



## Continuing Education-- Access

Session No # 3  
File: Access 3.doc

Date: December 8, 2010  
Tom Gerfen, CSIS Professor

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Class Notes:

Class web site: [infotwg.com](http://infotwg.com)

# Review & Questions

Terminology

Create a new Access database:

DEC2010Sample .ACCDB

Create a TABLE:

See the additional handout for table structure

Input some sample data



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Class Notes:

# QBE Query By Example

### Sorting

Ascending  
Descending  
None

### Show

Show the field  Yes ✓ or No

### Expression / Criteria

>	=>	AND
<	=<	OR
=	<>	NOT
& [ ]	:	

### WILDCARDS

- \* Matches any number of characters
- ? Matches any single character
- [ ] Matches any single character within the brackets
- ! Matches any character NOT in brackets
- Matches any one of a RANGE or characters
- # ] Matches any single numeric character

**To Run a QBE use the !**

### Criteria

Date            #mm/dd/yy#



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**Class Notes:**

“xx text xxxxxx”

Like “xxtextxxx”

Like “xxxxx\*”

Like “\*xxxx”

Like “[ A - G ]\*”

Between ..... and .....

## Q U E R Y

Field		
Table		
Sort		
Show	<input type="checkbox"/>	
Criteria		
or		

**Examples:**

“Books”
“Books” or “Bikes”
> 25.99
> #12/25/95#
Like “B*al”
Like “Ar*”
Like “!!!!”

“111” or “444”
Like “#1/*/97#”



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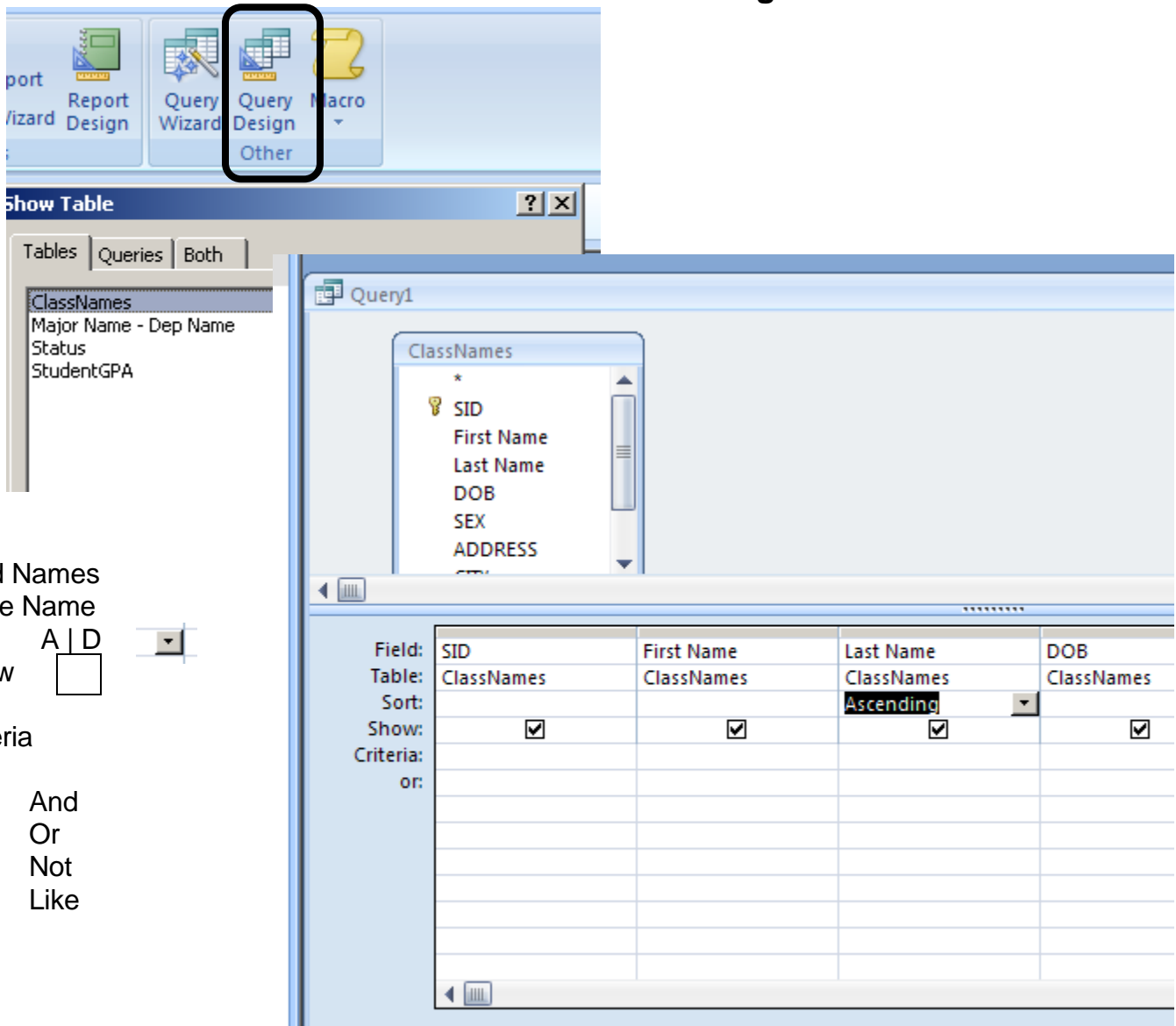
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Class Notes:

### CREATE

### Create a QUERY

### Design



The screenshot shows the Microsoft Access Query Design view. The ribbon at the top includes 'Report Wizard', 'Report Design', 'Query Wizard', 'Query Design', and 'Macro'. The 'Query Design' button is highlighted with a red box. Below the ribbon, the 'Show Table' dialog box is open, showing a list of tables: 'ClassNames', 'Major Name - Dep Name', 'Status', and 'StudentGPA'. The 'ClassNames' table is selected. The main design grid shows the 'ClassNames' table with the following fields: SID (marked with a key icon), First Name, Last Name, DOB, SEX, and ADDRESS. The 'Show' column has checkboxes for SID, First Name, Last Name, and DOB. The 'Sort' column has 'Ascending' selected for Last Name. The 'Criteria' and 'or:' rows are empty.

Field:	SID	First Name	Last Name	DOB
Table:	ClassNames	ClassNames	ClassNames	ClassNames
Sort:			Ascending	
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				
or:				

Field Names  
Table Name  
Sort A | D  
Show

Criteria

And  
Or  
Not  
Like



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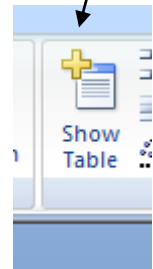
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**Class Notes:**

2 Tables (Data) Sample Query  
The Link between the 2 tables

Field:	First Name	Last Name	SID	GPA
Table:	ClassNames	ClassNames	ClassNames	StudentGPA
Sort:		Ascending		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				
or:				

Add an additional table to the Query



**Join Properties**

Left Table Name	Right Table Name
ClassNames	StudentGPA
Left Column Name	Right Column Name
SID	SID

1: Only include rows where the joined fields from both tables are equal.  
 2: Include ALL records from 'ClassNames' and only those records from 'StudentGPA' where the joined fields are equal.  
 3: Include ALL records from 'StudentGPA' and only those records from 'ClassNames' where the joined fields are equal.



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Class Notes:

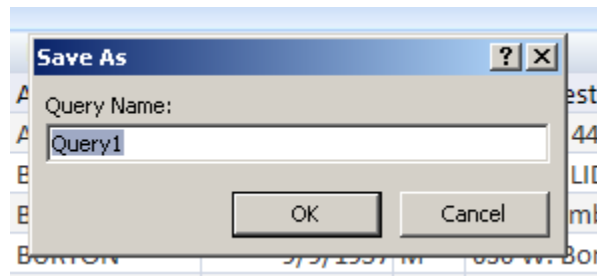
Edit the Query

## To Run the Query

The image shows a screenshot of the Microsoft Access ribbon. The 'Run' button, which has a red exclamation mark icon, is circled in black. Below it, the 'View' dropdown menu is open, and 'Design View' is selected and also circled in black. To the right, another screenshot shows the 'Show Table' button with a plus sign icon, and an arrow points to it with the text 'To add an additional query option / table'.

Save the query OBJ

R M C





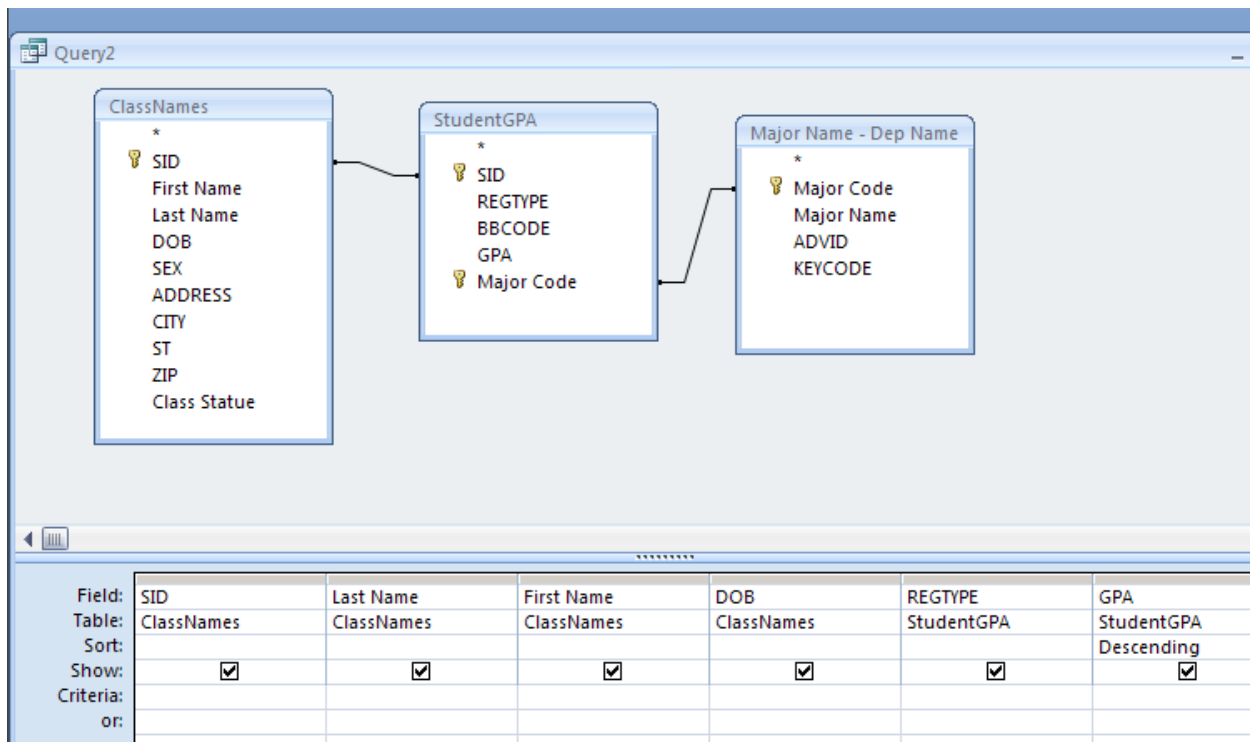
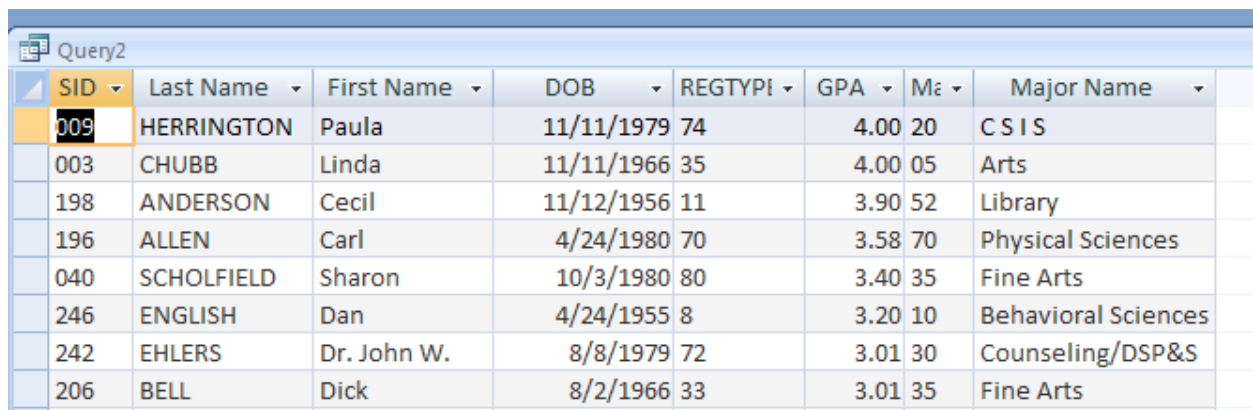
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### Class Notes:

### A 3 table Query

SID	Last Name	First Name	DOB	REGTYPE	GPA	Major Name
009	HERRINGTON	Paula	11/11/1979	74	4.00 20	CSIS
003	CHUBB	Linda	11/11/1966	35	4.00 05	Arts
198	ANDERSON	Cecil	11/12/1956	11	3.90 52	Library
196	ALLEN	Carl	4/24/1980	70	3.58 70	Physical Sciences
040	SCHOLFIELD	Sharon	10/3/1980	80	3.40 35	Fine Arts
246	ENGLISH	Dan	4/24/1955	8	3.20 10	Behavioral Sciences
242	EHLERS	Dr. John W.	8/8/1979	72	3.01 30	Counseling/DSP&S
206	BELL	Dick	8/2/1966	33	3.01 35	Fine Arts



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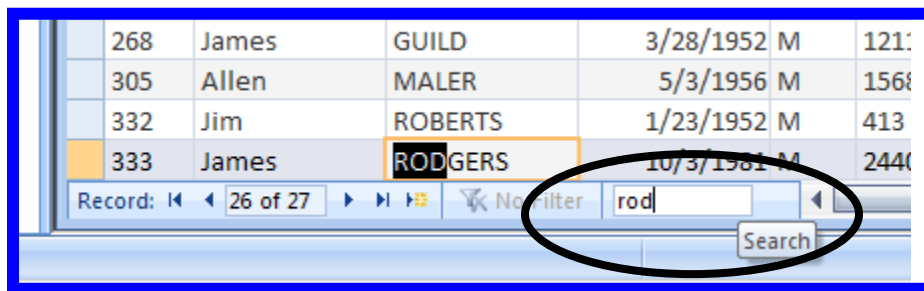
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Class Notes:

### Database Tools

Search Tool

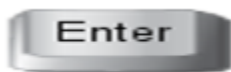


The screenshot shows a Microsoft Access table with the following data:

268	James	GUILD	3/28/1952	M	121
305	Allen	MALER	5/3/1956	M	1568
332	Jim	ROBERTS	1/23/1952	M	413
333	James	RODGERS	10/3/1981	M	2440

Below the table is a search interface with a text box containing 'rod' and a 'Search' button. The 'Search' button is circled in black.

Use ENTER to goto the next search find







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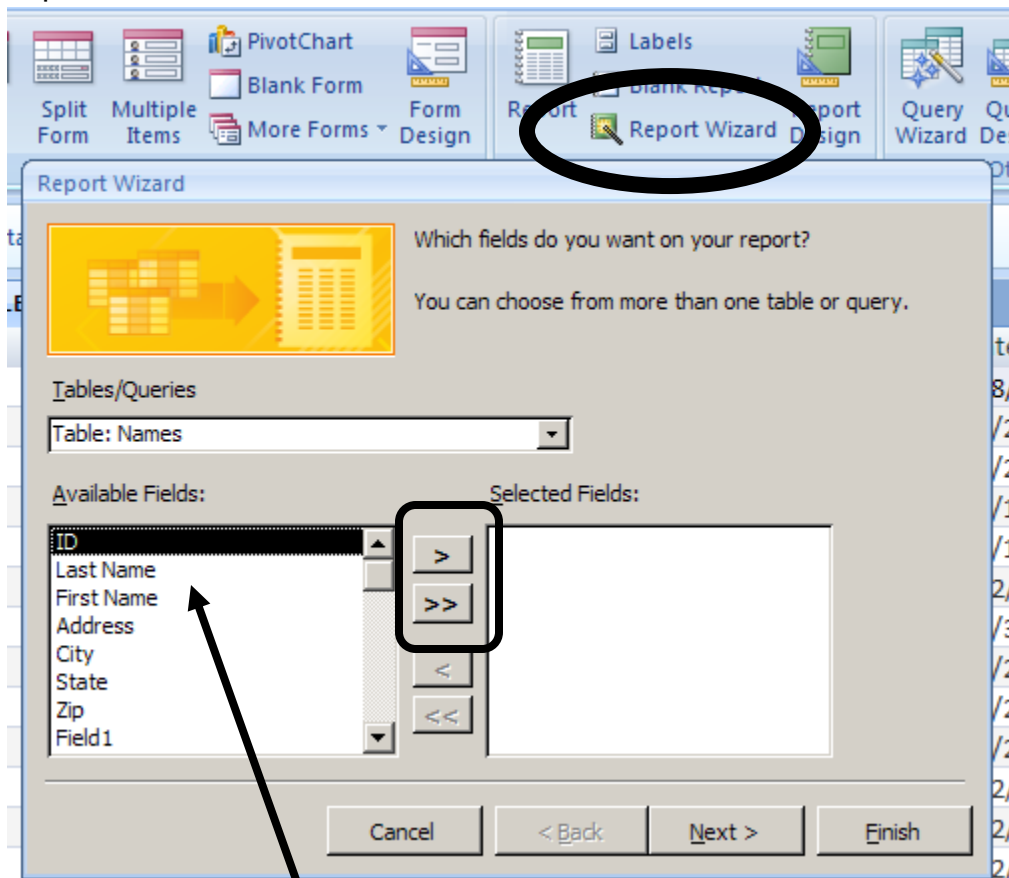
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Class Notes:

## Create Reports

Using the report Wizard

Create a Report



Select fields to print in report

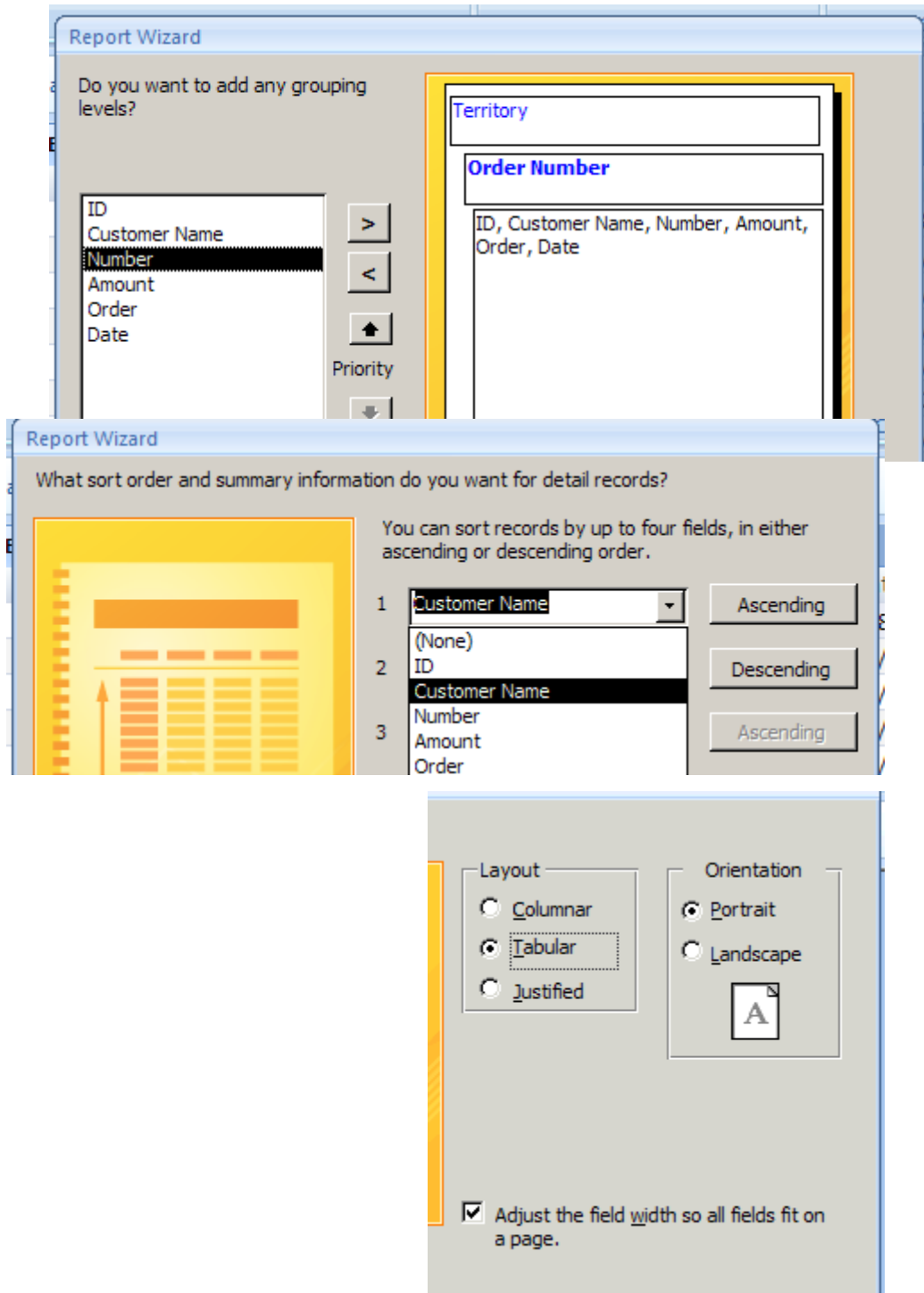


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**Class Notes:**



The image shows three sequential screenshots of the Microsoft Access Report Wizard:

- Step 1:** "Do you want to add any grouping levels?" The "Number" field is selected in the field list on the left. The "Territory" and "Order Number" fields are added to the report design area. The summary information is "ID, Customer Name, Number, Amount, Order, Date".
- Step 2:** "What sort order and summary information do you want for detail records?" The fields are sorted as follows:
 

1	Customer Name	Ascending
2	ID	Descending
3	Number	Ascending
- Step 3:** "Layout and Orientation" options.
  - Layout:**  Tabular
  - Orientation:**  Portrait
  - Adjust the field width so all fields fit on a page.



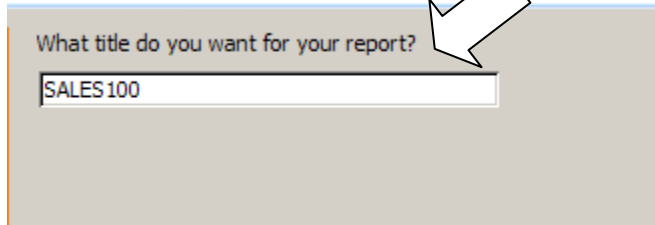
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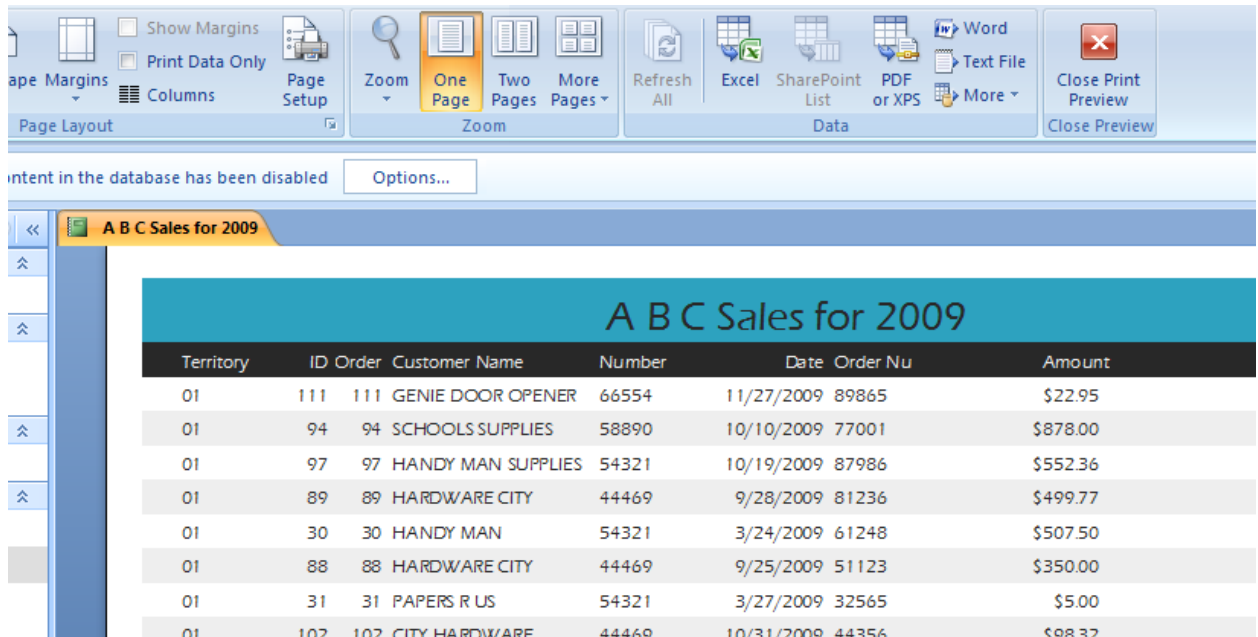
### Class Notes:

What TITLE do you want on your report ?



A screenshot of a Microsoft Access dialog box titled "What title do you want for your report?". The dialog box has a text input field containing the text "SALES100". A white arrow points from the text above to the input field.

### Sample Page Preview



A screenshot of a Microsoft Access report preview. The report title is "A B C Sales for 2009". The report displays a table with the following data:

Territory	ID Order	Customer Name	Number	Date	Order Nu	Amount
01	111	111 GENIE DOOR OPENER	66554	11/27/2009	89865	\$22.95
01	94	94 SCHOOLS SUPPLIES	58890	10/10/2009	77001	\$878.00
01	97	97 HANDY MAN SUPPLIES	54321	10/19/2009	87986	\$552.36
01	89	89 HARDWARE CITY	44469	9/28/2009	81236	\$499.77
01	30	30 HANDY MAN	54321	3/24/2009	61248	\$507.50
01	88	88 HARDWARE CITY	44469	9/25/2009	51123	\$350.00
01	31	31 PAPERS R US	54321	3/27/2009	32565	\$5.00
01	102	102 CITY HARDWARE	44469	10/31/2009	44356	\$98.32



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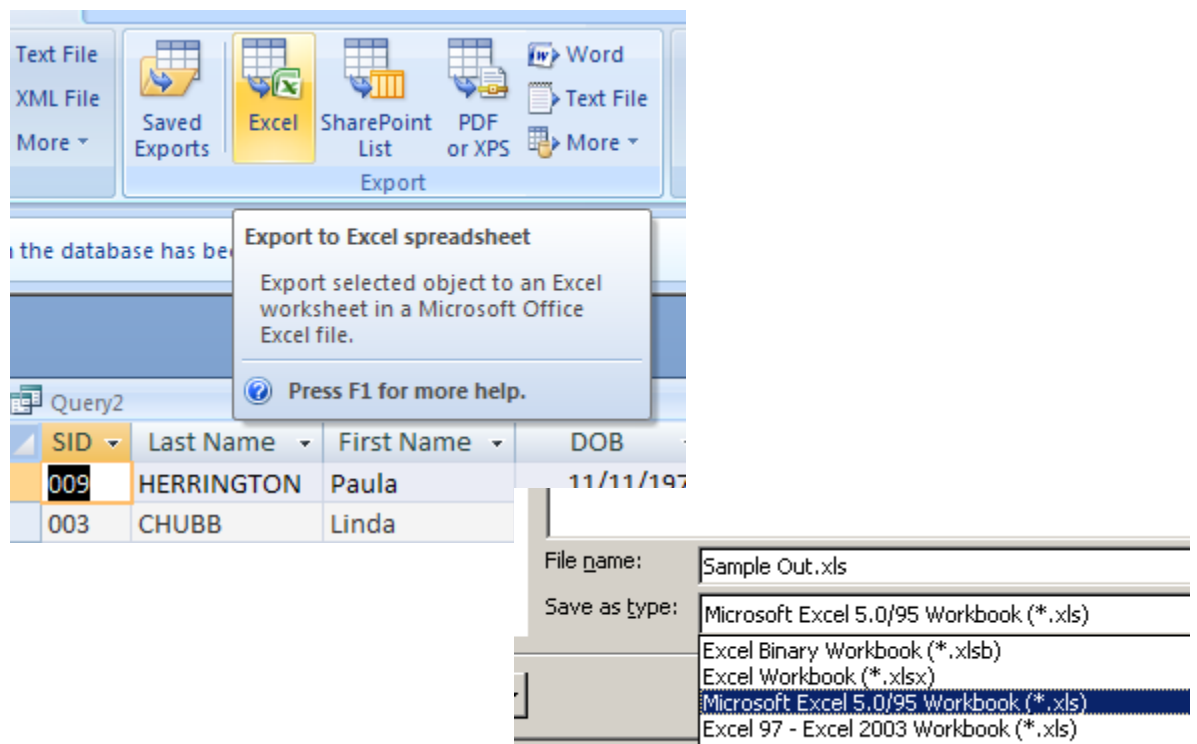
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Class Notes:

# Send the data to an EXCEL spreadsheet

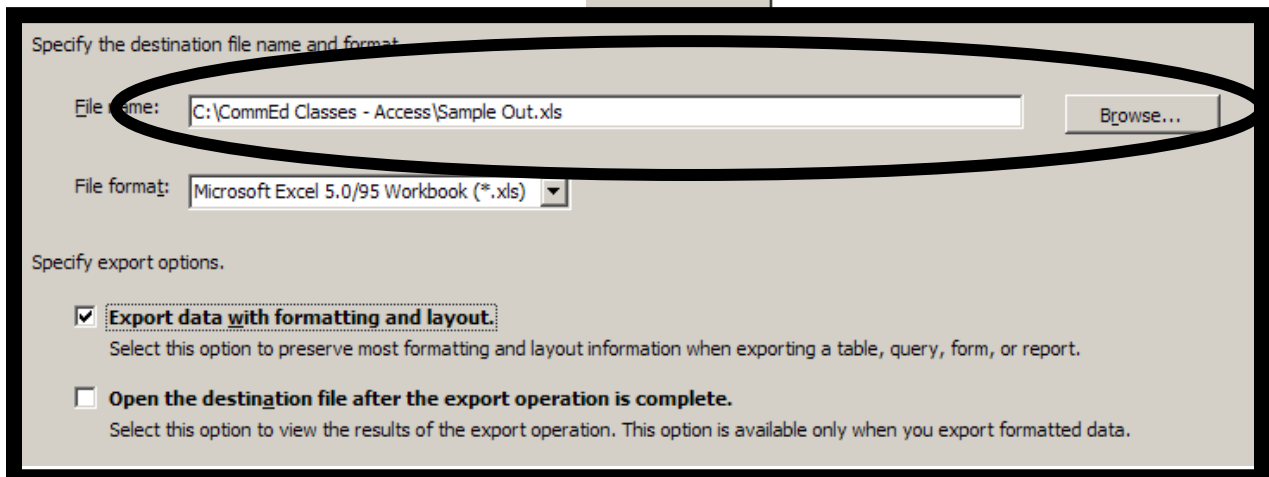
From a Query



The screenshot shows the Microsoft Access interface. The 'Export' ribbon is active, with options for 'Excel', 'SharePoint List', 'PDF or XPS', and 'Word'. A context menu is open over a table named 'Query2', showing the option 'Export to Excel spreadsheet'. The table data is as follows:

SID	Last Name	First Name	DOB
009	HERRINGTON	Paula	11/11/1957
003	CHUBB	Linda	

The context menu also includes the text: 'Export selected object to an Excel worksheet in a Microsoft Office Excel file.' and 'Press F1 for more help.' Below the table, a 'Save as type' dropdown menu is open, showing options: 'Microsoft Excel 5.0/95 Workbook (\*.xls)', 'Excel Binary Workbook (\*.xlsb)', 'Excel Workbook (\*.xlsx)', 'Microsoft Excel 5.0/95 Workbook (\*.xls)', and 'Excel 97 - Excel 2003 Workbook (\*.xls)'. The 'Microsoft Excel 5.0/95 Workbook (\*.xls)' option is selected.



The screenshot shows the 'Export to Excel spreadsheet' dialog box. The 'File name' field is set to 'C:\CommEd Classes - Access\Sample Out.xls' and is circled in black. The 'File format' dropdown is set to 'Microsoft Excel 5.0/95 Workbook (\*.xls)'. Under 'Specify export options', the checkbox for 'Export data with formatting and layout' is checked, and the checkbox for 'Open the destination file after the export operation is complete' is unchecked.



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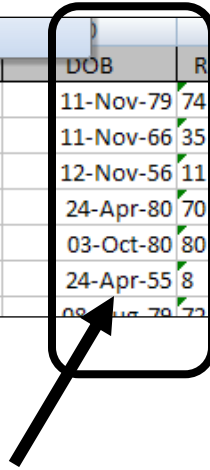
Class Notes:

In EXCEL

Sample Output

	A	Italicize the selected text.			D	E	F	G	H	I
1	SID	Last Name	First Name	DOB	REGTYPE	GPA	Major Co	Major Name		
2	009	HERRINGTON	Paula	11-Nov-79	74	4.00	20	CSIS		
3	003	CHUBB	Linda	11-Nov-66	35	4.00	05	Arts		
4	198	ANDERSON	Cecil	12-Nov-56	11	3.90	52	Library		
5	196	ALLEN	Carl	24-Apr-80	70	3.58	70	Physical Sciences		
6	040	SCHOLFIELD	Sharon	03-Oct-80	80	3.40	35	Fine Arts		
7	246	ENGLISH	Dan	24-Apr-55	8	3.20	10	Behavioral Sciences		
8	242	FULERS	Dr. John W.	08-Aug-79	72	2.01	20	Counseling/DSP&S		

Need to reformat in Excel the date





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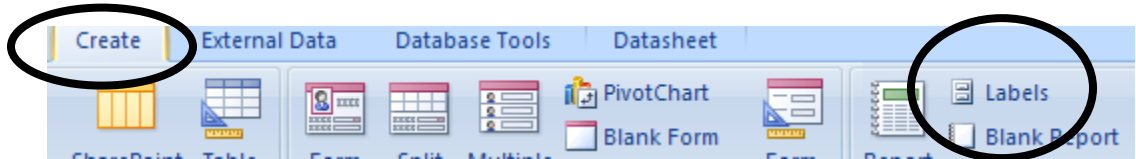
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Class Notes:

Special

# 3 up Address Labels



Product number:	Dimensions:	Number across:
5095	2 1/3" x 3 3/8"	2
5096	2 3/4" x 2 3/4"	3
5097	1 1/2" x 4"	2
5159	1 1/2" x 4"	2
5160	1" x 2 5/8"	3

Unit of Measure:  English  Metric

Label Type:  Sheet feed  Continuous

Filter by manufacturer:

What font and color would you like your text to be?

Text appearance

Font name:  Font size:

Font weight:  Text color:

Italic  Underline

Select data fields to print

Label Wizard

What would you like on your mailing label?

Construct your label on the right by choosing fields from the left. You may also type text that you would like to see on every label right onto the prototype.

Available fields:

- Last Name
- DOB
- SEX
- ADDRESS
- CITY
- ST

Prototype label:

{First Name} {Last Name}

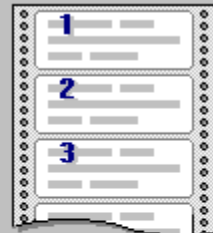


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Class Notes:



You can sort your labels by one or more fields in your database. You might want to sort by more than one field (such as last name, then first name), or by just one field (such as postal code).

Which fields would you like to sort by?


Available fields:

SID	
First Name	>
Last Name	>>
DOB	
SEX	<
ADDRESS	
CITY	<<
ST	

Sort by:

ZIP

**Label Wizard**



What name would you like for your report?

Labels Class Names By ZIP

That's all the information the wizard needs to create your labels!

What do you want to do?

See the labels as they will look printed.

Modify the label design.

Sandra JORDAN 12439 NC Highway 50 E Diamond Bar NC 28443	Cecil ANDERSON P O Box 441 Mission Viejo SC 29036	James RODGERS 2440 S. PLAYA White Rock AZ 85202
Jim ROBERTS 413 Cheryl Ave. White Rock AZ 87544	Joyce LABRECQUE 125 Ave E Arcadia CA 90277	Anthony ESPINOZA P O BOX 1415 Redondo Beach CA 90637



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### Class Notes:

#### Keys

CTRL + = Move to the first blank record

Insert the current date CTRL+SEMICOLON (;)

Insert the current time CTRL+COLON (:)

Insert the default value for a field CTRL+ALT+SPACEBAR

Insert the value from the same field in the previous record CTRL+APOSTROPHE (')

Add a new record CTRL+PLUS SIGN (+)

Delete the current record CTRL+MINUS SIGN (-)

Save changes to the current record SHIFT+ENTER

Toggle between the values in a check box or option button SPACEBAR

Copy the selection onto the Clipboard CTRL+C

Paste the contents of the Clipboard at the insertion point CTRL+V

Cut the selection and copy it onto the Clipboard CTRL+X

Delete the selection or the character to the left of the  
insertion point BACKSPACE

Delete the selection or the character to the right of the insertion point DEL

F5 Move to a specific record

F7 Spelling dialog box

Shift + Enter Save the current record

TAB

Shift TAB

Home

CTRL + Home

END

CTRL + End





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Class Notes:

### Terms

**Characters**

**Fields (columns)**

Field names are 1 - 64 characters

**Record (rows)**

A collection of fields. A group of related fields treated as a unit of information.

**Table**

A collection of records

**Database**

A collections of information organized in tables and stored electronically in a file

Areas or Objects available in MS ACCESS

7 Areas

**Tables**

**Queries**

**Forms**

**Reports**

Pages

Macros

Modules



You must name a file before you can start

MS Access file names = filename.ACCDB

Creating Tables

Fields Names and Field / Data Types

Field Properties / Attributes

Field Name	Data Type	Description
	▼	

Text	Auto Number
Memo	Yes / No
Number	OLE Object
Date / time	HyperLink



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**Class Notes:**

Currency                  Lookup Wizard

Field Properties / Attributes / Options

Switch to this **F6**

<i>General</i>	
<b>Field Size</b>	
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
<b>Required</b>	(Yes / No)
Allow Zero Length	(Yes / No)
Indexed	
... more	

To see how a selected mask works, use the Try It box.  
To change the Input Mask list, click the Edit List button.

Input Mask:	Data Look:												
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid gray;">Phone Number</td><td style="border: 1px solid gray;">(206) 555-1212</td></tr> <tr><td style="border: 1px solid gray;">Social Security Number</td><td style="border: 1px solid gray;">831-86-7180</td></tr> <tr><td style="border: 1px solid gray;">Zip Code</td><td style="border: 1px solid gray;">98052-6399</td></tr> <tr><td style="border: 1px solid gray;">Extension</td><td style="border: 1px solid gray;">63215</td></tr> <tr><td style="border: 1px solid gray;">Password</td><td style="border: 1px solid gray;">*****</td></tr> <tr><td style="border: 1px solid gray;">Long Time</td><td style="border: 1px solid gray;">1:12:00 PM</td></tr> </table>	Phone Number	(206) 555-1212	Social Security Number	831-86-7180	Zip Code	98052-6399	Extension	63215	Password	*****	Long Time	1:12:00 PM	<div style="border: 1px solid gray; padding: 2px;">Try It: <input style="width: 100%;" type="text"/></div>
Phone Number	(206) 555-1212												
Social Security Number	831-86-7180												
Zip Code	98052-6399												
Extension	63215												
Password	*****												
Long Time	1:12:00 PM												
<input type="button" value="Edit List"/>	<input type="button" value="Cancel"/> <input type="button" value=" &lt; Back"/> <input type="button" value=" Next &gt;"/> <input type="button" value="Finish"/>												

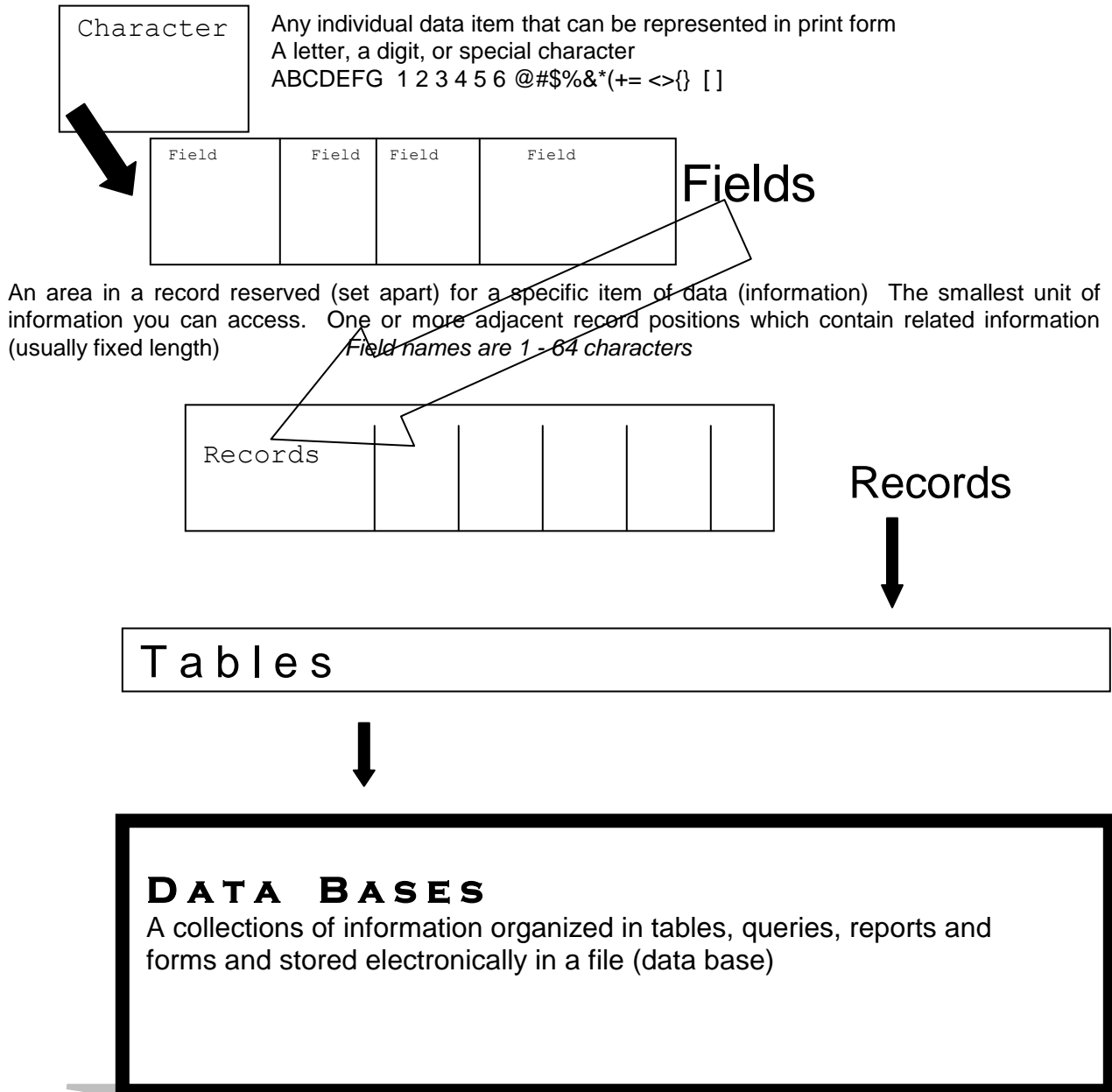


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