

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

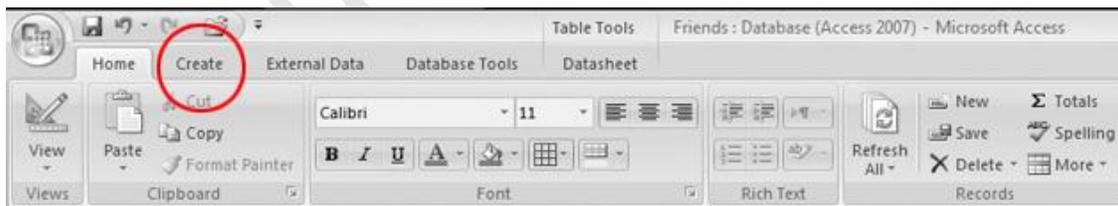
An easy way to enter data, especially into more than one related table, is to use a *form* — a standard *database document that displays information from one or more tables on-screen*.

Reports for printing your data

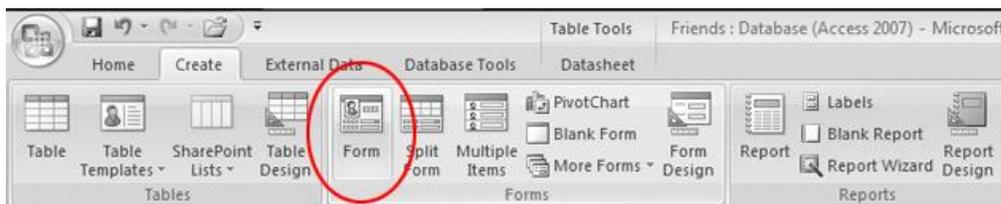
Forms are primarily designed to appear on-screen; *reports* (on the other hand) are designed to be printed out, reports display information from tables; you get to choose the layout of the information. Most reports are based on queries; you use a query to choose the information that appears in the report.

Create forms

1. Click the **Create** tab.



2. In the Ribbon, click **Form**.



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

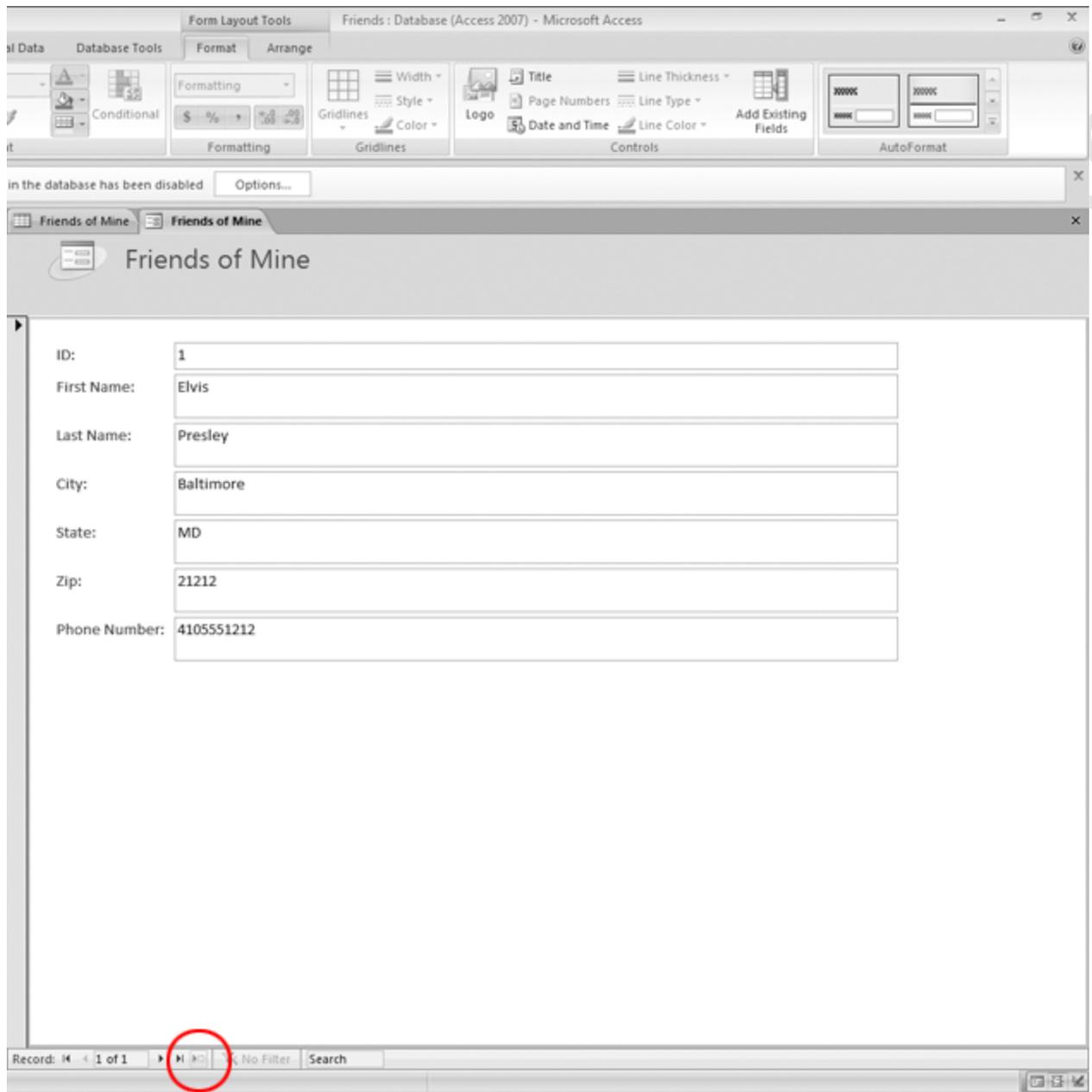
The screenshot shows the Microsoft Access 2007 interface for a database named 'Friends : Database (Access 2007)'. The 'Form Layout Tools' ribbon is active, with the 'Format' sub-tab selected. The 'Friends of Mine' form is displayed, showing a single record with the following data:

ID:	1
First Name:	Elvis
Last Name:	Presley
City:	Baltimore
State:	MD
Zip:	21212
Phone Number:	4105551212

The status bar at the bottom of the form window indicates 'Record: 1 of 1'.

Add a new record

1. In the form window, click the  button.



A blank record should appear:

ID:

First Name:

Last Name:

City:

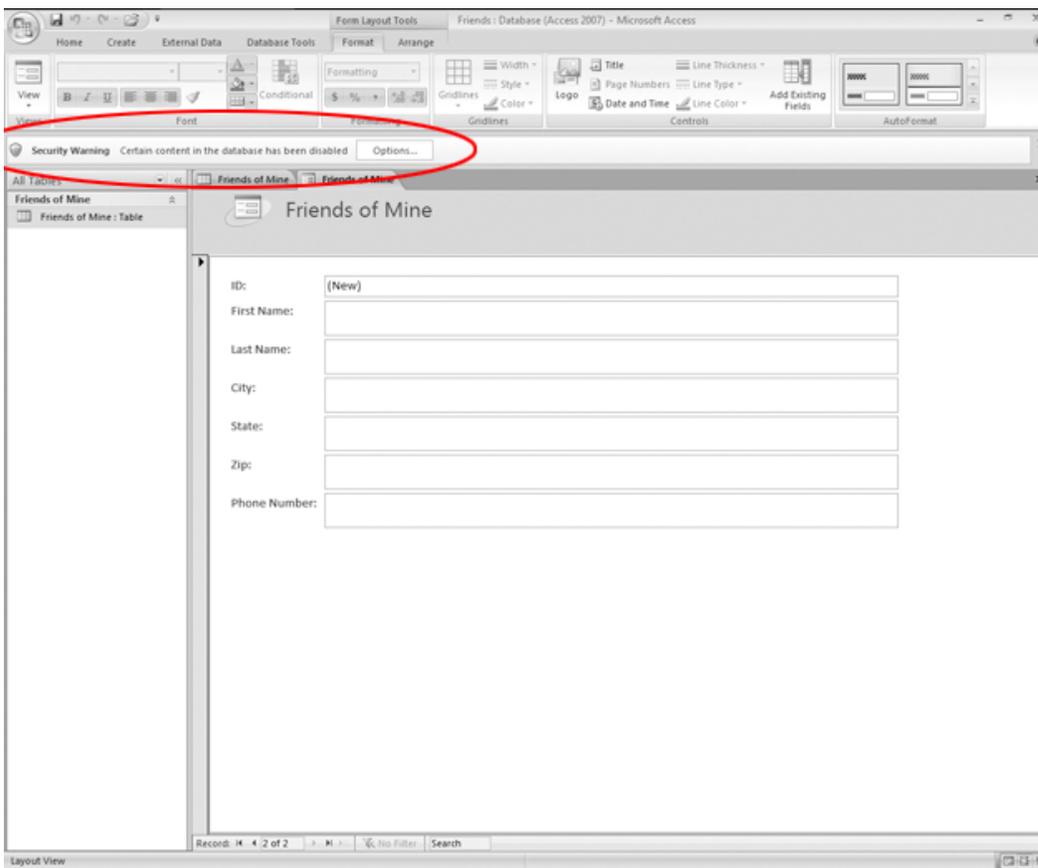
State:

Zip:

Phone Number:

write

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



Tha

Click the button...

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



...then click the button.

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

The image shows a web form with several input fields. A red oval highlights the top three fields: 'ID:' with the value '(New)', 'First Name:', and 'Last Name:'. Below these are fields for 'City:', 'State:', 'Zip:', and 'Phone Number:'. The 'First Name' and 'Last Name' fields are currently empty.

4. Type:

Bo

then press the **TAB** key.

5. Type:

Diddley

then press the **TAB** key.

6. Type:

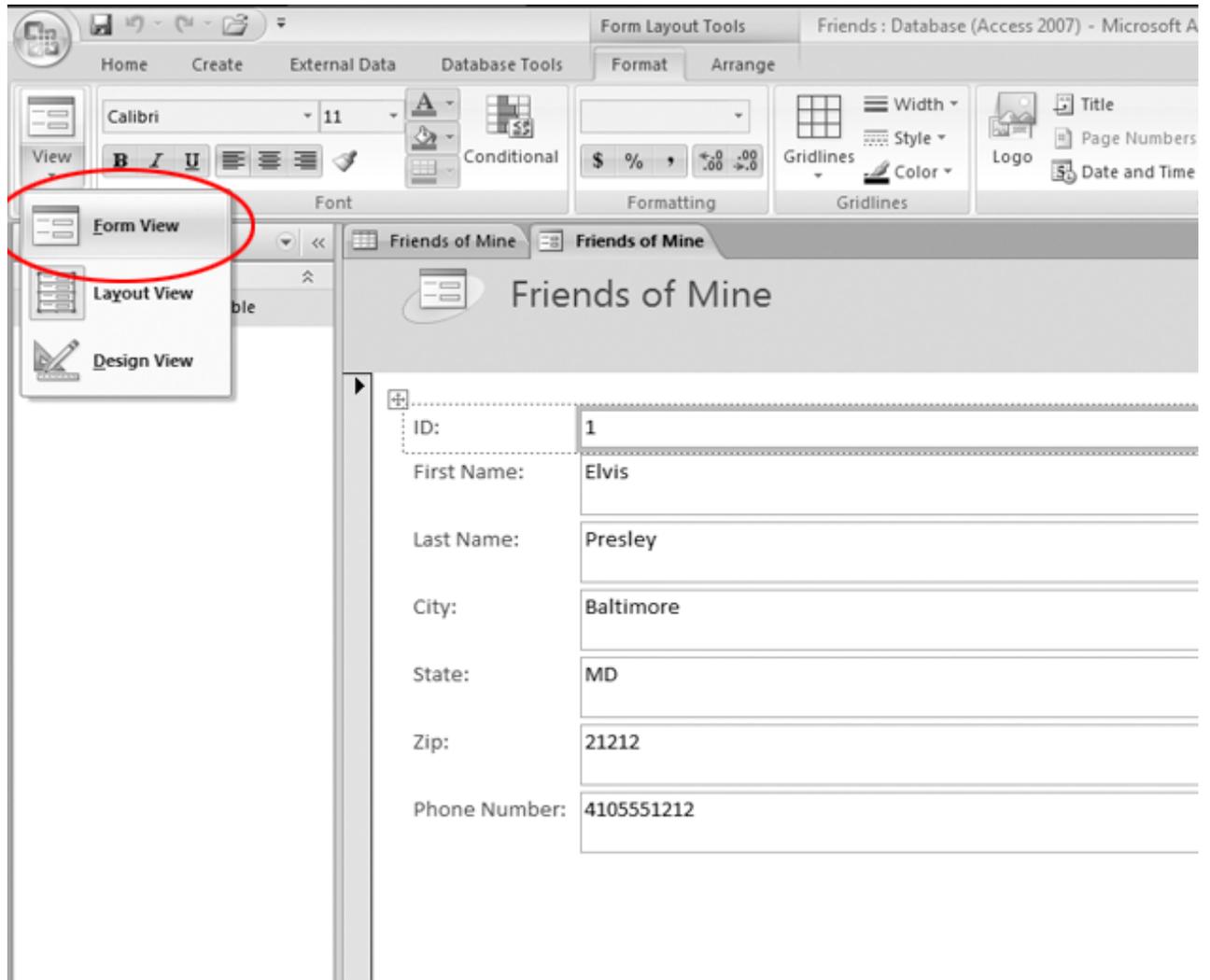
Richmond

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:	Bo
Last Name:	Diddle
City:	Richmond
State:	VA
Zip:	23230
Phone Number:	8005557890

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

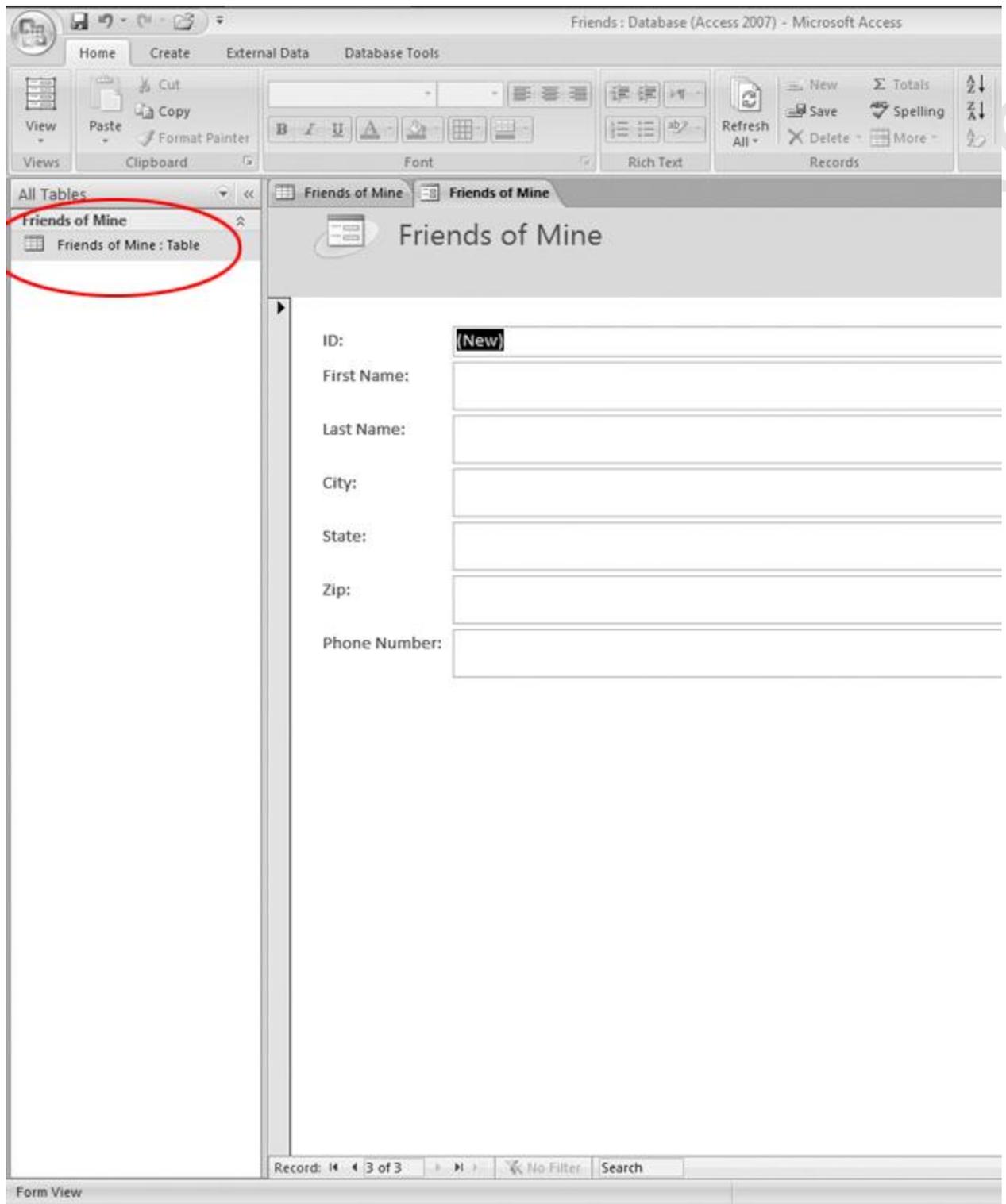
The form should progress to a new, blank record:

ID:	<input type="text" value="New"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Phone Number:	<input type="text"/>

The old record has been saved.

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

Thank you



It should look like this: