

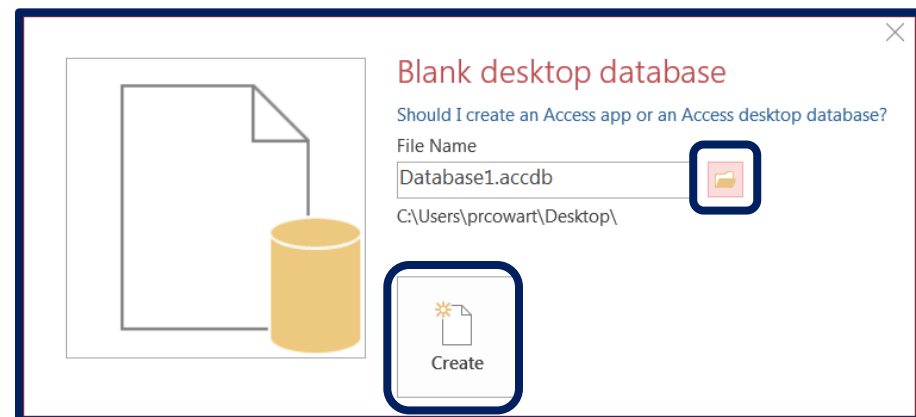
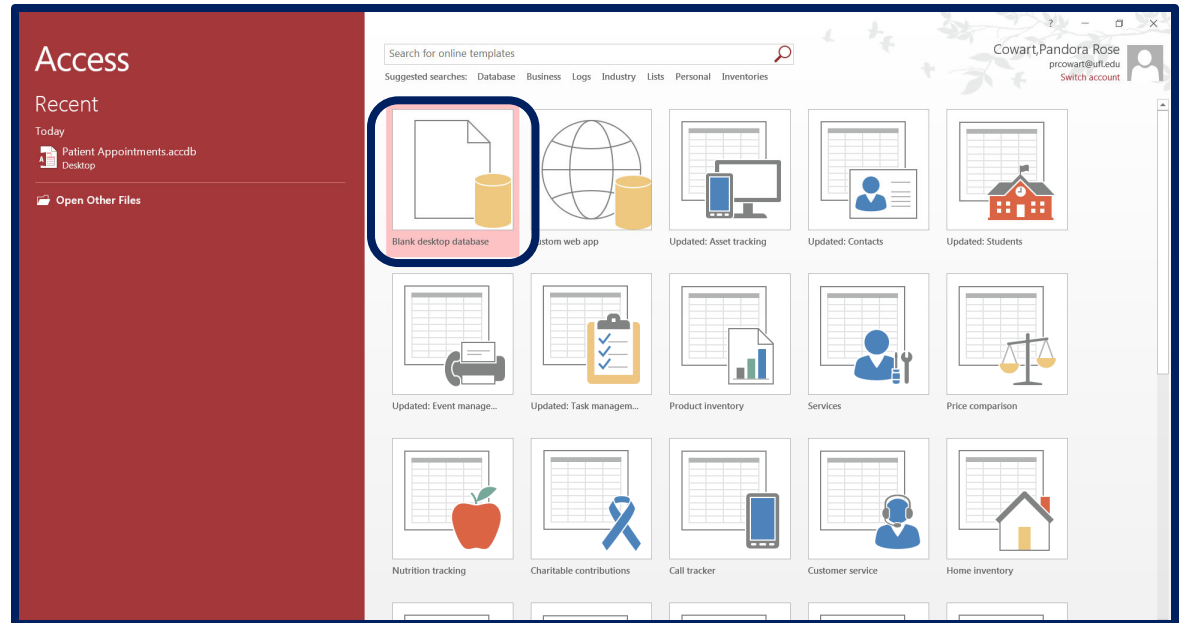
Access Basics 2: Create Simple Queries, Forms, and Reports

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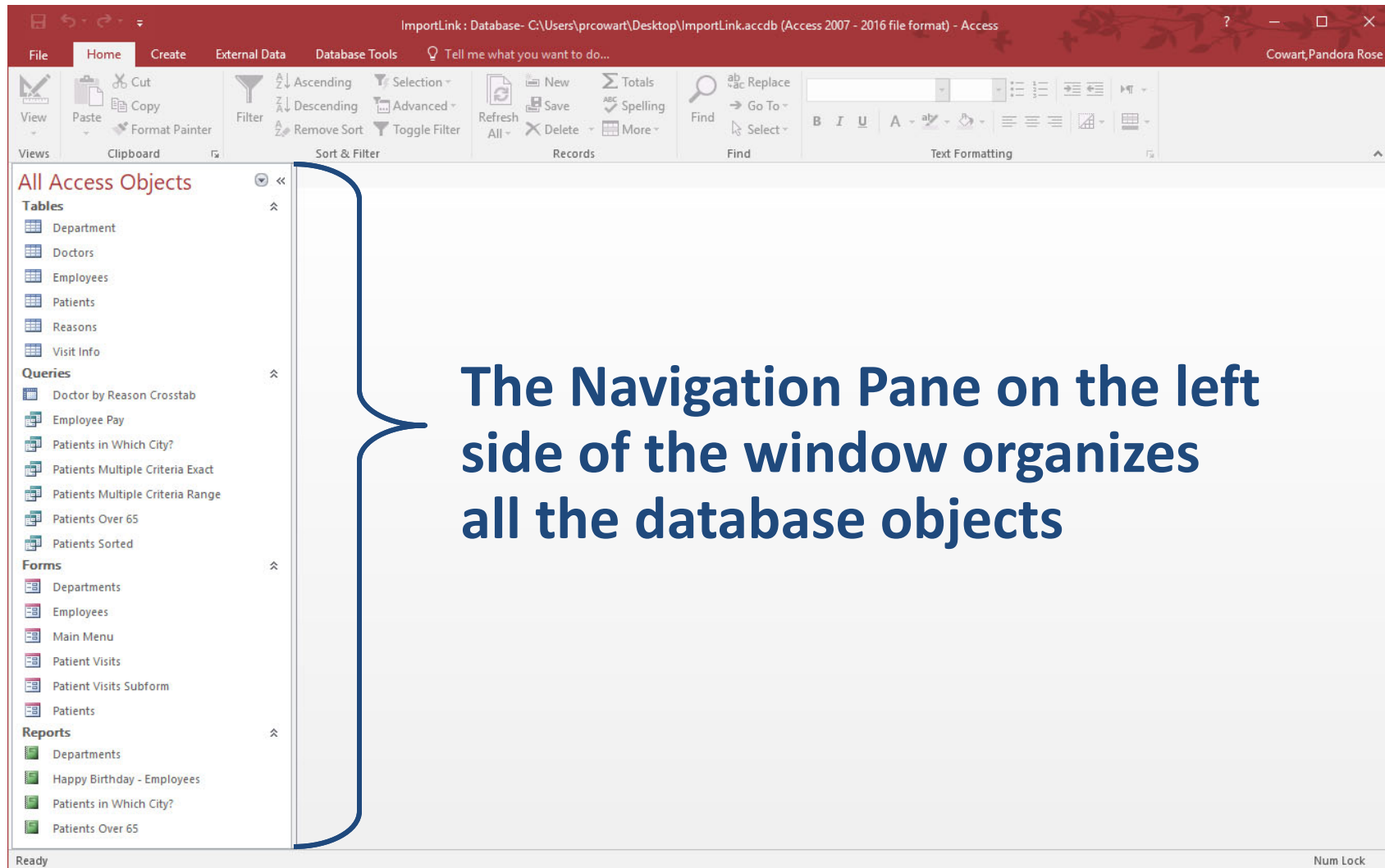


Opening a Database

- To open a database when you start Access
 - Choose the database the left hand Recent pane, or click **Open Other Files** to browse for another database.
- To create a database
 - Click on the **Blank Desktop Database** button. Use the yellow folder button to browse for a location. Name the file and click the **Create** button.



The Access Database Window



Introducing Tables

- Database is a collection of Tables
- Data Storage
- The foundation of your database

The image displays two overlapping windows from Microsoft Access. The top window shows the 'Patients' table in design view, and the bottom window shows the same table in data view.

Table Design View (Patients):

Field Name	Data Type	Description (Optional)
Pt Med Rec #	Short Text	Patient's Medical Record Number
Pt First Name	Short Text	
Pt Last Name	Short Text	
Pt Gender	Short Text	
Pt Birth Date	Date/Time	
Pt Phone #	Short Text	

Table Data View (Patients):

Pt Med Rec #	Pt First Name	Pt Last Name	Pt Gender	Pt Birth Date	Pt Phone #	Click to Add
123-456	Sam	Franks	M	01-Jan-01	(352) 555-1234	
527-594	Doris	Jones	F	04-Apr-74	(352) 555-5432	
555-555	Janey	Williams	F	03-Mar-83	(352) 555-5555	
789-012	Jacob	Smith	M	02-Feb-92	(352) 555-4321	

The design view window also includes a 'Field Properties' section with tabs for 'General' and 'Lookup'. The 'General' tab shows properties for the 'Pt Med Rec #' field, such as Field Size (255), Format, Input Mask, Caption, Default Value, Validation Rule, Validation Text, Required (Yes), Allow Zero Length (Yes), Indexed (Yes (No Duplicates)), Unicode Compression (Yes), IME Mode (No Control), IME Sentence Mode (None), and Text Align (General).

Introducing Queries

- A means of asking questions (querying) of your data
- Can look across a number of Tables and other Queries
- Can perform Calculations and Combine fields

The screenshot displays the Microsoft Access interface for a query named "Appointments for Dr Jekyll". The query is based on two tables: "Appointments" and "Patients".

Appointments Table Fields:

- Appt ID
- Pt Med Rec
- Appt Doctor
- Appt Date
- Appt Time
- Appt Reason
- Appt Type First
- Appt Type Follow-up
- Appt Type Emergency
- Appt Location

Patients Table Fields:

- Pt Med Rec #
- Pt First Name
- Pt Last Name
- Pt Gender
- Pt Birth Date
- Pt Phone #

The query results table shows two records:

Pt Med Rec	Pt First Name	Pt Last Name	Appt Doctor	Appt Date	Appt Reason
123-456	Sam	Franks	Jekyll	2/17/2017	Mood Swings
527-594	Doris	Jones	Jekyll	3/12/2017	Grumpy

The "Criteria" row for the "Appt Doctor" field is set to "Jekyll".

Introducing Forms

- A friendlier view of the database
- Used for data input, menus, display and printing
- Can perform Calculations and Combine fields

The image displays three overlapping windows from a database application:

- Patients Window:** Shows a form for patient information with fields for Pt Med Rec # (123-456), Pt First Name (Sam), Pt Last Name (Franks), Pt Gender (M), Pt Birth Date (01-Jan-01), and Pt Phone # ((352) 555-1234). The status bar indicates "Record: 1 of 4".
- Patient Appointments Window:** Shows a form for patient appointments with fields for Pt Med Rec # (555-555), Pt First Name (Janey), Pt Last Name (Williams), Pt Gender (F), Pt Birth Date (03-Mar-83), and Pt Phone # ((352) 555-5555). Below the form is a table of appointments:

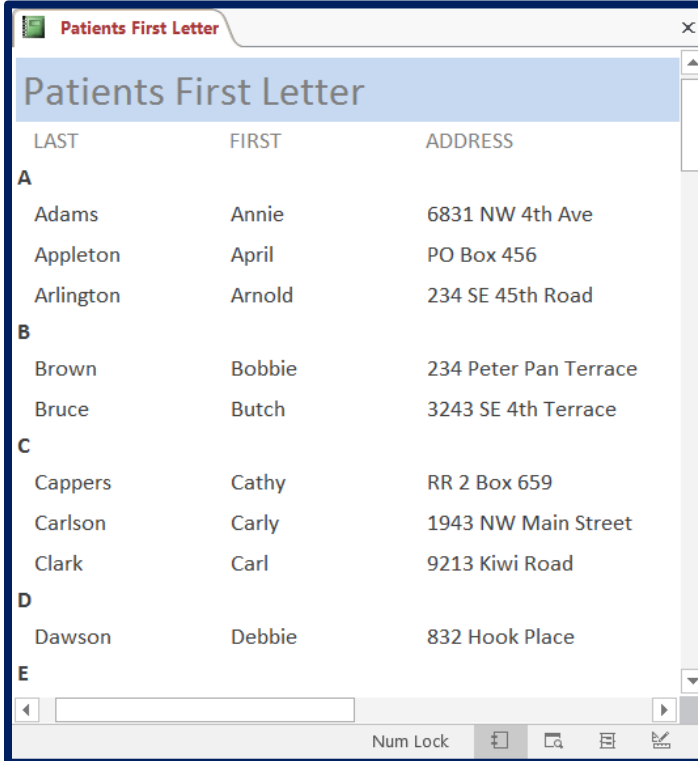
Appt Doctor	Appt Date	Appt Reason
Scholls	8/29/2017	Foot Oder
Scholls	9/29/2017	Follow-up

The status bar indicates "Record: 3 of 4".
- Main Menu Window:** Titled "Employee and Patient Database", it contains several buttons: "View Departments", "View Patient Visits", "View Employees", "View Patients", "New Employee", "New Patient", and "Exit Database".

Introducing Reports

- Output of *information* in a printed report
- Allows you to group and summarize data
- Can perform Calculations and Combine fields
- Cannot Edit Data
- Can Make Labels

Annie Adams 6831 NW 4th Ave Gainesville, FL 32655	April Appleton PO Box 456 Starke, FL 32689	Arnold Arlington 234 SE 45th Road Gainesville, FL 32697
Bobbie Brown 234 Peter Pan Terrace Gainesville, FL 32697	Butch Bruce 3243 SE 4th Terrace Gainesville, FL 32608	Cathy Cappers RR 2 Box 659 Waldo, FL 34567
Carly Carlson 1943 NW Main Street Gainesville, FL 32657	Carl Clark 9213 Kiwi Road Gainesville, FL 32667	Debbie Dawson 832 Hook Place Gainesville, FL 32658



The screenshot shows a software window titled "Patients First Letter" with a close button (X) in the top right corner. The window displays a report with a header "Patients First Letter" and three columns: "LAST", "FIRST", and "ADDRESS". The data is grouped by first letter, with sections for A, B, C, D, and E. A search bar is visible at the bottom left of the window, and a status bar at the bottom right shows "Num Lock" and several icons.

LAST	FIRST	ADDRESS
A		
Adams	Annie	6831 NW 4th Ave
Appleton	April	PO Box 456
Arlington	Arnold	234 SE 45th Road
B		
Brown	Bobbie	234 Peter Pan Terrace
Bruce	Butch	3243 SE 4th Terrace
C		
Cappers	Cathy	RR 2 Box 659
Carlson	Carly	1943 NW Main Street
Clark	Carl	9213 Kiwi Road
D		
Dawson	Debbie	832 Hook Place
E		



Working Together

