



Microsoft Access 2010 handout

Access 2010 is a relational database program you can use to create and manage large quantities of data. You can use Access to manage anything from a home inventory to a giant warehouse of products. You will learn how to build and maintain a database file, add tables, create forms and analyze data using filters, sort, and queries.

Backstage View

Open Access. You are presented with the Microsoft Office Backstage view, where you can get information about the current database, create a new database, open an existing database, and view featured content from Office.com.

The left column of Backstage view contains commands that can be used to adjust, maintain, or share databases. (A database must be open to access many of these commands.)

- **Save** a copy of your database (choose Save Database as).
- **Compact, repair, and encrypt** your database file (choose Info).
- **Print** some of the information in your database (choose Print).
- **Publish** your database to a SharePoint server so other people can use it over the web (choose Save & Publish)
- **Configure** all sorts of Access options (choose Options).
- **Quit** Access (choose Exit).

Commands in Backstage view generally apply to entire databases, not to objects inside of a database. You can get to Backstage view at any time by clicking the **File** tab.

Documents used recently can easily be viewed by clicking **Recent**. This feature is turned on by default, but you can turn it off, turn it back on, or adjust the number of documents it displays.

Change the number of files that appear in the list of recently used files

Backstage View, click **Options**

Click **Client settings**

Under **Display**, in the **Show this number of Recent Documents list**, click the number of files you want to display.

The center column of Backstage View has **Available Templates**. An Access template is a file that, when opened, creates a complete ready to use database application that can be customized to suit your needs.

The right column displays information about the available template highlighted. In the File Name box, type a file name for the database you are about to create. It will be stored in your personal Documents folder unless you designate otherwise.

Click on the **HOME** Tab to see what is inside an Access file. (Quick Access toolbar and Ribbon will be grayed out if no database files are open.)

Quick Access toolbar - gives access to frequently used commands, by default it contains the **Save** button, the **Undo** and **Redo** buttons.

- Click the small arrow on quick toolbar
- Choose **More Commands**, you can see other commands you can add to it.
- Select a command
- Click the **Add** button and command will appear on the right
- Click **Ok** and command will be added to Quick Access toolbar

You can rearrange the commands by selecting one and clicking the up/down arrows on the right.

Ribbon

Across the top of the screen is the Ribbon, with the red **File** tab and four others: **Home**, **Create**, **External Data**, and **Database Tools**.

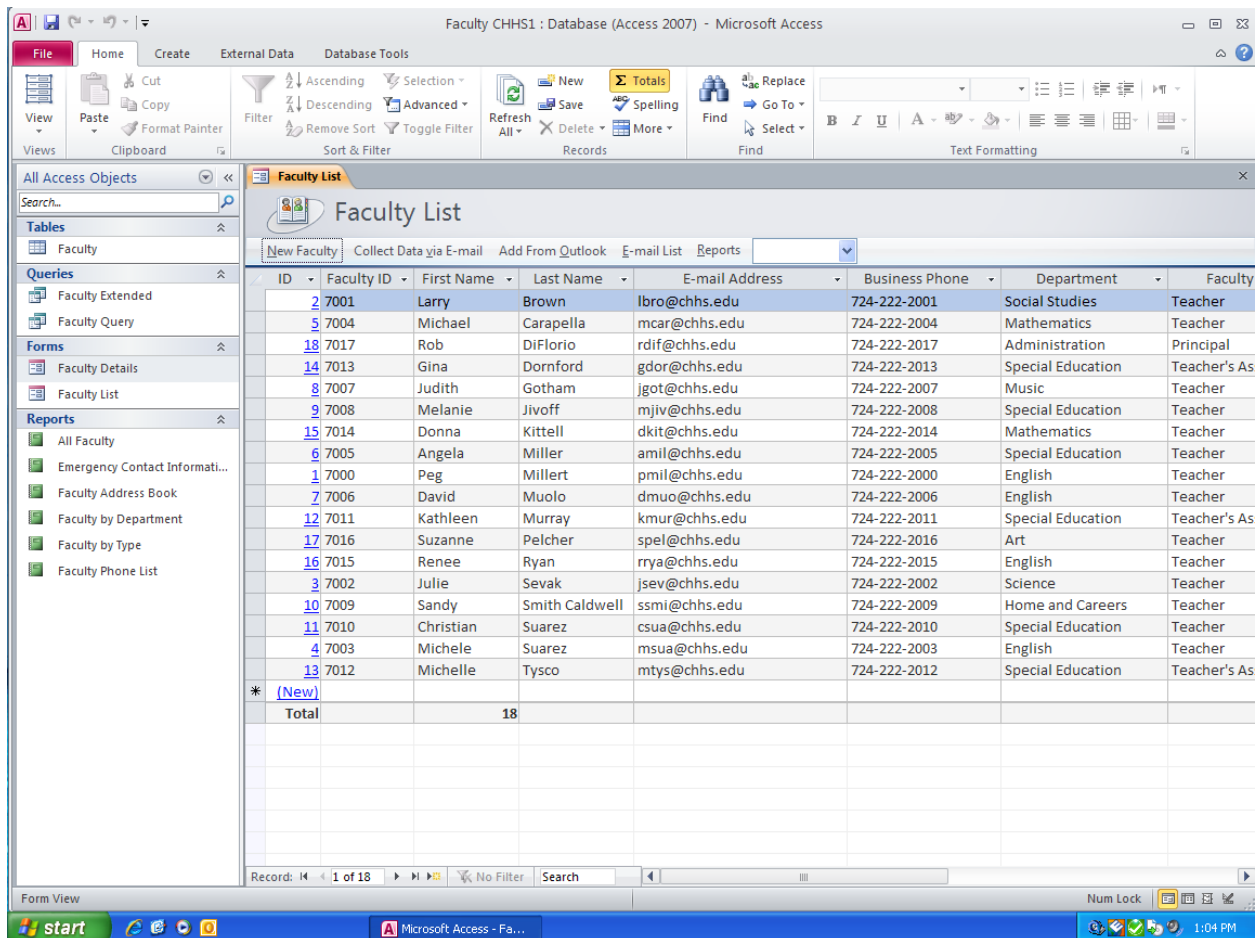


Each tab has commands logically organized into groups with the names of the groups shown on the bottom. When you hover over a command, you will see a screen with a short description of that command. You can hide the Ribbon by clicking the small arrow to the left of the ? (Microsoft Access Help) or by double clicking on any tab.

A database is a collection of information. When you open a database or create a new one, the names of your database objects appear in the Navigation Pane. You can see the groups of objects and objects themselves.

The database objects include: **tables, queries, forms, reports, records, fields, macros and modules.**

- **Table-** a list of information organized into columns and rows. You can have numerous tables in your Access database.
 - **Records and Fields-** every entry you make in an Access table is called a *record*. Records always appear as rows in a database. You can organize the information for each record in a separate column, which is called a *field*. For example, you might include fields for first name, last name, company name, and email address. Field names appear at the top of the table.



- **Queries-** answer a question of the data
- **Forms-** allow you to enter data quickly
- **Reports-** summarize and display the data in a printable format
- **Macros-** mini programs that automate custom tasks.
- **Modules-** files that contain Visual Basic Code.

Creating a database file

You can start a new blank database with no objects and data.

- Select the **Blank database** icon in Backstage View.
- Enter the file name in the box, you will see the location where the database will be saved
- Click **Create**

A new blank database will open where you can create fields and enter data. In a single instance of Access, you can have only one database open at a time. In other words, you cannot start Access, open one database, and then open another database without closing the first database. However, you can run multiple instances of Access at the same time, each with a database open in it. If you are creating a database from scratch you will start with creating a table.

Create a New Table

Access stores all data in tables, and you can have multiple tables in a single database. Tables consist of columns and rows that intersect to form cells for holding data. Each row is considered a record in a table. You can use columns to hold fields.

- Click the **Create** tab on the Ribbon
- Click the **Table** button
- Double-click the column header to create a field name. The ID column is an auto number field, don't enter data here.
- Type a name for the field
- Press **Enter**

You can resize a column by dragging the column border left or right.

Add a Field to a table

You can add fields to your table to include more information in your records.

- Open the table to which you want to add a field in **Datasheet** view (Home tab, View, Datasheet)
- Click where you want to insert a new field
- Click the **Field** tab
- Add & Delete section has choices for the type of field desired.

Delete a Field in a Table

- **Datasheet** view (Home tab, View, Datasheet)
- Click the field you want to remove
- Click the **Field** tab
- Click the **Delete** button in the Add & Delete section

Access removes the field and any record content for the field from the table.

Hide a field

You can hide a field by hiding the entire column of data to focus on other fields or to prevent another user on your computer from seeing the field.

- Click the field column header that you want to hide
- Right-click the field name
- Click **Hide Fields**

To view the column again:

- Right-click the field next to the hidden field
- Click **Unhide Fields**
- Select the column you want to display again
- Click **OK**

Move a Field

You can move a field in your table to rearrange how you view and enter record data.

- Click the field column header you want to move
- Drag the column to a new position in the table, a bold vertical line marks the new location of the columns as you drag
- Release the mouse button

Add a record

Click the **New** button on the **Home** tab

Access adds a new record at the bottom of the table.

Delete a record

- Click the record to delete
- Click the **Home** tab on the Ribbon
- Click the **Delete** button
- Click **Yes**

Spell check

You can use the spellchecker to go through your tables. Open the table and put the cursor in the first row of the first column

- Click the **Home** tab
- Click the **Spelling** button in the records group

Create a Form

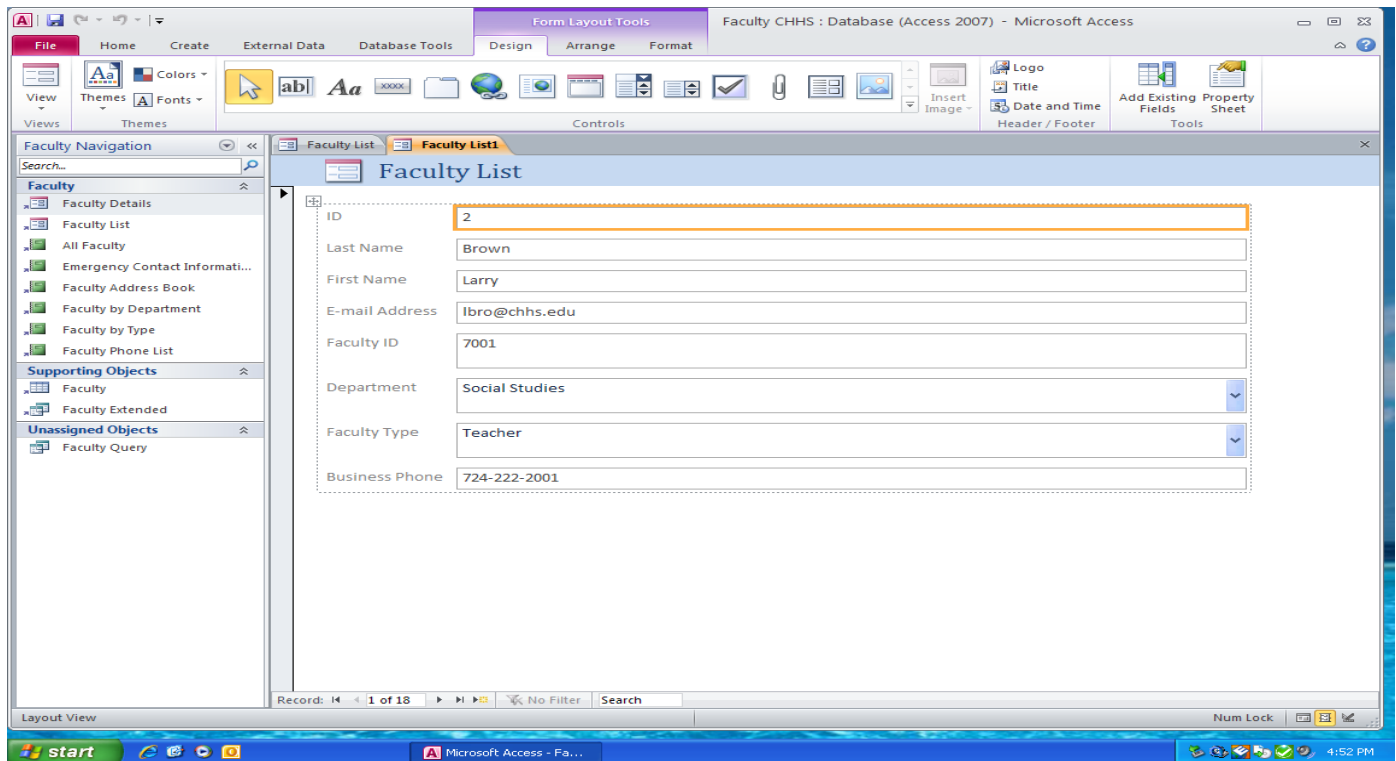
You can use Access to help you create and customize a form for entering records into your database. The purpose of a form is to make data entry easier by adding, modifying and deleting the records.

- Select the table in the Navigation pane
- Click the **Create** tab in the Ribbon
- Click the **Form** button in the *Form* group

You can customize a form using **Form** view, **Layout** view or **Design** view.

The Layout view lets you see what your form looks like (with live data), rearrange fields and apply formatting. You can use the **Format** and **Arrange** tabs to make changes to the form while seeing the data.

The form is divided in two sections: header and a detail section. Each item you see in the section is a control. You see different control types: a label, a text and a combo box.



These controls and the form itself have a set of properties.

Change the properties

- Select an object
- Press **F4** on keyboard

The object you have selected is listed at the top and its properties are listed on the **All** tab.

- Select an object on the Property Sheet
- Click the small down arrow and choose a new option

Add more fields to a form

- In Design view or Layout view, click the **Design** tab
- Click **Add existing Fields**
- Double click or drag the field from the field list to the section of the form when you want it displayed

You can arrange and resize fields in the *Layout view*.

Resize fields

- Click **Arrange** tab
- Select a control to resize, move mouse to the edge until it turns into a double headed arrow
- Click and drag to the desired size

All records of the same type will be resized.

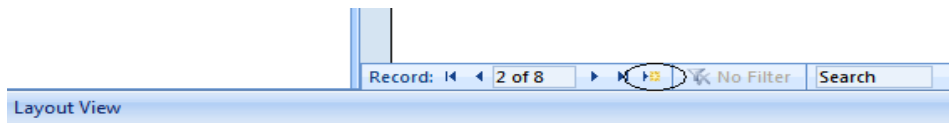
Access offers two types of **control layouts**: tabular and stacked. Control layouts are guides that align your controls horizontally or vertically. Access automatically creates a stacked control layout.

To switch to a tabular layout:

- Select a control to see the small box to the left
- Click the small box to select all controls in the layout
- Click **Arrange** tab
- Click the **Tabular** button in the **Control Layout** group

Add a record to a form

- Display the form in the database window
- Click the new record button on the Navigation bar



- Click inside the first field and type the data
- Press tab to move to the next field
- In the last field press **Enter**

Change the Field Formatting

- Open the form in **Layout** view
- Click the field or label you want to edit
- Click the **Format** tab on the Ribbon
- Click the formatting you want to apply (such as a fill color, font type, line type etc.)

Close a Form

- Click the **Close** button to close the form. Access prompts you to save your changes.
- Click **Yes**
- Type a name for the form
- Click **OK**

How to Access Database Objects

The Navigation pane keeps a list of all of the database objects in your file.

- Click the drop-down arrow at the top of the pane
- Click **All Access Objects** to see all of the tables, forms, queries and reports stored in the database
- Click the **Forms** option to see only forms

Perform a Query

Query is a selected group of fields from a table or more than one table. Criteria can be added to the query so you only see the information you want in the table. If a table contains numeric fields you can create a detail or summary query. Queries look very much like a table Data Sheet and you can navigate the rows the same way

Detail query

- Select the table you want to base query on
- Click the **Create** tab on the Ribbon
- Click the **Query Wizard** button
- Select **Simple Query Wizard** in the list
- Click **OK**, your table is selected at the top or you can choose another one
- Add the fields you want in the result to the right side
- Click **Next**
- Create a title for the query
- Click **Open the Query**
- Click **Finish**

Creating a Report

You can use the Report tool to turn any table, form, or query into a professional report document.

- In the Navigation Pane, select the table or query that you want to use as the data source.
- Click **Create** tab, and in the **Reports** group, click **Report Wizard**.
- Click the small arrow on the **Tables/Queries** box
- Click a table containing the fields on which you want to base the report
- Double-click each field you want to include in the report, to add all of the sample fields, click the **Add All** button
- Click **Next**

The next wizard screen asks how you want to group related data in the report.

- Double-click the field, a sample of grouping appears in blue on the right part of the window
- Click **Next**

The next wizard screen asks you how you want to set the sort order.

- Select a field and choose ascending or descending order
- Click **Next**
- Select layout and orientation for your report
- Click **Next**
- Type a name for the report
- Click **Finish**

Access creates the report and displays the report in **Print Preview** mode. If Print Preview mode is not displayed, you can click the **Print Preview** button at the bottom right corner of the program window.

Print a Report

- Click the **File** tab to return to Backstage view.
- Click **Print**
- Click **Print Preview**
- If the preview is acceptable, click **Print**.

Saving a Database with a Different Name

If you have an existing database that has the information needed, but want to customize it for a different purpose, you can create a new database based on it.

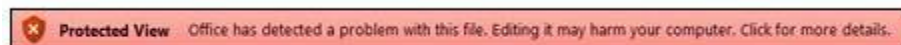
- Open the database you want to replicate
- Click the **File** tab to return to Backstage view.
- Click **Save Database As**
- Name the database and select the location

Access Security

By default, Access disables all the potentially unsafe code or other components in a database, regardless of the version of Access that you used to create the database. When Access disables content, it informs you of the action by displaying the Message Bar.

If you know the content is from a reliable source, on the yellow Message Bar, you can click **Enable Content** to enable content to make it a trusted document or enable content for a session. On the red Message Bar, you can click the warning text. In the **Microsoft Office Backstage view**, you can click **Edit Anyway**.

The following images are examples of Message Bars.



If you don't want security alerts, you can disable the Message Bar. Conversely, you can enable the Message Bar to increase security.