Access® 2021 & 365 Introduction

Quick Reference Guide
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About Access

Overview of a Database

Access is a "relational database" program. In a relational database, you store large amounts of data into the smallest possible increments within tables. You then relate these tables together by joining common fields between them. In this way, you store less redundant data and your database will operate more quickly and efficiently. When you relate tables, you are then able to access any data in the related tables. In Access, you manipulate a contained collection of smaller objects within a database file.

Access Definitions

Database: A collection of tables, queries, forms, reports, macros, and modules.
Datasheet View: Displays data from a table, form, query, view, or macro in a row-and-column format. Used to edit fields, add, delete, and search for data.
Design View: Used to create new database objects and modify the design of existing objects.
Field: A column of data or single piece of data.
Form: An object which uses controls to perform actions or to enter, display, and edit data in fields.
Macro: An action or actions that automate tasks.
Module: A collection of user-defined functions, subroutines, and global variables written in VBA code, which can be accessed from anywhere in the database.
Navigation Pane: Appears at left when you open an Access database. Displays objects in the database.
Query: A request for data results, for action on data, or both. A query can answer a simple question, perform calculations, combine data from different tables, and add, change, or delete table data.
Record: A row of data, made up of different fields.
Report: A printable object containing information formatted and organized according to specifications.
Table: A database object that stores data in records (rows) and fields (columns).

Access Basics

Creating a Database

1. **To create a new database,** click either the BLANK database thumbnail or a template thumbnail in the Startup Screen. Or, click the "File" tab in the Ribbon, select "New" from the menu at the left in Backstage View, and then select a thumbnail.
2. **To find online templates,** click a "Suggested searches" link or type in the "Search for Online Templates" text box and press the "Enter" or click the "Start searching" button, then select a thumbnail.
3. Enter a name in the "File Name" field.
4. **To change the default location where the database is saved,** click the small folder button at the right end of the "File Name" field, navigate to the location, and click the "OK" button.
5. Click the "Create" button.

Creating a Table in Datasheet View

1. Click the "Table" button in the "Tables" group on the "Create" tab in the Ribbon.
2. Click the "Click to Add" heading, select a field type, enter the field name (64 max characters, no spaces), and press the "Enter" key. Repeat for each subsequent field that appears until all desired fields have been added.
3. Click the "File" tab in the Ribbon and choose "Save."
4. Type a table name, and click "OK."

To create a table from a template:
1. Click the "Application Parts" button in the "Templates" group on the "Create" tab in the Ribbon.
2. Select a "Quick Start" item, then follow the wizard.

Switching Between Object Views

1. **To open an object (table, query, form, report, etc.),** double-click it in the Navigation Pane.
2. Click the drop-down arrow at the bottom of the "View" button in the "Views" group on the "Home" tab in the Ribbon and select a view. **Or, to toggle views,** click the upper-portion of the button instead.

Datasheet View

Entering and Editing Table Data

To add a record:
1. Click into the first field in the empty row at the bottom of the table. Or, click the "New (blank) record" button in the lower left corner of the table.
2. Type data into the first field. **To advance to the next field,** press the "Enter" or "Tab" key. Repeat for each field. **To advance to a new record,** press the "Enter" or "Tab" key in the last field of the record.

To edit a record:
1. Click into the field of the record and make desired edits using normal word processing techniques. A pencil icon appears in the row's selector box at the left end of the row to indicate unsaved changes.
2. Exit the field. Access automatically saves changes.

To delete a record:
1. Click the row selector at the far left end of the row to select the entire record. A border will appear around the entire row.
2. Press the "Delete" key. Or, click the "Delete" button in the "Records" group on the "Home" tab in the Ribbon. Click "Yes" to confirm the deletion.

Sorting Table Data

1. Click the drop-down arrow to the right of the field heading. Or, right-click in the field to sort by.
2. Choose "Sort A to Z" or "Sort Z to A."

Navigating in Datasheet View

1. **To move up, down, left or right through the data,** use the arrow keys on your keyboard.
2. **To move to the right through the fields,** press the "Tab" or "Enter" keys on your keyboard.
3. **To move to the left through the fields,** press the "Shift" + "Tab" keys on your keyboard.
4. **To scroll through the records,** use the horizontal and vertical scroll bars in the datasheet view.
5. **To move to a designated record,** click the "First Record," "Previous Record," "Next Record," or "Last Record" button in the "Record" button group in the lower-left corner.
6. **To jump to a specific record,** enter the record number in the "Current Record" field within the "Record" button group and press the "Enter" key.

Searching for a Record

1. Click into the desired field.
2. Click the "Find" button in the "Find" group on the "Home" tab in the Ribbon. Or, press "Ctrl" + "F".
3. Type the data to search for in the "Find What" field.
4. **To search for data in more than one field,** select "Current document" from the "Look In" drop-down.
5. **To search for a portion of a word or field,** select a choice from the "Match" drop-down.
6. **To change the direction of the search from the current location in the table,** change the "Search" drop-down to "Up," "Down," or "All."
7. Click the "Find Next" button. Repeat as desired.
8. Click "Cancel" when done.

Data Entry Shortcuts

Enter Current Date	**CTRL** + ; (semicolon)
Enter Current Time	**CTRL** + : (colon)
Copy from previous record into current field	**CTRL** + ' (apostrophe)

Primary Keys and Joining Tables

Assigning a Primary Key

A primary key in a relational database is a field (column) or combination of fields that produces a unique identifier for each record in a table. The primary key prevents duplicate records from being created and is used to establish and maintain the relationship between tables or within queries. It can be a normal attribute that is guaranteed to be unique such as a Social Security number. If no unique information exists, a primary key such as the default field "ID" (automatically generated when creating tables in Datasheet View) can be used. It is through the primary key assignment that you create the necessary relationships between data tables, eliminating redundant information. For example, you may have one table for "Customers," one table for "Items," and a third for "Orders." A single customer may produce many different orders. A "Customer_ID" primary key can be used so that the customer only occupies a single row in the "Customers" table, but is associated with several orders in the "Orders" table.

To assign or remove a Primary Key:
1. Open the table in Design View.
2. Click into the desired field.
3. **To toggle the Primary Key "On" or "Off,"** click the "Primary Key" button in the "Tools" group on the "Table Design" contextual tab in the Ribbon.

Joining Tables

A relationship between tables allows you to access information from them through their "shared" or "common" fields by which they are joined. Relationships between tables are created in the "Relationships" window, where the tables are added. To join tables together, they must have shared fields.
1. Click the "Relationships" button in the "Relationships" group on the "Database Tools" tab in the Ribbon.
2. **To launch the "Add Tables" pane,** click the "Add Tables" button in the "Relationships" group on the "Relationships Design" tab, if necessary.
3. Select the tables on the "Tables" tab and click "Add Selected Tables."
4. Click "Close" when done adding tables.
5. Click and drag the field from one table window and drop it on the shared field of the other table.
6. Check desired "Referential Integrity" options.
7. Click the "Join Type" button, select a type, click "OK."
8. Click the "Create" button.
9. Click the "File" tab in the Ribbon and select "Save."
10. Click the "Close" button in the "Relationships" group on the "Relationships Design" tab.

Editing and Deleting Table Joins

To edit a table join, open the Relationships window:
1. Double-click the join that you want to edit.
2. Make desired changes and click "OK."
3. Click the "File" tab in the Ribbon and select "Save."
4. Click the "Close" button.

To delete a join, open the Relationships window:
1. Click the join that you want to delete.
2. Press the "Delete" button. Click "Yes" to confirm.
3. Click the "File" tab in the Ribbon and select "Save."
4. Click the "Close" button.

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John Keane

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Microsoft Access 2000 MOUS Cheat Sheet Joseph W. Habraken,Doug Klippert,2000 Each chapter is designed to introduce explain and teach skills necessary to pass the certification exam for Access 2000 MOUS including interactive labs that require readers to implement skills in a hands on setting Margin notes also serve as quick reminders Complementary Web site available **Sams Teach Yourself MS Access 2002 in 21 Days** Paul Cassel,Craig Eddy,Jon Price,2002 This book is a hands on tutorial for Access users who want to learn Access by working through solid examples It will show the reader how to use Access and how to develop solid databases from start to finish The focus of the book will be Access databases on the desktop but will have two chapters on implementing Access in a networked or client server environment Key topics include understanding relational databases and the Access 2002 architecture designing building and maintaining full feature robust database applications implementing Data Access Pages working with Visual Basic for Applications and the Visual Basic Editor and publishing Access content to the WWW or a company s intranet **The Excel Analyst's Guide to Access** Michael Alexander,2011-03-03 The ultimate handbook for Excel analysts who need reporting solutions using Access Excel and Access are intended to work together This book offers a comprehensive review of the extensive analytical and reporting functionality that Access provides and how it enhances Excel reporting functions Sales managers operations analysts administrative assistants office managers and many others who rely heavily on data can benefit from learning to integrate Excel and Access and this book shows you how Coverage includes Data Analysis in Access the Basics of Access Beyond Select Queries Transforming Your Data with Access Working with Calculations and Dates Performing Conditional Analysis Adding Dimension with Subqueries and Domain Aggregate Functions Running Descriptive Statistics in Access Scheduling and Running Batch Analysis Leveraging VBA to Enhance Data Analysis Reports Dashboards and Visualization in Access Presenting Data with Access Reports Using Pivot Tables and Pivot Charts in Access Enhancing Queries and Reports with Visualizations Advanced Excel and Access Integration Techniques Getting Access Data into Excel Using VBA to Move Data between Excel and Access Exploring Excel and Access Automation Integrating Excel and Access with XML Integrating Excel and Other Office Applications Access VBA Fundamentals Understanding and Using SQL and more The Excel Analyst s Guide to Access helps you get more from both applications Note CD ROM DVD and other supplementary materials are not included as part of eBook file **Microsoft Access Data Analysis** Michael Alexander,2007-04-10 Go beyond Excel r with Access s more powerful analysis capabilities Get better visibility into your data with custom views Scale up your data pool without limitation Master the four fundamentals of data analysis Discover shortcuts with the helpful Input Mask Wizard Integrate your data with the web and enterprise data sources Avoid the common pitfalls of data crunching Harness VBA to improve data analysis Leverage information from the field with real world scenarios Companion web site See examples from this book firsthand in our companion web site at www wiley com go accessdataanalysis The site also includes templates and tools to

get you started **Microsoft Access 2007 Data Analysis** Michael Alexander,2012-06-26 Chart a course for more effective data analysis with Access 2007 With this resource you ll learn how Access 2007 offers powerful functionality that may be better suited to your data analysis needs Learn to analyze large amounts of data in meaningful ways quickly and easily slice it into various views automate redundant analysis and save time all using Access If you know a bit about table structures and formulas as well as data analysis start thinking outside the chart **MySQL Administrator's Bible** Sheeri K. Cabral,Keith Murphy,2011-03-04 With special focus on the next major release of MySQL this resource provides a solid framework for anyone new to MySQL or transitioning from another database platform as well as experience MySQL administrators The high profile author duo provides essential coverage of the fundamentals of MySQL database management including MySQL s unique approach to basic database features and functions as well as coverage of SQL queries data and index types stores procedure and functions triggers and views and transactions They also present comprehensive coverage of such topics as MySQL server tuning managing storage engines caching backup and recovery managing users index tuning database and performance monitoring security and more *Microsoft Access 2021 Basic Cheat Sheet* CheatSheets HQ,2026 New to Microsoft Access This Microsoft Access 2021 Basic Cheat Sheet is your essential 2 page laminated reference for building editing and managing simple databases Ideal for beginners students and new database users this quick reference guide walks you through creating tables navigating objects modifying fields and entering records with ease Whether you re setting up your first Access project or learning how to filter and search records this cheat sheet puts key commands concepts and shortcuts at your fingertips Key Features Clear Database Fundamentals Learn how to create tables enter data and define fields Navigation Pane Object Basics Understand how to manage forms queries reports and tables Edit and Search Records Step by step instructions for editing finding filtering and sorting data Field Properties Design View Access settings for adjusting field types primary keys and validations Essential Keyboard Shortcuts Includes time saving hotkeys for form control editing and navigation Perfect for classroom use Access training or workplace reference this cheat sheet helps users confidently work within Microsoft Access s database environment *Active Server Pages For Dummies* Bill Hatfield,1999-09-08 This work gives complete information on ASP s open application environment incorporating scripting languages and using ActiveX server compnents It also includes information on how to incorporate database files into an ASP application *Student Access Guide to America's Top 100 Internships* Mark Oldman,1993 The First and Only Guide to the Best Internships Mark Oldman,Sam Hamadeh,1995-08-15 Ten years ago only one student in 36 did an internship during the school year now that figure is one in five In today s competitive job market students know that an internship on your resume has practically become a necessity This guide presents over 13 000 rewarding opportunities in a broad range of fields including law sports music finance fashion education and health care **Proceedings of the RESNA International ... Conference** RESNA (Association). International Conference,1998 Each vol includes the proceedings of the Annual

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