

LOG ON TO ACCESS

Class VIII , Ch-2
PERIOD-2

CHANGING YOUR TOMORROW

MS ACCESS

- Microsoft Access is the most popular and powerful Relational Database Management System (RDBMS) that serves as an integral part of the Microsoft Office suite application.
- It has a graphical user interface. It is used to organise and manipulate a large volume of data efficiently.
- It organises data in the form of tables.
- It provides the facility to create a relationship between these tables by using the common fields. A relational database, enables to prevent the duplication of data.

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COMPONENTS OF MICROSOFT ACCESS 2016

Before learning about the various functions of Microsoft Access, let us get familiar with the various components of Microsoft Access window:

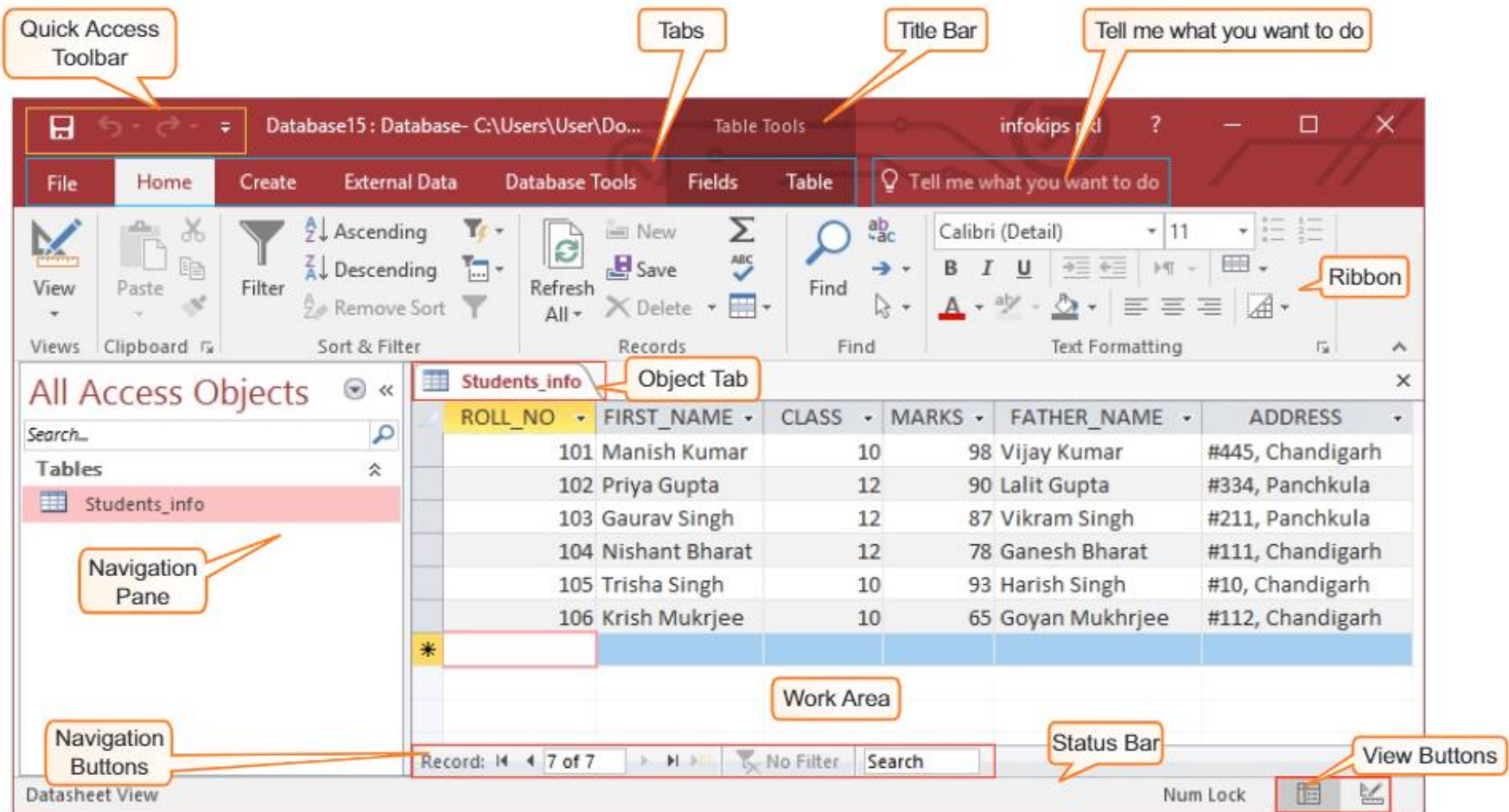


Figure 2.2: Components of Microsoft Access 2016

TITLE BAR

It is located at the top of the window and displays the name of the current database.

QUICK ACCESS TOOLBAR

This toolbar is present at the top-left corner of the Access window. It contains the most frequently used command buttons. By default, it has three buttons, which are Save, Undo, and Redo.

RIBBON

It contains various tabs, each with several groups of relevant commands. Some tabs appear when you work with certain objects like Forms. Such tabs are called **Contextual tabs**.

TELL ME WHAT YOU WANT TO DO


It is a new feature, which can be used to get quick help on topics that you are looking for or the commands that you want to use in your document.

This pane is present on the left side of the Access window. It displays the name of the objects used in the database, such as Table, Queries, Forms, Reports, etc.

NAVIGATION BUTTONS

As the name suggests, it helps in navigating through the records. The Navigation buttons display the current record number in an object.

OBJECT TABS

The objects that you have opened in a database appear right above the work area in a tabbed form. Clicking on any tab displays the contents in the Work area. To close the current tab, click on the cross button  on the right end of the bar.

STATUS BAR

This bar is located at the bottom of the window. On its extreme left, it displays the name of the current view, and on its right, it displays four view buttons, which are Datasheet View, and Design View, PivotTable View and PivotChart View.

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➤ CREATING A DATABASE

In Microsoft Access there are two ways to create a database, either by using a template or creating a blank database. An Access template helps in creating a complete database application that is ready to use. It contains four main objects like Tables, Queries, Forms, and Reports, etc. that you need to perform a specific task.

CREATING A DATABASE USING TEMPLATES

One of the easiest way to create a table is to use a template. Follow the given steps to create a database using the template:

- Open Access 2016.
- You will find some listed templates on the right side of the window.
- Select the template from the displayed list. Here we have selected the **Updated: Students** template.
- You can get more templates by clicking on any category from the **Suggested searches** or use the search bar to look for the **Online templates**.
- The **Updated : Students** task pane appears on the screen.



Figure 2.3: Selecting Updated: Students Template

➤ VIEWS OF A TABLE

You can work on a table in two views: Design view and Datasheet view.

DESIGN VIEW

In Design View of the table, you can enter the field names, their data types and description. The Design View is divided into two parts:

Field Grid Pane

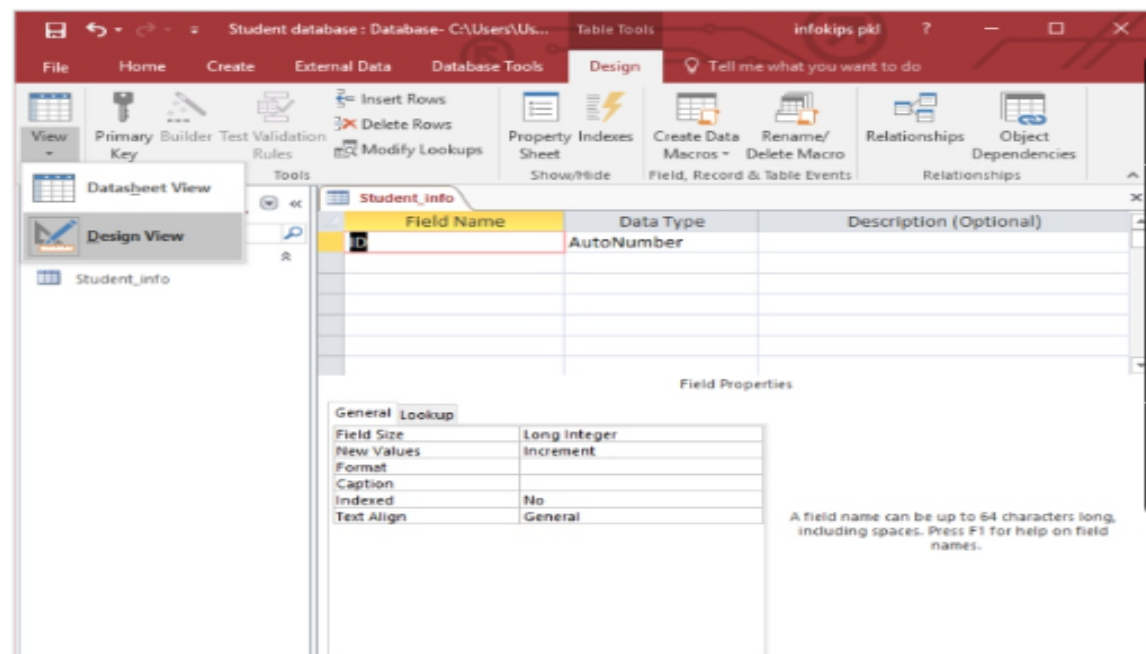
In this pane, you can define the field names, their data types, and description.

Field Properties Pane


This section is used to set properties for the fields defined in the table.



DATASHEET VIEW

Datasheet View is used to enter data in a table. This view displays the table as a grid. The fields are displayed as columns and the records are displayed as rows. The fields names are listed as the column header. When you double click on the table name in the Navigation Pane, it opens the table in the **Datasheet View**.



Microsoft Access allows you to switch from one view to another by following either of the two options:

➤ Click on the **View** button  present in the **Views** group either on the **Home** tab or **Fields** tab in the Views group and select the desired view. Or

Click on the **Design View**  or **Datasheet View**  buttons at the right corner of the **Status** bar.

➤ ADDING A TABLE

Regardless of how you have created your database, you can add new tables to an existing database in various ways. These are:

➤ Adding tables in the Design view

Figure 2.6: Displaying Table in Design View

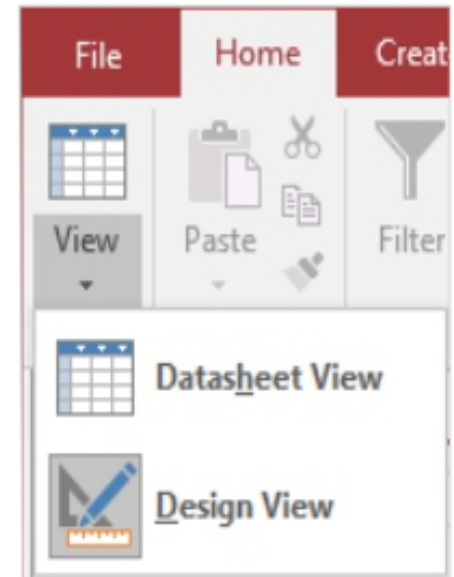


Figure 2.7: Views of a Table

➤ RULES FOR NAMING A FIELD

As you already know that a table has multiple fields and each field is unique to a table. Each field has its own name and data type. Following are some rules for naming a field:

- A field name can range from 1 to 64 characters.
- A field name can include letters, numbers, and some special characters. Generally, the underscore (_) sign is used.
- A field name cannot start with a blank space.
- A field name can be in the upper, lower, or mixed case.
- A field name cannot have a period (.), exclamation (!), brackets ([]), or the grave account.
- You can change the properties of a field name, i.e., storage size, format, and validation rule by specifying certain characteristics in the **Field Properties** pane.

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HOME ASSIGNMENT

- 1. What is Ms Access?
- 2. What is Table?
- 3. What is Quick Access Tool bar?
- 4. How many way you can create Table?

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THANKING YOU

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