

PROJECT ON MICROSOFT ACCESS

(HOME TAB AND EXTERNAL DATA TAB)



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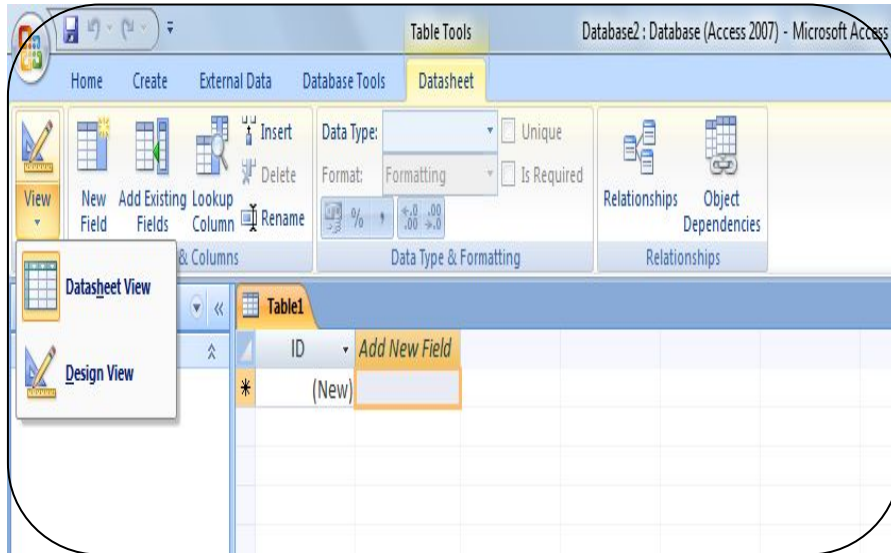
Microsoft Access- An Overview

Microsoft Access also known as Microsoft Office Access is a Database Management System or DBMS from Microsoft that combines the relational Microsoft Jet Database Engine with a Graphical user interface and software-development tools. It helps us manage data stored in a computer database. A **Database** is a tool for collecting and organizing information. Database can store information about people, products, orders, or anything else.



- An Access database stores its tables in a single file, along with other objects, such as forms, reports, macros, and modules. Databases created in the Access 2010 format have the file extension .accdb, and databases created in earlier Access formats have the file extension .mdb.
- Using Access, we can do the following :
 - Add new data to a database, such as a new item in an inventory
 - Edit existing data in the database, such as changing the current location of an item
 - Organize and view the data in different ways
 - Share the data with others via reports, e-mail messages, an intranet, or the Internet.

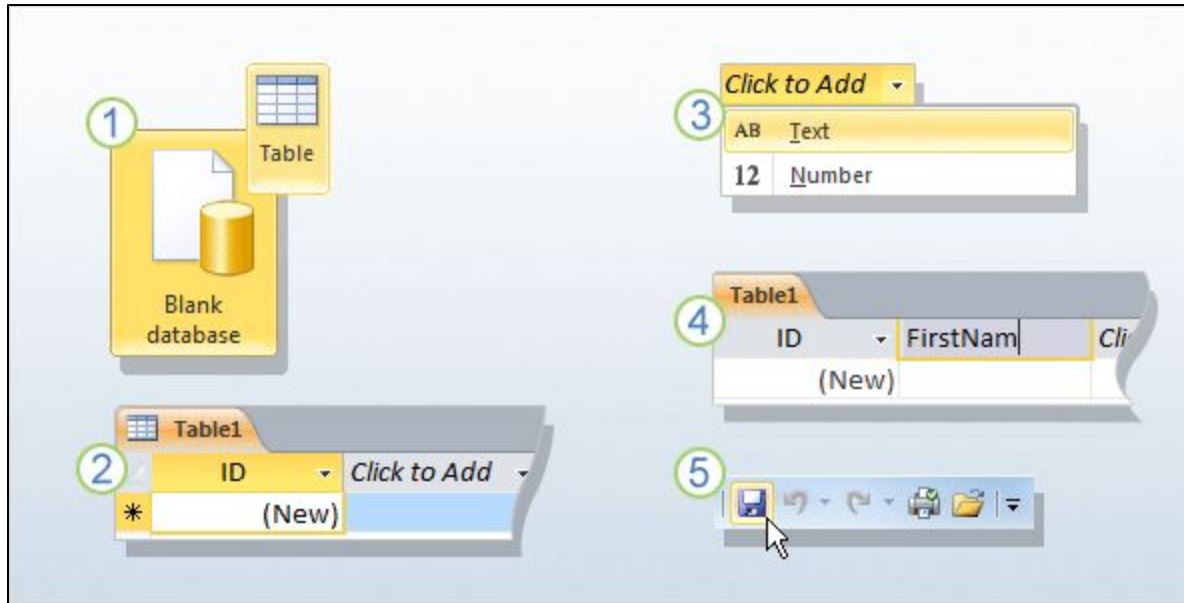
Datasheet View



Datasheet View : A view that displays data from a table, form, query, view, or stored procedure in a row-and-column format. In Datasheet view, you can edit fields, add and delete data, and search for data. In Access 2007, you can also modify and add fields to a table in Datasheet view.

A Datasheet View

Create a table in Datasheet view

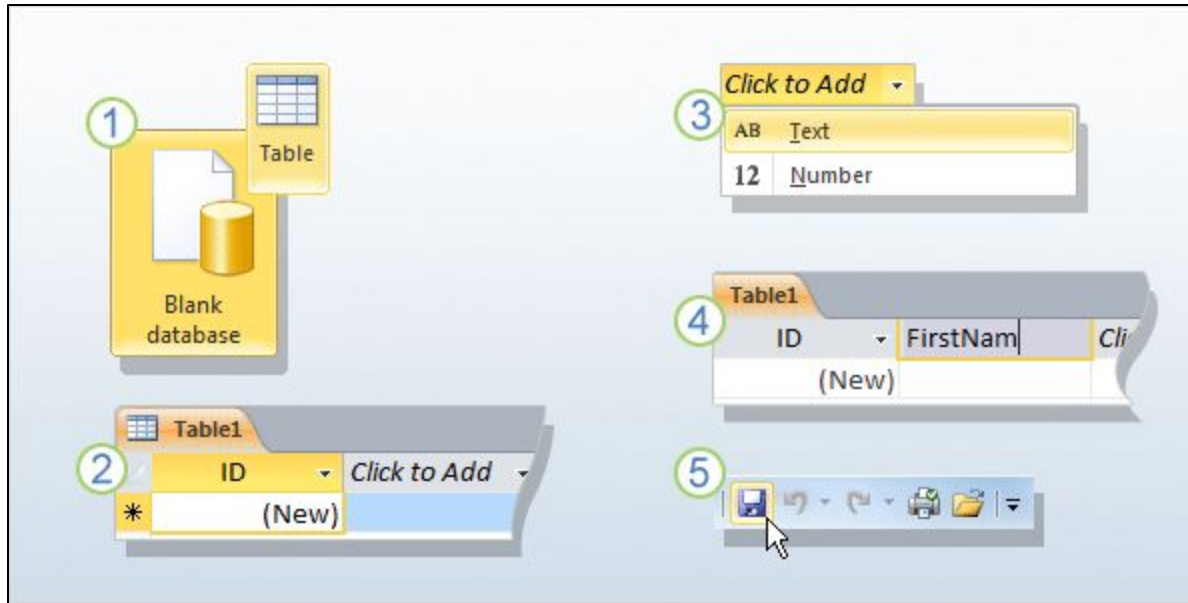


Datasheet view

provides a visual way to create a table.

Start by creating a new, blank database or by adding a new table to an existing database. Either method opens a new table in Datasheet view. Notice that the new table contains a field called ID. That's your primary key, so you don't need to create one.

The process, in Datasheet view.

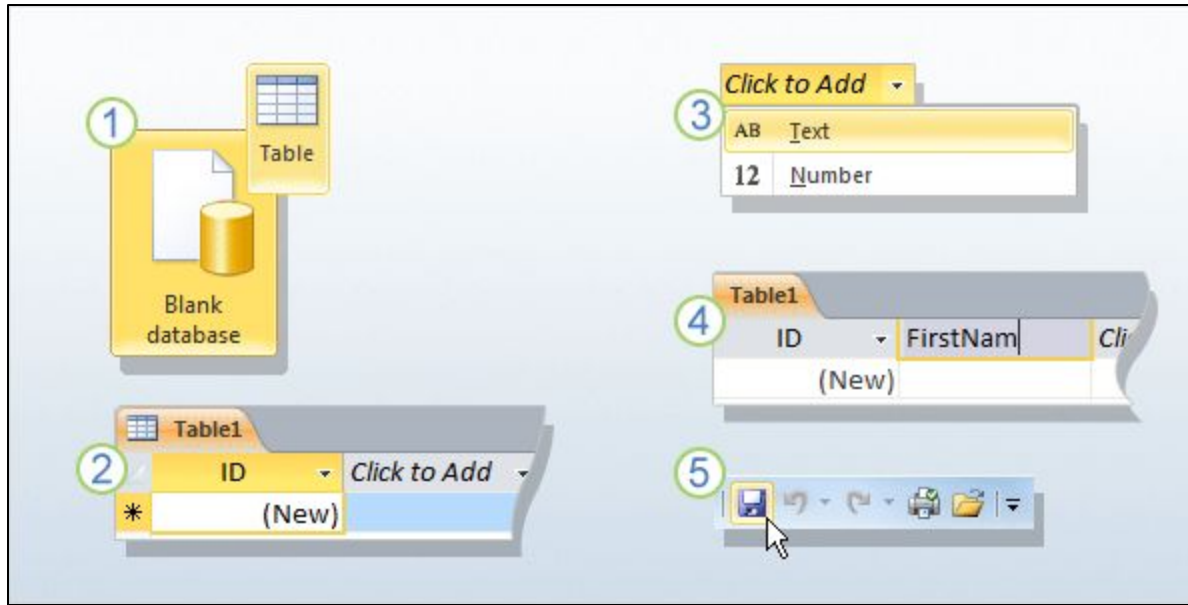


Datasheet view

provides a visual way to create a table.

To add your fields, click the first blank field header – the words **Click to Add**. That starts a menu of data types, and you select a data type for the field. After that, the field header then becomes available for writing, so...

The process, in Datasheet view.

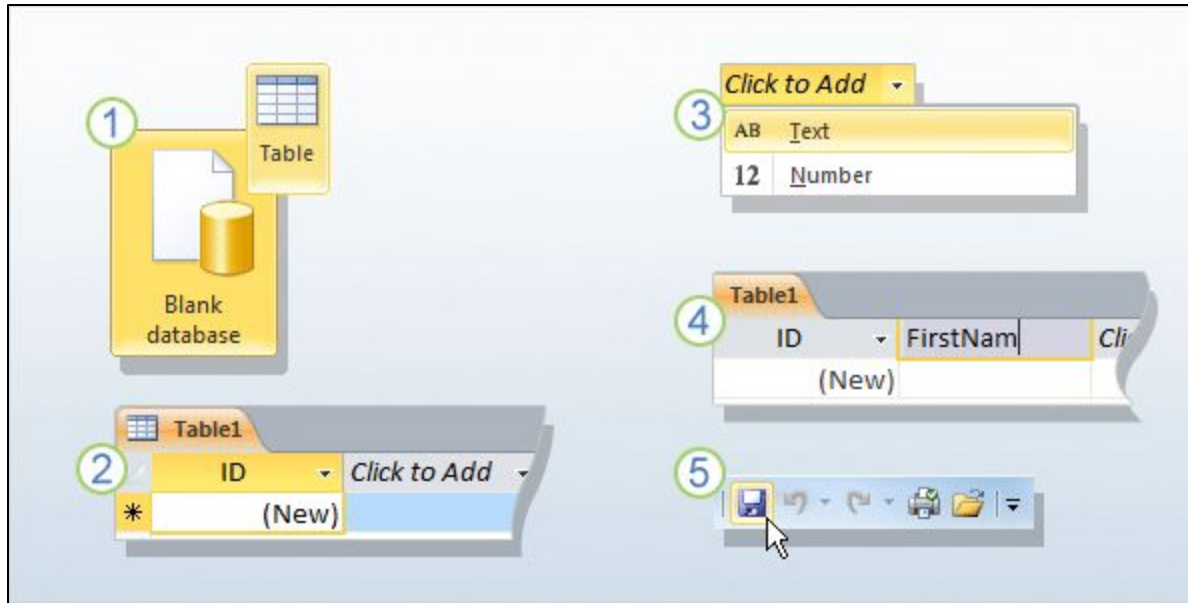


Datasheet view

provides a visual way to create a table.

You just type the field name and press ENTER. Doing that shifts the focus to the next field, where you repeat the process. As you work, remember that if your field names contain more than one word, don't use spaces between the words.

The process, in Datasheet view.

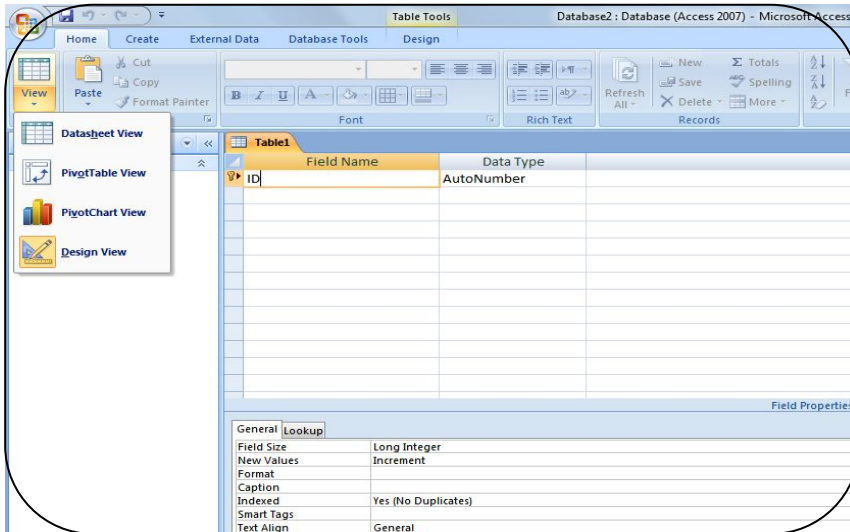


Datasheet view provides a visual way to create a table.

When you've finished, press CTRL+S, or go to the Quick Access Toolbar and click **Save**. That starts a **Save As** dialog box, where you enter a name for the table and then save it.

The process, in Datasheet view.

Design View

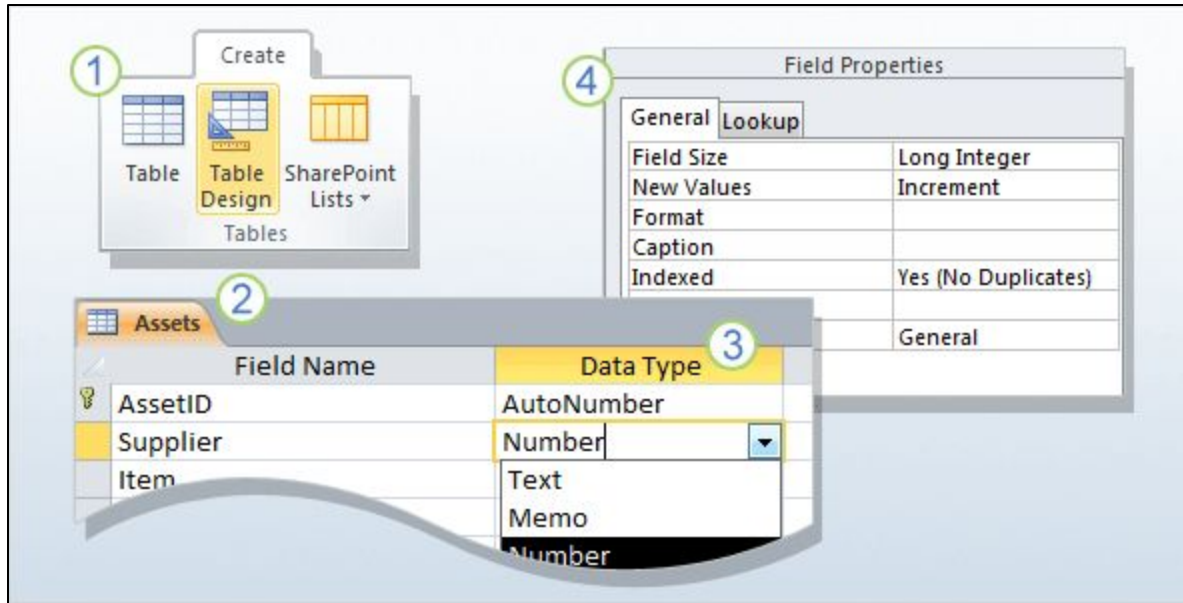


Design view:

A view that shows the design of these database objects: tables, queries, forms, reports, and macros. In Design view, you can create new database objects and modify the design of existing objects.

A Design View

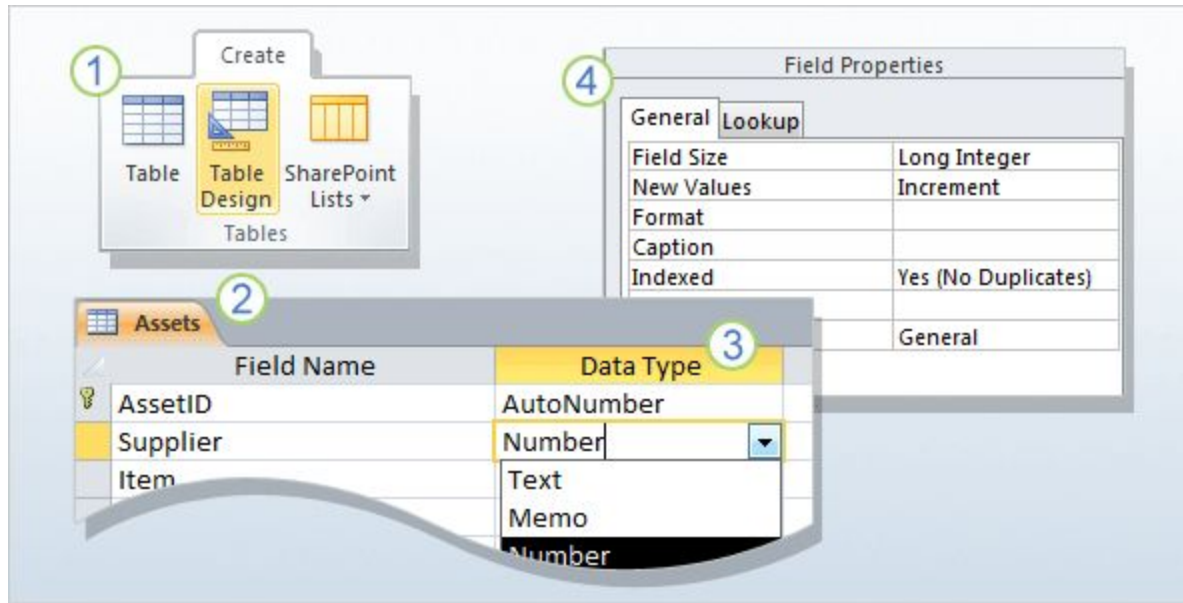
Create a table in Design view



Design view allows you to build a table from scratch and set or change every available property for each field.

You can also open existing tables in Design view and add, remove, or change fields.

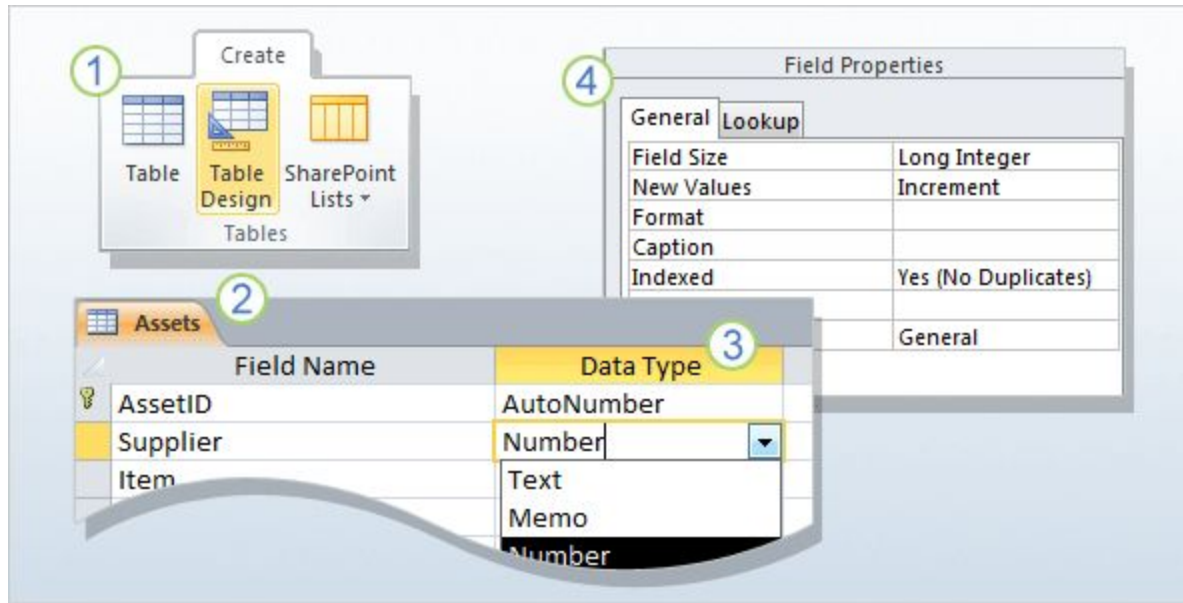
Using Design view.



On the **Create** tab, in the **Tables** group, click **Table Design**.

In the **Field Name** column of the designer, enter the names of your table fields. As a rule, the first field you create should be your primary key field. And remember that you don't need to add any foreign key fields now. You can do that when you create your relationships.

Using Design view.



In the **Data Type** column, use the list next to a field name to choose a data type for that field.

Optionally, use the **Field Properties** pane to set properties for individual fields.

As always, save your changes and give your new table a name that describes the data it contains.

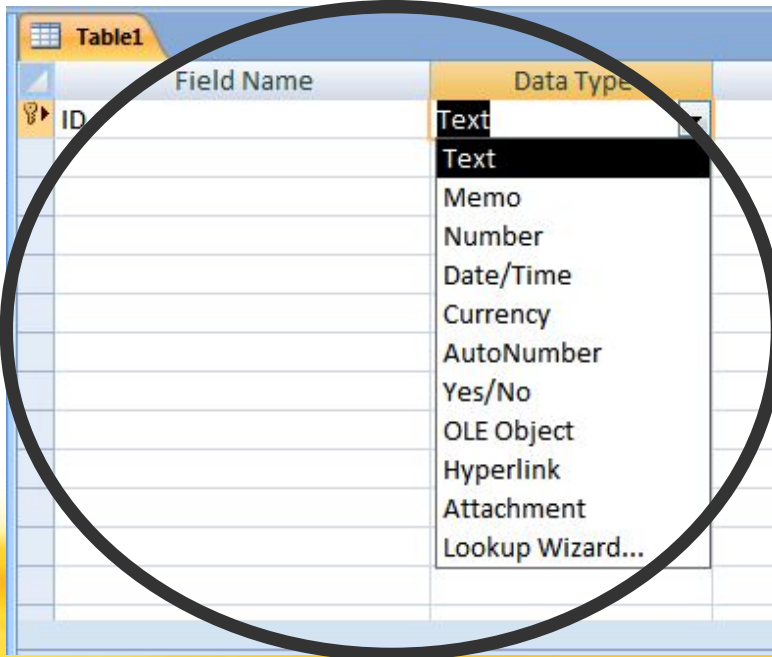
Using Design view.

TABLE PROPERTY

In an Access database, table properties are attributes of a table that affect the appearance or behaviour of the table as a whole. A table opens in Design view and its properties are set in the table's property sheet. For example, one can set a table's Default View property to specify how the table is displayed by default.

FIELD PROPERTY

A field property defines one of the field's characteristics or an aspect of the field's Behaviors and applies to a particular field in a table through Datasheet view. One can also set any field property in Design view by using the Field Properties pane.



A characteristic of a field that determines what kind of data it can store.

For example: a field whose data type is Text can store data consisting of either text or numeric characters, but a Number field can store only numerical data.

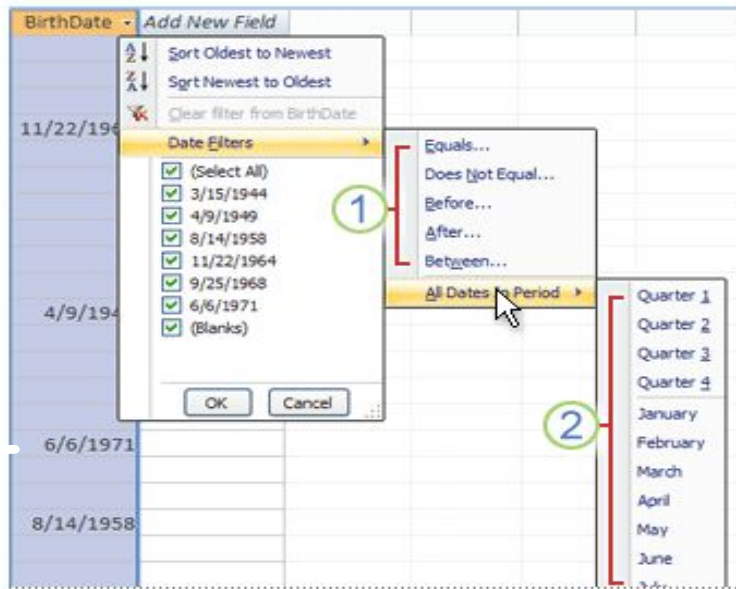
Sort and Filter group

FILTER



A set of criteria applied to data in order to display a subset of the data or to sort the data. In Access, you can use filtering techniques, such as Filter By Selection and Filter By Form, to filter data.

For example: you can view the records of only those people whose birthdays fall during a specific month by clicking the appropriate menu commands

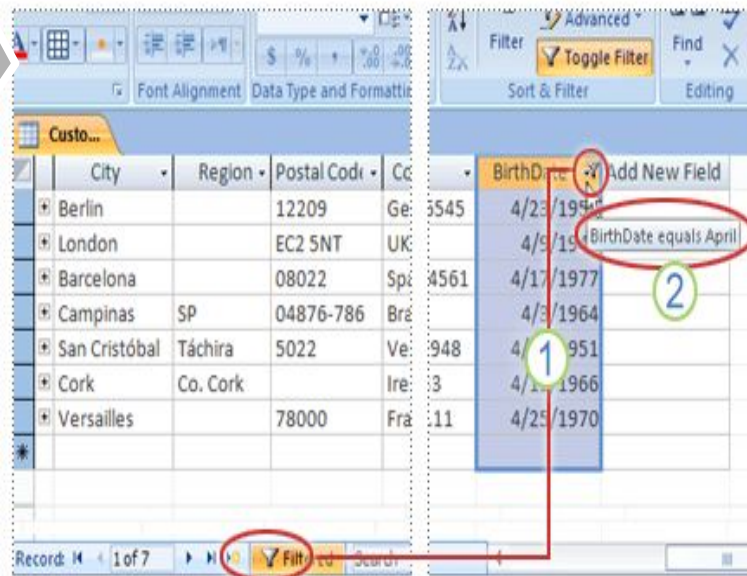


The filters that are available to you depend on the type of data that is in the selected column.

All Dates in Period filters ignore the day and year portion of the date values.

Icons in the column header and the record navigator bar indicate that the current view is filtered on the Birth Date column.

Hovering the mouse over the column heading displays a tip showing the current filter criterion.



Outcome of a filter selection

Microsoft Office
Access 2007
SORTS records in
ascending or
descending order
without regard to
case.



Number, Currency, AutoNumber

Text, Memo, Hyperlink

Yes/No

Date/Time

The following table demonstrates, how an ascending sort order in Access differs from a case-sensitive sort order

Pre-sort order	Ascending order	Case-sensitive order
c	a	A
D	A	B
a	B	C
d	b	D
B	c	a
C	C	b
A	D	c
b	d	d

External Data Tab

External data is one of the tab of Microsoft Access which provides us the facility of **exporting** any data from access as well as **importing** any other data, tables etc. from outside to access database. This tab has options like Import, Export, Collect Data and SharePoint Lists.

Import Options

To copy data from a text file, spreadsheet file, or database table into an Access table. You can use the imported data to create a new table, or you can **append** (add) it to an existing table that has a **matching** data structure.

Export Option

To copy data and database objects to another database, spreadsheet file, or file format so that another database or program can use the data or database **objects**. You can export data to a **variety** of supported databases, programs, and file formats.

Various Export Options

Saved Exports:

View and run import operations that has been previously saved

Excel Export:

Export selected documents in spreadsheets in a Microsoft office excel file

SharePoint Lists Export:

Export selected objects as SharePoint Lists

PDF or XPS:

Export selected documents to a pdf or xps file format

THANK YOU