

Microsoft Access

Tips & Tricks - Basic Level

FREE FROM JN SOFTWARE CONSULTING

www.jnsoftware.ca

To create a new database file:

- From the menu bar, choose **File > New** **OR** press the **Ctrl + N** key combination. The **New File** task pane appears at the right of your screen.
- Click **Blank Database**.
- In the **File New Database** dialog box, specify a location and a name for your new database file.
- Then click **Create**.

To open an existing database file:

- From the menu bar, choose **File > Open** **OR** press the **Ctrl + O** key combination.
- In the **Open** dialog box, browse to the location of the database file you want to open.
- When you locate the file, highlight it and click **Open** **OR** double-click the file to open it.

To open the Office Assistant:

- From the menu bar, choose **Help > Show the Office Assistant**.
- The **Office Assistant** is a Microsoft help feature. It works by asking you questions. If you need help with a certain task, or if you need an explanation on a particular feature or concept, you can simply type your request in the **Office Assistant** dialog box.

To ask the Office Assistant a question:

- In the text box of the Office Assistant, type a phrase.
- Click **Search**.

To change Office Assistant options:

- In the **Office Assistant**, click **Options**.
- In the resulting dialog box, use the **Gallery** page to change the image for the Office Assistant.
- Use the **Options** page to configure the behaviour settings for the Office Assistant.
- Click **OK** to apply the changes and close the dialog box.

To open the New File task pane:

- From the menu bar, choose **File > New**.
- The **New File** task pane opens as a window on the right side of the screen.

To open the Clipboard task pane:

- If the **New File** task pane is showing, click the right arrow icon at the top left of the task pane; the **Clipboard** task pane then appears **OR** click the down arrow in the top right of the task pane and choose **Clipboard** from the drop-down list.

To open the Search task pane:

- If the **New File** or **Clipboard** task pane is showing, click the down arrow in the top right of the task pane and choose **Search** from the drop-down list.

To create a new group of database objects:

- From the menu bar, choose **Edit > Groups > New Group**.
- In the **New Group** dialog box, type a name for the group and click **OK**.
- If the group does not appear in the Database window, click the **Groups** button along the side of the window; the Groups section of the toolbar will then expand to show the new group.

To create a table in Design view:

- Click the **Tables** button along the side of the Database window.
- In the right pane, double-click **Create table in Design view**. A blank Design view window opens.
- Begin creating fields: input a name and type for each. When you place the cursor in the **Type** field, a drop-down arrow lets you choose a type.
- For each field, use the tabs at the bottom of the window to further define field properties. If you need more information about these properties, place your cursor in each; the right lower corner of the window tells you how that property works.
- Use the **Insert Rows** or **Delete Rows** buttons on the toolbar at the top of the Access window to add new rows above your current row or delete your current row.
- Use the **Primary Key** button on the toolbar at the top of the Access window to make the current row the primary key. If you want to remove primary key status from that row, select it and click the **Primary Key** button again **OR** right-click a row and choose **Primary Key** from the context menu.

To create a table with the Table Wizard:

- Click the **Tables** button along the side of the Database window.
- In the right pane, double-click **Create table by using wizard**. The wizard opens.
- Follow the instructions on each screen.

To change a table design:

- Click the **Tables** button along the side of the Database window.
- In the right pane, select the table you want to edit and click the **Design** button on the toolbar.
- In the Design view window, make the appropriate changes to the columns or column properties.

To add a record or row:

- After you have created a table, it appears in the Database window when you click the **Tables** button on the left side of the window.
- Double-click the table to which you want to add a record. The datasheet view for that table opens.
- Click the **New Record** button on the toolbar.
- A new, blank row appears in the list of existing records. You can also place the cursor in the last field of the last existing record and press the **Tab** key to add a new row at the end.

To perform a simple record sort:

- In the Database window, double-click the table that contains the record(s) you want to work with. The datasheet window for that table opens. Place your cursor within a column that you want to sort by.
- To perform an ascending sort (e.g., A-Z or 0-10 or earliest-date-to-present), click the **Sort Ascending** button on the toolbar.
- To perform a descending sort (e.g., Z-A or 10-0 or present-data-to-earliest date), click the **Sort Descending** button on the toolbar.

To create a query using a wizard:

- In the Database window, click the **Queries** button on the toolbar along the left side of the window.
- Double-click **Create query by using wizard**. The **Simple Query Wizard** opens.
- Follow the instructions on each screen of the wizard.

To create a form using the Form Wizard:

- In the Database window, click the **Forms** button on the toolbar along the left side of the window.
- Double-click **Create form by using wizard**. The **Form Wizard** opens.
- Follow the instructions on each screen of the wizard.

To modify a form in Design view:

- If the form that you want to modify is not already in Design view, do the following: in the Database window, with the **Forms** button selected, select the form and click the **Design** button on the Database window's toolbar **OR** right-click the form and choose **Design View** from the context menu. The form opens in Design view.
- Use the options in the toolbox to add elements of design to the form. When you hold the mouse over each option, a **ToolTip** message tells you what that option does.
- After you select a toolbox item, move the mouse indicator over top of the form. You will notice that the mouse indicator changes to show the tool that you have selected. Drag a box on the form to create the object.

To insert page numbers in a report header or footer:

- In Design view, click in the header or footer section.
- From the menu bar, choose **Insert > Page Numbers**.
- Specify the appropriate options in the **Page Numbers** dialog box.

To create a report using AutoReport:

- In the Database window, click the **Reports** button along the left side of the window.
- On the toolbar at the top of the Database window, click the **New** button.
- In the **New Report** dialog box, select an **AutoReport** option.
- At the bottom of the dialog box, choose a table of a query that you want to be the basis for the report. For example, if you want the report to present employee information, choose to base the report on the Employees table.
- When you are finished, click **OK**.

All trademarks acknowledged - Copyright JN Software Consulting,
 378 Kennedy Road, Scarborough, Ontario, M1K 2A5,
 Tel: 416-264-6247 - jneuhold@jnsoftware.ca - Internet: <http://www.jnsoftware.ca>

JNSOFTWARE.CA - Helping You Click the Pieces Together...