

Lab 17 – Microsoft Access B

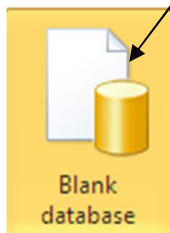
Topics covered in this lab

- Open a database
- Print the contents of a table
- Create and use a query
- Create and use a form
- Create and print custom reports
- Modify a report in Layout view

Start

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

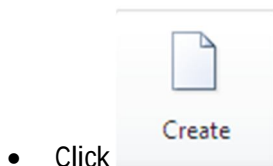
- Click on the Blank Database button



- Give your database the name lab17_yourName

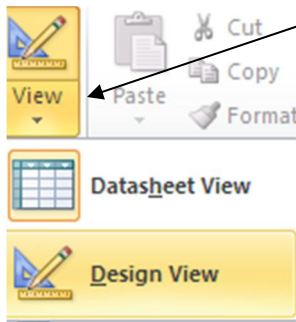


- Click on the browse button, change the location to drive Q, click on the ITE100 folder, click



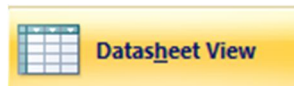
- Click

- From the Home tab click on View



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

Employees		
	Field Name	Data Type
⚙	ID	AutoNumber
	EmployeeNumber	Text
	FirstName	Text
	MiddleName	Text
	City	Text
	DateHired	Date/Time



- 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):

Employees						
	ID	EmployeeNumber	FirstName	MiddleName	City	DateHired
	1	6000111	Khalid	Ahmad	Sharjah	5/22/2006
	2	6000222	Omer	Darian	Dubai	9/25/2006
	3	6000333	Hani	Abbas	AD	4/1/2006

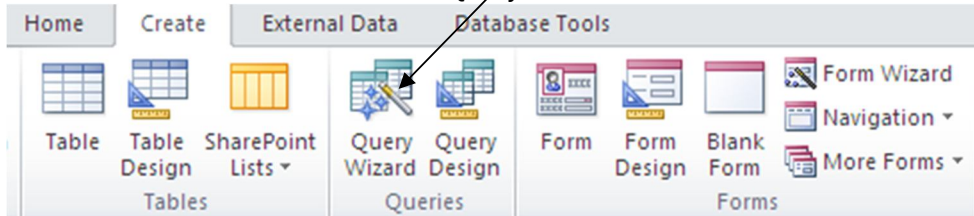
To Resize Columns in a Datasheet

- Click to the right boundary of the EmployeeNumber field, so that the mouse pointer becomes a two-headed arrow. Resize the column by dragging or by double clicking to best fit the data

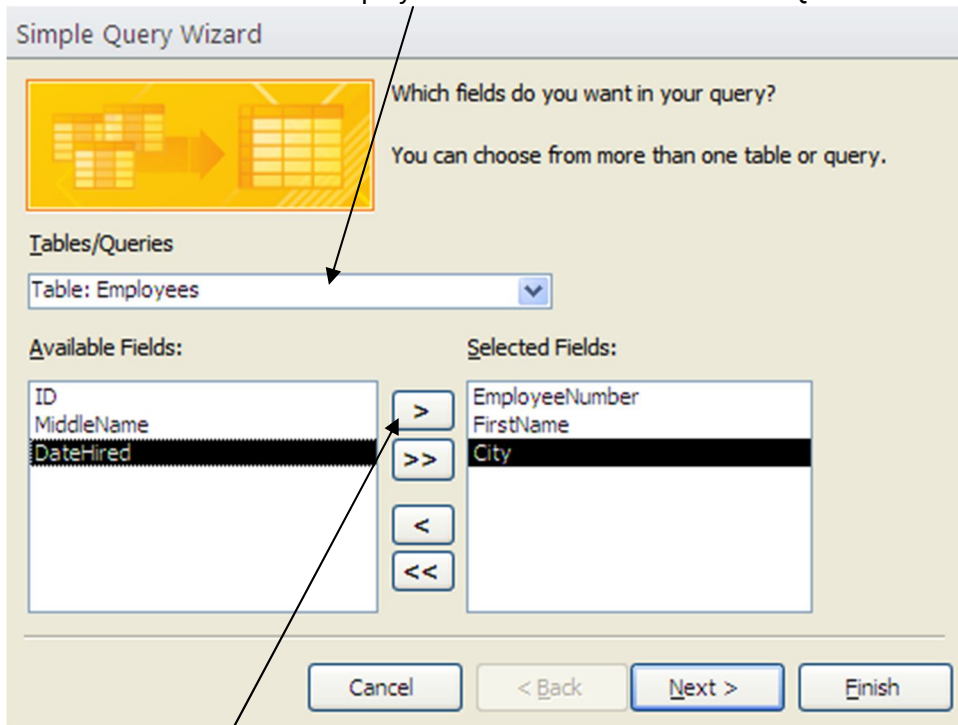
Employees				
	ID	EmployeeNumber	FirstName	MiddleName
	1	6000111	Khalid	Ahmad
	2	6000222	Omer	Darian
	3	6000333	Hani	Abbas

Create a query

- Click on the Create tab, then click on Query Wizard



- Choose **Simple Query Wizard**, then click Ok
- First make sure that Table:Employees is selected from the Tables/Queries menu



- Click the add **>** button to move EmployeeNumber, FirstName, and City from Available Fields to Selected Fields
- Click Next
- Click Finish

Use a Query

- From the Home tab click on View, choose Design View
- In the Criteria row for the column City, type AD

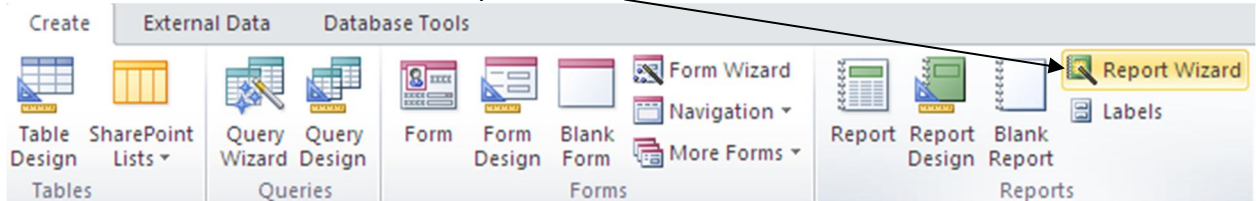
Field:	[EmployeeNumber]	[FirstName]	[City]
Table:	Employees	Employees	Employees
Sort:			
Show:	☒	☒	☒
Criteria:			AD

- Click on View, and choose
- Only 1 record will show

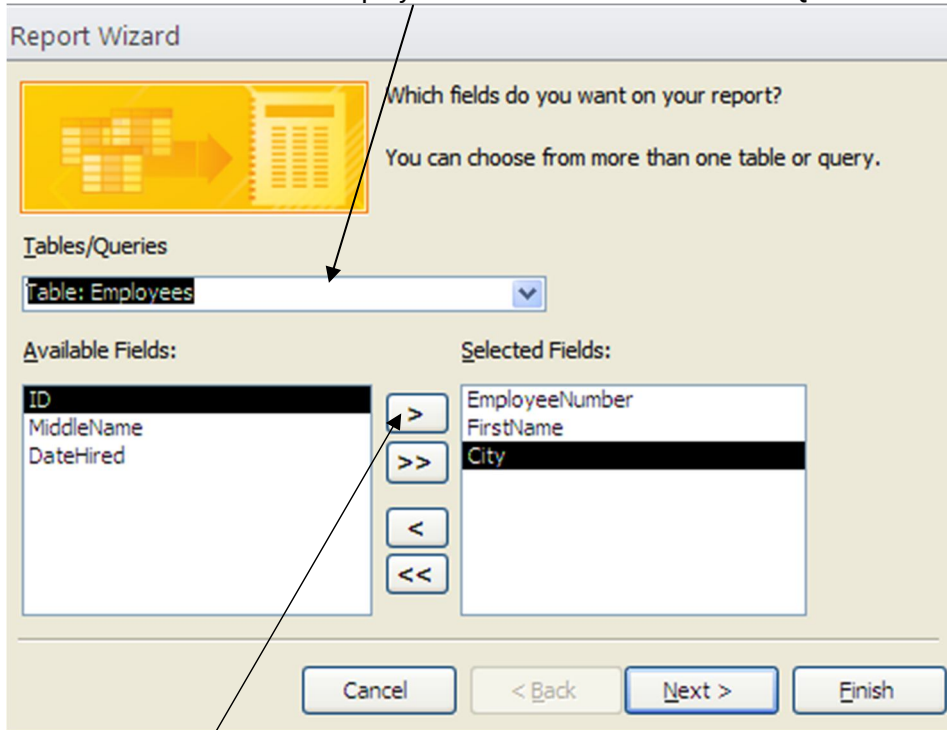


Create custom reports

- Click on the Create tab, then click on Report Wizard

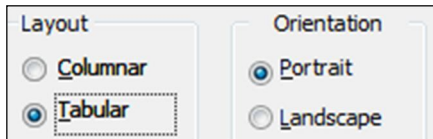


- First make sure that Table:Employees is selected from the Tables/Queries menu



- Click the add  button to move EmployeeNumber, FirstName, and City from Available Fields to Selected Fields
- Click Next
- Click Next
- Choose EmployeeNumber as the first sort key

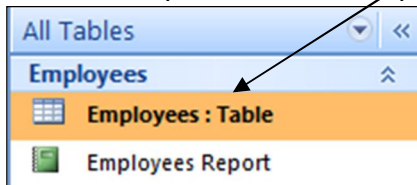
- Click Next
- Select Tabular for layout, and Portrait for Orientation



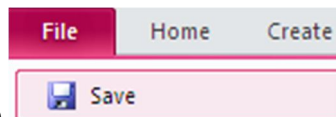
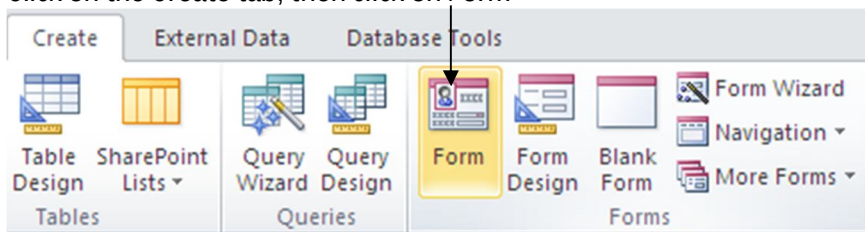
- Click Next
- For the title, type Employees Report
- Click Finish

Create and use a form

- From the left pane, select the employees table



- Click on the Create tab, then click on Form

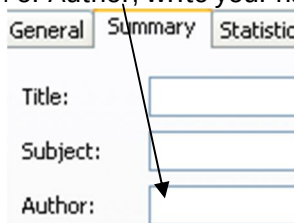


- Click on File, then Save
- Give the name Employee Form
- Click Ok

Changing document properties

[View and edit database properties](#)

- Click on File, from the Info page, click on
- For Author, write your name, then click Ok



- Click on Home, show your work to your teacher.