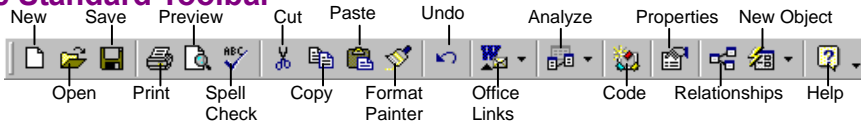


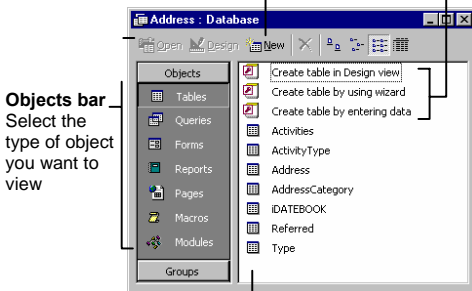
The Database Window

The Standard Toolbar



Database Objects

Create a new object by clicking the **New** button... or by using a **Wizard**



Database objects appear in this area

Tables store related data in rows (records) and columns (fields).

Queries view, filter, calculate, change, sort, and examine the data stored in tables.

Forms are custom screens that provide an easy way to enter and maintain data in a table.

Reports report present data in a table or query in a printed format – no data entry.

Pages are forms saved as web pages and so that the database can be accessed over the Internet

Macros automate common tasks and can be invoked by clicking a button or pressing a shortcut key.

Modules are collections of procedures written in Visual Basic and used to automate tasks.

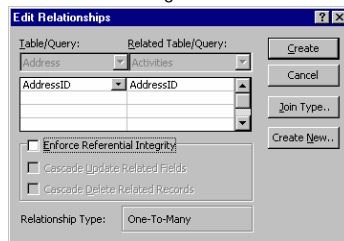
- **To Open an Object:** Double-click the object in the Objects bar.
- **To Create a New Object:** Click the **New** button on the Objects bar, select the object type you want to create from the **New** button menu, and click the **New** button. To create the object from scratch, click a **Wizard** icon to create the object by-step.
- **To Modify an Object:** Select the object and click the **Design** button on the toolbar.
- **To Delete an Object:** Select the object and press **<Delete>**.
- **To Rename an Object:** Right-click the object, select **Rename** from the shortcut menu, enter the new name, and press **<Enter>**.
- **To View the Database Window:** Select **Window** and the database name from the menu.
- **To Repair/Compress a Database:** Select **Tools** → **Database Utilities** → **Compact and Repair Database** from the menu.

- **To Cut or Copy an Object:** Select the object and click the **Cut** button or **Copy** button on the toolbar, or press **<Ctrl> + <X>** (cut) or **<Ctrl> + <C>** (copy).
- **To Paste an Object:** Click the **Paste** button on the toolbar or press **<Ctrl> + <V>**.
- **To Import an Object from Another File:** Right-click any empty area of the Database window and select **Import** from the shortcut menu. In the **Import** dialog box, select the database that contains the object(s) you want to import, select the objects, and click **OK**.
- **To Export a Table:** Click **Table** on the Objects bar, right-click the table you want to export, and select **Export** from the shortcut menu. In the **Export** dialog box, enter a file name and select the file format. Click **Save** as type list. Click **OK** to save any on-screen instructions.

Linking Tables: When two tables are related to each other, you use to link two tables that represent the same concept in two different tables. A primary key field from one table is often linked to a foreign key field in another table.

1. Click the **Relationships** button on the Database window toolbar.
2. Add tables to the window by clicking the **Show Table** button, selecting the tables, clicking the **Add** button, and then clicking **Close**.

3. Use the scroll bars to find the related fields and then drag the field from one table and drop it on the related field in the second table. Make sure the field names in the dialog box are correct.



4. (Optional) Check the **Enforce Referential Integrity** box to help enforce avoiding "orphan" data. If you want to change the "join type" between the tables, click the **Join Type** button, select the type of join, and click **OK**.
5. Click **Create** to create the relationship.

Keyboard Shortcuts

General

Open a Database	<Ctrl> + <O>
Close a Database	<Ctrl> + <W>
Print Current View	<Ctrl> + <P>
Delete	<Delete>
Undo	<Ctrl> + <Z>
Help	<F1>
New	<Ctrl> + <N>
Open	<Ctrl> + <O>
Save	<Ctrl> + <S>
Print	<Ctrl> + <P>
Close	<Ctrl> + <F4>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Find	<Ctrl> + <F>
Find Next	<Shift> + <Enter>
Find Previous	<Shift> + <Enter>
Escapes	<Esc>
Find Date	<Ctrl> + <D>
Find Time	<Shift> + <Ctrl> + <D>
Insert Value from Same Field in Previous Record	<Ctrl> + <'> (Apostrophe)
Check Spelling	<F7>
Switch Between Applications	<Alt> + <Tab>

Navigation—Go To:

Next Field	<Tab>
Previous Field	<Shift> + <Tab>
Next Screen	<Page Down>
Previous Screen	<Page Up>
First Record	<Ctrl> + <↑>
Last Record	<Ctrl> + <↓>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>

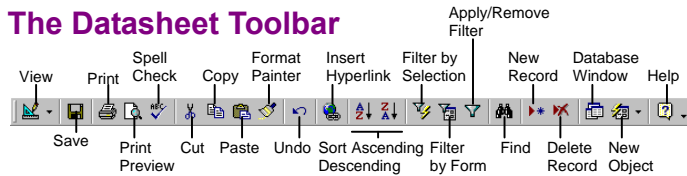
Design View

Properties	<Alt> + <Enter>
Save Object	<Ctrl> + <S>

NOT TO BE USED FOR TRAINING PURPOSES

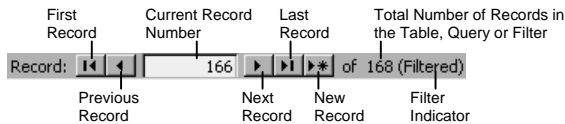
Working with Data

The Datasheet Toolbar



The Navigation Bar

(Found on the horizontal scrollbar near the bottom of most windows)



- Database information can be directly added and modified from Tables and some Queries and Forms.
- To Add a New Record:** Click the **New Record** button on the Navigation bar.
- To Select a Record:** Click the **Record selector** to the right of the record or select **Edit** → **Select Record** from the menu.
- To Delete a Record:** Select the record and click the **Delete Record** button on the toolbar, or select **Edit** → **Delete Record** from the menu.
- To Spell Check:** Click the **Spell Check** button on the toolbar.
- To Find Information in a Table:** Place the cursor in the field that contains the value you want to search for, click the **Find** button on the toolbar, or press **<Ctrl> + <F>**. Then type the value you want to search for in the **Find What box** and click **Find First**. Click **Find Next** until you've found what you're looking for.
- To Replace Information in a Table:** Place the cursor in the field that contains the value you want to replace, select **Edit** → **Replace** menu, or press **<Ctrl> + <H>**. Then type the value you want to replace in the **Find What box** and the new value in the **Replace With box**. Click **Find Next** until you've found what you're looking for, click **Replace** or click **Replace All** to replace every instance.
- To Sort Information:** Place the cursor in the field that you want to sort by and click either the **Sort Ascending** or **Sort Descending** button on the toolbar.
- To Filter by Selection:** Place the cursor in the record and field that matches the selection criterion and click the **Filter By Selection** button on the toolbar.
- To Filter by Form:** Click the **Filter by Form** button on the toolbar. Click the **Drop Down** next to the field that contains the selection criterion and select the value you want the filtered records to match. You can use more than one value.
- To Remove Filter:** Click the **Form** button on the toolbar.

Forms and Reports

- To Create a Form Using a Wizard:** Click **Forms** from the Objects bar and double-click the **Create form by using wizard icon**. Follow the on-screen instructions.
- To Create a Report Using a Wizard:** Click **Reports** from the Objects bar and double-click the **Create report by using wizard icon**. Follow the on-screen instructions.
- To Toggle between Form/Report and Design View:** Click the **View** button on the toolbar.

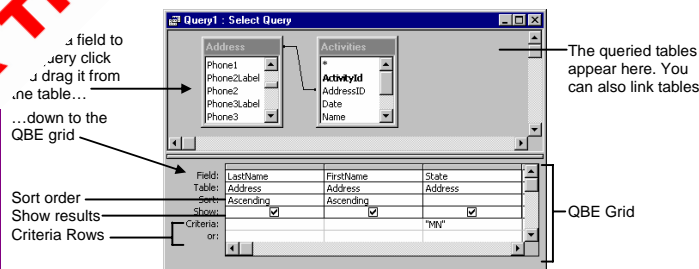
Creating and Designing Tables

- To Create a New Table Using a Wizard:** Click **Tables** from the Objects bar and double-click the **Table using wizard icon**.
- To Create a New Table from Scratch:** Click **Tables** from the Objects bar and double-click the **Create table in Design view icon**. Type a field name for the first column you want to create in the **Field Name column**, press **<Tab>**, click the **Data Type drop down arrow**, and select the data type for the field. Repeat as necessary to add new fields to the table. Close the table window, click **Yes** to save the table, enter a table name, and click **OK**.

Data Types

Data Type	Description
Text (Default)	Stores text, numbers, or a currency value, up to 255 characters long
Memo	Stores long text entries, up to 65,535 characters long
Number	Stores numbers that can be used in calculations
Currency	Stores numbers that represent money
AutoNumber	Automatically generates a unique number for each record
Date/Time	Stores dates and times
Yes/No	Stores two values, such as Yes or No
OLE Object	Stores objects created in other programs, such as a spreadsheet, or Word document
Hyperlink	Stores clickable links to web pages on the Internet or file on a network
Lookup Wizard	Used to create a field whose values are selected from another table, query or list of values

Designing a Query Window



- To Create a Select Query:** Click **Queries** from the Objects bar and double-click the **Create query in Design view icon**. Select the table you want to query and click **Add**. Repeat for all the tables you want to add to the query. Click **Close** when you're finished. Find the table's field you want to query (use the scroll bars), and drag the field down to the QBE grid. Repeat until you have added all the fields you want to include in the query. If you want to filter records, enter the criteria in the Criteria row. Close the query window, click **Yes** to save the query, enter a query name, and click **OK**.
- To Switch Views:** Click the **View** button on the toolbar.
- To Total Calculate or Total Values:** Open the Query in Design View, select **View** → **Totals** from the menu, find the query field you want to calculate or group by, and select a calculation from the field's drop-down list.

Criteria Example	Description
"London"	Displays records where the field equals London
Between 1/1/00 and 12/31/00	Displays records where the date is between 1/1/00 and 12/31/00
NOT "USA" or <> "USA"	Displays records where the field is does not contain the text "USA" and is not blank
Like "S"	Displays records where the field text starts with an S
IS NULL	Displays records where the field is blank
IS NOT NULL	Displays records where the field is not blank
>100	Displays records whose field value is greater than 100