

Access Tutorial 1

Creating a Database



Microsoft® Office® 2013

Objectives

- Session 1.1
 - Learn basic database concepts and terms
 - Start and exit Access
 - Explore the Microsoft Access window and Backstage view
 - Create a blank database
 - Create and save a table in Datasheet view
 - Enter field names and records in a table datasheet
 - Open a table using the Navigation Pane

Objectives (Cont.)

- Session 1.2
 - Open an Access database
 - Copy and paste records from another Access database
 - Navigate a table datasheet
 - Create and navigate a simple query
 - Create and navigate a simple form
 - Create, preview, navigate, and print a simple report
 - Use Help in Access
 - Learn how to compact, back up, and restore a database

Creating a Database

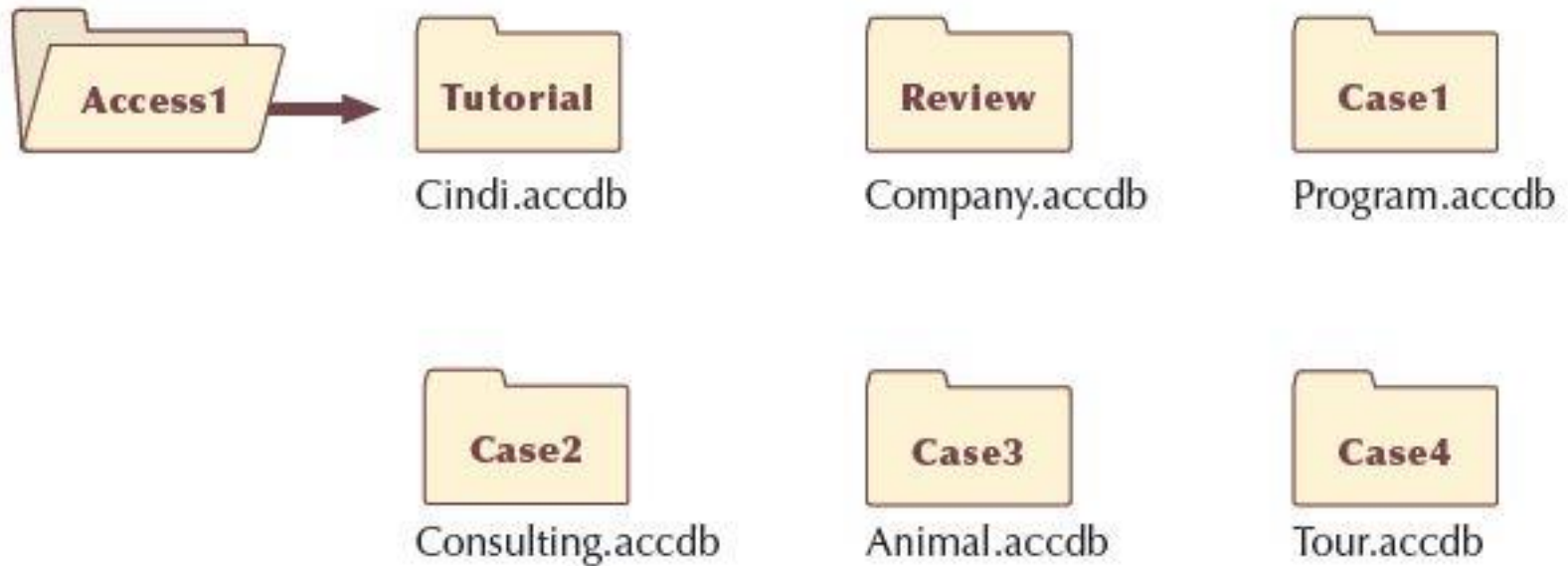
- Case - *Chatham Community Health Services*
 - All Tutorials use this Case
 - A nonprofit health clinic located in Hartford, Connecticut, specializes in the areas of pulmonology, cardiac care, and chronic disease management
 - Cindi Rodriguez, the office manager for Chatham Community Health Services, oversees a small staff and is responsible for maintaining the medical records of the clinic's patients

Creating a Database (Cont.)

- Case - *Chatham Community Health Services*
 - Cindi and her staff rely on electronic medical records for patient information, billing, inventory control, purchasing, and accounts payable
 - The clinic recently upgraded to **Microsoft Access 2013** (or simply **Access**)
 - Using the software to enter, maintain, and retrieve related data in a format known as a database

Creating a Database (Cont.)

STARTING DATA FILES



Creating a Database (Cont.)

The screenshot shows the Microsoft Access 2013 interface with the following components and annotations:

- Quick Access Toolbar:** Provides one-click access to commonly used commands, such as Save.
- Shutter Bar:** The Open/Close Button allows you to close and open the Navigation Pane; you might want to close the pane so that you have more room on the screen to view the object's contents.
- Navigation Pane:** Lists all the objects (tables, reports, and so on) in the database, and it is the main control center for opening and working with database objects.
- Datasheet View:** Shows the table's contents as a datasheet.
- Access Assigns Default Name:** Access assigns the default name "Table1" to the first new table you create. When you save the table, you can give it a more meaningful name.
- ID Field:** By default, Access creates the ID field as the primary key field for all new tables.
- Click to Add:** The Click to Add column provides another way for you to add new fields to a table.
- Add & Delete Group:** The Add & Delete group contains options for adding different types of fields, including Short Text and Number, to a table.
- Fields Tab:** The FIELDS tab provides options for adding, removing, and formatting the fields in a table.
- Access Window:** The Access window is the program window that appears when you create a new database or open an existing database.
- Window Buttons:** You use the window buttons to minimize, maximize, and close the Access window.
- Title Bar:** The title bar displays the name of the open file and the program.
- Sign in Link:** The Sign in link lets you sign into your Office account. If you have already signed in, your name might appear here instead of this link.
- Ribbon:** The ribbon provides the main Access commands organized by task into tabs and groups.
- Datasheet:** A datasheet displays the table's contents in rows and columns, similar to a table that you create in a Word document or an Excel spreadsheet. Each row will be a separate record in the table, and each column will contain the field values for one field in the table.
- Status Bar:** The status bar provides information about the program or open file, as well as buttons for working with the file. At the far left, the status bar indicates the current view, in this case, Datasheet view.

Introduction to Database Concepts

- Organizing Data
 - A **field** is a single characteristic or attribute of a person, place, object, event, or idea
 - Patient ID, first name, last name, address, phone number, visit date, reason for visit, and invoice amount
 - Related fields are grouped together into a **table**
 - A collection of fields that describes a person, place, object, event, or idea
 - The specific content of a field is called the **field value**
 - his set of field values is called a **record**

Introduction to Database Concepts

(Cont.)

Figure 1-1 Data organization for a table of patients

fields

Patient table

PatientID	FirstName	LastName	Phone
22501	Edward	Darcy	860-305-3985
22504	Lilian	Aguilar	860-374-5724
22510	Thomas	Booker	860-661-2539
22512	Lisa	Chang	860-226-6034
22529	Robert	Goldberg	860-552-2873
22537	Amrita	Mehta	860-552-0375

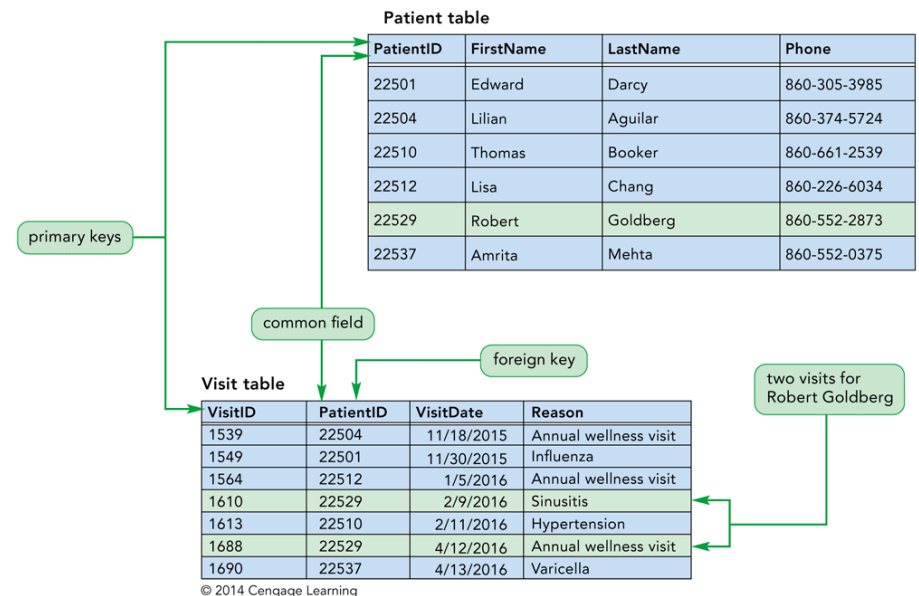
records

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Databases and Relationships

- A **relational database** is a collection of related tables
- Records in the separate tables are connected through a **common field**
- A **primary key** is a field, or a collection of fields, that uniquely identify each record in a table
- Including the primary key from one table as a field in a second table to form a relationship between the two tables, it is called a **foreign key** in the second table

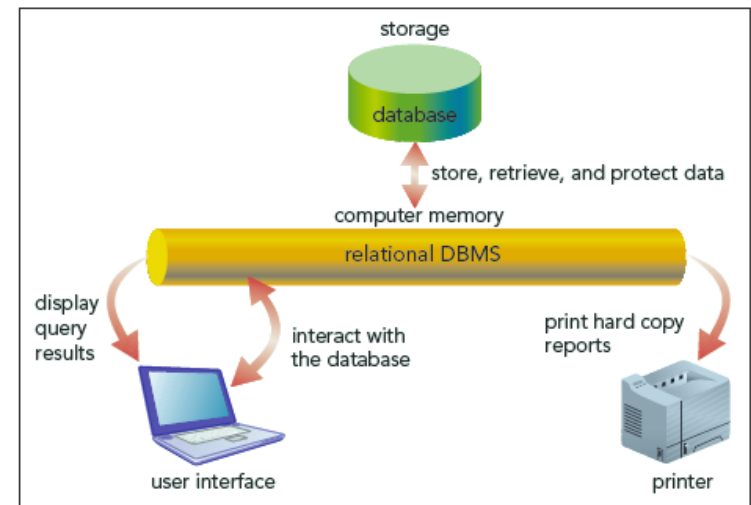
Figure 1-2 Database relationship between tables for patients and visits



Relational Database Management Systems

- A **database management system (DBMS)** is a software program that lets you create databases and then manipulate the data they contain
- In a **relational database management system**, data is organized as a collection of tables. A relational DBMS controls the storage of databases and facilitates the creation manipulation, and reporting of data

Figure 1-3 Relational database management system



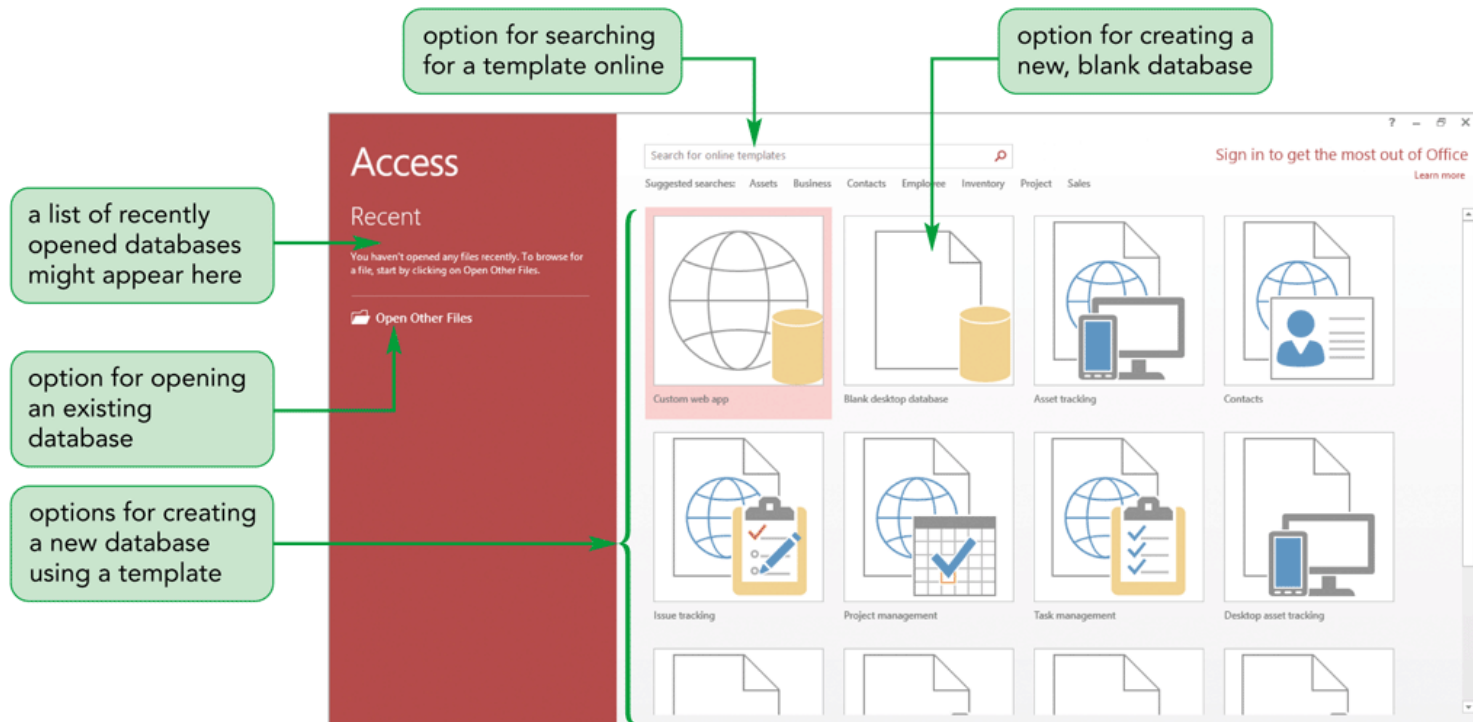
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Relational Database Management Systems

- A relational DBMS provides the following functions:
 - Allows you to create database structures containing fields, tables, and table relationships
 - Lets you easily add new records, change field values in existing records, and delete records
 - Contains a built-in query language, which lets you obtain immediate answers to the questions (or queries) you ask about your data
 - Contains a built-in report generator, which lets you produce professional-looking, formatted reports from your data
 - Protects databases through security, control, and recovery facilities
-

Starting Access and Creating a Database

Figure 1-4 Recent screen in Backstage view



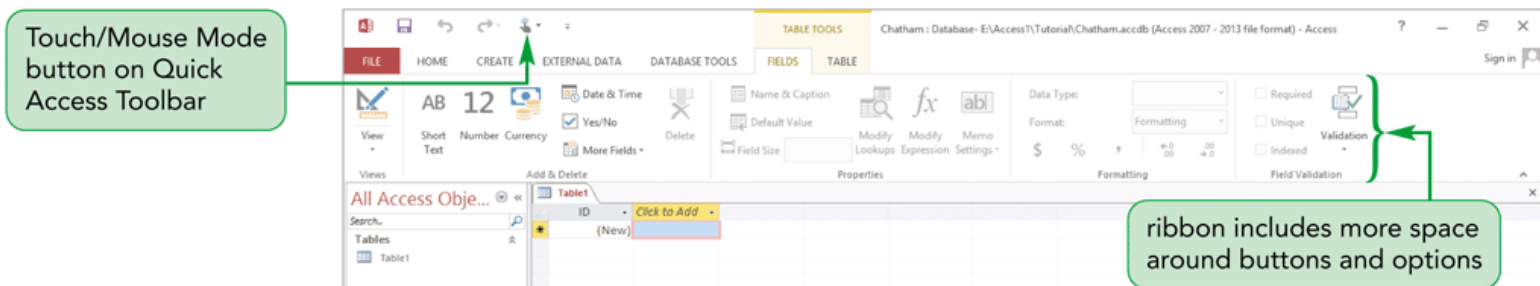
Starting Access and Creating a Database (Cont.)

- When you start Access, the first screen that appears is **Backstage view** which contains commands that allow you to manage Access files and options
 - The Recent screen in Backstage view provides options for you to create a new database or open an existing database
 - To create a new database that does not contain any data or objects, you use the Blank desktop database option
 - Use a **template** (a predesigned database that includes professionally designed tables, reports, and other database objects) If the database contains objects that match those found in common databases, such as databases that store data about contacts or tasks

Working in Touch Mode

- If you are working on a touch device, such as a tablet, you can switch to Touch Mode in Access to make it easier for you to tap buttons on the ribbon and perform other touch actions
- To switch to Touch Mode:
 - On the Quick Access Toolbar, click the Customize Quick Access Toolbar button and make sure the Touch/Mouse Mode is selected (shaded red to indicate that it is selected) The display switches to Touch Mode with more space between the commands and buttons on the ribbon

Figure 1-5 Ribbon displayed in Touch Mode



Creating a Table in Datasheet View

- On the ribbon, click the CREATE tab
- In the Tables group, click the Table button
- Rename the default ID primary key field and change its data type, if necessary; or accept the default ID field with the AutoNumber data type
- In the Add & Delete group on the FIELDS tab, click the button for the type of field you want to add to the table and then type the field name; Repeat this step to add all the necessary fields to the table
- In the first row below the field names, enter the value for each field in the first record, pressing the Tab or Enter key to move from one field to the next
- After entering the value for the last field in the first record, press the Tab or Enter key to move to the next row, and then enter the values for the next record.
- On the Quick Access Toolbar, click the Save button, enter a name for the table, and then click the OK button

Creating a Table in Datasheet View

(Cont.)

Figure 1-6

Plan for the Visit table

Field	Purpose
VisitID	Unique number assigned to each visit; will serve as the table's primary key
PatientID	Unique number assigned to each patient; common field that will be a foreign key to connect to the Patient table
VisitDate	Date on which the patient visited the clinic
Reason	Reason/diagnosis for the patient visit
WalkIn	Whether the patient visit was a walk-in or a scheduled appointment

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Creating a Table in Datasheet View

(Cont.)

- *Decision Making: Naming Fields in Access Tables*
 - One of the most important tasks in creating a table is deciding what names to specify for the table's fields. Keep the following guidelines in mind when you assign field names:
 - A field name can consist of up to 64 characters, including letters, numbers, spaces, and special characters, except for the period (.), exclamation mark (!), grave accent (`), and square brackets ([])
 - A field name cannot begin with a space
 - Capitalize the first letter of each word in a field name that combines multiple words, for example VisitDate
 - Use concise field names that are easy to remember and reference, and that won't take up a lot of space in the table datasheet
 - Use standard abbreviations, such as Num for Number, Amt for Amount, and Qty for Quantity, and use them consistently throughout the database.
 - For example, if you use Num for Number in one field name, do not use the number sign (#) for Number in another
 - Give fields descriptive names so that you can easily identify them when you view or edit records

Creating a Table in Datasheet View

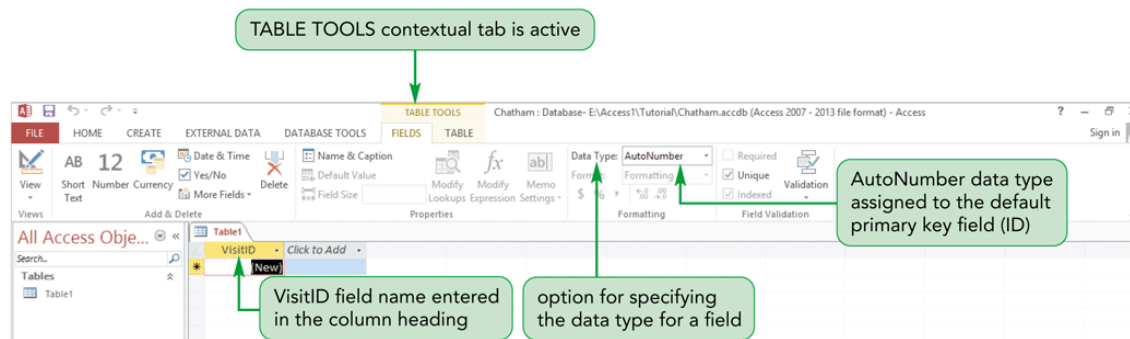
(Cont.)

Renaming the Default Primary Key Field

To rename the ID field to the VisitID field:

1. Right-click the ID column heading to open the shortcut menu, and then click Rename Field. The column heading ID is selected, so that whatever text you type next will replace it
 2. Type VisitID and then click the row below the heading. The column heading changes to VisitID, and the insertion point moves to the row below the heading
- Notice that the TABLE TOOLS tab is active on the ribbon. This is a contextual tab, which appears and provides options for working with objects selected

Figure 1-7 ID field renamed to VisitID

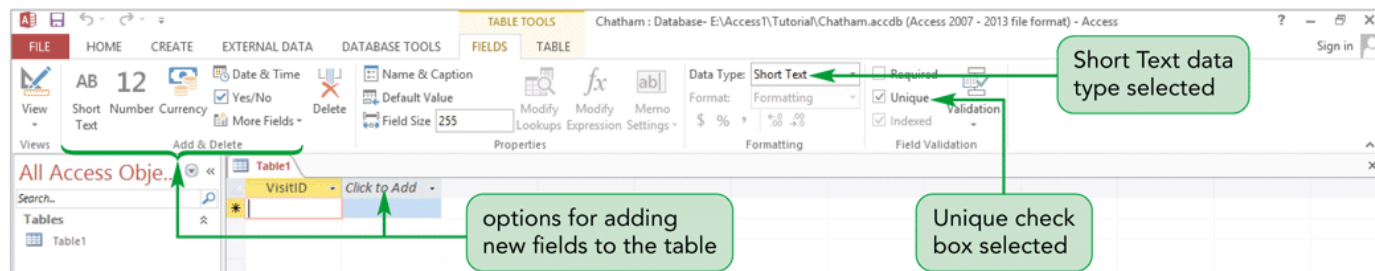


Creating a Table in Datasheet View

(Cont.)

- Changing the Data Type of the Default Primary Key Field
- Notice the Formatting group on the FIELDS tab (One of the options available in this group is the Data Type option)
- Each field in an Access table must be assigned a data type
- The **data type** determines what field values you can enter for the field
 - The **AutoNumber** data type automatically inserts a unique key for every record, beginning with the number 1 for the first record, the number 2 for the second, etc.

Figure 1-8 Short Text data type assigned to the VisitID field



Creating a Table in Datasheet View

(Cont.)

Adding New Fields

- When you create a table in Datasheet view, you can use the options in the Add & Delete group on the FIELDS tab to add fields to your table
- You can also use the Click to Add column in the table datasheet to add new fields

Figure 1-9 New Short Text field added to the table

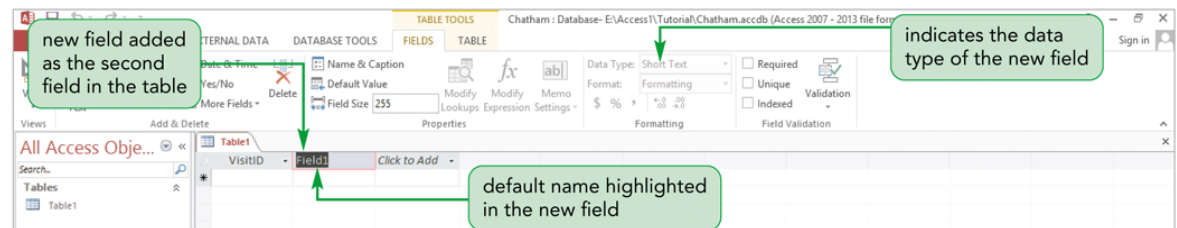
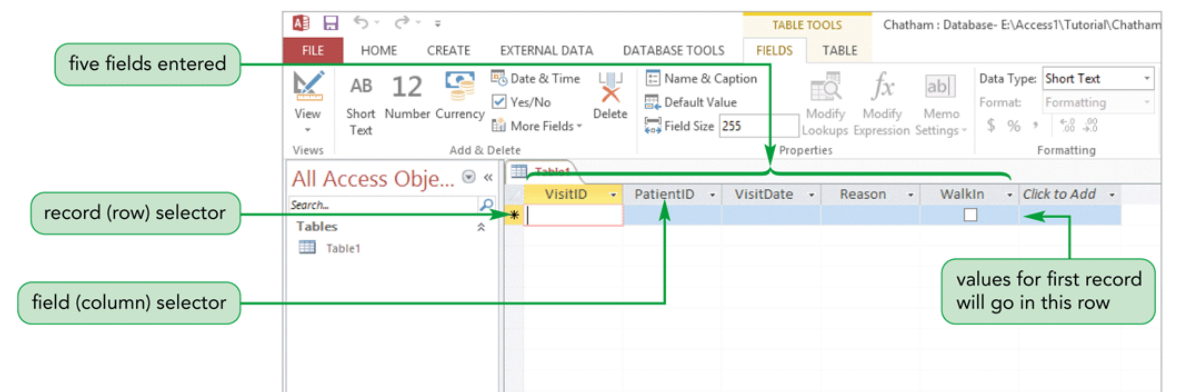


Figure 1-10 Table with all fields entered



Creating a Table in Datasheet View

(Cont.)

- Datasheet view shows a table's contents in rows (records) and columns (fields)
 - Each column is headed by a field name inside a field selector
 - Each row has a record selector to its left
- Clicking a **field selector** or a **record selector** selects that entire column or row (respectively)
 - A field selector is also called a **column selector**
 - A record selector is also called a **row selector**

Creating a Table in Datasheet View

(Cont.)

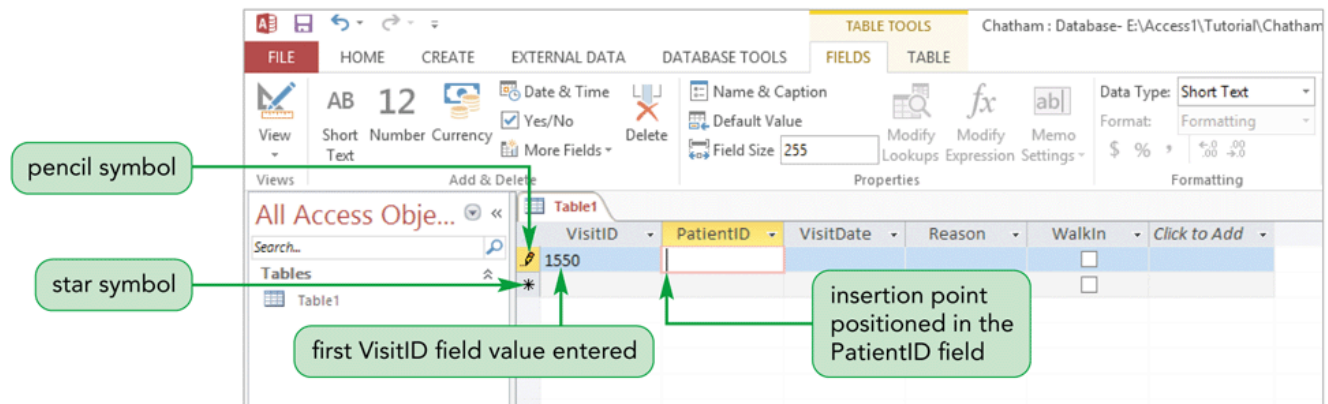
- Entering Records

Figure 1-11 Visit table records

VisitID	PatientID	VisitDate	Reason	WalkIn
1550	22549	12/1/2015	Influenza	Yes
1527	22522	11/9/2015	Allergies - environmental	Yes
1555	22520	12/7/2015	Annual wellness visit	No
1542	22537	11/24/2015	Influenza	Yes
1530	22510	11/10/2015	Seborrheic dermatitis	No
1564	22512	1/5/2016	Annual wellness visit	No
1575	22513	1/13/2016	Broken leg	Yes
1538	22500	11/17/2015	Migraine	Yes

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Figure 1-12 First field value entered



Creating a Table in Datasheet View

(Cont.)

Figure 1-13 Datasheet with first record entered

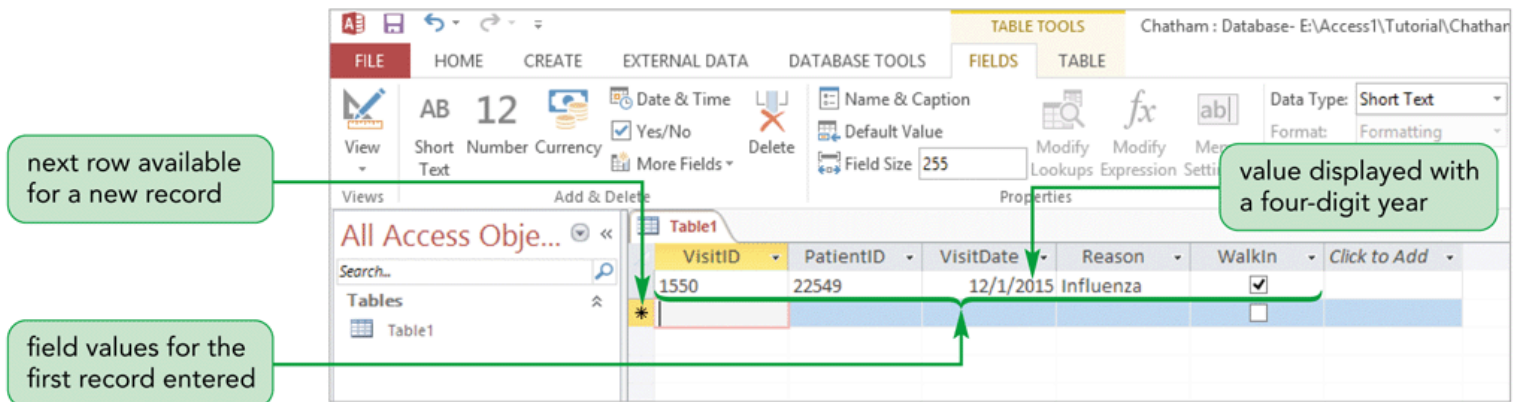
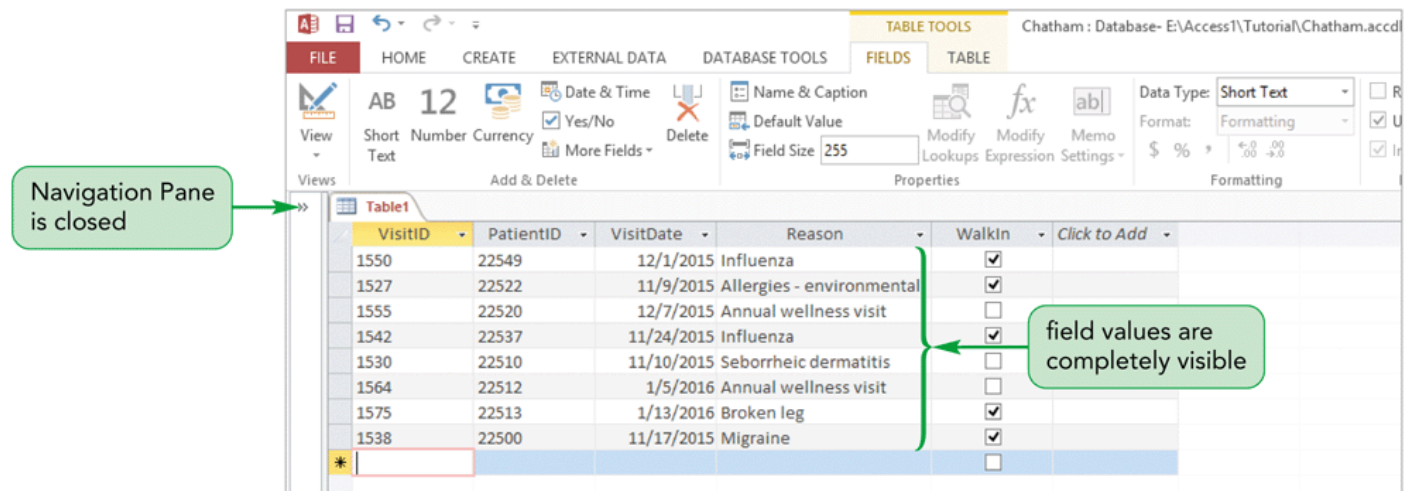


Figure 1-14 Datasheet with eight records entered



Creating a Table in Datasheet View

(Cont.)

- Saving a Table
 - Records you enter are immediately stored in the database as soon as you enter them
 - However, the table's design—the field names and characteristics of the fields themselves, plus any layout changes to the datasheet—are not saved until you save the table
 - When you save a new table for the first time, you should give it a name that best identifies the information it contains
 - Like a field name, a table name can contain up to 64 characters, including spaces

Creating a Table in Datasheet View

(Cont.)

- Entering Additional Records

Figure 1-15 Entering a new record

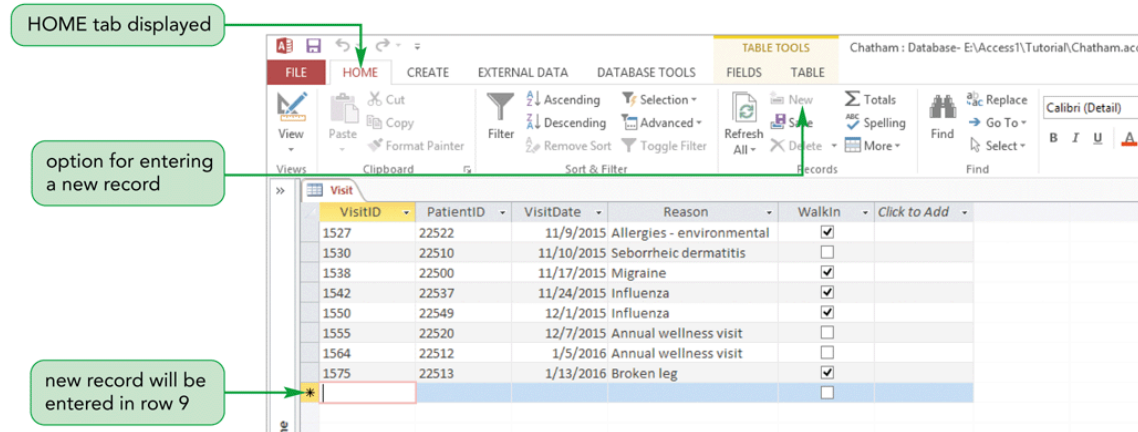
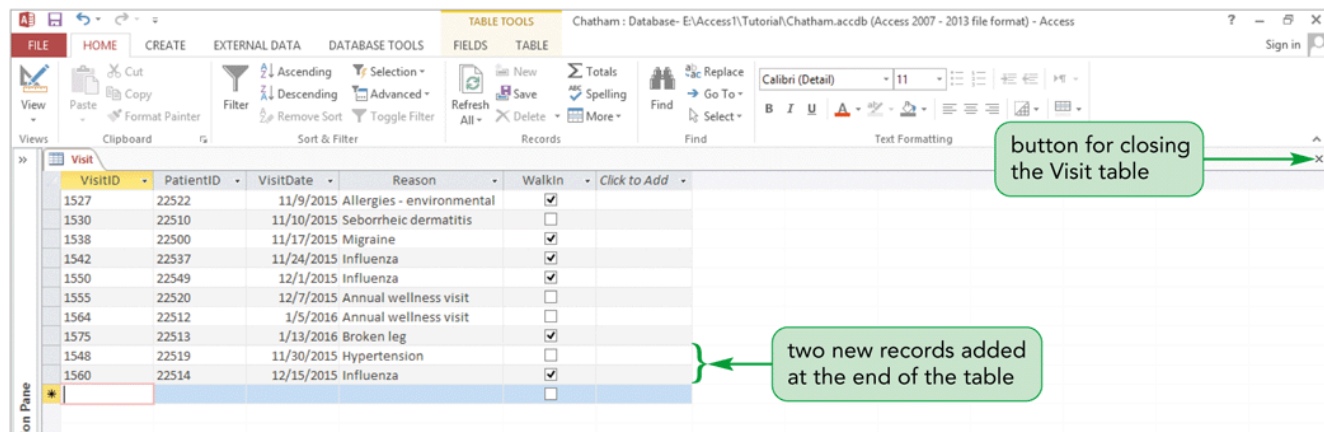


Figure 1-16 Datasheet with additional records entered



Creating a Table in Datasheet View

(Cont.)

- Opening a Table

- The tables in a database are listed in the Navigation Pane. You open a table, or any Access object, by double-clicking the object name in the Navigation Pane

Figure 1-17

Table with 10 records entered and displayed in primary key order

Visit table object in the Chatham database

two records added now appear in primary key order

records listed in order by the values in the primary key field

Current Record box indicates the table contains 10 records

VisitID	PatientID	VisitDate	Reason	WalkIn	Click to Add
1527	22522	11/9/2015	Allergies - environmental	<input checked="" type="checkbox"/>	
1530	22510	11/10/2015	Seborrheic dermatitis	<input type="checkbox"/>	
1538	22500	11/17/2015	Migraine	<input checked="" type="checkbox"/>	
1542	22537	11/24/2015	Influenza	<input checked="" type="checkbox"/>	
1548	22519	11/30/2015	Hypertension	<input type="checkbox"/>	
1550	22549	12/1/2015	Influenza	<input checked="" type="checkbox"/>	
1555	22520	12/7/2015	Annual wellness visit	<input type="checkbox"/>	
1560	22514	12/15/2015	Influenza	<input checked="" type="checkbox"/>	
1564	22512	1/5/2016	Annual wellness visit	<input type="checkbox"/>	
1575	22513	1/13/2016	Broken leg	<input checked="" type="checkbox"/>	

Record: 1 of 10

Closing a Table and Exiting Access

- Close a table by clicking its Close button on the object tab, as you did earlier
 - If you want to close the Access program as well, you can click the program's Close button
 - When you do, any open tables are closed, the active database is closed, and you exit the Access Program
 - If you want to close a table without exiting Access, click the FILE tab to display Backstage view, and then click Close

Creating a Database (Cont.)

The **CREATE** tab provides options for creating various database objects, including tables, forms, and reports. The options appear on the tab grouped by object type.

The **Query Wizard** button opens a dialog box with different types of wizards that guide you through the steps to create a query. One of these, the **Simple Query Wizard**, allows you to select records and fields quickly to display in the query results.

You use the options in the **Tables** group to create a table in Datasheet view or in Design view.

The **Forms** group contains options for creating a **form**, which is a database object you use to enter, edit, and view records in a database.

The **Form** tool quickly creates a form containing all the fields in the table (or query) on which you're basing the form.

The **Form Wizard** guides you through the process of creating a form.

The **Queries** group contains options for creating a **query**, which is a question you ask about the data stored in a database. In response to a query, Access displays the specific records and fields that answer your question.

The **Reports** group contains options for creating a **report**, which is a formatted printout (or screen display) of the contents of one or more tables (or queries) in a database.

The **Report** tool places all the fields from a selected table (or query) on a report, making it the quickest way to create a report.

The **Report Wizard** guides you through the process of creating a report.

The Microsoft Access Help button opens the **Access Help** window, where you can find information about Access commands and features as well as instructions for using them.

You can enter words or phrases in the search box and the Access Help system will search online to find related topics.

The **Popular searches** section provides links to commonly searched Access Help topics.

Because the Access online Help system is a dynamic environment and subject to change, your Help screen might look slightly different from this one.

Access Help

Search online help

Popular searches

Criteria	Format	Input mask
Query	Filter	Sum
Date	Like	Relationships

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Access keyboard shortcuts
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Basics and beyond [more](#)

Basic tasks for an Access 2013 desktop database
Introduction to tables
Introduction to queries
Create an Access form

Copying Records from Another Access Database

- There are many ways to enter records in a table, including copying and pasting records from a table into the same database or into a different database
- The two tables must have the same structure—that is, the tables must contain the same fields, with the same design, in the same order
- Cindi has already created a table named Appointment that contains additional records with visit data
- The Appointment table is contained in a database named Cindi located in the Access1 Tutorial folder included with your Data Files
- The Appointment table has the same table structure as the Visit table you created

Copying Records from Another Access Database (Cont.)

Figure 1-18 Appointment table in the Cindi database

same fields as in the Visit table

click the datasheet selector to select all the records in the table

table contains a total of 76 records

VisitID	PatientID	VisitDate	Reason	Walkin	Click to Add
1528	22507	11/9/2015	Diabetes mellitus Type 2 - initial diagnosis	<input checked="" type="checkbox"/>	
1535	22546	11/12/2015	Transverse fracture of left ulna	<input checked="" type="checkbox"/>	
1536	22526	11/17/2015	Gastroenteritis	<input type="checkbox"/>	
1539	22504	11/18/2015	Annual wellness visit	<input type="checkbox"/>	
1541	22526	11/24/2015	Gastroenteritis - follow up	<input type="checkbox"/>	
1544	22560	11/25/2015	Influenza	<input checked="" type="checkbox"/>	
1549	22501	11/30/2015	Influenza	<input checked="" type="checkbox"/>	
1552	22511	12/3/2015	Annual wellness visit	<input type="checkbox"/>	
1557	22526	12/10/2015	Annual wellness visit	<input type="checkbox"/>	
1562	22516	12/22/2015	COPD management visit	<input type="checkbox"/>	
1563	22546	1/4/2016	Follow-up - cast removal	<input type="checkbox"/>	
1567	22519	1/8/2016	Hypertension monitoring	<input type="checkbox"/>	
1569	22558	1/11/2016	COPD management visit	<input type="checkbox"/>	
1570	22561	1/11/2016	Nasopharyngitis	<input checked="" type="checkbox"/>	
1572	22560	1/13/2016	Acute sinusitis	<input checked="" type="checkbox"/>	
1573	22511	1/13/2016	Cardiac monitoring	<input type="checkbox"/>	
1576	22514	1/14/2016	Hypertension monitoring	<input type="checkbox"/>	
1580	22552	1/15/2016	Annual wellness visit	<input type="checkbox"/>	
1583	22560	1/22/2016	Acute sinusitis follow-up	<input type="checkbox"/>	
1585	22555	1/25/2016	Acute viral rhinopharyngitis	<input checked="" type="checkbox"/>	
1586	22523	1/25/2016	Nasopharyngitis	<input checked="" type="checkbox"/>	
1588	22535	1/25/2016	Hypertension	<input type="checkbox"/>	
1590	22505	1/26/2016	Annual wellness visit	<input type="checkbox"/>	
1591	22544	1/26/2016	Acute viral rhinopharyngitis	<input checked="" type="checkbox"/>	
1594	22533	1/28/2016	Nasopharyngitis	<input checked="" type="checkbox"/>	

Copying Records from Another Access Database (Cont.)

Figure 1-19

Visit table after copying and pasting records

table now contains 86 records

original records (10)

pasted records (76)

scroll box

scroll bars






navigation buttons

VisitID	PatientID	VisitDate	Reason	WalkIn	Click to Add
1527	22522	11/9/2015	Allergies - environmental	<input checked="" type="checkbox"/>	
1530	22510	11/10/2015	Seborrheic dermatitis	<input type="checkbox"/>	
1538	22500	11/17/2015	Migraine	<input checked="" type="checkbox"/>	
1542	22537	11/24/2015	Influenza	<input checked="" type="checkbox"/>	
1548	22519	11/30/2015	Hypertension	<input type="checkbox"/>	
1550	22549	12/1/2015	Influenza	<input checked="" type="checkbox"/>	
		12/7/2015	Annual wellness visit	<input type="checkbox"/>	
		12/15/2015	Influenza	<input checked="" type="checkbox"/>	
		1/5/2016	Annual wellness visit	<input type="checkbox"/>	
		1/13/2016	Broken leg	<input checked="" type="checkbox"/>	
1528	22507	11/9/2015	Diabetes mellitus Type 2 - li	<input checked="" type="checkbox"/>	
1535	22546	11/12/2015	Transverse fracture of left i	<input checked="" type="checkbox"/>	
1536	22526	11/17/2015	Gastroenteritis	<input type="checkbox"/>	
1539	22504	11/18/2015	Annual wellness visit	<input type="checkbox"/>	
1541	22526	11/24/2015	Gastroenteritis - follow up	<input type="checkbox"/>	
1544	22560	11/25/2015	Influenza	<input checked="" type="checkbox"/>	
1549	22501	11/30/2015	Influenza	<input checked="" type="checkbox"/>	
1552	22511	12/3/2015	Annual wellness visit	<input type="checkbox"/>	
1557	22526	12/10/2015	Annual wellness visit	<input type="checkbox"/>	
1562	22516	12/22/2015	COPD management visit	<input type="checkbox"/>	
1563	22546	1/4/2016	Follow-up - cast removal	<input type="checkbox"/>	
1567	22519	1/8/2016	Hypertension monitoring	<input type="checkbox"/>	
1569	22558	1/11/2016	COPD management visit	<input type="checkbox"/>	
1570	22561	1/11/2016	Nasopharyngitis	<input checked="" type="checkbox"/>	
1572	22560	1/13/2016	Acute sinusitis	<input checked="" type="checkbox"/>	

Navigating a Dataset

- **Navigation buttons** provide another way to move vertically through the records
- The Current Record box appears between the two sets of navigation buttons
 - Displays the number of the current record as well as the total number of records in the table
- The New (blank) record button works in the same way as the New button on the HOME tab

Figure 1-20 Navigation buttons

Navigation Button	Record Selected	Navigation Button	Record Selected
	First record		Last record
	Previous record		New (blank) record
	Next record		

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Creating a Simple Query (Cont.)

Figure 1-22

Query results

only the three selected fields are displayed in the query datasheet

all 86 records are included in the results

VisitID	VisitDate	Reason
1527	11/9/2015	Allergies - environmental
1528	11/9/2015	Diabetes mellitus Type 2 - initial diagnosis
1530	11/10/2015	Seborrheic dermatitis
1535	11/12/2015	Transverse fracture of left ulna
1536	11/17/2015	Gastroenteritis
1538	11/17/2015	Migraine
1539	11/18/2015	Annual wellness visit
1541	11/24/2015	Gastroenteritis - follow up
1542	11/24/2015	Influenza
1544	11/25/2015	Influenza
1548	11/30/2015	Hypertension
1549	11/30/2015	Influenza
1550	12/1/2015	Influenza
1552	12/3/2015	Annual wellness visit
1555	12/7/2015	Annual wellness visit
1557	12/10/2015	Annual wellness visit
1560	12/15/2015	Influenza
1562	12/22/2015	COPD management visit
1563	1/4/2016	Follow-up - cast removal
1564	1/5/2016	Annual wellness visit
1567	1/8/2016	Hypertension monitoring
1569	1/11/2016	COPD management visit
1570	1/11/2016	Nasopharyngitis
1572	1/13/2016	Acute sinusitis
1573	1/13/2016	Cardiac monitoring

Record: 1 of 86 No Filter Search

Datasheet View

Creating a Simple Form

- Forms display one record at a time
 - Provide another view of the data that is stored in the table
 - Allowing you to focus on the values for one record
- Access displays the field values for the first record in the table
- Each field appears on a separate line
- As indicated in the status bar, the form is displayed in Layout view
 - In **Layout view**, you can make design changes to the form while it is displaying data, so that you can see the effects of the changes you make immediately

Creating a Simple Form (Cont.)

- Use a form to enter, edit, and view records in a database
 - Although you can perform these same functions with tables and queries, forms can present data in many customized and useful ways

Figure 1-23 Form created by the Form tool

form graphic identifies the object as a form

new tab for the form

field values for the first record displayed

depending on your computer's settings, your field value boxes might be a different width

form displayed in Layout view

record 1 of 86 total records

Field	Value
VisitID	1527
PatientID	22522
VisitDate	11/9/2015
Reason	Allergies - environmental
Walkin	<input checked="" type="checkbox"/>

Records: 1 of 86

Creating a Simple Report

- A report is a formatted printout (or screen display) of the contents of one or more tables or queries
- Reports show each field in a column, with the field values for each record in a row, similar to a table or query datasheet
- Reports offers a more visually appealing format for the data, with the column headings in a different color, borders around each field value, a graphic of a report at the top left, and the current day, date, and time at the top right

Creating a Simple Report (Cont.)

Figure 1-24 Report created by the Report tool

report graphic

column headings appear in a different font color

current day, date, and time displayed (yours might differ)

Thursday, June 9, 2016
1:44:38 PM

Visit

VisitID	PatientID	VisitDate	Reason	WalkIn
1663	22525	4/1/2016	Severe abrasion of left patella	<input checked="" type="checkbox"/>
1665	22518	4/1/2016	Conjunctivitis	<input checked="" type="checkbox"/>
1667	22506	4/1/2016	Fifth Disease	<input checked="" type="checkbox"/>
1670	22509	4/4/2016	Tinea pedis	<input checked="" type="checkbox"/>
1672	22525	4/6/2016	Wound care for patellar abrasion	<input type="checkbox"/>
1673	22549	4/6/2016	Pertussis	<input checked="" type="checkbox"/>
1675	22507	4/7/2016	Diabetes mellitus Type 2 - serum glucose check	<input type="checkbox"/>
1679	22557	4/8/2016	Hypertension monitoring	<input type="checkbox"/>
1680	22536	4/8/2016	Laceration of left eyelid -sutured	<input checked="" type="checkbox"/>
1682	22518	4/8/2016	Conjunctivitis follow-up	<input type="checkbox"/>
		4/8/2016	Fifth Disease follow-up	<input type="checkbox"/>
		4/11/2016	Idiopathic abdominal pain	<input checked="" type="checkbox"/>
1687	22534	4/12/2016	Joint pain/arthritis	<input checked="" type="checkbox"/>
1688	22529	4/12/2016	Annual wellness visit	<input type="checkbox"/>

dashed lines show the page edges

borders around field values

report displayed in Layout view

Layout View

Creating a Simple Report (Cont.)

Figure 1-25

Report after resizing the VisitID column

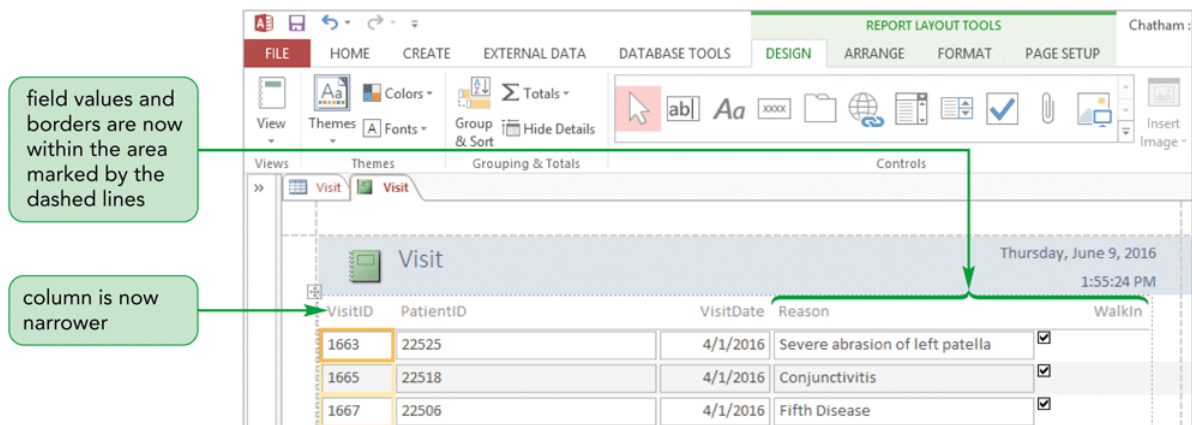
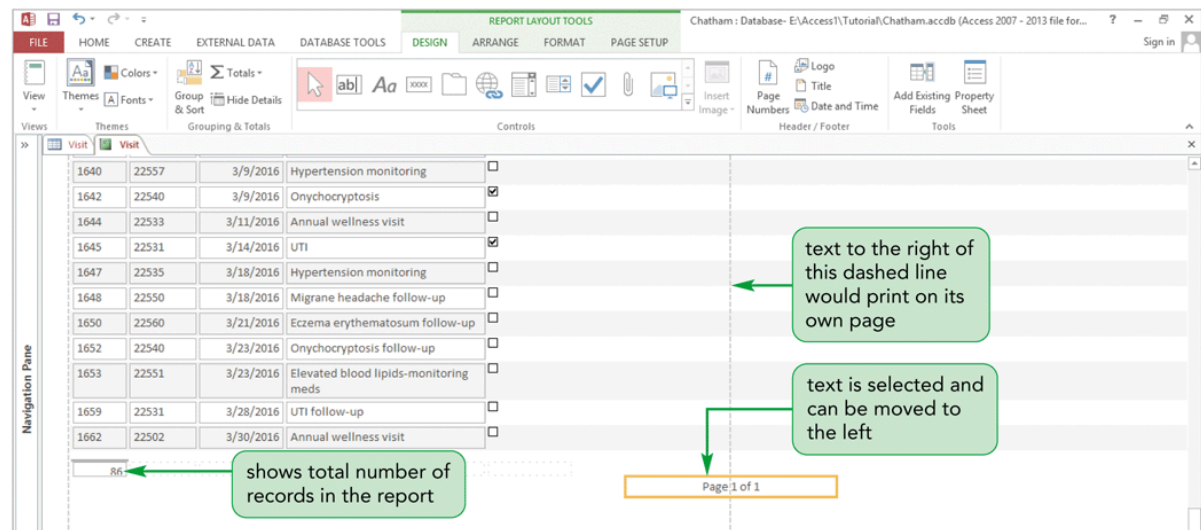


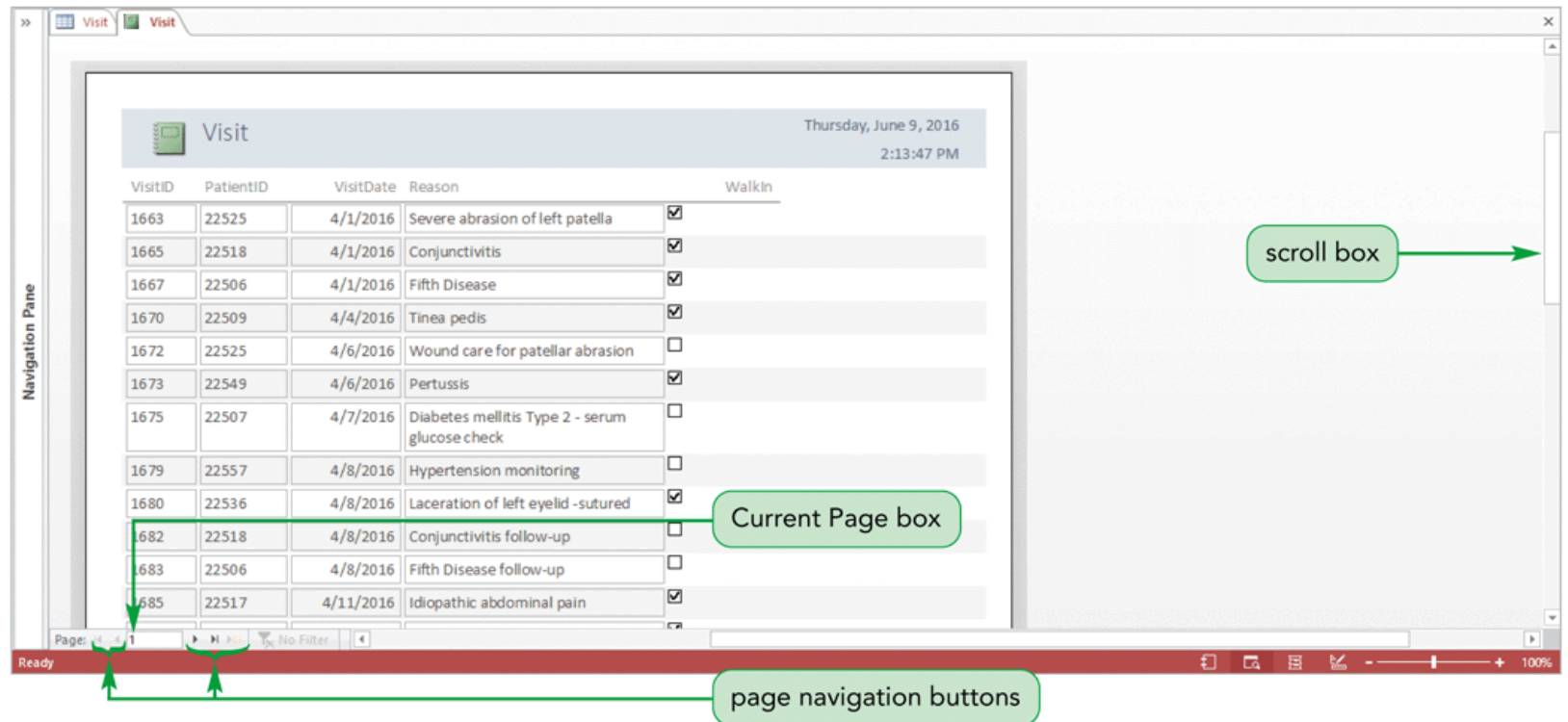
Figure 1-26

Report page number selected



Creating a Simple Report (Cont.)

Figure 1-27 First page of the report in Print Preview



Creating a Simple Report (Cont.)

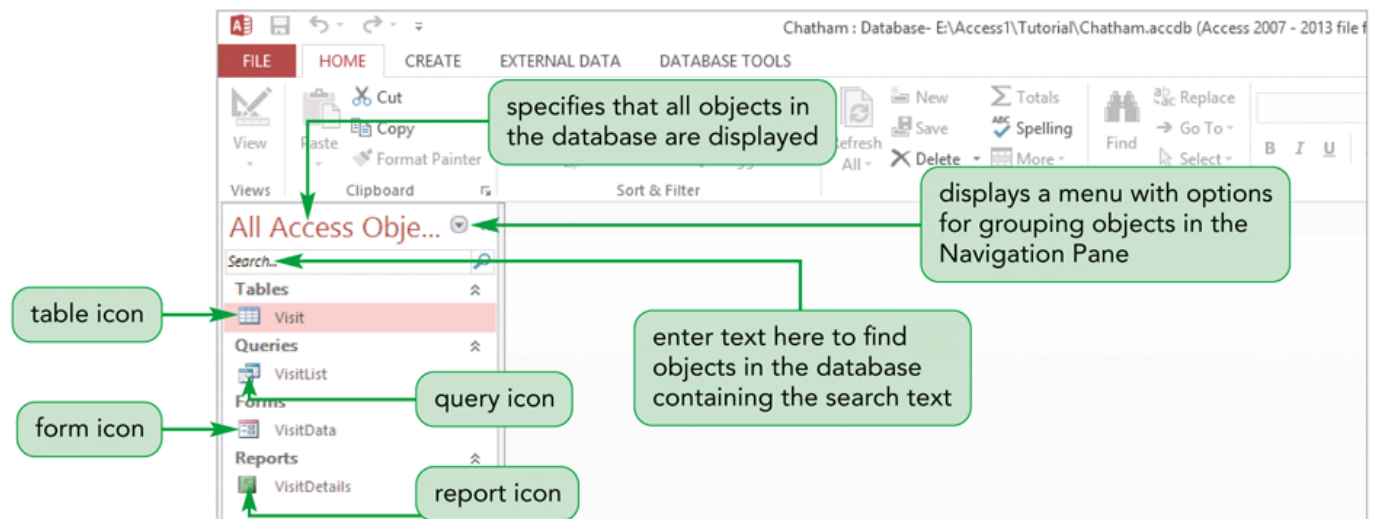
- Printing a Report
- Print reports to distribute to others who need to view the report's contents
- STEPS
 - Open the report in any view, or select the report in the Navigation Pane
 - Click the FILE tab to display Backstage view, click Print, and then click Quick Print to print the report with the default print settings
 - *or*
 - Open the report in any view, or select the report in the Navigation Pane
 - Click the FILE tab, click Print, and then click Print (or, if the report is displayed in Print Preview, click the Print button in the Print group on the PRINT PREVIEW tab). The Print dialog box opens, in which you can select the options you want for printing the report

Viewing Objects in the Navigation Pane

- The Navigation Pane currently displays the default category, **All Access Objects**, which lists all the database objects in the pane
- Each object type (Tables, Queries, Forms, and Reports) appears in its own group

Figure 1-28

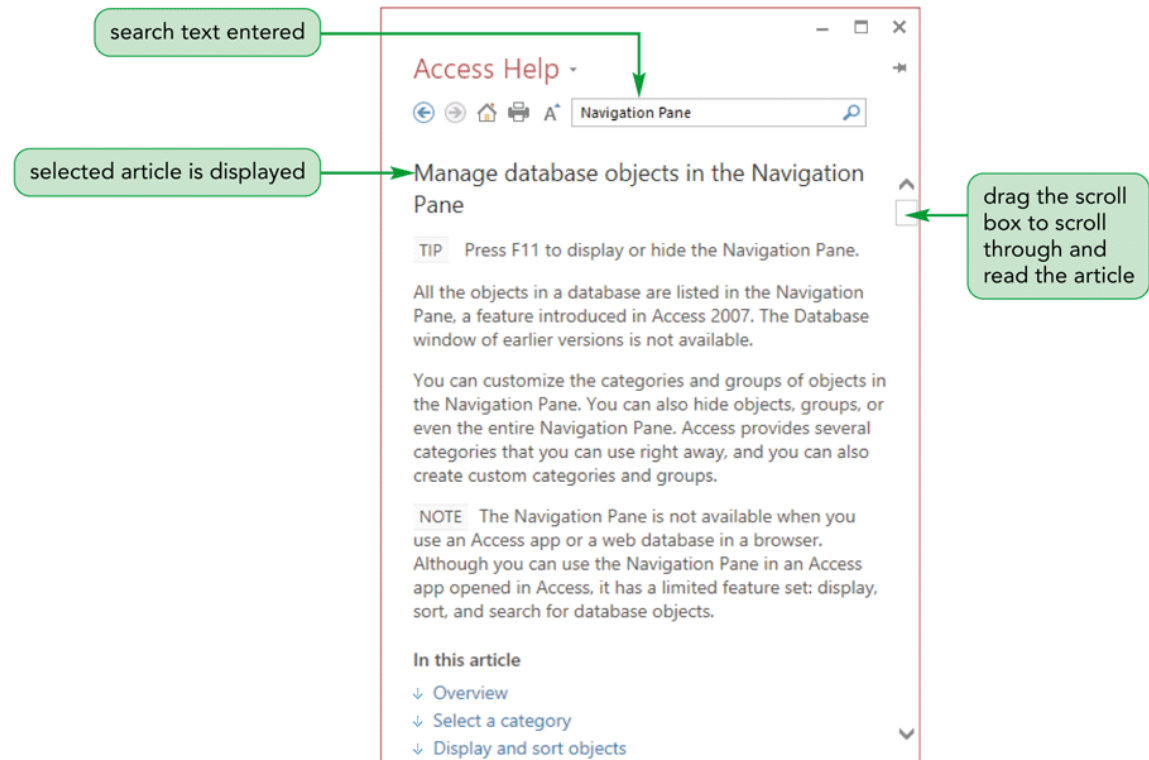
Chatham database objects displayed in the Navigation Pane



Using Microsoft Access Help

Figure 1-29 Article displayed in the Access Help window

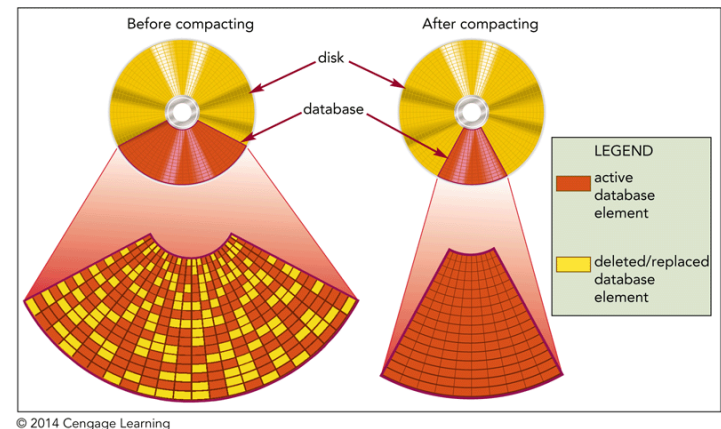
Start Help by clicking the Microsoft Access Help button in the top right of the Access window, or by pressing the F1 key



Managing a Database

- Activities involved in database management include compacting and repairing a database and backing up and restoring a Database
- **Compacting and Repairing a Database**
 - Rearranges the data and objects in a database to decrease its file size, thereby making more storage space available and enhancing the performance of the database

Figure 1-30 Compacting a database



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Managing a Database (Cont.)

- Backing Up and Restoring a Database
- The process of making a copy of the database file to protect your database against loss or damage
- The Back Up Database command enables you to back up your database file from within the Access program, while you are working
- Steps:
 - Click the FILE tab to display the Info screen in Backstage view
 - Click Save As in the navigation bar
 - Click Back Up Database in the Advanced section of the Save Database As pane
 - Click the Save As button

Excel or Access?

Ask the following questions

1. Do you need to store data in separate tables that are related to each other?
2. Do you have a very large amount of data to store?
3. Will more than one person need to access the data at the same time?
 - If you answer “yes” to any of these questions, an Access database is most likely the appropriate application to use