

Introduction to Microsoft Access 2013 Database Management System

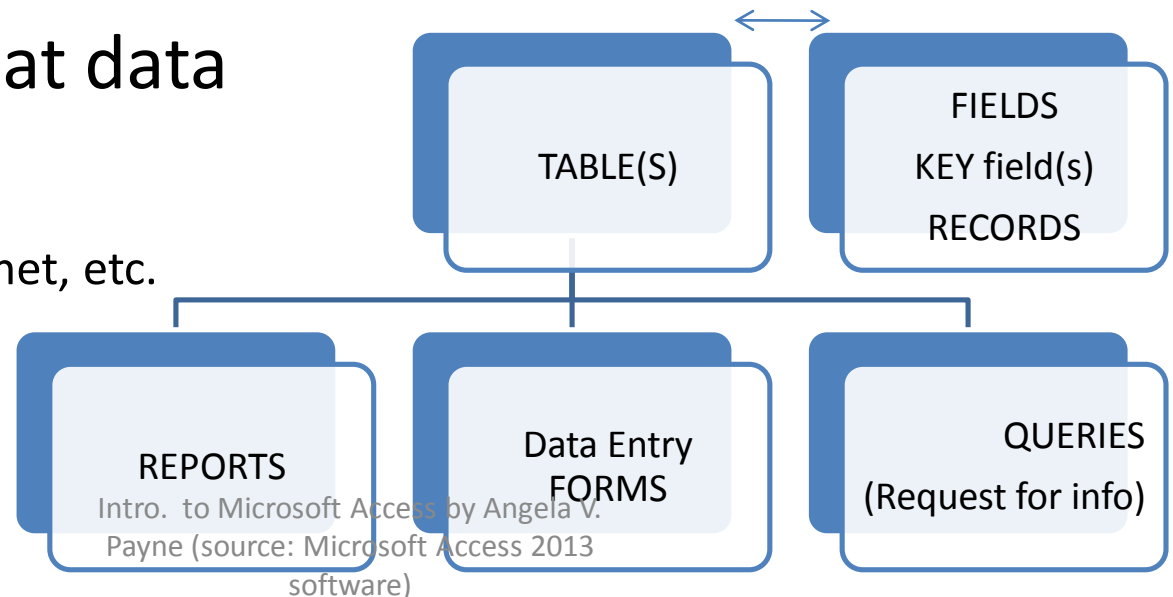
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Guest Lecturer
For a Paralegal Course

Database Management System (DBMS)

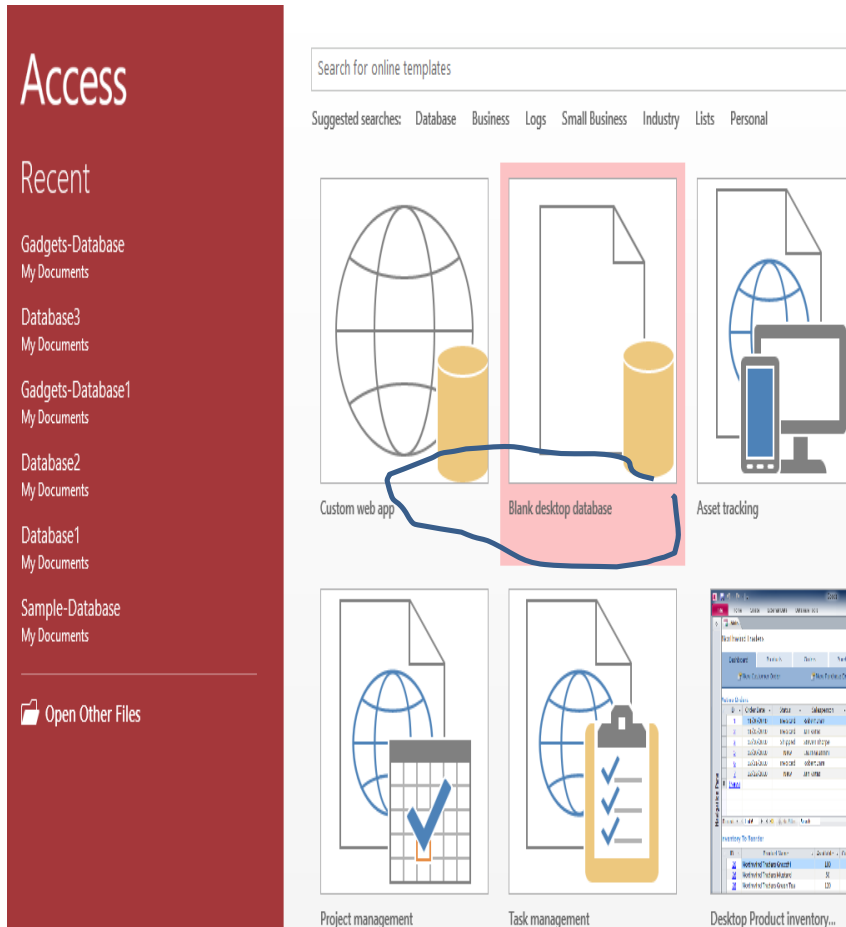
- Database Administrators (DBA)
 - Earn \$35,000 - \$70,000 (depends on education & experience)
(source: www.monster.com)
- A DATABASE is a collection of data organized in a manner that allows easy access, retrieval, and use of that data

- Examples:

- Contact list, file cabinet, etc.
- Patient database
- Employee database



Create a Blank Database



Start the MS Access Program

- 1. search for the Microsoft Access 2013 software on your computer (or use the Start button, Programs, Microsoft Office, Access)
- 2. open the Access 2013
- 3. select the BLANK DATABASE icon
- 4. type an appropriate name for the database
- 5. click the CREATE button
- 6. create a Table (see next slide)

Create a Table

- The records in a database are stored in Tables. Tables are the foundation; other objects pull data from the table (reports, queries, etc.)
- 1. select the CREATE button, choose the TABLE icon, select the HOME tab, View icon, Design view, type the Field Names and select the Data Type
- (multiple tables – discussed in future lectures)

The screenshot shows the Microsoft Access interface. The ribbon is set to the DESIGN tab. The table 'Table1' is open, showing the following fields:

Field Name	Data Type	
Item Name	Short Text	Name of the Gadget
Quantity	Number	
In-Stock	Yes/No	
Price	Currency	
Description	Short Text	
Warranty	Attachment	
Website	Hyperlink	Gadget's website
Special Notes	Long Text	
Picture	OLE Object	

Forms

(Data Entry Forms)

- The quickest way to create a Form is to use the Form icon. A form is a more user-friendly method to enter data into a Table.
- 1. select a Table (you must click on the table that you want to build a data entry form)
- 2. choose the CREATE tab
- 3. select the FORM icon in the Form group
- 4. save the Form with an appropriate name
- 5. the Form can be used to enter data into a Table

Enter data into your Table

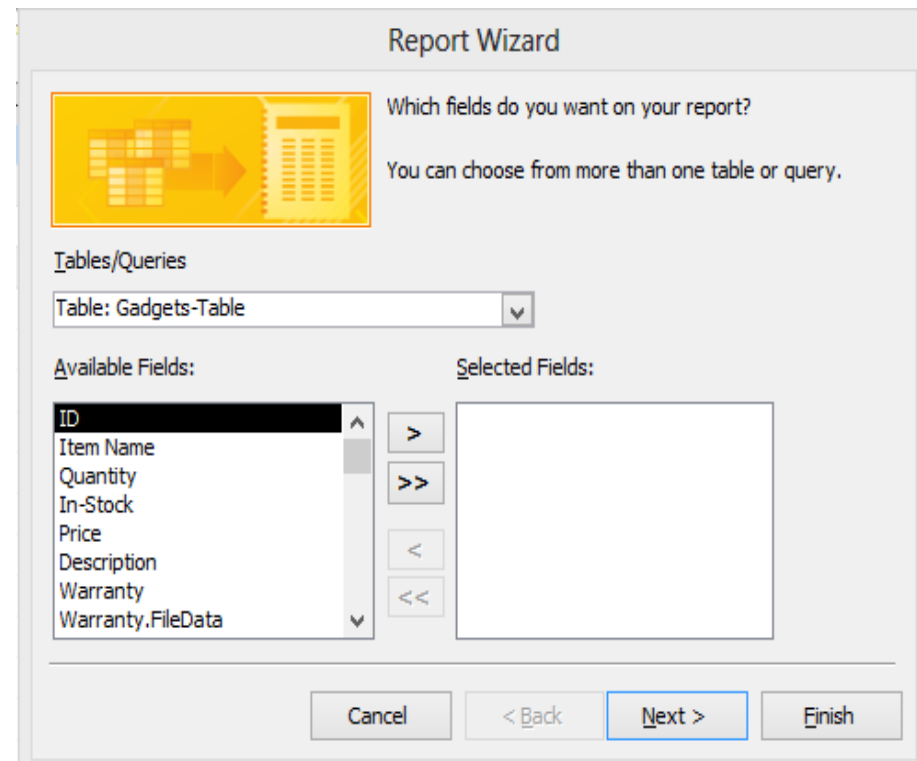
- After you create your Table, then you must enter data into the Table which are the Records within the database
- You **MUST** be in the Datasheet view or Form view to enter your records

The screenshot displays the Microsoft Access interface for a database named 'Gadgets-Database : Datal'. The ribbon is set to 'TABLE TOOLS' with the 'TABLE' sub-tab selected. The 'View' button in the 'HOME' ribbon is circled in blue. The Datasheet view shows the following table:

ID	Item Name	Quantity	In-Stock	Price
1	GPS	100	<input checked="" type="checkbox"/>	\$200.00
2	Scanner	200	<input checked="" type="checkbox"/>	\$100.00
3	Camera	100	<input checked="" type="checkbox"/>	\$300.00
*(New)		0	<input type="checkbox"/>	\$0.00

Quick Reports

- The quickest way to create a Report for records in your database is to use the Report Wizard.
- 1. select the CREATE tab
- 2. REPORT WIZARD icon
- 3. select appropriate Table
- 4. choose appropriate Fields
- 5. select Grouping (optional)
- 6. choose Sorting (optional)
 - Summary options (avg, sum, max, etc.)
- 7. select Layout/Orientation
- 8. type the Report's Title
- 9. choose Finish button



Query – Using Design View

(Query - a Question or Request for data)

- Example of a Query: How many salespersons sold over 50,000 items this quarter?
- 1. open the database file from which you need data
- 2. click the **CREATE** tab
- 3. click the **QUERY DESIGN** button
- 4. select the **Table(s)** that contains the data
- 5. select the **Field(s)** needed from the table
- 6. Setup the **Criteria** (sales>50000, GPA <2.0, etc.)
- 7. Click the **RUN (!)** icon to display the results of the query
- 8. Save the Query (after you save the Query, you can run/execute it anytime to display information from the database)

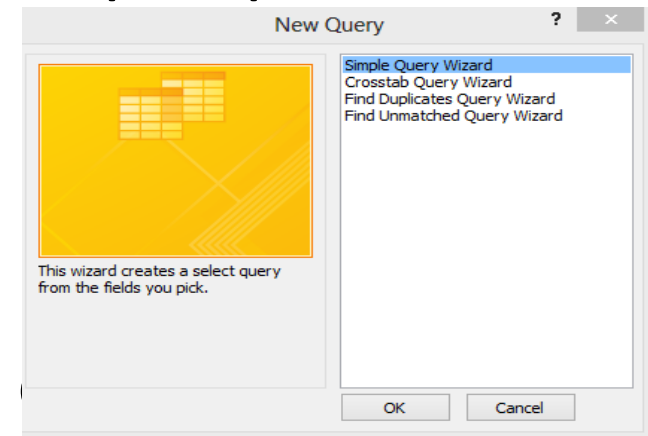
Create Mailing Labels

- 1. select the CREATE tab
- 2. choose the LABELS option
- 3. select the Label Size (this depends on the labels purchased for your print job)
- 4. choose the Font and/or Color desired for the text within your labels
- choose the Fields to include on the labels (such as Name, Address, Zip, etc.)
- 5. select the field to Sort if desired
- 6. Type a name for your label report
- 7. select the “Finish” button (wait as the labels are created)
- 8. Print if desired

QUERY WIZARD

- QUERY WIZARD can be used for simple queries.

- 1. select the CREATE tab
- 2. choose the QUERY WIZARD
- 3. select SIMPLE QUERY WIZARD
- 4. choose the desired Table get the data
- 5. select the Fields from the table to include in the query
- 6. type an appropriate name for the query



In Summary:

To Create a Simple Database

- 1. Design the database and Table(s)
- (including Fields and type of data)
- 2. Create a new database
- 3. Create the Table(s)
- 4. Enter data into the table(s)
- 5. Create Reports and Queries as needed based on the data within the database
- (note: in the real-world it can take months or longer to design and create a database; this is just a quick overview)