

Basic Operations in Access

We are going to make this table:

keyword			
ID	Term	Definition	Unit
1	Database	A set of tables used to organize information.	4
2	Table	A set of records. Organizes a set of data for one.	4
3	Field	One category of information stored in a table.	4
4	Java	A programming language.	2
5	CPU	Central Processing Unit. Brain of the computer.	1
6	Hard Drive	Permanent storage. Holds files when saved.	1
7	Binary	A computer's number system. Based on 0 and 1.	1
8	Variable	A portion of RAM. Stores user input.	2
9	If	A decision statement.	3
10	Widget	A java construct that you can click on.	3

Making the Table

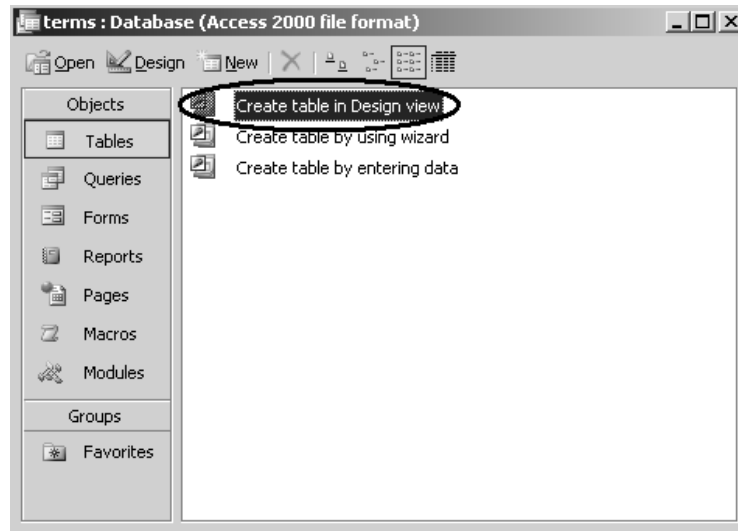
File → New

Blank Database

Pick a good place to save it.

Call your database "terms.mdb"

Make sure that Tables is selected and then pick create table in Design View.

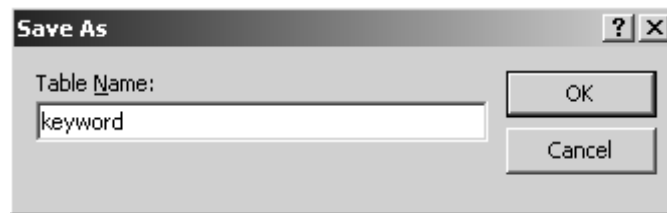


Enter in the fields (columns) of information that your table will store.

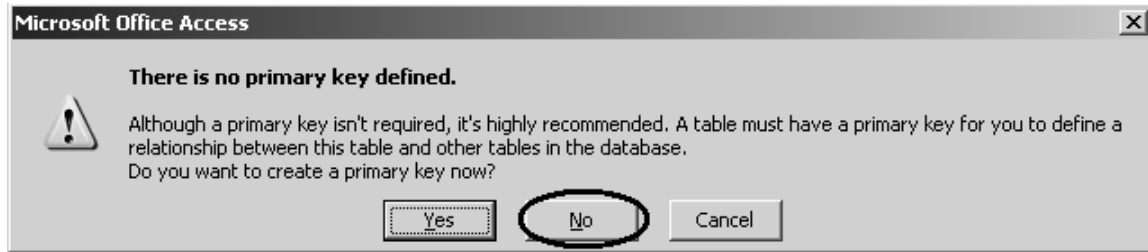
Pick the Type of information for each field.

Table1 : Table		
	Field Name	Data Type
	ID	Number
	Term	Text
	Definition	Text
	Unit	Number

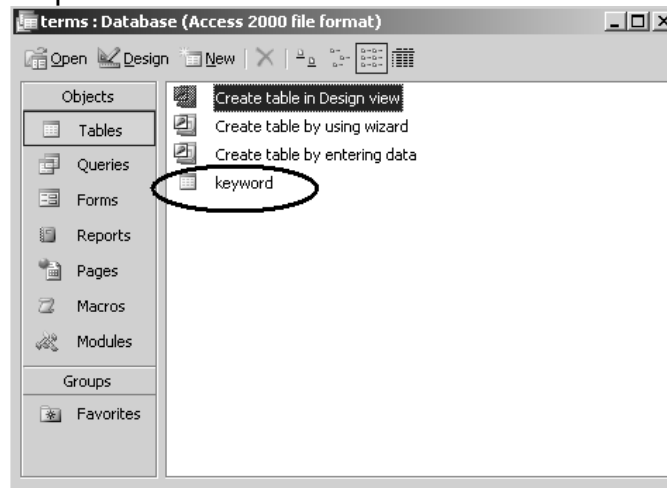
Choose to Save. Save the table as keyword.



Access likes there to be a primary key. Do **NOT** make one.
Close the window.



This window should be on top.

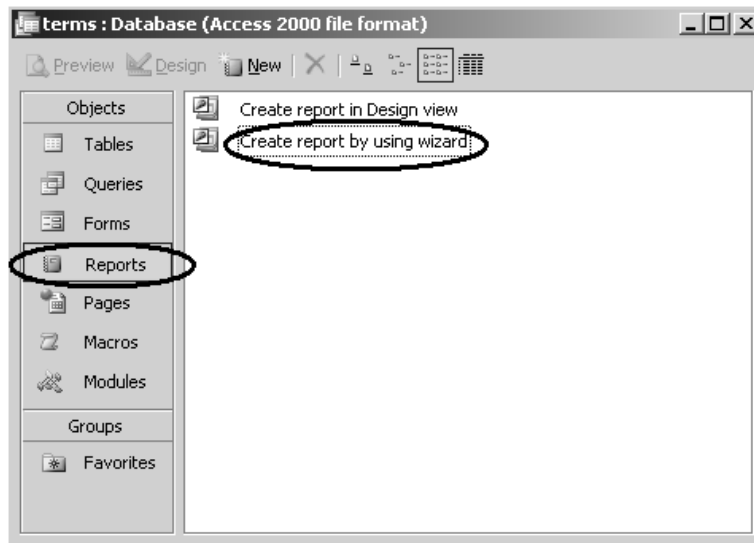


You see that the keyword table appears.
Double click on it and enter the data. Save.

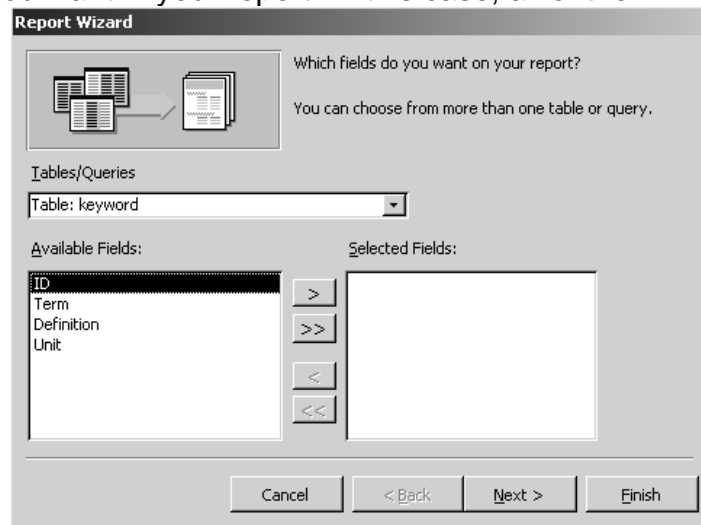
keyword : Table				
	ID	Term	Definition	Unit
	1	Database	A set of tables used to organize information.	4
	2	Table	A set of records. Organizes a set of data for one.	4
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	9	If	A decision statement.	3
	10	Widget	A java construct that you can click on.	3

Make a Report

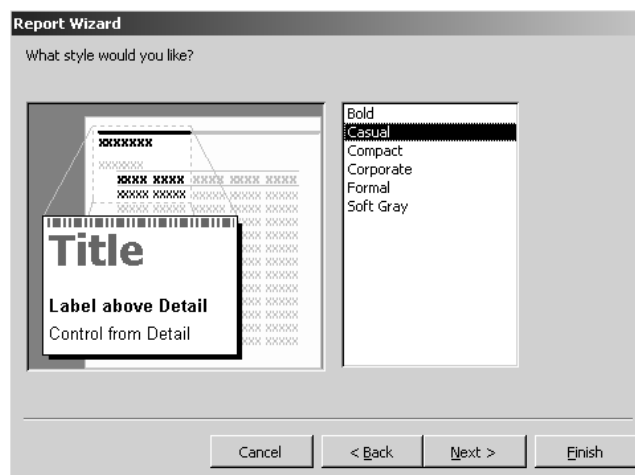
Use a wizard to make the report. A wizard is a series of windows that make the task easier for you.



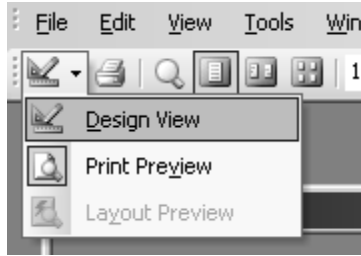
Choose the fields that you want in your report. In this case, all of them.



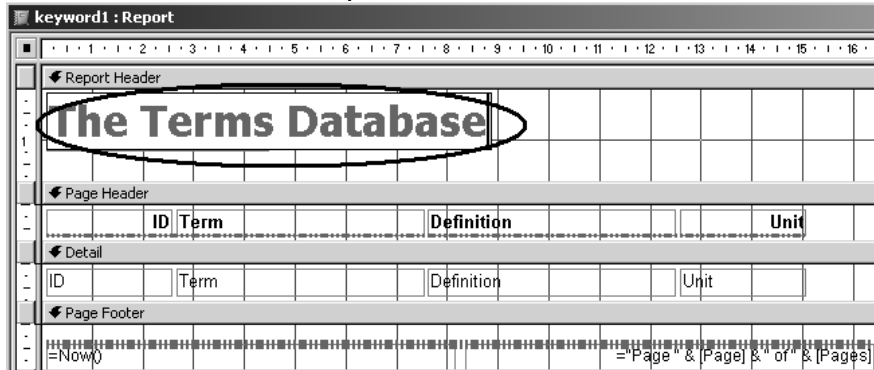
Next along through the dialog boxes until you get to the style option. Don't choose to sort. Pick the style you would like. Click finish.



You should see your report. To fix any errors (say the title), go to the view button under the file menu and choose design view.



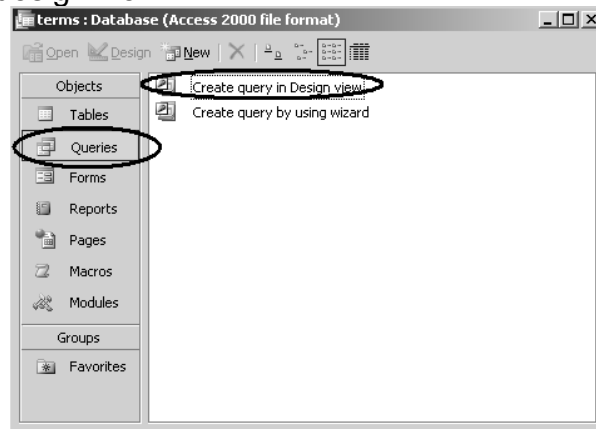
Double click on the title and rename the report.



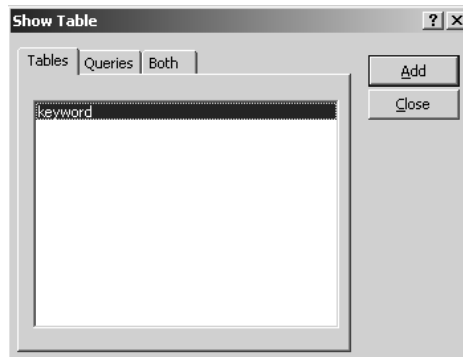
View your changes by going back to the view button and selecting print preview.

Make a Query

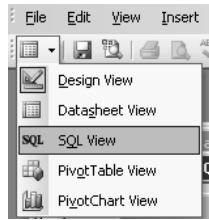
Select query and create in design view.



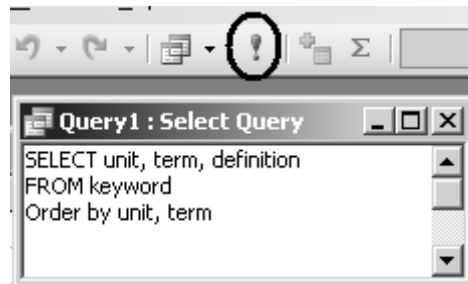
The next dialog doesn't matter at all. Click on close.



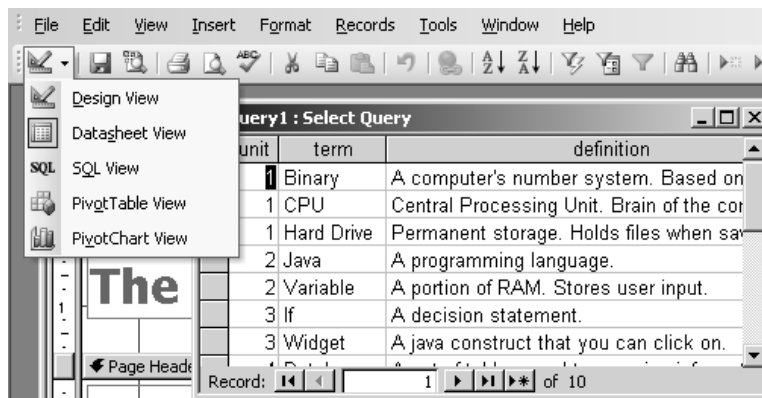
Go to the view option and select "SQL View".



In the window that appear, type in the query shown here. When finished, click the run button (The ! that is circled).



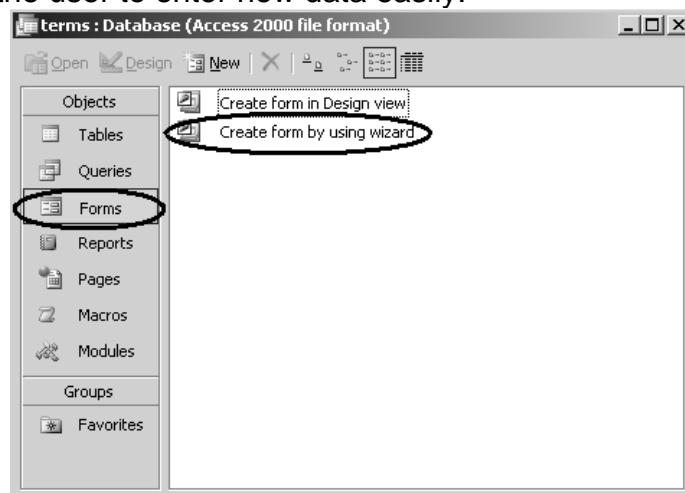
Once you have run the query, you will notice that only unit, term and definition appear. They are sorted by unit and then by the term. You can return to the SQL view by using the View Button.



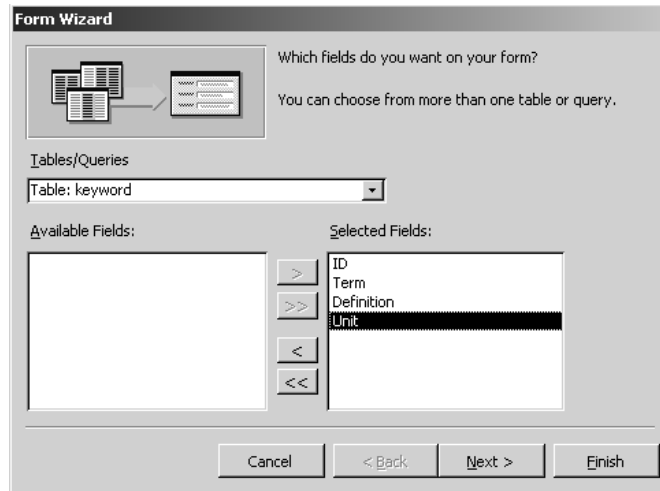
When finished, choose to **save**.

Make an entry form

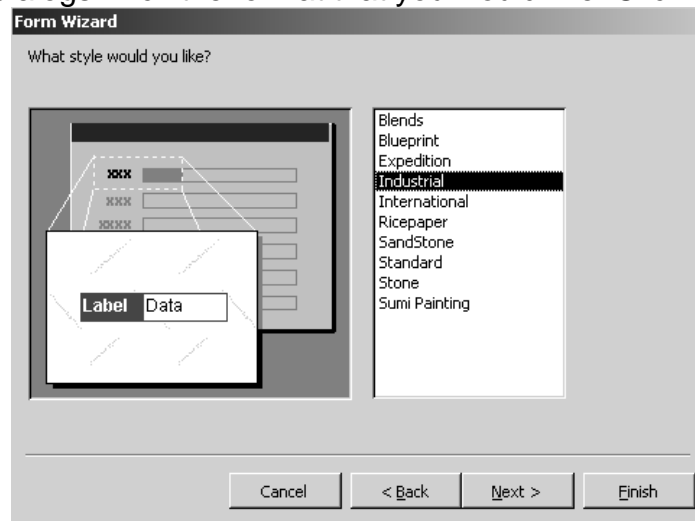
An entry form will allow the user to enter new data easily.



Select the fields that you would like:

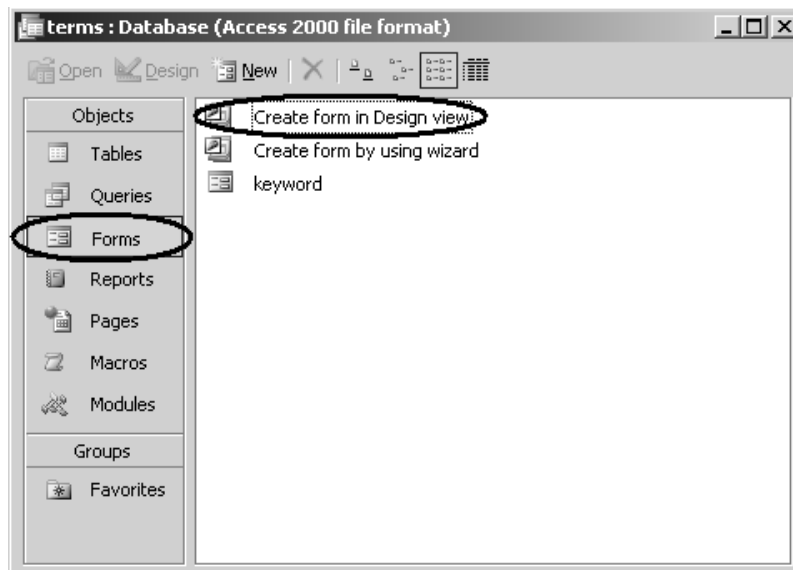


Next through the other dialogs. Pick the format that you would like. Click on enter.

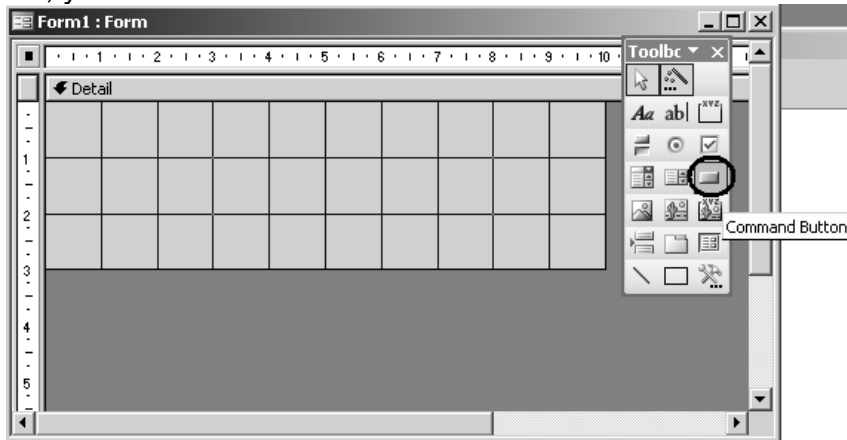


Making a Menu

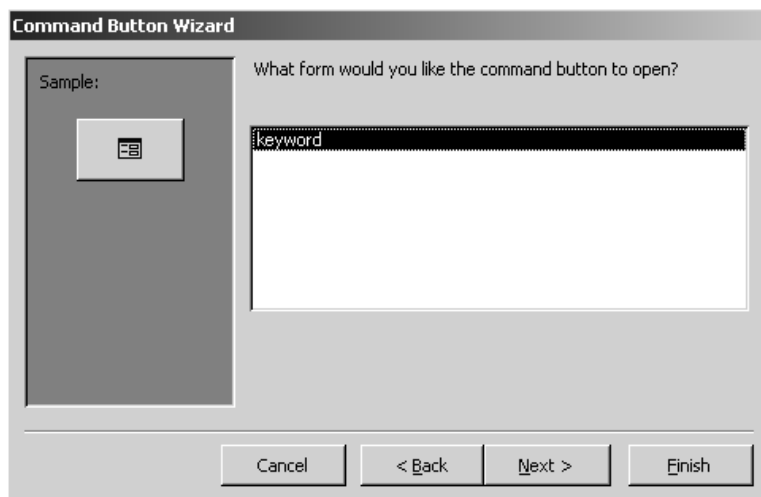
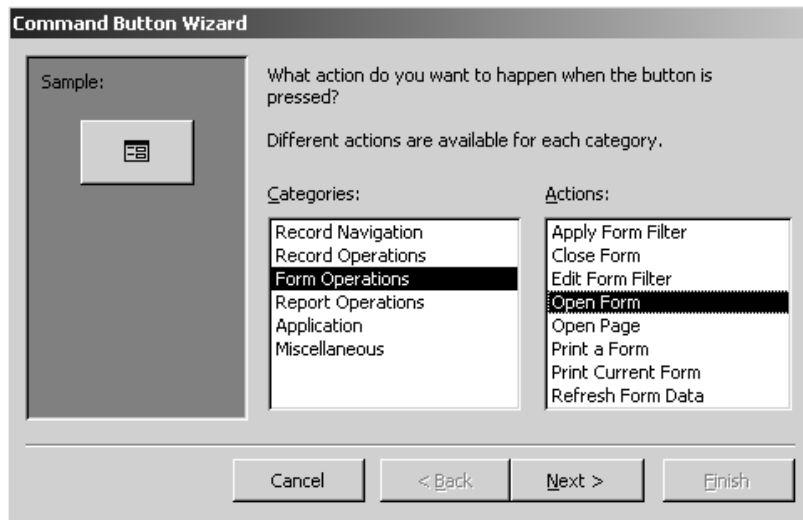
Main menus are also made in a form, but they are not made using the wizard. Make them in the design view.



For each menu option, you need a command button.



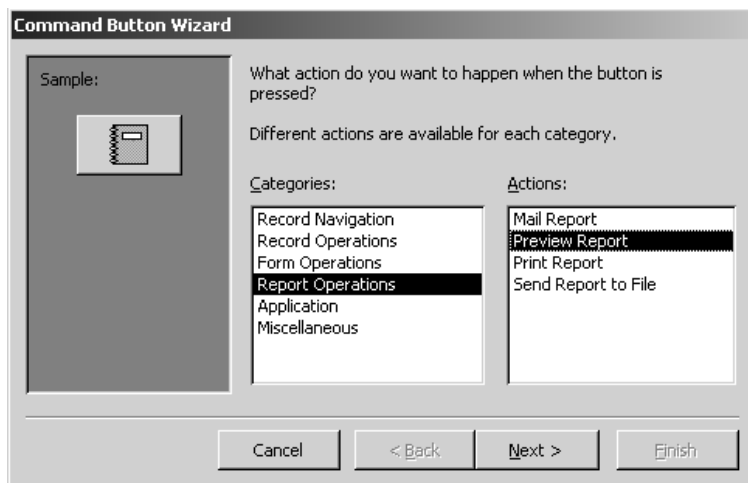
First we will attach the form.



Choose text and write a suitable message (eg. Enter a new term)



Add a second button.
This time, we will attach the report.



Choose the appropriate report. Choose text for your button and write "See all terms".
Then add a title. Your form will look something like this:



Save your form as MAIN MENU.
Go to the view button and choose to preview the form. Then you will be able to click on the buttons to view them.