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STUDENTS DETAILS

Name of Students	:…………………………………………………………
DOT-NET Roll No.	:…………………………………………………………
Date Of Joining	:…………………………………………………………
Name of Course	:…………………………………………………………
Batch Timing	:…………………………………………………………

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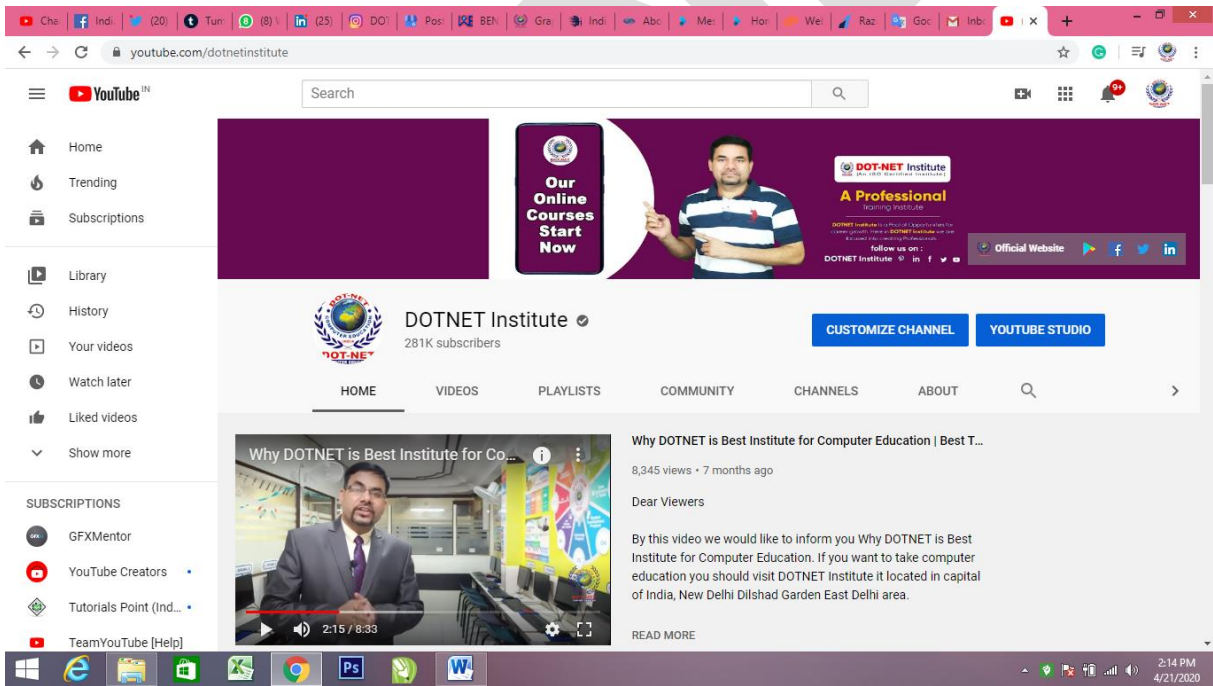
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Microsoft Access 2010-13

COURSE CONTENTS

Introduction of MS Access

1. 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.

2. About Extensions

The meaning of extensions that identification and trade mark of application there are many type 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 Symbols   :

MS Access Extensions   :   **.MDBx**

3. MS Access is Part of

The MS Access is the part of Microsoft Office family Software there are following part of Microsoft Office family:

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

4. How to start MS Access

We can use these steps to start MS Access:-

Click on Start Bar

All Programs

Microsoft Office

Microsoft Office Access 2007-10
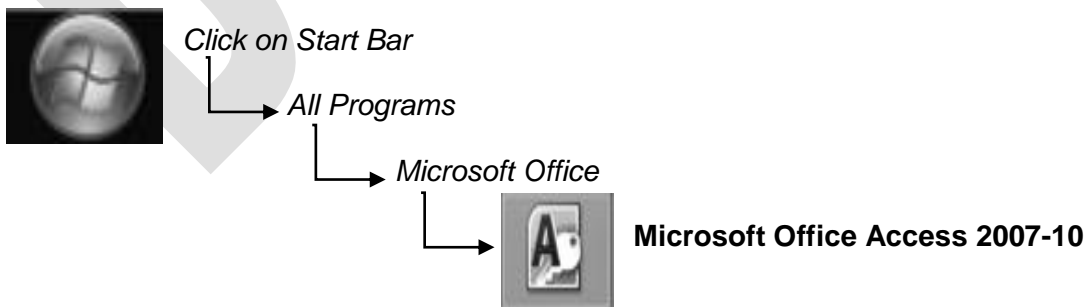
Now you have screen of Microsoft Access and you can start your work in this.

Access Window

First Windows Overview

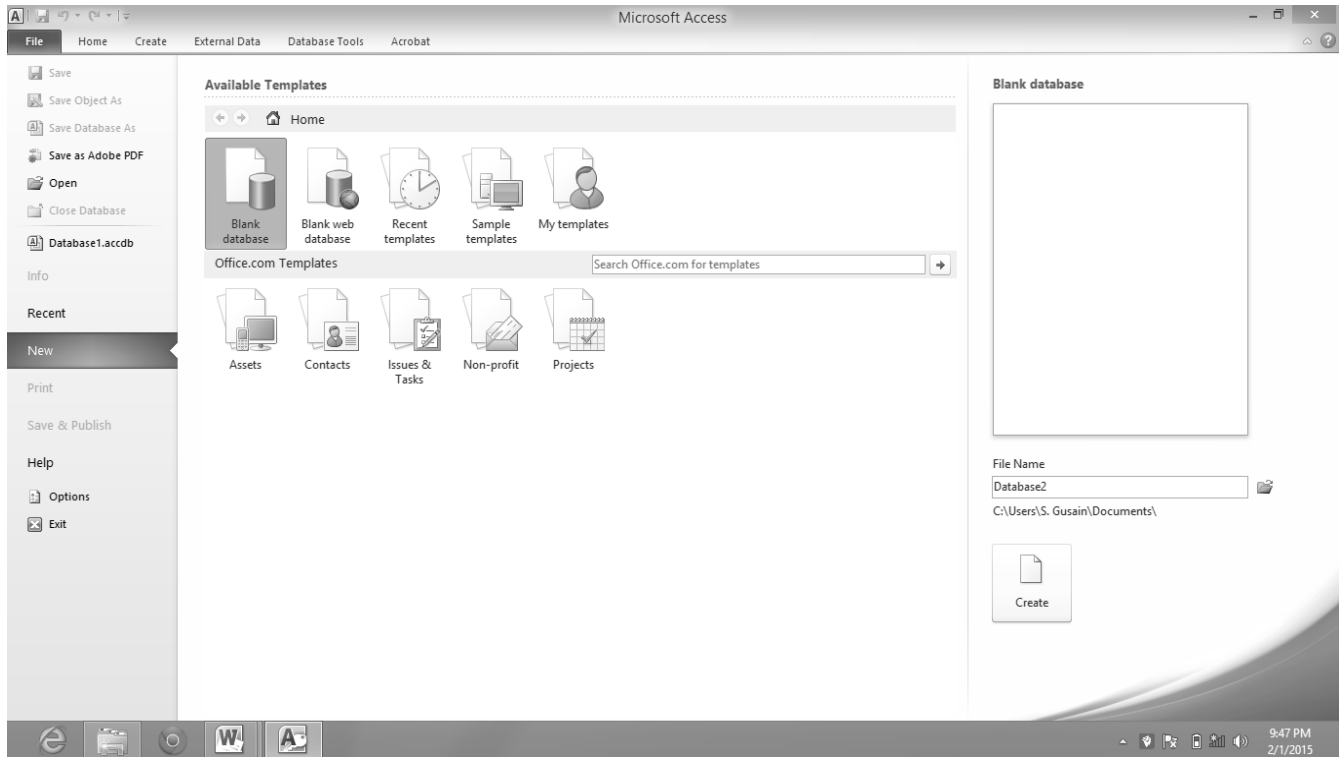When you first start Access, or if you close a database without closing Access, Microsoft Office Backstage view is displayed.

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.

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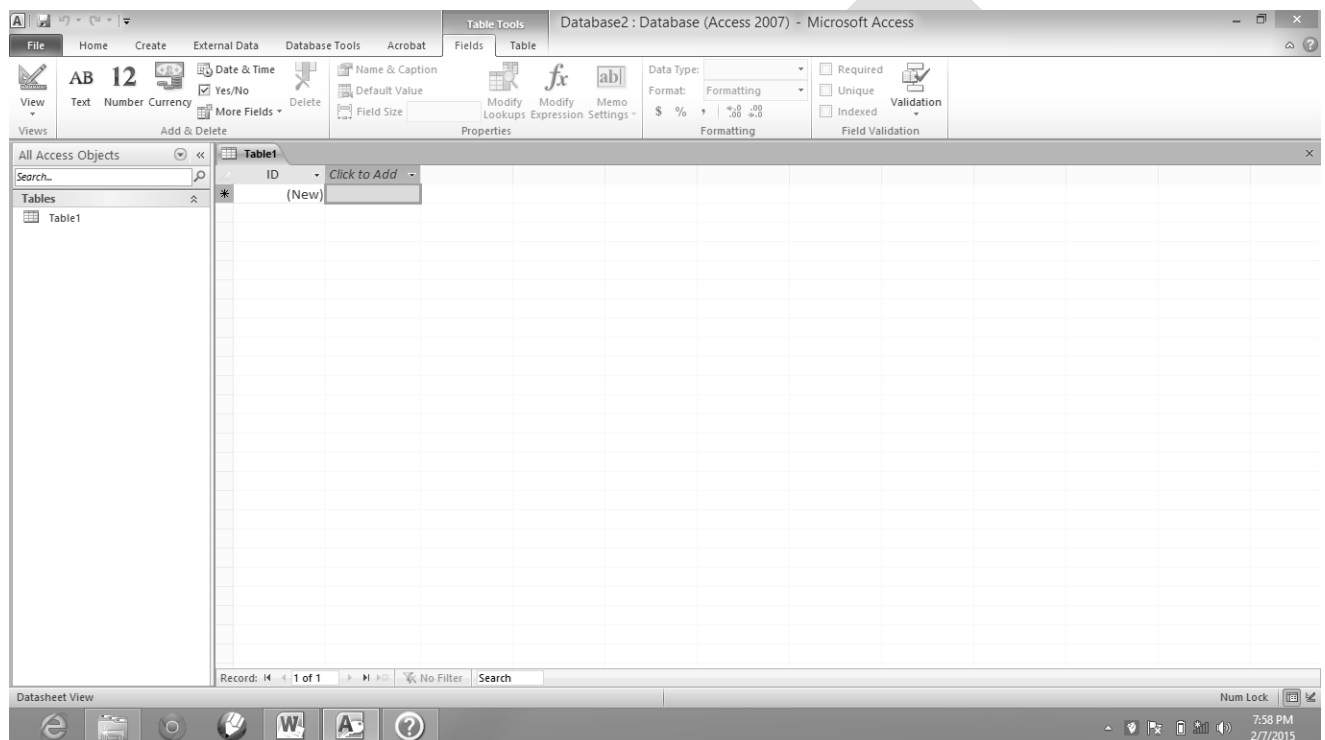
Access creates the database with an empty table named Table1, and then opens Table1 in Datasheet view. The cursor is placed in the first empty cell in the **Click to Add** column.

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.

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Create Toolbars

The Create Toolbar is most important tool in MS Access all types of tables we can create by this toolbars.
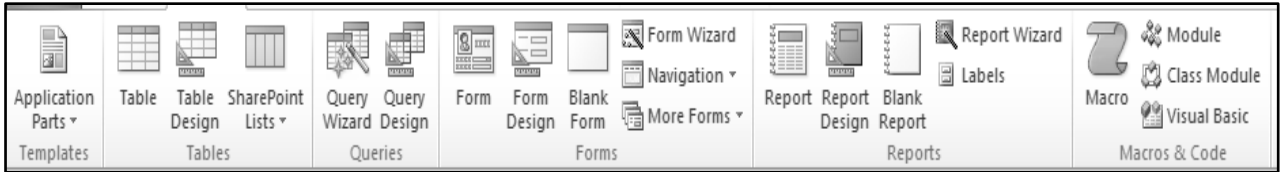
1. Add Tables

You can add new tables to an existing database by using the commands in the **Tables** group on the **Create** tab.

Create a table, starting in Datasheet view In Datasheet view, you can enter data immediately and let Access build the table structure behind the scenes. Field names are assigned numerically (Field1, Field2, and so on), and Access automatically sets each field's data type, based on the data you enter.

1. On the **Create** tab, in the **Tables** group, click **Table**.

   Access creates the table and selects the first empty cell in the **Click to Add** column.

2. On the **Fields** tab, in the **Add & Delete** group, click the type of field that you want to add. If you don't see the type that you want, click **More Fields**.

Click Here to Add More Fields
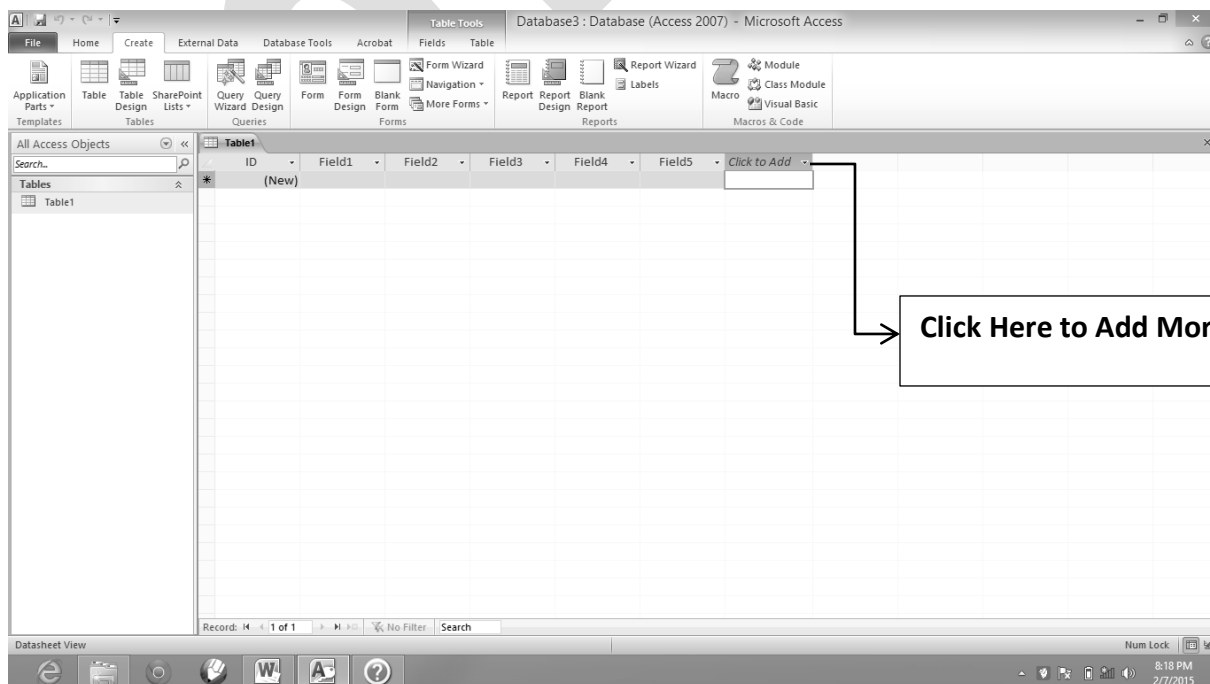
2. Design Tables

Create a table, starting in Design view In Design view, you first create the table structure. You then switch to Datasheet view to enter data, or enter data by using some other method, such as pasting, or importing.

1. On the **Create** tab, in the **Tables** group, click **Table Design**.
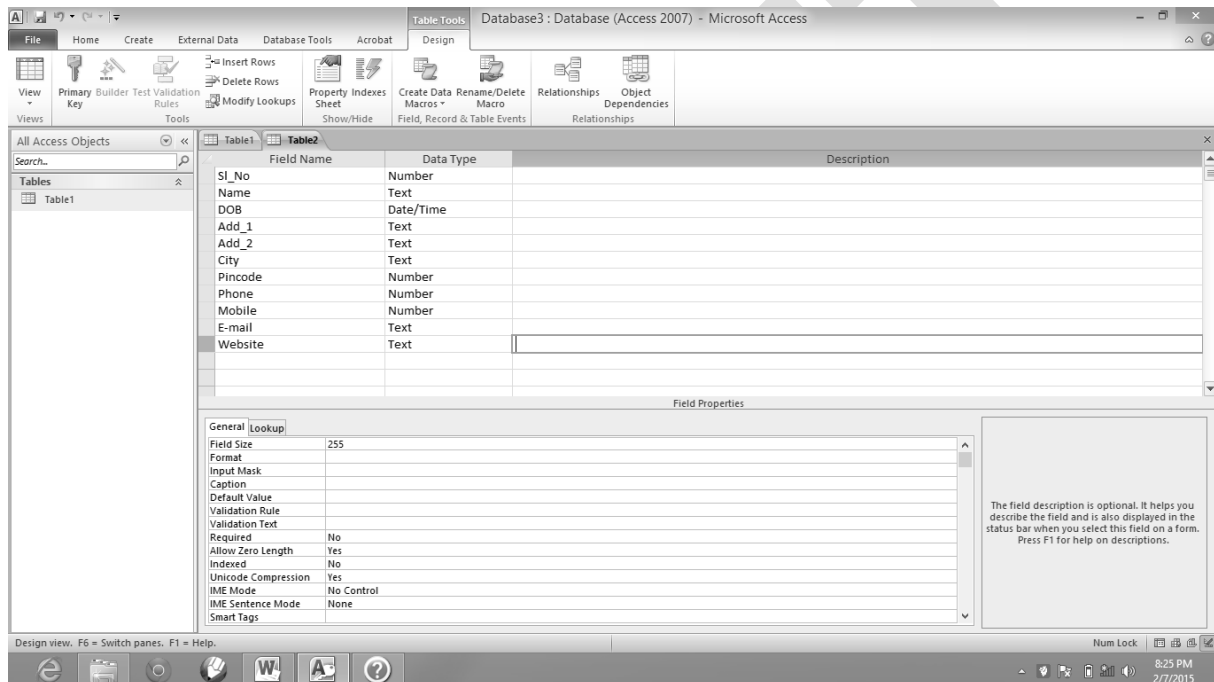
2. For each field in your table, type a name in the **Field Name** column, and then select a data type from the **Data Type** list.

3. If you want, you can type a description for each field in the **Description** column. The description is then displayed on the status bar when the cursor is located in that field in Datasheet view. The description is also used as the status bar text for any controls in a form or report that you create by dragging the field from the **Field List** pane, and for any controls that are created for that field when you use the Form Wizard or Report Wizard.

4. After you have added all of your fields, save the table:

    1. On the **File** tab, click **Save**.

You can begin typing data in the table at any time by switching to Datasheet view and clicking in the first empty cell. You can also paste data from another source, as described in the section Copy data from another source into an Access table.

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3. Add Queries

When you want to review, add, change, or delete data from your database, consider using a query. Using a query, you can answer very specific questions about your data that would be difficult to answer by looking at table data directly. You can use queries to filter your data, to perform calculations with your data, and to summarize your data. You can also use queries to automate many data management tasks and to review changes in your data before you commit to those changes.
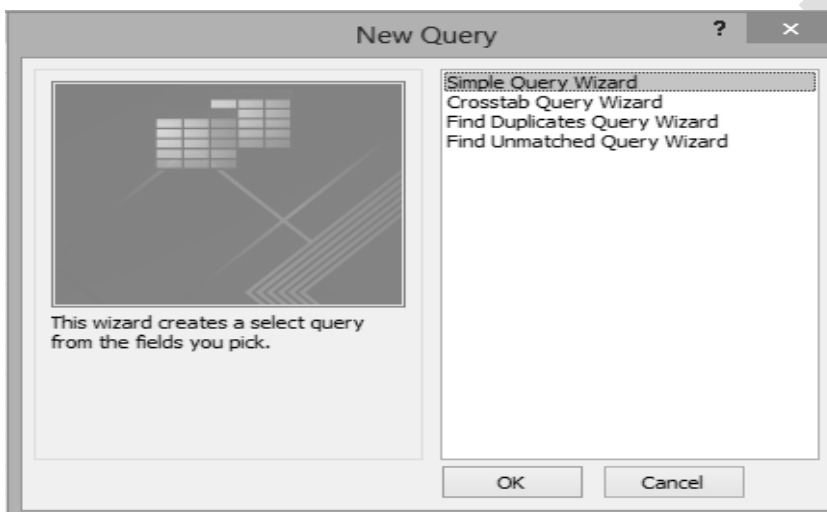
Choose: Simple Query Wizard.

Click: OK

Now See Next Windows like as:

Choose: Tables for Queries

>Click for one by one query fields

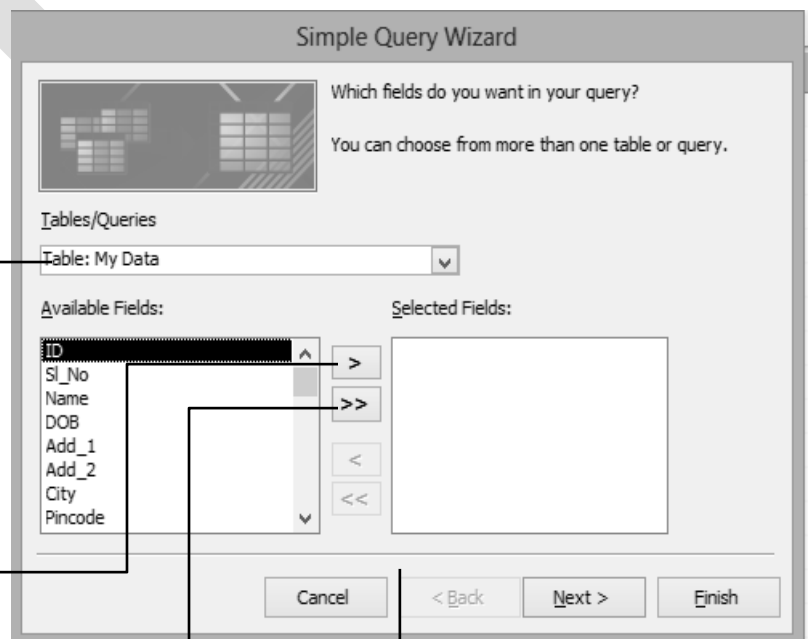Which fields you choose that show in Selected Fields Box.

>> Click for if you want to select all the fields for queries.
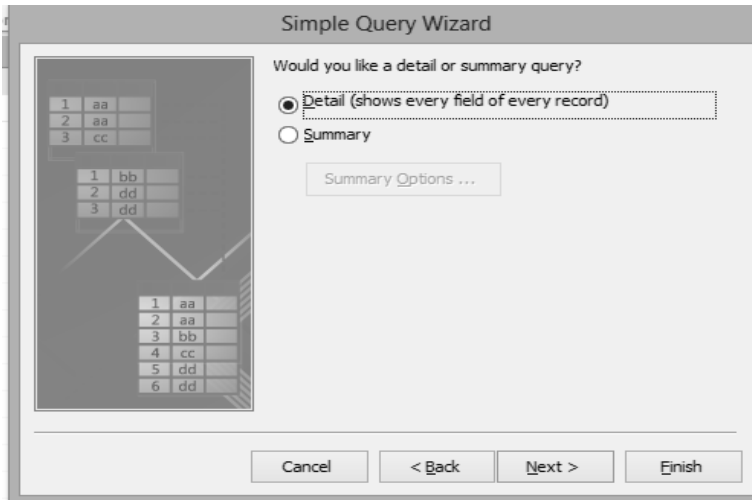
Click: Next after choosing fields.

Tables for Queries

One by One Fields

Select All Fields

Show Selected Fields

Simple Query Wizard

Would you like a detail or summary query?

○ Detail (shows every field of every record)

○ Summary

Summary Options ...

Cancel   < Back   Next >   Finish

Choose: Detail (shows every fields of every record)

Click: Next

See: *Next Windows*

Choose: Modify the query design.

Click: Finish

Now you show the next Windows.

Simple Query Wizard

What title do you want for your query?

My Data 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

Database3 : Database (Access 2007) - Microsoft Access

File   Home   Create   External Data   Database Tools   Acrobat   Design

View   Run   Select   Make Table   Append   Update   Crosstab   Delete   Union   Pass-Through   Data Definition   Show Table   Insert Rows   Delete Rows   Builder   Insert Columns   Delete Columns   Return: All   Totals   Parameters   Property Sheet   Table Names

Results   Query Type   Query Setup   Show/Hide

All Access Objects

Search...

Tables
- My Data
- Table1

Queries
- My Data Query

My Data
* ID
SI_No
Name
DOB
Add_1
Add_2

Field:	ID	[SI_No]	[Name]	[DOB]	[Add_1]	[Add_2]	[City]	[Pincode]	[Phone]	[Mobil
Table:	My Data	My Data	My Data	My Data	My Data	My Data	My Data	My Data	My Data	My Dat
Sort:										
Show:	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Criteria:										
or:										

Ready   Num Lock

4. Add Form

A form is a database object that you can use to create a user interface for a database application. A "bound" form is one that is directly connected to a data source such as a table or query, and can be used to enter, edit, or display data from that data source. Alternatively, you can create an "unbound" form that does not link directly to a data source, but which still contains command buttons, labels, or other controls that you need to operate your application.

Create Form by Form Design

You can use the Form tool to create a form with a single mouse-click. When you use this tool, all the fields from the underlying data source are placed on the form. You can start using the new form immediately, or you can modify it in Layout view or Design view to better suit your needs.
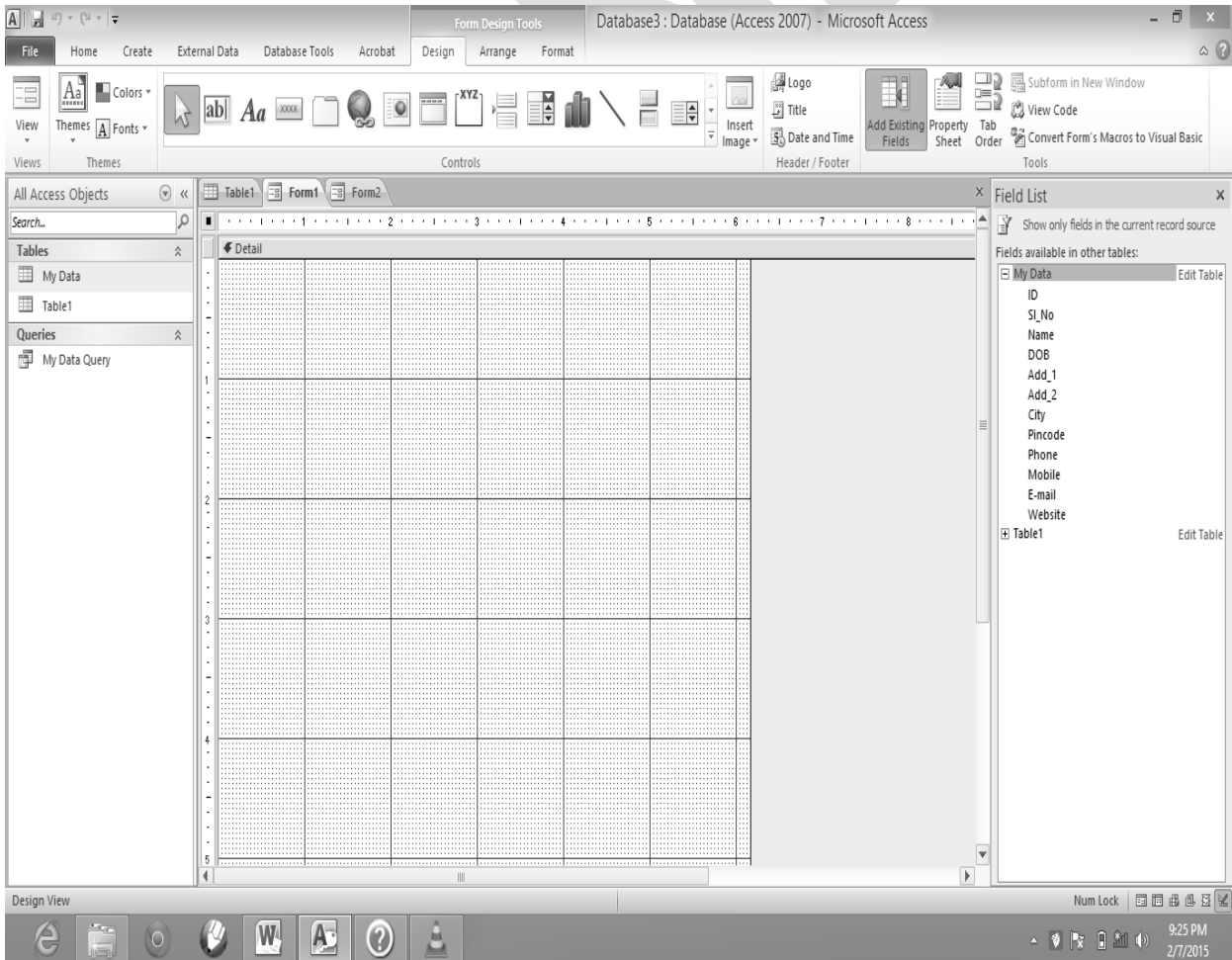
5. Report Wizard

Create a basic report of the data in the current query or table, to which you can add features such as group or table.
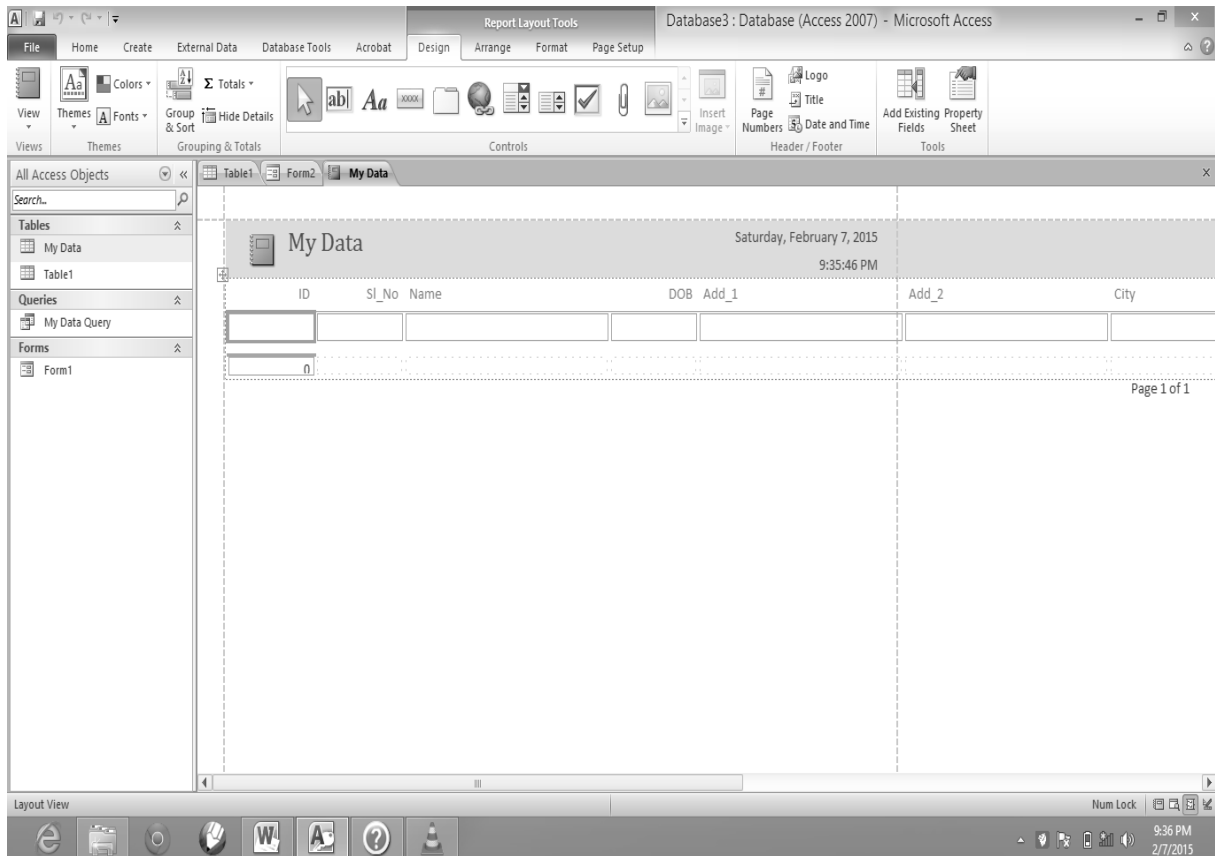
Through the Report wizard you can use same option like queries for making or reports of the table and queries.

Practical Assignment

1. Make the DOT-NET Admission Form and create all which is given above like as:

- ➢ **Table**

- ➢ **Queries**

- ➢ **Form**

- ➢ **Report**

External Data Toolbar

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1. Import Data

You can bring the data from an Excel workbook into Access 2010 in many ways. You can copy data from an open worksheet and paste it into an Access datasheet, import a worksheet into a new or existing table, or link to a worksheet from an Access database.

This topic explains in detail how to import or link to Excel data from Access.

Import Data from Excel

The steps in this section explain how to prepare for and run an import operation, and how to save the import settings as a specification for later reuse. As you proceed, remember that you can import data from only one worksheet at a time. You cannot import all the data from a whole workbook at the same time.
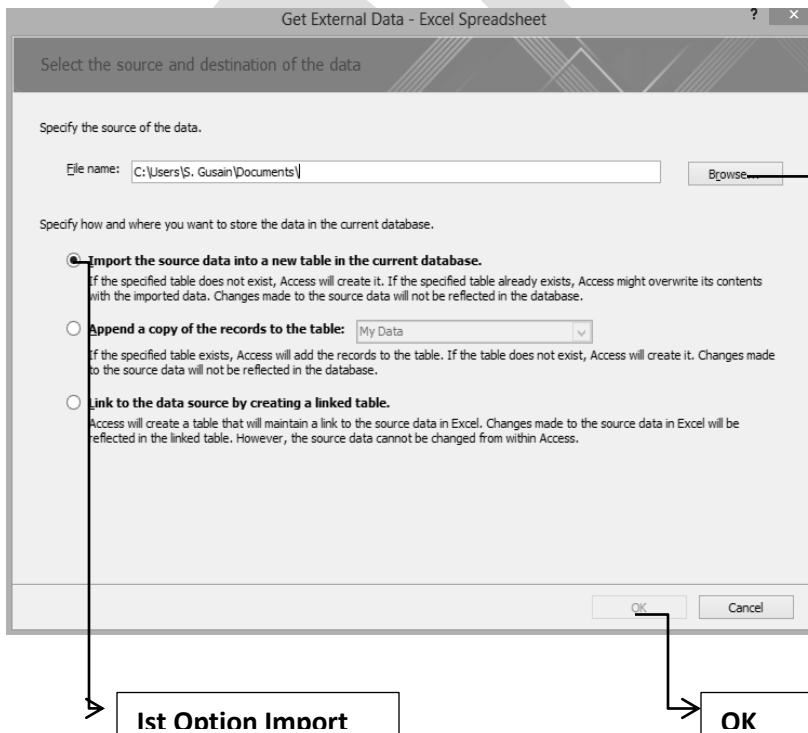
Click: on Browse to file location.

Select File

Choose: 1st Option Import the source data into a new table in the current database.

Click: OK

Browse

Ist Option Import

OK

2.Export Data

You can send the data from Access to many other applications like as Ms Excel, Ms Word, HTML, PDF, XML, Text etc.

This topic explains in detail how to export access data into other applications.

Export Data from Access

The steps in this section explain how to prepare for and run an export operation, and how to save the export settings as a specification for later reuse. As you proceed, remember that you can export data from only one application at a time. You cannot export all the data from a whole applications at the same time.
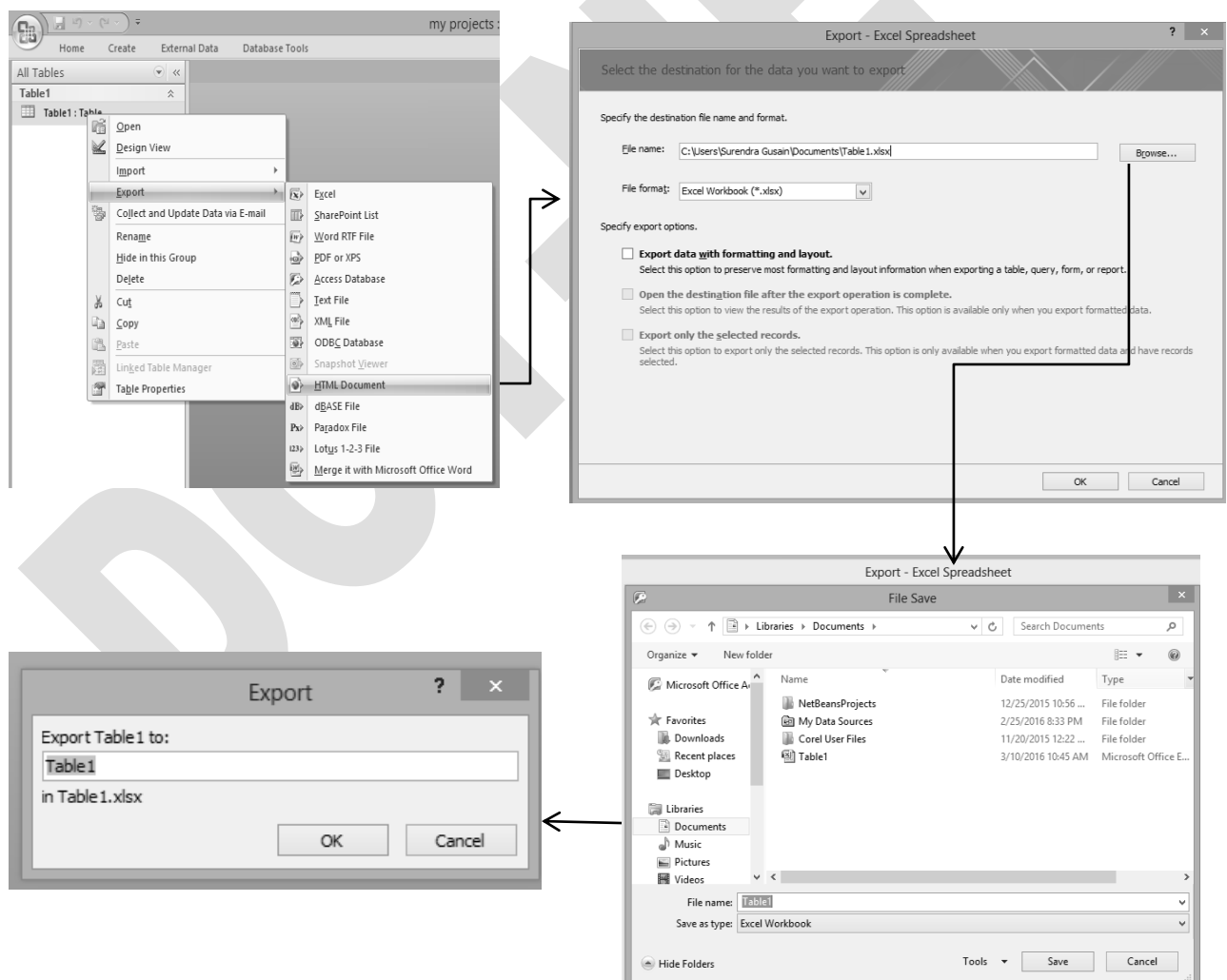
3. Links with Mail Merge

You can create a mail merge operation by using the Microsoft Word Mail Merge Wizard. This wizard is also available from Microsoft Office Access, and lets you set up a mail merge process that uses a table or query in an Access database as the data source for form letters, e-mail messages, mailing labels, envelopes, or directories.

This topic explains how to start the Mail Merge Wizard from Access and create a direct link between a table or query and a Microsoft Office Word document. This topic covers the process for writing letters. For step-by-step information about how to set up a mail merge process.

Use a table or query as the data source

1. Open the source database, and in the Navigation Pane, select the table or query that you want use as the mail merge data source.

2. On the **External Data** tab, in the **Export** group, click **More** , and then click **Merge it with Microsoft Office Word** .

    The Microsoft Word Mail Merge Wizard starts.

3. Select whether you want to create the link in an existing document or in a new document, and then click **OK**.

4. If you chose to link to an existing document, in the **Select Microsoft Word Document** dialog box, locate and select the file, and then click **Open**.

    Word starts. Depending on your choice, Word opens either the document you specified or a new document.

5. In the **Mail Merge** pane, under **Select document type**, click **Letters** and then click **Next: Starting document** to continue to step 2.

6. In step 2, click **Next: Select recipients**.

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Shortcut Keys to Ms Access

Command	Keystroke
Bold	Ctrl-B
Close	Ctrl-W
Close	Ctrl-F4
Copy	Ctrl-C
Cut	Ctrl-X
Delete current record	Ctrl -
Edit/Navigation mode (toggle)	F2
Exit subform and move to next/previous field in next record	Ctrl-Tab/Shift-Tab
Extend selection to next/previous record	Shift-Dn/Up
Find	Ctrl-F
Find Next	Shift-F4
Find Previous	Shift-F3
GoTo	Ctrl-G
Insert current date	Ctrl ;
Insert current time	Ctrl :
Insert default value	Ctrl-Alt-spacebar
Insert new line	Ctrl-Enter
Insert value from same field in previous record	Ctrl '
Italics	Ctrl-I
Menu bar	F10
Move to beginning/end of multiple-line field	Ctrl-Home/End
Move to current field in first/last record (Navigation mode)	Ctrl-Up/Dn
Move to first field in first record (Navigation mode)	Ctrl-Home
Move to first/last field in current record (Navigation mode)	Home/End
Move to last field in last record (Navigation mode)	Ctrl-End

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Move to left edge of page	Home or Ctrl-Left
Move to page number/record number box	F5
Move to right edge of page	End or Ctrl-Right
New (object)	Ctrl-N
New record (add)	Ctrl +
Next window	Ctrl-F6
Open	Ctrl-O
Open combo box	F4
Open in Design view	Ctrl-Enter
Paste	Ctrl-V
Print	Ctrl-P
Property sheet	Alt-Enter
Refresh combo box	F9
Replace	Ctrl-H
Requery underlying tables in subform	Shift-F9
Save	Ctrl-S
Save As	F12
Save current record	Shift-Enter
Screen left/right	Ctrl-PgUp/PgDn
Select/unselect column (Navigation mode)	Ctrl-spacebar
Spelling/Grammar check	F7
Switch between upper/lower panes	F6
Switch to Form view	F5
Undo	Ctrl-Z
Undo previous extension	Shift-F8
Zoom box	Shift-F2

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www.dnce.in, E-mail: **dncesg@gmail.com**

Application for Job Placement

Photograph

ENROLMENT NO ☐☐☐☐☐☐   **DATE** ☐☐☐☐☐☐☐

NAME OF CANDIDATE

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(First Name)   *(Middle Name)*   *(Last Name)*

FATHER / HUSBAND NAME

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(First Name)   *(Middle Name)*   *(Last Name)*

GUARDIAN OCCUPATION

☐ *Govt. Job.*   ☐ *Pvt. Job*   ☐ *Self Employed*   ☐ *Business*   ☐

Other………………………….

DATE OF BIRTH   **MOBILE NO. 1**   **MOBILE NO.2**

☐☐☐☐☐☐☐   ☐☐☐☐☐☐☐☐☐☐   ☐☐☐☐☐☐☐☐☐☐

E-MAIL ID

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

ADDRESS

CITY ☐☐☐☐☐☐☐☐☐☐☐   **PIN CODE** ☐☐☐☐☐☐

EDUCATIONAL & PROFESSIONAL QUALIFICATION

Educational Qualification			Professional Qualification		
Class	Board/Univ.	Passing Year	Course	Institute/College	Passing Year

COURSE FROM DOT-NET

☐ **ADCA**   ☐ **ADWD**   ☐ **ADGD**   ☐ **ADFA**

☐ **DCHN**   ☐ **E-Accounting**   ☐ **O Level**   ☐ **Other_____**

ENROLMENT FEE_____/-

(Signature of Applicant)

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DOT-NET GUIDE LINE FOR STUDENTS

DOT-NET always tries to give better education for our student, not only in the field of computer but we also develop our students how to fight competition in the professional life. We also provide them jobs after complete the course.

TEACHING METHODOLOGY: - DOT-NET provides 7 Hrs. Class within 6 days in a week like as:

- ✓ **5 Day Practical** *(1 Hrs. a day)*
- ✓ **1 Day Theory** *(2 Hrs.)*
  - ○ *30 Min. Subjective of Computers*
  - ○ *30 Min. Quarry Sessions*
  - ○ *30 Min. Personality Development*
  - ○ *30 Min. Presentations*

STUDY MATERIAL: - DOT-NET provides study material as **NOTES** with every module as per **DOT-NET** Course Layouts. The every student has to buy this with start of new modules. This notes books will necessary to buy every student.

MONTHLY TEST: - DOT-NET management are very serious about our student's performance so we take monthly test like as:

- ✓ Practical Test   : 40 Marks
- ✓ Theory Test   : 40 Marks
- ✓ Oral Test   : 20 Marks
- ✓ After complete of course we will provide Mark sheet with your Certificate.
- ✓ Students will have to attend at least 5 monthly tests compulsory if the course is for 6th months or 11 monthly tests compulsory if the course is 1 year.

ANNUAL AWARDS FUNCTION: - DOT-NET provides our students *"Best Students of the Year Award"* in Annual Function of the Centre.

Annual Awards Prize

- ✓ Best Student of The Year Award
- ✓ Rs. 500/- Cash
- ✓ Certificate and **DOT-NET** Momentous

DOT-NET will place the photographs Annual winners in **DOT-NET** website (www.dotnetinstitute.co.in)

PLACEMENT: - DOT-NET provides the 100% job placement to our students but students have ability to fight the interview, if students are not able to face interview then we will make a batch for such students and give them 10 days job interview training, then place them to companies.

ANNUAL TOUR: - DOT-NET arranges annual tour outside of Delhi every year for our students.

FEE DEPOSIT: - DOT-NET collects the fee on time so every student has to pay monthly fee on your due date. After three days of due date the *Late Charge Rs.50.00* per day till next 7 days after 7 days we will stop his/her class.