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The first object you create in an access database is a

Covered in this section: Access Database Definitions It is important that you understand the following definitions before you start working with databases. A field is what is called a column in databases. This is one piece of information related to an entity. For example, you might have a name field or a date field, or a field to keep a person's social insurance number. All of these fields are related to the entity person. A record is a row in a database. This is a collection of fields associated with a single entity. For example, an employee record contains all the information you have about the employee. There are several different views available in Access database processing. The two most important views are: Datasheet View allows you to enter information into your database. This is in a table format similar to Excel. Design View allows you to configure and edit the fields of your database. Finally, it orders navigating a database, you must understand the nature of the objects menu that appears in the left side of the Access interface. Within the Objects menu, you can see all the objects that exist within the database. Objects will consist of four types: Tables are used to store data queries used to filter data forms used to import data reports are used to display data Any object in a database can be opened by clicking it double within the Objects menu. Run your Database to open MS Access, open the Microsoft Office folder located on your desktop. Inside, you'll find an icon that looks like this: . Double-click this icon and the next window will appear. If the icon isn't on the desktop, you can also find it by clicking the Start button, then all programs, MS Office, Access. This window gives you three options: Empty Access database allows you to start a brand new database. Available Templates, it gives a good interface to start a new database with pre-named fields and pre-made forms, and reports Options This is the bar on the left side of the screen. Right now, it will only allow you to open an old project; but once you start a project, it will also allow you to save the current project. Exercise: Open a blank database and look at all the features. Remember to name your database in the text box above the create button before pressing the create button. Otherwise, your database database will be called database1. Back to Top

Creating a Table The database window shown here on the right contains your first table. This section of the window will also contain a list of all the objects in your database (this means tables, shapes, reports, queries, etc. At the top of the page in the left corner, you'll see a button marked view if you're on the arrow click, you will find a list of available views for your table. Select Design view and you'll be able to change and edit the field names and data of the fields within your database. Design View allows you to insert the field names and type of data fields it will contain. This example shows a Name field to contain the names of students for this database. The names of students are text so that the Name field will contain text for data type. To view the other possible data types, click the arrow to the drop-down menu options. You can see on your own table that there is a symbol that looks like This is the Primary Key. What it does is make that field no repetitive entries. Right now, we don't want to handle it that right click on the symbol and press the Primary Key option. This will turn it off for now. The lower left part of this window allows you to set up additional options associated with the fields. Exercise: Create a table with the following fields: Field Name date Type Name Text Student # Number Class Name Text Test Point Number Max Score Number Test Weight Number CommentBack to Top

Creating a calculated field You now need 7 fields that look like this. Next, right click on the Testweight field and click on the Insert Rows option. In this new row type in test grade. Then click the Data Type for the field and select Calculate. It will bring a quick that looks like this. To make the calculation all you have to do is find the field names you want in your calculations in square brakes and then infest the appropriate operations they like $(\frac{Test\ Mark}{Max\ Score}) * 100$ Your end results should look like this. The next step after pressing the OK button is to edit the properties of your calculated field. The field properties are at the bottom of the screen For our example at the top you're going to change the Format to Fixed and the Decimal Places to 2 What it will do is round out all responses that this field gets at two decimal places. It is important to note that if the format is not Fixed, the Decimal Places section will do nothing. Another field property you're going to have to change is the Result type. That will have to change to Double. The reason is that our calculations involve decimal numbers. In computers there are different types of numbers. The people you're likely to use are the Integer and Double. Integers are integers and Doubles are decimal numbers. The computer calculates these two types of numbers in completely different ways. It's important to know because when working with numbers like us now gets accurate results when the calculation is important. One tip that's useful when you're at large numbers is not to mix your data types. To see what kind of number your number fields click on the data type and look at field size. Note that Single is the same as Double, but it is smaller. It is used to save space in computers of memory. When you're done with Field properties for Grade should look like this exercise: Follow the above instructions to create another calculated field called Weighted Points that go before Comment. The formula for Weighted Marks is $(\frac{Test\ Grade}{Test\ Weight}) * 100$. When you're

done, you must have the following fields Field Name Date Type Text student # Number Class Name Textpoint Number Maximum Score Number Test Grade Calculated TestWeight Number Weighted Points Calculated Comment Text Once you have the each of the above fields, click the View button in the top left and return to Data Sheet View Back to TopFormatting A Database Click on the Home tab at the top of the screen. This will bring up a toolbar at the top of the screen. The right most box on the toolbar is used for fonting text and it looks like this Formatting toolbar allows you to easily change the style of text. Note that when you make any changes they are applied to the entire table. You can also customize the width of columns by glimming the cursor of the column boundaries and dragging these boundaries so that all fields are fully visible, just like in Excel. Back to TopSorting this section, you need a database with entries in it to follow along. Click here to download the database used throughout the rest of the tutorial. Be sure to save the database file to your Documents folder, such as otherwise it will be a read-only file. Records can be sorted by whatever field you want. For example, you can sort by Name; it will sort all records in alphabetical order by student name. Or, you can sort by Class Name; it would group all the records through the class name field. The groups will be presented in alphabetical order of class name. For example, arth would precede biol. To sort by one field, right-click on any record under the field and either click to sort records in ascending order or to sort in descending order. You can specify more than one type of key. For example, you can sort first by Class Name and then by Name. To specify there are two ways to achieve such a kind, the first is to right click the Name field and sort it and then select the Class name and sort it. The second way is to go to the Sort and Filter in the toolbox menu at the top of the screen, select Advanced and then Advanced Filter/Sort. Click the first column and select Class Name, and select Sort by Ascending Order. Then select Name and select sort by ascending order as in the following example: Click the Toggle Filter icon to apply the kind. Now the records are sorted by Class Name and then by Name. Exercise: In your database: Click on the Student # field and sort it in descending order. Sort the records by Test Points and then by Name, both in Order. Back to Top Search in the toolbar at the top of the screen in the Find box Click on the Binoculars. You will then have a screen that will give you the ability to specify a request for records based on a simple match. For example, if you had a database of employees, you might want to see the record for Shayne Wright. When you export a Find, the following window will appear: Enter the element you are looking for in the Find that: menu. Make sure the Look In: scroll down menu is selected to the Current Document. The Match option allows you to search for the Entire Field, the Start of the Field, or any part of the field. For example, if you're sure that the terms you're looking for constituting an entire field, you'll choose Whole Field. If, on the other hand, the terms you sought are probably part of a phrase, you would search any part of the field. Finally, if you know what you're looking for appears at the beginning of the desired field, you'll choose Start of Field Click on Find Next to search for the element. If it is not found, an appropriate message will be displayed. The pointer will automatically skip to the found element. Click Cancel to close the window. Exercise: Go to the Edit menu and select Find. Type a name to be found within your database. Back to top

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