

# Getting to Know Microsoft Access 2000/XP (LA)

Microsoft Access 2000/XP is a desktop database that is fully integrated into the Microsoft Office 2000/XP suite and allows you to take data from various sources and store it in compact and readily accessible form. Once the data is stored, it can be manipulated, displayed and exported in a number of ways. Access 2000/XP also allows you to control how data is entered into the system. This handout will guide users through the construction of a database, the management of data, the analysis of data, and the process of reporting findings. Access 2000/XP comes packaged with Microsoft Office 2000/XP Professional and Microsoft Office XP Special Edition.



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## Familiarizing Yourself with Access 2000/XP's Toolbars

There are many toolbars that reside within Microsoft Access 2000/XP. The Table Design toolbar contains most of the same buttons that are on the other toolbars. Therefore, for the other toolbars, only the unique buttons will be shown and described.

### TableDesign Toolbar

**View** - Rotate through Datasheet, Design, PivotChart, or PivotTable views

**Save** - Saves the table

**Spelling** - Checks the spelling in the table

**Cut** - Cuts the selected text to the Clipboard

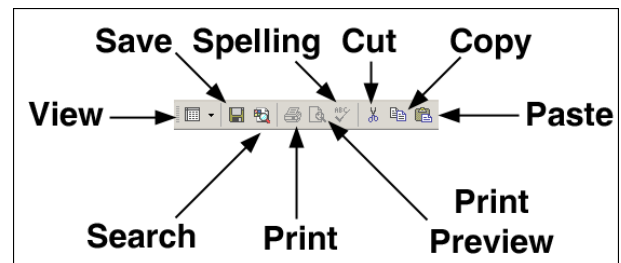
**Copy** - Copies the selected text to the Clipboard

**Paste** - Paste the selected text from the Clipboard

**Print Preview** - Preview table before printing

**Print** - Print the table

**Search** - Search for Office-related files on your computer



**Undo** - Undo previous mistakes

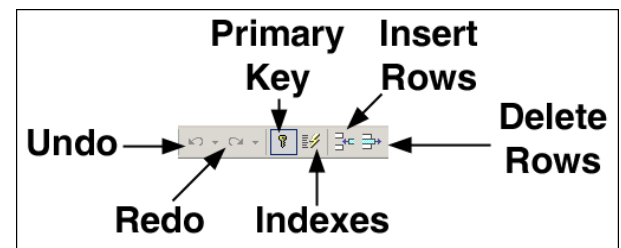
**Redo** - Redo the past actions in Access

**Primary Key** - Designate which field is the primary key

**Indexes** - Speeds up searching and sorting in a table

**Insert Rows** - Insert a row in the current table

**Delete Rows** - Delete a row in the current table



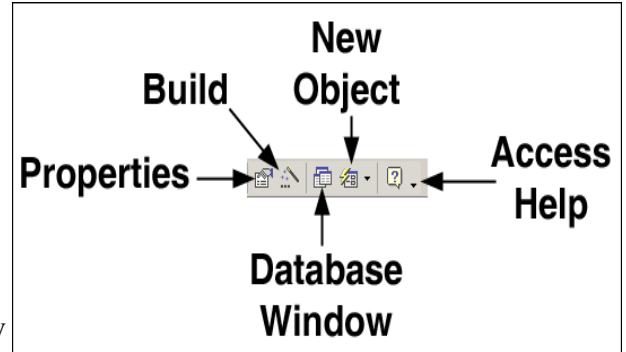
**Properties** - Gives properties for selected object

**Build** - Builds a selected field

**New Object** - Creates a new object in the database

**Access Help** - Ask Access for Help

**Database Window** - Returns to the main database window



## FormDesign Toolbar

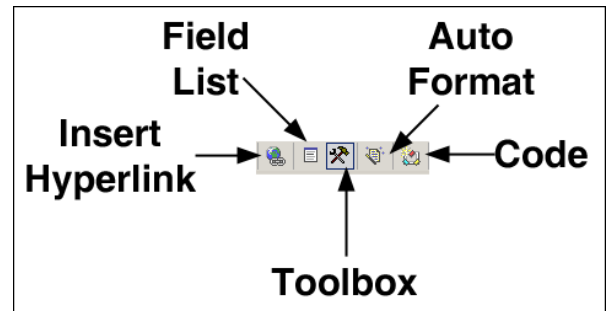
**Insert Hyperlink** - Converts text to a hyperlink

**Field List** - Provides a list of the fields in the form

**Toolbox** - Opens the Toolbox toolbar

**AutoFormat** - Automatically format the form

**Code** - Browse the code behind the form



## Formatting (Form/Report) Toolbar

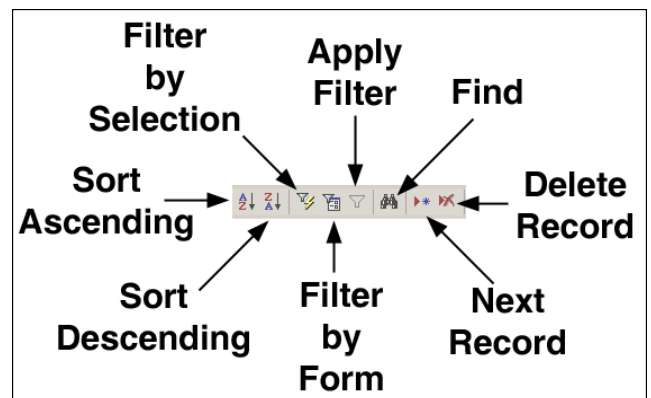
**Sort Ascending** - Sorts field from A to Z

**Sort Descending** - Sorts field from Z to A

**Filter by Selection** - Filters table by selected object

**Filter by Form** - Filters table by a field

**Apply/Remove Filter** - Applies or removes a filter



## Print Preview Toolbar

**Design View** - Returns user to design view of the report

**Print** - Prints the report

**Zoom** - Zoom to Fit or 100%

**One Page** - Preview one page at a time

**Two Pages** - Preview two pages at once

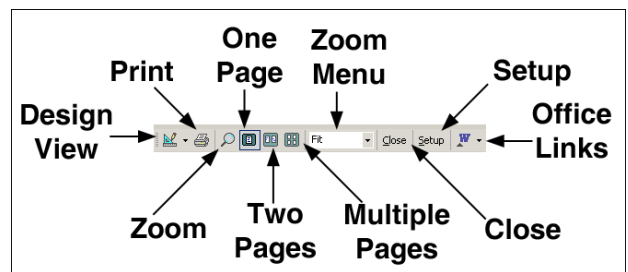
**Multiple Pages** - Preview multiple pages at once

**Zoom Menu** - Zooms Viewpoint to specified ranges

**Close** - Closes the Print Preview

**Setup** - Returns to the main database window

**Office Links** - Provides links to other Office 2000/XP products



## QueryDesign Toolbar

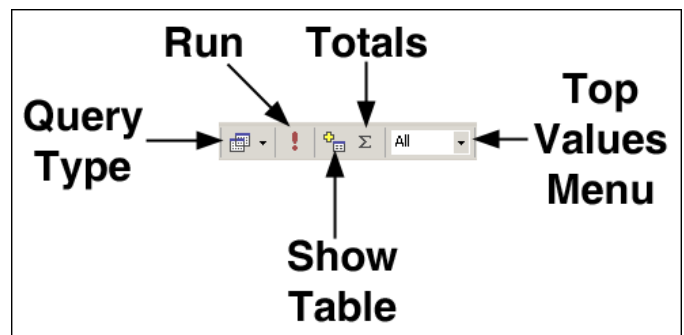
**Query Type** - Select a query type

**Run** - Runs the query

**Show Table** - Show the table behind the query

**Totals** - Provides totals from the query

**Top Values Menu** - Shows a percentage of the table



## Database Window Toolbar

**Office Links** - Provides links to other Office 2000/XP products

**Analyze** - Analyze relationships in database

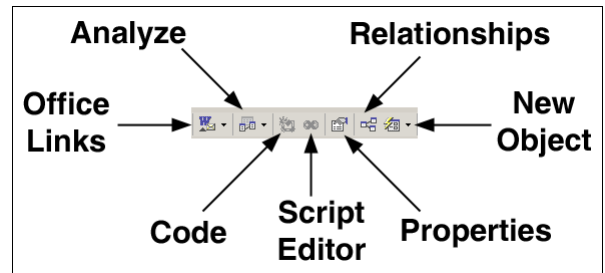
**Code** - Browse the code behind the form

**Script Editor** - Edit database with Script Editor

**Properties** - Gives properties for selected object

**Relationships** - View current relationships in database

**New Object** - Edit database with Script Editor



## ReportDesign Toolbar

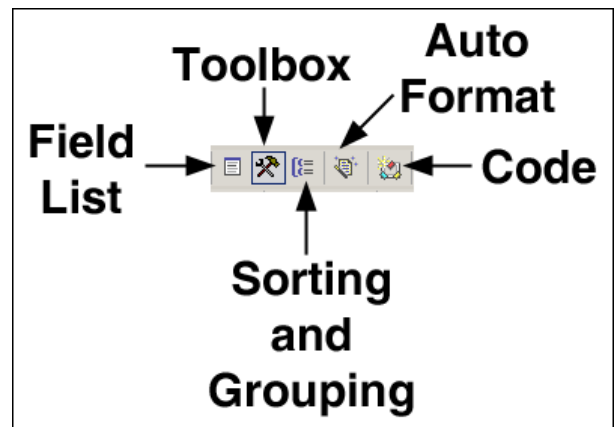
**Field List** - Provides a list of the fields in the report

**Toolbox** - Opens the Toolbox toolbar

**Sorting and Grouping** - Creates a new object in the database

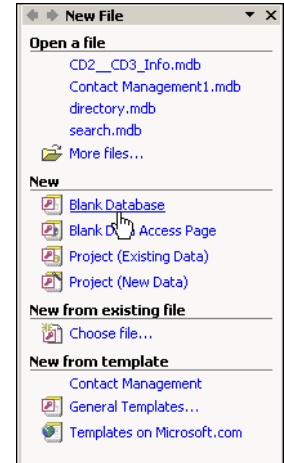
**Auto Format** - Automatically format the report

**Code** - Browse the code behind the report

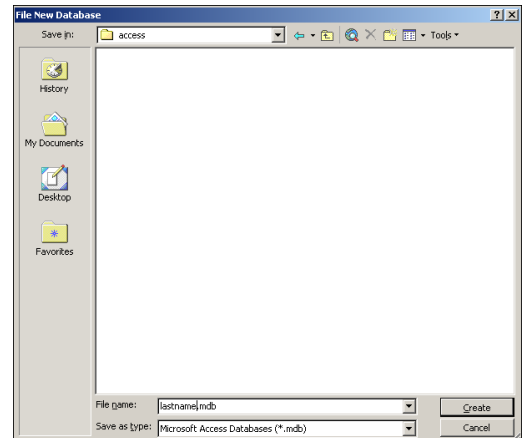


## Creating Your First Database

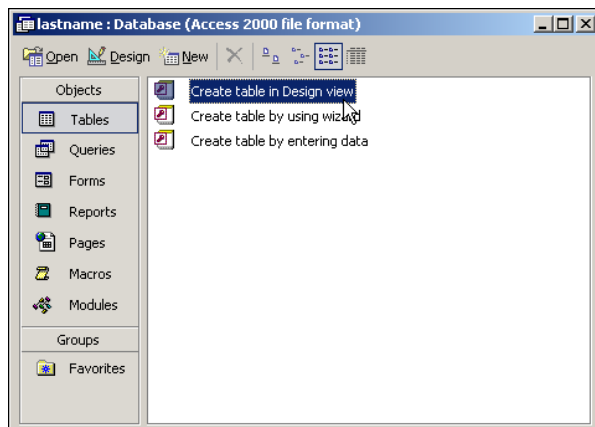
1. Open Microsoft Access by clicking **START > OFFICE XP(2000) PROFESSIONAL > MICROSOFT ACCESS**.
2. In Access, click **FILE > NEW** to create a new database. This will open the **NEW FILE** task pane in XP. This pane will be located on the right side of the program window.
3. In Access 2000, click the **BLANK ACCESS DATABASE** radio button and click **OK**. In Access XP, click the **BLANK DATABASE** link located under the **NEW** section.



4. In the **FILE NEW DATABASE** dialog box, browse to the **DESKTOP > ACCESS** folder, type **YOUR LAST NAME** as the file name (e.g. **lastname.mdb**), and then click the **CREATE** button.



## Creating Tables in Access 2000/XP



5. **CLICK** the **TABLES** button under the **OBJECTS** panel.
6. **DOUBLE-CLICK** the **Create table in Design view** to start creating a new table.

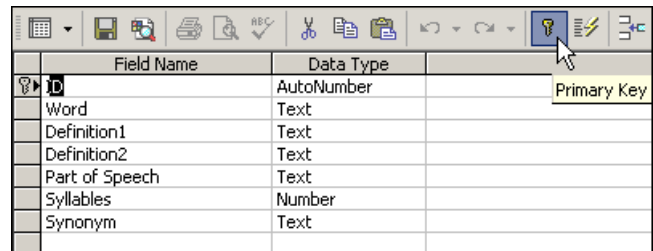
7. In the Design View for Table 1, enter the **Field Names** and select the **Data Type** for each Field Name exactly like the image shown to the right.

**Field Names** are the column headings for an Access table.

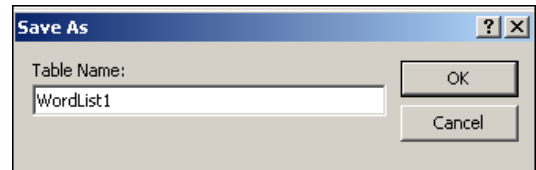
The **Data Type** determines the kind of values users can store in the field.

	Field Name	Data Type
▶	ID	AutoNumber
	Word	Text
	Definition1	Text
	Definition2	Text
	Part of Speech	Text
	Syllables	Number
	Synonym	Text

8. **CLICK** the **GREY SQUARE** to the left of the **ID field**.
9. **CLICK** the **PRIMARY KEY button** located on the **TABLE DESIGN toolbar**.



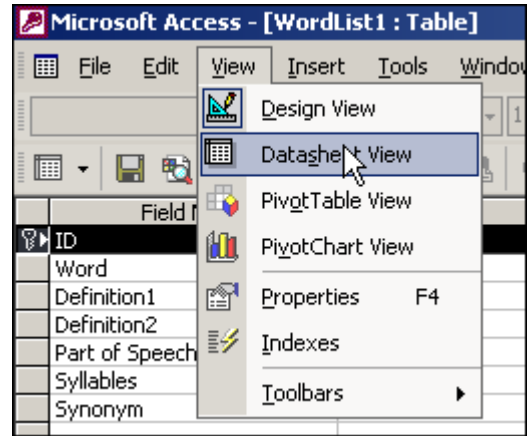
10. **Click FILE > SAVE AS** to save Table 1 to our database. In the **Save As** window, type **WordList1** for the table name. Click the **OK button** to return to the Design view of the table.



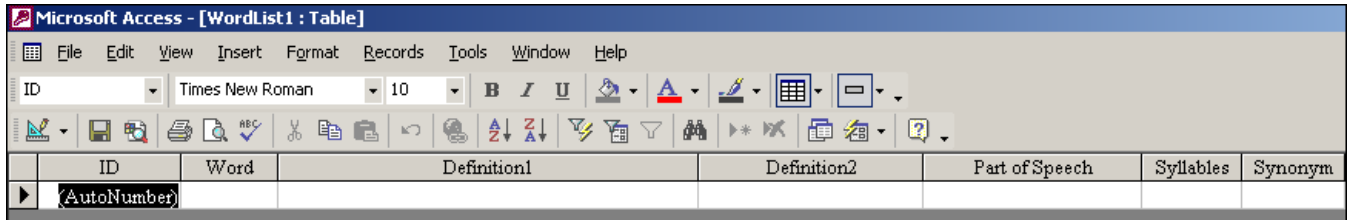
	Field Name	Data Type
▶	ID	AutoNumber
	Word	Text
	Definition1	Text
	Definition2	Text
	Part of Speech	Text
	Syllables	Number
	Synonym	Text

11. If your table has been saved and designed correctly, you should have the same settings as shown in the image on the left.

12. Click **VIEW > DATASHEET VIEW** to start entering data into the table.



13. You should see a blank table with field names similar to the image shown below.



14. Enter the information shown on the image on the next page into the datasheet of the table. Use the **TAB** key on the keyboard to move between fields. Use the **ENTER** key to move to a new record. Close the table to return to the main database window.

In the **ID** field, you do not have to type a number for each record. Since we set the data type to **AutoNumber**, Access will automatically enter in a number for each record.

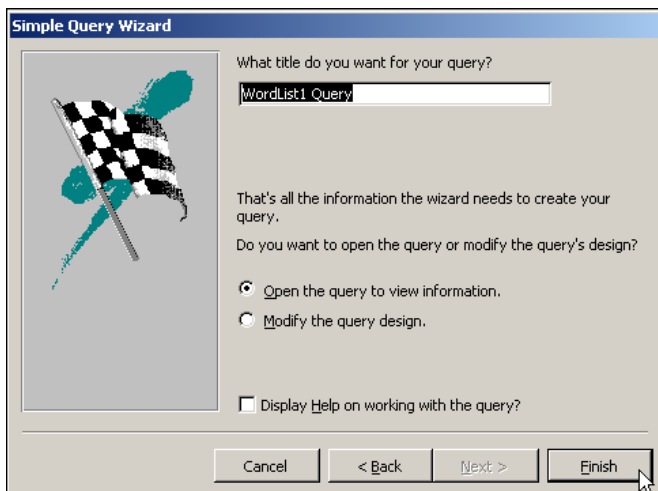
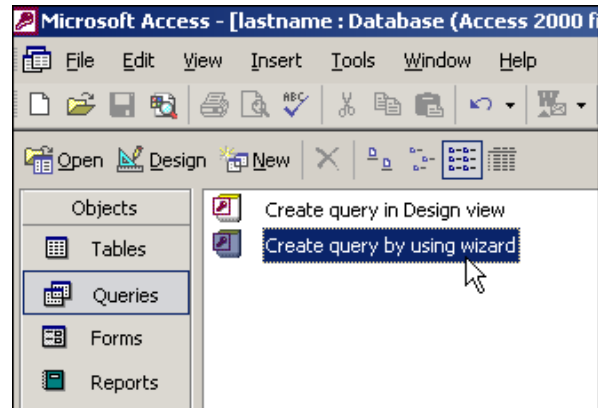
### Did You Know?

A **record** is a collection of data about a person, a place, an event, or some other item. Records are the logical equivalents of rows in a table.

ID	Word	Definition1	Definition2	Part of Speech	Syllables	Synonym
1	lilac	bush with clusters of tiny purple or white flowers	a pale pinkish purple	noun, adjective	2	none
2	patient	a person who is being treated by a doctor	having or showing patience	noun, adjective	2	tolerant
3	herbivore	any animal that feeds on plants		noun	3	none
4	thrive	to be successful, grow rich; prosper		verb	1	none
5	equally	in equal shares	in an equal manner	adverb	3	none
6	than	in comparison with	compared to that which	preposition, conjunction	1	none
7	unroll	to open or spread out	to lay open; display	verb	2	none
►	(AutoNumber)					

## Creating Queries in Access 2000/XP

1. In the main database window, under **OBJECTS**, click **QUERIES**, and then double-click **Create query by using wizard**.



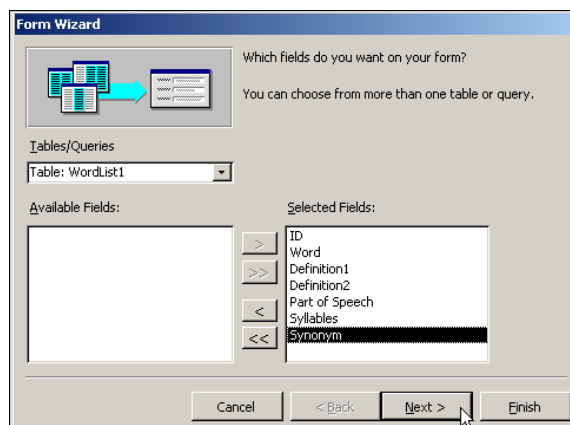
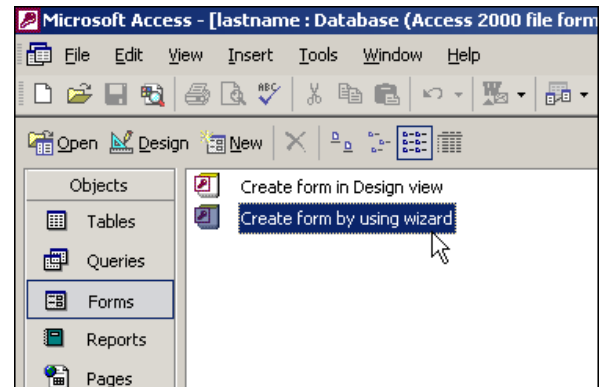
2. Move the fields **WORD**, **DEFINITION1**, **DEFINITION2**, **PART OF SPEECH**, and **SYLLABLES** by selecting each field and then clicking the single right arrow. Click **NEXT** to continue to the next screen.
3. On the next screen in **ACCESS XP**, leave the query type set to **Detail**. Click the **NEXT** button to continue to the next screen.
4. Give the query a name like **Word List 1 Query**. Click **FINISH** to complete the query wizard.

5. This process will yield a select query that looks similar to a table. Close the query. You may or may not be prompted to save the query. If you are prompted, click **YES** to save the query.

Word	Definition1	Definition2	Part of Speech	Syllables
▶ lilac	bush with clusters of tiny purple or white flowers	a pale pinkish purple	noun, adjective	2
patient	a person who is being treated by a doctor	having or showing patience	noun, adjective	2
herbivore	any animal that feeds on plants		noun	3
thrive	to be successful; grow rich; prosper		verb	1
equally	in equal shares	in an equal manner	adverb	3
than	in comparison with	compared to that which	preposition, conjunction	1
unroll	to open or spread out	to lay open display	verb	2
*				0

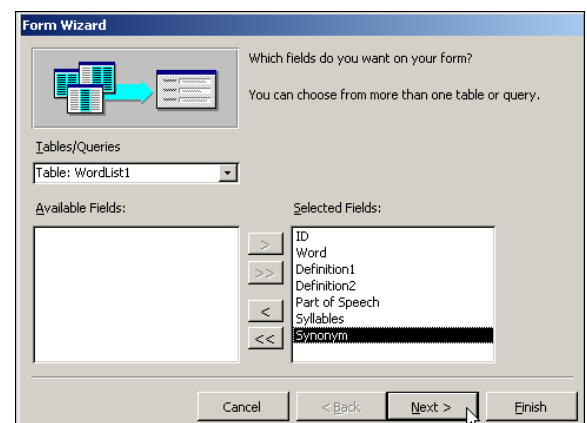
## Creating Forms in Access 2000/XP

1. In the main database window, under **OBJECTS**, click **FORMS**, and then double-click **Create form by using wizard**.

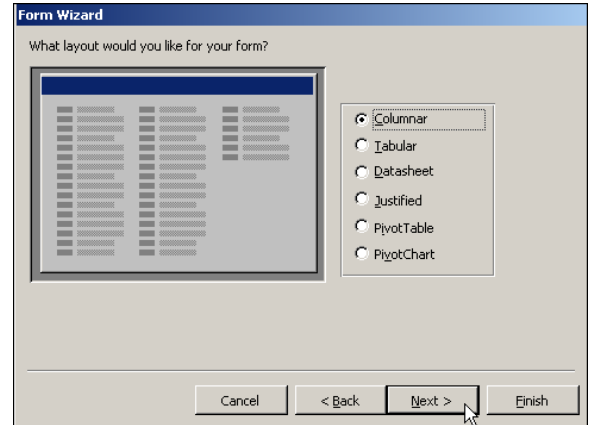


2. For this form, we want all the fields in our table to be used. Therefore, click the **DOUBLE RIGHT ARROWS** to move all the fields to the Selected Fields column.

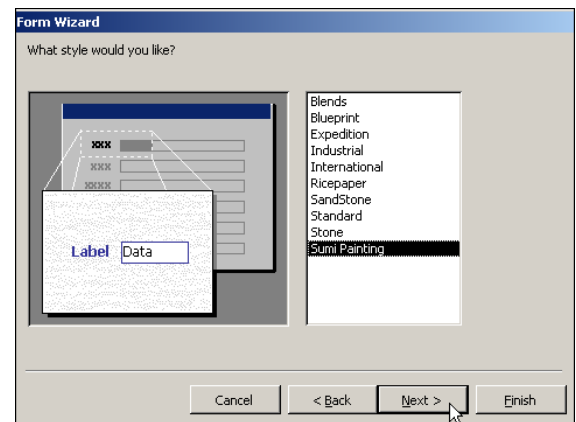
3. Click the **NEXT button** to continue to the next screen of the wizard.



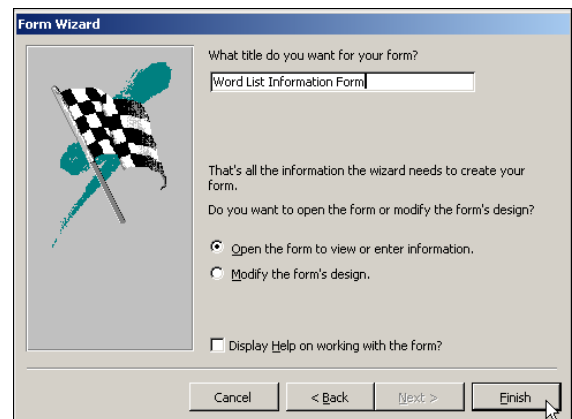
4. Click the radio button selecting **COLUMNAR** for the layout of the form. Click the **NEXT** button to continue to the next screen of the wizard.



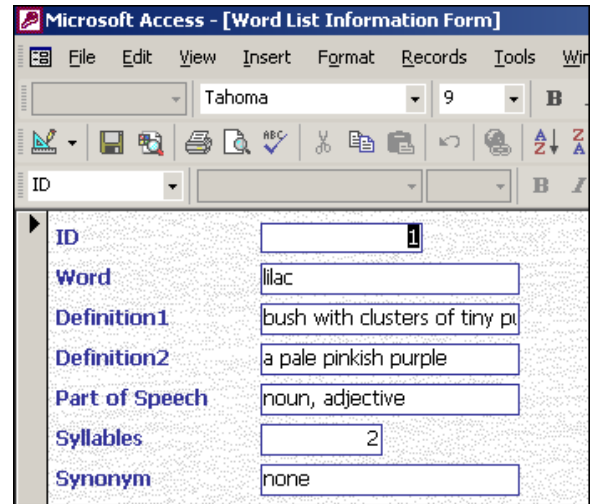
5. Choose a style that you want the form to look like in this example. You will get a preview by clicking on any of the styles. Once you have chosen a style, click the **NEXT** button to continue to the next screen of the wizard.



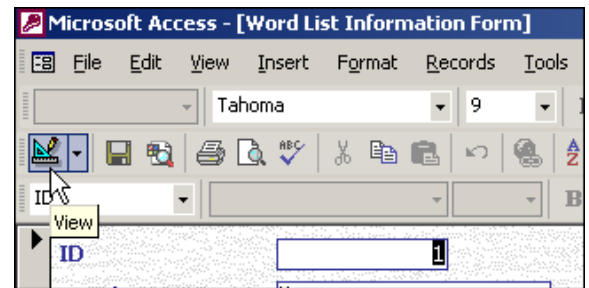
6. Name the form **Word List Information Form**. Click the **FINISH** button to complete the wizard.



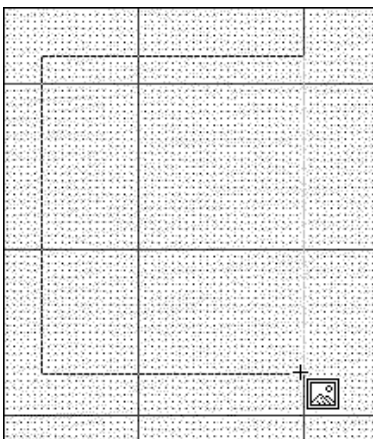
7. This will bring you to the **FORM VIEW** of the form. From this point, you can see the first record that was entered in to our table. Now, we need to modify the look of our table to make it more visually aesthetic.



8. Click the **VIEW** button to select the **DESIGN VIEW**. This will take us to the screen where users can modify all layout aspects of their form.

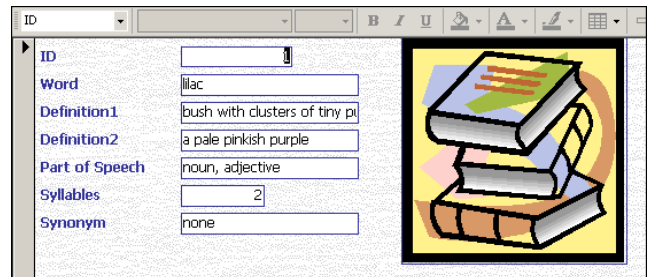


9. Now, we want to insert an image onto our form. Click the **IMAGE** button located on the **TOOLBOX floating toolbar**. If you do not have the Toolbox, click **VIEW > TOOLBOX**.



10. Once the **IMAGE** button is selected, draw a box in the open space of the form. An **INSERT PICTURE** window will appear. Select the **book.gif** located in the Access folder on your desktop. Size and move the picture as needed.

- Once the form is to your liking, click **VIEW > FORM VIEW** to see the finished product.

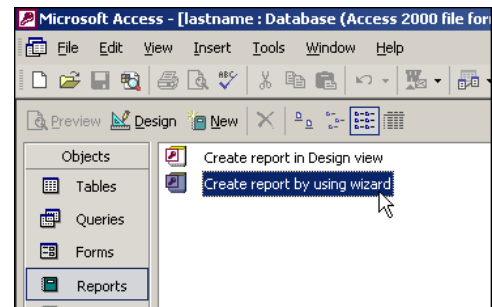


- To move between records, click the **right or left arrows** located in the bottom left of the form window.

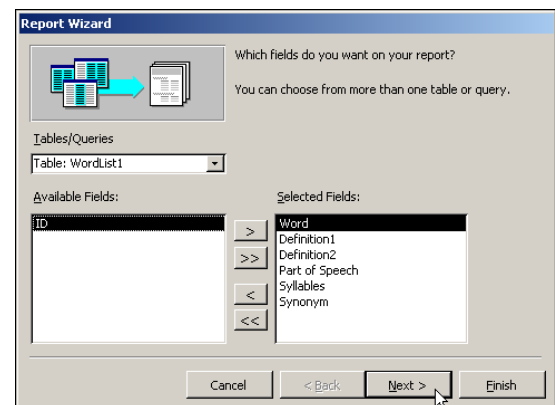


## Creating Reports in Access 2000/XP

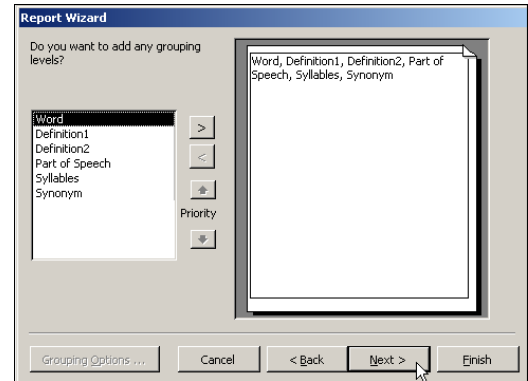
- In the main database window, under **OBJECTS**, click **REPORTS**, and then double-click **Create report by using wizard**. Make sure you select the table not the query when choosing which data is being used for the report.



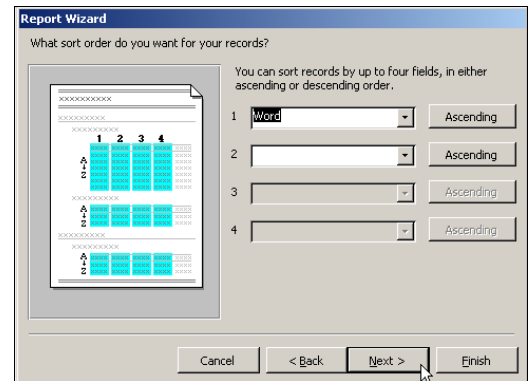
- Select the **WORD, DEFINITION1, DEFINITION2, PART OF SPEECH, SYLLABLES, and SYNONYMS** fields by clicking on each Available Field and clicking the right arrow. Click the **NEXT** button to progress to the next screen.



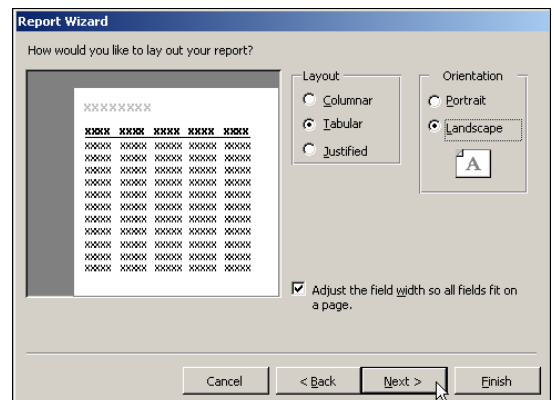
3. Create a hierarchy for the records, if appropriate. Click the **NEXT button** to continue to the next screen.



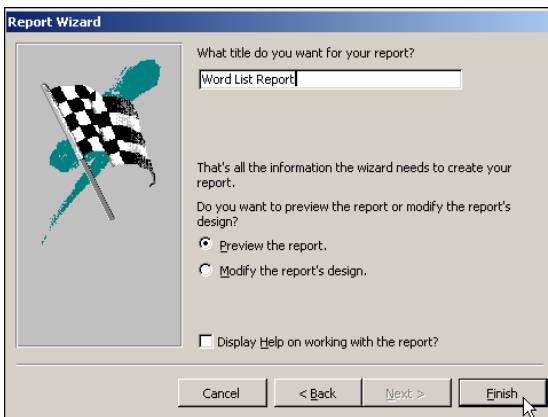
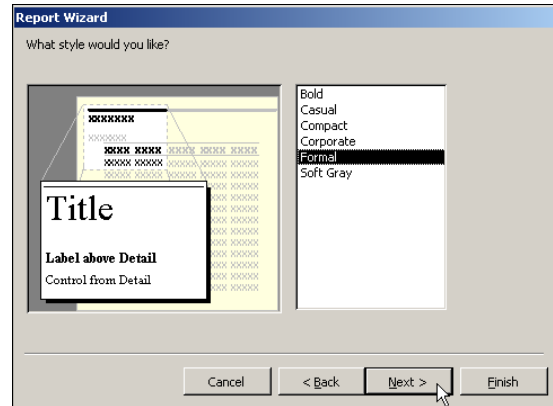
4. Select a sort order for the fields. In the first list box, click **Word**. The Ascending button is selected as the default sort order. Click the **NEXT button** to continue to the next screen.



5. Click the radio button for the **TABULAR Layout option**. Click the radio button to change the Orientation to **LANDSCAPE**. Click the **NEXT button** to continue to the next screen.

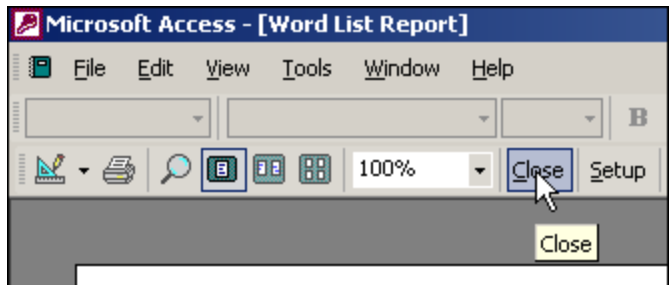


6. In the list, click the **style** that you want for the report. Click the **NEXT** button to continue to the next screen.



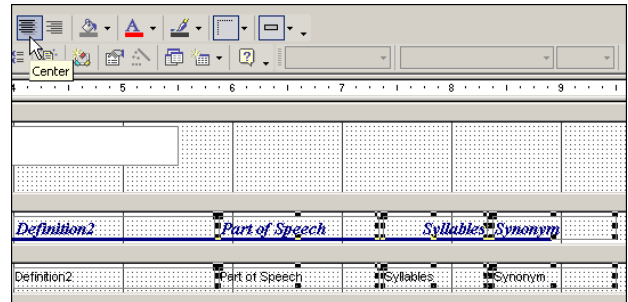
7. Type a **title** for the report. Click the radio button to **Preview the Report**. Click the **FINISH** button to continue to complete the Report Wizard.

8. After previewing the report, click the **CLOSE** button located on the **Print Preview** toolbar.



The last action will return the user to the **Design View** of the report. After previewing the report, you might have noticed that some fields may look better by having a center alignment.

9. Click the **TEXT BOX** for the fields that you want to align. Click the **CENTER button** to align those fields. You can also space fields by dragging and dropping them to any location that you feel is appropriate.



10. Change the **Title of the Report** from 'Word List Report' to '**Congressional District One Word List**'. You may have to resize the title text box in order for the text to fit properly. Resize the text box in the same manner that you would resize an image.



11. Click the **VIEW button** located on the **Formatting Toolbar** to view the changes in the layout of the report.

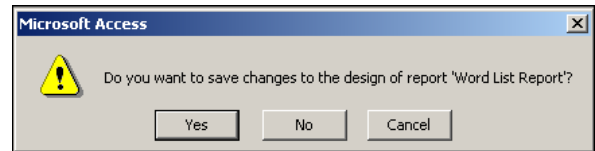


12. If the Report looks like you want it, click **FILE > CLOSE** to close the report. If not, click the **VIEW** button on the Formatting toolbar to return to the design view of the form.

County	1996 Population	Area	County Seat	Cong District	Notes
Clay	21789	415	West Point	3	The county is named after Henry Clay.
Jasper	17433	678	Bay Springs, Paulding	3	In the Piney Woods soil area in south-central part of the state.
Lauderdale	78910	705	Meridian	3	The word Meridian means "zenith".
Lowndes	60823	517	Columbus	3	The county is named after William Lowndes.
Sharkey	6917	435	Rolling Fork	2	Rolling Fork takes its name from the "rolling toll" in Deer Creek.
Sunflower	35752	707	Indianola	2	The county is home of B.B. King.
Washington	66451	733	Greenville	2	The county is named after George Washington.

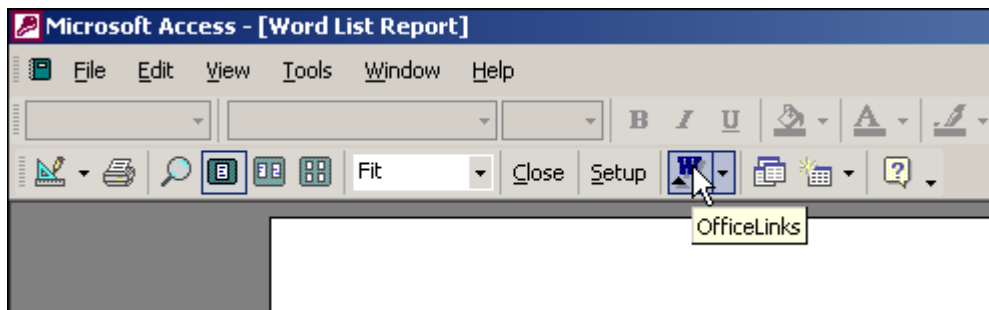
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13. If you made changes to the report, you may be asked to save the changes to the report. If so, click the **YES** button to save the report.



## Exporting an Access 2000/XP Report to Word 2000/XP

1. With the Report open in **Preview Mode**, click the **OFFICE LINKS** button on the **Print Preview** toolbar. This will export the Access Report to a new Word 2000/XP document. The document will be in Rich Text format (.rtf) that can be saved later in Word format (.doc).



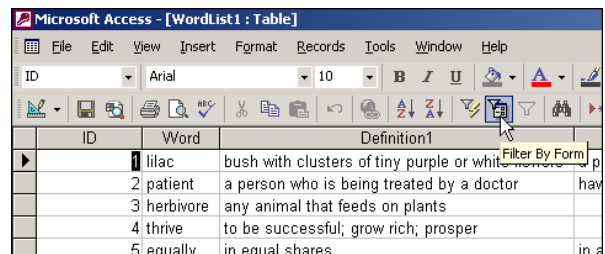
## Using Filters in Access 2000/XP

A filter is a set of criteria applied to your data in order to display a subset of that data set. Primarily, you use a filter to temporarily view or edit records that contain a specific item. The rest of the records from the datasheet are hidden from view. The main two ways that users filter records are:

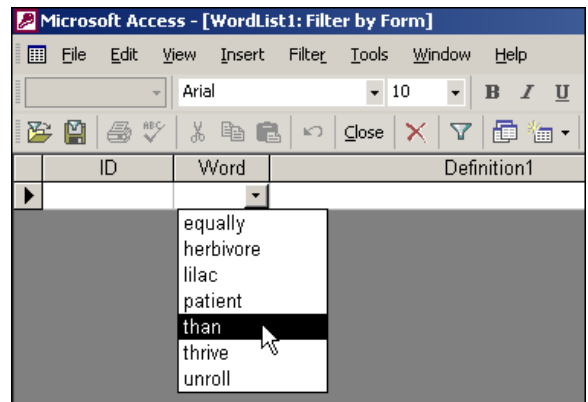
1. **Filter By Form** - Use this option when you want to choose the values you're searching for from a list without scrolling through all the records, or when you want to specify multiple criteria at once.
2. **Filter By Selection** - Use this option when you can easily find and select the value you want the filtered records to contain.

### To Filter by Form

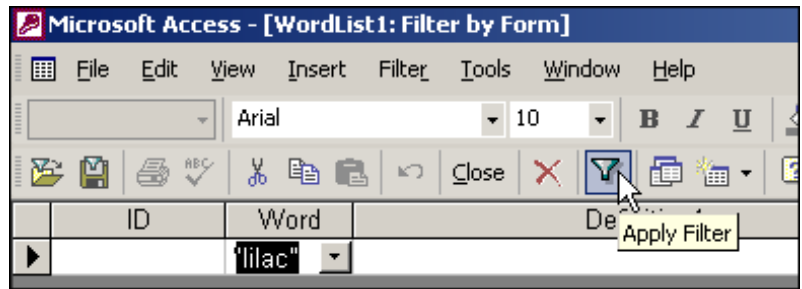
1. Open the table by clicking **TABLES** in the main database window under **OBJECTS**. Then, double-click the **WordList1** table.
2. With the table open in the Datasheet view, click the **FILTER BY FORM** button located on the **TABLE DATASHEET** toolbar.



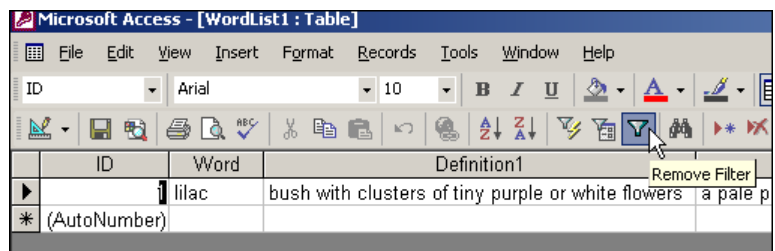
3. Click the field that you want to specify the criterion that records must meet to be included in the filtered set of records. For example, click the **WORD** field and click **than** on the list.



- Click the **APPLY FILTER** button located on the **TABLE DATASHEET** toolbar. This will filter the WordList1 data set.

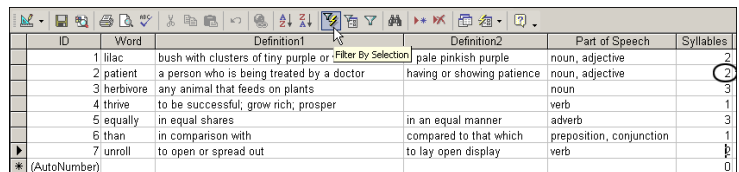


- To remove the filter, click the **REMOVE FILTER** button located on the **TABLE DATASHEET** toolbar. This will restore all hidden records to visible status in the WordList1 data set.

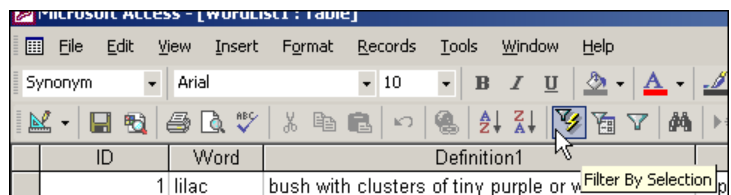


## To Filter by Selection

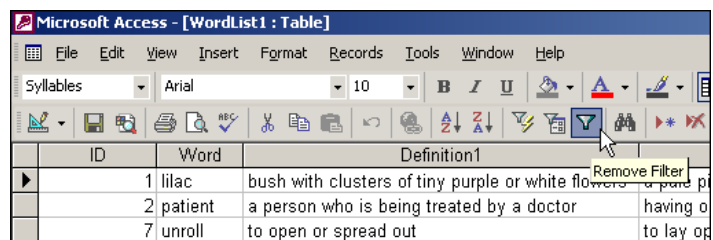
- With the table open in the Datasheet view, click the item that you want to use to filter the data. For example, **click ONE number 2 in the Syllables field.**



- Click the **FILTER BY SELECTION** button located on the **TABLE DATASHEET** toolbar.



- To remove the filter, click the **REMOVE FILTER** button located on the **TABLE DATASHEET** toolbar. This will restore all hidden records to visible status in the WordList1 data set.

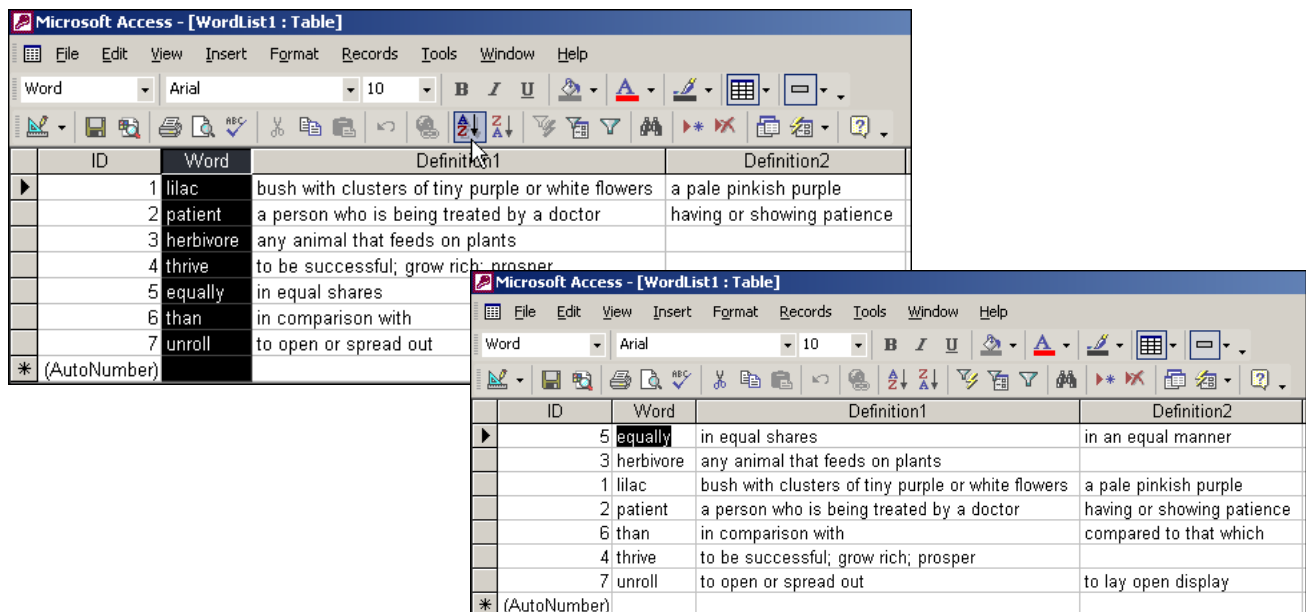


## Sorting Records in Access 2000/XP

Access 2000/XP displays information in tables relative to the primary key that is created in each table. In addition, you can sort the information in such a manner that works best for that table. You can sort data in the fields of the table in ascending or descending order.

### To sort records in Datasheet view

1. Open the table by clicking **TABLES** in the main database window under **OBJECTS**. Then, double-click the **WordList1** table.
2. With the table open in the Datasheet view, click the **header of the WORD field** so the whole field is selected.
3. Click the **SORT ASCENDING** button on the **TABLE DATASHEET toolbar** to sort the **WORD field** from A to Z alphabetically.



The top screenshot shows the Microsoft Access interface with the 'WordList1 : Table' datasheet. The 'Word' header in the first row is selected. The table contains the following data:

ID	Word	Definition1	Definition2
1	lilac	bush with clusters of tiny purple or white flowers	a pale pinkish purple
2	patient	a person who is being treated by a doctor	having or showing patience
3	herbivore	any animal that feeds on plants	
4	thrive	to be successful; grow rich; prosper	
5	equally	in equal shares	
6	than	in comparison with	
7	unroll	to open or spread out	
*	(AutoNumber)		

The bottom screenshot shows the same table after sorting by 'Word' in ascending order. The 'Sort Ascending' button on the toolbar is highlighted. The table data is now sorted alphabetically by the 'Word' field:

ID	Word	Definition1	Definition2
5	equally	in equal shares	in an equal manner
3	herbivore	any animal that feeds on plants	
1	lilac	bush with clusters of tiny purple or white flowers	a pale pinkish purple
2	patient	a person who is being treated by a doctor	having or showing patience
6	than	in comparison with	compared to that which
4	thrive	to be successful; grow rich; prosper	
7	unroll	to open or spread out	to lay open display
*	(AutoNumber)		

## References and Links:

### **CNET's Access XP Tips and Tricks**

<http://www.cnet.com/software/0-811003-8-5938485-10.html?tag=st.sw.811003-8-5938485-1.txt.811003-8-5938485-10>

### **Support Online from Microsoft Technical Support:**

<http://support.microsoft.com/support/>

### **Microsoft Office - Access Home Page**

<http://www.microsoft.com/office/access/default.htm>

### **WinPlanet - Getting Started with Office XP - Part 4**

<http://www.winplanet.com/winplanet/tips/3730/1/>

### **DUMMIES.COM Office XP Resource Center**

<http://www.dummies.com/OfficeXP/>

#### **Contact Information:**

Voice: 662-325-5009

Web site: <http://www.create4ms.org>