

Microsoft Access 2016 – Session 2 Skills

Prof. Rich Malloy
203-862-9411, rmalloy@norwalk.edu

Norwalk Community College
Extended Studies Division

Skills — Session 2A: Relational Databases

1. Create a Relational Database

1.1 Delete a Table Field in Datasheet View	RIGHT-CLICK the field name, and CHOOSE Delete Field , and CLICK Yes to confirm the deletion.
1.2 Link Two Tables	CLICK the Database Tools tab, and CLICK the Relationships button, and DOUBLE-CLICK the desired tables, and CLICK Close to close the Show Table dialog, and CLICK and DRAG a field from one table to the similar field in the second table.
1.3 Enforce Referential Integrity	DOUBLE-CLICK a link between tables in the Relationships window if the Edit Relationships dialog is not already displayed, and CHECK the box for Enforce Referential Integrity , and CHECK the box for Cascade Update Related Fields , and CHECK the box for Cascade Delete Related Records . CLICK Create .
1.4 View Relationships in a Parent Table in Datasheet View	CLICK the Subdatasheet button at the left of the Record Selector button in Datasheet View of a parent table, and CLICK the Subdatasheet button again to close the subdatasheet.

2. Use the Query Wizard

2.1 Create a Query Using the Query Wizard	CLICK the Create tab and locate the Queries group, and CLICK the Query Wizard button, and CLICK OK to confirm that you will be using the Simple Query Wizard , and CLICK the drop-down arrow of the Table/Queries list box and choose the desired table, and DOUBLE-CLICK the desired fields, and CLICK the drop-down arrow of the second table if desired, and DOUBLE-CLICK the desired fields, and CLICK Next , and CLICK Next to confirm that you will be creating a Detail query, and EDIT the title of the query as desired, and
---	--

	CLICK Finish .
2.2 Sort a Datasheet by Two Fields	CLICK the drop-down arrow in the column header for the secondary sort field, and CHOOSE the desired sort order, and CLICK the drop-down arrow for the primary sort field, and and CHOOSE the desired sort order.

3. Create Forms Instantly

3.1 Create a Parent/Child Form	CLICK the desired table in the Navigation pane, and CLICK Form in the Create tab, and PRESS Ctrl + S to save the new form, and TYPE the desired name for the form, and CLICK OK .
3.2 Browse Through Records in Form View	CLICK Next record or Previous record in the Record Navigation bar below the form.
3.3 Find a Record in a Parent/Child Form	CLICK the Search box in the parent form Record Navigation bar, which is at the bottom of the form TYPE a text phrase.

4. Create a Quick Report

4.1 Create a Report with Report Wizard	CLICK the Create tab, and CLICK Report Wizard in the Reports group, and CLICK the drop-down arrow for table/query and choose the desired table or query, and DOUBLE-CLICK the desired fields, and CLICK Next , and CLICK the desired option button to choose how the records should be viewed, and DOUBLE-CLICK the desired field, if any, to group the records by, and CLICK Next , and CLICK the drop-down arrow and choose the desired sort field, if any, and CHOOSE the desired sort order, and CLICK Next , and CHOOSE the desired layout and orientation, and CLICK Next , and EDIT the title for the report as desired, and CLICK Finish . The report will appear in Print Preview , CLICK Close Print Preview , and CLICK the drop-down arrow of the View button, and CHOOSE Report View .
--	--

Skills — Session 2B: Queries

5. Create a Query with Design View

5.1 Open Query Design View	CLICK the Create tab, and CLICK the Query Design button in the Queries group.
5.2 Add a Table to a Query in Query Design View	CLICK the Show Table button in the Query Tools Design tab, and SELECT the desired table, and CLICK the Add button, and CLICK the Close button in the Show Table dialog.
5.3 Add a Field to a Query in Query Design View	DOUBLE-CLICK the desired field of a table in the Table pane OR: DRAG the desired field from the table in the Table pane and drop it at the desired location in the Field row of the Query Design Grid .
5.4 Run a Query	CLICK the Run button in the Results group on the Design tab. OR: CLICK the View button in the Home tab.
5.5 Save and Name a New Query	CLICK the Save button on the Quick Access toolbar , and TYPE a suitable name for the query, and CLICK OK .

6. Modify a Query in Design View

6.1 Open an Existing Query in Query Design View	RIGHT-CLICK the desired query in the Navigation pane, and CHOOSE Design View . OR: DOUBLE-CLICK the desired query to open it in Datasheet View , and CLICK the View button in the Home tab.
6.2 Delete a Field from a Query in Query Design View	POSITION your mouse pointer on the gray bar directly above the field name until it becomes a downward facing arrow, and CLICK the gray bar to select the entire field column, and PRESS Delete . OR: RIGHT-CLICK the field name, and CHOOSE Cut . OR: CLICK the Delete Columns button in the Query Setup group on the Design tab.
6.3 Sort a Query by a Field in Query Design View	CLICK the box under the field name in the Query Design Grid in the Sort row, and CLICK the drop-down arrow and choose Ascending or Descending .
6.4 Move a Field in a Query	POSITION your mouse pointer on the gray bar directly above the field name until it becomes a downward

	<p>facing arrow, and CLICK the gray bar to select the entire field column, and CLICK the gray bar above the field name again and hold down the mouse button, and DRAG the field column to the left or right until a vertical black line appears in the desired position of the field, and RELEASE the mouse button.</p>
<p>6.5 Sort a Query by a Second Field</p>	<p>ENSURE that the second sort field is to the right of the primary sort field, and CLICK the box under the name of the second sort field in the Sort row, and CLICK the drop-down arrow and choose Ascending or Descending.</p>

7. Filter the Results from a Query

<p>7.1 Modify an Existing Query to Find Fields with a Particular Value</p>	<p>CLICK in the Criteria text box for a field in the Query Design grid of the Query Design View, and TYPE a text phrase or number, and PRESS Enter.</p>
<p>7.2 Save a Query under a New Name</p>	<p>CLICK the File tab, and CHOOSE Save As, and CLICK Save Object As, and CLICK Save As, and EDIT the name of the query as desired, and CLICK OK.</p>
<p>7.3 Create a Query to Find Records with a Particular Date</p>	<p>CLICK the Create tab, and CLICK Query Design, and CLICK the Show Table button in the Query Tools Design tab, and DOUBLE-CLICK the desired table or tables, and CLICK the Close button in the Show Table dialog, and DOUBLE-CLICK the desired fields of a table, and CLICK in the Criteria text box for a field in the Query Design grid of the Query Design View, and TYPE a date, and PRESS Enter, and CLICK the Save button on the Quick Access toolbar, and TYPE a suitable name for the query, and CLICK OK.</p>

<p>7.4 Create a Query to Find Blank Fields</p>	<p>CLICK the Create tab, and CLICK Query Design, and CLICK the Show Table button in the Query Tools Design tab, and DOUBLE-CLICK the desired table or tables, and CLICK the Close button in the Show Table dialog, and DOUBLE-CLICK the desired fields of a table, and CLICK in the Criteria box for a field, and TYPE Is Null, and PRESS Enter, and CLICK the Save button on the Quick Access toolbar, and TYPE a suitable name for the query, and CLICK OK.</p>
<p>7.5 Apply a Numeric Filter to a Query</p>	<p>CLICK the Criteria text box for a field, and TYPE <100 to retrieve any number less than 100, or TYPE >=10 to retrieve any number equal to 10 or more, or TYPE <>0 to retrieve any number not equal to 0, and PRESS Enter.</p>
<p>7.6 Filter a Query with a Wildcard</p>	<p>CLICK the Criteria box for a field, and TYPE te?t to retrieve “text”, “tent”, “test”, but not “tet”, or TYPE te*t to retrieve “text”, “tempt”, “tea pot”, and “tet”, or TYPE 1#3 to retrieve “113”, “123”, “133”, etc. but not “13”, and PRESS Enter.</p>
<p>7.7 Create a Query Using “Between” and “And” Criteria</p>	<p>CLICK the Create tab, and CLICK Query Design, and CLICK the Show Table button in the Query Tools Design tab, and DOUBLE-CLICK the desired table or tables, and CLICK the Close button in the Show Table dialog, and DOUBLE-CLICK the desired fields of a table, and CLICK the Criteria box for a field, and TYPE between 1/1/2016 and 12/31/2016 to retrieve all dates during the calendar year 2016, and PRESS Enter, and CLICK the Save button on the Quick Access toolbar, and TYPE a suitable name for the query, and CLICK OK.</p>

8. Perform Basic Calculations with Queries

<p>8.1 Create a Calculated Field</p>	<p>CLICK in an empty Field text box in Query Design View. TYPE Tax: [Amount]*0.05, where the new field “Tax” is equal to 5% of the value in the “Amount” field. PRESS Enter.</p>
<p>8.2 Format Numbers in a Query</p>	<p>RIGHT-CLICK a field text box and CHOOSE Properties if the Property Sheet pane is not already visible on the right. CLICK the Format box in the Property Sheet. CLICK the drop-down arrow. CHOOSE the desired format. CLICK Close to close the Property Sheet pane</p>
<p>8.3 Create a Totals Query</p>	<p>CLICK the Totals button in the Query Design Tools tab. CLICK the Total text box for one of the fields. CLICK the drop-down arrow and choose Sum, Avg, or Count.</p>