

Lab 21 – Microsoft Access F

Topics covered in this lab

- Add, change, and delete records
- Search for records
- Filter Records

Start

- From Blackboard, download the file named **lab21_student_file**

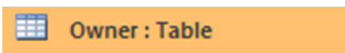


3-Microsoft Access

- Save the file on your Q drive, inside the ITE100 folder, inside
- Double click on the file to open it

Add a record

- Double click on the Owner table to open it



- Add the following fourth field:

Owner Code	Last Name	First Name
50	Andres	Craig
62	Hanely	Della
76	Kindall	Alan
42	Ahmad	Ameen

Change a record

- Change the First Name of Owner Code 50 to “David”

Delete a record

- Right click on the third row (right click on the grey area of the row), and choose Delete Record

Owner Code	Last Name	First Name
50	Andres	David
62	Hanely	Della
76	Kindall	Alan
42	Ahmad	Ameen

- For the message click Yes

Search for records

- Click on the first value in the first Column (this is where the search will start from)

Owner		
Owner Code	Last Name	First Name
50	Andres	David
62	Hanely	Della
42	Ahmad	Ameen



- From the Home tab click on
- In the textbox, type 42

Find and Replace

Find Replace

Find What: 42

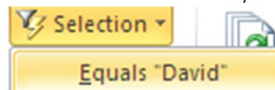
Find Next

- Click Find Next
- Change the value 42 to 45

Filter records – by selection

Owner Code	Last Name	First Name
50	Andres	David
62	Hanely	Della

- Click on the field David in the First Name column
- From the Home tab, click on Selection, then choose Equals "David"



- 1 record shows, the records with First Names equal to David
- Click on **Toggle Filter** to display all records again

Filter records – common filter

- Click on File, then click on **Save Object As**
- Give the name Owner-common filter

Save As

Save 'Owner' to:

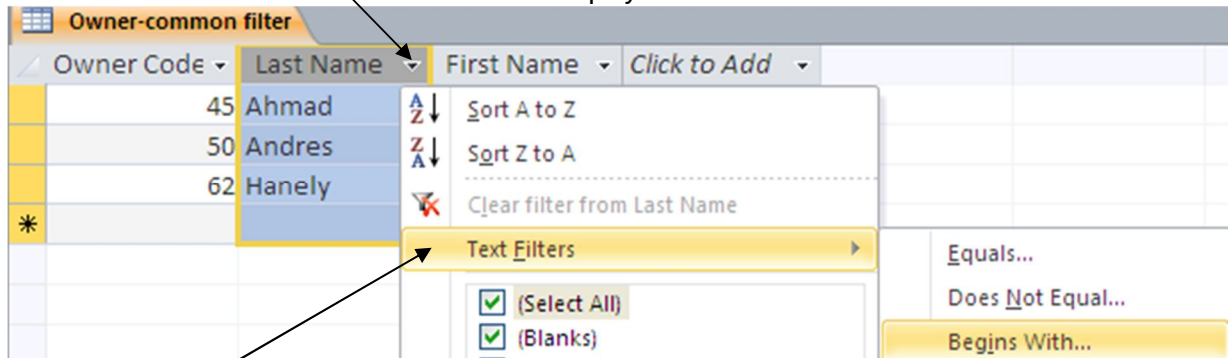
Owner-common filter

As

Table

OK Cancel

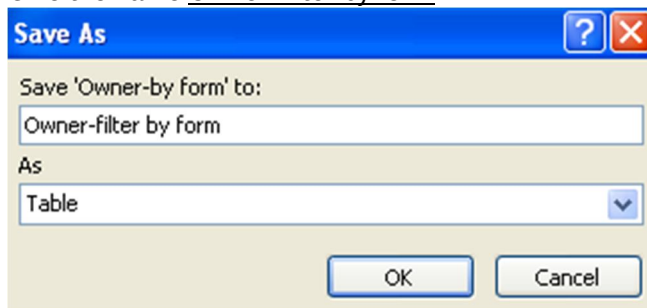
- Click Ok
- Click on Home
- Click on the small arrow next to Last Name to display the common filter menu



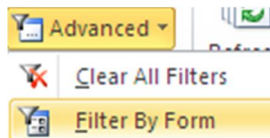
- Click on to Text Filter, then choose Begins With
- Type **A**
- 2 records are returned, the records with Last Name starting with A
- Click File, then Save

Filter records – by Form

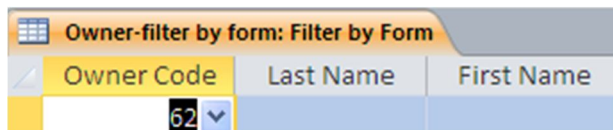
- Click on File, then click on Save Object As
- Give the name Owner-filter by form



- Click Ok
- Click on Home
- Click on the Advanced button, then choose Filter By Form



- Choose 62 for Owner Code

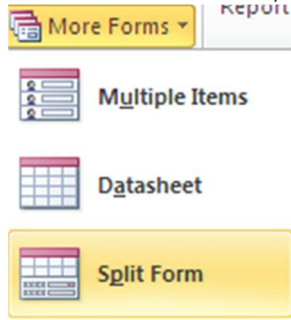


- Click on Toggle Filter, 1 record is returned

- Click on File, then  Save

Split forms

- Click on the Create tab, choose More Forms, then choose Split Form



- Click on File, then , give the name Owner-split form, click Ok
- Click on Home. You now have 3 tables and a split form.
- Show your work to your teacher. Click on  in each table to show the filter to your teacher.