



Warm Greetings!

Dear Students,

In this note, we are going to discuss

Chapter 2:Learn To Use MS Access 2007

Creating an Access Database:

Before You create a database in MS Access 2007, You must remember the following things:

- Purpose of the database
- Tables of the database
- Forms and reports
- User of the Database
- Queries that the Users need

Microsoft Access 2007 provides the following ways to create a database:

- * Creating a blank database
- * Creating a database by using a template
- * Creating a database by downloading a template from Microsoft Office online.

Creating an Database by Using a Template

A Template is a ready to use database that contains tables, queries, forms and reports needed for performing a Specific task.

Several templates are displayed on the Getting Started with Microsoft Office Access page. You can also download templates from the Microsoft Office website.

To create a database using a Template, follow the given steps:

Step 1: Click the Local Templates option from the Template Categories on the Left pane.

Step 2: From the middle Pane, choose the type of database you want, for example, Students.

Step 3: Specify the name for the database in the File Name box.

Step 4: Click the Create button.



Creating a Blank Database:

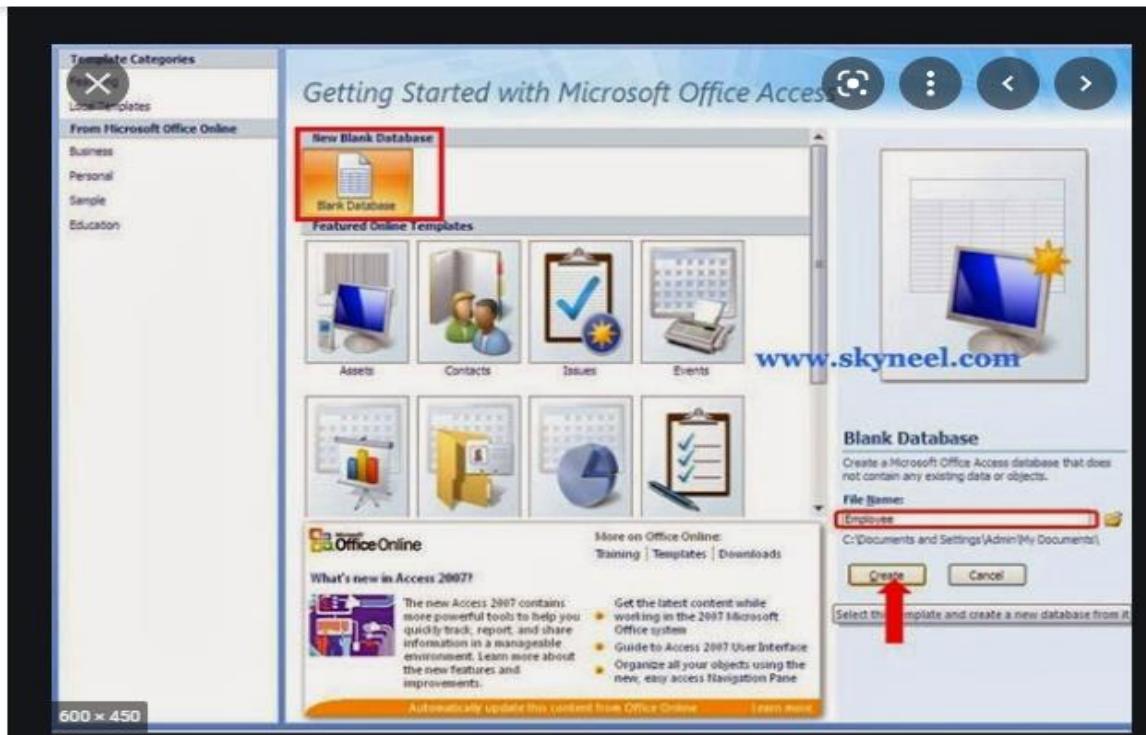
To create a blank database, Follow the Given Steps:

Step 1: On the Getting Started with Microsoft Office Access page, Click Blank Database Option.

Step 2: In the Blank Database pane, Type the name of the database in the File Name box.

Step 3: Click the Create Button.

Access creates and opens a blank database. By default, an empty table is opened in which you can enter the data.



Creating a Table:

You can add new table to an existing database by using Tables group on the Create tab. The two major ways to create a table are: **Using Datasheet View** and **Using Design View**.

Creating a Table Using Datasheet view:

In the Datasheet view, You can enter the data in the table directly.

To create a table Using DataSheet View, Follow the given steps:

Step-1: Click the Create tab on the Ribbon.

Step-2: Click the Table Option from the Tables group. Access creates a table and selects Add New Field column, by default.

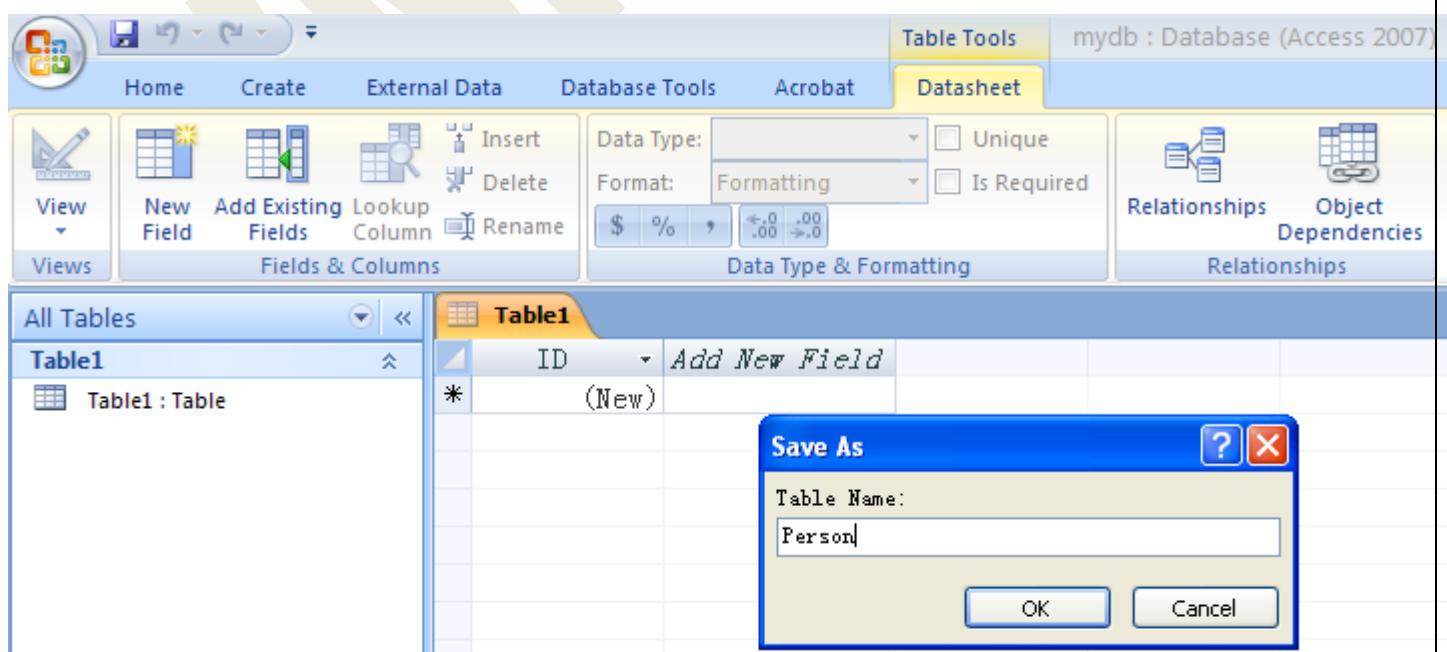
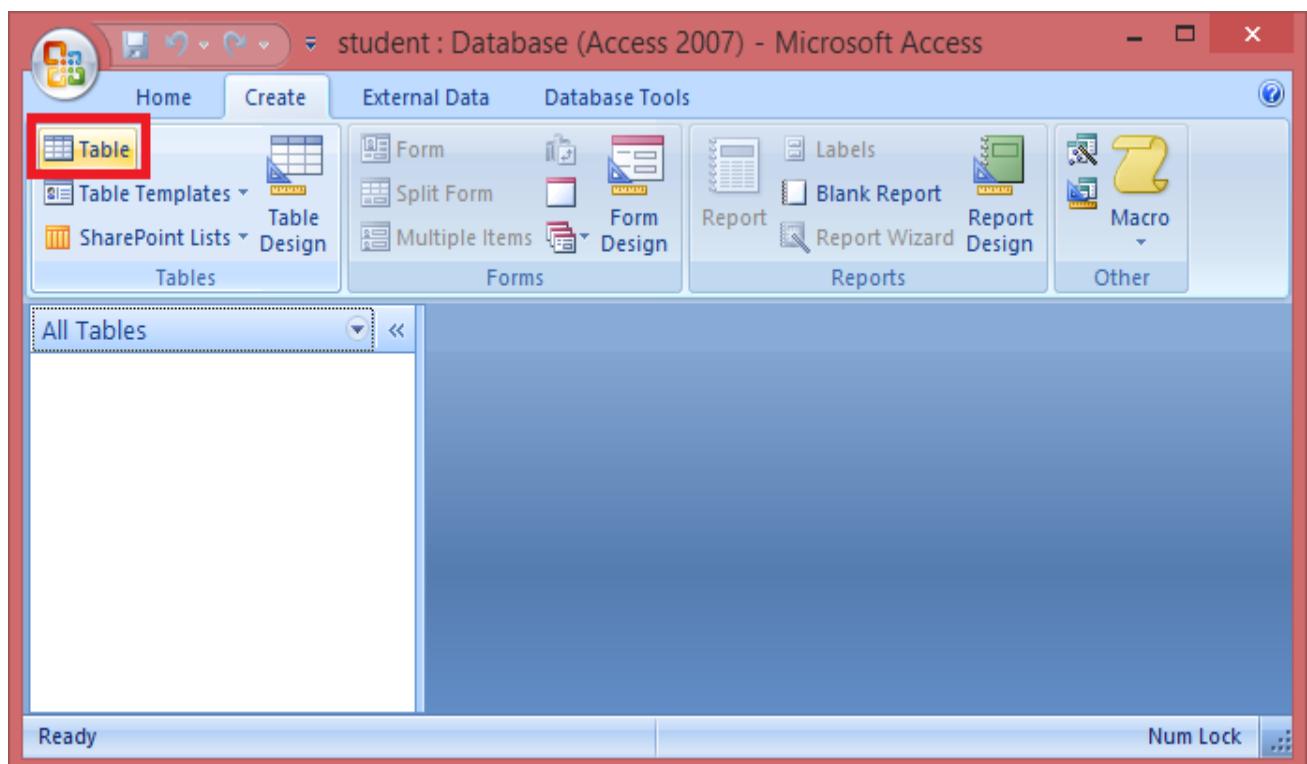
Step-3: Click in the column and type the data in it and press tab key to add a new field to the table.



Step 4: Now, Save the table by clicking the save button in the Quick Access Toolbar present on the title bar.

Step 5: Give a suitable name to the table in the Save As dialog box.

Step-6: Click the OK button.



**Table Structure:**

The **table structure** indicates what kind of table has to be created. A table structure identifies the name, size and type of various fields.

A table stores various types of data. The data entry varies according to the type of fields in a table. Some data types are as follows:

Text: The data type **Text** contains letters, numbers and symbols. The numbers in a text field are considered as text and cannot be used for calculation. The length of the text field varies. It can contain a combination of upto 255 characters.

For example: Aman,Vita13 and A258297T.

Number:

The data type **Number** contains numeric Values. It does not accept letters or other symbols except numbers. For example:46, 2004,1989 and 12345.

Currency:

The data type **Currency** contains symbols for currency, decimals, and commas wherever needed. For example: \$45, €20,

Date/Time:

The data type **Date/Time** contains the date and time. Calculations can be made on this field. For Example:01/01/2021,01-01-2021, and 11:45 am.

Memo:

The data type **Memo** contains long text with all kinds of data. For example: Hello! My name is Raman, I am 10 Years old and I live in New Delhi.

Yes/No:

The data type **Yes/No** contains characters to represent 'Yes', 'No', 'True', and 'False'. For example: Y for Yes, N for No, F for False and T for True