Lecture 2

Tables for storing your data

Tables are where you put your data. A table is an Access object that is made up of a series of *records* — the electronic equivalent of the index cards that make up an address list.

Queries for selecting your data

The most commonly used type of query helps you select data from a table, perhaps to select which records you want to include in a report. You can create a query that shows you all the people in your address book who live in (say) Baghdad, or all those for whom you don't have a phone number.

Forms for editing and displaying your data

An easy way to enter data, especially into more than one related table, is to use a *form* — a standard d*atabase document that displays information from one or more tables on-screen*.

Reports for printing your data

Forms are primarily designed to appear on-screen; *reports* (on the other hand) are designed to be printed out, reports display information from tables; you get to choose the layout of the information. Most reports are based on queries; you use a query to choose the information that appears in the report.

Create forms

1. Click the Create tab.

| (Cm) | 39- | - | | | Table Tools | Frier | nds : Database (Ac | cess 2007) | - Microsoft Access |
|-------|-------|---------------|---------------|------------------------------------|---------------------------|-------|--------------------|------------------|--------------------|
| 9 | Home | Create | External Data | Database Tools | Datasheet | | | | |
| 12 | - Ch | | Calibri | - 11 | | - | ((E)(E)())) | 0 | 🖦 New Σ Totals |
| View | Paste | J Format Pair | nter B | <u>u</u> <u>A</u> - <u> </u> - [| ⊞ -) == -) | | [i∃ :∃] @Z -] | Refresh All * | X Delete - More - |
| Views | 0 | lipboard | 6 | Font | | (a | Rich Text | | Records |

2. In the Ribbon, click Form.

| Cin | 3 17 - (| * • 🗳) | Ŧ | | | | Table Tools | Friends | : Database (Access 2007) - Microsoft |
|-------|----------------------|-----------------------|----------|------|--------------|-------------------|--------------------------|----------------|---|
| 9 | Home | Create | External | Data | Datab | ase Tools | Datasheet | | |
| Table | Table Templates * | SharePoint Lists * | Table | Form | Split orm | Multiple Items | PivotChart Blank Form | Form Design | Labels Blank Report Report Report Wizard Design |
| | Tab | oles | | | - and the | Fo | orms | | Reports |

16

The new form for the Friends of Mine table should look like this:

| | Form Layout Tools Friends : Database (Access 2007) - Microsoft Access | - 0 A |
|----------------|---|-------|
| Databas | Tools Format Arrange | ۲ |
| <u>A</u> · | windth * Dia Title Line Thickness * | 1 |
| Condi | onal \$ % , *3 23 Gridines Color * Logo Spice Line Color * Add Existing | |
| | Formatting Gridlines Controls AutoFormat | |
| iatabase has l | een disabled Options | × |
| iands of Min | | ~ |
| | riends of Mine | ~ |
| | | |
| j | | |
| ID: | 1 | |
| First Name | Elvis | |
| Last Name | Presley | |
| City: | Baltimore | |
| State: | MD | |
| Zip: | 21212 | |
| Phone Nu | ber: 4105551212 | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | A MART Manager Prove | |

Add a new record

1. In the form window, click the \blacktriangleright button.

| | Form Layout Tools | Friends : Database (| Access 2007) - Microsoft | Access | | | - 5 X |
|-----------------------|-------------------|----------------------|--------------------------|---|---------------------|------------|-------|
| Database Tools | Format Arrange | | (T) - | | | | |
| Conditional | Formatting * | Gridlines | Logo S Date and Tim | E Line Thickness * rs I Line Type * re 2 Line Color * | Add Existing Fields | | |
| | Formatting | Gridlines | | Controls | | Autoronnat | × |
| database has been dis | abled Options | | | | | | ^ |
| riends of Mine | Friends of Mine | | | | | | × |
| E Frie | nds of Mine | | | | | | |
| | | | | | | | |
| ID: | 1 | | | | | | |
| First Name: | * Elvis | | | | | | |
| | | | | | | | |
| Last Name: | Presley | | | | | | |
| City: | Baltimore | | | | | | |
| State: | MD | | | | | | |
| Zip: | 21212 | | | | | | |
| Phone Number: | 4105551212 | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| rd:∺ ⊣ 1 of 1 → | N 🗠 🔥 No Filter | Search | | | | | |
| | \bigcirc | | | | | | 대답보 |

A blank record should appear:

| ID: | (New) | |
|---------------|-------|--|
| First Name: | | |
| Last Name: | | |
| 61h | | |
| City: | | |
| State: | | |
| Zip: | | |
| Phone Number: | | |
| Phone Humber | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

, re

TIP: If you see a Security Warning bar above the form...

| · B Z U B B B | Conditional \$ % | Singer Autors in the yee Add Disting Gridines Color |
|----------------------------------|------------------------------|--|
| View For | | Gridines Controls AutoFormat |
| Security warning Centain content | The catabase has been disord | |
| Friends of Mine | Friends of | of Mine |
| | D: (New) | |
| | First Name: | |
| | Last Name: | |
| | City: | |
| | States | |
| | | |
| | Zip: | |
| | Phone Number: | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Click the Options... button...

When the **Microsoft Office Security Options** window appears, click the **Enable** *this content* radio button...

| Microsoft Office Security Options |
|---|
| Security Alert |
| VBA Macro Access has disabled potentially harmful content in this database. If you trust the contents of this database and would like to enable it for this session |
| only, dick Enable this content. Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source. |
| More information File Path: C:\Users\Administrator\Documents\Practice Access Files\Friends.accdb |
| Help protect me from unknown content (recommended) Enable this content |
| |
| Open the Trust Center OK Cancel |

...then click the OK button.

- 2. In the Ribbon, click **View**, then **Form View**.
- 3. Click the First Name box.

| H |] | | |
|---|---------------|-------|--------------|
| _ | ID: | (New) | |
| | First Name: | | $\mathbf{)}$ |
| | Last Name: | | |
| | City: | | |
| | State: | | |
| | Zip: | | |
| | Phone Number: | | |

4. Type:

Во

then press the $\ensuremath{\mathsf{TAB}}$ key.

5. Type:

Diddley

then press the **TAB** key.

6. Type:

Richmond

then press the **TAB** key.

7. Type:

VA

then press the **TAB** key.



8. Type:

23220

then press the **TAB** key.

9. Type:

8005557890

The form should now look like this:



| ID: | 3 |
|---------------|------------|
| First Name: | во |
| Last Name: | Diddley |
| City: | Richmond |
| State: | VA |
| Zip: | 23230 |
| Phone Number: | 8005557890 |
| | |

10-Press the **TAB** key again.

The form should progress to a new, blank record:

| ID: | New) |
|---------------|------|
| First Name: | |
| Last Name: | |
| City: | |
| State: | |
| Zip: | |
| Phone Number: | |

The old record has been saved.

10. the Navigation Pane, double-click the **Friends of Mine** table.

| Home Create Exte | mai Data Database Tools |
|---|--|
| iew Paste J Format Painter | ···································· |
| ews Clipboard G | Font Rich Text Records |
| Tables • « | Friends of Mine Friends of Mine |
| ends of Mine Friends of Mine : Table | Friends of Mine |
| | ID: (New) |
| | First Name: |
| | Last Name: |
| | City: |
| | State: |
| | Zip: |
| | Phone Number: |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | Record: 14 4 3 of 3 + H + K No Filter Search |

It should look like this: