

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 (or necessary) number of tables. You then relate these tables together via the pairing common fields between them. In this way, you store less redundant data and your database will organize data 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, or report in a row and column format. Used to edit 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 in a single piece of data.

Form: An object which uses controls to perform actions on the data, 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 when you open an Access database. Displays objects in the database.

Query: A request for data results. Not a form or 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 printed 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

Instructions



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 **advocate for the next field**, press the "Enter" or "Tab" key. Repeat for each field. To **add data for 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 vertical bar appears in the row's selection box on the left end of the row to indicate unsaved changes.
2. Edit the field. Access automatically saves changes.

To delete a record:

1. Click the row selection 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 the field to sort by.
2. Press "Yes" or "No" to sort the data.

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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 provides 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 relationships between tables or within queries. It can be a normal attribute that is guaranteed to be unique such as a Social Security number. If not unique, however, 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 assignments that you create the necessary relationships between data tables.

Assigning a primary key is a two-step process. For example, you may have one table for "Customers," one table for "Sales," 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 appears a single time in the "Customers" table, but is associated with several orders in the "Orders" table. **To assign an attribute a Primary Key:**

1. Open the table in Design View.
2. Click into the desired field.
3. To **assign the Primary Key "One" or "One,"** 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.

Relationships between tables are created in the "Relationships" window, where the tables are added, named fields,

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Bowker Editorial Staff

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Table of Contents Microsoft Access Instruction Manual

1. Understanding the eBook Microsoft Access Instruction Manual
 - The Rise of Digital Reading Microsoft Access Instruction Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access Instruction Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Access Instruction Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access Instruction Manual
 - Personalized Recommendations
 - Microsoft Access Instruction Manual User Reviews and Ratings

- Microsoft Access Instruction Manual and Bestseller Lists
- 5. Accessing Microsoft Access Instruction Manual Free and Paid eBooks
 - Microsoft Access Instruction Manual Public Domain eBooks
 - Microsoft Access Instruction Manual eBook Subscription Services
 - Microsoft Access Instruction Manual Budget-Friendly Options
- 6. Navigating Microsoft Access Instruction Manual eBook Formats
 - ePUB, PDF, MOBI, and More
 - Microsoft Access Instruction Manual Compatibility with Devices
 - Microsoft Access Instruction Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access Instruction Manual
 - Highlighting and Note-Taking Microsoft Access Instruction Manual
 - Interactive Elements Microsoft Access Instruction Manual
- 8. Staying Engaged with Microsoft Access Instruction Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access Instruction Manual
- 9. Balancing eBooks and Physical Books Microsoft Access Instruction Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access Instruction Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access Instruction Manual
 - Setting Reading Goals Microsoft Access Instruction Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access Instruction Manual
 - Fact-Checking eBook Content of Microsoft Access Instruction Manual
 - Distinguishing Credible Sources

- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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