

Prepared by Eng. Eman Hamdy

Introduction to Information Systems – IT111
MS ACCESS DATABASE

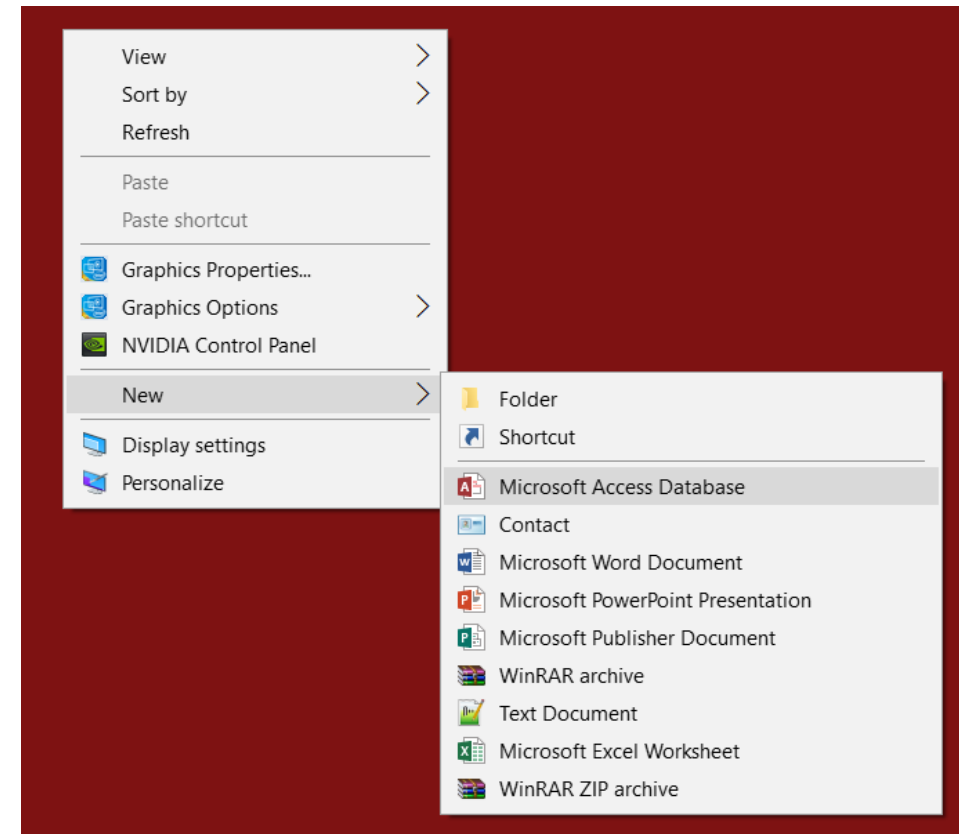
Lecture 6 (Practical)



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OPENING THE PROGRAM

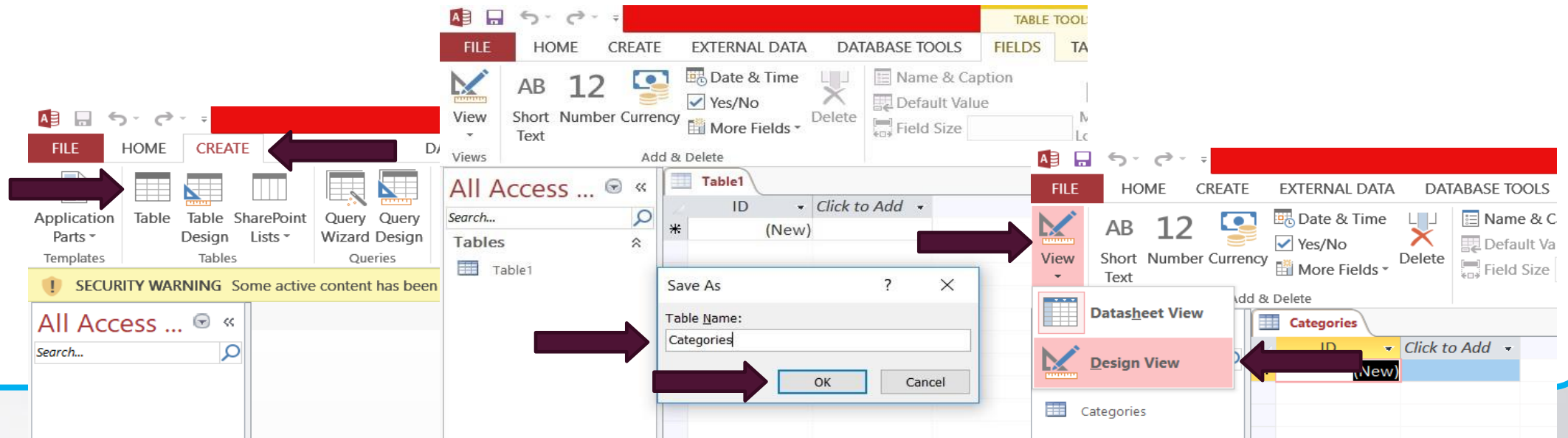
- 1- Right Click anywhere on your Desktop
- 2- Choose New
- 3- Choose Microsoft Access Database



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OPENING THE PROGRAM

- 1- Click on the CREATE tab then Choose Table
- 2- Press Ctrl+S to save the table and Name it.
- 3- Click on the View icon and Choose Design View



Categories

Field Name	Data Type
CategoriesID	Number
CategoryName	Short Text

General

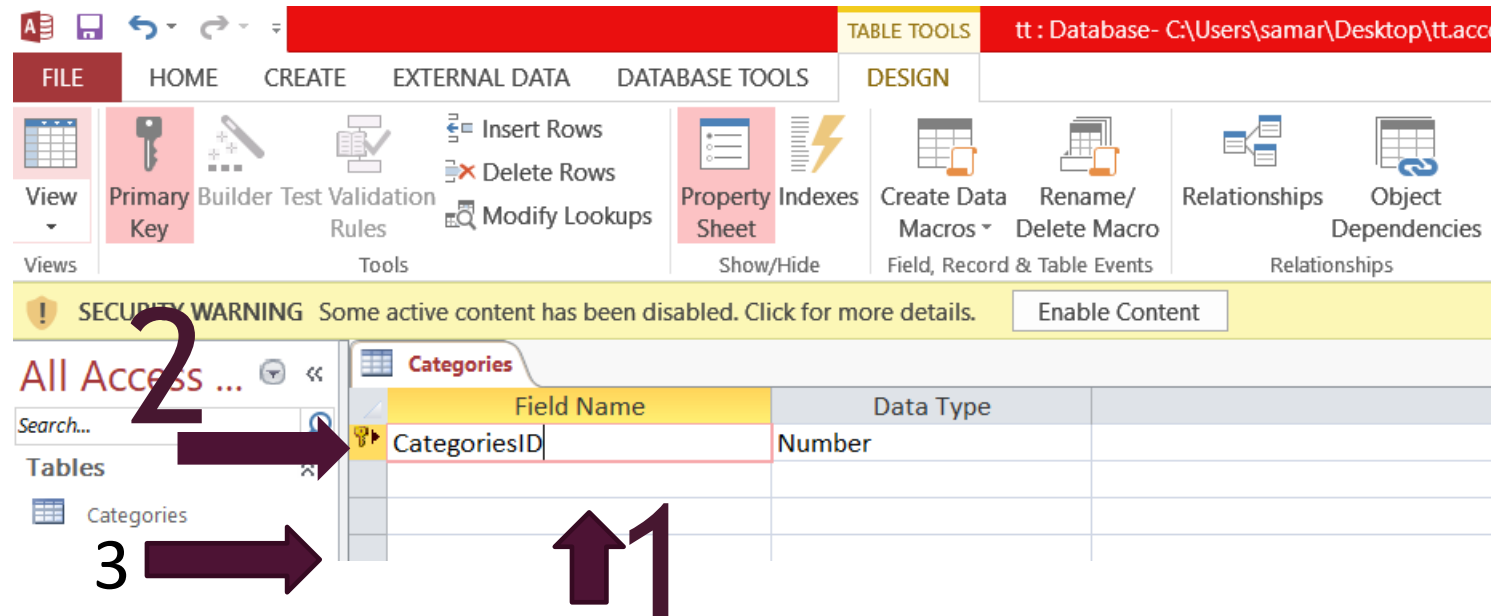
Lookup

Field Size	35
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None

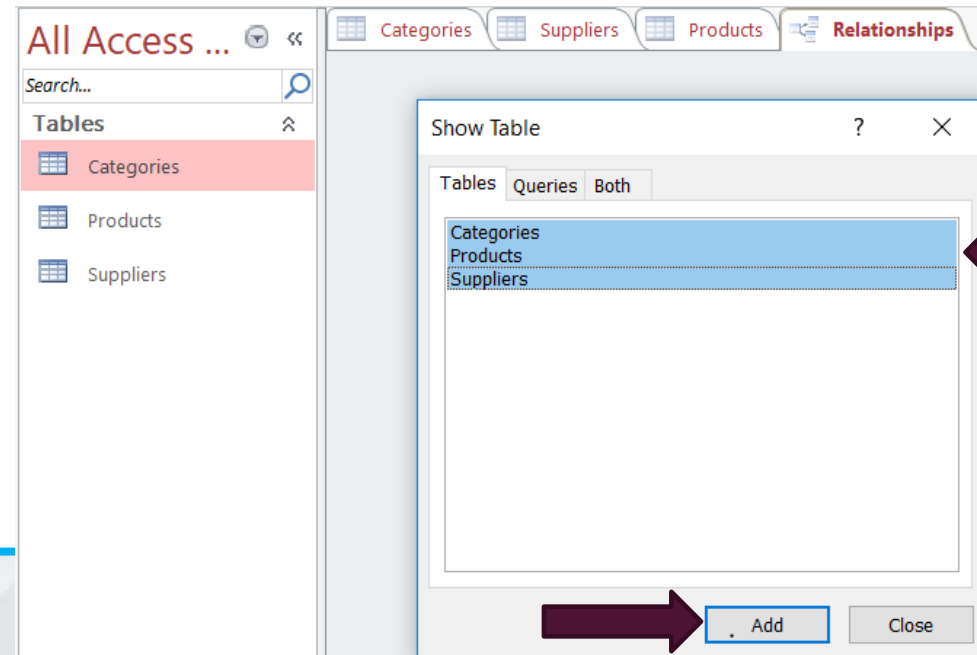
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PRIMARY KEY

- 1- Choose the field
- 2- Click on the Primary Key under the DESIGN tab
- 3- A small yellow key would appear beside the chosen row

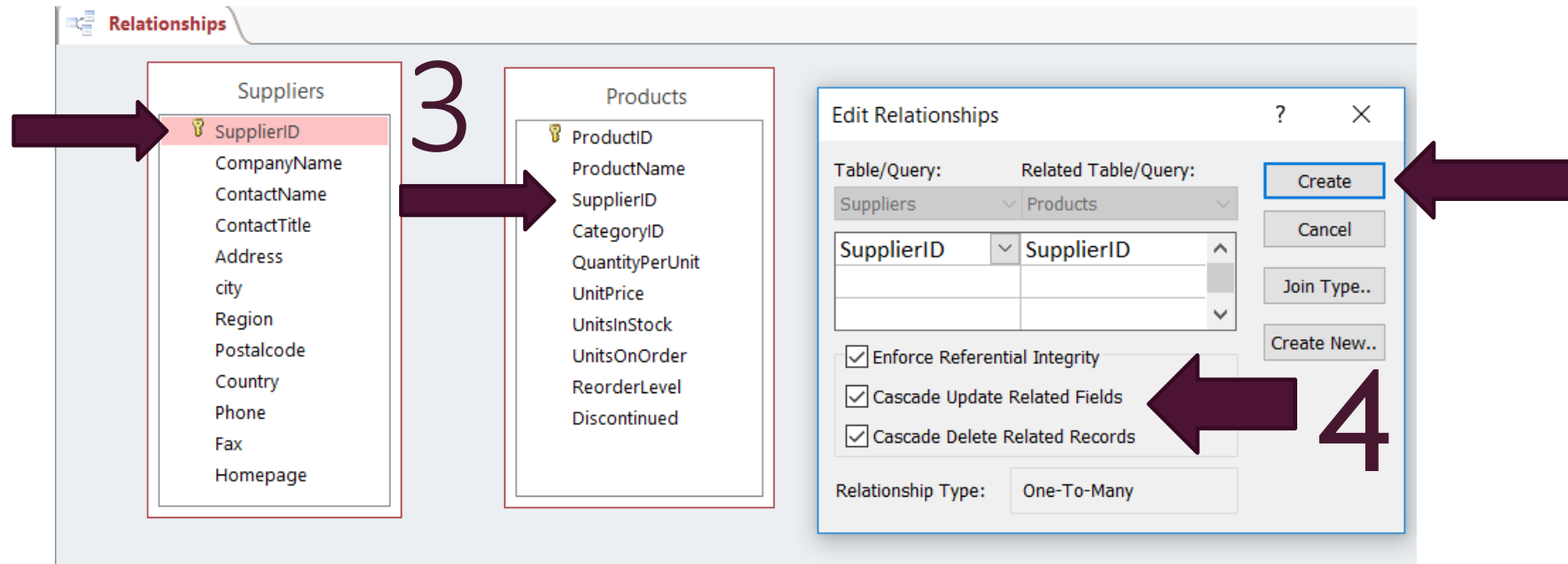


- 1 Click on DATABASE TOOLS tab then choose Relationships
- 2 Choose the tables you want to put in the relation then click Add



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RELATIONSHIP CREATING



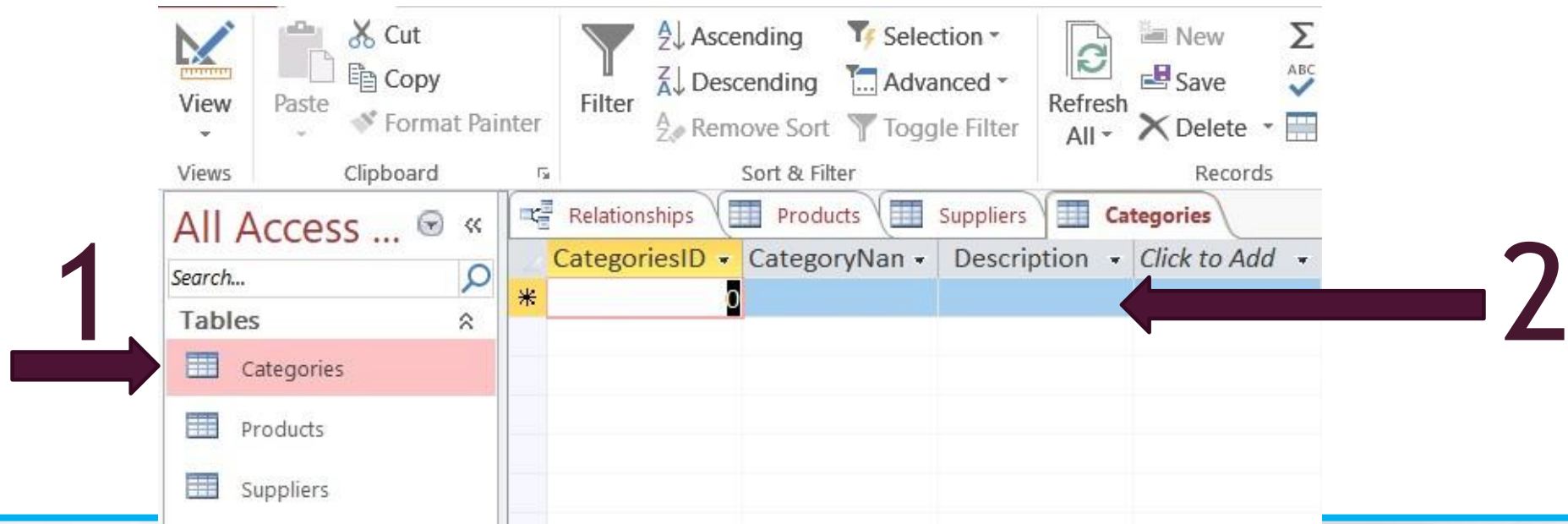
3 Match the Primary key in each table with its foreign one

4 Check the Integrity Boxes and then click Create

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INSERTING DATA

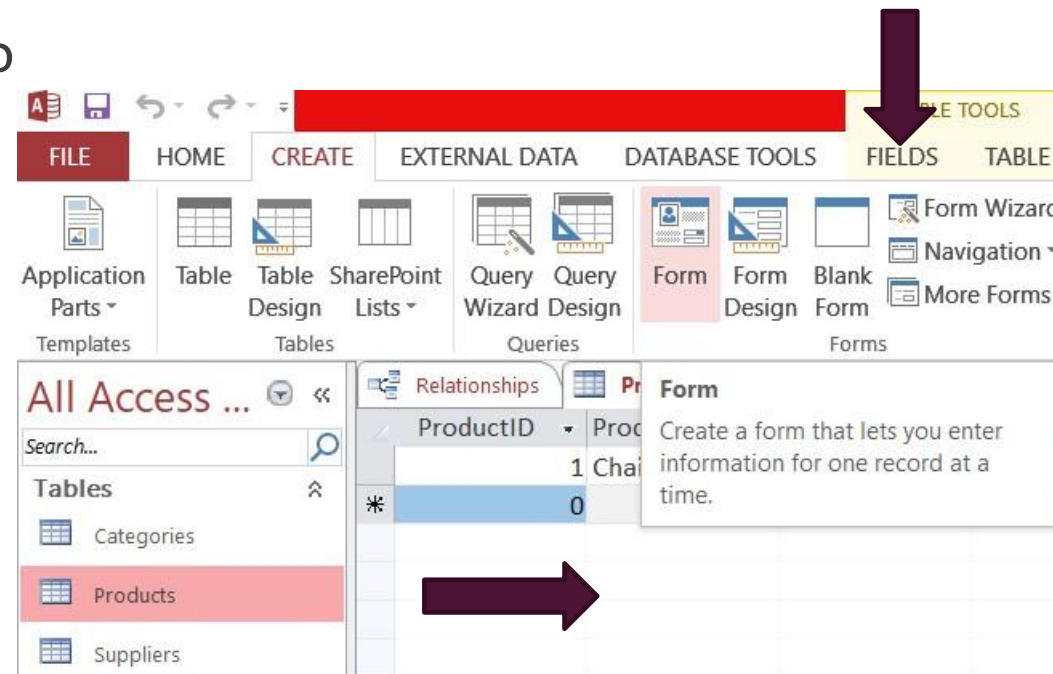
- 1- Double Click on the table you want to insert data in.
- 2- Fill in the each row fields with the data of one record.



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FORM CREATING

- 1- Choose the table you want to create a form for
- 2- Click on the CREATE tab
- 3- Choose Form



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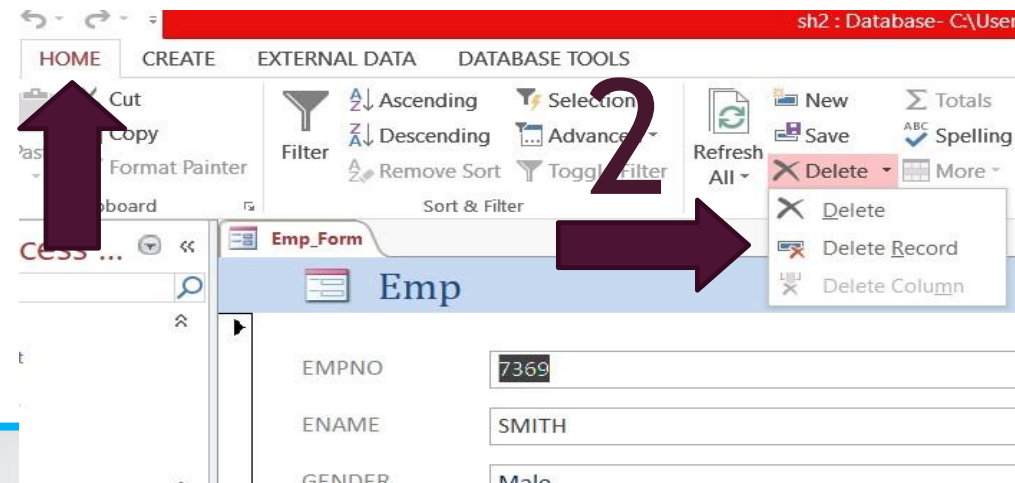
FORM USING

Choose Form View from View icon above:

- 1- Adding a New Record: Click on the yellow star below
- 2- Delete a Record: Click on HOME tab, click on the arrow beside and choose Delete Record
- 3- Update data: Just type the new values after choosing the record .

ADDRESS	
DEPTNO	ACCOUNTING
JOB	CLERK

Record: 1 of 1



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REPORT CREATING

- 1 Choose the table you want to report and make sure it's on the Datasheet View
- 2 Click CREATE Report

Database3 : Database - C:\Users\samar\Desktop\Database3.accdb (Access 2007 - 2013)

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS FIELDS TABLE

Application Parts Templates Table Design Lists Query Wizard Design Queries Form Design Blank Form More Forms Form Wizard Navigation More Forms Report Design Report Report Wizard Macro Module Class Module Visual Basic Macros & Code

All Access Objects Search...

Tables

- Categories
- Paste Errors
- Products
- Suppliers

Queries

Relationships Suppliers Categories Products

ProductID	ProductName	SupplierID	Category	UnitsInStock	UnitsOnOrder	ReorderLevel
0	Chef Anton's Ca	2		22	0	
1	Chai	1		39	0	
2	Chang	1		17	40	
3	Aniseed Syrup	1	2	12	\$10.00	13
5	Chef Anton's Gu	2	2	36	\$21.35	0
6	Grandma's Boys	1	2	12	\$25.00	120
*	0	0	0	0	\$0.00	0

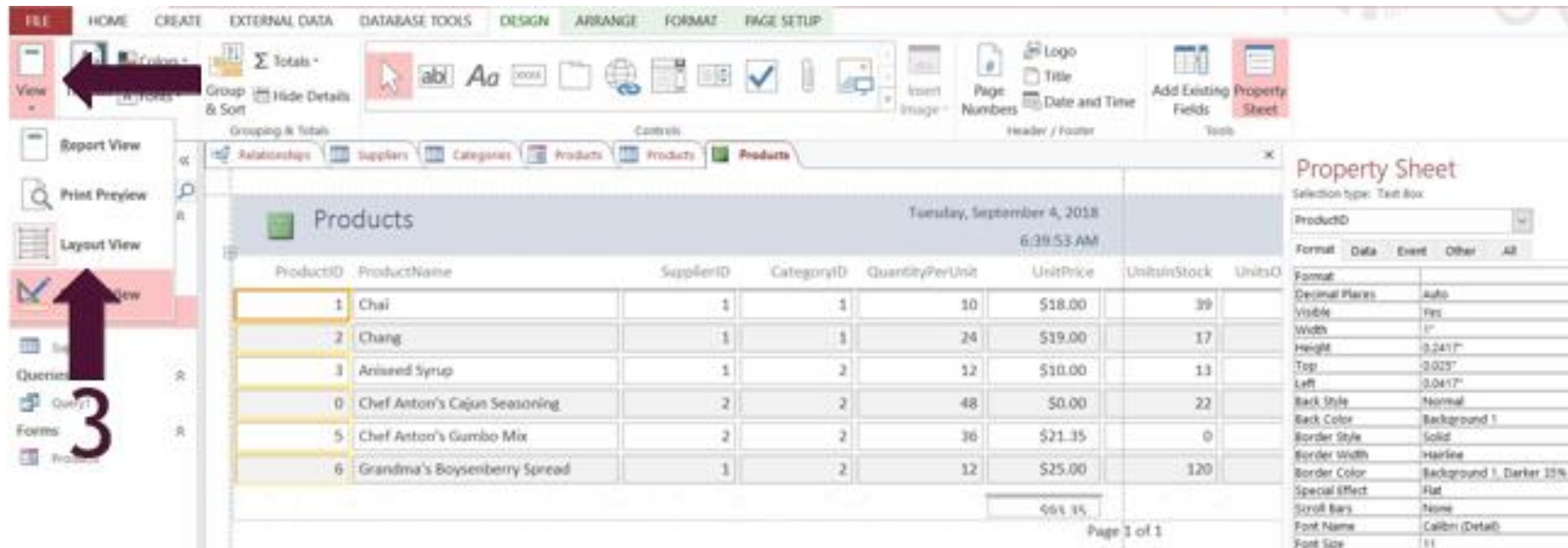
Report

Create a basic report of the data in the current query or table, to which you can add features such as groups or totals.

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REPORT CREATING

3- A Suggested report would appear Click on View - > Layout View



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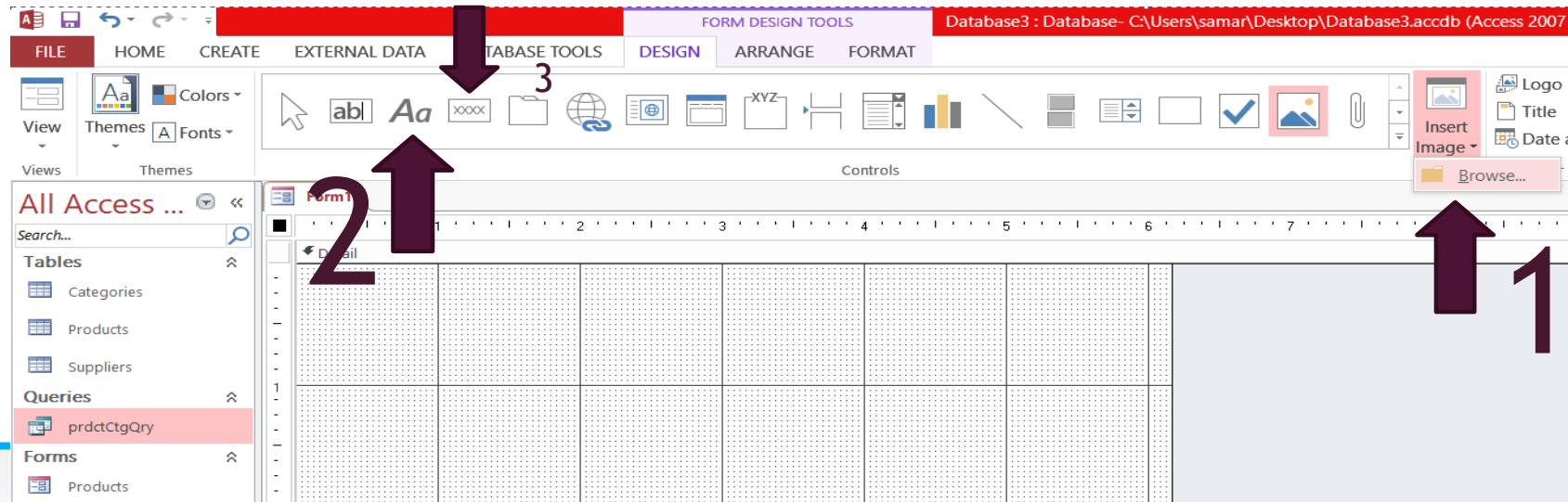
MAIN MENU

□ Main Menu is a simple form that you can create by clicking CREATE-> Form Design and then manipulate its element

1- To insert an image, click to Insert Image and then browse its location on your computer

2- To insert a label, click on Aa then resize it and write.

3- To insert a Button, click on the xxx icon -> Draw your button -> Close the wizard-> Double click on it to name it





Thank You