This sheet is designed to be an aid to you as you are using **Microsoft Access for Office 2013**. This sheet covers the basic procedures of a database program, including building tables, forms, and queries.

ACCESS TERMS

Below are some terms to be familiar with when using Microsoft Access:

Table:	an object consisting of a group of rows (records) divided into columns (fields) that contain data
Field:	a single item (or column) of information in a record or row
Record:	contains all the information about data in a single row
Database:	collection of tables, forms, queries, macros, and reports that is used to manage data

OPENING AN EXISTING DATABASE

When you open Microsoft Access, you will start in the Open window. From here, you can open Recent files, Open Other Files, or create a new database, either a blank database or one from a variety of templates. If you are already in Access, you can open a file by choosing the windows **File** tab, then select **Open.**

CREATING A NEW DATABASE

When you open Microsoft Access, you have can choose from a variety of **Templates**, will allow you to select a pre-designed database, depending on what your needs are, including a blank desktop database. Some of the templates have Wizards to help guide you through the creation process.

CREATING A BLANK DATABASE

If you select the **Blank desktop database** template, you will be asked to give the database a file name and location. Notice that the extension on database files is **.accdb** Click **Create**. Once you have done this, the database will automatically save when you enter new information and when you exit the database.

CREATING A QUERY FROM A TABLE OR TABLES

Queries are used to narrow down the information you want to look at, based on search criteria that you enter into the program. To create a query, be sure the **Create** tab is active, and click either **Query Design** or **Query Wizard.** The **Show Table** dialog box will list all the tables already created in the database. Select a table you want to use, then click **Add**. When you are finished adding tables, choose **Close**.

In the row labeled **Field**, you can access every field of every table selected through the down arrow. Select the fields you want to search by. In the **Sort** row, you can determine if and how the data will be sorted. If there is a check in the **Show** box, the information will be shown in the output. If you want this information to be included in the search, but NOT seen, click the box so the check disappears. In the **Criteria** row you can enter information that will narrow down the search; additional criteria can be entered in the **or:** row. If you want more than one criteria to be true, you can join them using **And.** *Note: You do not have to enter any criteria.* Below are some sample criteria for queries:

Enter This...	To Get Records With These Values
8/5/93	Exactly 8/5/93
<8/5/93	Before 8/5/93
>8/5/93	After 8/5/93
>=8/5/93	On or after 8/5/93
<=8/5/93	On or before 8/9/93

These criteria also work for text; <C will find text that begins with A or B.

SAVING A TABLE, QUERY, OR FORM

When you are finished creating a table, form, or query choose **File** tab and choose **Save**. When prompted, type in a name for the object. If you do not do this, a message will not appear asking if you want to save. Once you save it, it will automatically save itself. *Note: you do not have to select a drive; just give the table a name.*

CREATING TABLES

To create a new table, be sure the **Create** tab is active and click either **Table Design, Tables, SharePoint lists,** or **Table Templates.** Enter in desired fields under **Field Name**. The **Data Type** will default to text; if you want to change this press **Tab** and simply click the down arrow in that box and select one of the following options:

Text:	maximum of 255 characters
Memo:	text up to 64,000 characters
Number:	numeric data, text is not accepted
Date/Time:	date/time entries in various formats
Currency:	dollar amounts
AutoNumber:	automatically assigned number that never changes
Yes/No:	check box with a **Z** for Yes and blank for No
OLE Object:	link to another database or file
Lookup Wizard:	values that come from another table, query, or list of values that you provide

In the bottom half of the dialog box, you see **Field Properties** for the field type you just selected. Click on a property, and a help message appears in blue text on the right half of the screen. *Listed below are some of the options you are most likely to change:*

Field Size:	number of characters the field will hold.
Format:	drop-down list of available formats
Decimal Places:	number of decimal places to show
Required:	determines if the field must be filled in

CHOOSING A PRIMARY KEY

The primary key in a table is a field that contains information unique to the record (i.e. Social Security Number). Before exiting out of a table, you **must** choose a primary key. To set a primary key, click in the field you want, and then right-click and choose **Primary Key** or select the **Design** tab, then choose the **Primary Key**.

VIEWING QUERY RESULTS

When you are ready to view the results of your query, select the appropriate query and click on the **Run** under the **Design** tab. The information based on the fields and criteria you selected will be displayed.

CREATING A FORM FROM A TABLE OR QUERY

To create a form from a table or a query, be sure the **Create** tab is active, and click on either **Form** or **Form Design.**

To enter the fields from the table/query into the form, go to **View, Design View**. The fields will appear and you can click and drag them to the appropriate place on the form. *Hint: you can select all the fields by holding down the **Shift** key while you click on them and drag all fields at the same time.* To view the form, go to **View, Form View** on the menu bar.

ENTERING DATA USING A FORM

In the Form view, you can enter information into your database by typing information into the appropriate field and pressing **Tab** to advance to the next field. If you are at the last field of a record, pressing **Tab** will automatically save the record and go on to a new one.

SWITCHING VIEWS

When working on tables, forms, or queries in Access, there are two views available: **Design** and **Datasheet**. To change the view type, click **View** under the **Home** tab, and then select **Design** or **Datasheet**, depending on which view you are currently in. *Note: You may be asked to save the object when doing this. Also, it is recommended that you set up the object in Design view.*

CREATING RELATIONSHIPS

If you wish to have features in your database to be related, at least one field in the table should be identical to a field in the other table. In order to create these relationships, the fields in different tables must have the same **Data Type** and **Field Properties**, as specified in the tables. Once you have done this, go to **Database Tools** tab**,** and in the **Relationships** group select **Relationships**. All tables and their fields will appear. Create a relationship between two tables by clicking the appropriate field from one table and dragging it on top of the appropriate field on the other table. A **Relationships** dialog box will appear; if it the correct relationship, click **Create**.

PRINTING IN ACCESS

You can get a printout of the current data screen by selecting **Print** from the **File** menu. A dialog box provides selections for the print range, properties, number of copies, and setup options. Choose the desired settings and click **Print**. If you would like to view the printout on the screen, go to **File** tab and select **Print**, and then **Print Preview**.

USING HELP

Additional information about Microsoft Access can be obtained through the **Help Button** in the upper right. **Microsoft Access Help Topics** allows you to find information by searching an index, table of contents, or by typing in a key word. **Answer Wizard** lets you type in a question and then guides you through the answer.