

Fayetteville State University ITTS  
presents

# Microsoft<sup>®</sup> Office Access<sup>™</sup> 2007 Training

**Get to know Access**

# Course contents

- Overview: Make your data work for you
- Lesson 1: Access manages data
- Lesson 2: How does Access 2007 work?
- Lesson 3: Looking good with forms and reports

Each lesson includes a list of suggested tasks and a set of test questions.

# Overview: Make your data work for you



Databases may have once been hard to understand, but not anymore.

Access 2007 makes it easy to manage data by giving you a set of ready-made database templates. All you have to do is download and start.

This course explains the advantages of Access compared to other ways of working with data. It shows you how to find and use the new database templates, and it takes you on a quick tour of a database.

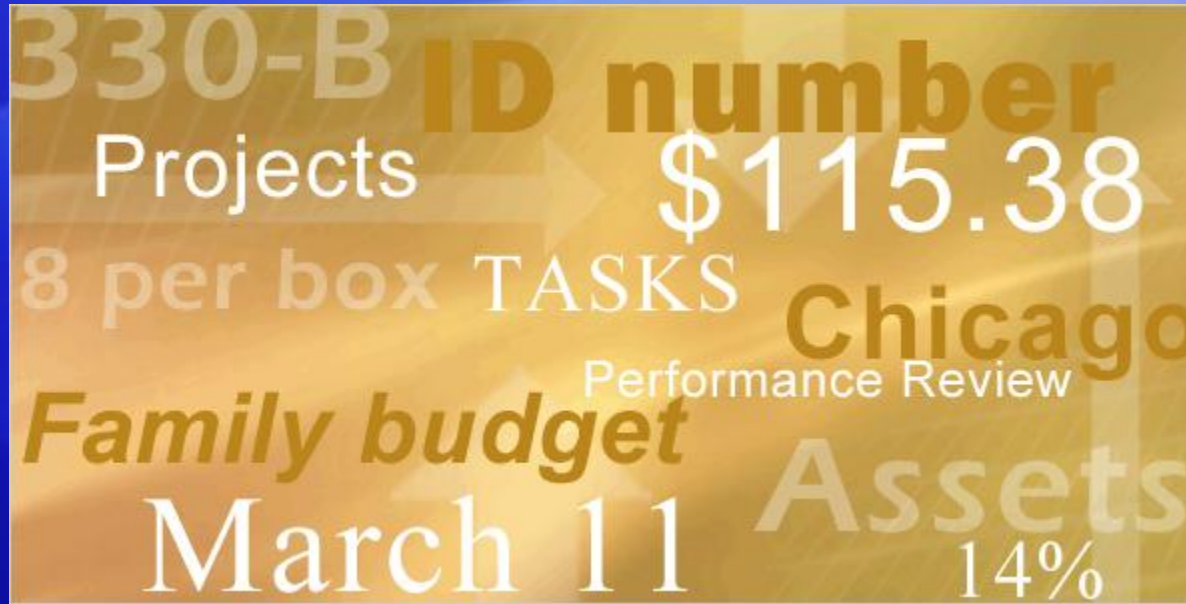
# Course goals

- Learn the benefits of Access 2007 compared to workbooks or lists.
- Find and download an Access 2007 database template.
- Learn to identify the main parts of a database.

# Lesson 1

Access manages data

# Access manages data



Access manages data. All kinds of data. From customer contacts, billing hours and inventory to diet and exercise records, household expenses, and lists of collectibles and prices.

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And it's easy to get started — just download a ready-made database template. Start typing, and you've got your data under control.

# Tables organize data

Title ▾	First Name ▾	Last Name ▾	E-mail Address ▾	Business P
Ms.	Pernille	Halberg	Pernille@cohovineyardandwinery.com	555-0100
Mr.	Rajesh	Patel	Rajesh@consolidatedmessenger.com	555-0120
Ms.	Sang Jin	Hong	SangJin@wingtiptoys.com	555-0199
Ms.	Catherine	Boeger	Catherine@tresearch.net	555-0167
Mr.	Todd	Rowe	Todd@fourthcoffee.com	555-0137
Dr.	Jan	Kotas	Jan@southridgevideo.com	555-0178
Ms.	Rebecca	Laszlo	Rebecca@lucernepublishing.com	555-0139
Mrs.	Kate	Taneyhill	Kate@cpandl.com	555-0155
Mr.	Adam	Trukawka	Adam@tailspintoys.com	555-0147
Mr.	Chris	Gallagher	Chris@litwareinc.com	555-0183

If you've got data,  
you've got lists.

Access turns those  
lists into **tables**.

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Tables are organized by items in rows, and by  
categories in columns.

Access calls rows **records**, and it calls columns **fields**.

# Tables organize data

Title ▾	First Name ▾	Last Name ▾	E-mail Address ▾	Business P
Ms.	Pernille	Halberg	Pernille@cohovineyardandwinery.com	555-0100
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Mr.	Todd	Rowe	Todd@fourthcoffee.com	555-0137
Dr.	Jan	Kotas	Jan@southridgevideo.com	555-0178
Ms.	Rebecca	Laszlo	Rebecca@lucernepublishing.com	555-0139
Mrs.	Kate	Taneyhill	Kate@cpandl.com	555-0155
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If you've got data,  
you've got lists.

Access turns those  
lists into **tables**.

Organization is what makes Access so effective. Here, the record for each employee includes such fields as last and first name, e-mail address, job title, and so on.

You can use the tables already created in an Access template, or choose yourself what you need to include.

# Tables have relationships

The screenshot displays three tables in Microsoft Access:

- Tasks Table:**

ID	Project	Title	Priority	Status	Cost
* 1132	87	Progress report	(2) Normal	Not Started	\$0.00
- Projects Table:**

ID	Project Name	Owner	Category	Priority	Status
* 87	Salary review	RPatel	Payroll	(2) Normal	Not started
- Employees Table:**

ID	Company	Last Name	First Name	E-mail Address
* RPatel	Consolidated Messenger	Patel	Rajesh	rajesh@consolidatedmessenger.com

Red arrows point from the ID field in the Tasks table to the ID field in the Projects table, and from the ID field in the Projects table to the ID field in the Employees table, illustrating the relationships between the tables.

Access is different because it uses related tables.

It's designed so that one table can find and use data in another table.

That way, when you keep track of work items, for example, there's no need to type employee names or project names that you've already stored.

# Tables have relationships

Tasks						
ID	Project	Title	Priority	Status	Cost	
* 1132	87	Progress report	(2) Normal	Not Started	\$0.00	

Projects						
ID	Project Name	Owner	Category	Priority	Status	
* 87	Salary review	RPatel	Payroll	(2) Normal	Not started	

Employees					
ID	Company	Last Name	First Name	E-mail Address	
* RPatel	Consolidated Messenger	Patel	Rajesh	rajesh@consolidatedmessenger.com	

The picture shows this.

You enter a new task in the Tasks table. As part of that, you select a project number from the **Project** field, which uses data from the Projects table.

# Tables have relationships

Tasks						
ID	Project	Title	Priority	Status	Cost	
* 1132	87	Progress report	(2) Normal	Not Started	\$0.00	

Projects						
ID	Project Name	Owner	Category	Priority	Status	
* 87	Salary review	RPatel	Payroll	(2) Normal	Not started	

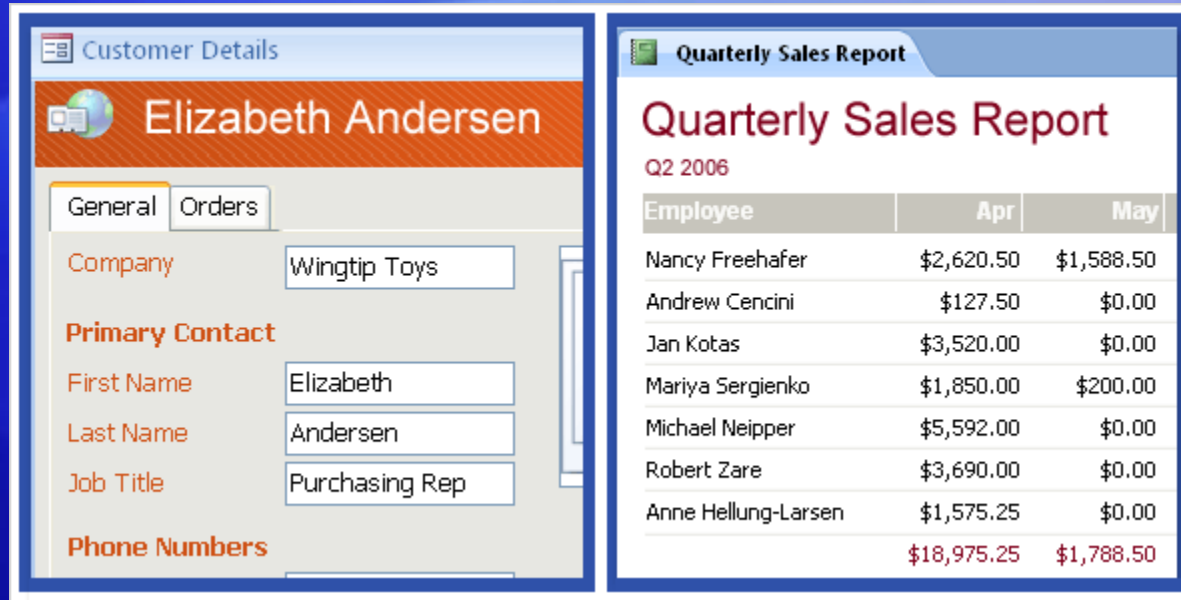
Employees					
ID	Company	Last Name	First Name	E-mail Address	
* RPatel	Consolidated Messenger	Patel	Rajesh	rajesh@consolidatedmessenger.com	

The picture shows this.

Also, the **Owner** field in the Projects table uses data from the Employees table, and that means the Tasks table and the Projects table both know which employee the work is assigned to.

In turn, that helps you know who the work is assigned to.

# Data looks good in forms and reports



**Customer Details**

Elizabeth Andersen

General Orders

Company: Wingtip Toys

**Primary Contact**

First Name: Elizabeth

Last Name: Andersen

Job Title: Purchasing Rep

**Phone Numbers**

**Quarterly Sales Report**

Q2 2006

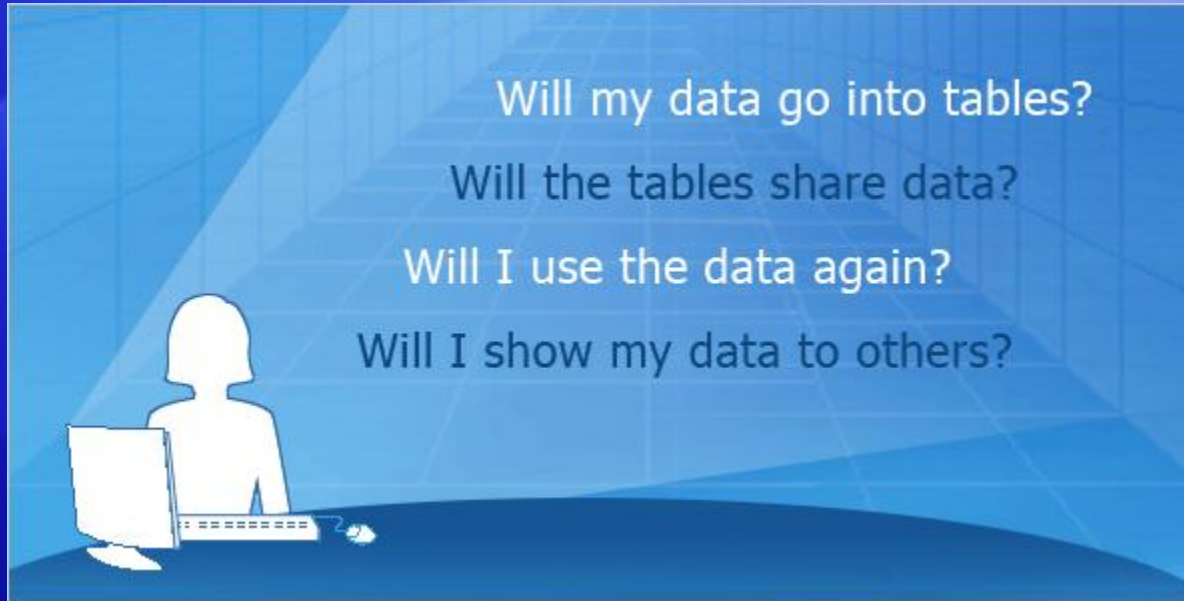
Employee	Apr	May
Nancy Freehafer	\$2,620.50	\$1,588.50
Andrew Cencini	\$127.50	\$0.00
Jan Kotas	\$3,520.00	\$0.00
Mariya Sergienko	\$1,850.00	\$200.00
Michael Neipper	\$5,592.00	\$0.00
Robert Zare	\$3,690.00	\$0.00
Anne Hellung-Larsen	\$1,575.25	\$0.00
	\$18,975.25	\$1,788.50

Another Access advantage: It makes data easy to see.

Lists and worksheets can be hard to read. They go up and down, back and forth, over and over.

In contrast, Access forms and reports let you show only the data you need, with the look you like.

# Is Access right for you?



The power of Access is the power of data. If your data isn't suited for organizing in tables, or if nobody will look at it again, Access won't make it more useful.

But even daily shopping lists, if you store them, will help you plan your budget. And a simple Access form can help a business give a discount to regular customers without making them stamp loyalty cards.

That's why Access is worth getting to know.

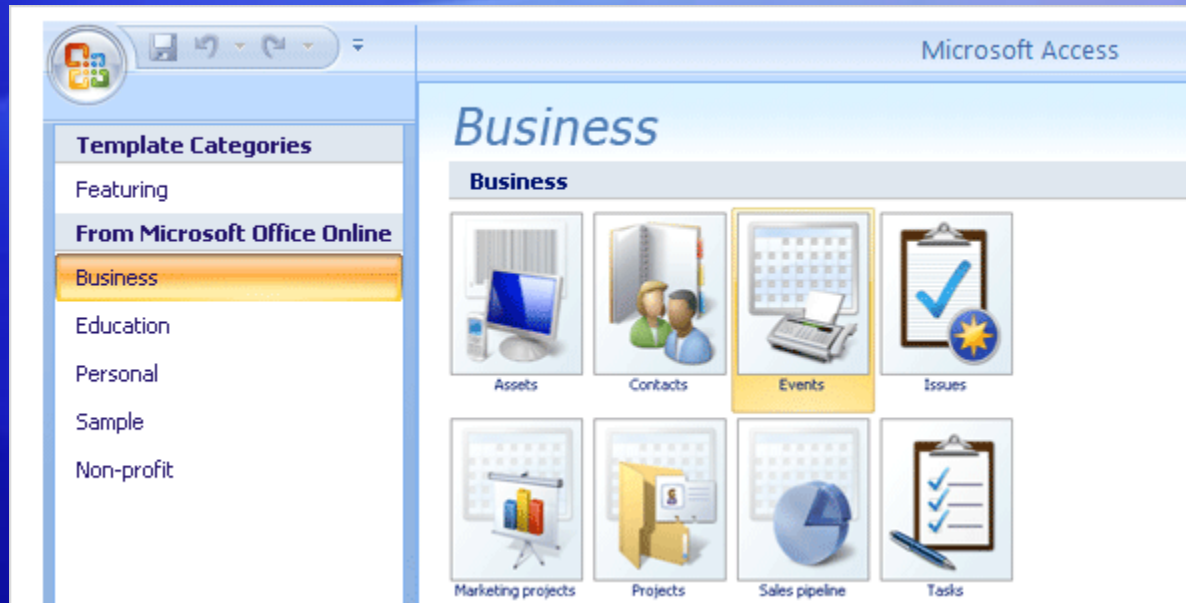
# Suggestions for practice

1. Look at a database table.
2. Look at a database form.
3. Look at table relationships.

# Lesson 2

How does *Access 2007* work?

# How does Access 2007 work?



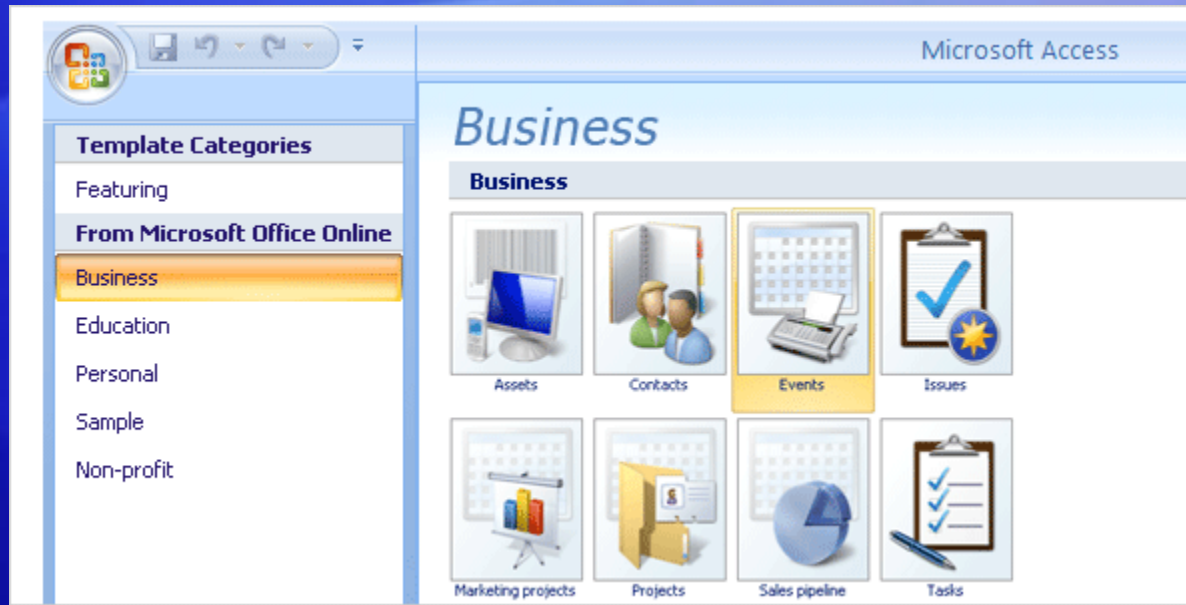
Even if you've never used Access before, you can be working with your own Access 2007 database in five minutes or less.

If you have, you're in for a surprise.

New for Access 2007, the **Getting Started** page has lots to offer.

You'll find featured templates, links to all the Access 2007 templates, and links to useful Office Online stuff like video demos.

# How does Access 2007 work?



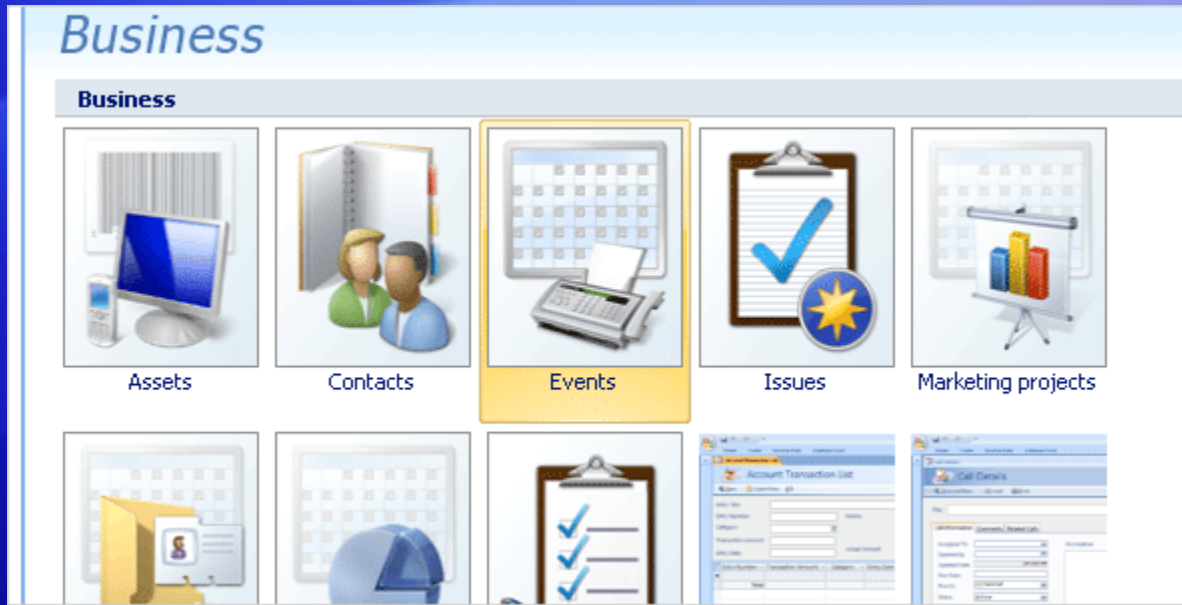
Even if you've never used Access before, you can be working with your own Access 2007 database in five minutes or less.

If you have, you're in for a surprise.

You'll see the Getting Started page when you open Access 2007.

After you've opened a database, you can return to the Getting Started page at any time by closing the database.

# Take it easy, make it easy: templates

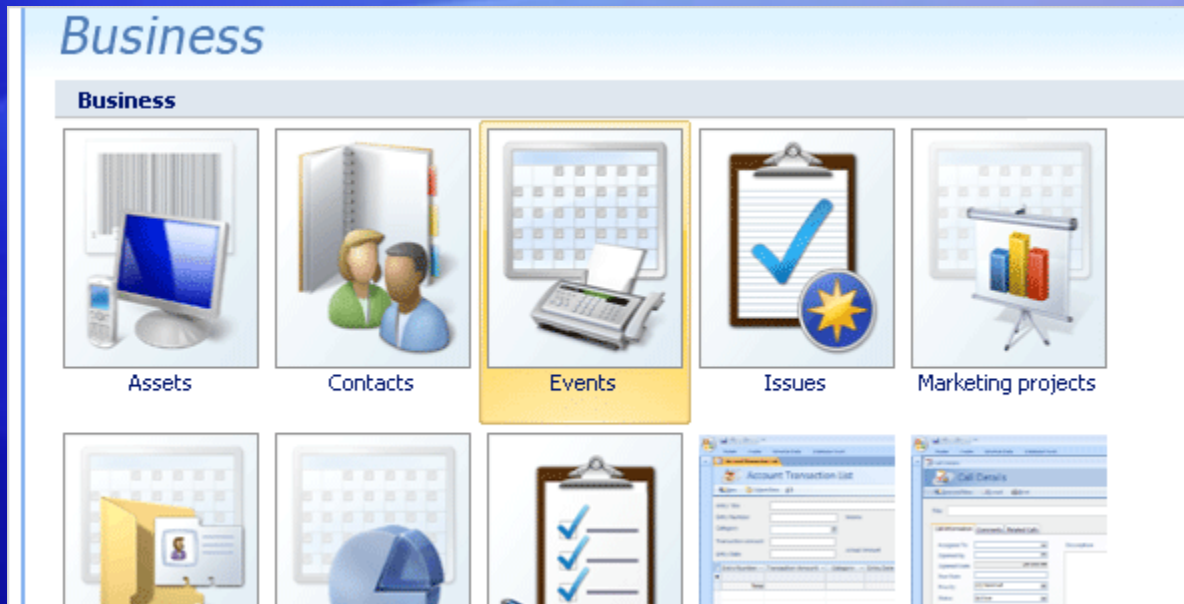


Also new for Access 2007, database templates mean that you can start a database in moments, without having to design and create it.

Popular useful databases are provided for you. They're free, they're built for the purpose, and new ones keep getting added to the Getting Started page.

The picture shows the page.

# Take it easy, make it easy: templates

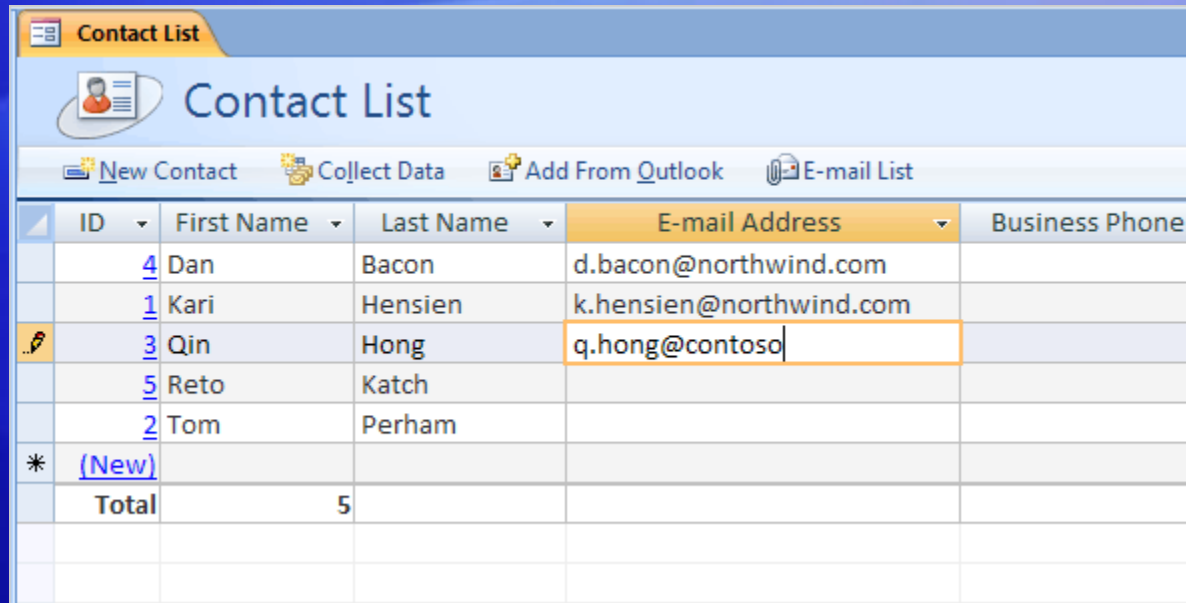


Also new for Access 2007, database templates mean that you can start a database in moments, without having to design and create it.

After you open a database template, you can easily start entering data.

You can also adapt it to suit yourself, or expand its capabilities by adding a new table or another form.

# Getting started is a breeze



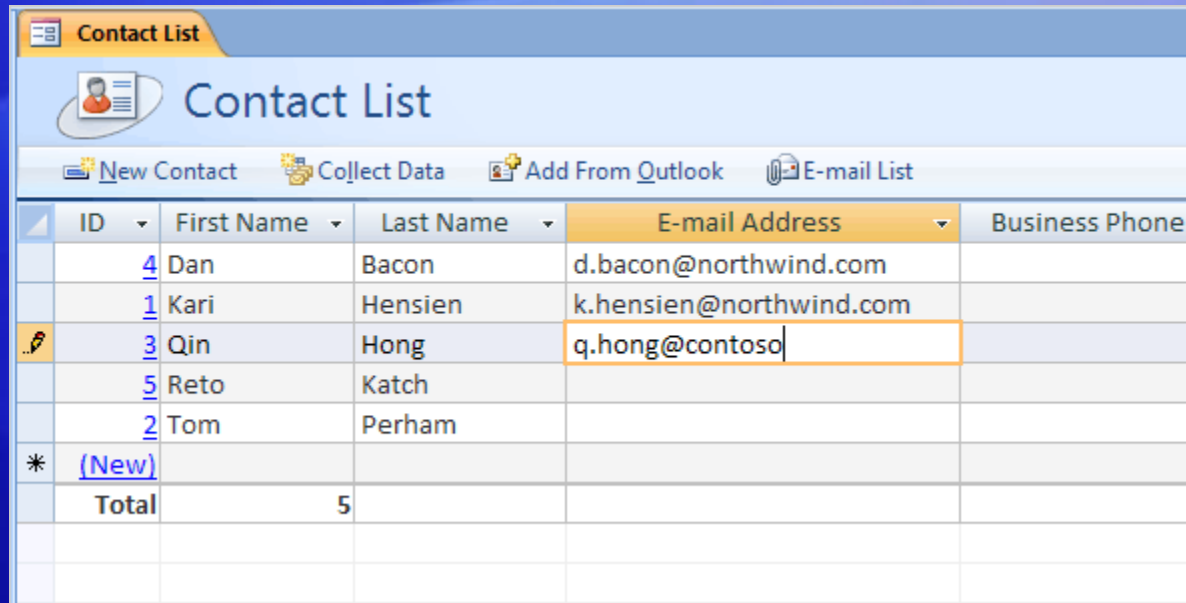
ID	First Name	Last Name	E-mail Address	Business Phone
4	Dan	Bacon	d.bacon@northwind.com	
1	Kari	Hensien	k.hensien@northwind.com	
3	Qin	Hong	q.hong@contoso	
5	Reto	Katch		
2	Tom	Perham		
* (New)				
Total		5		

When you first open them, most templates display a **form**.

Usually, it's the form you'll use the most.

You get started with your new database by entering data in that form. That's really all it takes to get started — download the database and start typing.

# Getting started is a breeze



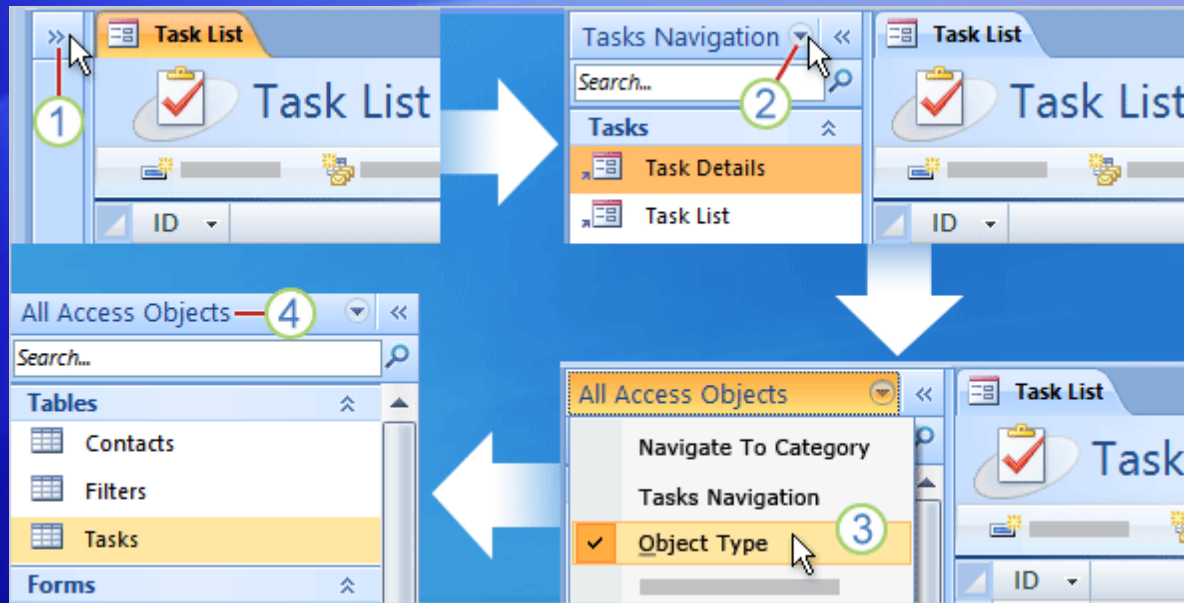
ID	First Name	Last Name	E-mail Address	Business Phone
4	Dan	Bacon	d.bacon@northwind.com	
1	Kari	Hensien	k.hensien@northwind.com	
3	Qin	Hong	q.hong@contoso	
5	Reto	Katch		
2	Tom	Perham		
* (New)				
Total		5		

The picture shows a typical form with some new data.

Each form is custom tailored for its template, and it's easy to see how they save you a lot of time.

But don't stop there. Access has some other tools that let you take charge of your new database.

# See your database: the Navigation Pane



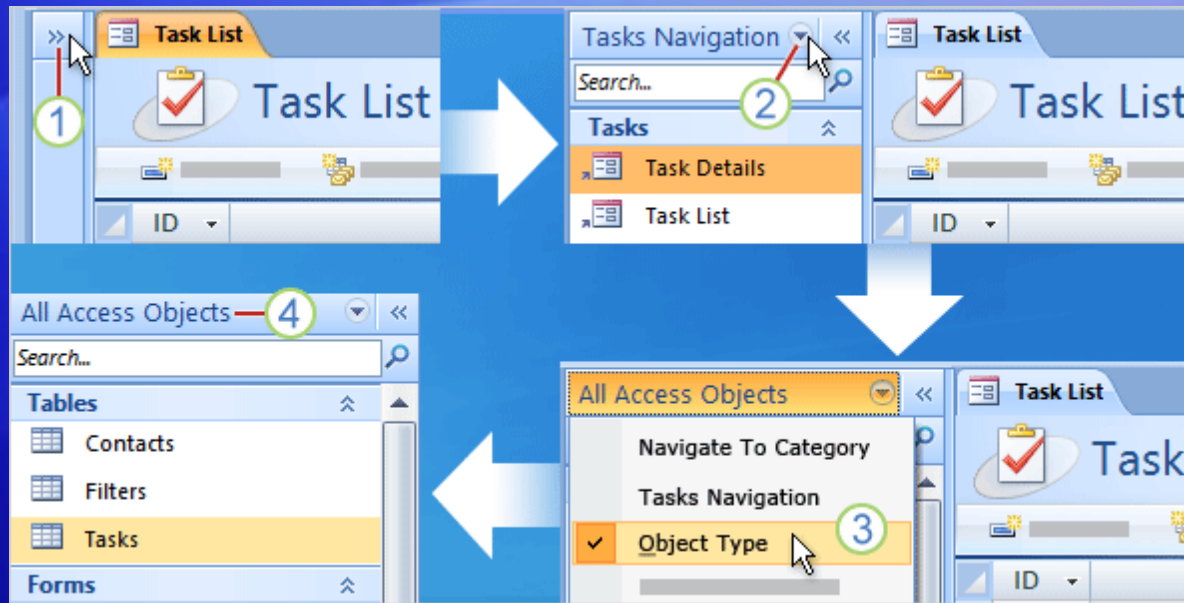
After you open a database template, the **Navigation Pane** shows you what's inside it. The pane lists the tables, forms, reports and other objects in a database.

The Navigation Pane is also where you go in order to use an object — to open a form and enter data or run a report.

The Navigation Pane puts every database object right in front of you.

# See your database: the Navigation Pane

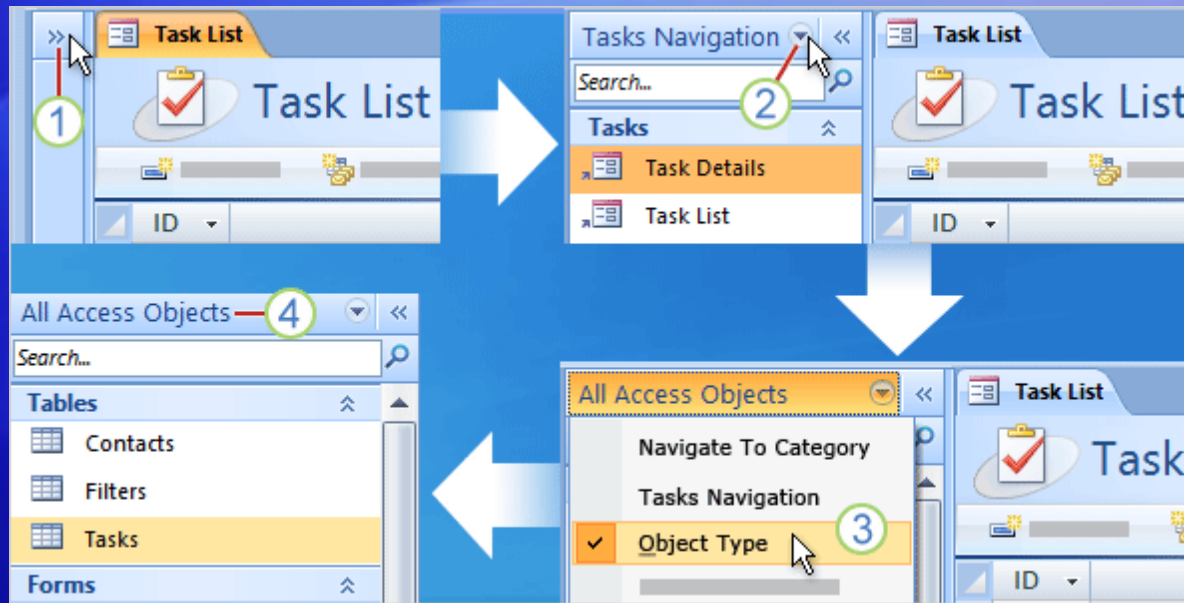
Let's take a quick tour.



- 1 If the Navigation Pane is closed, open it by clicking the **Shutter Bar Open/Close Button**.

# See your database: the Navigation Pane

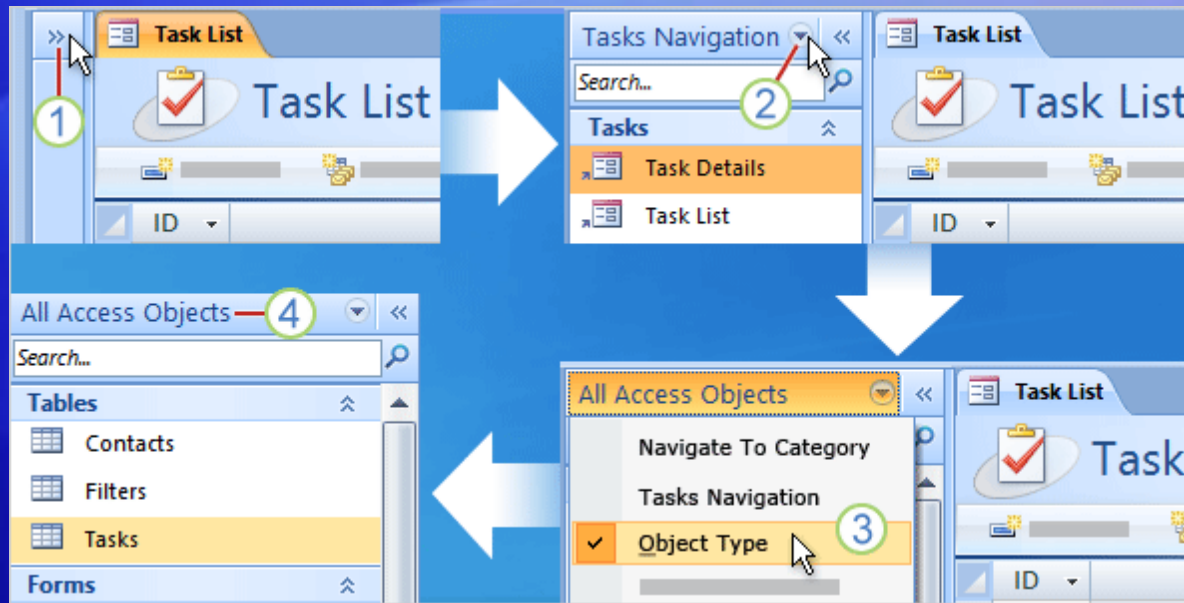
Let's take a quick tour.



- 2 When you first open a database template, it may display shortcuts to your database objects. You can tell by the little arrows next to each icon. If you want to work with the objects themselves, click the bar at the top of the Navigation Pane and...

# See your database: the Navigation Pane

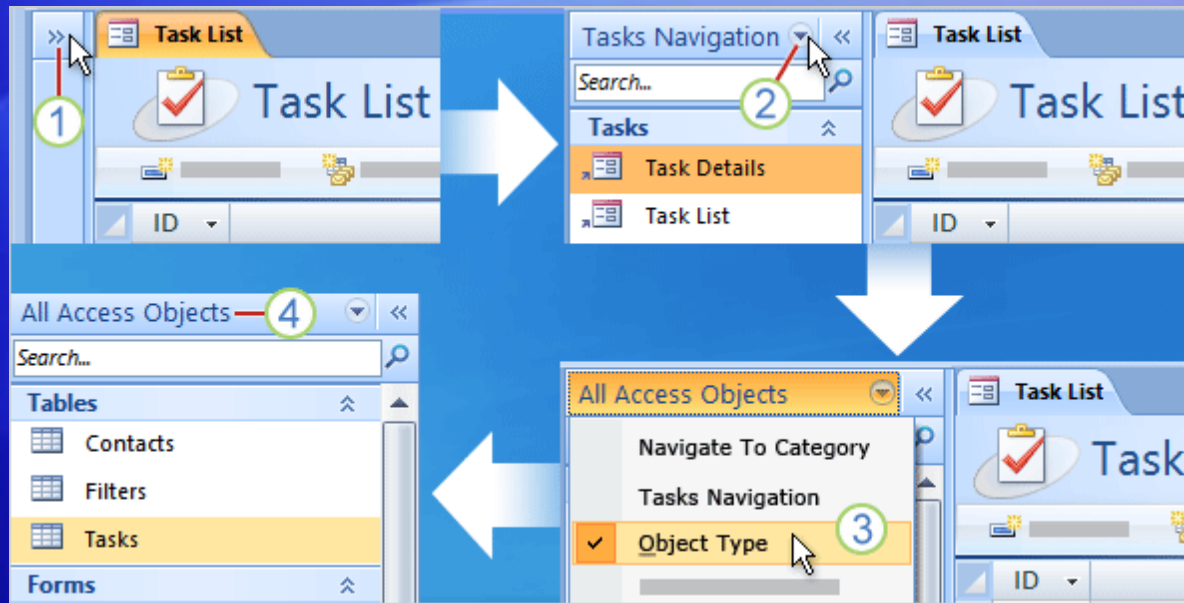
Let's take a quick tour.



- ③ ...select another category from the menu. **Object Type** is a good all-around category because it shows you everything in your database. After you select a category...

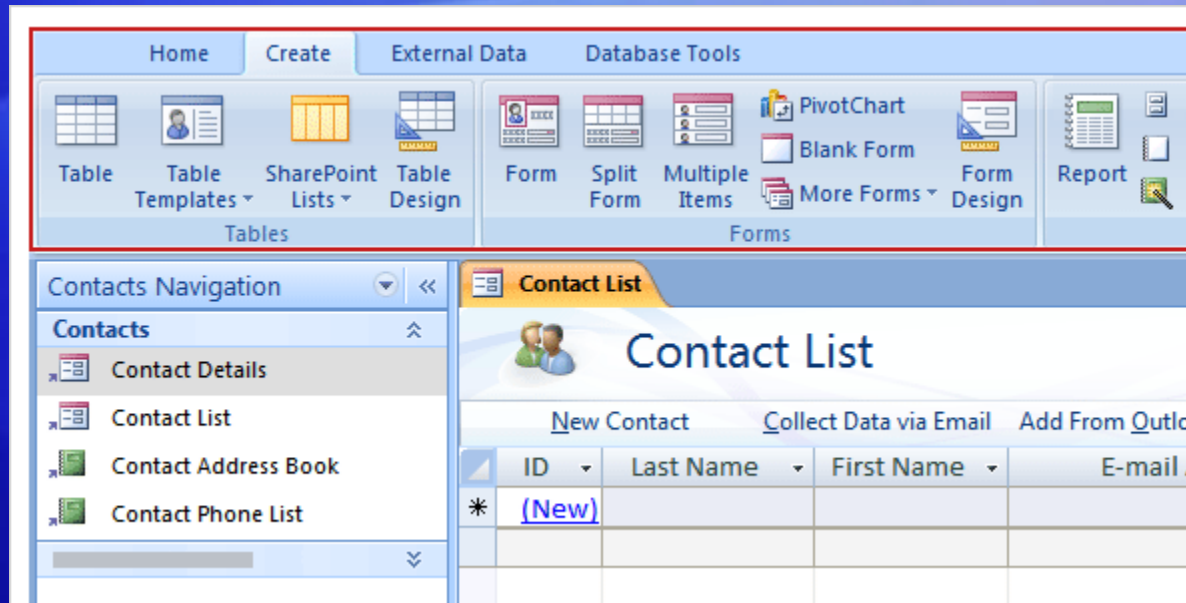
# See your database: the Navigation Pane

Let's take a quick tour.



- ④ ...your choice appears in the bar at the top of the Navigation Pane, so you always know how your objects are organized. And don't worry. If you don't like a category, just open the menu and select a new one at any time.

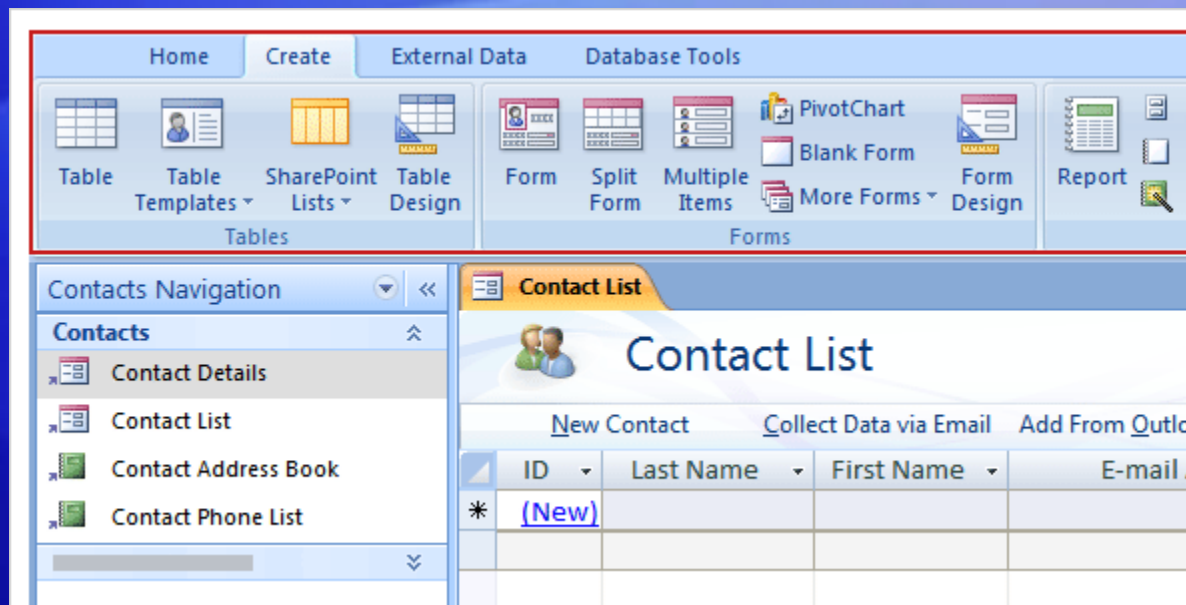
# Command your database: the Ribbon



The Ribbon at the top of every screen shows you all the commands for working with a database.

On the **Create** tab, for example, you'll find the commands to create new tables and other database objects. You'll use the **External Data** tab when you want to import or export data.

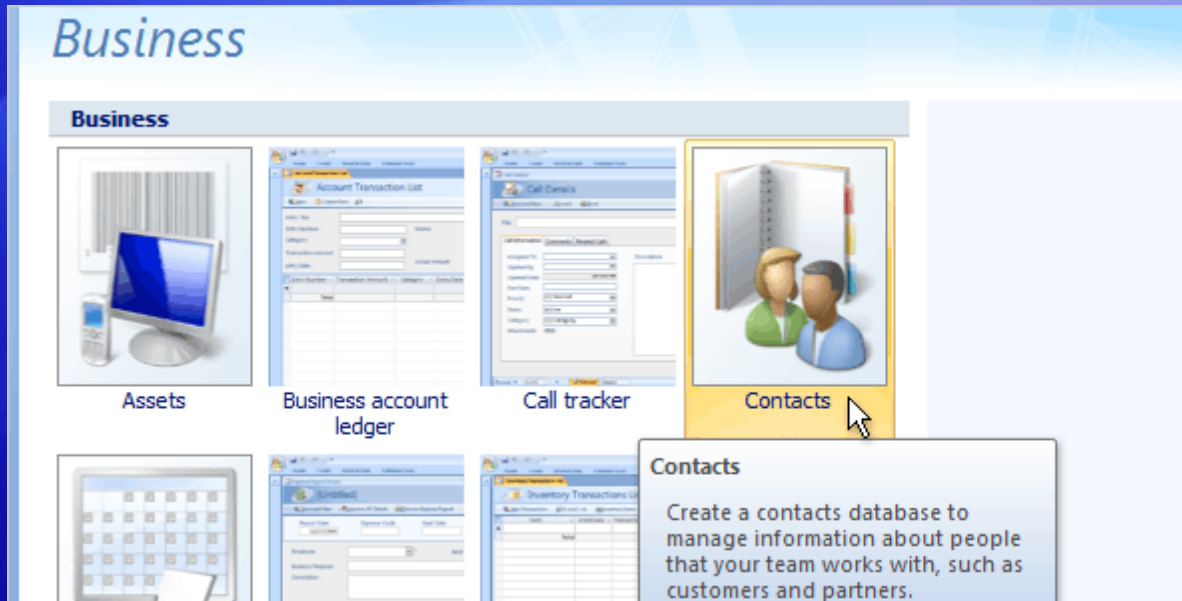
# Command your database: the Ribbon



The Ribbon at the top of every screen shows you all the commands for working with a database.

Each Ribbon tab contains its own groups, and each group contains the commands for a particular activity, such as sort and filter, hide and unhide, copy and paste.

# As easy as one, two, three, four



So it really is possible, in Access 2007, to create a database and start working with it in five minutes or less.

That's because database templates, like the ones shown on the Getting Started page here, mean much of the nuts-and-bolts legwork is taken care of for you.

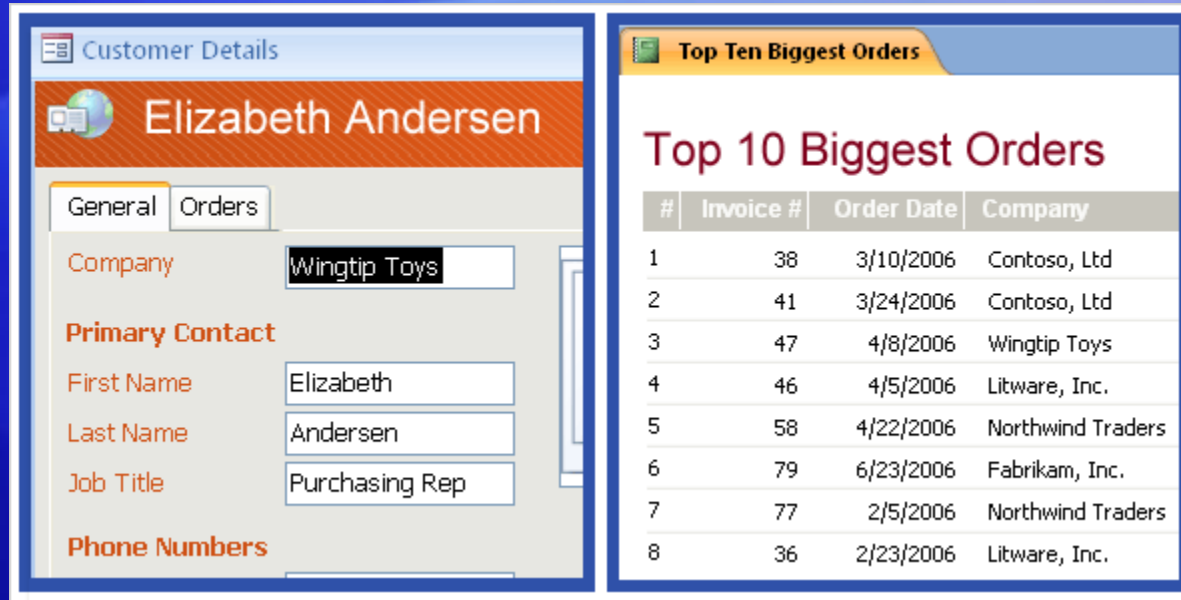
# Suggestions for practice

1. Download a template.
2. Enter data.
3. Use the Navigation Pane.

# Lesson 3

Looking good with forms and reports

# Looking good with forms and reports



The image displays two side-by-side screenshots from Microsoft Access. The left screenshot shows a form titled 'Customer Details' for 'Elizabeth Andersen'. It has two tabs: 'General' and 'Orders'. The 'General' tab is active, showing fields for 'Company' (Wingtip Toys), 'Primary Contact' (Elizabeth Andersen, Purchasing Rep), and 'Phone Numbers'. The right screenshot shows a report titled 'Top Ten Biggest Orders'. It features a table with the following data:

#	Invoice #	Order Date	Company
1	38	3/10/2006	Contoso, Ltd
2	41	3/24/2006	Contoso, Ltd
3	47	4/8/2006	Wingtip Toys
4	46	4/5/2006	Litware, Inc.
5	58	4/22/2006	Northwind Traders
6	79	6/23/2006	Fabrikam, Inc.
7	77	2/5/2006	Northwind Traders
8	36	2/23/2006	Litware, Inc.

The previous lesson introduced you to forms and showed you how to get started using your new database. Now, you'll go a bit deeper into forms, and learn about reports.

Forms and reports make data visually effective. Forms make it easier to enter and work with data, while reports make it easy to print and view data.

# Forms follow function

Customer Details

Elizabeth Andersen

General Orders

Company Wingtip Toys

**Primary Contact**

First Name Elizabeth

Last Name Andersen

Job Title Purchasing Rep

**Phone Numbers**

Forms help you quickly see just what's important.

A form can show you the data from one table or from more than one table, so that you can see all the data you want in one place.

A form connected to more than one table lets you enter data without having to open those tables.

# Forms follow function

The screenshot shows a Microsoft Access form titled "Customer Details" for "Elizabeth Andersen". The form has a "General" tab selected. The fields are:

- Company: Wingtip Toys
- Primary Contact: Elizabeth Andersen, Purchasing Rep
- Phone Numbers: (empty)

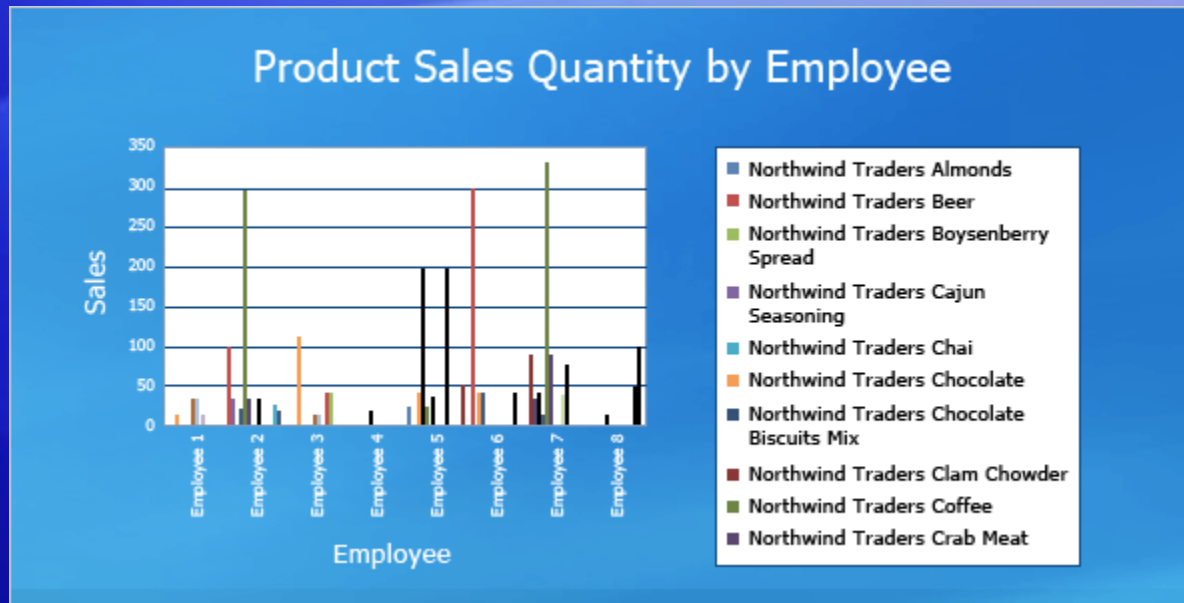
Three white arrows point from a grid of data on the right to the corresponding fields in the form.

A form can also emphasize important data and make it more visible, so that it's easier to work with.

Or a form can show selected data, hiding what you want to keep private.

For example, a form can encourage your customers to enter and update their own contact data, while it keeps shipping and payment details out of sight.

# Reports get you noticed

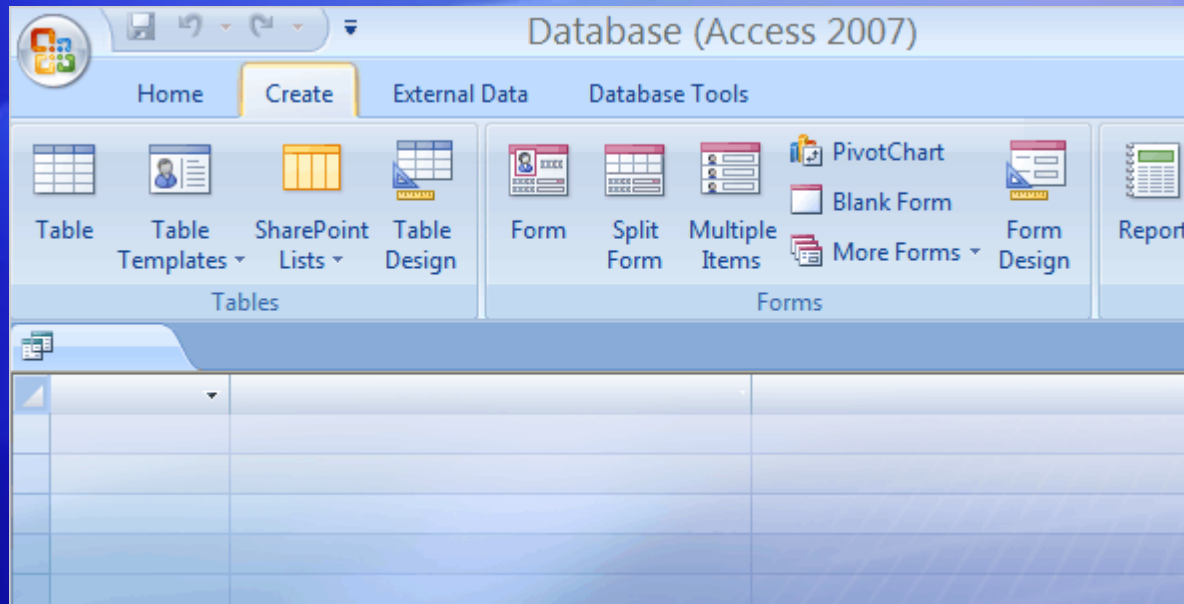


If you take your data to a meeting, you want people to see at a glance what it means.

And if you send mail to your customers offering discounts on selected items, you want those items to look good enough to sell themselves.

You can do these things with a **report**. After querying for the data you want, you can group the data to make it clearer and use colors, fonts, and other design features.

# Create a new form or report



The template databases in Access 2007 contain many forms and reports, designed to fill your needs for each particular kind of data.

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If you want a new form or report, it's easy to create one any time.

The **Create** tab on the Ribbon has commands for all sorts of new database objects.

# Suggestions for practice

1. Look at some forms and reports.
2. Create a simple form.
3. Create a simple report.