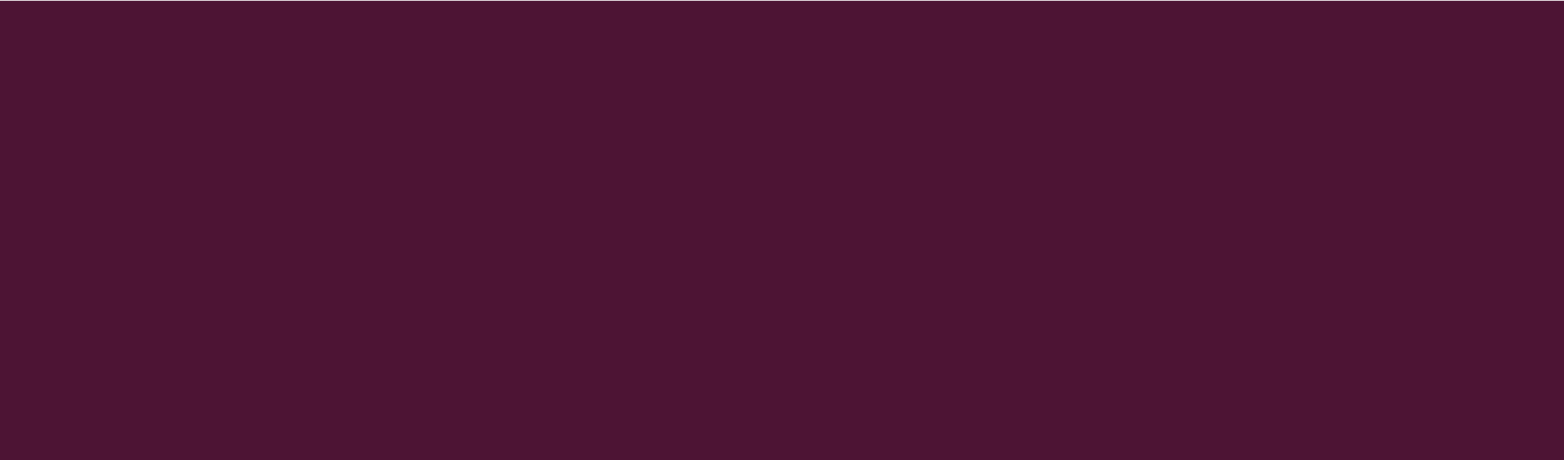




MS ACCESS DATABASE



OPENING THE PROGRAM

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

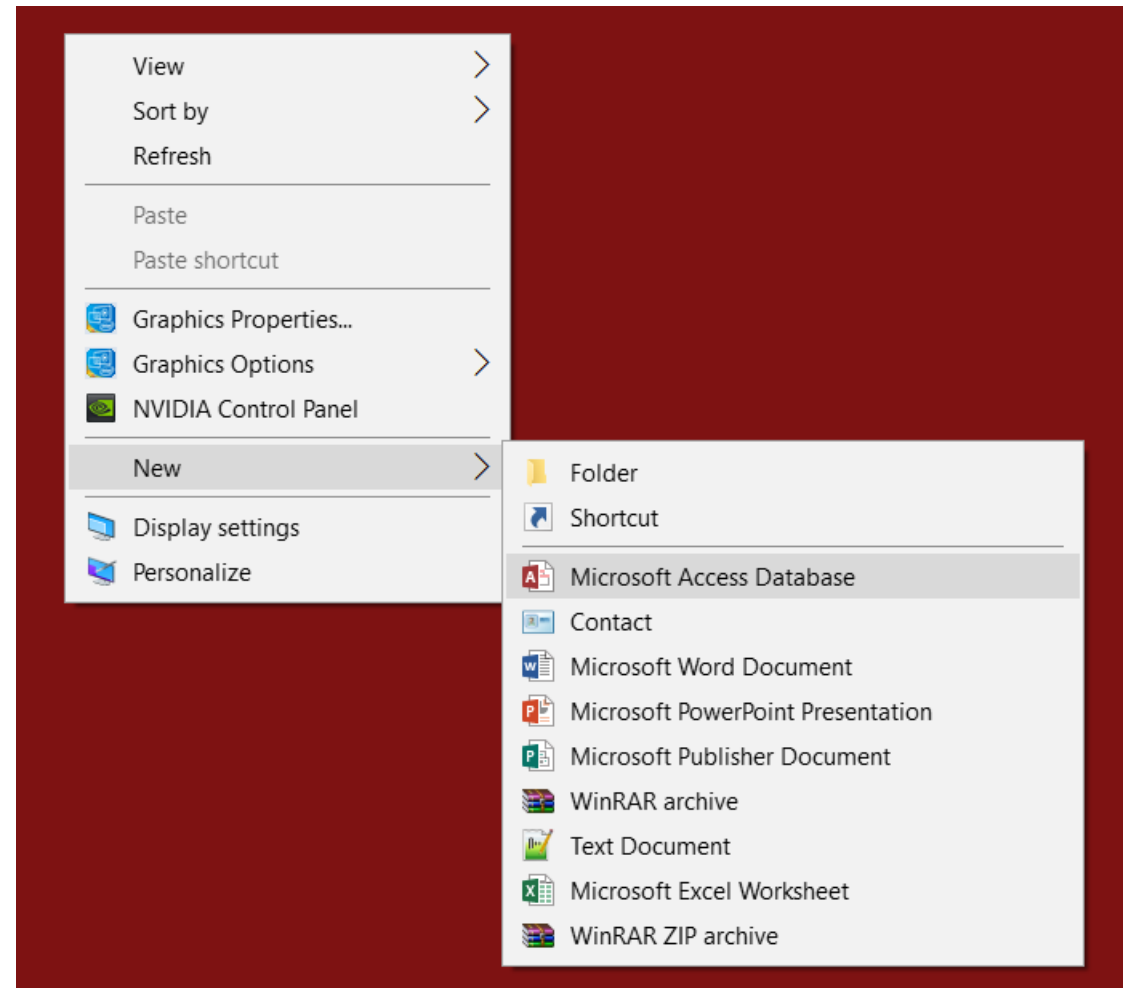
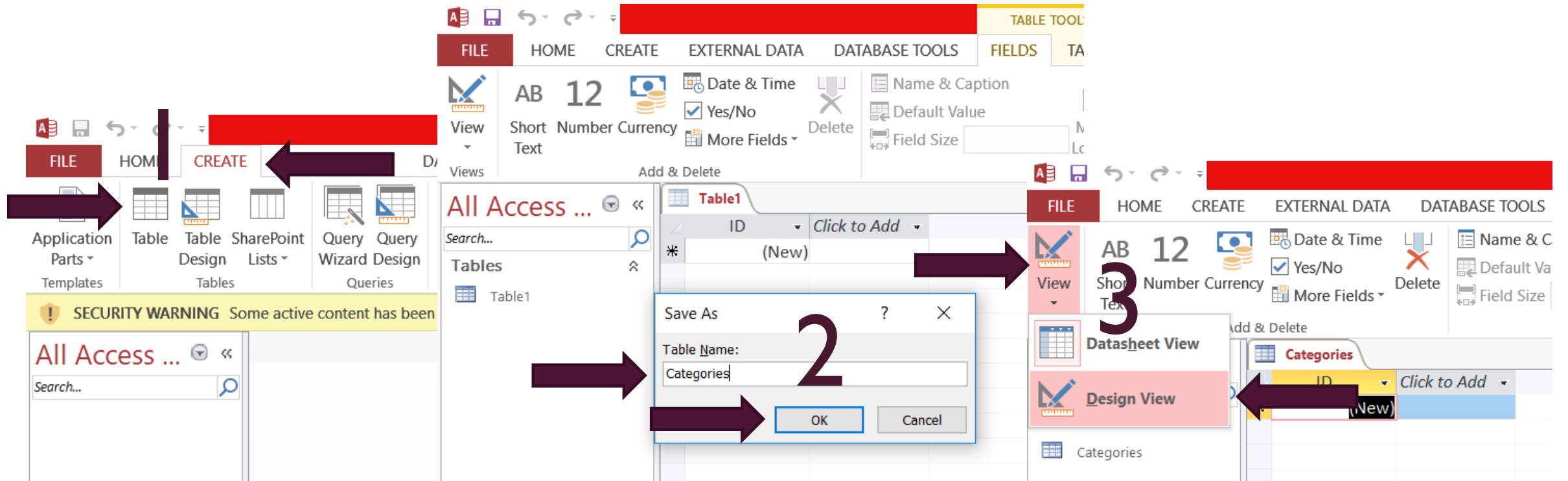


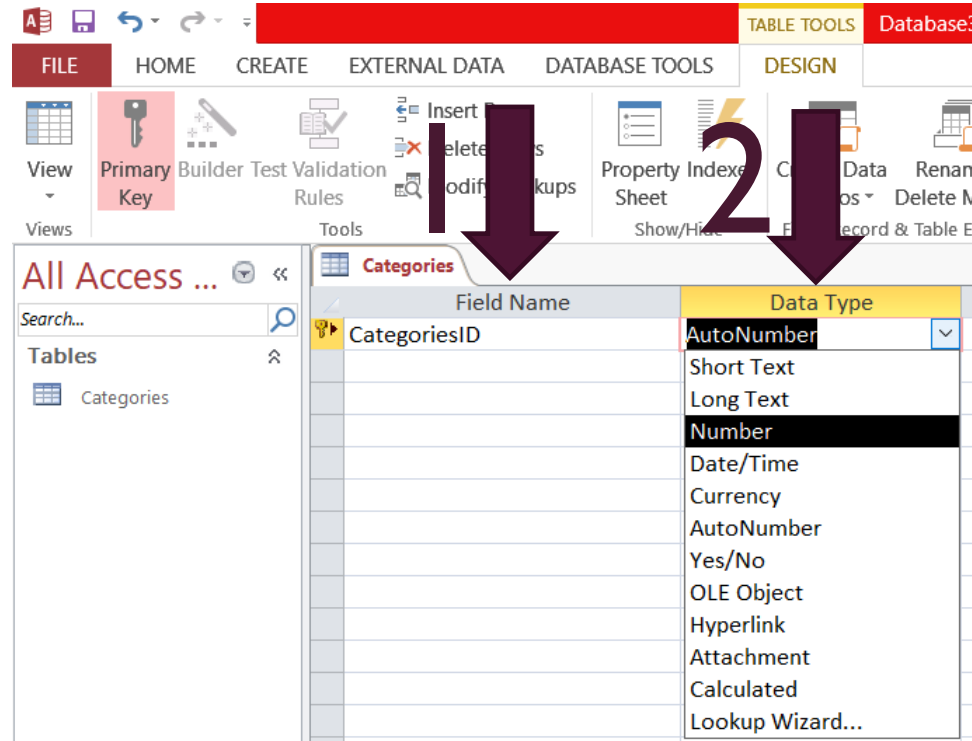
TABLE CREATING

- 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



ADDING ATTRIBUTES

- 1- Name the attribute below Field Name Column
- 2- Choose its type below Data Type Column
- 3- Change the Field Size and Required from Field Properties, the General tab below



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

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 field

Make sure the first field is the Primary Key

The screenshot shows the Microsoft Access interface with the 'DESIGN' tab selected. The 'Categories' table is open, and the 'CategoriesID' field is highlighted. A yellow key icon is visible next to the field name. The ribbon includes 'FILE', 'HOME', 'CREATE', 'EXTERNAL DATA', 'DATABASE TOOLS', and 'DESIGN'. The 'DESIGN' tab contains icons for 'View', 'Primary Key', 'Builder', 'Test Validation Rules', 'Insert Rows', 'Delete Rows', 'Modify Lookups', 'Property Sheet', 'Indexes', 'Create Data Macros', 'Rename/Delete Macro', 'Relationships', and 'Object Dependencies'. A 'SECURITY WARNING' banner is visible above the table design grid.

Field Name	Data Type
CategoriesID	Number

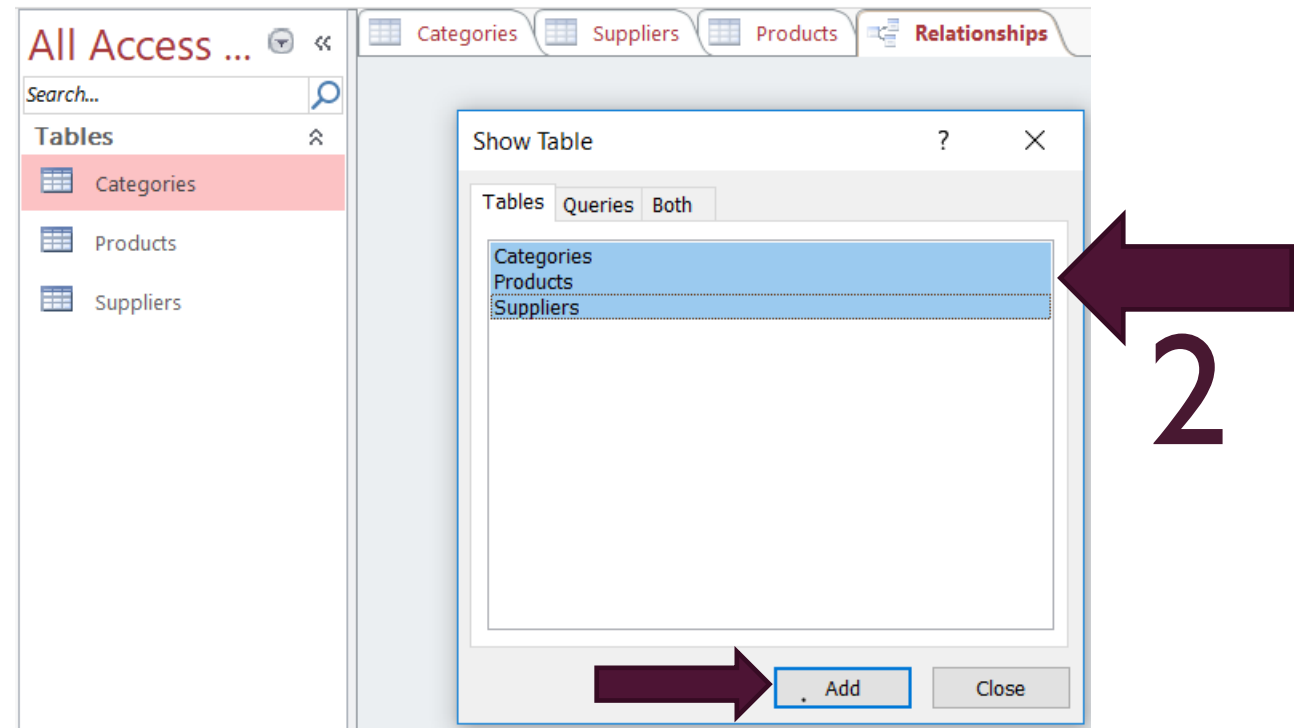
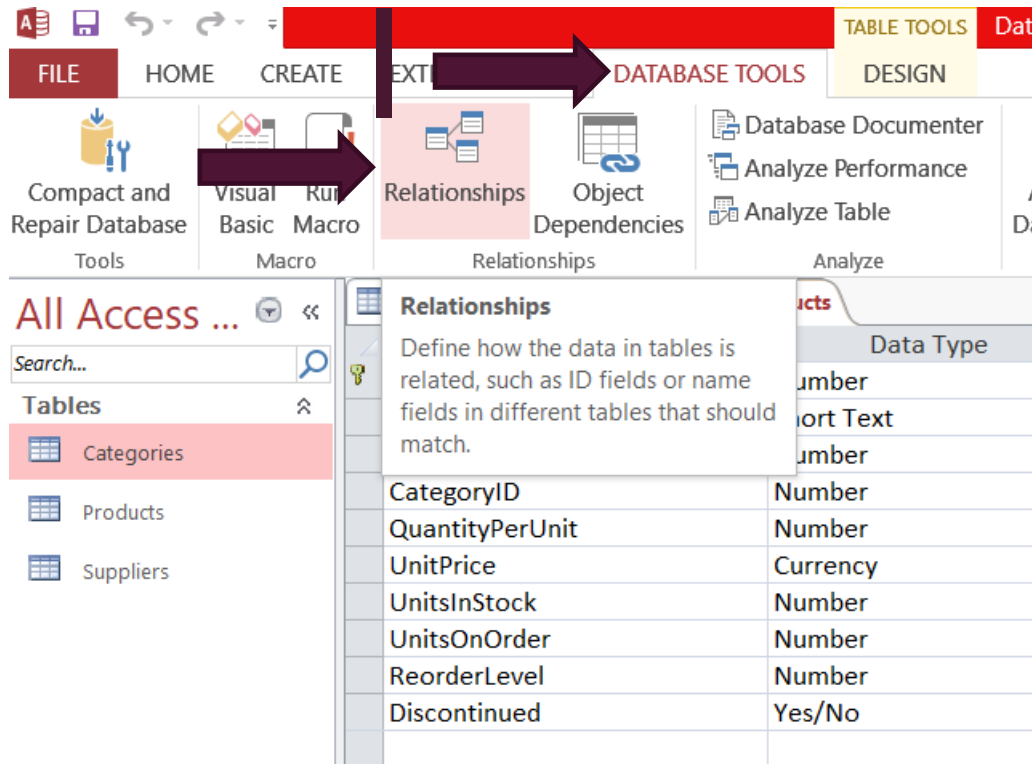
2 →

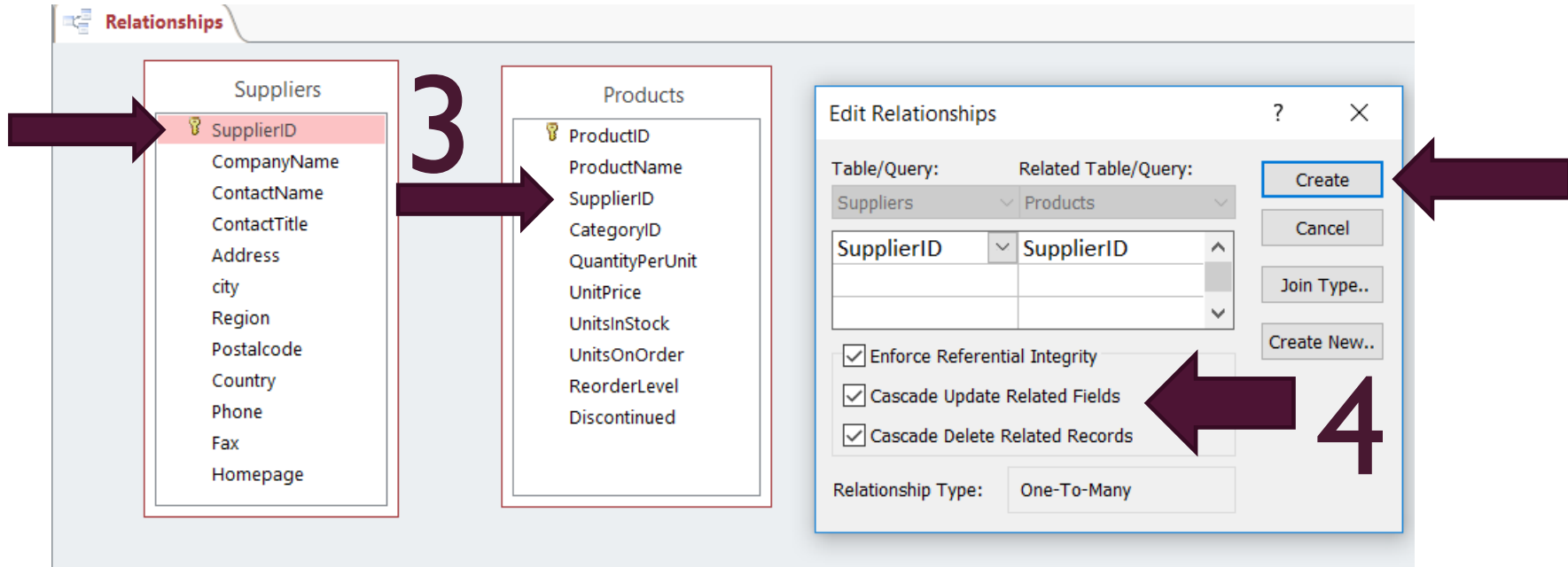
3 →

↑

RELATIONSHIP CREATING

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



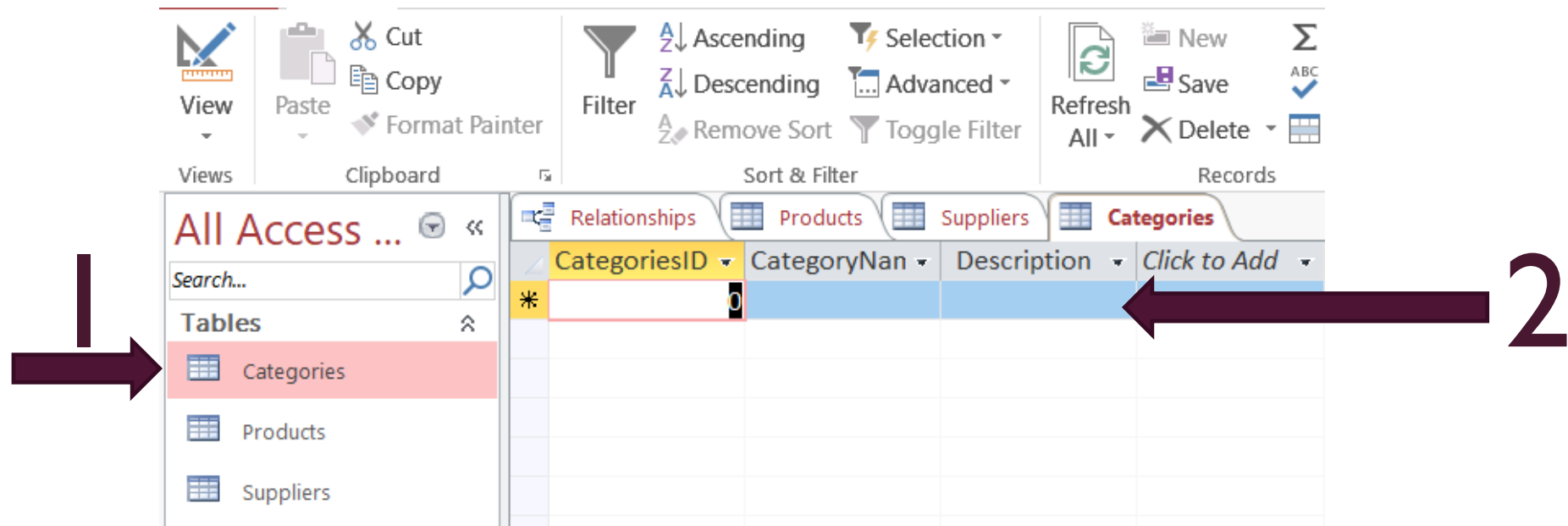


3- Match the Primary key in each table with its foreign one

4- Check the Integrity Boxes and then click Create

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.

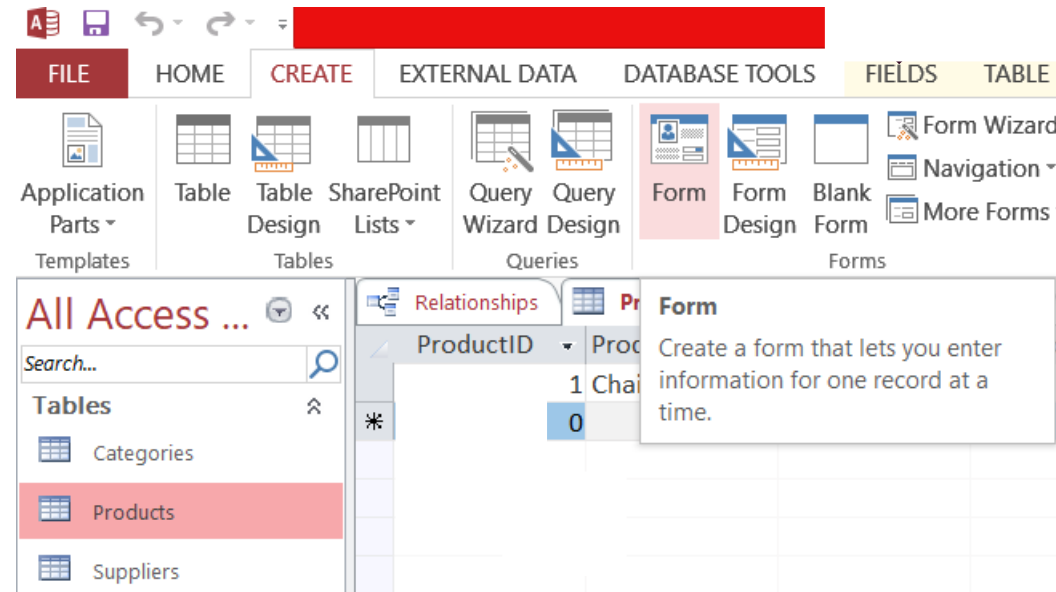


FORM CREATING

1- Choose the table you want to create a form for

2- Click on the CREATE tab

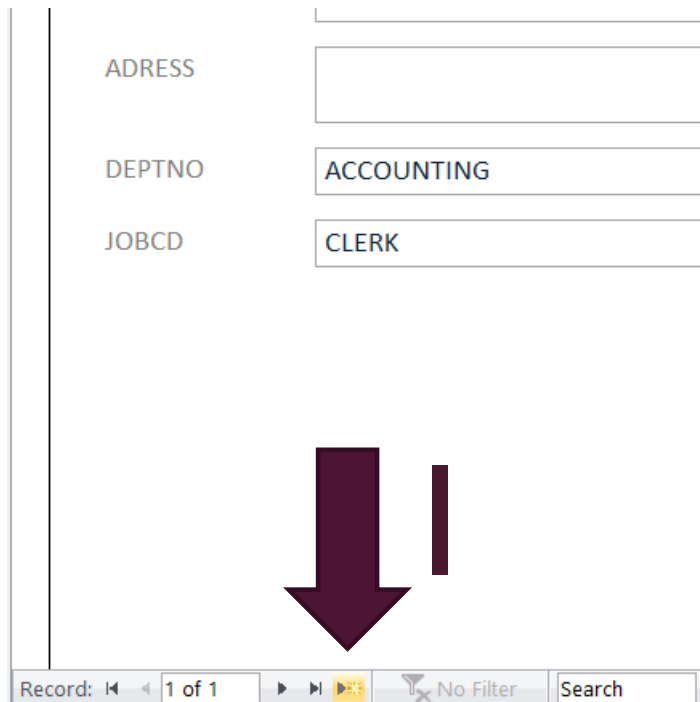
3- Choose Form



FORM USING

Choose Form View from View icon above:

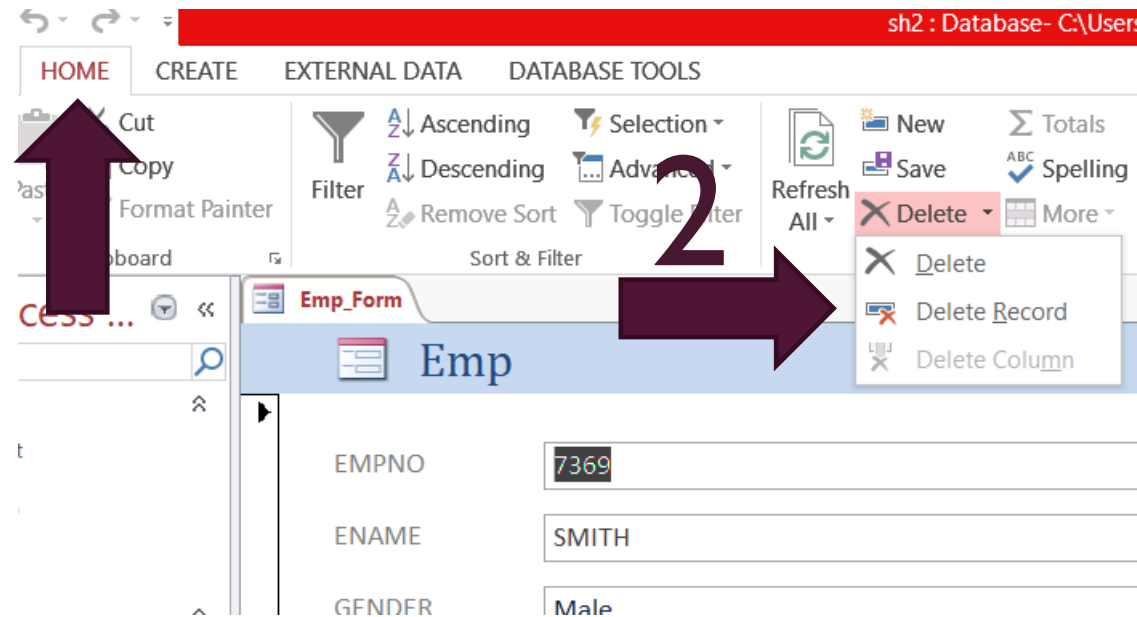
- 1- Adding a New Record: Click on the yellow star below
- 2- Delete a Record: Click on HOME tab, click on the arrow beside and choose Delete Record
- 3- Update data: Just type the new values after choosing the record .



Form fields:

- ADDRESS:
- DEPTNO: ACCOUNTING
- JOBCD: CLERK

Status bar: Record: 1 of 1, No Filter, Search



REPORT CREATING

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

The screenshot shows the Microsoft Access interface with the 'Database3' database open. The 'CREATE' tab is selected in the ribbon, and the 'Report' button is highlighted with a large purple arrow and the number '2'. The 'Products' table is selected in the 'All Access Objects' list on the left, indicated by a purple arrow and the number '1'. The 'Products' table is displayed in Datasheet View, showing columns: ProductID, ProductName, SupplierID, Category, UnitsInStock, UnitsOnOrder, and ReorderLevel. A tooltip for the 'Report' button is visible, stating: 'Create a basic report of the data in the current query or table, to which you can add features such as groups or totals.'

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	70
5	Chef Anton's Gu	2	2	36	\$21.35	0	0
6	Grandma's Boys	1	2	12	\$25.00	120	0
*	0	0	0	0	\$0.00	0	0

3- A Suggested report would appear Click on View→ Layout View to adjust it as you want.

The screenshot shows the Microsoft Access interface. The 'View' dropdown menu is open, showing options: Report View, Print Preview, Layout View, and View. A large purple arrow points to 'Layout View', and a large purple number '3' is next to it. The main window displays a 'Products' report in Layout View. The report has a header section with the title 'Products' and a date/time stamp 'Tuesday, September 4, 2018 6:39:53 AM'. Below the header is a table with the following data:

ProductID	ProductName	SupplierID	CategoryID	QuantityPerUnit	UnitPrice	UnitsInStock	UnitsOnOrder
1	Chai	1	1	10	\$18.00	39	
2	Chang	1	1	24	\$19.00	17	
3	Aniseed Syrup	1	2	12	\$10.00	13	
4	Chef Anton's Cajun Seasoning	2	2	48	\$0.00	22	
5	Chef Anton's Gumbo Mix	2	2	36	\$21.35	0	
6	Grandma's Boysenberry Spread	1	2	12	\$25.00	120	

The 'Property Sheet' is open on the right, showing the 'Format' tab. The 'Selection type' is 'Text Box'. The 'ProductID' field is selected. The 'Format' tab shows various properties for the text box, including 'Decimal Places' (Auto), 'Visible' (Yes), 'Width' (1"), 'Height' (0.2417"), 'Top' (0.025"), 'Left' (0.0417"), 'Back Style' (Normal), 'Back Color' (Background 1), 'Border Style' (Solid), 'Border Width' (Hairline), 'Border Color' (Background 1, Darker 35%), 'Special Effect' (Flat), 'Scroll Bars' (None), 'Font Name' (Calibri (Detail)), and 'Font Size' (11).

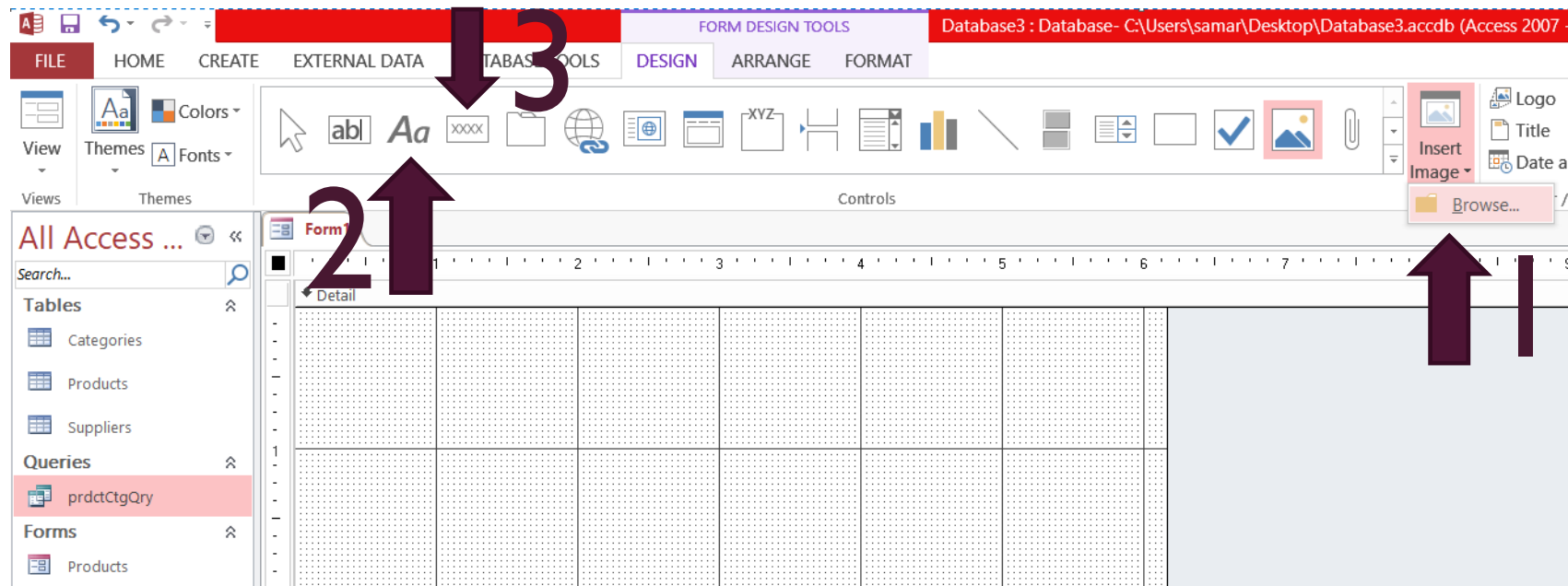
MAIN MENU

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

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





GOOD LUCK!

