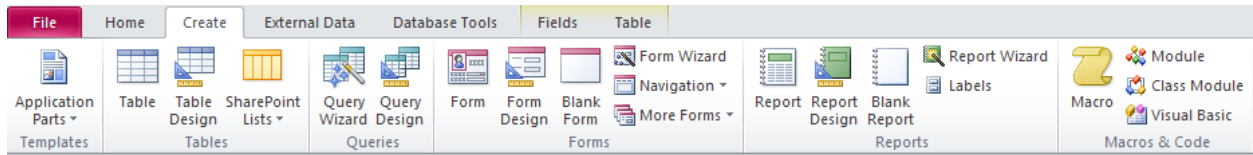




Things You Should Know About Access



Create Tab

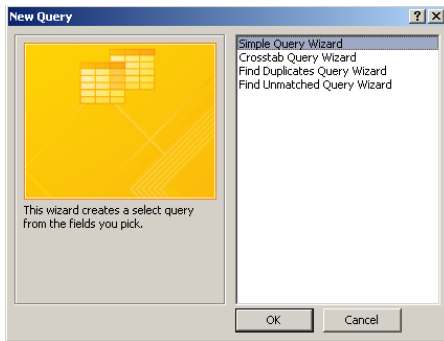


This is where you will be able to create all of the objects in Access. Recommended that if you are a new user to use the (blank) Wizard, such as the Query Wizard to create a query.

Queries and the Query Wizard

What is a Query?

A Query is a temporary table that pulls data from existing tables and queries so that you can answer a question you have about the data.



Query Wizard (located under the Create tab)

Types:

- Simple Query

Essentially just a standard query can involved multiple tables and other queries.

- Crosstab

Use this query if you have multiple entries in one a table of something in another.

For Example: I have a 2 tables one full of people and the other their community service hours in which there is multiple entries . The crosstab will match the people in the peoples table to those in the community service table and add their hours up so there is just one entry per person.

- Find Duplicates

Does Exactly what it says just like in the crosstab you need to tables to do it. It takes the contents of the one table and finds matching values in the other table. **For Example:** I have the community service database and I want to find who has gone to community service this year. The find duplicates will match the people in the peoples table to the community service table, leaving me with a list of people who have gone to community service.

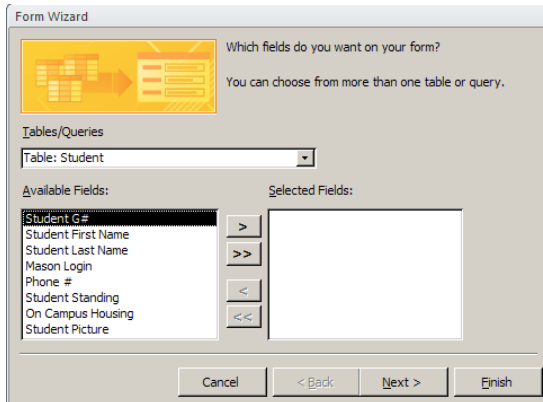
- Find Unmatched

Just like in the find duplicates query this one does the exact opposite it looks at one tables and matches the records in other table leaving you with only a list of non-matches. **For Example:** I have the community service database and I want to find who has NOT gone to community service this year. The find unmatched query will match the people in the peoples table to the community service table, leaving me with a list of people who have NOT gone to community service.

Forms and The Form Wizard (under the Create tab)

What is a form?

A form is a user interface that allows your or specified users enter data in specified tables.



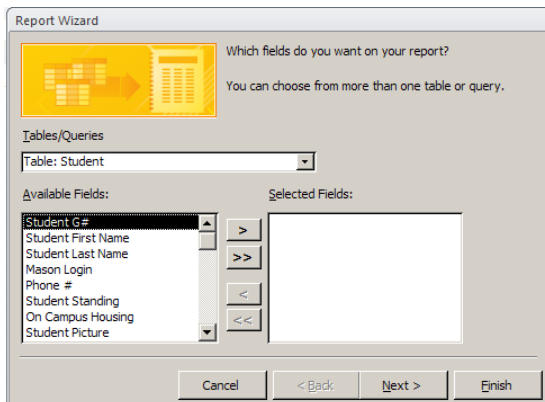
The form wizard creates a form based on table or tables you have specified. The > will bring one field to the form while the >> will bring all of the fields in the table to the form. The drop down allows for you to change or select multiple tables for your form.

Note: You may select only a couple from a table, but make sure that that the data is not required or the form will freeze-up after entering the data.

Report and The Report Wizard (under the Create tab)

What is a report?

A report is a display of a table or query that allows you to sort, display, and print data neatly.



The report wizard allows you to select fields in the table or query that you would like to print. The > will bring one field to the form while the >> will bring all of the fields in the table to the report.

Group By (*on right*) using the group by in the report wizard you are able to group the data so that it makes more sense. For example in the picture we are grouping by the Book ID.

