

# MICROSOFT ACCESS – EARLY START

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Monday, June 12, 2011

This guide is a quick introduction to using Microsoft Access to Create and Edit a database. Unit 1 and Unit 2 of “Database Exercises” are used in this first section of the introduction to practice the creation, editing of a database.

To complete these exercises start Microsoft Access by selecting the menu:

**Start | Programs | Microsoft Access**

## Creating a New Database – Unit 1 Airline



Blank  
Database

When you create a new database in Microsoft Access, the program will automatically request you to enter the name of the file for the database.

To create a new database in Microsoft Access, select the menu:

**File | New Database ...**

And double click on “Blank Database”

Microsoft Access will then show a dialogue box for naming the Database File, and to specify the folder where the file is to be located. For our exercise use the following information.

File Name: Country Airlines

Save In: (use your personal folder on the Server)

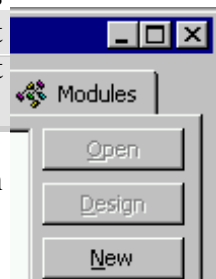
## Creating a TABLE in the New Database



Fig. The Table Tab

Tables are needed, since this is where all data is stored in a database. To create a new table we first select the Table object list, to make sure our next action will take effect on a Table object.

To create a new table, click on the “**New**” button shown in our diagram on the right.



Design View – We select to create the Table directly through Design View.



Field Name	Data Type
Passenger	Text
Flight_No	Number
Date	Date/Time
Payment	Text

Fig. Table Design View

In Design View, we enter the *Field Names* as shown in Unit 1 Airline, and specify the *Data Type*, *Field Size*, and *Format*

After we have entered the Table Definitions, we save the table by selecting the menu **File | Save**. Name this table : Flight Reservations.

Primary Key. Access will warn you there is no ‘primary key,’ and would you like Access to create a primary key. “Yes,” let Access create a primary key.

## Entering Data into the new TABLE

Now we have our new database, and we have a new table in the database it is time to enter some data into the table.

We cannot enter data while we are designing the table, so we need to change to a view that supports entering data. To change our view of the table we can select the menu View which lists Design and Datasheet as the two views of the object.

Select the menu: **View | Datasheet**

Flight Reservations : Table				
ID	Passenger	Flight_No	Date	Payment
(AutoNumber)		0		

Fig. The Datasheet View of our new “Flight Reservation” Table

We can now enter the data from the exercise.

Leave the “ID” field, as this will be automatically entered by Microsoft Access, and enter your data into the other fields. Use the mouse to move the cursor onto the Passenger field and click on it to start entering.

Tab Key – To move from one field to another use the Tab key.

When you have reached the last field in the record, hit the Tab key and Access will start a new record for you.

## Creating a New Database – Unit 2 Ratings

To create a new database in Microsoft Access, select the menu:



**File | New Database ...**

And double click on “Blank Database”

File Name: Television Ratings

Save In: (use your personal folder on the Server)

Blank  
Database

### Creating a TABLE in the New Database

To create a new table, click on the “**New**” button.



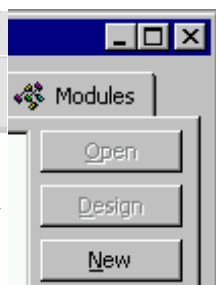
Fig. The Table Tab

Design View – Create the Table directly using Design View.

In Design View, we enter the *Field Names* as shown in Unit 2 Ratings, and specify the *Data Type*, *Field Size*, and *Format*

Field Name	Data Type
Channel	Number
Program	Text
Day	Text
Time	Date/Time
Length	Number
Rating	Number

After we have entered the Table Definitions, we save



the table by selecting the menu **File | Save**. Name this table : Programming

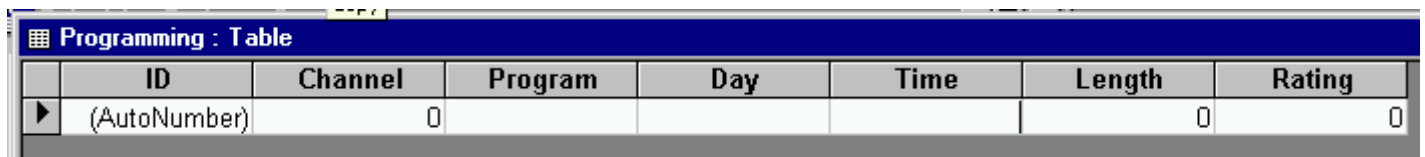
Primary Key. Access will warn you there is no 'primary key,' and would you like Access to create a primary key. "Yes," let Access create a primary key.

### **Entering Data into the new TABLE**

Now we have our new database, and we have a new table in the database it is time to enter some data into the table.

Select the menu: **View | Datasheet**

We can now enter the data from the exercise.



ID	Channel	Program	Day	Time	Length	Rating
(AutoNumber)	0				0	0

### **Editing a TABLE (Insert, Delete, Copy)**

## **SOURCES AND REFERENCES:**

<http://www.tongatapu.net.to/compstud/> - Computer Studies Course Notes

<http://www.tongatapu.net.to> - **Tonga on the 'NET**

<http://www.tongatapu.net.to> is available on all networked computers at Queen Salote College.

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