

## Microsoft Access - Exercise

Follow the directions below to create an Address Database. Remember that there is usually more than one way to do something. If you think of a different way to do a task, try it! If it doesn't work, you can always use the Undo button. Please read through each direction before performing the action.

### Starting Access

1. Launch the Access program by double clicking on the Access icon on the desktop. A Microsoft Access window will appear.
2. Click **"New"** on the file menu or click the new file icon on the toolbar.
3. In the pane on the right side, click **Blank database**.
4. The File New Database Window will appear.
5. Type the file name **Address Book**.
6. Click the little triangle to the right of the "Save in: text box".
7. Click **3 1/2 Floppy (A:)** on the drop-down menu (or **Desktop** if you do not have a floppy disk).
8. Click Create.

### Creating a Table

1. Click the **Tables** tab in the database window.
2. Click **New**.
3. The New Table Wizard appears.
4. Select **Table Wizard** and click **OK**.
5. Select the Personal toggle located above the Sample Tables column. Select **Addresses** from the Sample Tables column (left click once to highlight.)
6. Select **FirstName** from the Sample Fields column (click once to highlight the selection.) Click the right pointing arrow button or double click the selection to add it to the Fields in My New Table column.
7. Repeat step #6 with **LastName**, **Address**, **City**, **State**, **Postal Code**, and **Home Phone Number** from the Sample Fields column.
8. Click **Next**.
9. The Table Wizard offers the name "Addresses" for your table; we'll keep that name. (On this same screen, there is a "YES" default for setting a Primary Key). Click **Next**.
10. Click **Finish** and view your new table.
11. Close the "Addresses" table (Click the X in the top right corner of the table window.)

# Microsoft Access Exercise Manual

**Ying-Ying Zheng**



## **Microsoft Access Exercise Manual:**

**Microsoft Access 2019 and 365 Training Manual Classroom in a Book** TeachUcomp,2021-08-11 Complete classroom training manual for Microsoft Access 2019 and 365 Includes 189 pages and 108 individual topics Includes practice exercises and keyboard shortcuts You will learn about creating relational databases from scratch using fields field properties joining and indexing tables queries forms controls subforms reports charting macros switchboard and navigation forms and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running a Query 6 SQL View 7 Sorting Query Results 8 Hiding Fields in a Result Set 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the Between And Condition 2 Using Wildcard Characters in Queries 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Aggregate Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 Removing Duplicate Records from a Table 8 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating Forms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Grid 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Sections in Design View Form Report Controls 1 Selecting Controls 2 Deleting Controls 3 Moving and Resizing Controls 4 Sizing Controls to Fit 5 Nudging Controls 6 Aligning Spacing and Sizing Controls 7 Formatting Controls 8 Viewing Control Properties Using Controls 1 The Controls List 2 Adding Label Controls 3 Adding Logos and Image Controls 4 Adding Line and Rectangle Controls 5 Adding Combo Box Controls 6 Adding List Box Controls 7 Setting Tab Order Subforms 1 Creating Subforms 2 Using the Subform or Subreport Control Reports 1 Using the Report Wizard 2 Creating Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts 2 Insert a Modern Chart Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Assigning Macros to Events 4

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 External Data 2 Exporting Data 3 Setting a Database Password Helping Yourself 1 Using Access Help 2 The Tell Me Bar 2016  
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accomplish specific tasks within a database as well as provide links to database specific implementations of those core statements

Topics Covered

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*A Step by Step Guide to Using Census 2000 Data* Anthony E. Fairfax, 2004

**Microsoft Access 2013 Step by Step** Joyce Cox, Joan Lambert, 2013

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*Australian National Bibliography: 1992* National Library of Australia, 1988

*Forensic Anthropology Training Manual* Karen Ramey Burns, 2015-09-07

Provides basic information on successfully collecting processing analyzing and describing skeletal human remains Forensic Anthropology Training Manual serves as a practical reference tool and a framework for training in forensic anthropology The first chapter informs judges attorneys law enforcement personnel and international workers of the information and services available from a professional forensic anthropologist The first section Chapters 2 11 is a training guide to assist in the study of human skeletal anatomy The second section Chapters 12 17 focuses on the specific work of the forensic anthropologist

beginning with an introduction to the forensic sciences Learning Goals Upon completing this book readers will be able to Have a strong foundation in human skeletal anatomy Explain how this knowledge contributes to the physical description and personal identification of human remains Understand the basics of excavating a grave preparing a forensic report and presenting expert witness testimony in a court of law Define forensic anthropology within the broader context of the forensic sciences Describe the work of today s forensic anthropologists      **Microsoft Access 2013 Level 1 (English version)** AMC College , This manual serves as an introductory lesson for user who are still new to database using MS Access Here user will be exposed to what it means by database tables form and queries      *Microsoft Access 2007 Level 2 (English version)* AMC College , This manual serves as an advance lesson for user who are already quiet familiar with database using MS Access Here user will be shown how to create relational database advance queries and how to create form from scratch

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