

# The Visibooks Guide to Access 2007

by Tony Fowlie



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# The Visibooks Guide to Access 2007

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# Database Basics

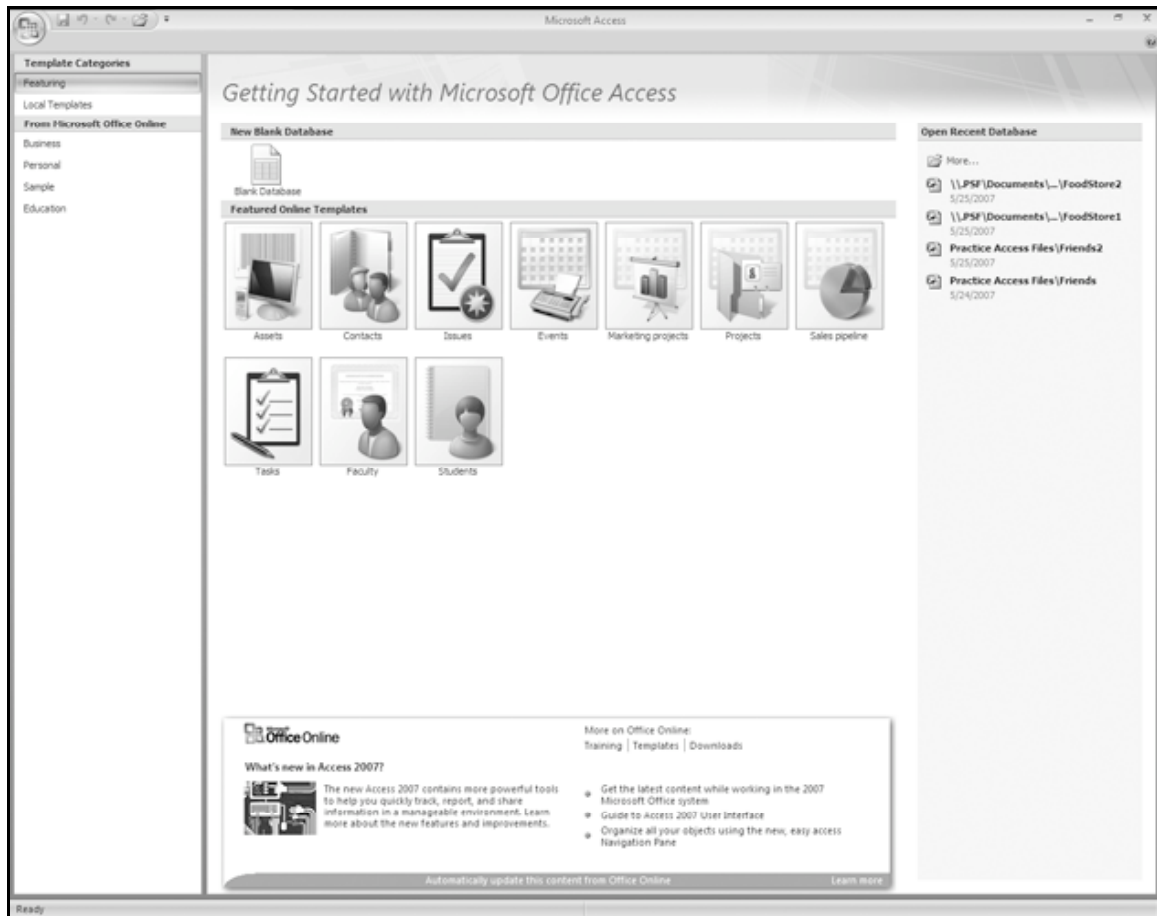
In this section, you'll learn how to:

- **Create a new database**
- **Create tables**
- **Create records**
- **Create forms**
- **Create queries**
- **Create reports**

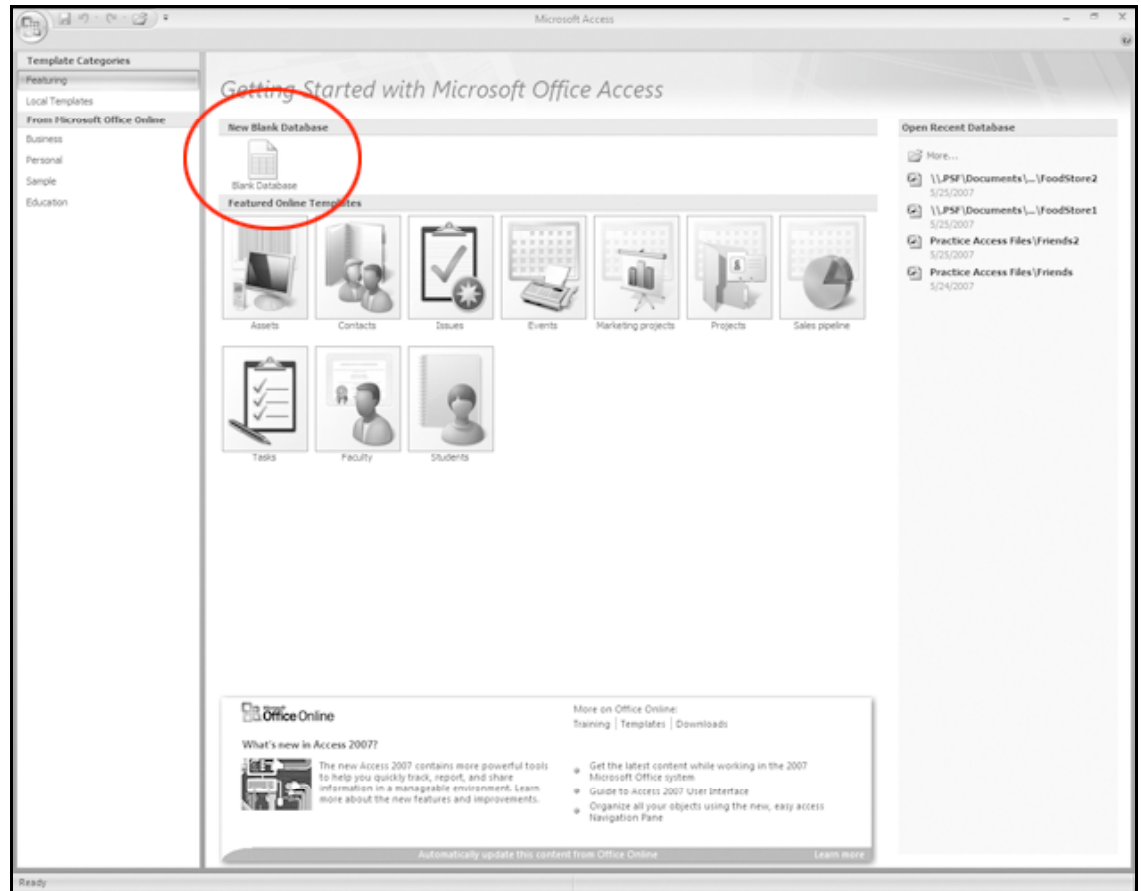
# Create a new database

1. Open Microsoft Access.

It should look like this:

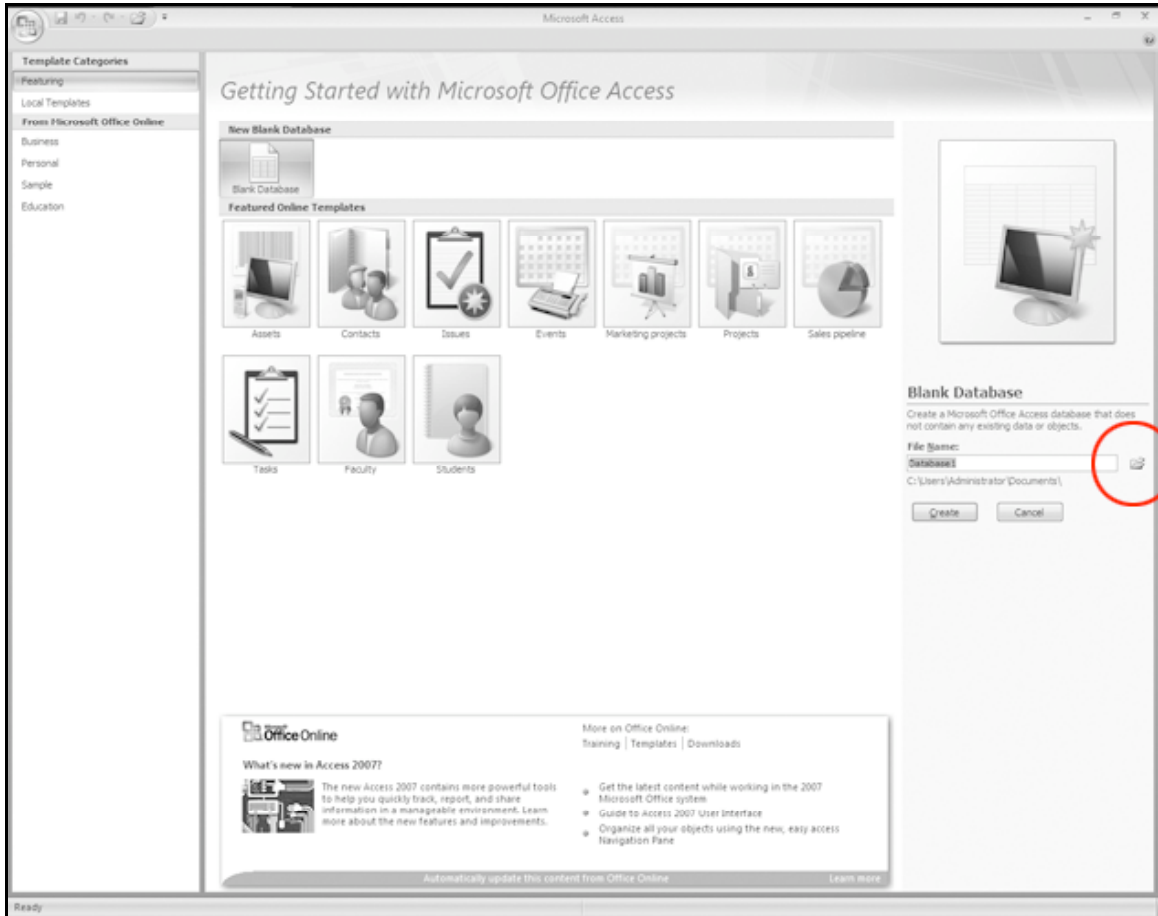


## 2. Click **Blank Database**.

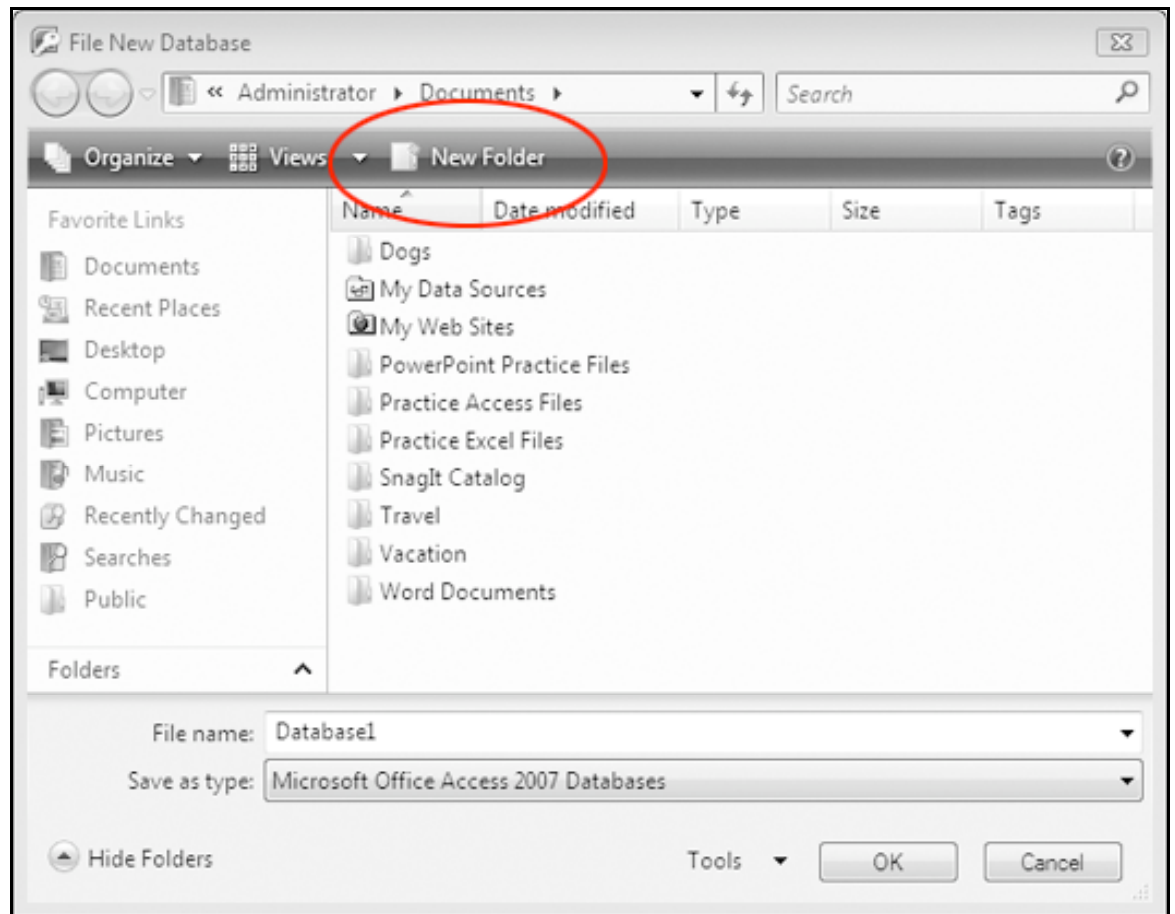


3.

Click the  icon.

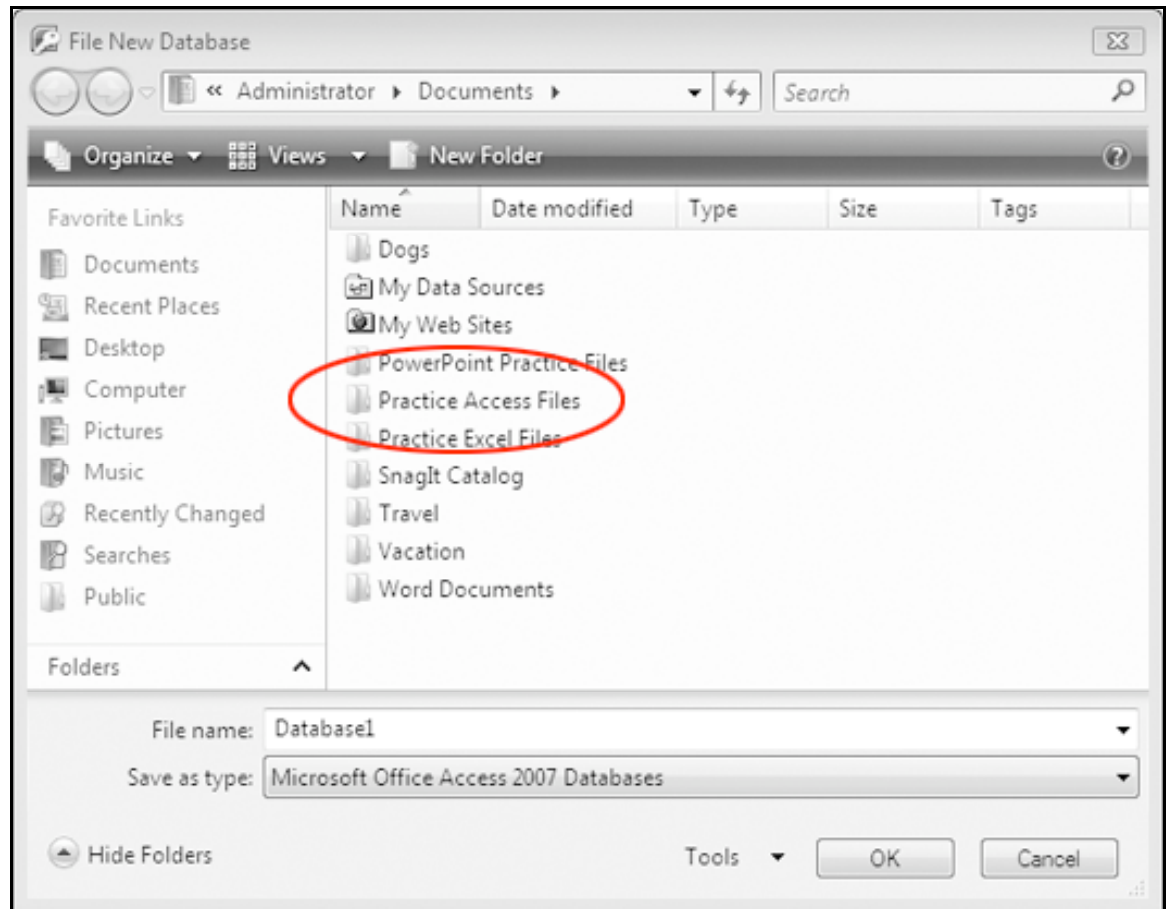


4. When the **File New Database** window appears, click **New Folder**.



## 5. Type:

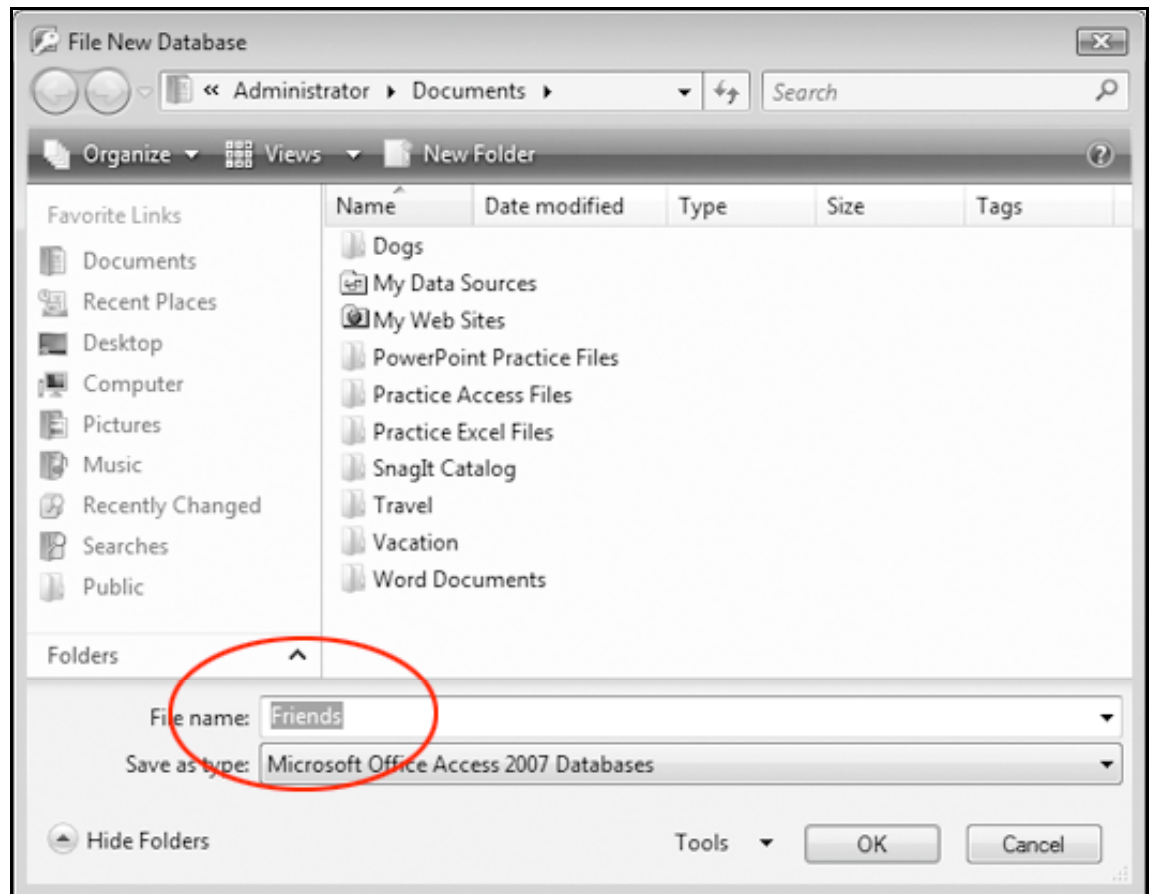
### Practice Access Files



Then press the ENTER key on your keyboard.

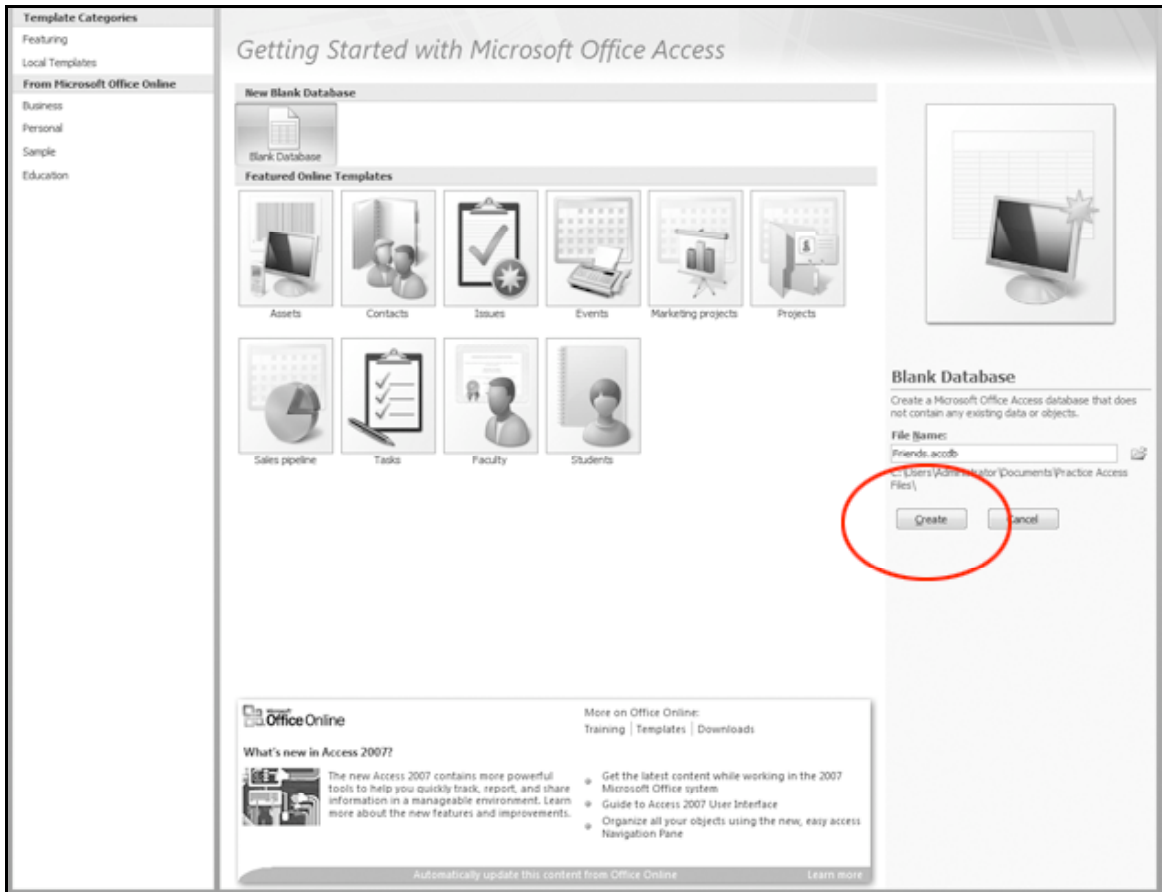
6. In the **File name** box, type:

**Friends**

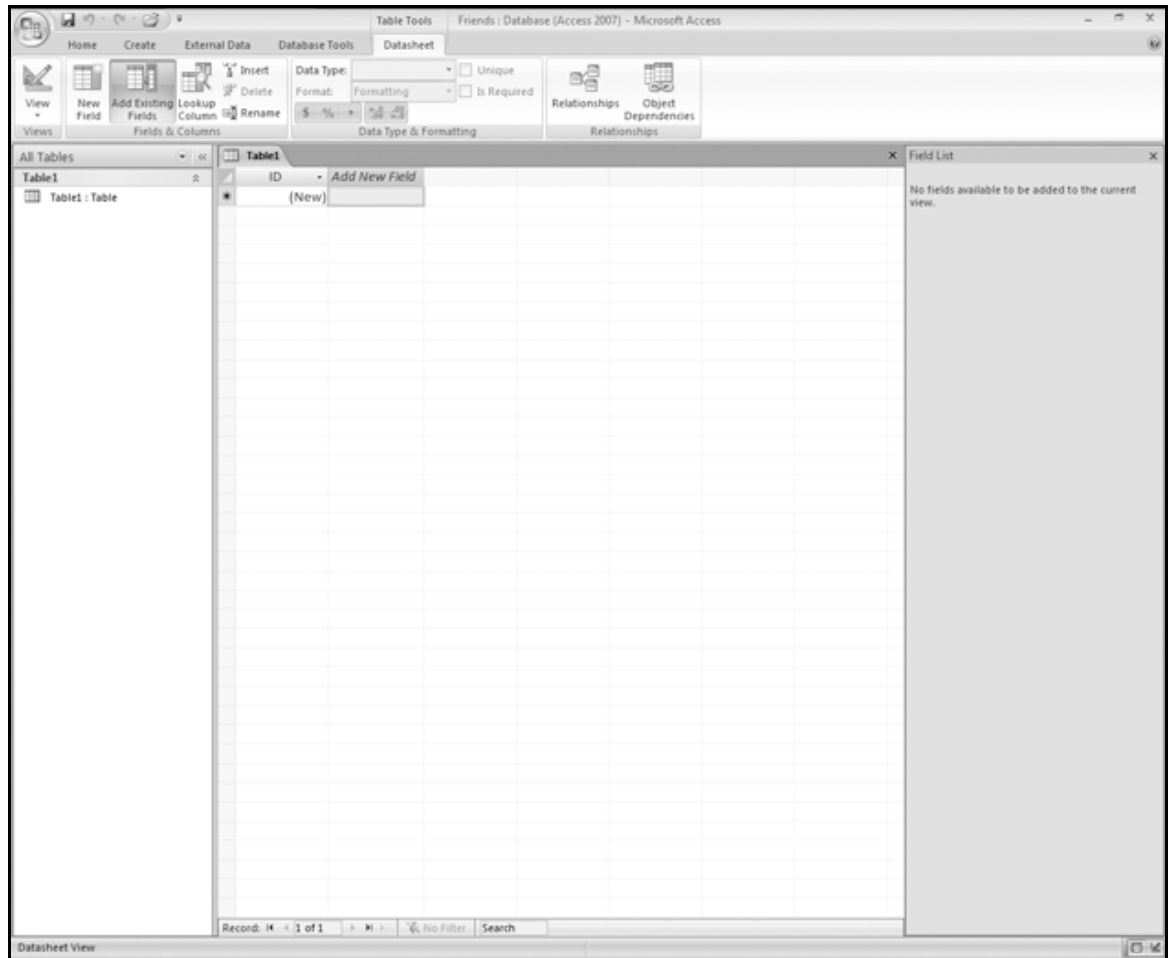


7. Click the  button.

8. Click the  button.



The window for the Friends database should open:



# Identify database elements

## Elements of databases

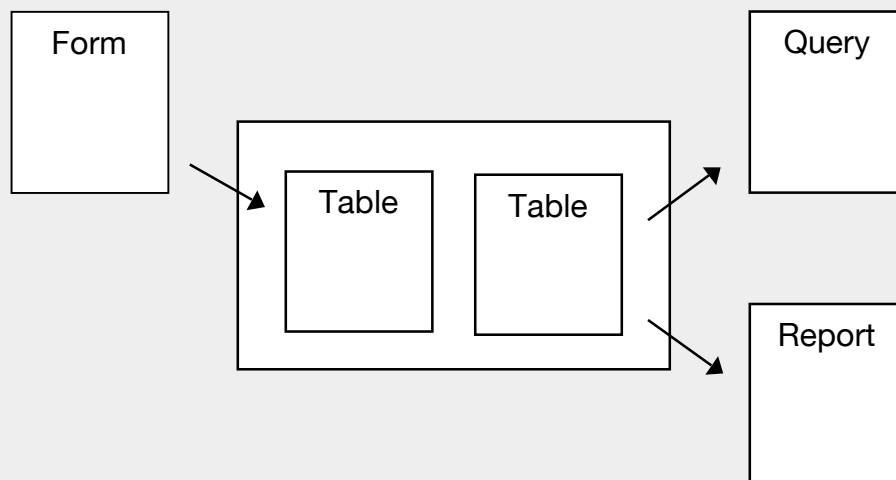
A database stores information in an organized way, and makes it easy to get information in and out.

*Tables* store data within the database.

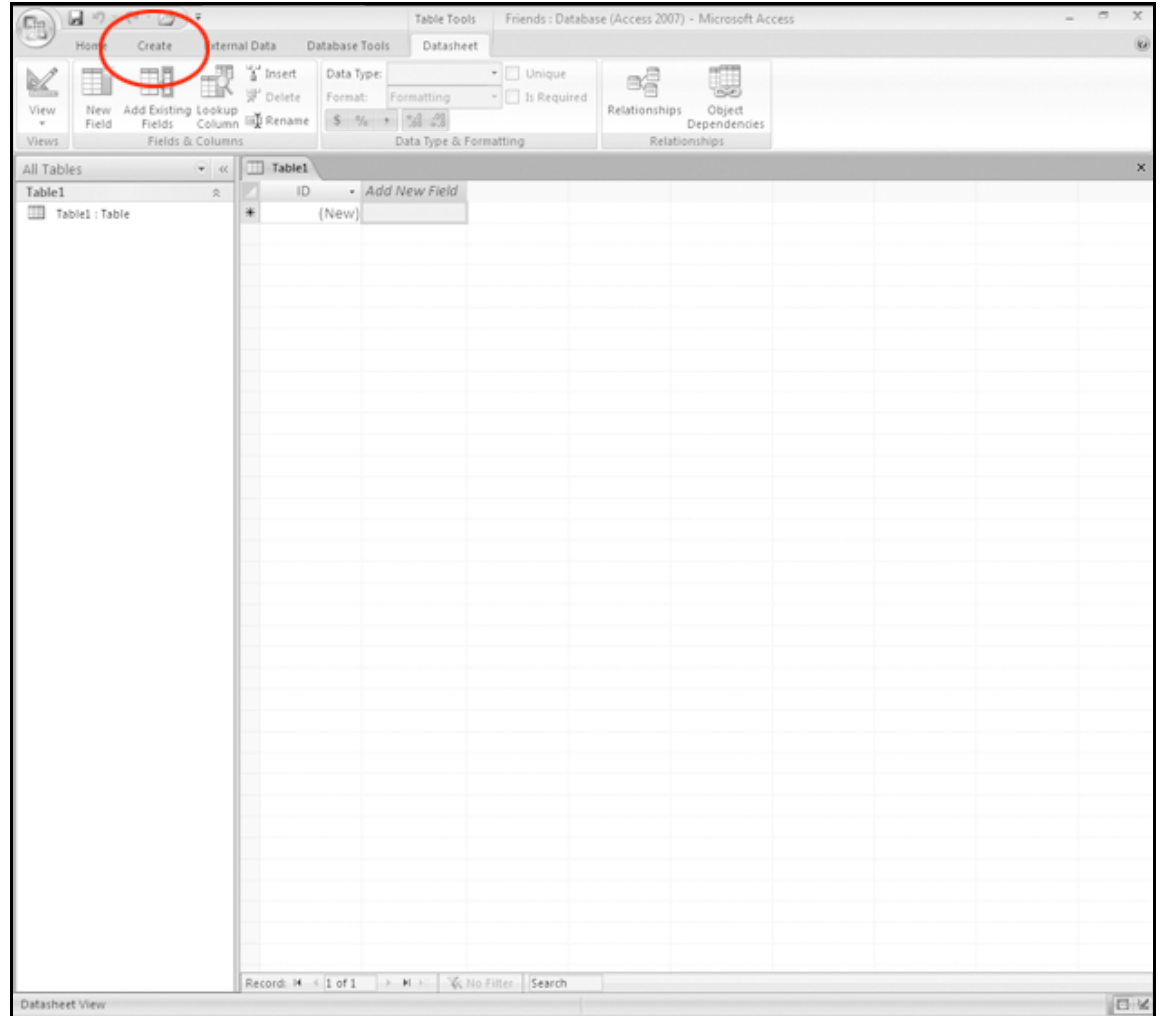
*Forms* make it easy to put data into tables.

*Queries* pull out specific data.

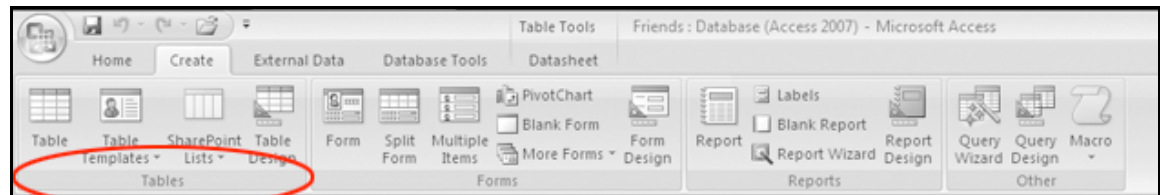
*Reports* put data in an easily-read format.



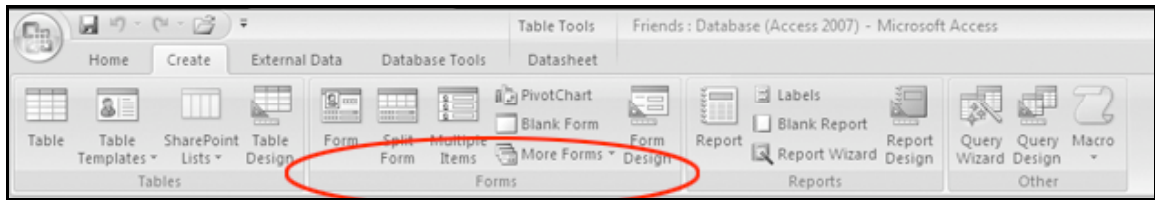
9. Click the **Create** tab.



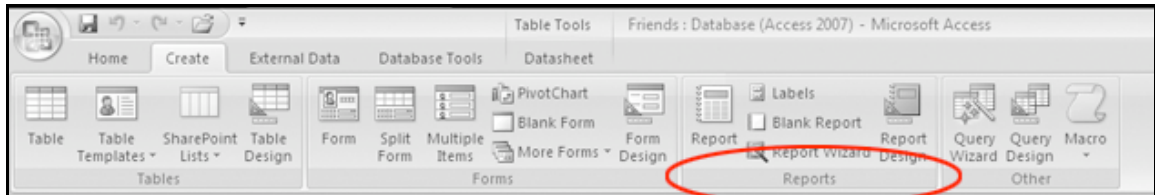
10. Rest the mouse cursor on the **Tables** bar.



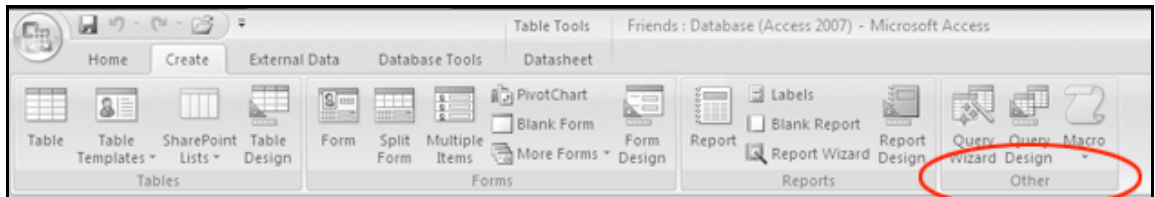
11. Rest the cursor on the **Forms** bar.



12. Rest the cursor on the **Reports** bar.

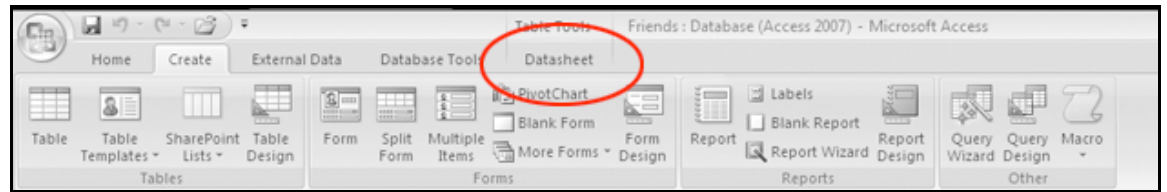


13. Rest the cursor on the **Other** bar.

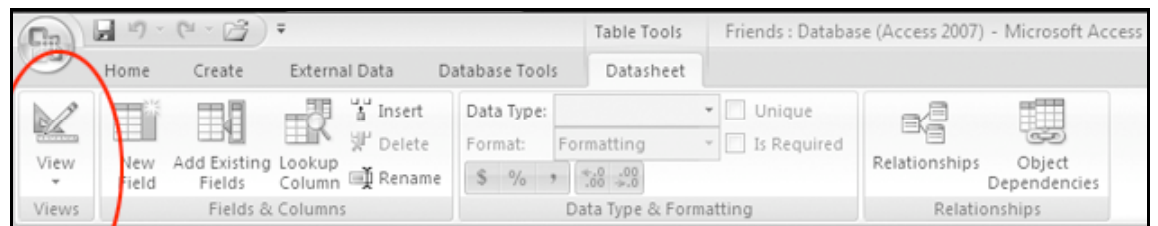


# Create tables

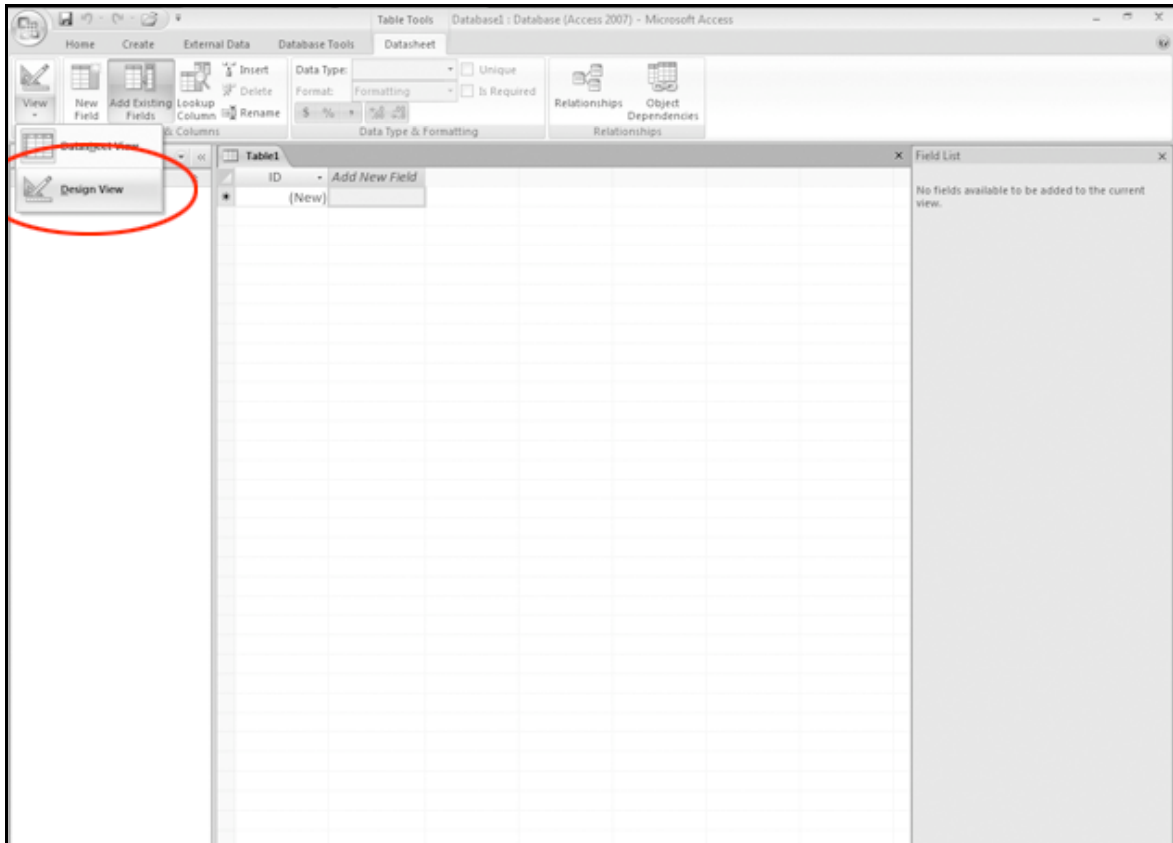
1. Click the **Datasheet** tab.



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



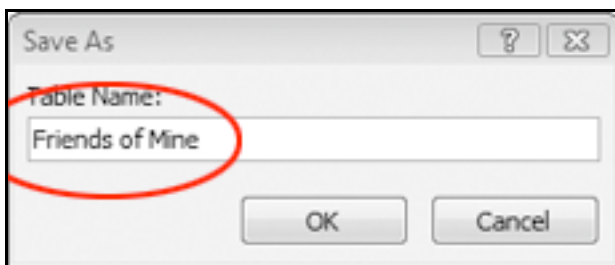
3. When the menu appears, click **Design View**.



4. When the **Save As** window appears, type:

**Friends of Mine**

in the **Table Name** box.



Then click the  button.











## **What is the key field?**

A table's key field can't contain any duplicates.

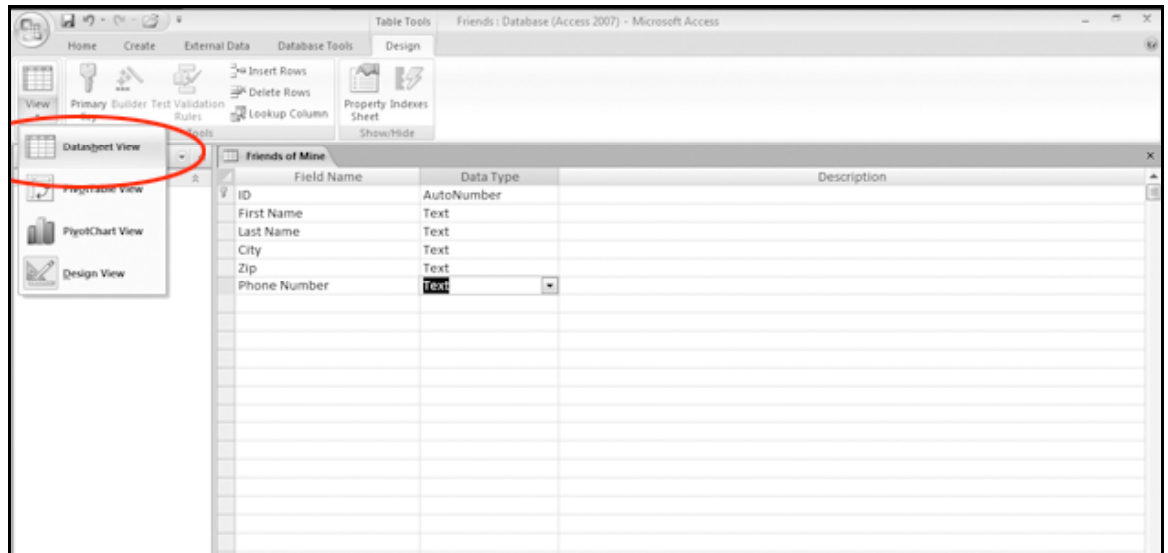
Every table should have a key field.

For example, if a hospital keeps a database, each patient can have a unique ID number in the key field.

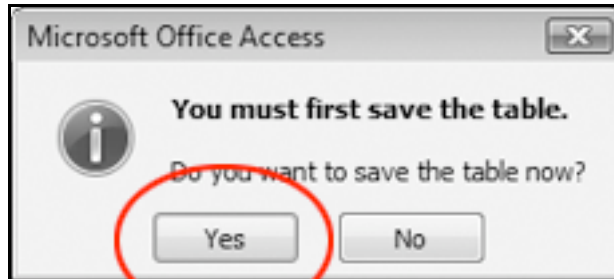
That way, if it has more than one patient named John Baker, it can easily distinguish John Baker, ID #326 in for a checkup, from John Baker, ID #298 who needs his gall bladder removed.

# Create records

1. In the Ribbon, click **View**, then **Datasheet View**.



2. When the alert window appears, click the  button.





**6.** Type:  
**Presley**  
then press the **TAB** key.

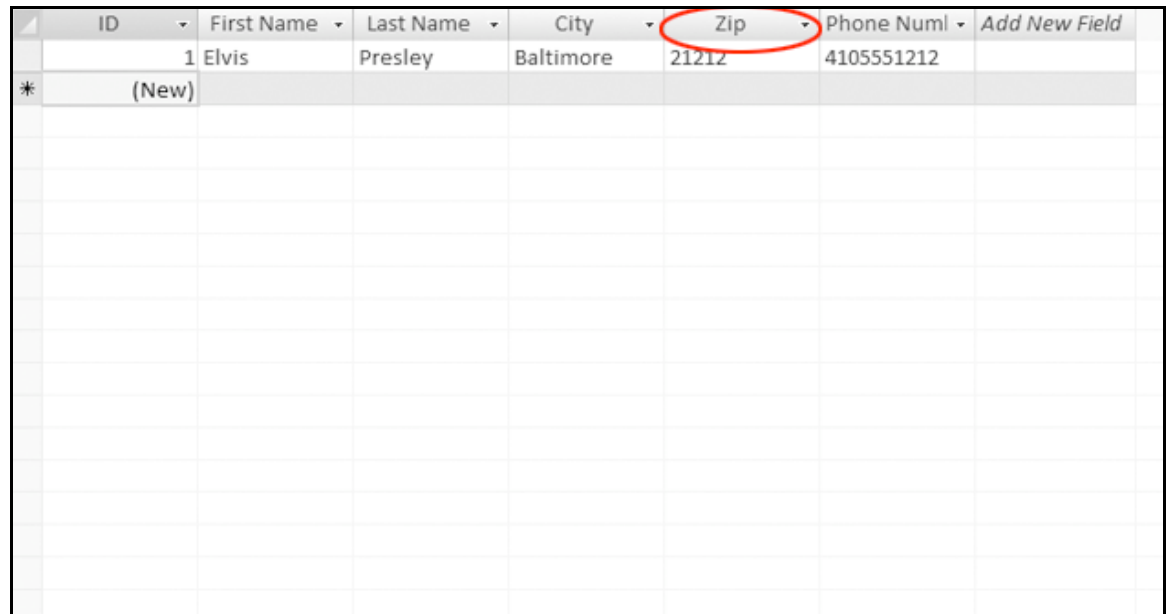
**7.** Type:  
**Baltimore**  
then press **TAB**.

**8.** Type:  
**21212**  
then press **TAB**.



# Add new fields

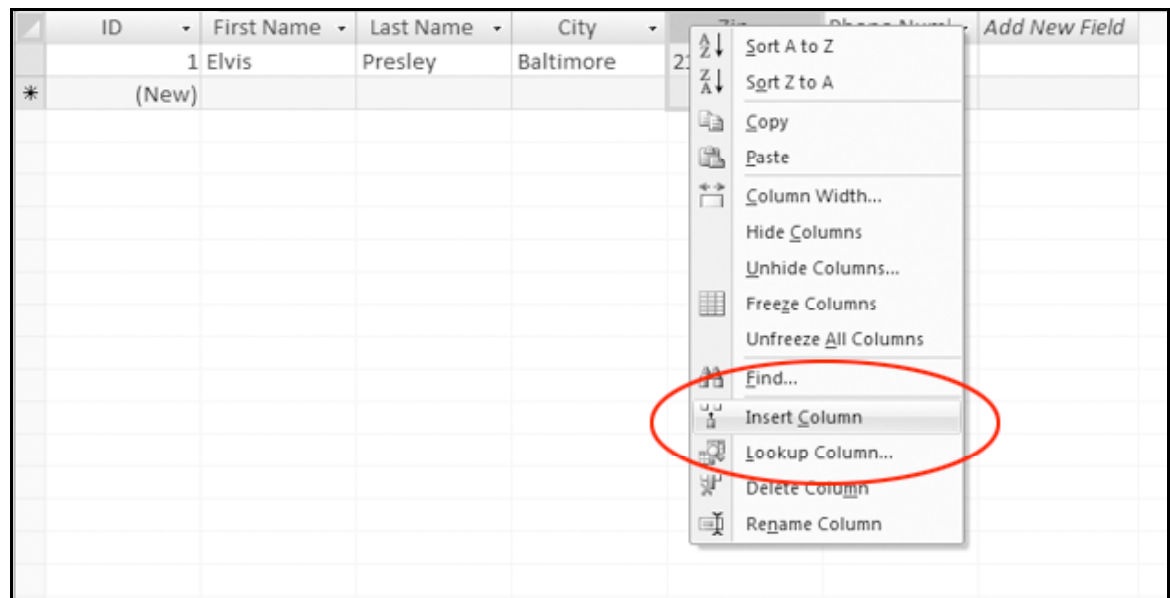
1. Right-click the **Zip** column heading.



A screenshot of a spreadsheet with columns: ID, First Name, Last Name, City, Zip, Phone Num1, and Add New Field. The 'Zip' column heading is circled in red. The first row contains the data: 1, Elvis, Presley, Baltimore, 21212, 4105551212. A second row is labeled '(New)' with an asterisk in the first column.

ID	First Name	Last Name	City	Zip	Phone Num1	Add New Field
1	Elvis	Presley	Baltimore	21212	4105551212	
*	(New)					

2. When the menu appears, click **Insert Column**.



A screenshot of a spreadsheet with columns: ID, First Name, Last Name, City, Zip, Phone Num1, and Add New Field. The 'Zip' column heading is circled in red. A context menu is open over the 'Zip' column heading, and the 'Insert Column' option is highlighted with a red circle. The first row contains the data: 1, Elvis, Presley, Baltimore, 21212, 4105551212. A second row is labeled '(New)' with an asterisk in the first column.

ID	First Name	Last Name	City	Zip	Phone Num1	Add New Field
1	Elvis	Presley	Baltimore	21212	4105551212	
*	(New)					

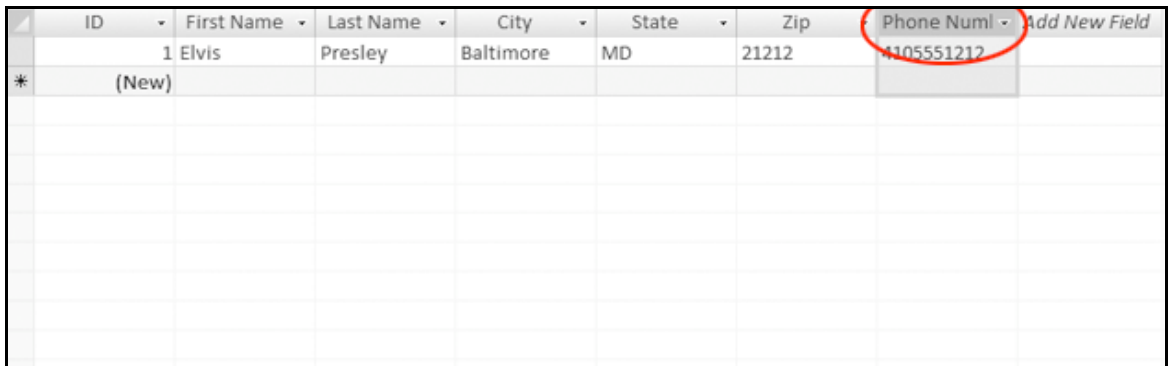
- Sort A to Z
- Sort Z to A
- Copy
- Paste
- Column Width...
- Hide Columns
- Unhide Columns...
- Freeze Columns
- Unfreeze All Columns
- Find...
- Insert Column**
- Lookup Column...
- Delete Column
- Rename Column





# Move fields

1. Click the **Phone Number** column heading.

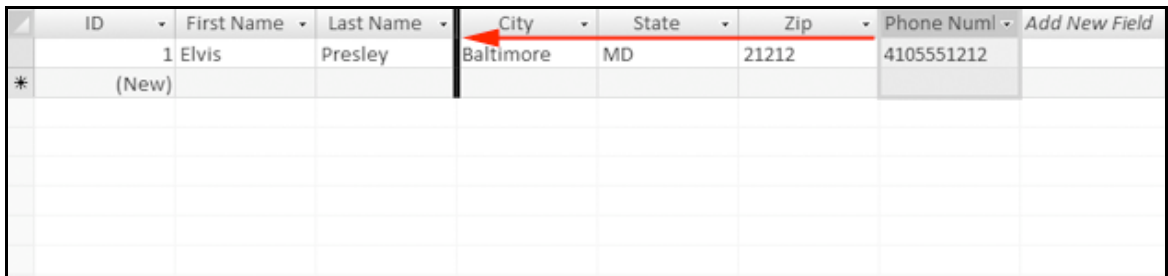


A screenshot of a database table with the following columns: ID, First Name, Last Name, City, State, Zip, Phone Numl, and Add New Field. The first row contains the data: 1, Elvis, Presley, Baltimore, MD, 21212, 4105551212. The second row is a new record with a '\*' in the ID column and '(New)' in the First Name column. The 'Phone Numl' column heading is circled in red.

ID	First Name	Last Name	City	State	Zip	Phone Numl	Add New Field
1	Elvis	Presley	Baltimore	MD	21212	4105551212	
*	(New)						

2. Place the cursor on the **Phone Number** column heading.

Then drag the column so the cursor rests between the **Last Name** and **City** columns.



A screenshot of the same database table as above. A red arrow points to the vertical line between the 'Last Name' and 'City' columns, indicating the cursor position.

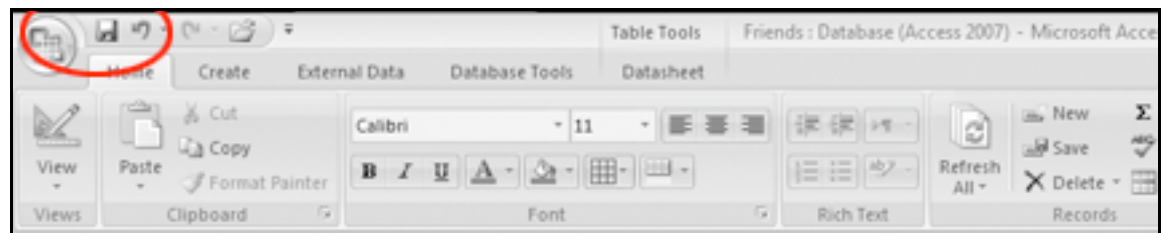
ID	First Name	Last Name	City	State	Zip	Phone Numl	Add New Field
1	Elvis	Presley	Baltimore	MD	21212	4105551212	
*	(New)						

3. When you see a thick black line between the two columns, release the mouse button.

The **Phone Number** column should now rest between the **Last Name** and **City** columns:

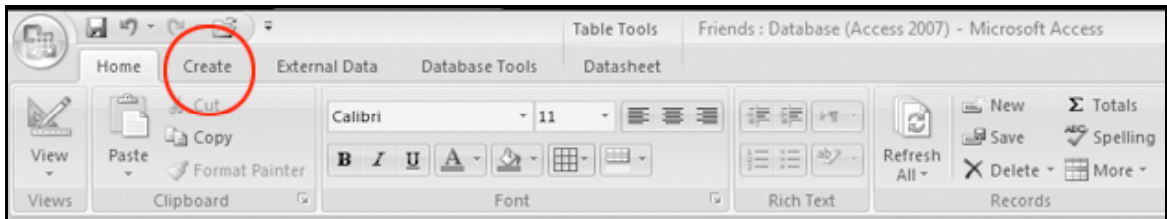
ID	First Name	Last Name	Phone Num1	City	State	Zip	Add New Field
1	Elvis	Presley	4105551212	Baltimore	MD	21212	
*	(New)						

4. On the Title Bar, click the  icon.

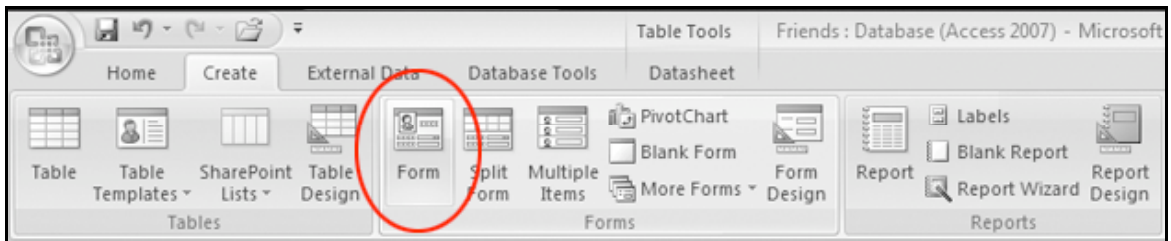


# Create forms

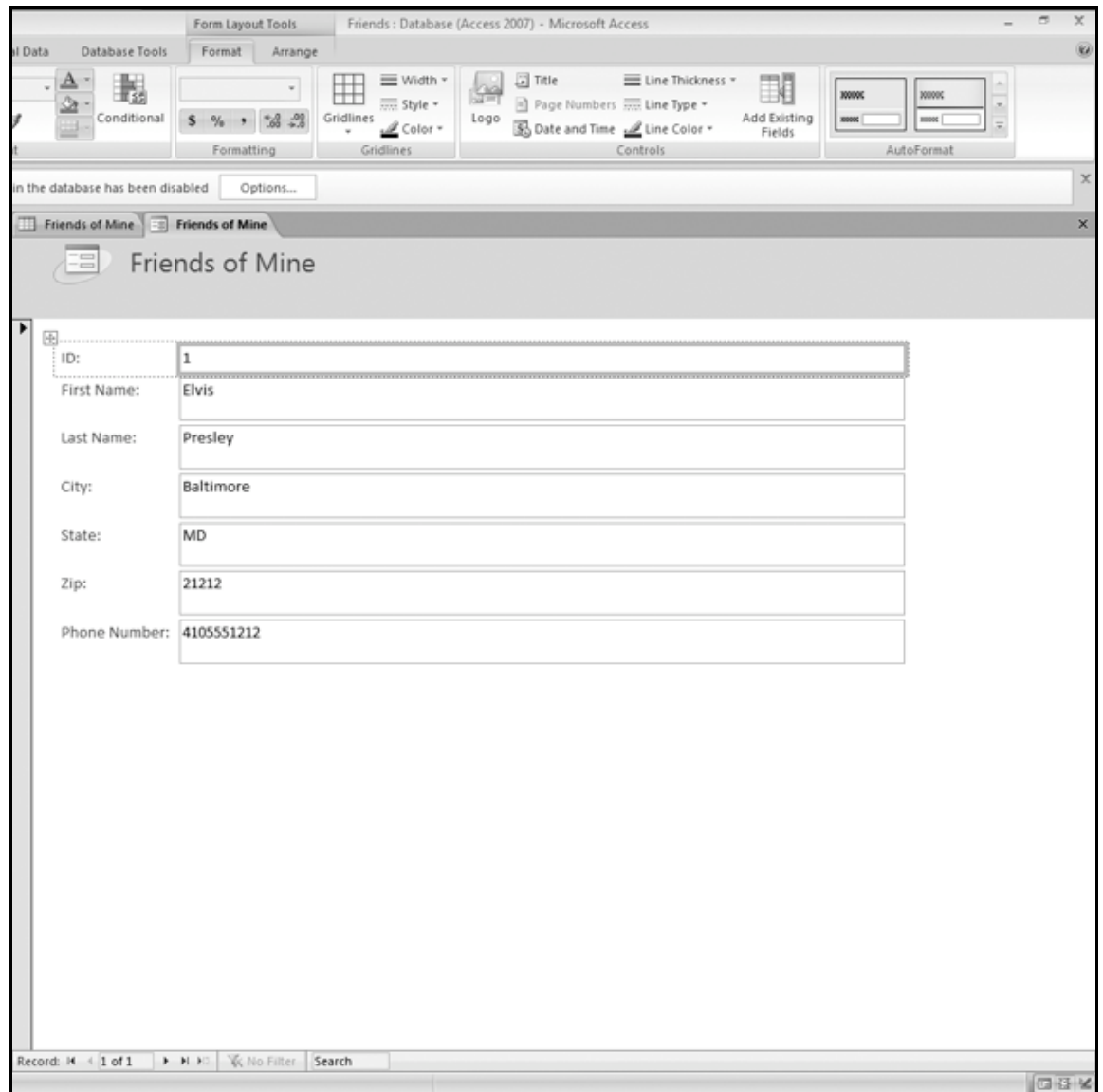
1. Click the **Create** tab.



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

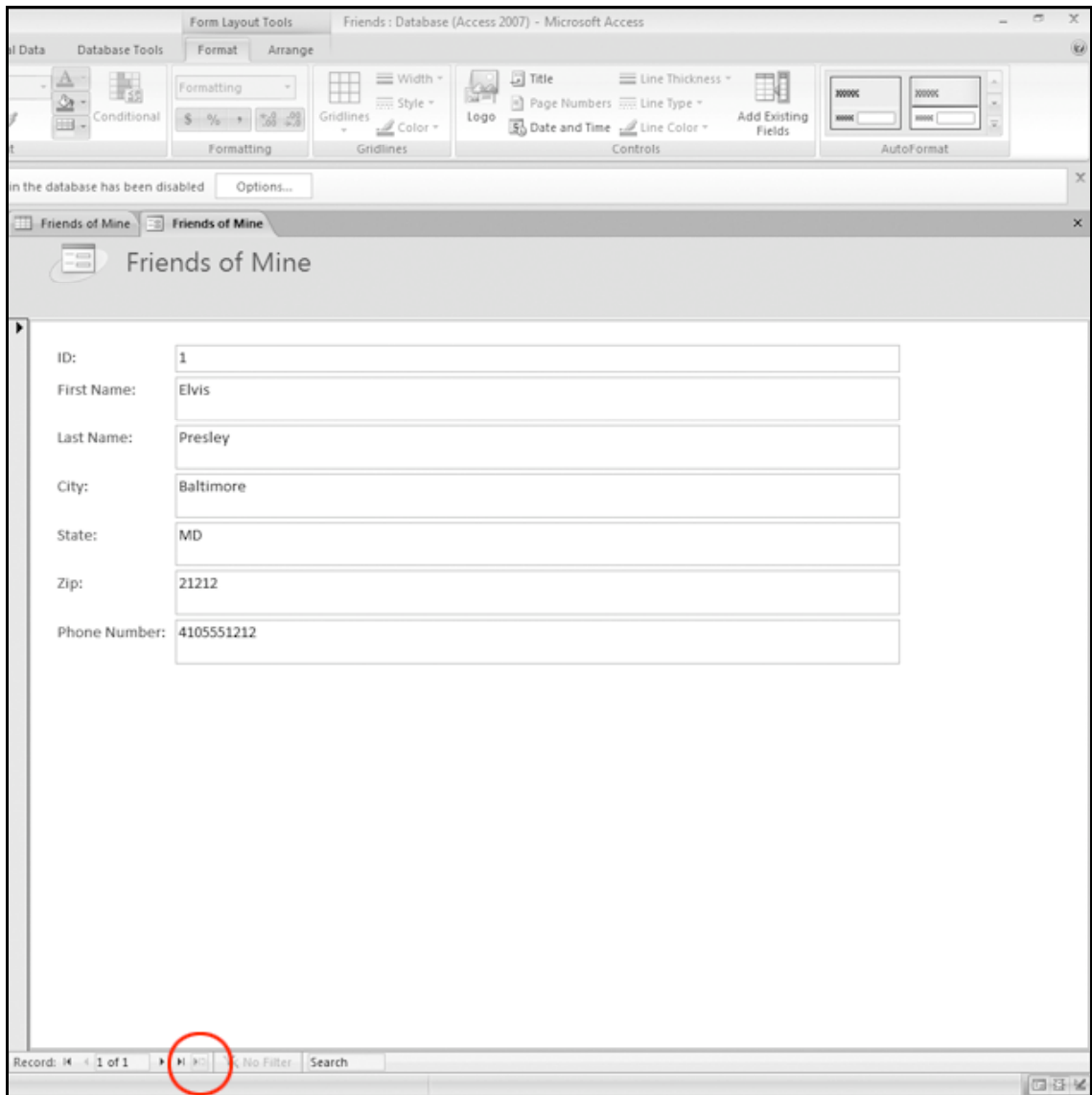


The new form for the **Friends of Mine** table should look like this:



# Add a new record

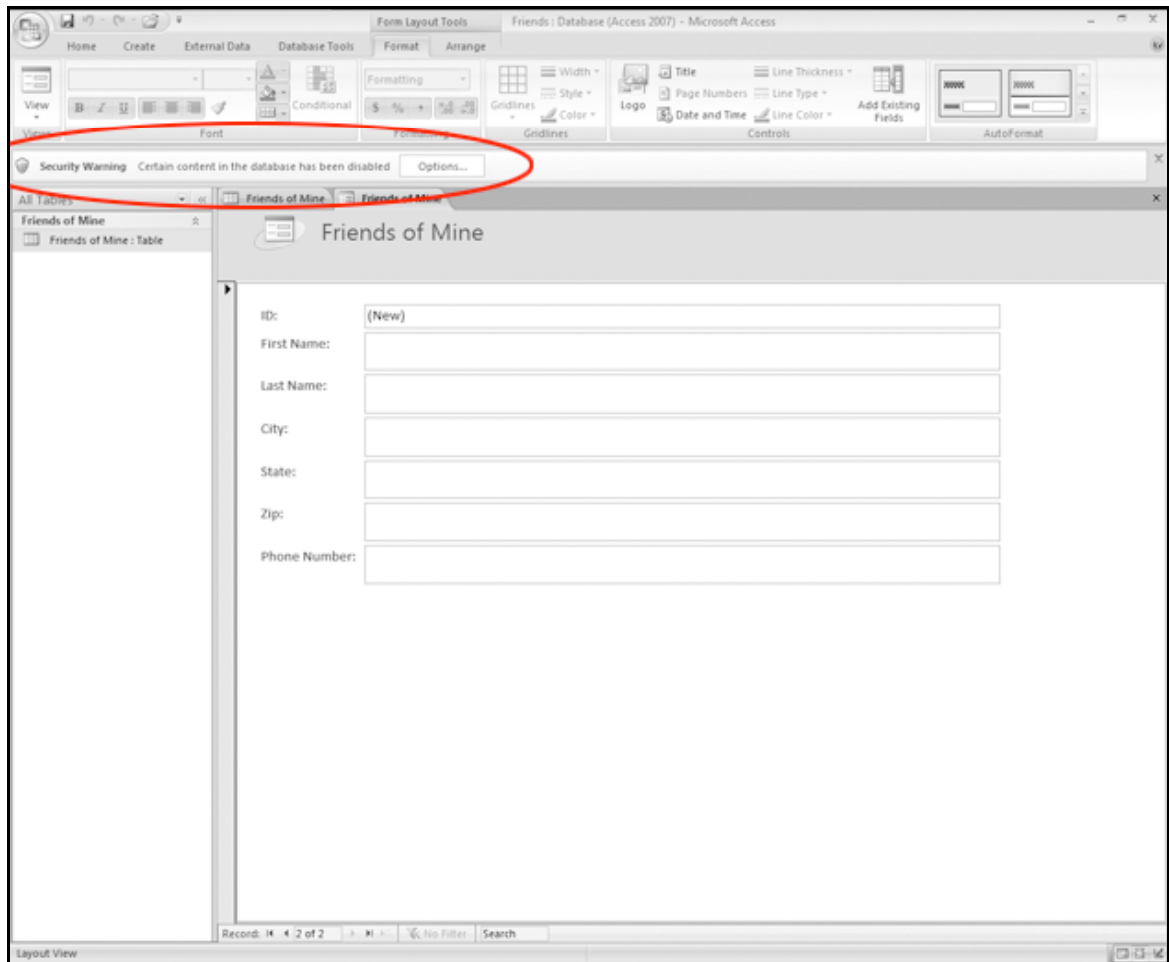
1. In the form window, click the  icon.



A blank record should appear:

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"/>

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



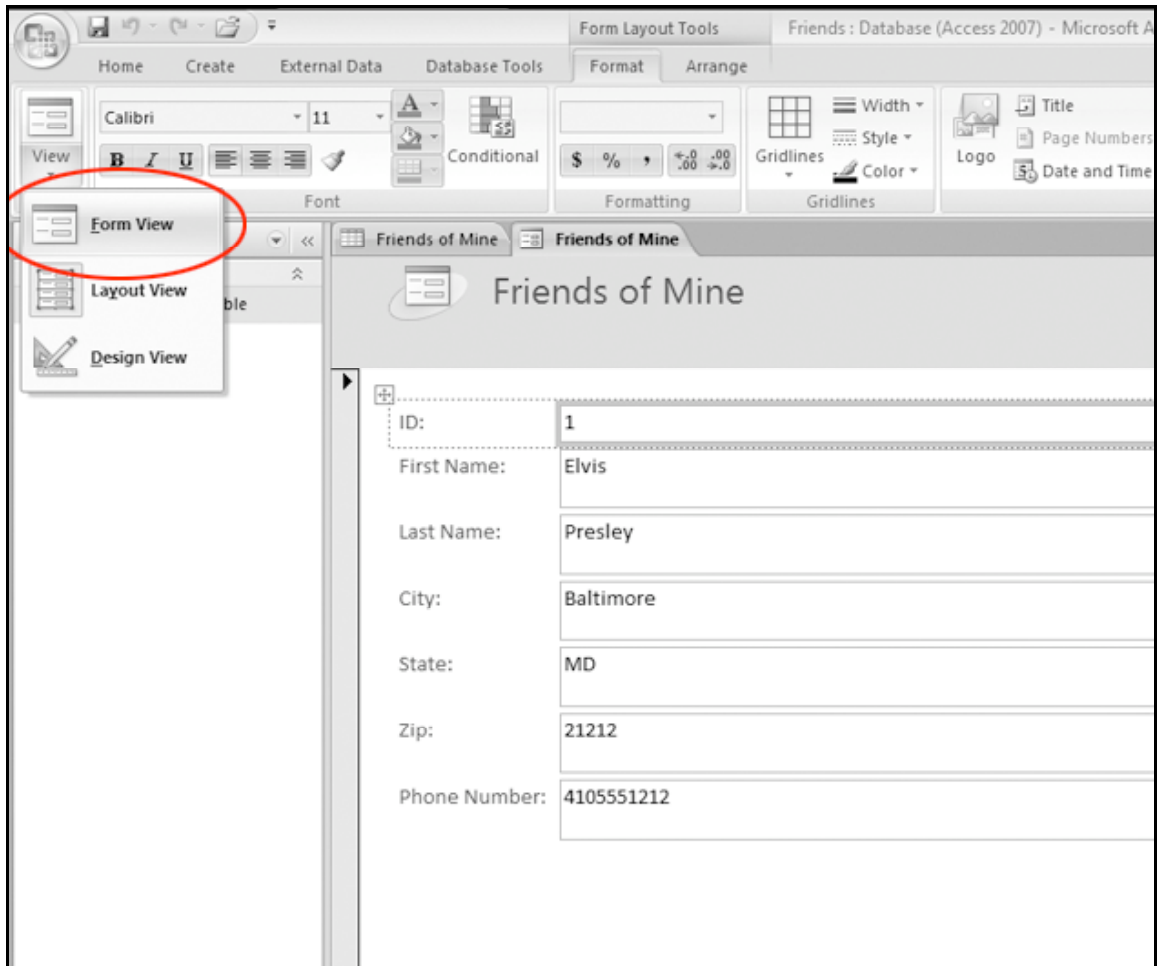
Click the Options... button...

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

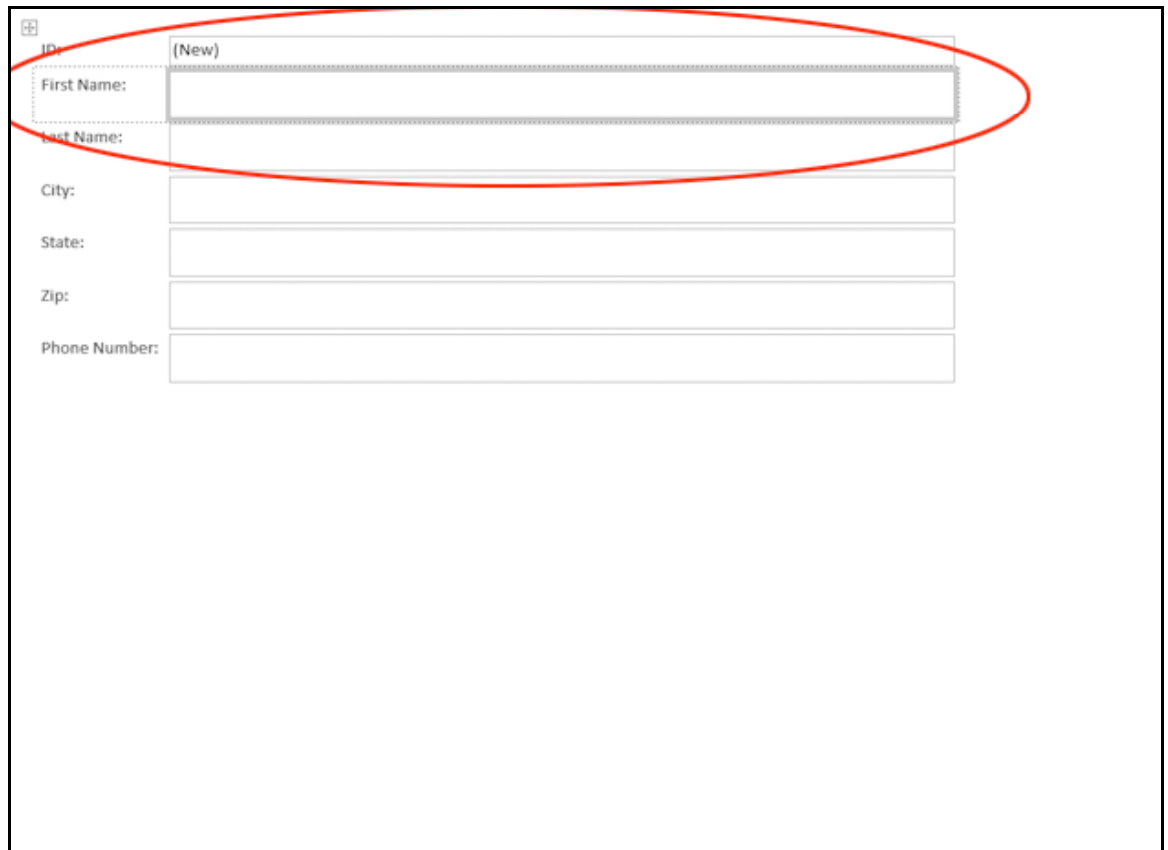


...then click the  button.

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



**3.** Click the **First Name** box.



The image shows a screenshot of a web form with several input fields. A red oval highlights the 'First Name' input field. The form fields are:

- ID: (New)
- First Name: [Input field]
- Last Name: [Input field]
- City: [Input field]
- State: [Input field]
- Zip: [Input field]
- Phone Number: [Input field]

**4.** Type:  
**Bo**  
then press the **TAB** key.

**5.** Type:  
**Richmond**  
then press the **TAB** key.

**6.** Type:

**VA**

then press the **TAB** key.

**7.** Type:

**23220**

then press the **TAB** key.

**8.** 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

**9.** Press the **TAB** key again.

The form should progress to a new, blank record:

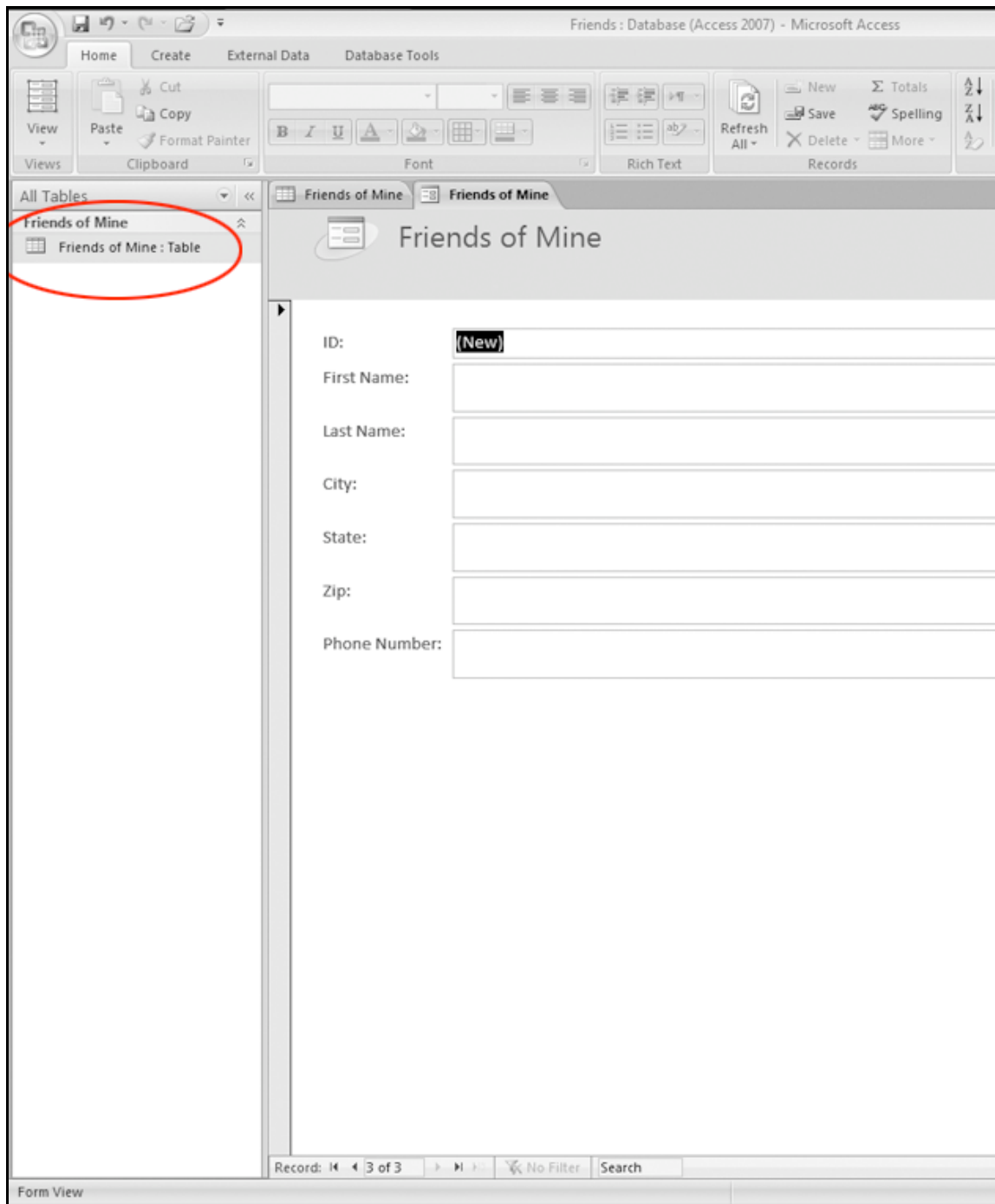


A screenshot of a web form with the following fields and labels:

- ID: [New]
- First Name: [ ]
- Last Name: [ ]
- City: [ ]
- State: [ ]
- Zip: [ ]
- Phone Number: [ ]

The old record has been saved.

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



It should look like this:

ID	First Name	Last Name	Phone Numl	City	State	Zip	Add New Field
1	Elvis	Presley	4105551212	Baltimore	MD	21212	
2	Bo	Diddley	8005557890	Richmond	VA	23230	
*	(New)						

# Create queries

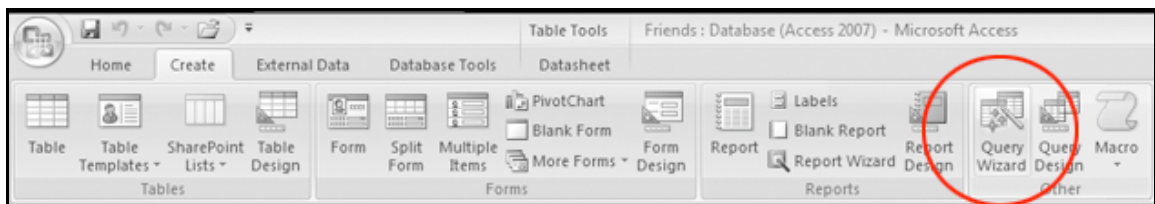
## What's a query?

A query is a way to get specific information from the database.

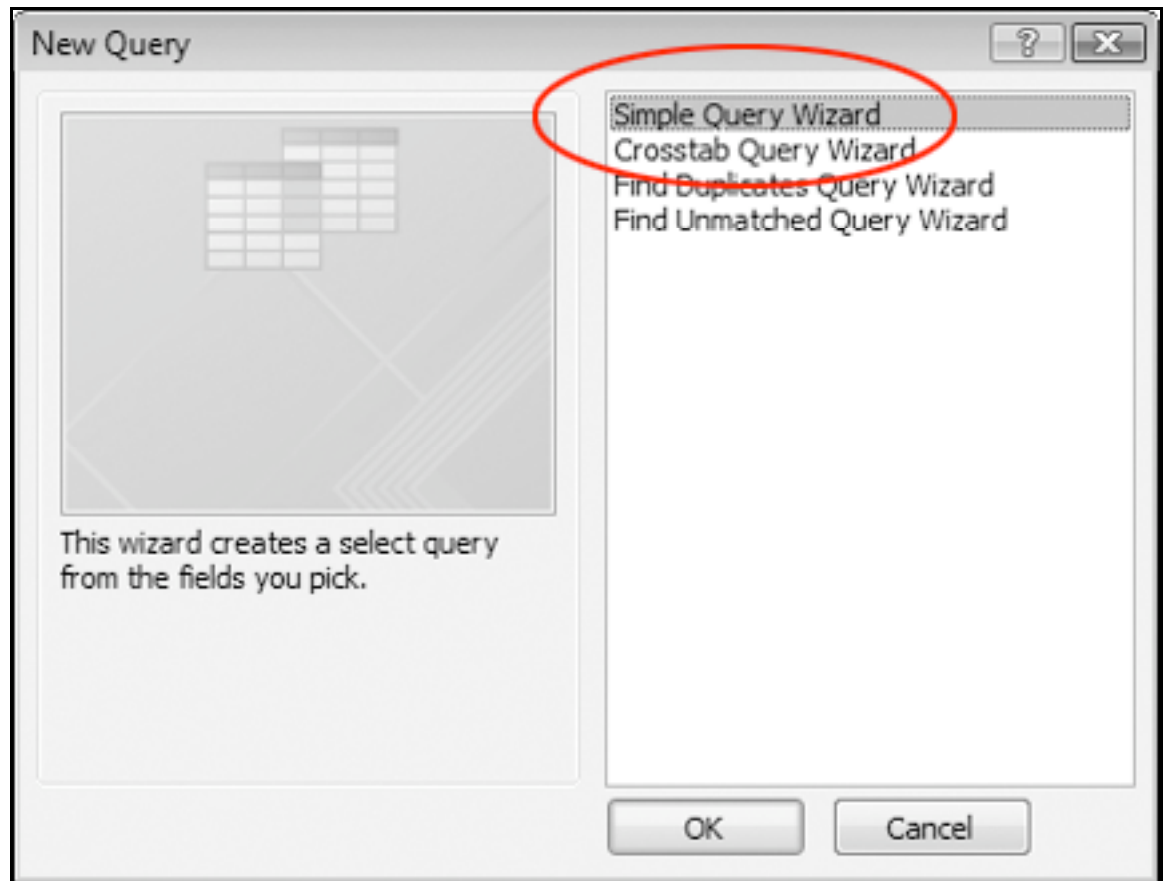
Essentially, it's a question. You use queries to ask the database things like, "Who are my customers in Montana?", or "How many pipe fittings have I sold this month?"

## 1. Click the **Create** tab.

In the Ribbon, click **Query Wizard**.



2. When the **New Query** window appears, make sure **Simple Query Wizard** is selected.

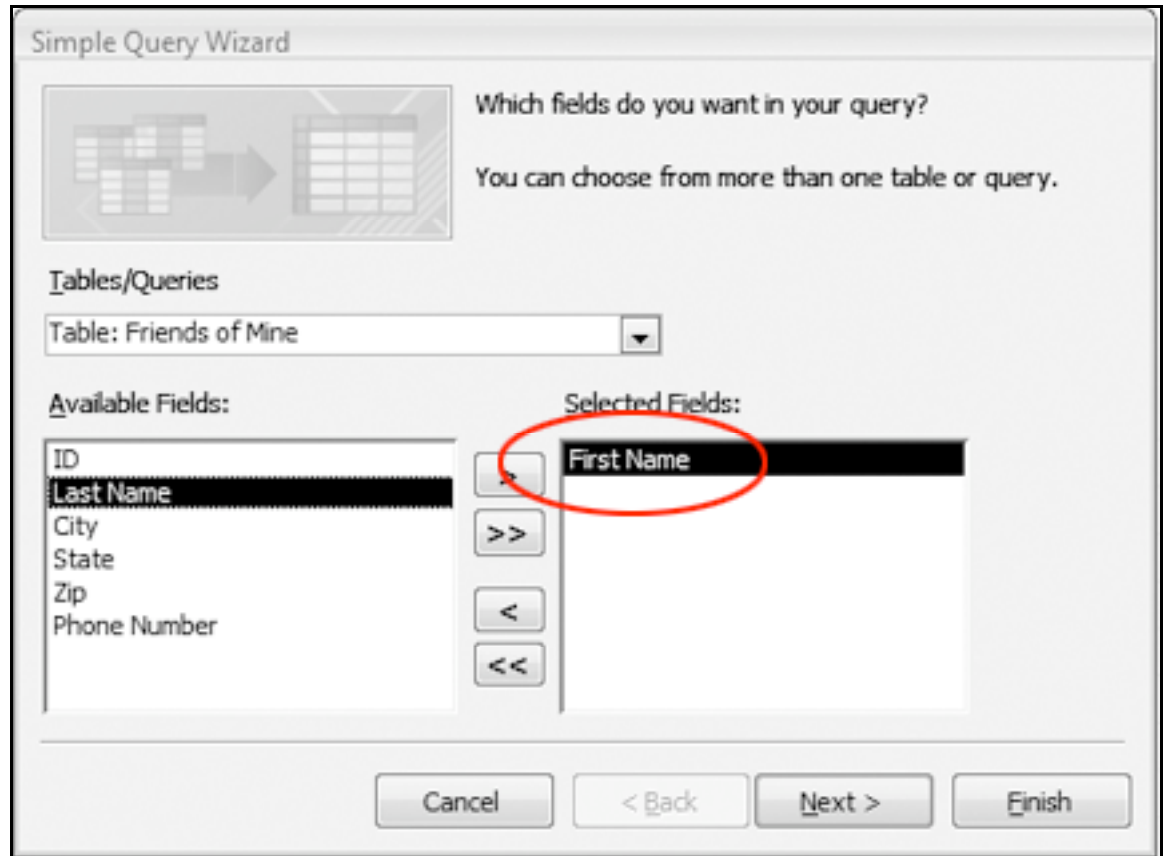



Then click the  button.

- 3.** When the **Simple Query Wizard** opens, double-click **First Name** in the **Available Fields** list.

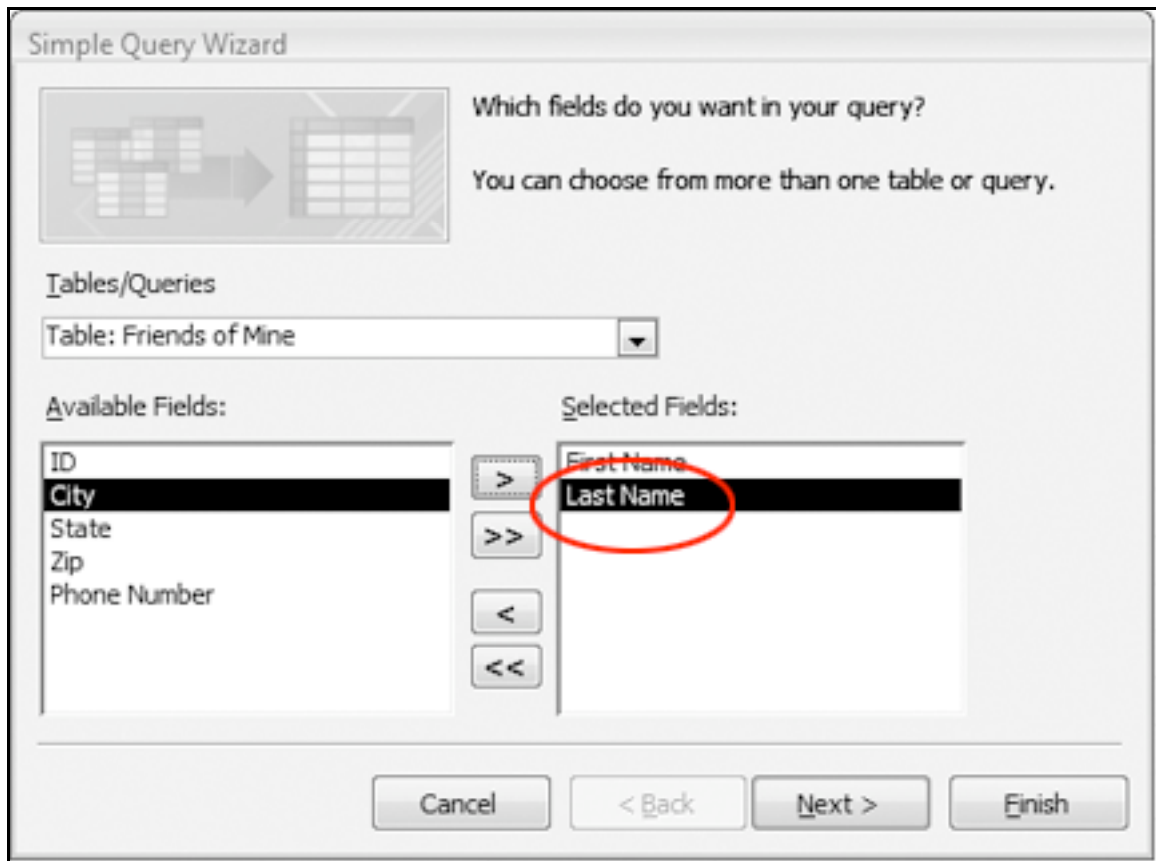


**First Name** should appear in the **Selected Fields** column:



4. Click the  button.

This should add the **Last Name** field to the **Selected Fields** list:



## 5. Double-click **Phone Number**.

Simple Query Wizard

Which fields do you want in your query?  
You can choose from more than one table or query.

Tables/Queries  
Table: Friends of Mine

Available Fields:

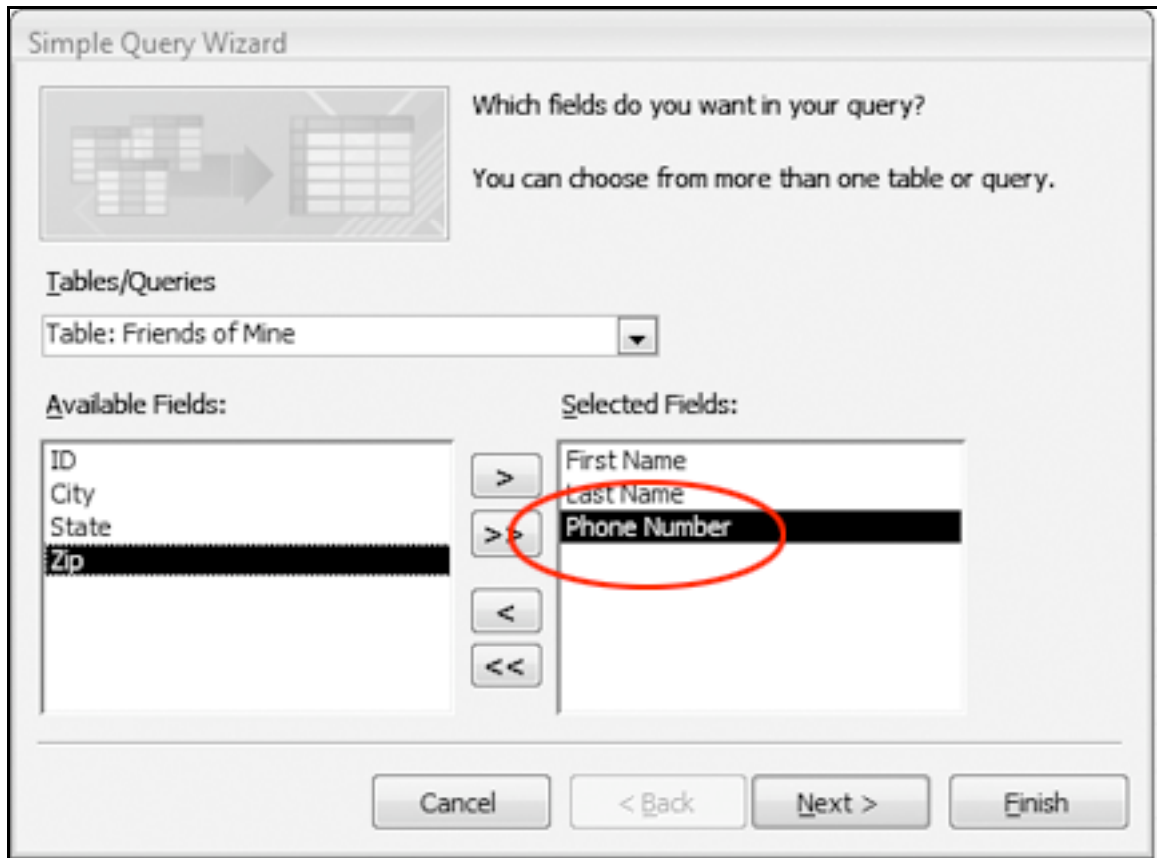
ID
<b>City</b>
State
Zip
<b>Phone Number</b>

Selected Fields:

First Name
<b>Last Name</b>

Buttons: Cancel, < Back, Next >, Finish

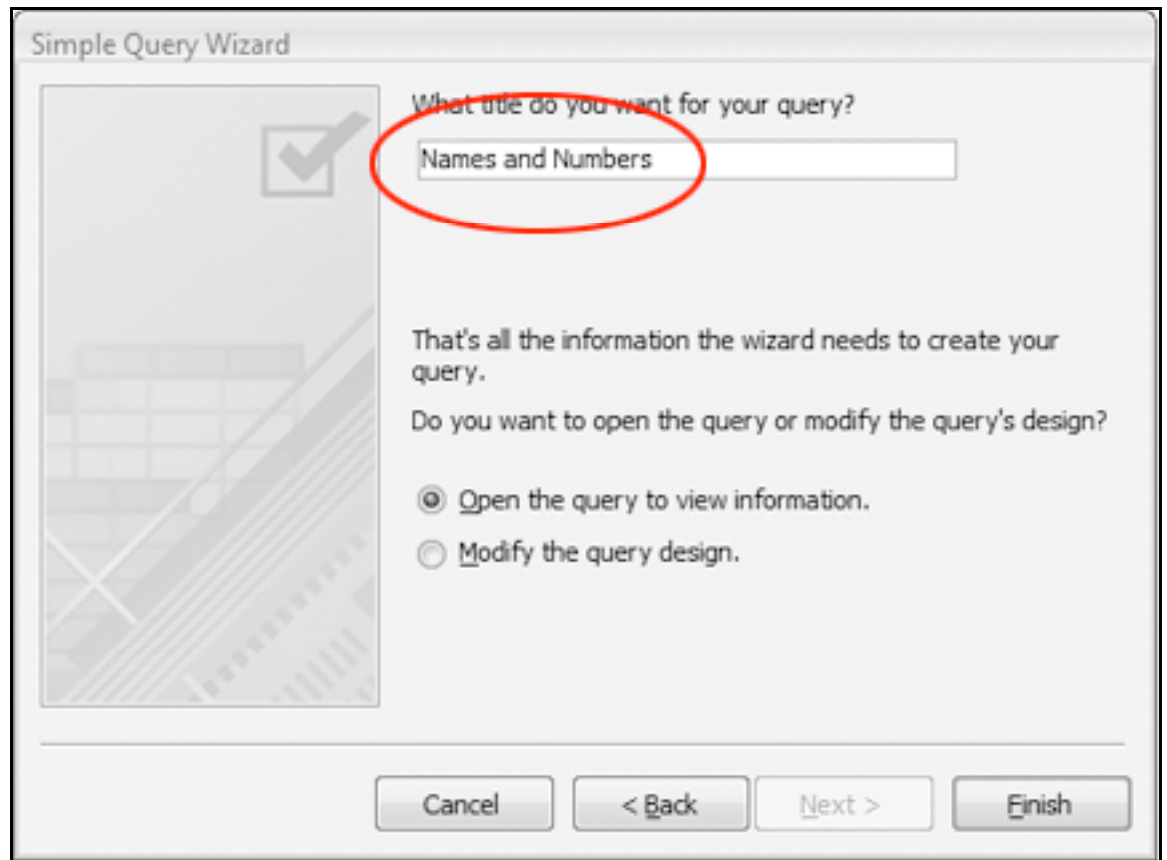
This should add the **Phone Number** field to the **Selected Fields** list:



6. Click the **Next >** button.

**7.** When the final screen appears, type:

**Names and Numbers**



8. Click the  button.

The query is automatically saved and executed.

It should look like this:

	First Name ▾	Last Name ▾	Phone Numl ▾	
	Elvis	Presley	4105551212	
	Bo	Diddley	8005557890	
*				