



## Warm Greetings!

Dear Students,

In this note, we are going to discuss

### Chapter 2:Learn To Use MS Access 2007

#### CREATING A TABLE USING DESIGN VIEW

In Design view, you have to first create the table's structure.

**To create a table using Design View, follow the given steps:**

Step-1: Click the **Create** tab on the ribbon.

Step-2: Click the **Table Design** option from the Tables group. A new table in design view opens up. Let us create the table structure.

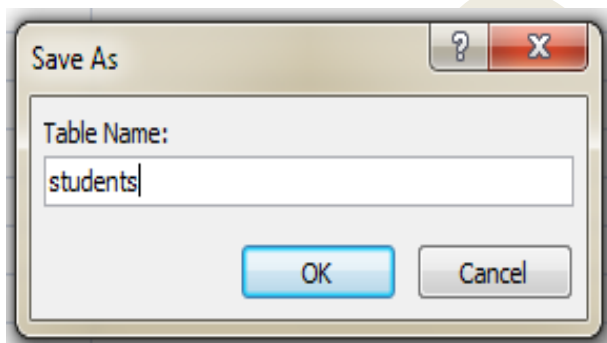
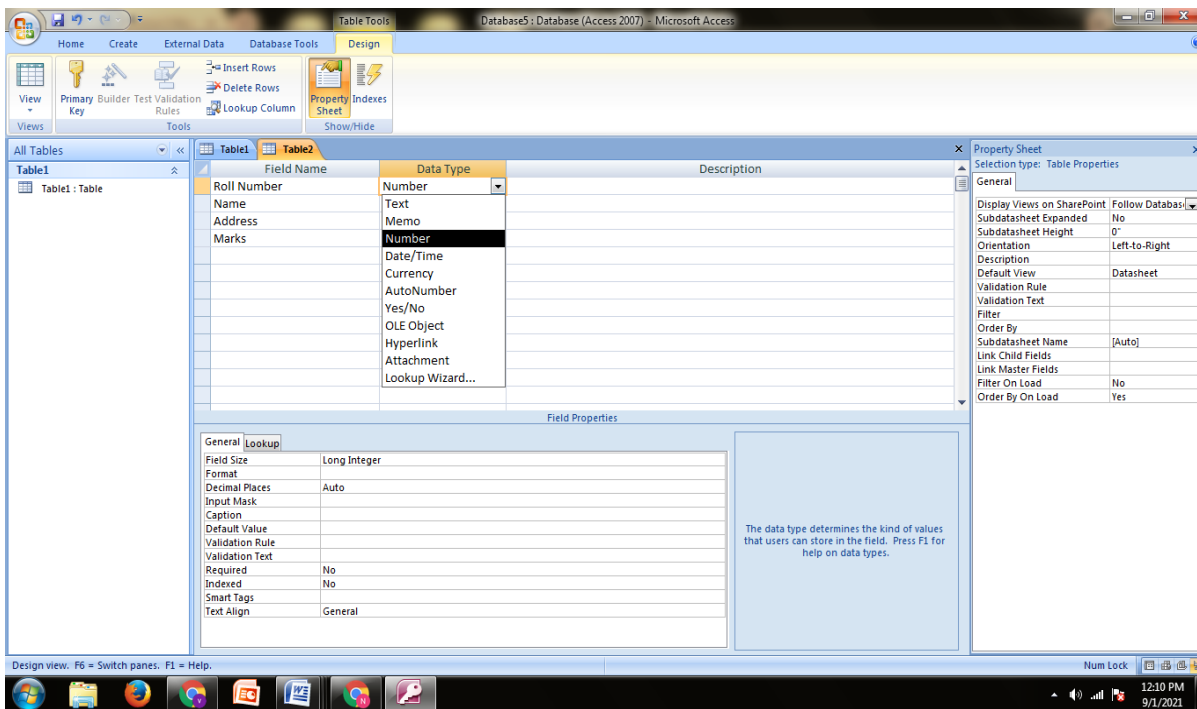
Step-3: Type the name of a field in the **Field Name** column and press **Tab** key to move to the **Data Type** column.

Step-4: An arrow appears for the drop down list in the Data type column. Click the arrow and select the Data type according to your field name from the list.

Step-5: Press **Tab** key to move to the **Description** column and type a description of the field. The description of the field is optional.

Step-6: Save the table after adding all your fields by clicking the Save button on the Quick Access Toolbar. The Save As dialog box appears.

Step-7: Type the table name and click the OK button.



## PRIMARY KEY

A table should have at least one field that has a unique value for each record. For example, in a school database, the Roll Number of each student uniquely identifies each student of a class. You might have the same name but you never have the same Roll Number as Your friend. So, in the school database, the Roll Number field is the primary key.

A Primary key does not allow Null Values and must always have a unique value.

A primary key is used to relate a table to foreign keys in other tables.



## Switching Views

Access provides different views to work with your data. You can easily switch from one view to another. There are four views to work with a table.

- ❖ Datasheet View
- ❖ Pivot Table View
- ❖ Pivot Chart view
- ❖ Design view

The two main views are the Datasheet view (Spreadsheet view) and the **Design view (table structure view)**

Datasheet view	Design view
It displays the view in a row/column format which allows you to view, enter or manipulate data	It displays the view which allows you to enter field names, data types and the description into your table.

To switch between views, simply click View from the views group of the Home tab on the ribbon. From the drop down list, choose the view you want.

## Entering Data: The Datasheet View

To enter data into the table in the Datasheet view, Type the value in the respective fields. Press the tab key to move to the next field to type its value. When you press the **Tab** key in the last field, the insertion point moves to the first field in the next line.



The screenshot shows the Microsoft Access interface with a table named 'Table2' open. The table has four columns: 'Roll no', 'Name', 'Address', and 'Marks'. There are three records in the table. The status bar at the bottom indicates 'Record: 14 of 3'.

Roll no	Name	Address	Marks
	Nisha	19-B Noida	450
	Priyanka	23-A Shahdara	359
	Saroj	sec-2 Ghaziaba	300

### Manipulating the data:

Manipulation means to make changes in the data. The following modifications can be done on a table in Ms Access:

**Add a new record/row:** To add a new record, place the cursor at the last value of the field any simply press the **Tab** key.

**Add a new field/column:** To add a new column, right-click on the column header and choose the Insert Column option. A new field is inserted to the left of selected field.

**Update a record:** To update or modify a record, simply click in the cell you want to update and type the new value.

**Delete a row/Column:** To delete a particular row/column, select the entire record or entire column by clicking on the row header or column header and press the delete key or right-click the mouse and select the **Delete Record** or **Delete Column**. Click yes to confirm.



The screenshot shows the Microsoft Access interface with a table named 'Table2' containing three records. A context menu is open over the 'Marks' column, displaying options such as 'Sort Smallest to Largest', 'Sort Largest to Smallest', 'Copy', 'Paste', 'Column Width...', 'Hide Columns', 'Unhide Columns...', 'Freeze Columns', 'Unfreeze All Columns', 'Find...', 'Insert Column', 'Lookup Column...', 'Delete Column', and 'Rename Column'.

Roll no	Name	Address	Marks
	Nisha	19-B Noida	45
	Priyanka	23-A Shahdara	35
	Saroj	sec-2 Ghaziaba	30

The screenshot shows the Microsoft Access interface with the same table 'Table2'. A context menu is open over the second record (Priyanka), displaying options such as 'New Record', 'Delete Record', 'Cut', 'Copy', 'Paste', and 'Row Height...'. The 'Marks' column values are now 450, 359, and 300.

Roll no	Name	Address	Marks
	Nisha	19-B Noida	450
	Priyanka	23-A Shahdara	359
	Saroj	sec-2 Ghaziaba	300