



Microsoft Access 2010-13

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Lesson – 1

Introduction of MS Access

What is MS Access?

Microsoft Access is a database application design and deployment tool that you can use to keep track of important information. You can keep your data on your computer, or you can publish to the Web — so others can use your database with a web browser. It is also known as **DBMS – Database Management System**.

About Extensions

The meaning of extensions is identification and trade mark of application. There are many types of applications in computer so if you have so many files in one folder and all the files are different types of application in that case you can identify the application by their extensions.

Identification Symbol :



MS Access Extension : **.MDBx (2010)**

MS Access is Part of

The **MS Access** is the part of **Microsoft Office** family. Below are the parts of Microsoft Office family:

1. Microsoft Word
2. Microsoft Excel
3. Microsoft Access
4. Microsoft PowerPoint

How to start MS Access

We can use these steps to start MS. Access:-



Click on Start Button

└─> All Programs

└─> Microsoft Office



└─> Microsoft Office Access 2010-13

SECOND STEP

Run/Search → Type – (msaccess) → Enter

SHORTCUT

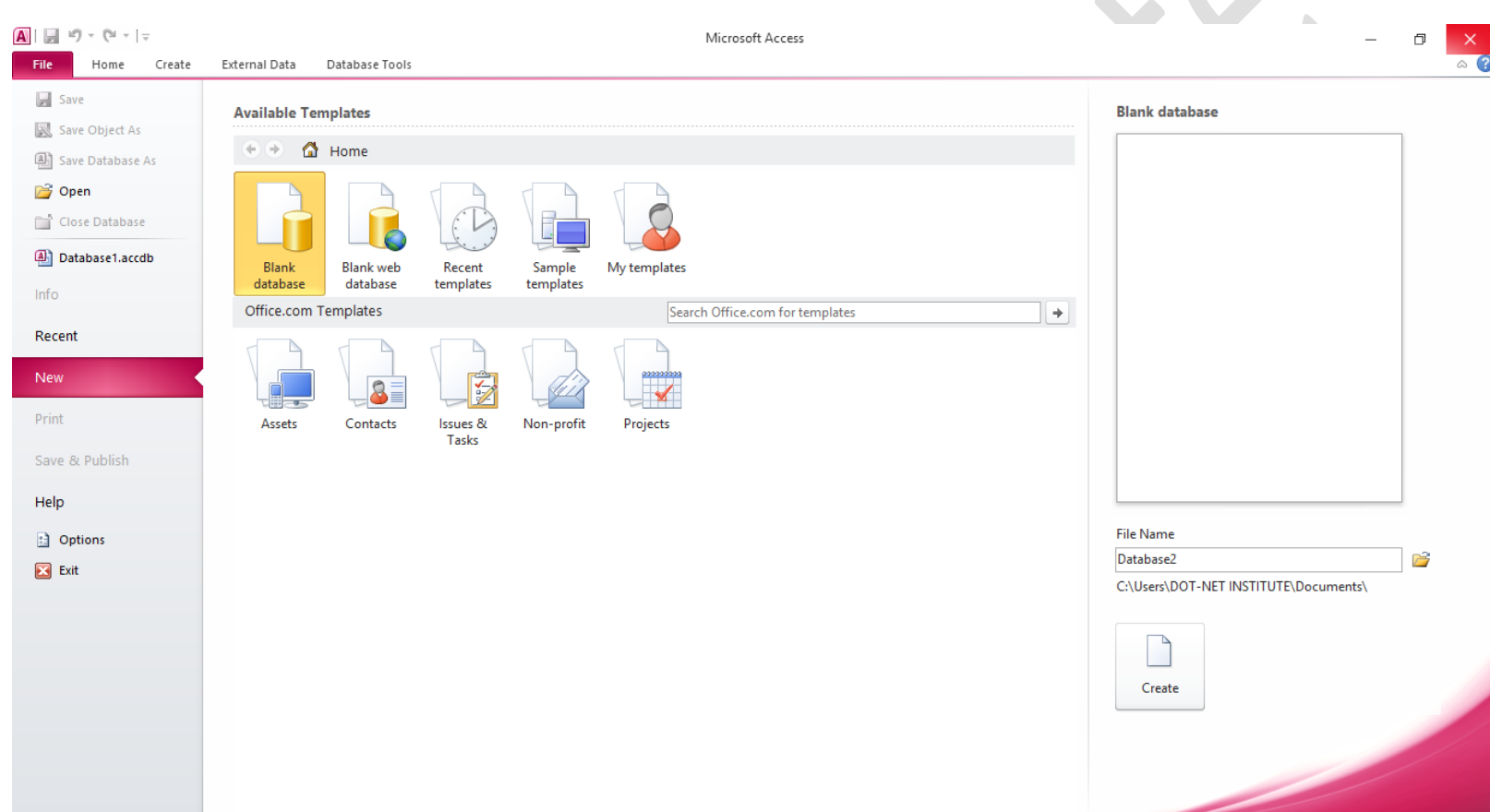
From Run Command

└─> WinKey + R → (Type) - msaccess → Enter

Access Window

First Windows Overview

When you first start Access, or if you close a database without closing Access, Microsoft Office Backstage view is displayed.



Backstage view is a starting point from which you can create a new database, open an existing database, view featured content from Office.com — anything you can use Access to do to a database file or outside of a database, as opposed to within a database.


CREATING A DATABASE

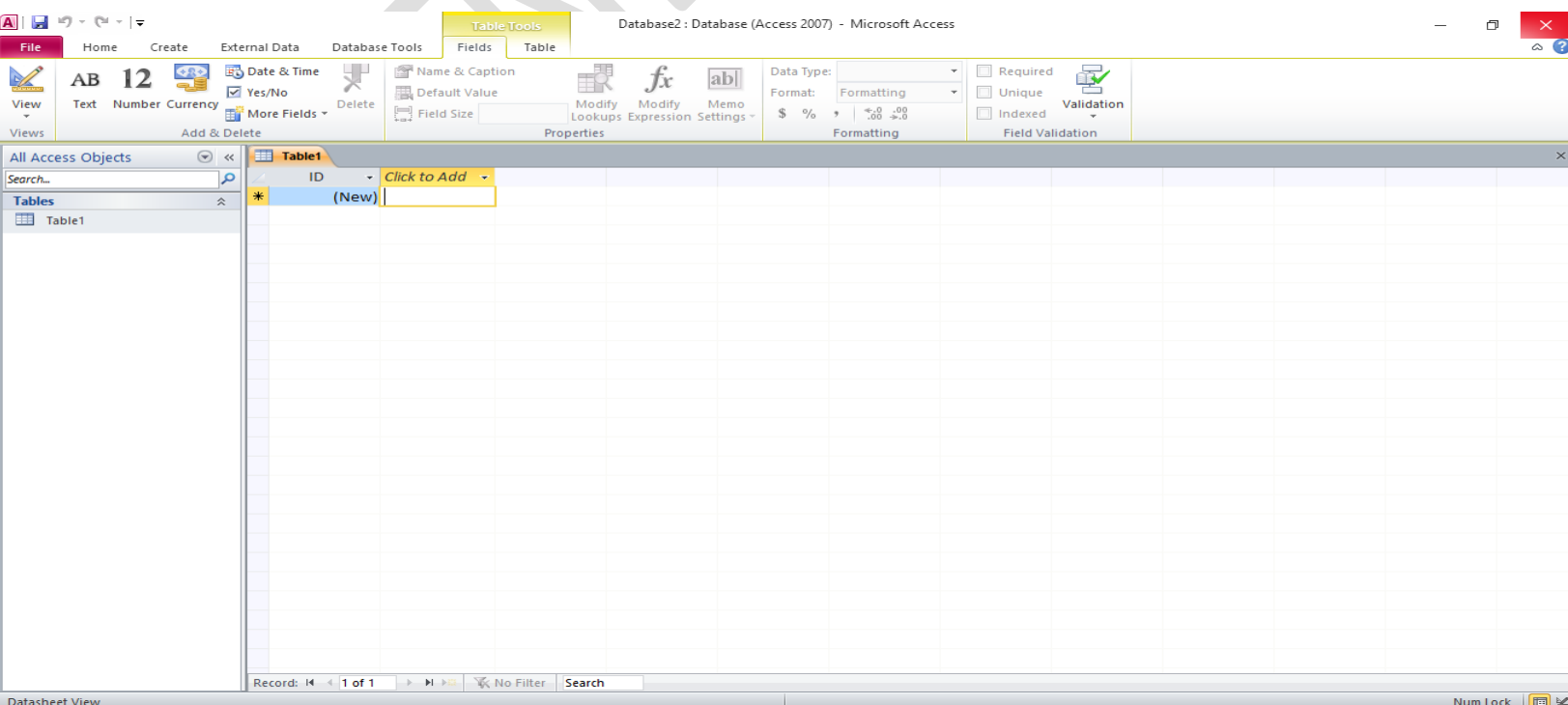
When you open Access, Backstage view displays the **new** tab. The **New** tab provides several ways that you can create a new database:

1. **A blank database** you can start from scratch if you want. This is a good option if you have very specific design requirements or have existing data that you need to accommodate or incorporate.
2. **A template that is installed with Access** Consider using a template if you are starting a new project and would like a head start. Access comes with several templates installed by default.

A template from Office.com In addition to the templates that come with Access, you can find many more templates on Office.com. You don't even have to open a browser; the templates are available from the **new** tab.

CREATE A BLANK DATABASE

1. On the **File** tab, click **New**, and then click **Blank Database**.
2. In the right pane, under **Blank Database**, type a file name in the **File Name** box. To change the location of the file from the default, click **Browse for a location to put your database**  (next to the **File Name** box), browse to the new location, and then click **OK**.
3. Click **Create**.



Access creates the database with an empty table named Table1, and then opens Table1 in Datasheet view. The cursor is placed in the first empty cell in the **Click to Add** column.

4. Begin typing to add data, or you can paste data from another source, as described in the section Copy data from another source into an Access table.

Entering data in Datasheet view is designed to be very similar to working in an Excel worksheet. The table structure is created while you enter data. When you add a new column to the datasheet, a new field is defined in the table. Access automatically sets each field's data type, based on the data that you enter.