

Access XP

Competency Skills Practice

Create an Access database that contains a committee's member information.

- Open Access.

Start a New Database


- Click on Blank Database under New in the right part of the window.

Save your Document

It's always a good idea to save the database at the beginning even though you don't have it completed. That way, if the network is having a bad day, you don't have to start all over again.

- Click on the down arrow at the end of the Save in: box.
- Locate your network folder – it should begin with your network ID (last name, first initial) and is on the either E, F or H drive.
- Click once on your network folder to open it.

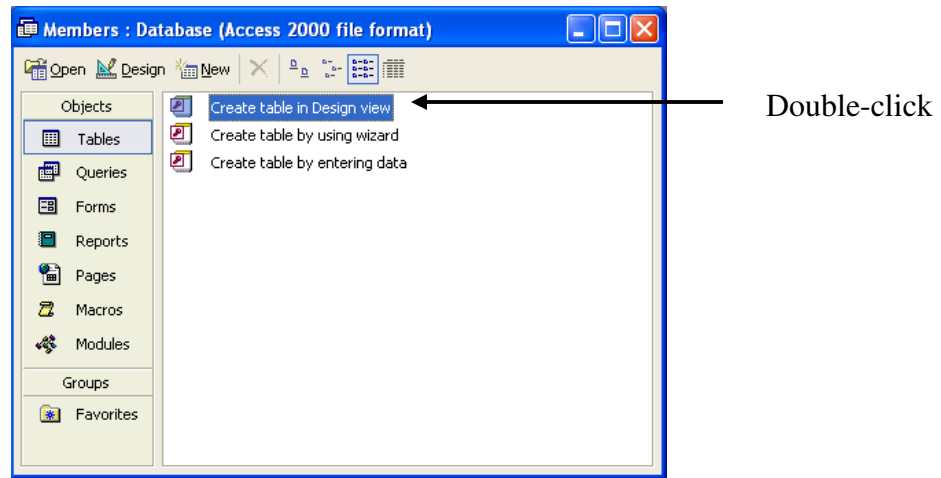
Making a Folder

- Click on the folder with a star at the top of the window  (This will create a new folder in which you can save your documents.)
- Type *Committee Members*.
- Click OK.
- Place the I-beam within the File name: box and type *Members*.
- Click Create **OR** press enter.

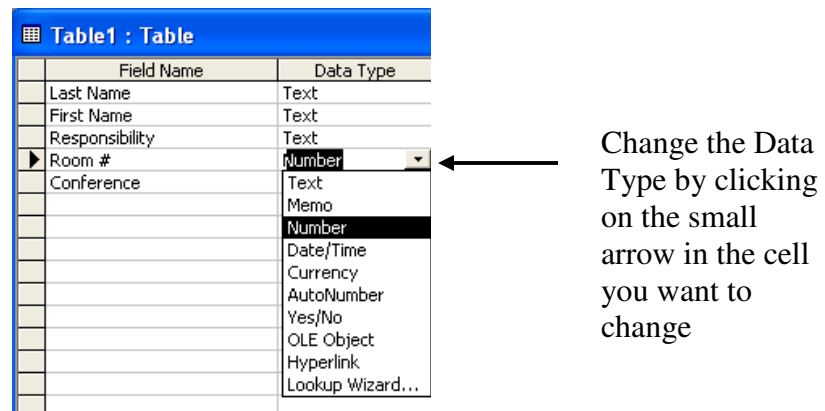
Creating Fields in a Table

Leave the default “Tables” tab at the left of the open window highlighted.

- Double-click on Create Table in Design View.



- Place the following fields into the Design view.

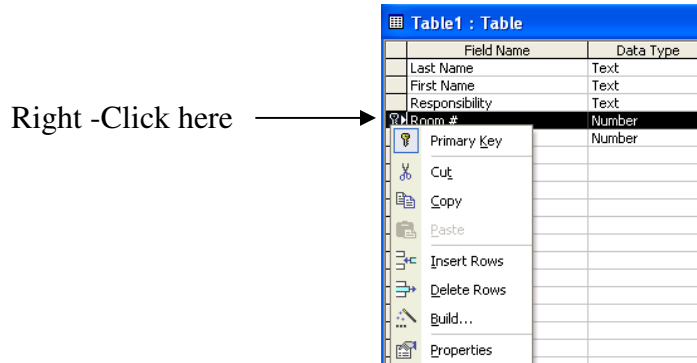



- Room # and Conference data types should be set to Number.

Set the Primary Key

A primary key is a field that uniquely identifies each record in a table.

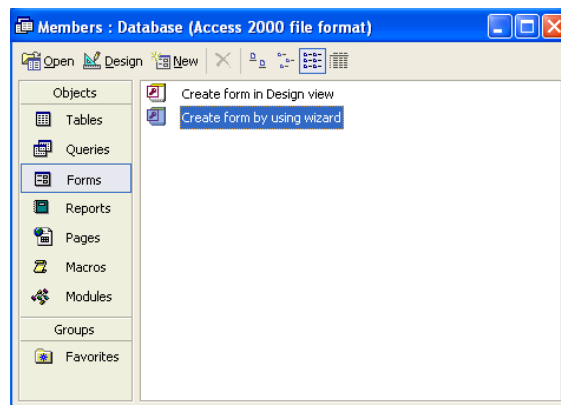
- Right-click in the small gray box on the Room # row.



- Click on Primary Key (a small key  appears in the grey box).
- Click on the X in the top right corner of the Table 1 box.
- Click Yes in the window that appears.
- Save the table as *Members Information*.
- Click OK or press Enter.

Enter Members Information Using the Form Object

- Click on the Forms tab in the left part of the window.
- Double-click on the “Create form by using wizard” in the right part of the window.




- Use the right arrow button to place all of the fields into the form.

Click here to place each highlighted field into the Selected Fields: box

- The box should now look like this:

- Click Next.
- Leave the default Columnar by clicking Next.
- Leave the default Standard by clicking Next.
- Title the form *Committee Members*.
- Click Finish.

Entering Data

- Enter the following data for each committee member:
 - Press tab to move from cell to cell.
 - Click on the right arrow  OR press Enter to move to the next member's box.

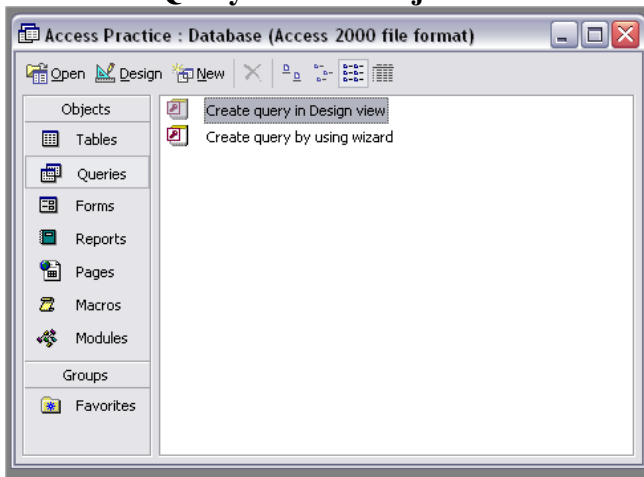
Last Name	First Name	Responsibility	Room #	Conference
Williams	Robin	Note Taker	2345	3
Dobbins	Peter	Facilitator	1345	2
Williams	Tasha	Time Keeper	1456	4
Braithwaite	John	Facility Arrangements	2567	1
Majors	Mary	Refreshments	1234	2

- Click on the X in the top right corner of the Committee Members form box.

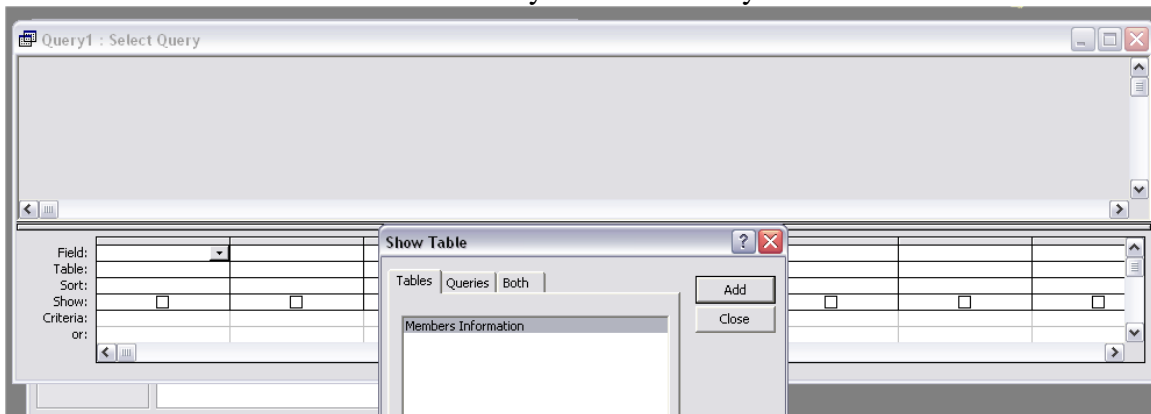
Create a Query

A query is a set of criteria you specify to retrieve certain data from a database. Our query will show all teachers with 2nd period conference.

- Choose **Query** from the **Objects**

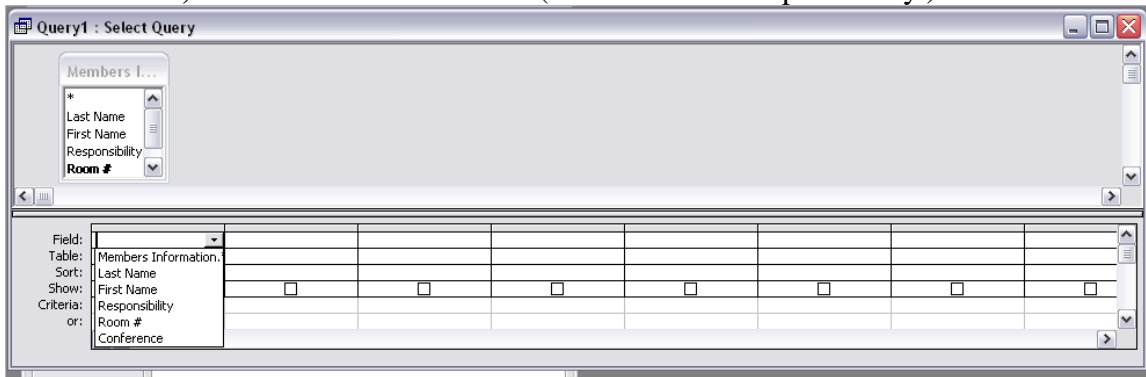


- Choose “**Create query in Design view.**”
- Click the **Add** button when it asks if you want to add your table

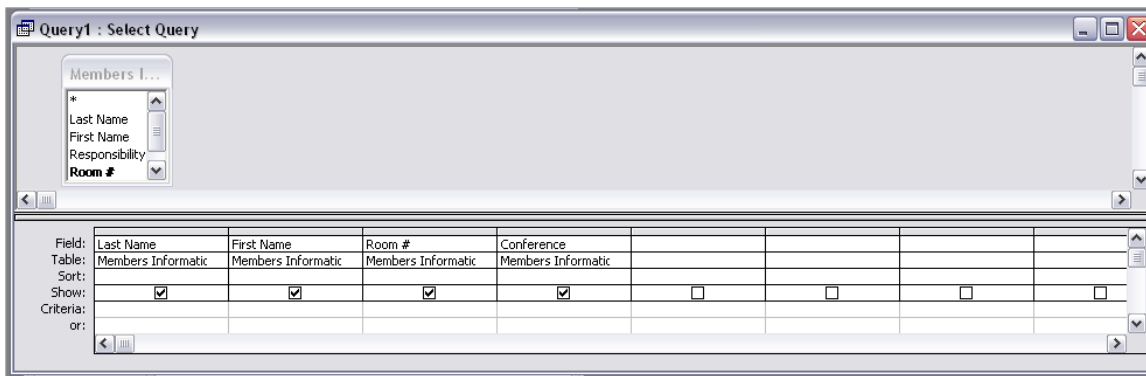


- Close the **Show Table** window.

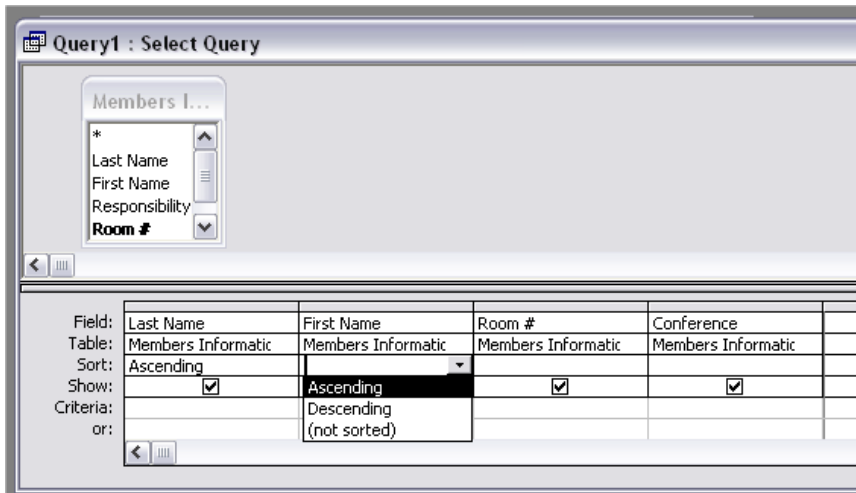
- Click in the **Field** cell and from the drop down menu choose **Last Name, First Name, Room #** and **Conference**. (This excludes Responsibility.)



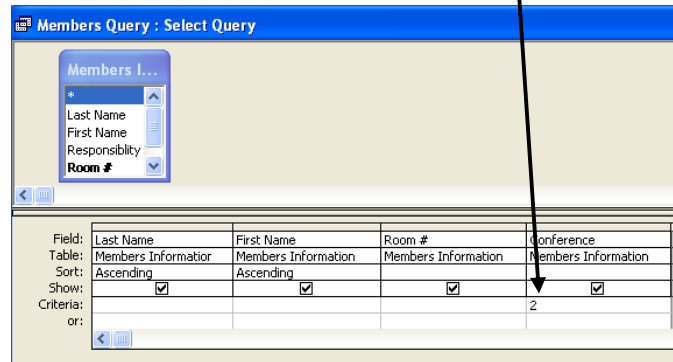
- The window should now look like this:



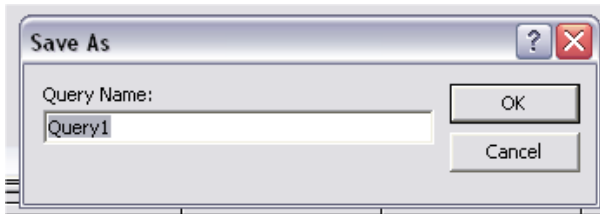
- To sort the query, from the drop down menu in the **sort** cell, choose **Ascending** for both **last name** and **first name**.




- To sort for 2nd period, click in the Criteria cell below Conference and type 2.





- Save your Query. 
- Name it **Members Query** and click **Okay**.




- Click on the **Datasheet** view button to view your query. 
- Your query should look like this.

Last Name	First Name	Room #	Conference
Dobbins	Peter	1345	2
Majors	Mary	1234	2
		0	0


Create a Report Using the Wizard

- Click on the Reports tab in the left part of the window.
- Double-click “Create report by using wizard”.
- Be sure that the table “Members Information” is chosen in the Tables/Queries box.
- Use the double right arrow  to bring all of the available fields to the selected fields.
- Click Next.
- Choose to group by “Conference” by selecting “Conference” and clicking on the  button to move it to the right.

- Click Next.
- Click on the arrow in the # 1 box and choose Last Name.
- Click on the arrow in the #2 box and choose First Name.
- Click Next.
- Choose Landscape Orientation.
- Click Next.
- Click Casual.
- Name the report “Committee Members Information”.
- Click Finish.
- Click on the Design view button . Adjust the size of the “Conference” field located in the “Conference Header” section so that its contents are centered under the column title. **To adjust the Conference field size---In Design View click on the “Conference” field in the Details Section of the report. Then use the sizing handles to increase or decrease the size as needed.

Committee Members Information

Conference	Last Name	First Name	Responsibility	Room #
1	Braithwaite	John	Facility Arrangements	2567
2	Dobbins	Peter	Facilitator	1345
	Majors	Mary	Refreshments	1234
3	Williams	Robin	Note Taker	2345
4	Williams	Tasha	Time Keeper	1456

- Click on the Print Preview button  to view changes.
- Save and close.

- Be sure to close any open reports, forms or tables before closing the database. Closing the database incorrectly can cause damage to your data.