QUICK COURSE IN ACCESS 97 pdf

1: A Quick Access 97 Tutorial -- Simple Queries

Neville, March Verbatim copying and redistribution of this tutorial are permitted in any medium provided this notice and the copyright notice are preserved. Simple Queries What Are Queries? It is easier to give examples of queries than to give a formal definition. So consider, for example, the Products table in the Northwind sample database. The Products table lists both current and discontinued products. You can tell which is which by looking at the Discontinued field of the Products table. Suppose you want a list of all current products. It is inconvenient to print out all 77 product records in the table and then run down the list by hand and check off those which are not discontinued. It would be far easier to let the computer do the work by querying the database and getting a machine prepared list of current products. This is where queries come in. Microsoft Access 97 allows you to create queries and store them for reuse. The stored queries are listed in the Queries tab of the database window. As it turns out, the designers of the Northwind database have already created and stored the very query we are interested in to list all current products. The name of the query is Current Product List. Let us examine and then run it. Be sure the database window is visible. Click on the Queries tab of the database window to make the list of stored queries visible. Press the Design button at the right of the database window to view the design query definition of the Current Product List query. The design of the Current Product List query The design view of the query, which you are looking at now, presents the design of the query in a graphical format. Move the vertical scroll bars in the Product List box up and down to see what fields are available in the Product List table. Notice the lack of a check at the bottom of the Discontinued column. This indicates that the Discontinued field will not be shown when the query is run. Finally, notice the No in the Criteria row at the very bottom of the Discontinued column. This indicates that that only those records with No in their Discontinued fields will be selected when the query is run. You may have wondered, where did the Product List table come from? After all, the correct name of the table in the database is Products. The answer is that Product List is an alias for the Products table. This introduces an unnecessary complication into the query, and I suppose the designers of the Northwind database used this alias just to prove they could. QBE was originally a simple text based method for entering queries. The second generation of QBE became known as graphical QBE because it used a tabular graphical interface similar to the one used by Microsoft and many other database vendors today. Be sure the Current Product List query is open in design view. Click on the Query menu and then click on Run to run the query. Running the Current Product List query If all goes well, the Current Product List query will run rather quickly, and the following table of results will appear, The result of running the Current Product List query This table of results is referred to as the Datasheet View of the query. Move the vertical scroll bars at the right of the table up and down to view all 69 records in the table of results. And with real data, where there may be thousands or even millions of records, machine run queries are essential. Be sure the Current Product List query is either open in datasheet view, or selected in the Queries tab. Thus, if you already have some SQL queries prepared in a text file, say one you wrote in Notepad or UltraEdit 32, you can create an Access 97 query by clicking on Select Query from the Query menu to start a new query, switching to SQL view, deleting the small amount of text in the SQL view window, and then pasting in the text of your prepared SQL query. The really nice thing is that if you switch back to design view, your query will appear there nicely in graphical QBE. Of course, you can run your new query as we just did. You will get to do these things when you study SQL Queries. In the example above, there are lots of unnecessary parentheses. This is typical of machine generated code, and Access 97 should not be criticized on this account. The last thing you should do is close the Current Product List query by clicking the small x at the top right of the SQL View window on its title bar. Be careful not to click on the x at the top right of the Microsoft Access title bar, or you will close Access completely. The next thing to do is to study how to create your own QBE Queries. After that, you will be prepared to study how to create SQL Queries.

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If you are not already there, switch to the Database window by pressing F Make sure that any tables you have open are closed. The Show Table window will be displayed as shown in Figure 9. Figure 9 - Show Table Window Double-click on each of the tables to add them to the Relationship window. Close the Show Table window. Check the box, Enforce Referential Integrity. The Relationships window pops up as shown in Figure Figure 10 - Relationships Window Click on the Create button to form the relationship. Close the Relationship window. Click on the Yes button to save the relationship. You will be asked if you want to save the relationship. You have now created a relationship between the two tables, as shown in Figure A report is designed to effectively present your data. Most of the information for the report will come from the two tables you have created. To create a report: If you are not already there, go to the Database window by pressing F Select the Reports tab by clicking on it. Click on the New button. You should see a New Report window as shown in Figure Highlight each field with the mouse. Click on the button to select the field for the report. Select all of the fields from the School table for the report. You can switch between School and Course tables by using the selector as shown in Figure Figure 13 - Tables Selector Click the Next button after selecting all appropriate fields. Your field selections should be the same as shown in Figure Click on the Next button. Do not worry about Grouping, simply click on the Next button to skip this screen. The window should appear similar to the one in Figure Select Block as the Layout of your report. Choose Landscape as the Orientation. Choose a style for your report in the next screen. Click on the Next button to continue. Type in a name for your report. Your report should look similar to the one shown in Figure Finished Report Congratulations, you have completed this tutorial! Click on the hyperlink below.

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Focusing on Access 97, this is one of a series of step-by-step computer books suitable both for self-training and for classroom use. By the end of the first part of the book, users should know enough.

Converting to the new file format The. However, there are some circumstances in which the. Features provided by the. There are two ways to do so: Access apps and web databases. Access apps are the newest form of database â€" new this release. An app runs entirely in the cloud â€" Access itself acts only as a design tool for apps. Web databases were released in Access , and although they offer many of the same benefits as apps, they do not support SQL Server. After you publish an app or a web database, the database itself is on the server â€" the data on SQL Server or SharePoint and the user interface on SharePoint â€" but you can open the database as an. The app or web database runs in a browser - Access is not required to use either. For example, suppose you need to assign a task to several employees. Multivalued fields make it easy to select and store more than one choice, without having to create a more advanced database design. Multivalued fields are also important for integration with SharePoint, because SharePoint lists also support multivalued fields. A record can have multiple attachments, but there can only be one attachment field per table. This makes it possible to integrate Access more fully with SharePoint and Outlook. When you do so using the. Third-party encryption tools can also be used. Top of Page The. There are multiple different versions of the. You can still open some. If the file is stored in the Access or Access file format, you can open it and use it normally. However, you cannot take advantage of features that require the. If there are people in your organization who have an earlier version of Access, you should consider whether using an. If your Access solution uses the replication feature, you will need to re-create the solution without replication if you want to use the. User-level security is no longer effective for data security, as its security method is now obsolete and easily compromised. However, user-level security can improve usability by keeping things simple for people â€" for example, if someone has no business reason to use a particular form, you could hide the form from them. If you have an Access solution that relies on user-level security to improve usability, you might want to keep using the. Top of Page Converting to the new file format To convert an. The following procedure is for. First, open your database: On the left, click Open. In the Open dialog box, select and open the database that you want to convert. Now, convert your database: On the left, click Save As. In the Save As dialog box, in the File name box, enter a file name or use the file name supplied.

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