



Introduction to MS Access Workshop Syllabus

The Center for Teaching Excellence
Teaching & Learning Resources

Graduate Fellow Instructors
(202) 885-3904
Hurst 11

Kelly Nolin, Training Coordinator
(202) 885-6077
nolin@american.edu

Workshop Objective

Review the skills necessary for becoming an end user of an MS Access database.

Learning Outcomes

Comprehend the layout of a data table
Understand the function of Forms and Reports
Create queries to search for information

Syllabus

Interface: Components of an Access Database

Tables

Queries

Reports

Forms

Modifying a Table

Editing Records

Inserting Columns

Finding Data

Sorting

Filtering

Queries

Design View

Running a Query

Forms

Using Wizard

Reports

Using Wizard

Resources

- Free Online Tutorials: <http://www.fgc.edu/support/office2000/access/>
- Introductory Level Reference Book (about \$25):
 - Microsoft Office Access 2003 Step by Step, Microsoft Press, 2004, ISBN 0-7356-1517-9

Quick Reference Card - Get to know Access

Tables

The image shows three overlapping screenshots of Microsoft Access tables:

- Products : Table**

Product Name	Category	Unit
Chai	Beverage	\$18
Chamomile		
Aniseed		
Cherries		
Chocolate		
Grandma's		
Uncle		
- Categories : Table**

Category Name	Description
Beverages	Soft drinks,
Condiments	Sweet and
Confe	
Dairy	
Grains	
Meat/	
Produ	
- Shippers : Table**

Company Name
+ Speedy Express
+ United Package
+ Federal Shipping

Tables store data, so they're essential building blocks of any database.

A database should have a separate table for every major subject of information, such as employee records, customer orders, shipping methods, or suppliers. Data should not be duplicated in multiple tables.

Each table contains rows called records and columns called fields.

Primary key

The diagram illustrates a primary key relationship between two tables:

- Employees: Table**

Employee ID	Last Name	First Name
1	Davolio	Nancy
- Orders: Table**

Order ID	Customer ID	Employee ID
10022	LAMAI	1

A red line with a yellow circle containing the number '1' connects the 'Employee ID' field in the Employees table to the 'Employee ID' field in the Orders table. A second yellow circle containing the number '2' is located below the 'Employee ID' field in the Orders table, indicating the foreign key relationship.

To distinguish one record from another, tables can contain a primary key field.

The primary key is an identifier—such as a part number, a product code, or an Employee ID—that's unique to each record.

The primary key should be a piece of information that won't change frequently.

Queries

[Employees in the UK : Select Query]				
Employee ID	Last Name	First Name	Country	
5	Buchanan	Steven	UK	
6	Suyama	Michael	UK	
7	King	Robert	UK	
9	Dodsworth	Anne	UK	

Queries can answer questions by retrieving, filtering, assembling, and sorting data from your database.

When a query finds data and shows it to you, it can also process that data according to your instructions. A query can perform calculations using the data ("What is the sales total minus shipping costs?"), update the data, and combine data from different tables.

Forms

Employee Prices

Product ID: Product Name: Unit Price:

Employee Price:

Please pay the accounting clerk for your purchases.

Forms enable people to enter or view data in your database easily.

Forms control and simplify data input. As people enter data into a form, it is saved in an underlying table.

Forms make data from a table or a query easier to understand by presenting it in visually appealing designs.

Reports

Products by Category			
Category Beverages		Category Condiments	
Product Name	Units in Stock	Product Name	Units in Stock
Chai	39	Onion Soup	13
Chai Tea	17	Cheddar's Cajun Sauce	53
Chutney Sauce	69	Onion Soup	13
Coconut Milk	17	Orange's Raspberry Spread	106
Earl Grey	17	Onion Soup	27
Earl Grey	57	Louisiana Hot Sauce	76
Lightly Laced Earl Grey	52	Louisiana Hot Sauce	76
Earl Grey	15	Northwest Raspberry Sauce	6
Earl Grey	106	Original Fruity Raspberry Sauce	12
Sweetened	111	Shrimp Sauce	113
Sweetened	26	Vegetarian	24
Number of Products:	11	Number of Products:	11

Reports convert data into documents. Reports come in various shapes and sizes, but they are all designed to present your data in print. Reports provide methods to format the appearance of your data in the ways that are most effective for your purpose.

Using reports, you can group your data, perform calculations on it, and add headings and other formatting to make it more meaningful and easier to read.