



ACCESS 2007

FOR WINDOWS

Access 2007

Office Button

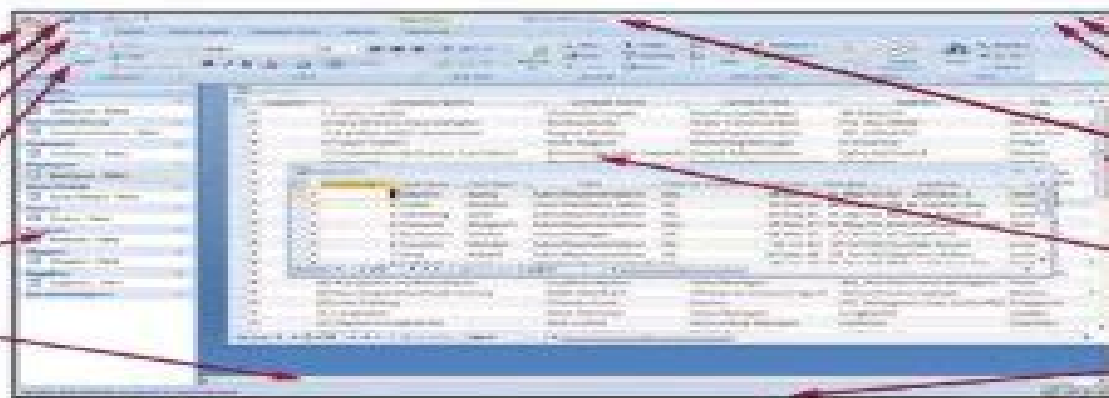
Save

Ribbon Tab

Ribbon

Navigation pane

Horizontal Scroll bar



Close

Maximize

Minimize

Title bar

Vertical Scroll bar

Object Window

Status bar

Opening Access 2007

When Access 2007 is first opened you will notice a new layout.

On the right side are the links to recently opened databases.

On the left side are the links to the various templates available – both locally available and available for download from the Microsoft Office website. To start a new database, click on a name in the center area.



Creating a Database with a Template

1. To use a Database Template, click on the template type you would like from the center of the window.
2. Select a folder where you want to store the database, enter a name for the database, then click on the Create button.



Creating a Table

1. Open the database you want to create a table for.
2. Click on the Create Tab and select Table from the Tables group.
3. A blank table will appear where you may begin to enter field names across the top and data beneath the fields.
3. You may also select Table Templates and choose from one of the table types that is available.
4. A table will appear where you may begin to enter data.
5. If you currently have another table created that you want to create a relationship with, click on the Database Tools Tab and select Relationships from the Show/Hide group, create the new relationship, then click OK (see page 2 for more on Relationships).

Modifying a Table in Design View

Creating Fields

1. Open the database you wish to work on.
2. From the Navigation pane, double-click on the table you wish to modify then click on the Design View button.
3. In the Field Name column, type in a field name, then press the Tab key to move to the Data Type column.
4. Click on the Data Type dropdown list, select a Data Type, then press Tab.
5. Type in a description for the field.
6. Press the Enter key to move to the next row.
7. When finished entering field names, close the tables window by clicking on . Click Yes to save.

Modifying a Table in Datasheet View

Entering Data into a Record

1. From the Database window select the table from the Navigation pane, and double-click to open it.
2. Enter the information needed in each field.
3. Press the Tab key to move to the next field.
4. When you get to the end of a record press the Tab key to move to a new record. Press the Tab key again to AutoNumber the next record and continue as above.

WATCH OUT!

When you move to the next record the data is automatically saved to the hard drive. As well, once you have deleted a record it can NOT be undone.

Resize and Select a Row or Column

1. To resize a row or column, drag the border between the row or column headings to the desired height or width.
2. To select a row or column, click on the row or column heading selected.
3. To delete a row or column select the row then click on the Delete Record button.

Access 2007 Quick Reference Guide

Geraldine Woods



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