

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 advance to the next field, press the "Enter" or "Tab" key. Repeat for each field. To advance to 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.
3. Click the first field of the next record. To select the entire record, a border will appear around the entire row.
4. 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 "Enter" or "Tab" key to sort.

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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 in 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 Integer as 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, and joined.

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QuoteWerks User Manual , **SSC.** United States. Ship Structure Committee,1995 **Microsoft Access 2000** Sarah Hutchinson-Clifford,Sarah E. Hutchinson-Clifford,Glen J. Coulthard,1999-09 The Advantage Series presents the Why, What and How of computer application skills to today's students. Each lab in this series is built upon an efficient learning model which provides students and faculty with complete coverage and enhances critical thinking skills *Resources in Education*

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Publishing Staff,Publishing DDC Publishing,1999-09

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American Book Publishing Record ,2000

Ship Structure Committee Publications ,1946

16th International

Technical Conference on the Enhanced Safety of Vehicles ,1998

User Manual and Technical Documentation for the REDARS (TM) Import Wizard Sungbin Cho,2006

User Manual and Handbook on Agricultural Trade Policy

Simulation Model (ATPSM) Ralf Peters,David Vanzetti,United Nations Conference on Trade and Development,2004 The Agricultural Trade Policy Simulation Model ATPSM is designed of detailed analysis of agricultural policy issues It can be used as a tool by researchers and negotiators alike for quantifying the economic effects at the global and regional level of recent changes in national trade policies The Model covers 161 countries and 35 agricultural commodities and includes an extensive database The Model also provides estimates of changes in trade volumes prices government revenues and welfare indicators linked to changes in the general trade policy environment The Model can be downloaded free from the UNCTAD website at <http://www.unctad.org>

Using Microsoft Access XP E. Sonny Butler,Timothy R. Napier,2002 Introduces the fundamentals of working with Access XP databases and how the program can assist librarians in managing a library's data Step by step instructions accompanied by screenshots illustrate how to create modify and delete the different types of objects in a database to design a card catalog and circulation record for a small library The later chapters cover advanced queries reports macros the switchboard manager and security Annotation c 2003 Book News Inc Portland OR booknews.com

The

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This book delves into Microsoft Access Instruction Manual. Microsoft Access Instruction Manual is a vital topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Microsoft Access Instruction Manual, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Microsoft Access Instruction Manual
 - Chapter 2: Essential Elements of Microsoft Access Instruction Manual
 - Chapter 3: Microsoft Access Instruction Manual in Everyday Life
 - Chapter 4: Microsoft Access Instruction Manual in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, the author will provide an overview of Microsoft Access Instruction Manual. This chapter will explore what Microsoft Access Instruction Manual is, why Microsoft Access Instruction Manual is vital, and how to effectively learn about Microsoft Access Instruction Manual.
3. In chapter 2, this book will delve into the foundational concepts of Microsoft Access Instruction Manual. The second chapter will elucidate the essential principles that need to be understood to grasp Microsoft Access Instruction Manual in its entirety.
4. In chapter 3, this book will examine the practical applications of Microsoft Access Instruction Manual in daily life. This chapter will showcase real-world examples of how Microsoft Access Instruction Manual can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Microsoft Access Instruction Manual in specific contexts. The fourth chapter will explore how Microsoft Access Instruction Manual is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Microsoft Access Instruction Manual. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Access Instruction Manual.

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