

## Skills — Session 1: Tables

### 1. Create a Table

<p><b>1.1</b> Open a New Blank Database</p>	<p>OPEN <b>Access</b>. CLICK the template: <b>Blank desktop database</b>, and CLICK THE TEXT BOX UNDER THE LABEL <b>File Name</b>, and TYPE a suitable file name, and CLICK the folder icon (next to the file name) and browse to the desired location for the file, and CLICK the <b>Create</b> button.</p>
<p><b>1.2</b> Create a New Table in Datasheet View</p>	<p>CLICK the <b>Create</b> tab, and CLICK the <b>Table</b> button</p>
<p><b>1.3</b> Define Fields and Data Types in Datasheet View</p>	<p>DOUBLE-CLICK the field name in the column header, and TYPE the new field name and PRESS <b>Tab</b>, and CHOOSE the data type for the next field, and TYPE the name for the next field. <b>OR:</b> CLICK the column header <b>Click to Add</b> and Choose the desired data type.</p>
<p><b>1.4</b> Edit Data in an Existing Record in a Table</p>	<p>CLICK an empty field to select it, and TYPE the data for that field, and PRESS <b>Tab</b> to go to the next field. <b>OR:</b> DOUBLE-CLICK a field to select all of its data and TYPE the new data and PRESS <b>Tab</b> to go to the next field.</p>
<p><b>1.5</b> Add a New Record to a Table</p>	<p>SCROLL to the bottom of the table. <b>OR:</b> Click the <b>New</b> button in the <b>Home</b> tab. <b>OR:</b> Click <b>New (blank) record</b> in the <b>Record Navigation bar</b>, and PRESS <b>Tab</b> to select the desired field, and TYPE data in each of the fields in the blank record, and PRESS [Down] to move to the next blank record and save the data.</p>
<p><b>1.6</b> Customize the Width of a Column</p>	<p>DOUBLE-CLICK the border to the right of a field name.</p>
<p><b>1.7</b> Save and Name a New Table</p>	<p>RIGHT-CLICK the tab for the table and CHOOSE Save and TYPE a name for the table, and PRESS <b>Enter</b>.</p>

## 2. Create a Table in Design View

2.1 Create a Table Using Design View	CLICK the <b>Create</b> tab, and CLICK the <b>Table Design</b> button.
2.2 Define Fields and Data Types in Design View	CLICK in one of the blank cells under <b>Field Name</b> , and TYPE the name of the field, and PRESS <b>Tab</b> , and SELECT the desired data type, and PRESS <b>Tab</b> , and TYPE a suitable description, and PRESS <b>Tab</b> .
2.3 Assign a Primary Key to a Field	CLICK anywhere in the row for the field that will serve as the primary key, and CLICK the <b>Primary Key</b> button.
2.4 Set an Index for a Field	CLICK anywhere in the row for a field that will serve as an index, and CLICK the box for <b>Indexed</b> in the <b>Field Properties</b> area, and CLICK the drop-down arrow, and CHOOSE <b>Yes, duplicates OK</b>
2.5 Display an Open Table in Datasheet View	CLICK the <b>View – Datasheet View</b> button in the <b>Home</b> tab.

## 3. Add, Edit, or Delete Data

3.1 Import a Table from Excel	CLICK THE <b>External Data</b> TAB, AND CLICK THE <b>Excel</b> BUTTON IN THE <b>Import &amp; Link</b> GROUP, and CLICK the <b>Browse</b> button in the <b>Get External Data</b> dialog box and LOCATE the Excel file and DOUBLE CLICK it, and CLICK <b>Import the source data into a new table in the current database</b> and CLICK <b>OK</b> , and CLICK <b>First Row Contains Column Headings</b> and CLICK <b>Next &gt;</b> , and CLICK <b>Next &gt;</b> , and CLICK <b>Let Access add primary key</b> and CLICK <b>Next &gt;</b> , and TYPE a suitable name for the table, and CLICK <b>Finish</b> and CLICK <b>Close</b> .
3.2 Open a Table in Datasheet View	DOUBLE-CLICK the desired table in the <b>Navigation pane</b> <b>OR:</b> RIGHT-CLICK the desired table, and Choose <b>Open</b> .

<p><b>3.3</b> Sort a Table</p>	<p>CLICK any cell in the field column you want to sort by, and  CLICK the <b>Home</b> tab and locate the <b>Sort &amp; Filter</b> group, and  CLICK the <b>Ascending</b> or <b>Descending</b> button.</p>
<p><b>3.4</b> Find a Record in a Table</p>	<p>PRESS <b>Ctrl + Home</b> to go to the first field of the first record, and  CLICK the <b>Home</b> tab and locate the <b>Find</b> group, and  CLICK the <b>Find</b> command, and  TYPE a search term in the <b>Find What</b> box, and  CHOOSE <b>Current Document</b> in the <b>Look in</b> box, and  CHOOSE <b>Any Part of Field</b> in the <b>Match</b> box, and  CLICK the <b>Find Next</b> button and then CLICK the <b>Cancel</b> button  <b>OR:</b> LOCATE the <b>Record Navigation bar</b> at the bottom of the Datasheet View and  CLICK the <b>First record</b> button and  TYPE a search term in the <b>Search</b> textbox in the <b>Record Navigation bar</b>.</p>
<p><b>3.5</b> Edit an Existing Record in a Table</p>	<p>CLICK a field of a record that you want to edit, and  EDIT the text.</p>
<p><b>3.6</b> Check the Spelling in a Field</p>	<p>CLICK a field of a record you want to spell check, and  PRESS <b>F2</b>, and  CLICK <b>Spelling</b> in the <b>Home</b> tab.</p>
<p><b>3.7</b> Delete a Record in a Table</p>	<p>CLICK the <b>Row Selector</b> of the record you want to delete, and  CLICK <b>Delete</b> in the <b>Home</b> tab, and  CLICK <b>Yes</b> to confirm the deletion.</p>

## 4. Modify a Table's Structure

<b>4.1</b> View an Open Table in <b>Design View</b>	CLICK <b>View – Design View</b> IN THE <b>Home</b> TAB. <b>OR:</b> RIGHT-CLICK THE TABLE TAB, AND CHOOSE <b>Design View</b> .
<b>4.2</b> Add a New Field to a Table and Adjust its Format	CLICK an empty field name cell in the <b>Field Grid</b> area. <b>OR:</b> RIGHT-CLICK an existing field name, and CHOOSE <b>Insert Rows</b> , and CLICK the new empty field name cell, and TYPE the name of the field, and PRESS <b>Tab</b> , and SELECT an appropriate data type, and PRESS <b>Tab</b> , and TYPE a short description of the field, and CLICK in one of the property boxes in the <b>Field Properties</b> area, and CLICK the list arrow at the right of the box, and CHOOSE the desired option.
<b>4.3</b> Move a Field to a New Position	CLICK the <b>Row Selector</b> button to the left of a field, and DRAG the <b>Row Selector</b> button up or down until a thick black horizontal line appears at the desired location.
<b>4.4</b> Delete a Field in a Table	CLICK the <b>Row Selector</b> button to the left of a field, and CLICK the <b>Table Tools Design</b> tab, and CLICK the <b>Delete Rows</b> button. <b>OR:</b> PRESS [Delete] <b>OR:</b> RIGHT-CLICK the field, and CHOOSE <b>Delete Rows</b> .
<b>4.5</b> Print or Save a Table as a PDF File	CLICK the <b>File</b> tab, and CLICK <b>Print</b> , and CLICK <b>Print Preview</b> , and CLICK the <b>Print</b> button to print the table. <b>OR:</b> CLICK the <b>PDF or XPS</b> button in the <b>Data</b> group of the <b>Print Preview</b> tab to save the table as a PDF file.

## 5. Create a Database from a Template

<b>5.1</b> Create a Database from a Template	OPEN the Access application, and DOUBLE-CLICK desired database template icon, and CLICK the Folder button, and BROWSE to the desired folder for storing the database, and TYPE the desired name of the database file, and CLICK the <b>Create</b> button, and CLICK the <b>Get Started</b> button, and CLICK the <b>Enable Content</b> button, and CLICK the <b>Get Started</b> button again.
<b>5.2</b> Save a Copy of a Database Under a New Name	CLICK the <b>File</b> menu button, and CLICK <b>Save as</b> , and CLICK <b>Save Database As</b> if not already selected, and CLICK <b>Access Database (*.accdb)</b> if not already selected, and CLICK the <b>Save As</b> button. If a message box appears asking if Access can close any open objects, click <b>Yes</b> , and BROWSE to the desired folder for storing the new file, and EDIT the text in the File name box as desired, and CLICK <b>Save</b> , and CLEAR the check box labeled <b>Show Welcome when this database is opened</b> , and CLICK <b>Get Started</b> , and CLICK <b>Enable Content</b> .
<b>5.3</b> Close a Form	CLICK the <b>Close</b> button (X) at upper right of the form.
<b>5.4</b> Import Data from Excel into an Existing Access Table	CLICK the <b>External Data</b> tab, and CLICK the <b>Excel</b> button in <b>Import &amp; Link</b> group, and CLICK the <b>Browse</b> button to browse to the location of your data files, and DOUBLE-CLICK the Excel file, and CLICK the option button <b>Append a copy of the records to the table</b> , and CLICK the drop-down arrow in the tables box and choose the desired table, and CLICK <b>OK</b> , and CLICK <b>Next</b> , and CLICK <b>Finish</b> , and CLICK <b>Close</b> .

## 6. Create a Table in Design View

<p><b>6.1</b> Open a Form</p>	<p>Scroll down Navigation pane to find desired form, and DOUBLE-CLICK the desired form.  <b>OR:</b> RIGHT-CLICK the desired form, and CHOOSE <b>Open</b></p>
<p><b>6.2</b> Find a Record on a Form</p>	<p>TYPE a search phrase in the Search box in the <b>Record Navigation bar</b>  <b>OR:</b> Click <b>Find</b> in the <b>Home tab</b>, and Type a search phrase in the <b>Find What</b> box, and CLICK the drop-down arrow in the <b>Match</b> box, and CHOOSE <b>Any Part of Field</b>, and CLICK <b>Find Next</b></p>
<p><b>6.3</b> Edit a Field on a Form</p>	<p>CLICK a field that needs to be edited, and DELETE existing text, if needed, and TYPE the new text, and PRESS <b>Ctrl + S</b> to save the record without closing the form or moving to another record.  <b>OR:</b> PRESS <b>Shift + Enter</b>.  <b>OR:</b> CLICK <b>Close</b> to close the form.</p>
<p><b>6.4</b> Edit a Field on a Linked Form</p>	<p>LOCATE the button that links to another form (e.g., <b>Open</b>), and CLICK the link button, and CLICK a field on the new form, and DELETE existing text, if needed, and TYPE the new text, and PRESS <b>Ctrl + S</b> to save the record.  <b>OR:</b> Press <b>Shift + Enter</b>.</p>
<p><b>6.5</b> Add a Record on a Form</p>	<p>CLICK the <b>New</b> button in the <b>Records</b> group of the <b>Home tab</b>.  <b>OR:</b> Click the <b>New (blank) record</b> button in the <b>Record Navigation bar</b>.  PRESS <b>Tab</b> to move to the first field, and TYPE data in the first field, and repeat for any additional fields, and PRESS <b>Ctrl + S</b> to save the record, and <b>OR:</b> PRESS <b>Shift + Enter</b>.</p>
<p><b>6.6</b> Edit a Form on a Linked Table with a Form</p>	<p>LOCATE the button or tab that links to another form, and CLICK the link button or tab, and CLICK a field on the new form, and DELETE existing data, if needed, and TYPE the new data, and PRESS <b>Ctrl + S</b>. to save the change.  <b>OR:</b> PRESS <b>Shift + Enter</b></p>

## 7. Examine Data with a Query

<b>7.1</b> Open a Query	LOCATE the desired query in the <b>Navigation pane</b> , and DOUBLE-CLICK the query. <b>OR:</b> RIGHT-CLICK the query, and CHOOSE <b>Open</b> .
<b>7.2</b> Print a Query or Save it as a PDF File	CLICK <b>File</b> . <b>OR:</b> Press <b>Ctrl + P</b> to Quick Print the query. CLICK <b>Print</b> , and CLICK <b>Print Preview</b> , and CLICK <b>Print</b> in the <b>Print Preview tab</b> . <b>OR:</b> CLICK <b>PDF or XPS</b> in the <b>Data</b> group of the <b>Print Preview tab</b> , and BROWSE to the desired folder to store the file, and EDIT file name if needed, and CLICK <b>Publish</b> . <b>OR:</b> CLICK <b>File</b> , and CLICK <b>Save As</b> , and CLICK <b>Save Object As</b> , and CLICK <b>PDF or XPS</b> , and CLICK <b>Save As</b> , and BROWSE to the desired folder to store the file, and EDIT file name if needed, and CLICK <b>Publish</b> .
<b>7.3</b> Close a Query	CLICK the <b>Close</b> button in the upper right of the query. <b>OR:</b> PRESS <b>Ctrl + W</b> . <b>OR:</b> RIGHT-CLICK the tab for the query and CHOOSE <b>Close</b> .

## 8. Open and Print a Report

<b>8.1</b> Open a Report	Scroll down to the <b>Reports</b> section of the <b>Navigation pane</b> , and DOUBLE-CLICK the desired report. <b>OR:</b> RIGHT-CLICK the desired report, and CHOOSE <b>Open</b> .
<b>8.2</b> Print a Report or Save it as a PDF File	CLICK <b>File</b> . <b>OR:</b> PRESS <b>Ctrl + P</b> to Quick Print the report. CLICK <b>Print</b> , and CLICK <b>Print Preview</b> , and CLICK <b>Print</b> in the <b>Print Preview tab</b> . <b>OR:</b> CLICK <b>PDF or XPS</b> in the <b>Data</b> group of the <b>Print Preview tab</b> , and BROWSE to the desired folder to store the file, and EDIT file name if needed, and CLICK <b>Publish</b> . <b>OR:</b> CLICK <b>File</b> , and CLICK <b>Save As</b> . CLICK <b>Save Object As</b> , and CLICK <b>PDF or XPS</b> , and CLICK <b>Save As</b> , and BROWSE to the desired folder to store the file, and EDIT file name if needed, and CLICK <b>Publish</b> .
<b>8.3</b> Close a Report	CLICK the <b>Close</b> button in the upper right of the report. <b>OR:</b> PRESS <b>Ctrl + W</b> . <b>OR:</b> RIGHT-CLICK the tab for the report and CHOOSE <b>Close</b> .