

Educational Resource Management System (MPT1173)

Introduction to Microsoft Access

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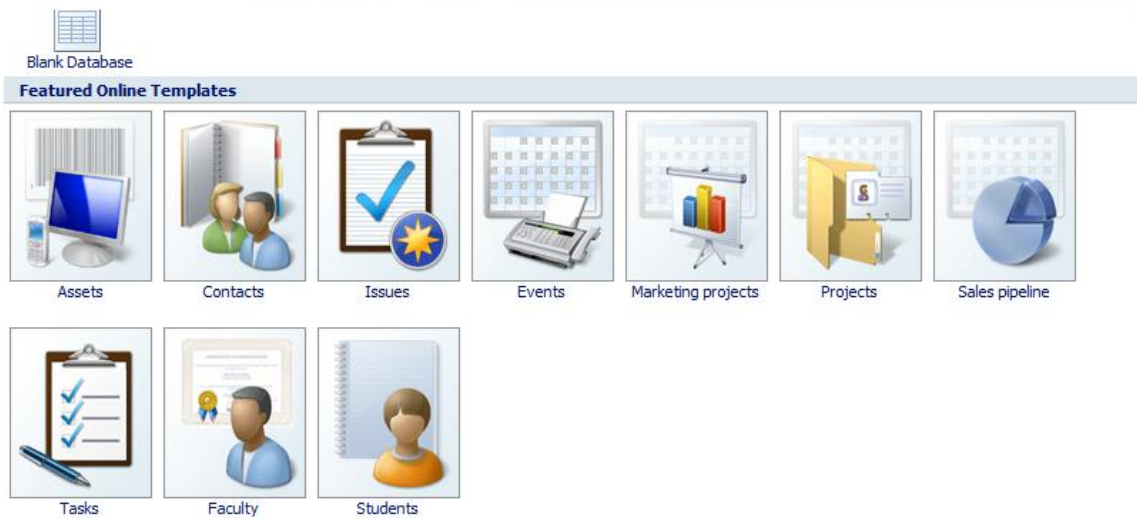
Mr. Megat Aman Zahiri Megat Zakaria



Introduction to MICROSOFT ACCESS

- A software provided by Microsoft that bundled in Microsoft Office Suite
- Microsoft Access is used to create databases.

Getting Started with Microsoft Office Access



- Has friendly user interface and ease of use.

File Extensions

- .mdb - Access Database (2003 and earlier)
- .mde - Protected Access Database, with compiled macros (2003 and earlier)
- .accdb - Access Database (2007)
- .mam - Access Macro
- .maq - Access Query
- .mar - Access Report
- .mat - Access Table
- .maf - Access Form
- .adp - Access Project
- .adn - Access Blank Project Template

Primary Key & Foreign Key

- Fields or columns that assign with primary key **does not** allow:
 - Null values
 - Repeated values (must always have a unique value)
- Foreign key is used to relate primary key in other table

Let's Try!

1. Build one simple database from the table.
Name, ID No. (ID), Address, Mobile No (phone), Total Marks (marks) and Grade.

Step-by-step

- i. Open **Microsoft Access**
- ii. Choose **Blank Database**
- iii. Create new **File Name** for the database
- iv. Click on **Create** button

Let's Try!

Getting Started with Microsoft Office Access

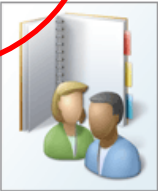


Blank Database

Featured Online Templates



Assets



Contacts



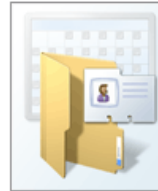
Issues



Events



Marketing projects



Projects



Sales pipeline



Tasks



Faculty



Students



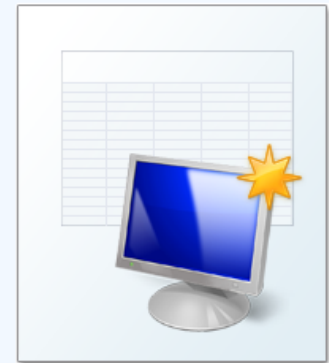
What's new in Access 2007?



The new Access 2007 contains more powerful tools to help you quickly track, report, and share information in a manageable environment. Learn more about the new features and improvements.

More on Office Online:
[Training](#) | [Templates](#) | [Downloads](#)

- Get the latest content while working in the 2007 Microsoft Office system
- Guide to Access 2007 User Interface
- Organize all your objects using the new, easy access Navigation Pane



Blank Database

Create a Microsoft Office Access database that does not contain any existing data or objects.

File Name:

DatabaseTRY\accdb

C:\Users\woroze\my Documents\

Create

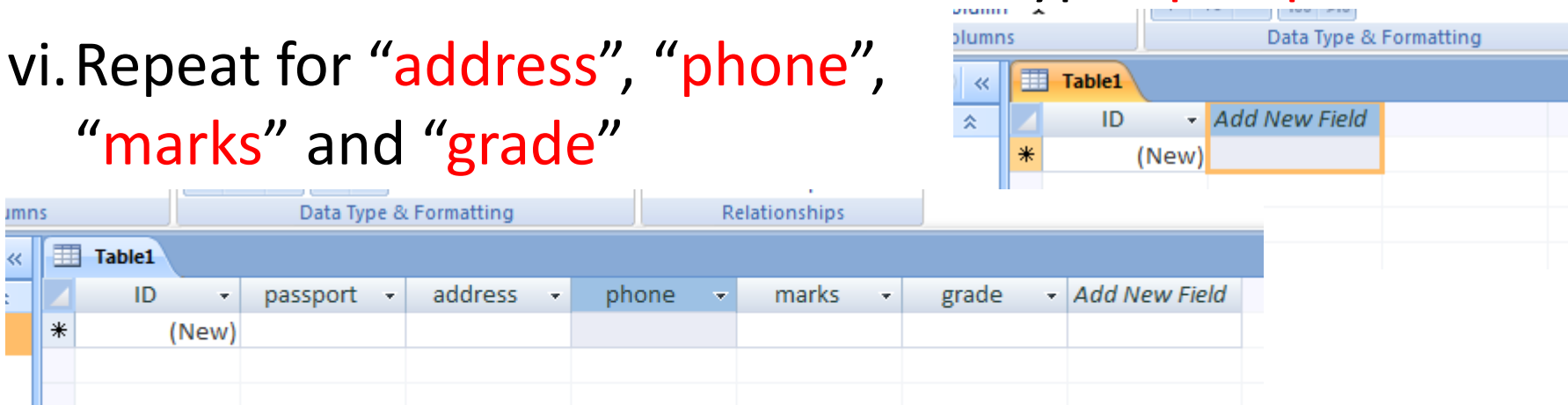
Cancel

Let's Try!

1. Build one simple database from the table.
Name (ID), Passport No. (passport), Address, Mobile No (phone), Total Marks (marks) and Grade.

Step-by-step

- v. Double click on *Add New Field* and type “passport”
- vi. Repeat for “address”, “phone”, “marks” and “grade”

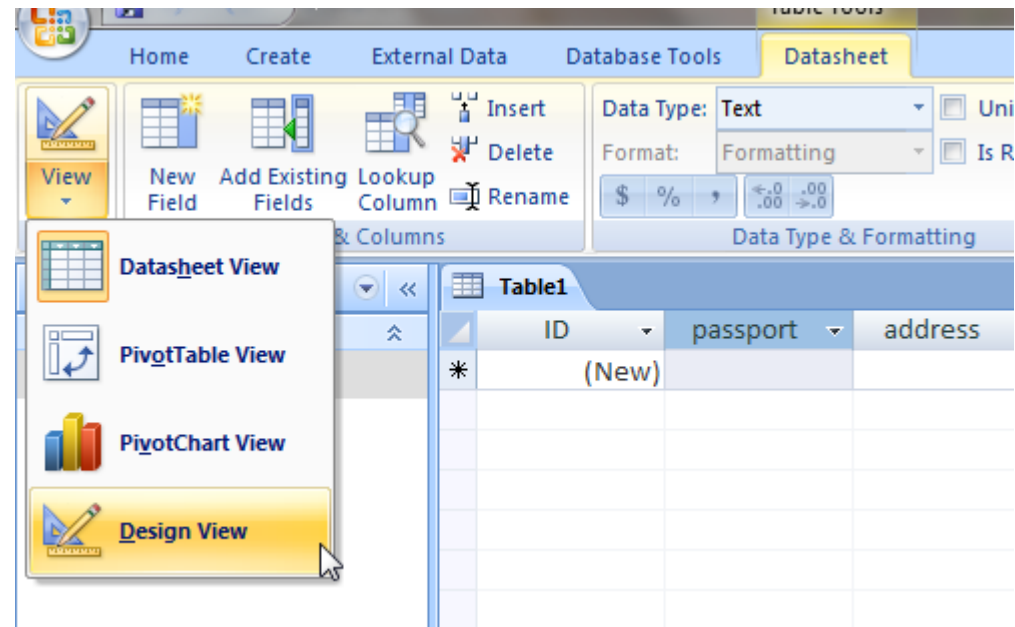
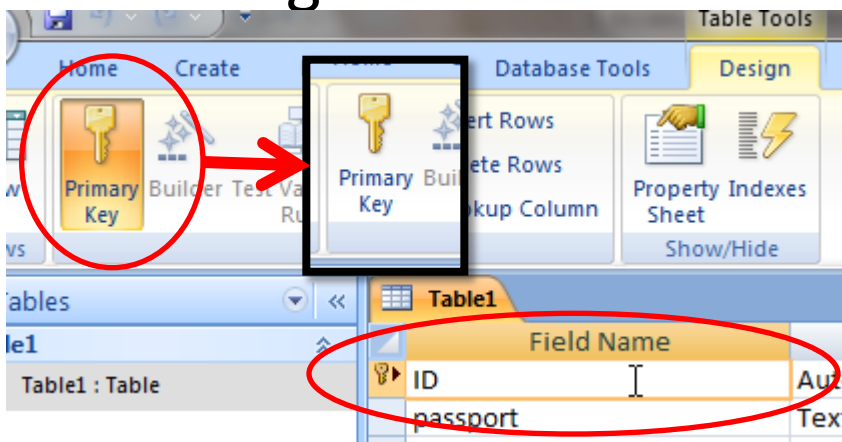


Let's Try!

2. Assign Passport No. as a primary key.

Step-by-step

- i. Datasheet Tab > View > Design View
- ii. Deselect Primary Key assigned on "ID"



Let's Try!

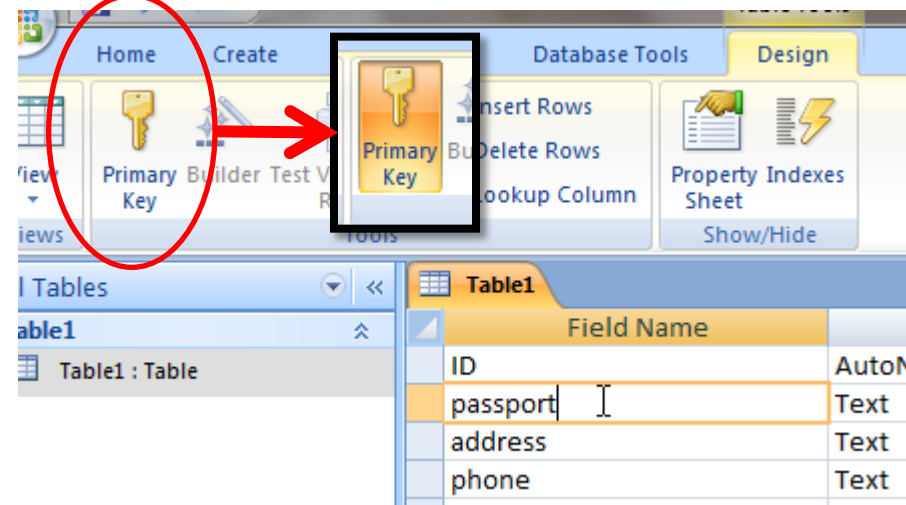
2. Assign Passport No. as a primary key.

Step-by-step

iii. Select on “**passport**” and assign as **Primary Key**

iv. Assign **Data Type** for each **Field Name**

Field Name	Data Type
ID	Text
passport	Number
address	Text
phone	Number
marks	Number
grade	Text

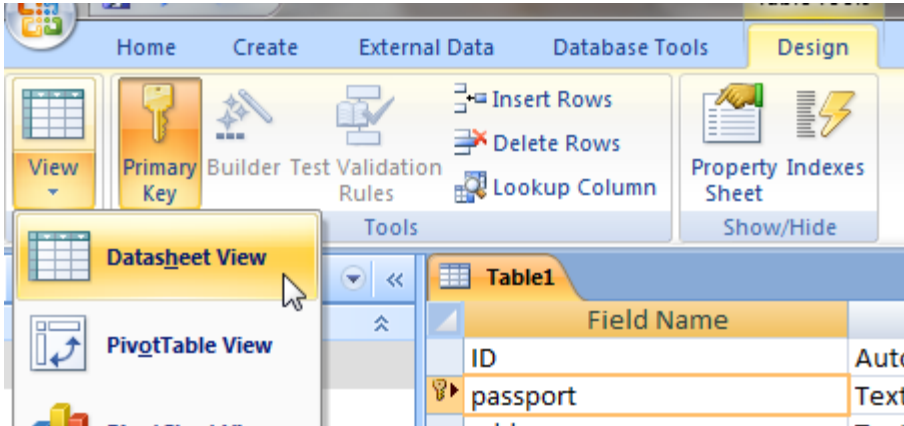


Let's Try!

3. Add 10 data to the database.

Step-by-step

- i. Datasheet Tab > View > Datasheet View
- ii. Save the table
- iii. Fill in 10 rows of the database table



ID	passport	address	phone	marks	grade
farhana	10123467	kulai, johor	60197732456	80	A
hamidah	32988477	batu pahat, johor	60137849372	75	B
salmiah	37289361	shah alam, selangor	60127483628	95	A
nurul ain	83719402	tanah merah, kelantan	60138372926	60	C
mohd ali	26371917	kuantan, pahang	60173637298	70	B
sulaiman	36282826	ipoh, perak	60147238262	99	A
siti shuhada	34738272	batu berendam, melaka	60127474747	63	C
aiman mohd	75837382	kemaman, terengganu	60197473738	86	A
sharifah soleha	48292928	kuala krai, kelantan	60167373828	77	B
farid ahmad	37919197	kuching, sarawak	60186363726	72	B

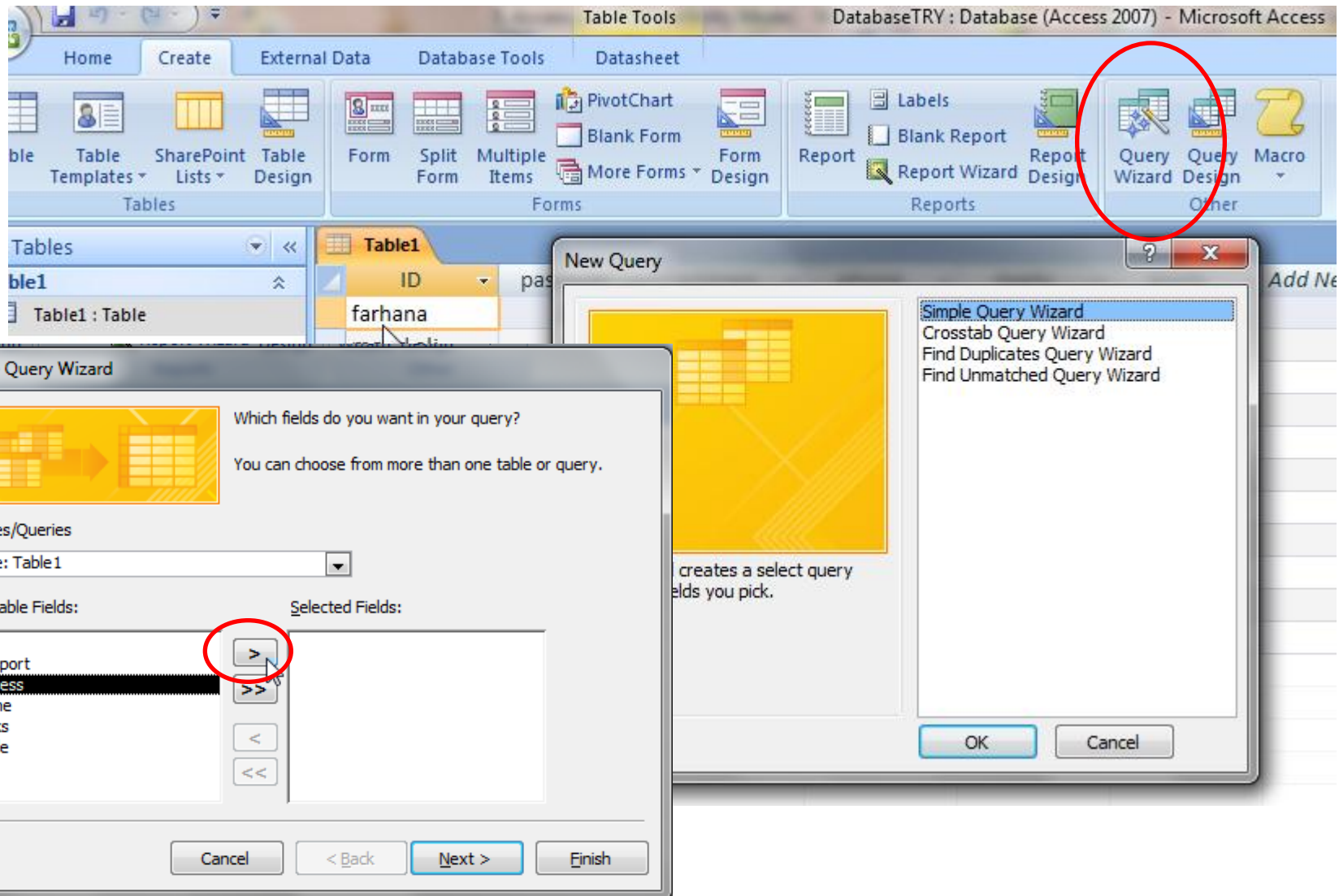
Let's Try!

4. Create query based on the address.

Step-by-step

- i. Create > Query Wizard > Simple Query Wizard > OK
- ii. Highlight on “**address**”, bring to right (>) and click “**Next >**”
- iii. Change name to “**Address Query**” and click “**Finish**”

Let's Try!



The screenshot shows the Microsoft Access 2007 interface. The ribbon is set to 'Table Tools' > 'Table Design'. The 'Query Wizard' button in the 'Other' group is circled in red. Below the ribbon, the 'New Query' dialog box is open, showing the 'Simple Query Wizard' option selected. In the foreground, the 'Simple Query Wizard' dialog box is open, displaying the 'Available Fields' list with 'address' selected and circled in red. The 'Selected Fields' list is currently empty.

DatabaseTRY : Database (Access 2007) - Microsoft Access

Table Tools

Home Create External Data Database Tools Datasheet

Table Templates SharePoint Lists Table Design

Form Split Form Multiple Items More Forms Form Design

PivotChart Blank Form Form Design

Report Blank Report Report Wizard Report Design

Labels Blank Report Report Wizard

Query Wizard Query Design Macro

Other

Tables

Table1

ID

passport

farhana

Table1 : Table

New Query

Simple Query Wizard

Crosstab Query Wizard

Find Duplicates Query Wizard

Find Unmatched Query Wizard

Which fields do you want in your query?

You can choose from more than one table or query.

Tables/Queries

Table: Table1

Available Fields:

ID

passport

address

phone

marks

grade

Selected Fields:

creates a select query with the fields you pick.

OK Cancel

Cancel < Back Next > Finish

Let's Try!

Simple Query Wizard

What title do you want for your query?
Address Query

That's all the information the wizard needs to create your query.

Do you want to open the query or modify the query's design?

Open the query to view information.
 Modify the query design.

Cancel < Back Next > Finish

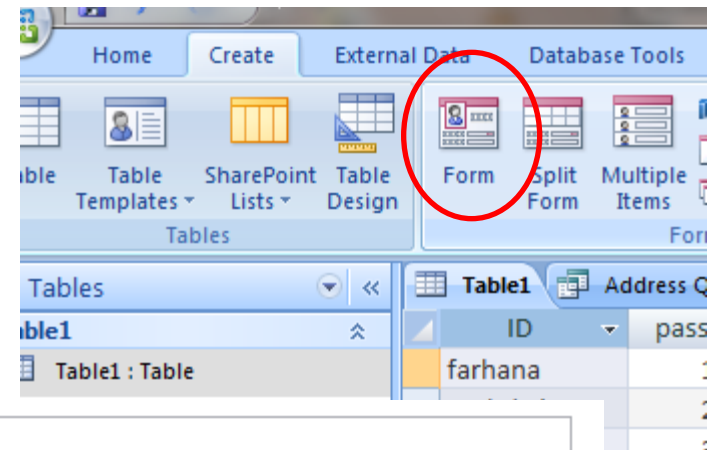
Table1	Address Query
address	
kulai, johor	
kuantan, pahang	
batu pahat, johor	
batu berendam, melaka	
ipoh, perak	
shah alam, selangor	
kuching, sarawak	
kuala krai, kelantan	
kemaman, terengganu	
tanah merah, kedah	
*	

Let's Try!

5. Build a simple form from the database using form wizard.

Step-by-step

i. Create > Form



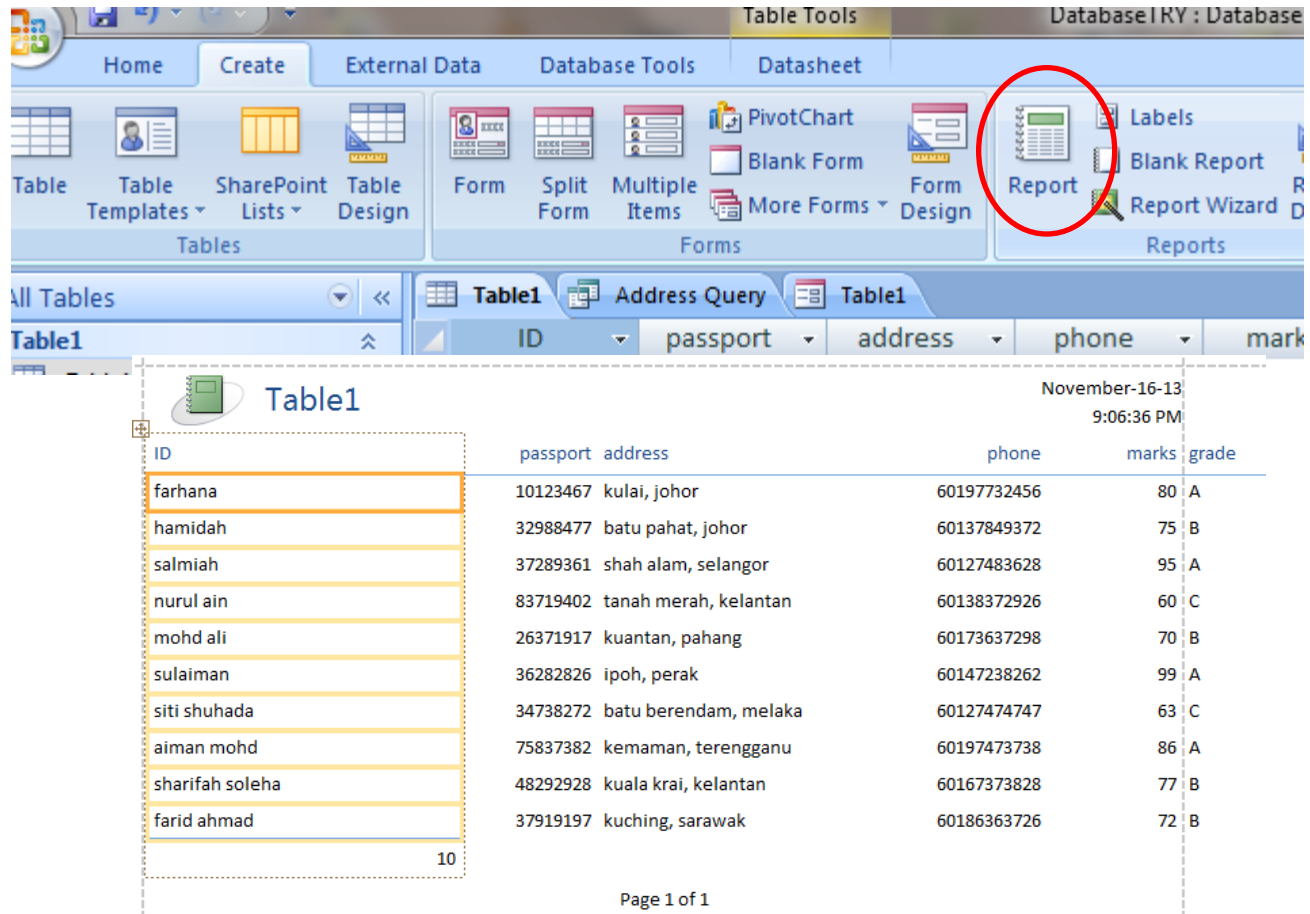
ID:	farhana
passport:	10123467
address:	kulai, johor
phone:	60197732456
marks:	80
grade:	A

Let's Try!

6. Create a simple report from it.

Step-by-step

- i. Create
 - > Report



The screenshot shows the Microsoft Access interface. The 'Table Tools' ribbon is active, and the 'Reports' group is highlighted. The 'Report' icon is circled in red. Below the ribbon, a preview of a report is shown with a table of data.

ID	passport	address	phone	marks	grade
farhana	10123467	kulai, johor	60197732456	80	A
hamidah	32988477	batu pahat, johor	60137849372	75	B
salmiah	37289361	shah alam, selangor	60127483628	95	A
nurul ain	83719402	tanah merah, kelantan	60138372926	60	C
mohd ali	26371917	kuantan, pahang	60173637298	70	B
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siti shuhada	34738272	batu berendam, melaka	60127474747	63	C
aiman mohd	75837382	kemaman, terengganu	60197473738	86	A
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farid ahmad	37919197	kuching, sarawak	60186363726	72	B

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That's all

