

# MICROSOFT ACCESS 2007 – BOOK 2

## 4.1 INTRODUCTION TO ACCESS

### FIRST ENCOUNTER WITH ACCESS 2007

P 205

Access is activated by means of **Start, Programs, Microsoft Access** or clicking on the icon.

The window opened by this process looks different from the previous versions:

It offers online templates, but the basics are still there: **New Blank Database** and **Open Recent Database**.

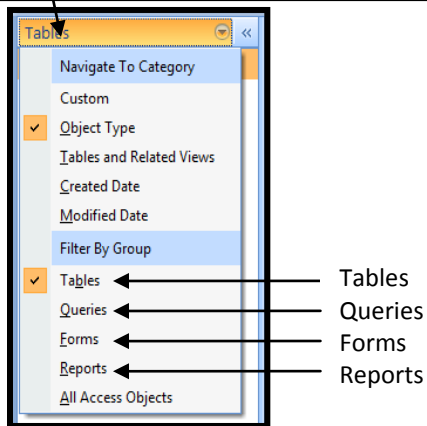
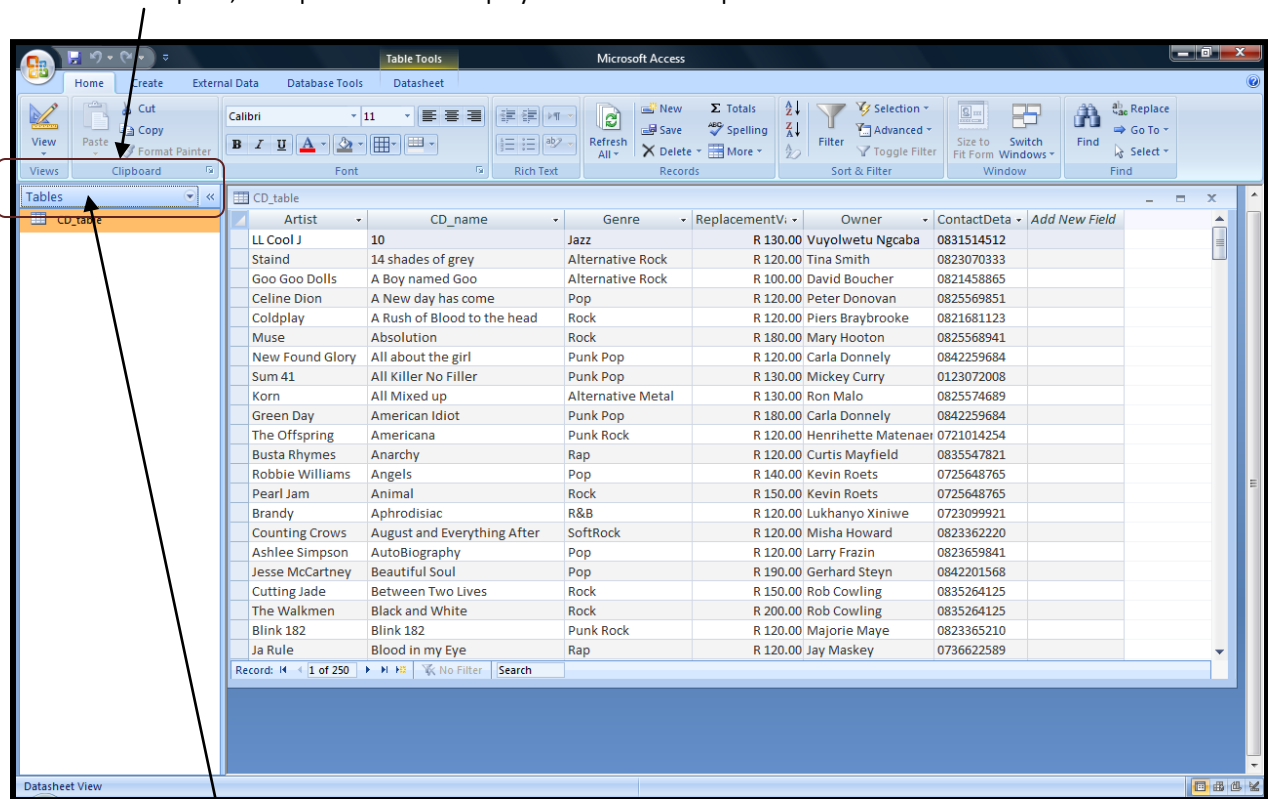


#### Activity 1 P 205:

- Load *Access 2007*.
- Open the existing database file *CD\_database*.

You will see that a database can contain different components:

On the left task pane, a drop down menu displays the various components of a database:

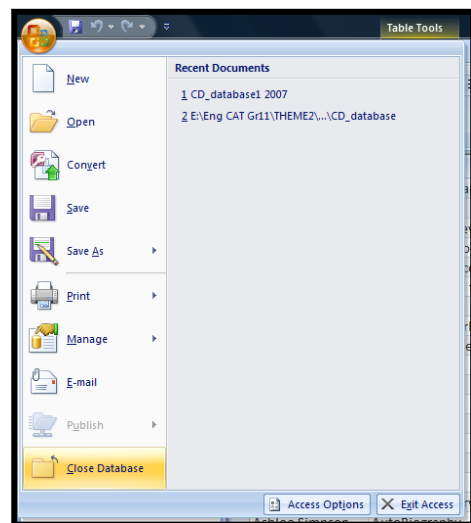


## TABLES

The default component is tables and the first table will be displayed.

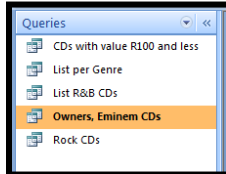
The methods to move within the table are still the same as the previous version.

Close the table by clicking on the **Office 2007** button and selecting **Close Database**.



## QUERIES

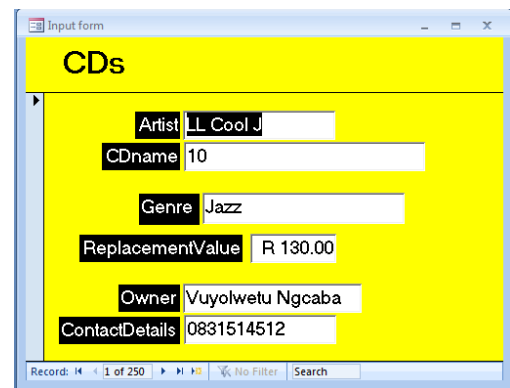
- Select **Queries** from the drop-down menu and open the Query 'Owners, Eminem CDs'.



Note that this query only contains the titles, owners and contact details of all CDs by Eminem.

## FORMS

- Click on **Forms**, select **Input form**.
- Display different records by using navigation bar.
- Close the form.

A screenshot of the 'Input form' window in Microsoft Access. The window title is 'Input form'. The form is titled 'CDs' and has a yellow background. It contains several text boxes with labels: 'Artist' (LL Cool J), 'CDname' (10), 'Genre' (Jazz), 'ReplacementValue' (R 130.00), 'Owner' (Vuyolwetu Ngcaba), and 'ContactDetails' (0831514512). At the bottom of the form, there is a navigation bar with the text 'Record: 1 of 250', 'No Filter', and a 'Search' button.

## REPORTS

- Select **Reports** from drop-down menu.
- Open **CDs grouped by genre, then artist**.
- Close the report.

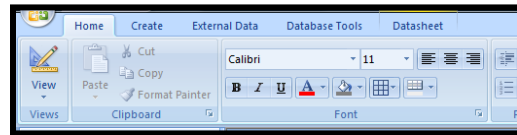
## MORE ABOUT TABLES

### CHANGING THE APPEARANCE OF A TABLE

#### Activity 3 P 209

Change the colour of the text, lines and background.  
Change the font type and size.  
Display some of the gridlines.

The **Home** tab, **Font** group is where all this can be changed:



#### Activity 4 P 210

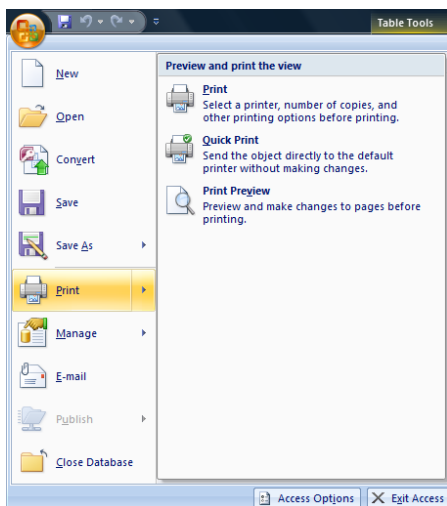
#### Activity 5 P 211

### CHANGE THE CONTENTS OF A TABLE

Same as previous.

### PRINTING OF A TABLE

The print option is selected from the Office button.

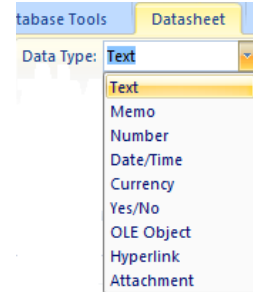
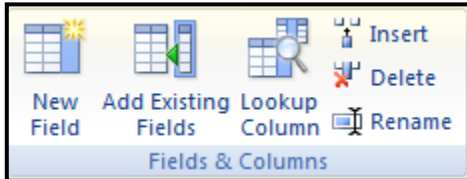


#### Activity 6 P 212

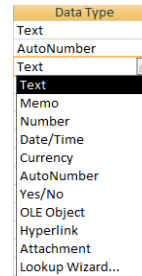
## CREATING A TABLE

### TYPES OF DATA THAT CAN BE STORED

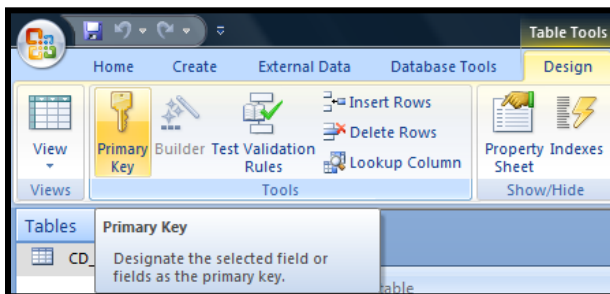
The same as previous versions (see **Data Type & formatting** group on the **Datasheet** tab). It also makes provision for attachments and the **Lookup** feature is found with the **Fields & Columns** group on the **Datasheet** tab in the Datasheet view.



In the Design view, the Lookup Wizard still appears in the dropdown list:



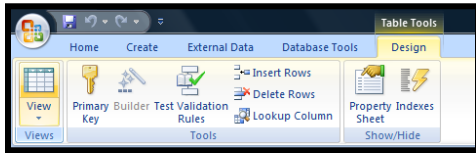
The icon for the primary key in *Access 2007* can be found under the **Design** tab in the **Tools** group and can be clicked to designate the selected field as the primary key.



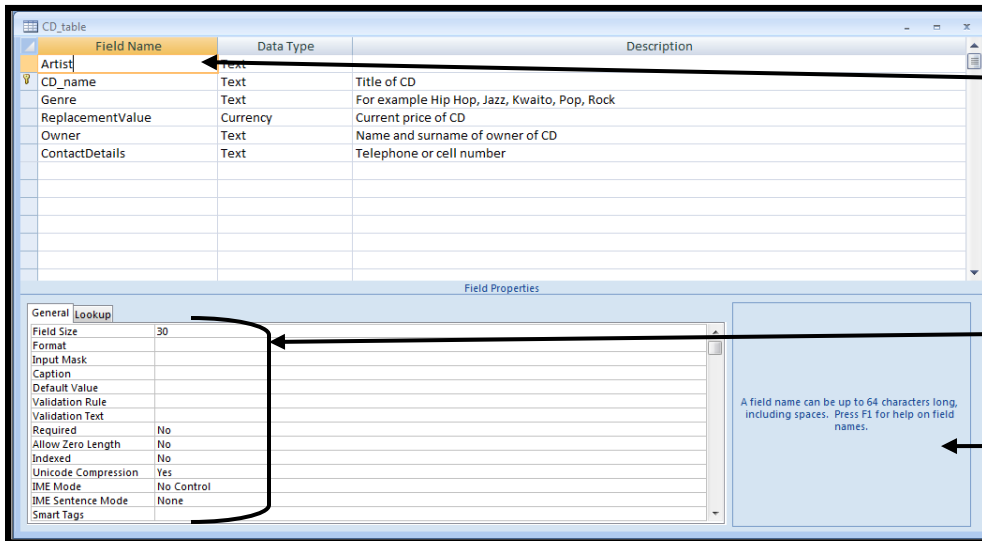
Note that the Lookup Wizard can also be accessed by clicking **Lookup Column** in the **Tools** group.

## DIFFERENT VIEWS OF A TABLE

A table can be displayed in **Design View** by clicking on the **View** icon on the **Design** tab.



The **Design View** of the CD\_table from the database CD\_database looks as follows:



Click on a field in the top part to view the properties in the lower part

Field Properties

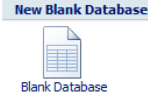
An explanation of each property is displayed here when you click on the property

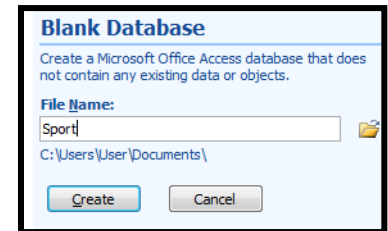
Activity 7 P 214

Activity 8 P 215

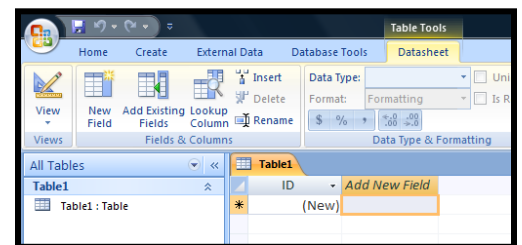
## CREATE A TABLE

### Activity 9 P 215

- Create a new database.
  - Open **Access**.
    - Click  or
    - Click on **Office button, New**.
    - Choose **Blank Database**.
    - Specify the applicable disk drive and type **Sport** in the **File name** box.
    - Click on **Create**.
    - A database window for a new database will appear.



- Start creating a new table.
  - A new table is displayed in the Datasheet view.
  - Choose **Design View**.
  - Save table as **Students**.



The rest remains the same as before.

### Activity 10 P 217

### Activity 11 P 218

### Activity 12 P 219

### Activity 13 P 220

## 4.2 QUERIES AND REPORTS

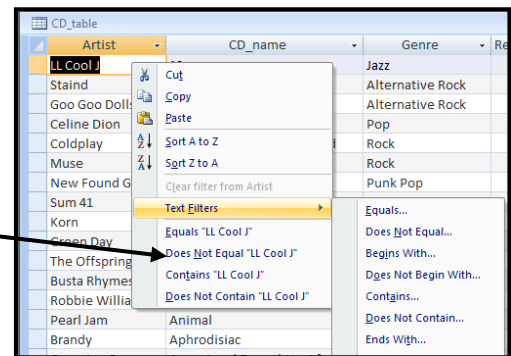
### FORMULATION OF SIMPLE CRITERIA

Same as previous version .

### ENQUIRIES WITH A FILTER

To do this, complete the following instructions in the table in **Datasheet View**:

- Right-click in the field to which the criteria must be applied.
- Select the option you want to filter for from **Text Filters**.
- Some preset options can be selected from the bottom of the list.



The records found as a result of the filter are shown. The total number of records in the table will be displayed when the filter is removed.

Remove the filter as follows:

- Right-click again in the field where the filter must be removed and choose **Clear Filter from Genre**.

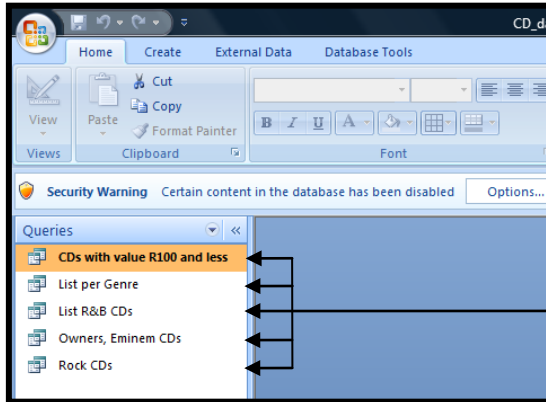
**Activity 1 P 226**

**Activity 2 P 227**

**Activity 3 P 227**

## ENQUIRIES USING ACCESS QUERIES

### HOW DOES A QUERY WORK?



The names of different queries that have already been created and are saved as part of the database.

Activity 4 P 229

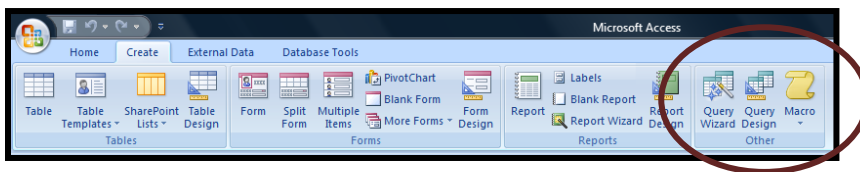
Activity 5 P 230

### CREATING A QUERY

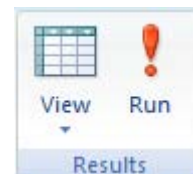
Activity 6 P 230

You must still work with CD\_database.

- From the Design view, select the **Create** tab and select **Query Design** from the **Other** group.



The rest remains the same as previous, except that to display the results of the query, click the **Run** icon in the **Results** group on the **Design** tab or choose the Datasheet view.



Activity 7 P 232

Activity 8 P 234

Activity 9 P 235

## REPORTS

### DIFFERENT SECTIONS IN A REPORT

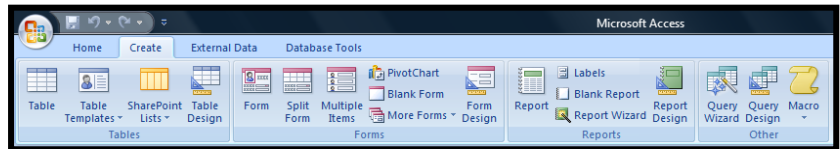
Same as previous.

#### Activity 11 P 237

### CREATING A BASIC REPORT

#### Activity 12 P 237

- Click the **Create** tab.
- Use the **Report wizard** in the **Reports** group to create the report.




The rest remains the same as previous, except that the Styles differ – select the *Access 2007* style instead.

#### Activity 13 P 240

#### Activity 14 P 240

### CHANGING THE APPEARANCE OF THE REPORT

Summary of the basic changes that can be made to the appearance of a report that have changed in Office 2007:

Changes that can be made	Steps that must be followed
Moving the controls to another position	<ul style="list-style-type: none"> <li>➤ Click on the border of the control.</li> <li>➤ After the pointer changes to a cursor with 4 arrows, you can drag the control to a new position. <i>(Not the open hand as in previous versions.)</i></li> </ul>
Add a label or text box	<ul style="list-style-type: none"> <li>➤ Go to the <b>Design</b> tab and select an icon from the <b>Controls</b> group.</li> </ul>  <ul style="list-style-type: none"> <li>➤ Click on the icon for the control you want to add (<b>Aa</b> for label and <b>ab</b> for a Text box.)</li> <li>➤ Click on the place in the report where you want to add the control.</li> </ul>

#### Activity 15 P 242

#### Activity 16 P 242

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## CREATING REPORT WITH GROUPINGS

This works the same as in previous versions.

**Activity 17 P 244**

**Activity 18 P 244**

**Activity 19 P 245**

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## CALCULATIONS IN A REPORT

Functions are the same as in previous versions.

**Activity 20 P 246**

**Activity 21 P 247**

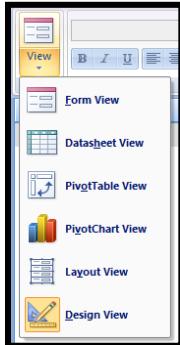
**Activity 22 P 248**

**Activity 23 P 248**

**Activity 24 P 250**

## 4.3 FORMS

### VIEWING AND USE OF AN EXISTING FORM



After a form has been opened, you can click on any button to view a form in Form View, Design View and Datasheet view.

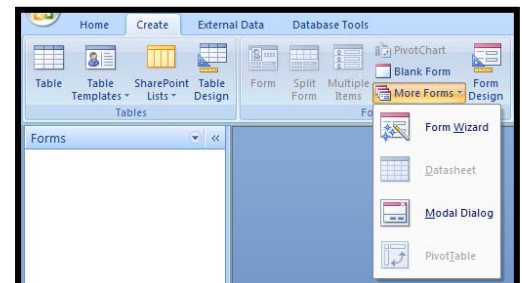
#### Activity 1 P 254

### CREATING A FORM USING A WIZARD

#### Activity 2 P 255

- Open the database AnimalHospital.
- Select **Forms** from the dropdown list in the left task pane. You will see that there are currently no forms.
- Select the **Create** tab and click on **More Forms** in the **Forms** group to select **Form Wizard** from the dropdown list.

The rest remains the same as previous, except that there is no Normal style. Select the **Access 2007** style instead.



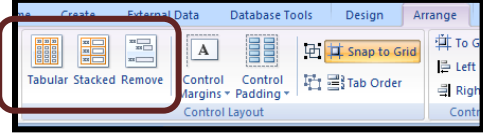

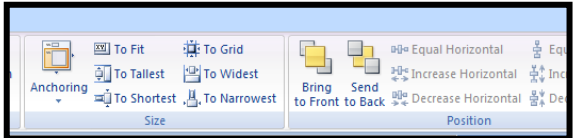
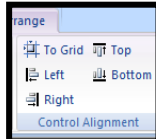

#### Activity 3 P 256

### IMPROVING AN EXISTING FORM

#### BASIC ASPECTS THAT WILL IMPROVE A FORM'S LAYOUT

Basic aspects stay the same in Office 2007.

TIPS FOR WORKING IN DESIGN VIEW

Aligning controls	
<b>Align controls with one another</b>	<p>Select the controls, choose the <b>Arrange</b> tab and select the desired layout from the <b>Control Layout</b> group.</p> <p>The <b>Arrange</b> tab is available in the <b>Layout</b> view and in the <b>Design</b> view.</p> 
<b>To change the spacing between the controls and the margins in the controls</b>	<p>Select the controls, choose the <b>Arrange</b> tab and select the desired layout from the <b>Control Layout</b> group or <b>Control Margins</b>.</p> 
<b>To change the size and position of the controls</b>	<p>Select the controls, choose <b>Arrange</b> tab and select the desired layout from the <b>Size</b> group and <b>Position</b> group.</p> 
<b>To change the alignment of the controls</b>	<p>Select the controls, choose <b>Arrange</b> tab and select the desired layout from the <b>Control Alignment</b> group.</p> 
Drawing Tools: These are all available options on the Design tab	
<b>Images</b>	<p>Click on the <b>Logo</b> button. You will be presented with an Insert Picture dialog box where you can simply choose your picture and then click <b>OK</b>. You can set the size and position of the image with the mouse.</p>
Formatting: These are all available options on the Format tab	
<b>Formatting options</b>	<p>From the <b>Layout</b> view, click on the <b>Format</b> tab.</p> 

Activity 4 P 257

Activity 5 P 258

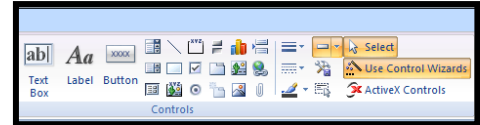
## THE USE OF COMBO BOXES IN A FORM

### Activity 6 P 259

- The **Control Wizards** button can be found on the **Design** tab in the **Controls** group. (The button must be highlighted to show that it is “on”.)

The rest is same as previous.

### Activity 7 P 259



## PHOTOGRAPHS AS FIELDS IN A DATABASE

Same as before.

### Activity 8 P 260

### Activity 9 P 261

### Activity 10 P 262

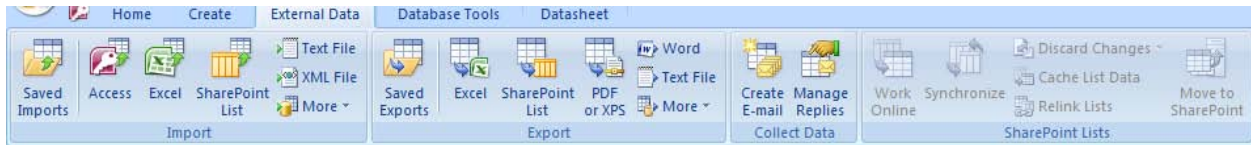
## 6.2 COLLABORATION AND INTEGRATION

### CONVERTING BETWEEN FILE FORMATS – ACCESS (P 337)

#### EXPORTING DATA FROM AN ACCESS TABLE/QUERY

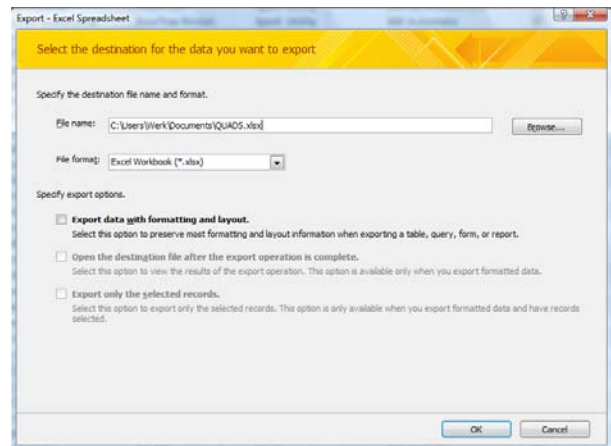
##### Exporting to Excel

Click the **External Data** tab and click **Excel** in the **Export** group.



The following appears:

- Make sure that the correct drive, folder and file name appear.
- Select the correct file format.
- Select the desired options.
- Click **OK**.

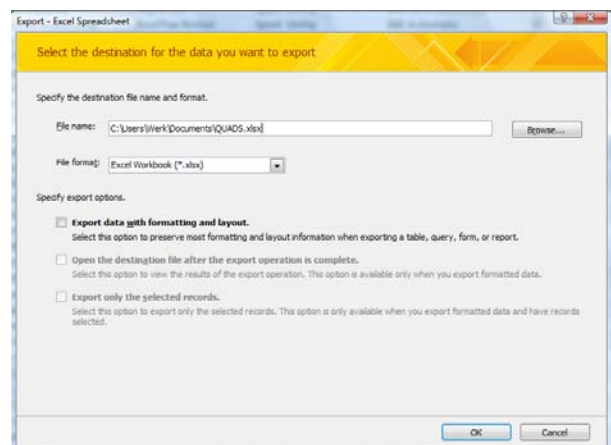


##### Exporting to text format with a separator character

Click the **External Data** tab and click on **Text File** in the **Export** group.

The following appears:

- Make sure that the correct drive, folder and file name appear.
- Select the correct file format.
- Select the desired options.
- Click **OK**.



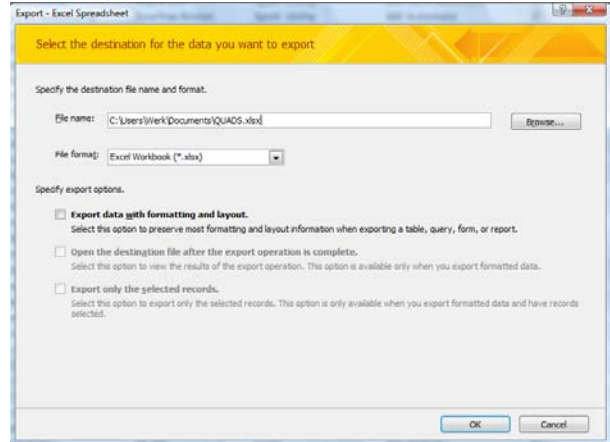
- Follow the Export Wizard as before.

## Exporting to Rich Text format

Click the **External Data** tab and click on **Word** in the **Export** group.

The following appears:

- Make sure that the correct drive, folder and file name appear.
- Select the correct file format.
- Select the desired options.
- Click **OK**.



The table/report/query is now in .rtf format.

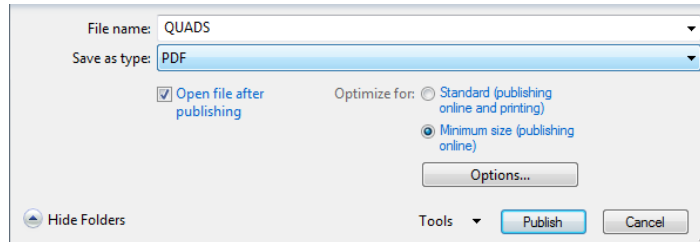
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## CONVERTING TO PDF FORMAT (FOUND WITH VISTA OPERATING SYSTEM) (NEW)

Click the **External Data** tab and click on **Text File** in the **Export** group.

The following appears:

- Make sure that the correct drive, folder and file name appear.
- Click **Publish**.



## Activity 10 P 337

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## CONVERTING TO A DATABASE IN A LOWER VERSION

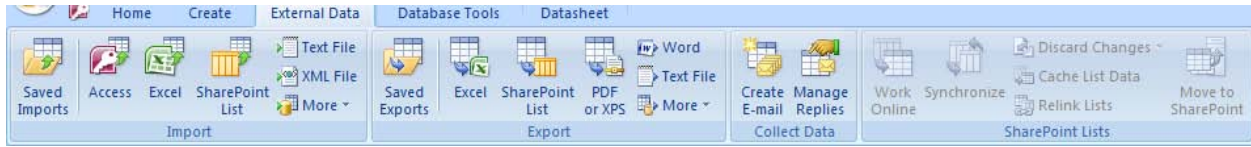
Click on the **Office Button**.

Select the version to which you want the database to be converted.



## IMPORTING DATA FROM A SPREADSHEET TO A TABLE IN ACCESS

Click the **External Data** tab and click on **Excel** in the **Import** group.



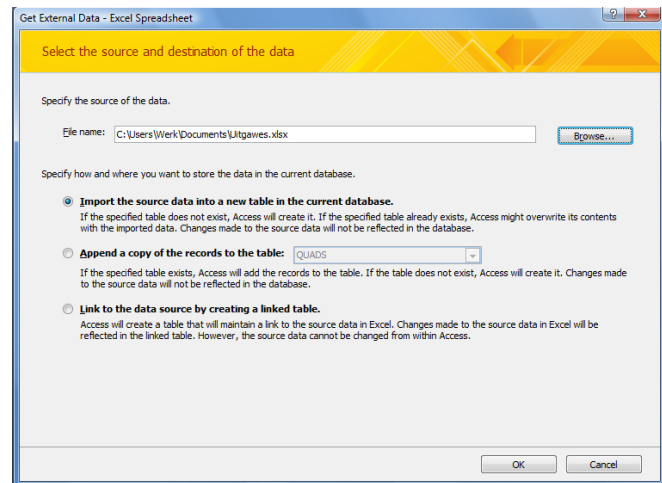
The following appears:

- Click on **Browse...**
- Make sure that the correct drive, folder and file name appear.
- Click **Open**.
- Select the desired options.
- Click **OK**.

Follow the **Import Spreadsheet Wizard** as before.

[Activity 11 P 339](#)

[Activity 12 P 342](#)



## IMPORTING DATA FROM A TEXT FILE TO A TABLE IN ACCESS

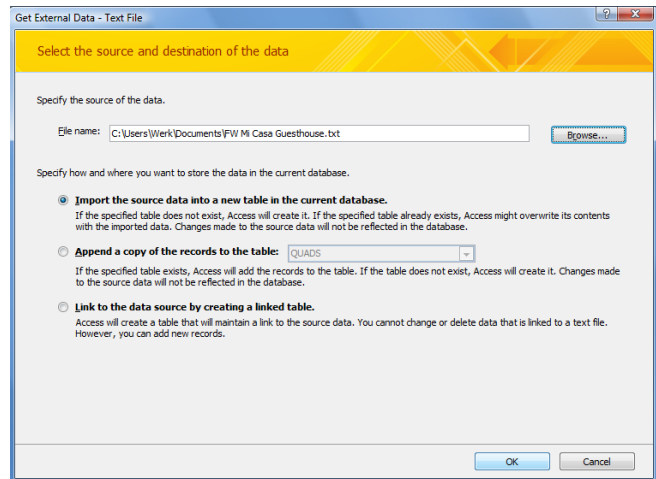
Click the **External Data** tab and click on **Text File** in the **Import** group.

The following appears:

- Click on **Browse...**
- Select the correct drive, folder and file name of the file you want to import.
- Click **Open**.
- Select the desired options.
- Click **OK**.

Follow the **Import Spreadsheet Wizard** as before.

[Activity 13 P 342](#)



# MICROSOFT ACCESS 2007 – BOOK 3

## 5.1 DESIGN A SIMPLE DATABASE

### DECIDE WHAT DATA SHOULD BE STORED

As before.

**Activity 1 P 164**

**Activity 2 P 165**

### DESIGN WITH A FOCUS ON IMPROVING DATA CAPTURE

As before.

**Activity 3 P 169**

**Activity 4 P 170**

**Activity 5 P 171**

**Activity 6 P 171**

## 5.2 CALCULATIONS IN QUERIES AND REPORTS

### CALCULATED FIELDS IN QUERIES

As before.

**Activity 1 P 173**

**Activity 2 P 173**

**Activity 3 P 174**

### CALCULATED FIELDS IN REPORTS

**Activity 4 P 175**

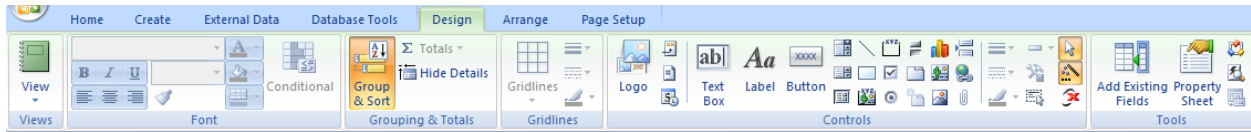
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### CALCULATIONS ON FIELDS WITHOUT GROUPING

As before.

**Activity 5 P 177**

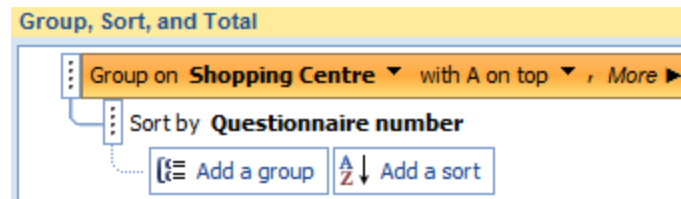
## THE USE OF FUNCTIONS IN GROUPING



As before, except to create a footer for the field Shopping Centre, do the following:

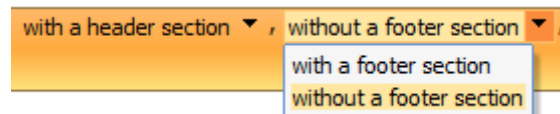
- Click **Group & Sort** in the **Grouping & Totals** group.

The following will be displayed:



- Click on **More**.

The following will be displayed:

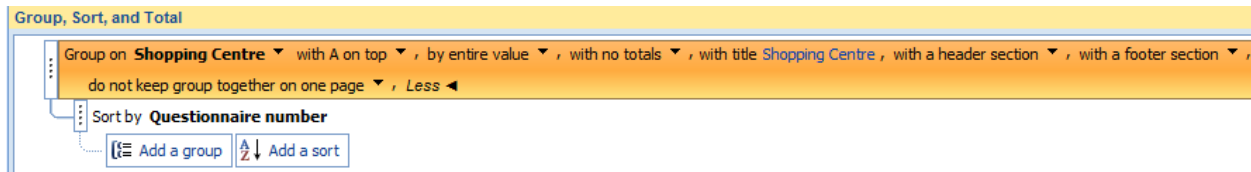


Click on the arrow **without footer section** and select **with a footer section**.

The Shopping Centre footer will now be displayed.

The rest as in previous versions.

Look at the other options at Group, Sort and Total.



**Activity 6 P 180**

**Activity 7 P 180**

**Activity 8 P 181**

**Activity 9 P 181**