

MS ACCESS

Microsoft Access 2000 is a powerful database management system that allows you to create and process data in a database.

The term database describes a collection of data organized in a manner that allows access, retrieval and use of that data. The database most familiar to us is the telephone book. Think of what we find there—name, address, phone number and in some instances zip code. The phone book is divided into sections by city so that is not part of the individual listing.

The database is set up first of all with a **table** that consists of **records** which consists of **fields**.

Table in Design View →

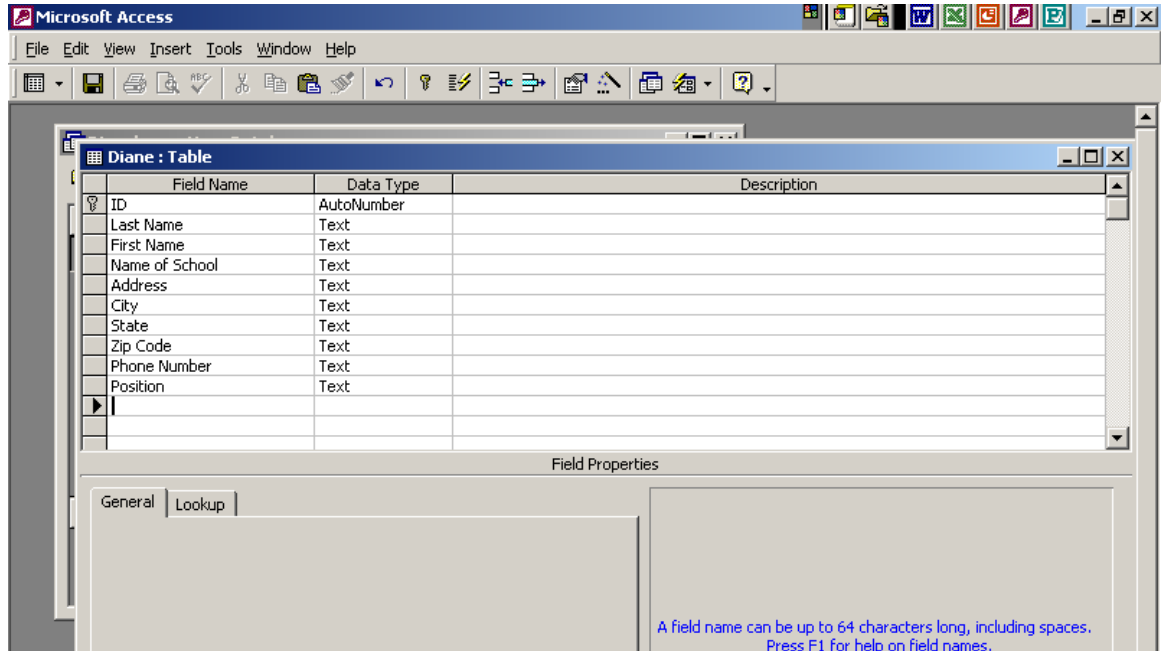


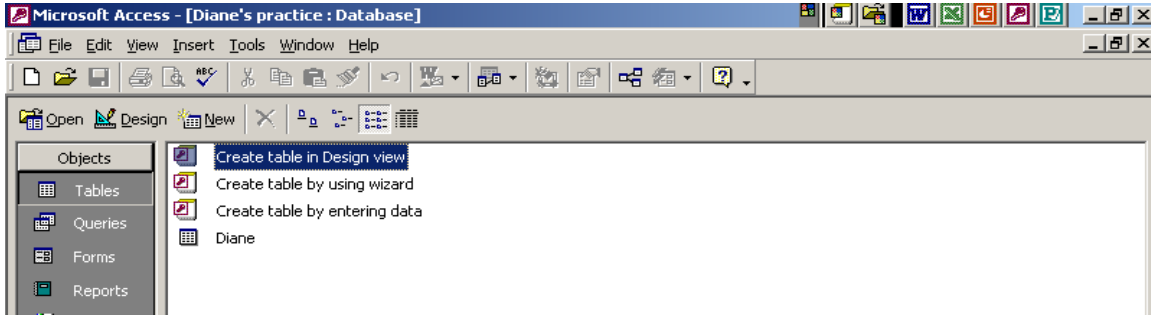
Table in Datasheet view

Field Names →

Records →

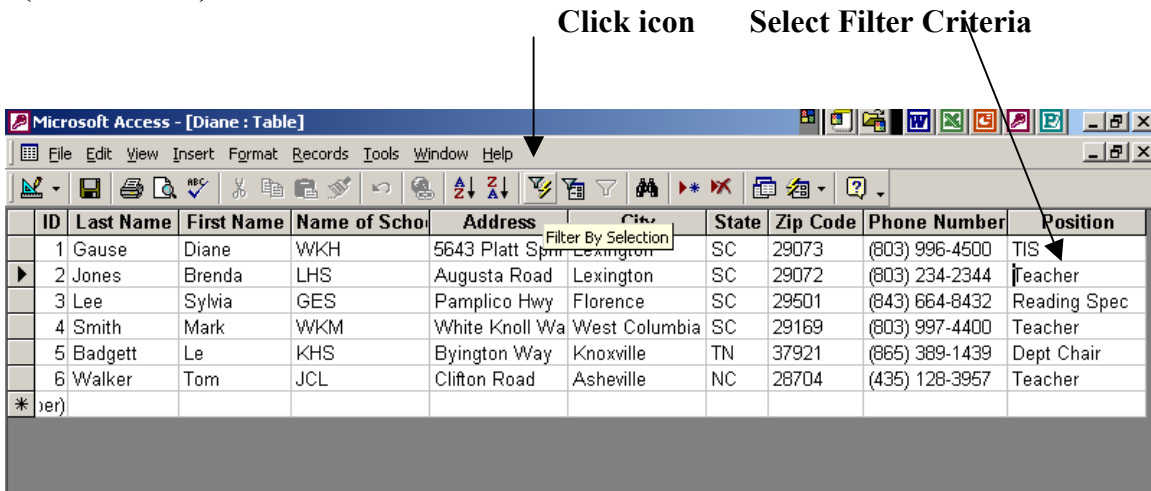
ID	Last Name	First Name	Name of School	Address	City	State	Zip Code	Phone Number	Position
1	Gause	Diane	WKH	5643 Platt Sprir	Lexington	SC	29073	(803) 996-4500	TIS
2	Jones	Brenda	LHS	Augusta Road	Lexington	SC	29072	(803) 234-2344	Teacher
3	Lee	Sylvia	GES	Pamplico Hwy	Florence	SC	29501	(843) 664-8432	Reading Spec
4	Smith	Mark	WKM	White Knoll Wa	West Columbia	SC	29169	(803) 997-4400	Teacher
5	Badgett	Le	KHS	Byington Way	Knoxville	TN	37921	(865) 389-1439	Dept Chair
6	Walker	Tom	JCL	Clifton Road	Asheville	NC	28704	(435) 128-3957	Teacher

Lexington School District One
SETTING UP A TABLE



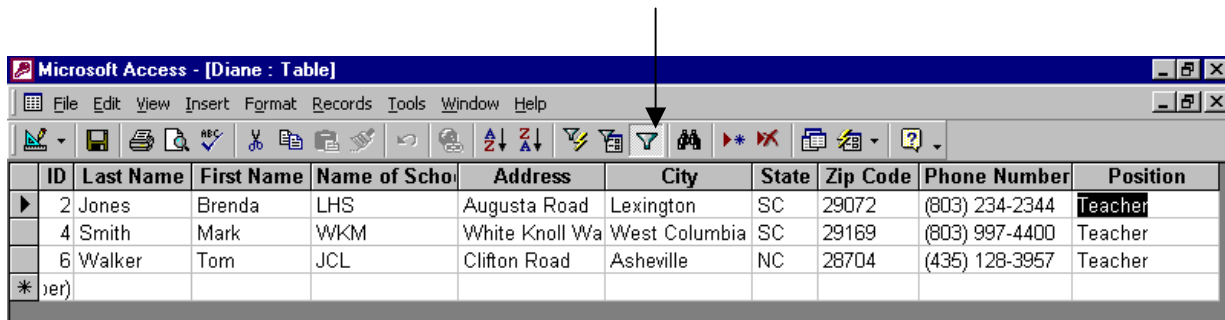
1. Open a blank database
2. Be sure the Table object is selected
3. Create a table in design view
4. Then you can name your fields
5. Save your table.
6. **A database remains where it was created.** To move it you must go to My Computer or Windows Explorer and copy and paste it. (File>Save As does not work.)

FILTER (Cannot save)



1. If you want to filter for a category, select the filter criteria by placing the cursor in the cell
2. Select filter icon.
3. Now you have your filter.

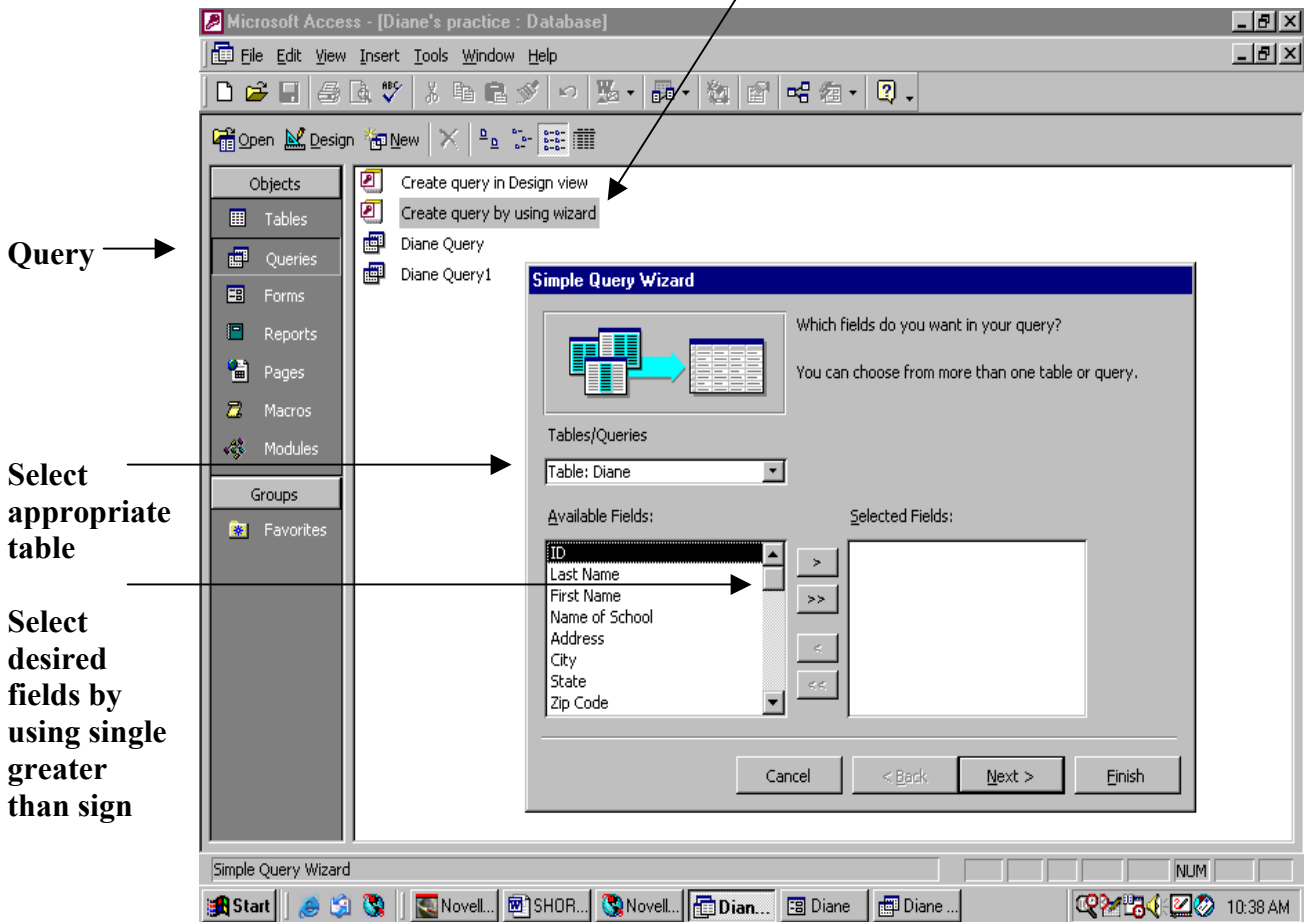
TO REMOVE FILTER, CLICK HERE



QUERY (May save)

To create a query:

1. Click Query on the Objects bar, then double click “create query using wizard.”

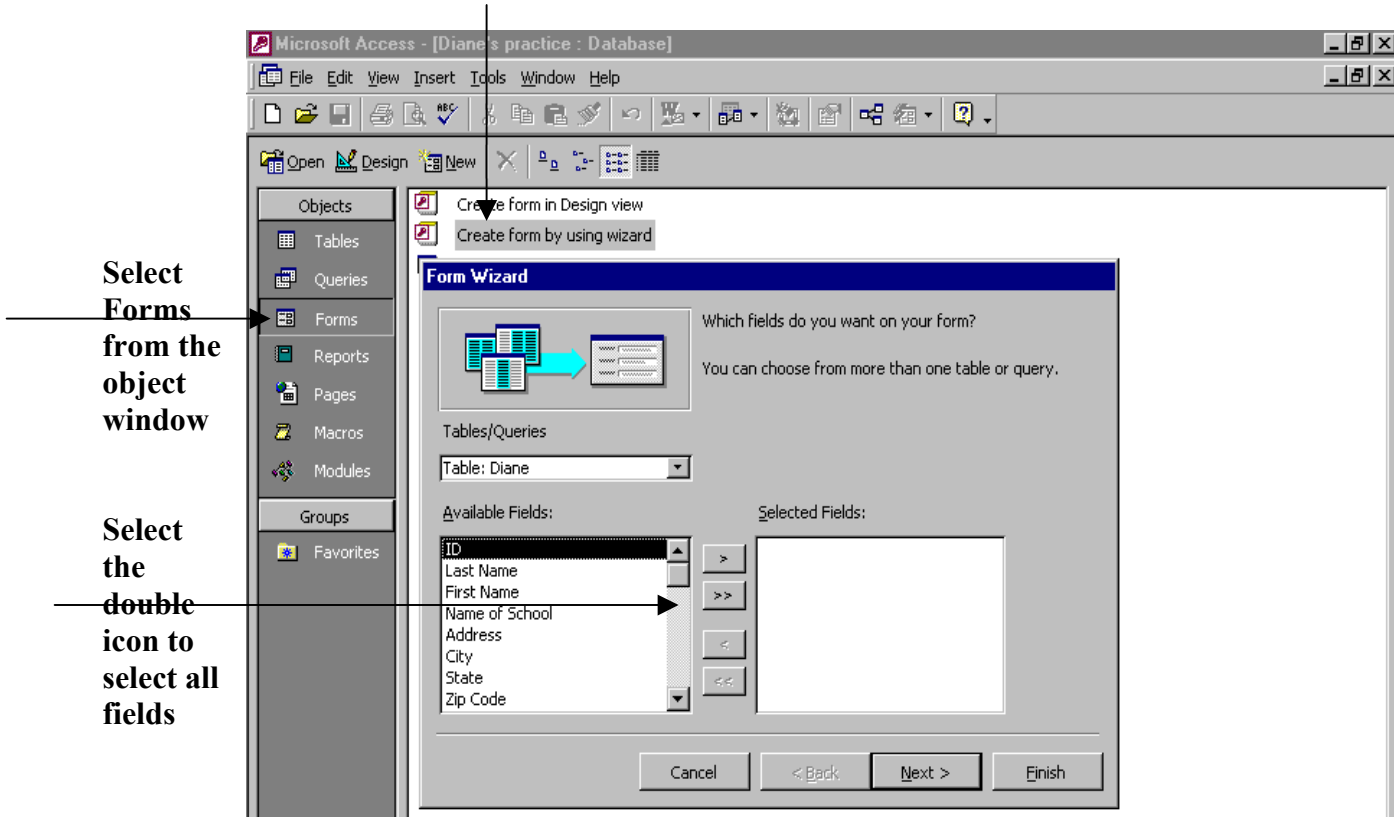


Here's your query:

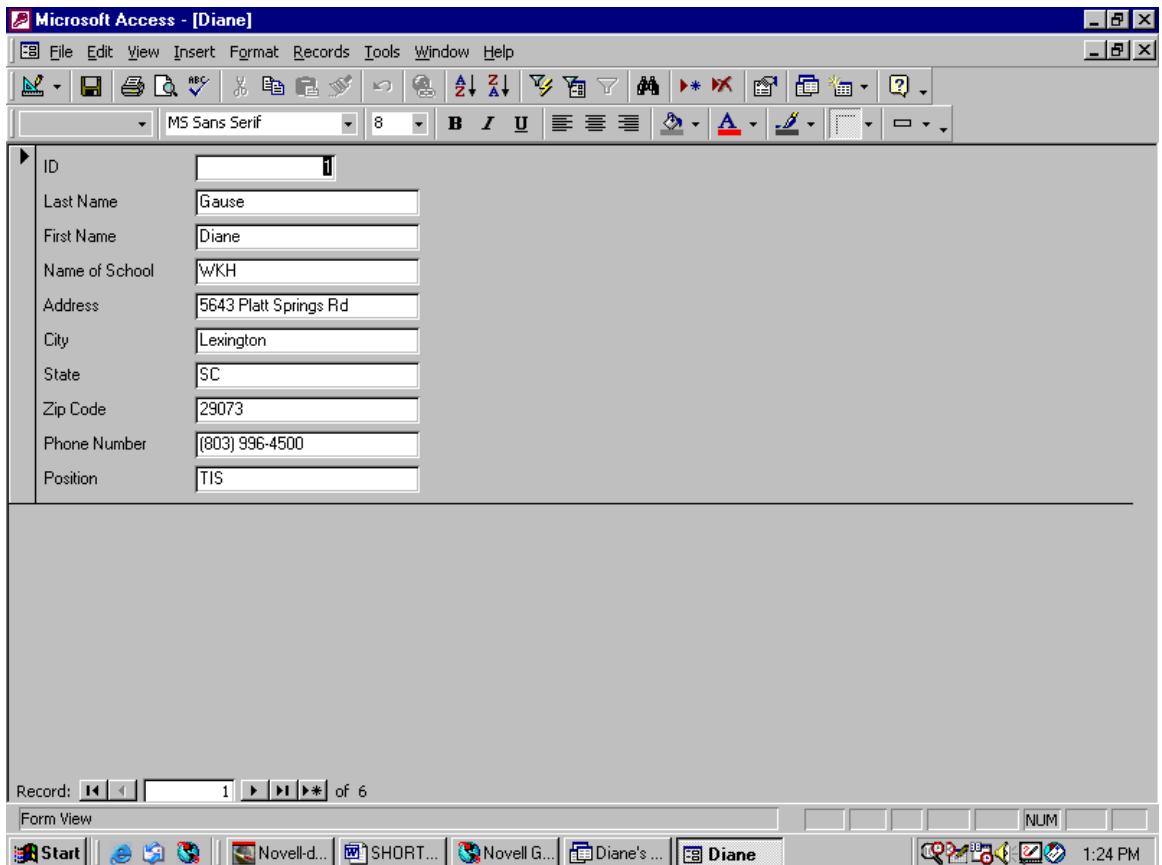
	Last Name	First Name	Name of School
▶	Gause	Diane	WKH
	Jones	Brenda	LHS
	Lee	Sylvia	GES
	Smith	Mark	WKM
	Badgett	Le	KHS
	Walker	Tom	JCL
*			

Lexington School District One
FORMS (For viewing one record at a time)

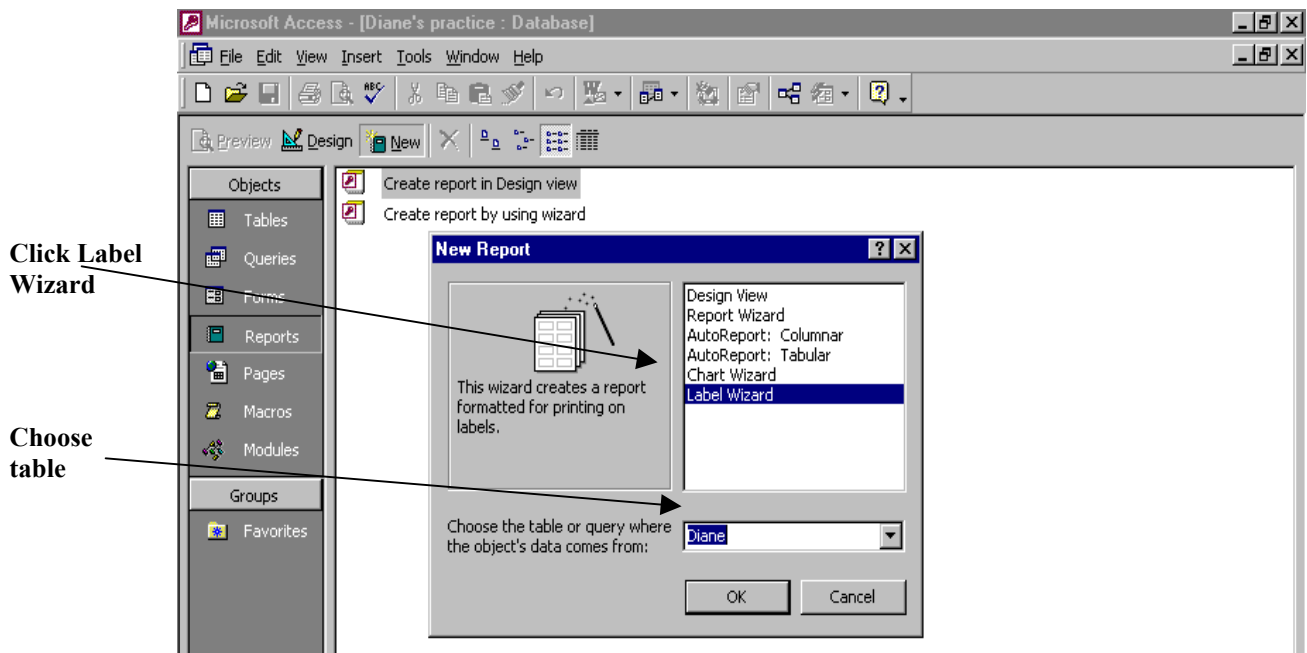
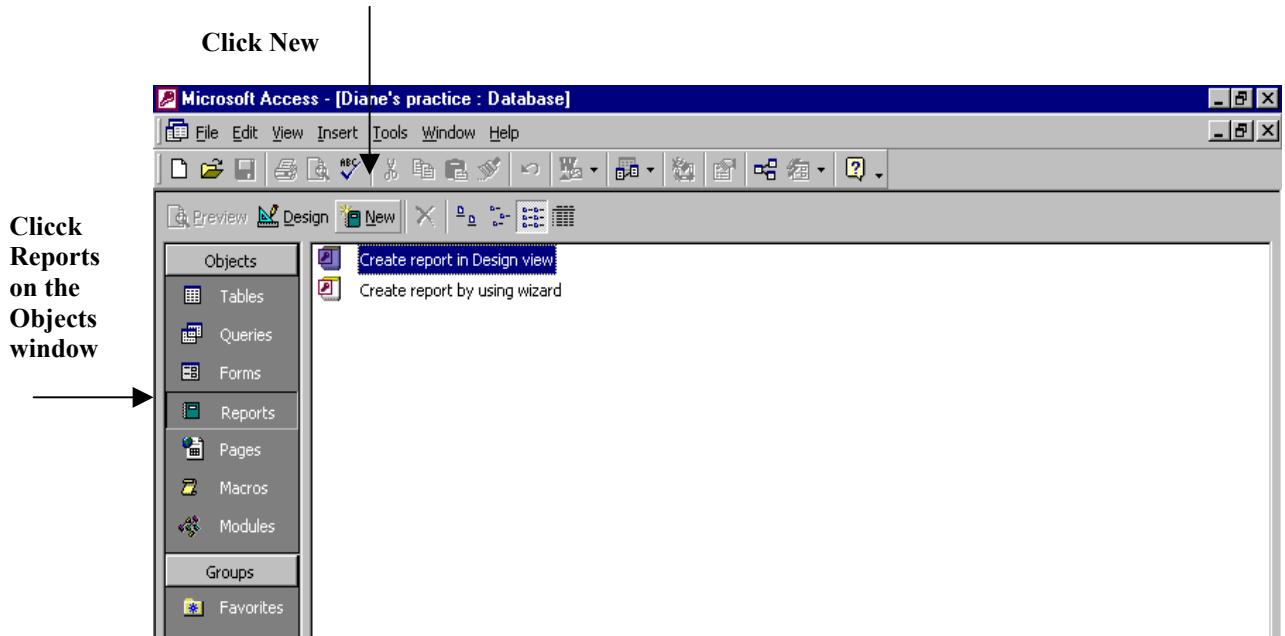
Select Create form by using wizard



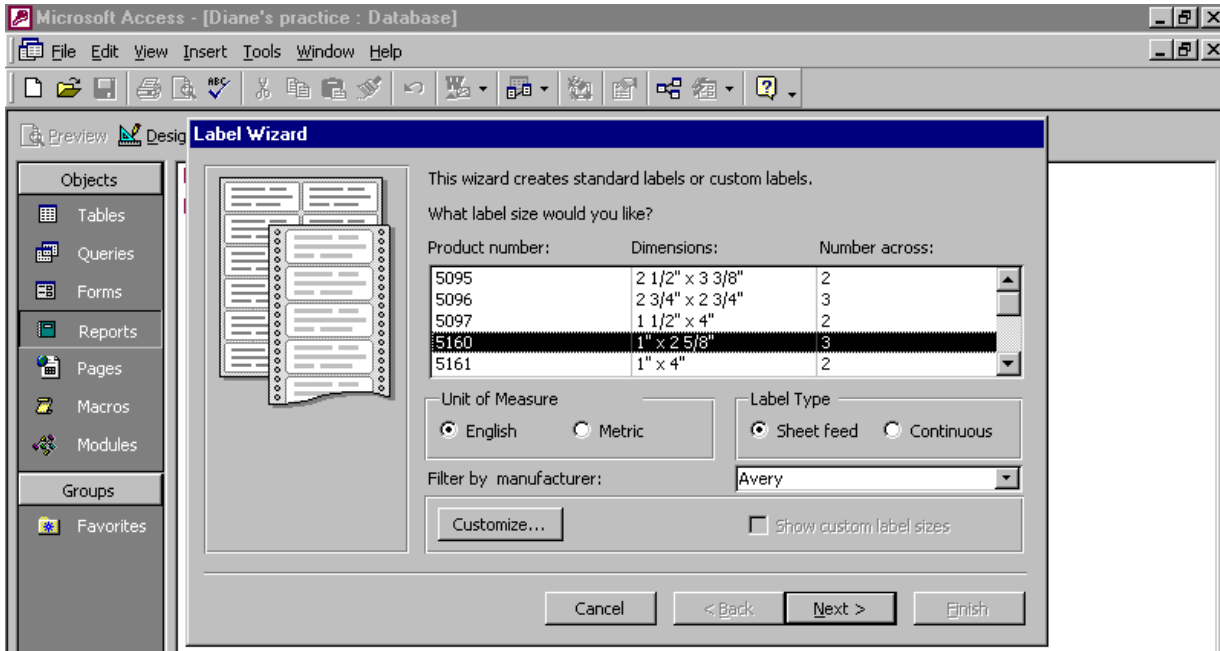
This is your form:



ADDRESS LABELS



From there just follow the “Next” button. When you get to the window that allows you to choose your labels, choose according to the number on your box—probably Avery 5160.

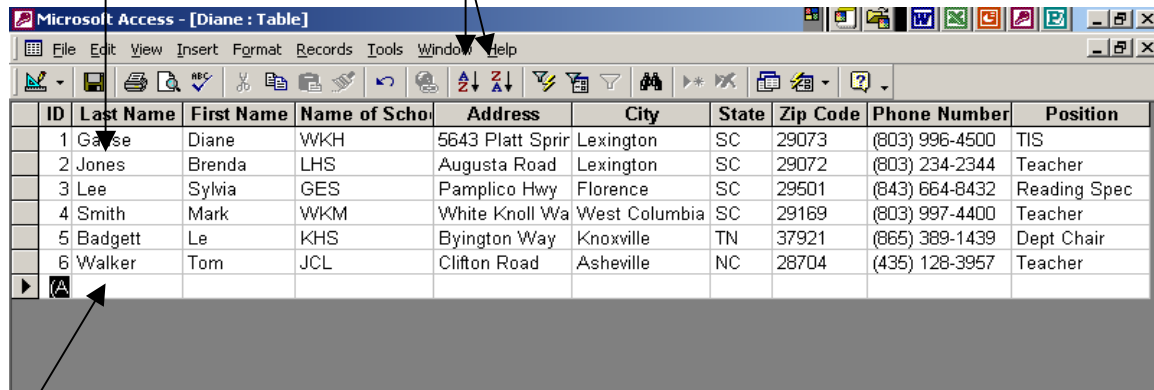


Also be sure to check the English button. Follow the “next” button and print your labels.

SORTING A DATABASE

Place the cursor in the column “by which you wish to sort.”

Click either



To add a new record, click here

To edit, click in any cell and change the information.