

Lab 16 – Microsoft Access A

Topics covered in this lab

- Design a database to satisfy a collection of requirements
- Describe the features of the Access window
- Create a database
- Create tables in Datasheet and Design views
- Add records to a table
- Close a database

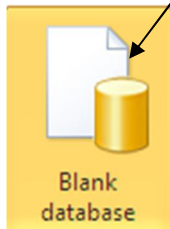
Start

A database is the container for your data and associated objects. It includes tables, queries, forms, reports, pages, macros and modules. When Access is open you are working in one database, but each database can contain many tables, queries, forms, etc.

- Open Microsoft Access 2010
 - o Click on the start  button > All Programs > Microsoft Office >

 Microsoft Access 2010

- Click on the Blank Database button



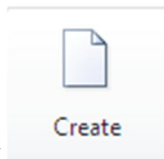
- Give your database the name lab16_yourName

File Name

lab16_yourName.accdb

- Click on the browse button, change the location to drive Q, click on the ITE100 folder, click

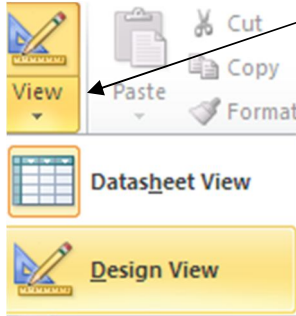
 3-Microsoft Access
inside



- Click

Creating a table and add records

- From the Datasheet tab click on View



- Click on Design View
- Give the table the name Students
- Press Ok
- Right click on ID row and choose Delete Rows
- For the message click Yes
- Enter the Field Names, Data Types and Descriptions as shown below:

Students			
	Field Name	Data Type	Description
?	StudentID	Number	Student ID number
	First	Text	Student first name
	Last	Text	Student last name
	Semester	Number	Academic semester
	Major	Text	Student major
	City	Text	Student city
	Phone	Text	Student phone number

- Right click on StudentID and choose Primary Key



- Click on View, and choose
- For the message click Yes to save the changes
- Enter the following information. Enter the data row by row from left to right (and not column by column):

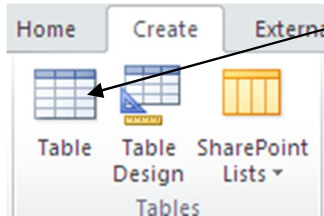
Students							
StudentID	First	Last	Semester	Major	City	Phone	
6000111	Abdullah	Ahmad	4	English	AD	971-02-1232323	
7000222	Ameen	Majed	3	BA	AD	971-02-2132133	
7000333	Hani	Hamed	2	Engineering	Dubai	971-04-1232434	

- As you type in data, notice how the Description you wrote earlier appears as a tip at the bottom.

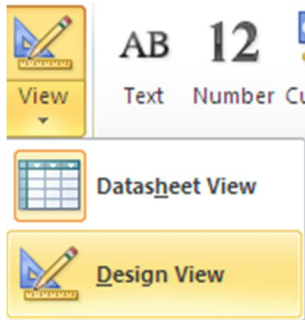


- Click on the office button, and click Save

- We will create another table
- Click on the Create tab, then click on Table



- Click on View



- Click on Design View
- Give the table the name Cities
- Press Ok
- Enter the Field Names, Data Types as shown below:

	Students	Cities
	Field Name	Data Type
🔑	ID	AutoNumber
	City	Text

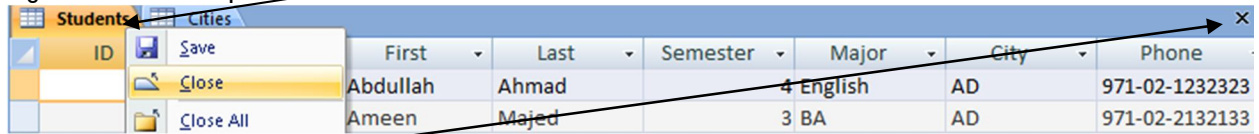


- Click on View, and choose
- For the message click Yes to save the changes
- Enter the following data. Enter the data row by row from left to right (and not column by column). ID gives a number automatically because it's an AutoNumber, so you don't have to type it in:

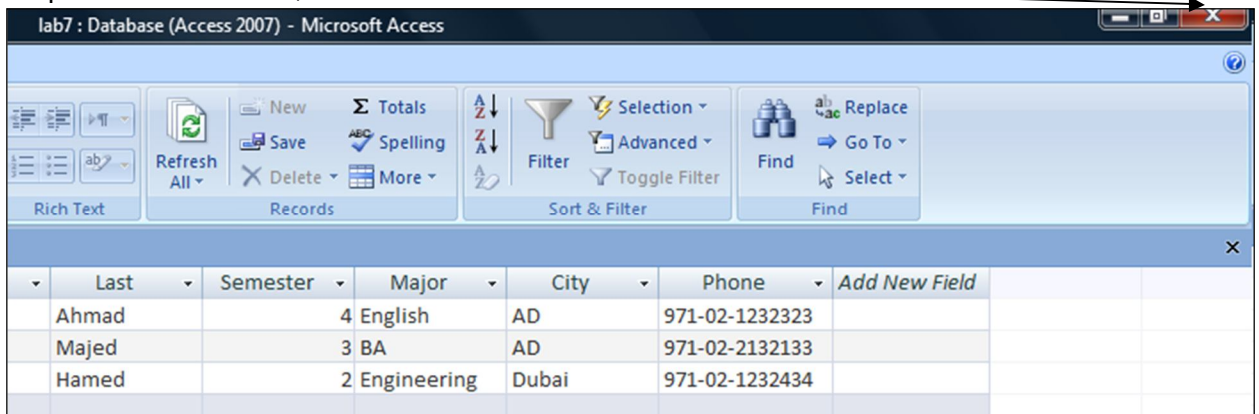
	ID	City
	1	AD
	2	Dubai
	3	Sharjah
	4	Ajman
	5	RAK
*	(New)	

Close a table

- Right click on the opened Student table and click close



- Or click on the small x
- Close the Cities table as well
- To quit Microsoft Access, click on the main X



Finally

- After you finish, show your work to your teacher