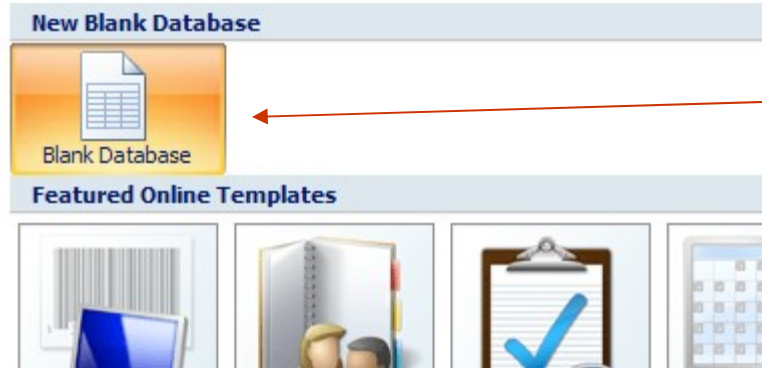


Access Database for CIS17

Please use speaker notes for
additional information!

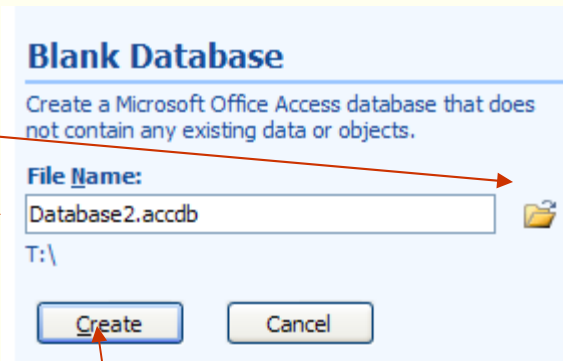
Getting Started with Microsoft O



First open Access, when the screen comes up asking if you want to create a new database click that you want to create a Blank Access Database or go in under the file icon and click new.

Select the directory/ folder where you want to save the database and give it a name.

I called this database asgn1.mdb.



Click on create.

Field Name	Data Type	Description
isbn	Text	

I have now entered the first field which is called isbn. Notice that it is a text field and that I made the field size 13 which will hold the largest ISBN number that I have.

Field Properties

General Lookup

Field Size	13
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	Yes (No Duplicates)
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None

Field Name	Data Type	Description
isbn	Text	
title	Text	

Now I have entered the next field which I am naming title. It is also a text field and I decided that 35 was big enough to hold the titles I was entering.

Field Properties

General Lookup

Field Size	35
Format	
Input Mask	
Caption	

Field Name	Data Type
isbn	Text
title	Text
author	Text
topic	Text
yrpub	Number

I made the year field a number and specifically an integer. I do not have to specify the number of characters because integer has a specific number of characters.

Field Name	Data Type
Field Size	Integer
Format	
Decimal Places	Auto
Input Mask	

Home Create External Data Database Tools Design

Primary Key Builder Test Validation Rules Insert Rows Delete Rows Lookup Column Property Indexes Sheet Show/Hide

Tools

Field Name	Data Type
isbn	Text
title	Text
author	Text
topic	Text
yrpub	Number

Before I leave, I establish a primary key for the record - isbn is my key. To do this I click on isbn and then click on the key icon. A primary key uniquely identifies a record.

Field Name	Data Type
isbn	Text
title	Text
author	Text
topic	Text
yrpub	Number

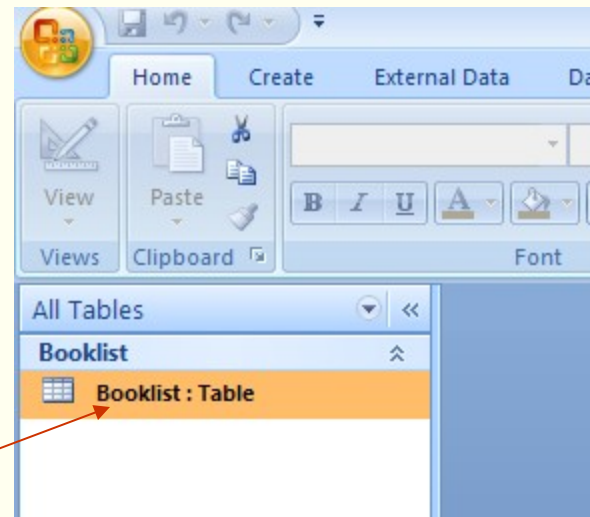
Microsoft Office Access

Do you want to save changes to the design of table 'Booklist'?

Yes No Cancel

Field Properties

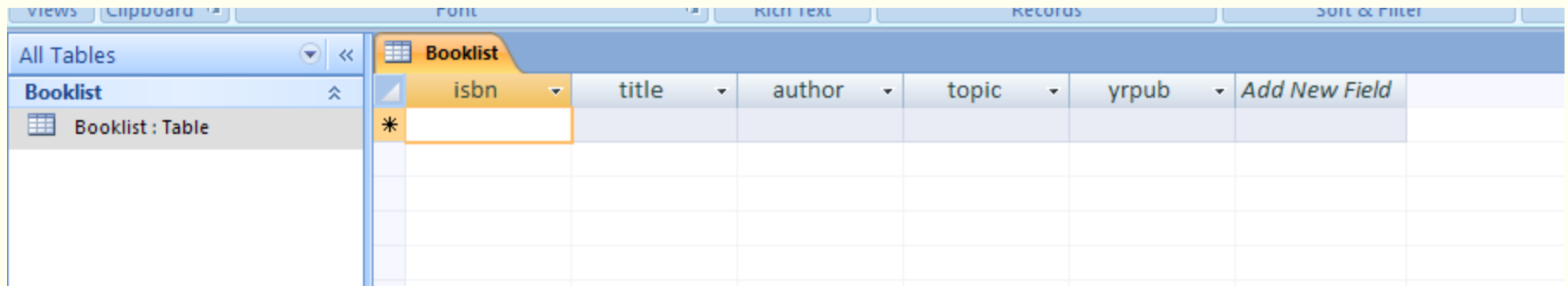
When you try to close this screen, it asks if you want to save.



I now have a table in my database.

When I clicked on the booklist table, this screen came up for me to do data entry.

You can also click on the icon in the top left that shows a data view.



The screenshot shows a software interface for data entry. On the left, a sidebar titled 'All Tables' contains a tree view with 'Booklist' selected. The main area displays a table with columns: isbn, title, author, topic, yrpub, and Add New Field. The 'isbn' column is currently active, showing a text input field with an asterisk (*) in the first row. The interface includes a top menu bar with options like 'views', 'Clipboard', 'Font', 'Rich Text', 'Records', and 'Sort & Filter'.

isbn	title	author	topic	yrpub	Add New Field
*					

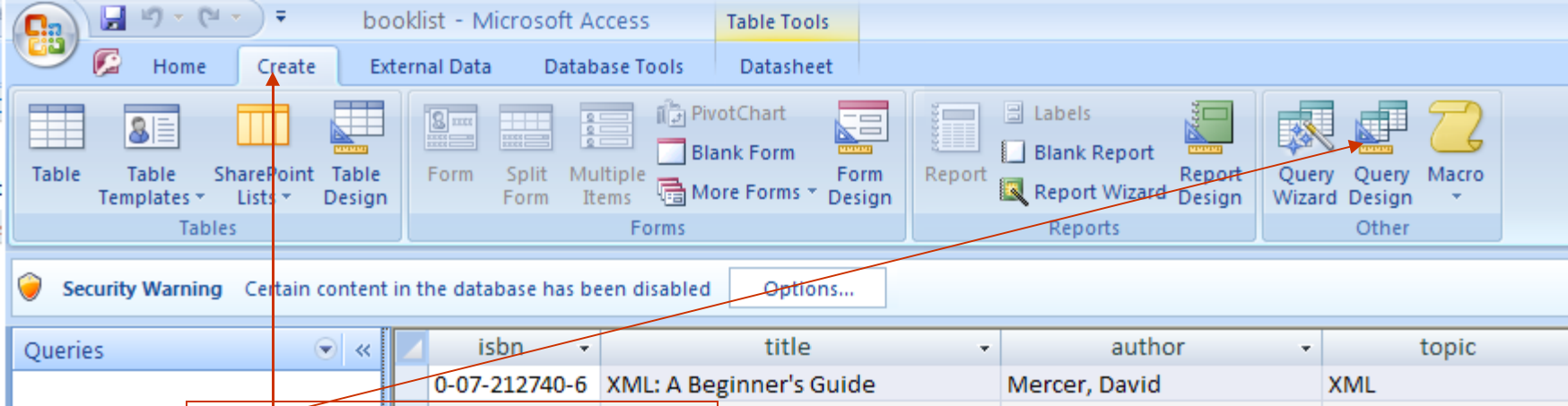
booklist - Microsoft Access **Table Tools**

Home Create External Data Database Tools Datasheet

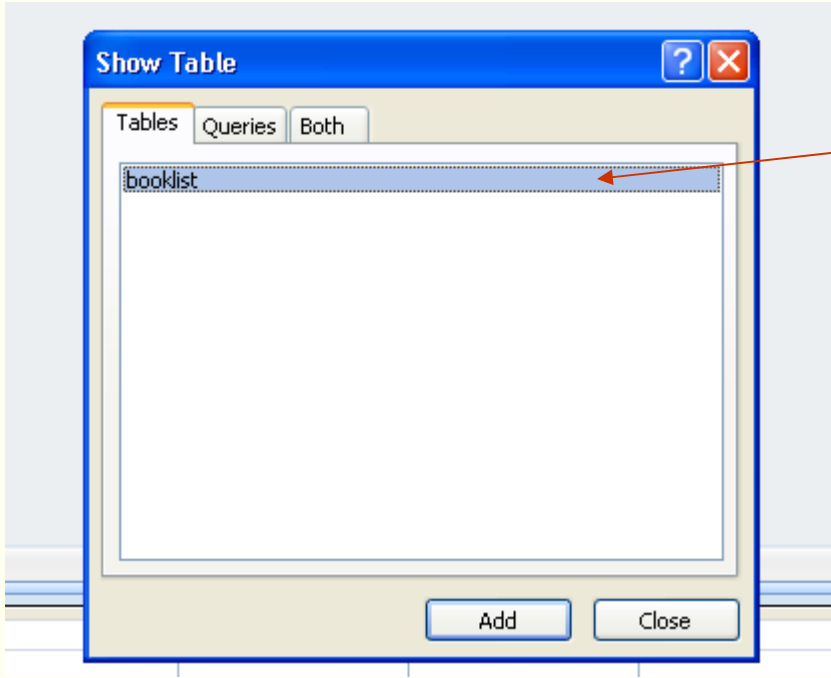
View Views | Paste Clipboard | Calibri 11 | Font | Rich Text | Refresh All | New Save | Delete | Records | Totals Spelling | More | Sort & Filter | Filter | Selection | Advanced | Toggle Filter | Window | Size to Fit Form | Switch Windows

Security Warning Certain content in the database has been disabled [Options...](#)

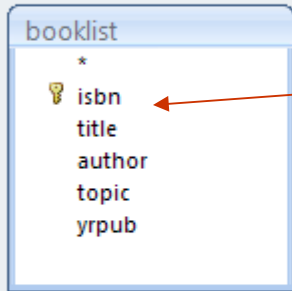
Tables	isbn	title	author	topic	yrpub
booklist	0-07-212740-6	XML: A Beginner's Guide	Mercer, David	XML	20
	0-07-213120-9	Visual Basic.Net: Beginner's Guide	Kent, Jeffrey	VB.Net	20
	0-13-100277-5	Oracle SQL	Rischert, Alice	Oracle	20
	0-201035358-X	Perl and CGI	Castro, Elizabeth	CGI/Perl	19
	0-201-74205-5	Visual Basic.Net for Students	Bell, Douglas	VB.Net	20
	0-619-03440-8	CGI/Perl	Zak, Diane	CGI/Perl	20
	0-619-03520-X	Cascading Style Sheets	Sklar, Joel	CSS	20
	0-619-03549-8	Oracle 8i	Morrison, Joline	Oracle	20
	0-619-06475-7	Oracle 9i: SQL	Morris-Murphy, Lannes	Oracle	20
	0-619-15909-X	Oracle 9i Developer: PL/SQL	Casteel, Joan	Oracle	20
	1-55851-478-3	Introduction to CGI/Perl	Brenner, Steven	CGI/Perl	19
	1-5927-3000-0	Developing Online Games	Mulligan, Jessica	Games	20
	*				



Now I want to design a query.
Notice that I have clicked
Create, then Query Design.



The query screen comes up
and shows the tables I have
available to query. The
only one that I have is
booklist, so I will click on
add.



I can double click on each of the fields in booklist that I want to see in my query and they will move to the line below. In this case, I decided to see all of the fields so I double clicked on them all.

Field:	isbn	title	author	topic	yrpub
Table:	booklist	booklist	booklist	booklist	booklist
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:					
or:					

Query1 - Microsoft Access

Home Create External Data Database Tools

View Paste Font Rich Text Refresh All Delete More Filter Selection Advanced Sort & Filter Toggle Filter Window

Security Warning Certain content in the database has been disabled Options...

isbn	title	author	topic	yrpub
0-07-212740-6	XML: A Beginner's Guide	Mercer, David	XML	20
0-07-213120-9	Visual Basic.Net: Beginner's Guide	Kent, Jeffrey	VB.Net	20
0-13-100277-5	Oracle SQL	Rischert, Alice	Oracle	20
0-201035358-X	Perl and CGI	Castro, Elizabeth	CGI/Perl	19
0-201-74205-5	Visual Basic.Net for Students	Bell, Douglas	VB.Net	20
0-619-03440-8	CGI/Perl	Zak, Diane	CGI/Perl	20
0-619-03520-X	Cascading Style Sheets	Sklar, Joel	CSS	20
0-619-03549-8	Oracle 8i	Morrison, Joline	Oracle	20
0-619-06475-7	Oracle 9i: SQL	Morris-Murphy, Lannes	Oracle	20
0-619-15909-X	Oracle 9i Developer: PL/SQL	Casteel, Joan	Oracle	20
1-55851-478-3	Introduction to CGI/Perl	Brenner, Steven	CGI/Perl	19
1-5927-3000-0	Developing Online Games	Mulligan, Jessica	Games	20

I can click on the design icon to go back into design mode.

Save As [?] [X]

Query Name:

all

OK Cancel

- booklist
- *
 - isbn
 - title
 - author
 - topic
 - yrcub

Field:	isbn	title	author	topic	yrcub	
Table:	booklist	booklist	booklist	booklist	booklist	
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:						
or:						

booklist - Microsoft Access

Home Create External Data Database Tools

Table Table SharePoint Table Form Split Multiple Forms
 Templates Lists Design Form Form Items

All Access Objects

- Tables
 - booklist
- Queries
 - all

isbn	
0-07-212740-6	XML: A B
0-07-213120-9	Visual Ba
0-13-100277-5	Oracle SC
0-201035358-X	Perl and
0-201-74205-5	Visual Ba
0-619-03440-8	CGI/Perl
0-619-03520-X	Cascadi

booklist
*
isbn
title
author
topic
yrpub

isbn	title	author	topic	yrpub
booklist	booklist	booklist	booklist	booklist
✓	✓	✓	✓	✓
			= "Oracle"	

The intersection of Criteria: and topic is where I am entering my criteria. I want all records where the topic is equal to Oracle.

all - Microsoft Access

Home Create External Data Database Tools

View Paste Font Rich Text Records Sort & Filter Window

All Access Objects	isbn	title	author	topic	yrpub
Tables					
booklist					
Queries					
all					
	0-13-100277-5	Oracle SQL	Rischert, Alice	Oracle	20
	0-619-06475-7	Oracle 9i: SQL	Morris-Murphy, Lannes	Oracle	20
	0-619-15909-X	Oracle 9i Developer: PL/SQL	Casteel, Joan	Oracle	20
	0-619-03549-8	Oracle 8i	Morrison, Joline	Oracle	20
	*				

booklist

*

🔑 isbn
title
author
topic
yrpub

booklist	title	author	topic	yrpub
booklist	booklist	booklist	booklist	booklist
☑	>"G" ☑	☑	☑	☑

View Paste Font Rich Text Records Sort & Filter Window

Calibri 11

B *I* U

Refresh All

New Save Delete

Totals Spelling More

Filter Selection Advanced Toggle Filter

Size to Fit Form Switch Windows

All Access Objects

Tables

booklist

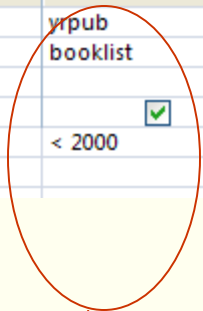
Queries

all

isbn	title	author	topic	yrpub
0-13-100277-5	Oracle SQL	Rischert, Alice	Oracle	20
0-201-74205-5	Visual Basic.Net for Students	Bell, Douglas	VB.Net	20
0-619-06475-7	Oracle 9i: SQL	Morris-Murphy, Lannes	Oracle	20
0-201035358-X	Perl and CGI	Castro, Elizabeth	CGI/Perl	19
0-07-212740-6	XML: A Beginner's Guide	Mercer, David	XML	20
1-55851-478-3	Introduction to CGI/Perl	Brenner, Steven	CGI/Perl	19
0-07-213120-9	Visual Basic.Net: Beginner's Guide	Kent, Jeffrey	VB.Net	20
0-619-15909-X	Oracle 9i Developer: PL/SQL	Casteel, Joan	Oracle	20
0-619-03549-8	Oracle 8i	Morrison, Joline	Oracle	20
*				

booklist
*
🔑 isbn
title
author
topic
yrpub

Field:	isbn	title	author	topic	yrpub
Table:	booklist	booklist	booklist	booklist	booklist
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:					< 2000
or:					



isbn	title	author	topic	yrpub
0-201035358-X	Perl and CGI	Castro, Elizabeth	CGI/Perl	1999
1-55851-478-3	Introduction to CGI/Perl	Brenner, Steven	CGI/Perl	1996
*				0