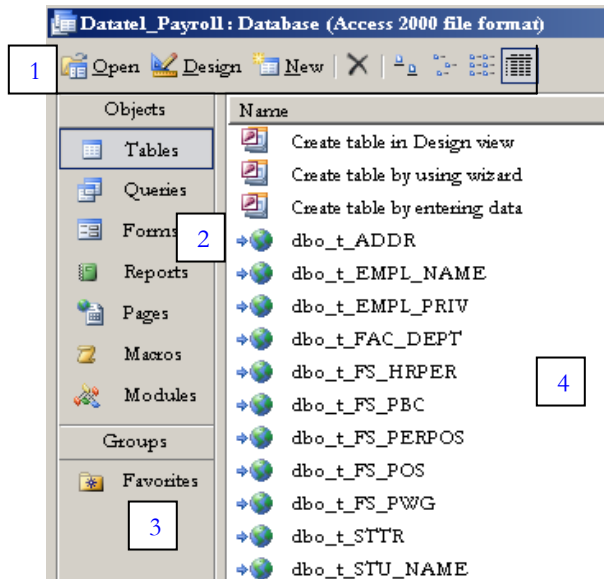
The Database Wizard helps you create your database. In one operation you can set up the required tables, forms, and reports.

- ❑ Select **File>New** (or press CTRL + N, or click the New button ).
- ❑ In the New File Task Pane, click the General Templates shortcut.
- ❑ Click the Databases tab.
- ❑ Select the type of Database you wish to create.
- ❑ Click OK.
- ❑ The New Database dialog box will appear.
- ❑ Specify the name and location for the database.
- ❑ Click Create.
- ❑ Follow the Wizard to create the database.
- ❑ Click Finish.

Open an Existing Database

- ❑ Select **File>Open** (or press CTRL + O, or click the Open button ).
- ❑ Locate and select the database you wish to open.
- ❑ Do one of the following:
 - Open for shared access in a Multi User environment:** click the Open button.
 - Read Only Access:** click the arrow on the Open button and select Read-Only.
 - Exclusive Access:** click the arrow on the Open button and select it.
 - Read only and prevent others from opening it:** click the arrow on the Open button and select Open Exclusive Read Only.

Working in the Database Window



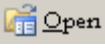

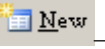

- [1] **Database Window Toolbar**—commands for creating, opening, viewing, and managing database objects.
- [2] **Objects Bar**—list the database objects.
- [3] **Groups Bar**—shortcuts to database groups, which can contain shortcuts to database objects.
- [4] **Objects List**—lists the corresponding database objects for the option selected on the **Objects Bar**.

Working with Objects

On the **Objects Bar**, click the type of object you wish to work with.

In the **Object List**, select the object you wish to work with.

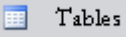
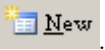
On the **Database Window Toolbar**, select one of the following:

- ❑ Open —to open an existing object.
- ❑ Design —to modify the design of an existing object.
- ❑ New —to create a new database object.
- ❑ Delete —to delete the selected object.

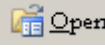
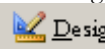

Tables

A table is a collection of data about a certain topic (orders, inventory, contacts, etc.). They contain rows (records) and columns (fields), much like an Excel Spreadsheet.

Using the Table Wizard

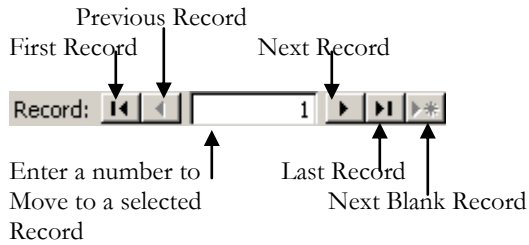
- ❑ Click the Tables icon .
- ❑ Click the New button .
- ❑ Select **Table Wizard** from the New Table list box.
- ❑ Click OK.
- ❑ Follow the Table Wizard instructions.
- ❑ Click Finish.

Opening a Table


- ❑ Click the Tables icon.
- ❑ Select the table you wish to open from the Objects List [4].
 - Open in Datasheet View, click the Open icon .
 - Open in Design View, click the Design icon .
- ❑ To close the table, select File, Close, or click the Close button  in the upper right corner of the Table window.

Navigating in Datasheet View


The Datasheet navigation tools are located at the bottom left of the table window. Use the tools to move back and forth between records in a table.



Adding a Field

- ❑ In Design View, click the row below where you want to add the field. (To add a field to the end of the table, click the first blank row).
- ❑ Click the Insert Rows icon .
- ❑ Enter a field name in the Field Name column.
- ❑ Click the Arrow button in the Data Type column to select from a list of data types.
- ❑ After you make your selection, field properties will appear in the General tab, located in the window's bottom pane.
- ❑ In the Description column, enter a description of the information you will be entering, if you desire.

Deleting a Field

- ❑ In Design View, select the field you wish to delete.
- ❑ Click the Delete Rows button .

Data

Entering data in Datasheet or Form View



Shortcuts

- ❑ To copy information from the same field in the previous record, press **CTRL + ;**.
- ❑ To enter the current date, press **CTRL + :**.
- ❑ To move to the next field, press the **Tab** key.
- ❑ To undo changes in the current field, press the **ESC** key.
- ❑ To insert a new line, press **CTRL + Enter**.

Filtering Data

Filtering a table allows you to work with a specified subset of the table.

In Form or Datasheet View, select all or part of a value in the field that you want to base your filter on. (For EX.: to find all the records that contain the value "Mississippi" in the State field, select -highlight -the word Mississippi.)

Click the Filter by Selection icon . Repeat the above steps for every field to filter by until you have the desired set of records. To remove the filter and work with all records, click the Remove icon .

Sorting Data



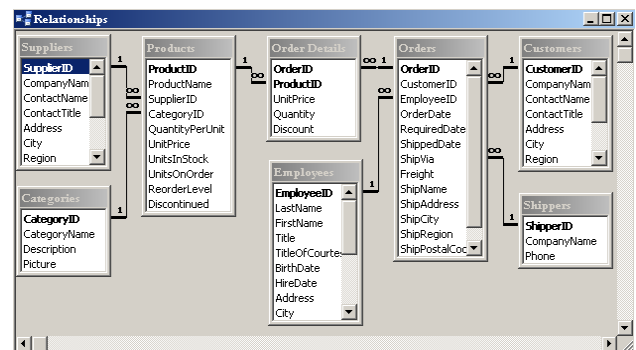


- ❑ In Form or datasheet View, select the field you want to sort by (click the row selector button).
- ❑ Click the Sort Ascending  or Sort Descending  icons.

Table Relationships






A relationship links tables together to provide organization and distribution to a large amount of data.



Linking tables

- ❑ Select Tools, Relationships, or click the Relationships icon .
- ❑ Click the Show Table icon .
- ❑ Click the Tables or Queries tab in the Show Table dialog box and double click the tables or queries you want to add to the Relationships layout.
- ❑ Click the Close button to close the Show Tables dialog box.
- ❑ Drag the field of one object to a field on another object to relate the two.
- ❑ The Edit Relationships dialog box will appear.
- ❑ Make changes as desired.
- ❑ Click the Create button to create the Relationship.

Editing Relationships





- ❑ Select Tools, Relationships, or click the Relationships icon .
- ❑ To make changes in the layout, double click the relationship link line.
- ❑ To show relationships in the layout, click the Show Direct Relationships icon  or the Show All Relationships icon .
- ❑ To clear the Relationships, click the Clear layout icon .
- ❑ To return to the Database Window, click the Database Window icon .

Queries



Queries are used to view, change, and analyze data. They can bring together data from multiple tables, sort it, and perform calculations.

Queries can also be used as a record source for forms, reports, and data access pages.

Creating a Query

- ❑ Click the Queries icon  on the Objects Bar.
- ❑ Click the New icon .
- ❑ Select Simple Query Wizard from New Query list box.
- ❑ Click OK.
- ❑ Select an existing Query or Table from the pull down menu.
- ❑ Select a field from the Available Fields list.
- ❑ Click the Add icon  to add the field, or click the Add All icon  to add all the fields.
- ❑ Click Next.
- ❑ Select Detail or Summary.
- ❑ Click Next.
- ❑ Enter a title for the Query.
- ❑ Click Finish.




Designing a Query

- ❑ Click the Queries icon  on the Objects Bar.
- ❑ Click the New icon .

- ❑ Select Design View from the New Query Lost box.
- ❑ Click OK.
- ❑ Click the Tables or Queries tab in the Show Table dialog box and select a table or query to use. (You may add more than one if they are related. Hold the CTRL key and click the different tables or queries to select more than one).
- ❑ Click Add.
- ❑ Click the Close button to close the Show Table dialog box.
- ❑ To add a field to the query, click and drag it to the column in the design grid.
- ❑ To enter Criteria for the query, click once in the criteria cell for the field and type the criteria expression. To use the Expression builder, right click the Criteria Cell and select Build.
- ❑ To sort Query results, click the Sort Cell of the field you want to sort by and select the sort.
- ❑ Double Click on the Query to process.

Reports

Using the Report Wizard

- ❑ In the Database Window, click the Reports icon .
- ❑ Click the New button.
- ❑ Select Report Wizard.
- ❑ Click OK.
- ❑ Select a table or query to base the report on.
- ❑ Select a field from the Available Fields list.
- ❑ Click the Add  or Add All  icons.
- ❑ Click Next.
- ❑ Select grouping levels by selecting a field and clicking the Add button.
- ❑ Select sorting fields.
- ❑ Click Next.
- ❑ Select a Style to use for the report (a preview appears to the left).
- ❑ Click Next.
- ❑ Enter a name for the Report.
- ❑ Select Preview to see the report, or make changes to the report's design.
- ❑ Click Finish.

Designing Reports




- ❑ In the Database Window click the Report button.

- ❑ Click the New button.
- ❑ Select Design View.
- ❑ Select a table or query to base the report on.
- ❑ Click OK.
- ❑ Click and drag fields into the design area.
- ❑ Select the fields you want to align by holding the Shift key and clicking once on each field to select it.
- ❑ Select Align from the Format menu.
- ❑ Select an alignment to use.

Forms

Forms provide a customized way to enter information into a database. They can be used to edit existing records, display information and display calculated values.

Using the Form Wizard

- ❑ In the Database Window, click the Forms icon .
- ❑ Click the New button.
- ❑ Select Form Wizard.
- ❑ Click OK.
- ❑ Select a table or query to base the form on.
- ❑ Select the fields to use, click the Add button  or the Add All icons .
- ❑ Click Next.
- ❑ Select a layout. A preview appears to the left.
- ❑ Click Next.
- ❑ Select a style. A preview appears to the left.
- ❑ Click Next.
- ❑ Enter a name for the form.
- ❑ Select whether you want to preview the form or make changes to the design.
- ❑ Click Finish.

Designing Forms

In the Database Window, click the Forms button.
 Click the New button.
 Select Design View.
 Select a table or query to base the form on.
 Click OK.
 Click and drag fields onto the design area.
 To align fields on the form, select the fields and select Format, Align.
 Select the alignment.