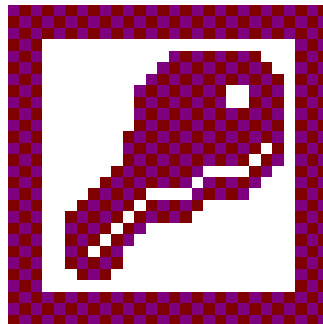


SmartLearn™
Guide to



ECDL- Module 5
Databases - Access 2000
Syllabus 4

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2 About This Course



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2.1 Who Is It For and How Do I Use It?

2.1.1 Who Is It For?

This manual is designed for use with the ECDL – Databases – Access 2000 course with SmartLearn.

It is not meant as a replacement to the full reference manuals that come with Access 2000.

2.1.2 How Should I Use it?

This manual is a step by step guide to the functions taught in the ECDL – Databases – Access 2000 course.

You should be able to find the part you're after by looking in the index, and contents and noting that the general course will follow the pattern of the manual.

The step by step parts are in italics. Simply do the things on the left, and read the things on the right for further information.

*This is what you do
happening*

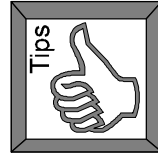
This is a description of what is

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2.2 What Do the Icons Mean?

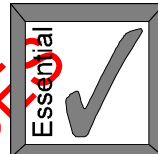
Tips

Handy tips that make your work easier



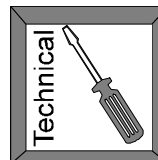
Essential

Essential points to understand how to do the work in hand



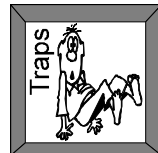
Technical

Technical (non-essential) points for the technically minded



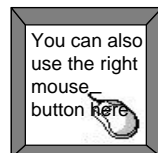
Traps

Hints to help you with certain features that may just trip you up if you are not aware of them!



Right Mouse Button

This means that pressing the right mouse button (instead of the left mouse button) will bring up a short cut menu that can achieve the same things as listed in the text



2.3 Getting Help

Access 2000 keeps the screen fairly simple. But don't expect to have to remember the functions. There are several levels of help:

2.3.1 Using This Guide

This guide contains all the basic functions of Access 2000. Use the Table of Contents and the Index to find the functions that you need explained.

2.3.2 Help Function

The on-screen help function explains commands in detail. It is simple to use...

1. Press F1
2. Press buttons and scroll bars as required to get more help

For help on a particular part of the screen...

1. Press Shift F1
2. Click on the area of the screen you wish to know about

To close help...

Alt + F4

Or

File menu: Exit (make sure you get the file menu for the help and not for the software)

For more information on using the Office Assistant in Access 2000 see the next page.

2.3.3 The Official Access 2000 Manual

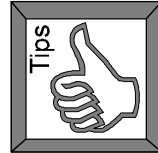
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Go to the reference section and look up the thing you want explained.

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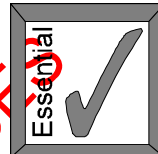
Tips

Handy tips that make your work easier



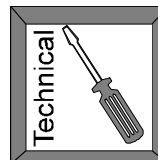
Essential

Essential points to understand how to do the work in hand



Technical

Technical (non-essential) points for the technically minded



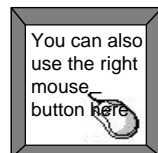
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Go to the reference section and look up the thing you want explained.

2.6 Working with Windows

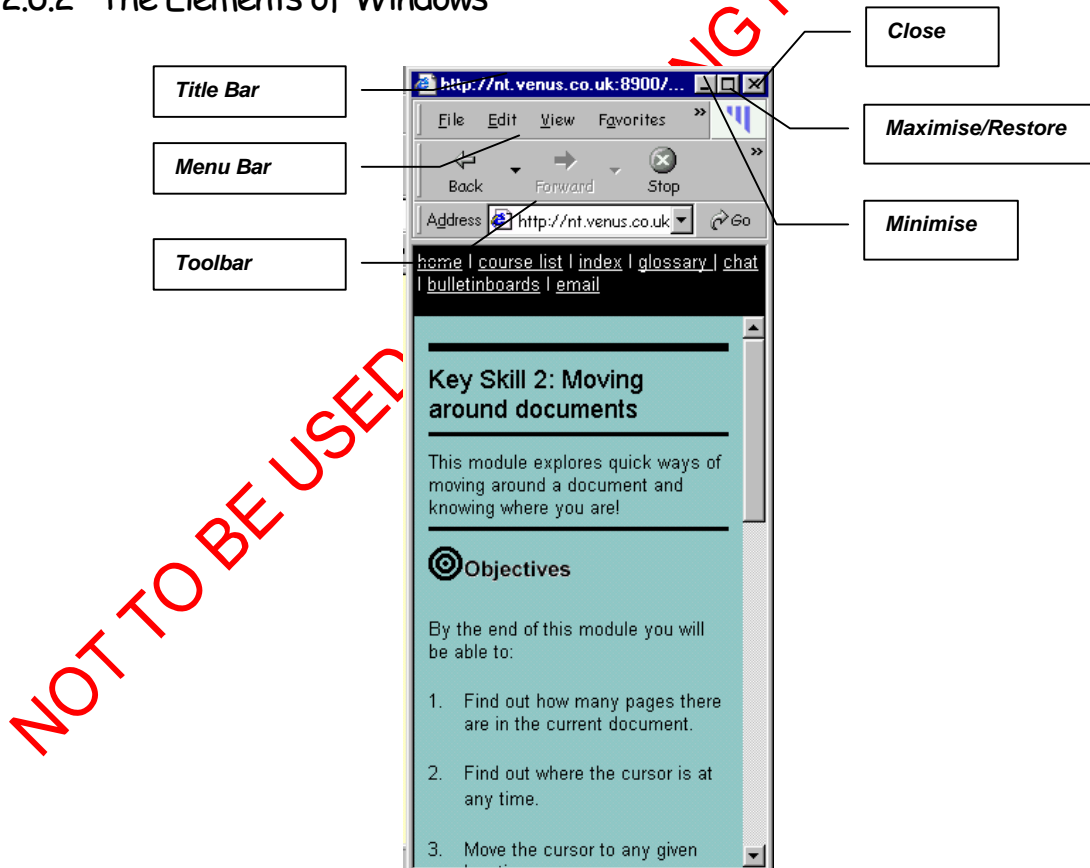
2.6.1 What Are Windows?

Every task which you perform on your computer will open in a box called a *window*. For instance, when you open Word, a window appears on the screen containing the software. You then work inside the window.

It is possible to have many windows open at once. Our online courses require you to have at least two windows open...

- **Internet Browser** (e.g. Internet Explorer, Netscape Navigator), which contains course modules.
- The **software** you are learning, e.g. Word, Excel, Outlook

2.6.2 The Elements of Windows



2.6.3 Minimising Windows

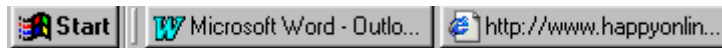
Minimising a window makes it temporarily disappear! Use it if you have to get a window out of the way so you can see something else!

Click minimise at the top right of the window



To restore a window after it has been minimised...

Click the name of the window from the task bar at the bottom of the screen



2.6.4 Maximising/Restoring Windows


Maximise allows you to make a window fill the whole of the screen. Use it when you want to concentrate on just one window.

Maximise is interchangeable with restore. When you restore a window it is still visible, but will not fill the whole screen. You can change the restored shape to anything you want by re-sizing the window (see below).

Maximising a Window...

Click Maximise at the top right of the window




Window will fill the screen
Maximise button will change to
Restore button 

Restoring a Window...

Click Restore at the top right of the window



Window will shrink
Restore button will change to
Maximise button 

2.6.5 Closing Windows

Click the X at the top right of the window



2.6.6 Switching Between Windows

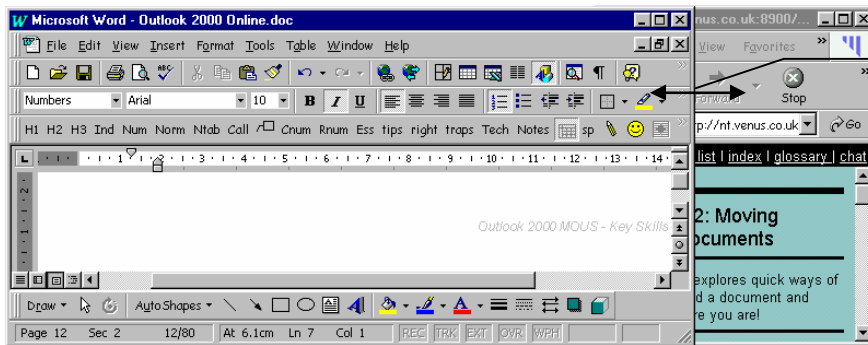
Click the window you require on the task bar Window will appear on screen



2.6.7 Resizing Windows

1. Ensure that the window is restored
2. Position the mouse at the edge of a window
3. Click and drag

If the window is minimised or maximised you can't resize it!
Mouse will change to a double headed arrow



The window for Word is overlapping the Browser window.
If you position your mouse at this edge and drag to the left, you will make the window narrower, and get rid of the overlap.

2.6.8 Moving Windows

1. Ensure that the window is restored
2. Position the mouse on the blue title bar

If the window is minimised or maximised you can't move it
Mouse will change to a white arrow



3. Click and drag to move the window to a new position

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3 Database Basics



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3.1 Starting and Closing Access

3.1.1 Starting Access

1. Click Start
2. Click Programs
3. Click Microsoft Access

Or if you have a shortcut...



Double click on the shortcut on the desktop

Or

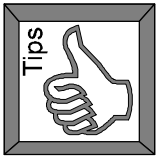


Click on the shortcut on the desktop

Access will open and a box will appear offering you choices of what to open...

You can click on Cancel!

Access is just trying to be helpful by offering you a choice of what you want to create or open. You can ignore this box by just clicking on Cancel!



3.1.2 Closing Access

1. Click File
2. Click Exit

Or

Click the X at the top right of the Access window



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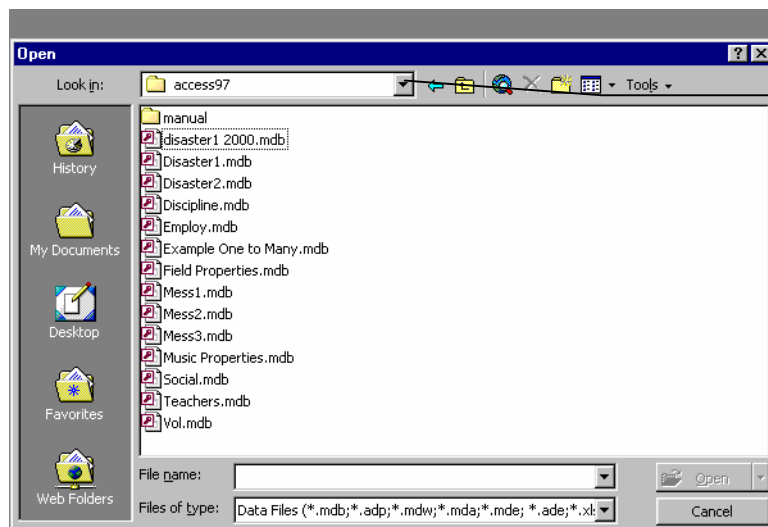
3.2 Opening a Database

3.2.1 Opening a Database

1. Click File
 2. Click Open
- Or

Click the Open icon 

Open dialog box will appear (see below)

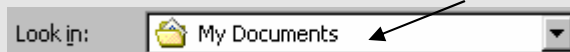


Click down arrow to change the folder Access is looking in

3. Double click on the database you require
- or
- Click on the database you require
- Click Open

I can't see my database!


Check the folder you are looking in

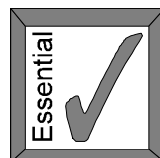


If you need to look in a different folder or drive...

1. Click on the down arrow at the end of the Look in box
2. Click on the folder or drive you wish to look in


To look in a sub folder or folder in a drive...

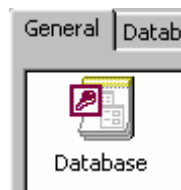
1. Click on the folder or sub folder required 
2. Click on Open



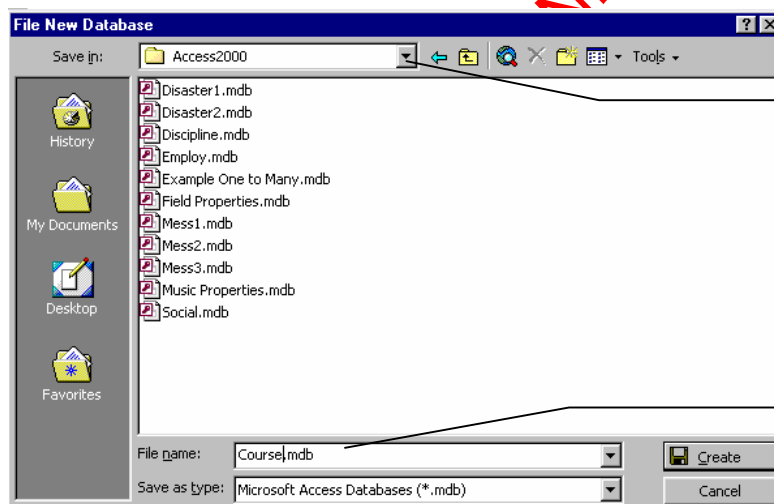
3.3 Creating a New Database

3.3.1 Creating a New Database without Wizards

1. Click on the File menu
2. Click on New
or
Click on New icon 
3. Click General tab
4. Select Blank Database



5. Click OK
6. Change the folder to save the database in, if required



Click the down arrow to change the folder

Type the filename here

7. Type the filename for your database
8. Click Create

Database window will appear

Why do I give the filename and choose the folder first?

The database is created and saved first. Then the tables, queries, forms etc. are added to the database. If you didn't save first, then Access would not be able to automatically save the data which you input into your database.



3.4 Saving a Database

3.4.1 Saving a Database

Databases are not saved in the same way as Word documents, Excel spreadsheets, PowerPoint presentations, etc.

- When you create a new database it is automatically saved.
- When you add records to a database they are automatically saved.
- When you delete or modify the information in a database, your changes are automatically saved.
- It is only when you alter the design or structure of a database that you need to save your changes. This will be dealt with in the relevant sections of this manual.

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3.5 Closing a Database

3.5.1 Closing a Database

1. Click File
2. Click Close

Or

Click X at the top right of the database window (see below)



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