Multi-State Advanced Manufacturing Consortium

US DOL SPONSORED TAACCCT GRANT: TC23767
PRIMARY DEVELOPER: Reggie Fluker – Henry Ford College

RELEASE DATE 12/21/2015
VERSION v 002
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Digital Literacy II: Office Productivity

Unit 5 Database

LAB 1 Access Fundamentals

Objectives

- Identify elements of Access' interface
- Navigate and arrange database objects
- Format tables and enter data
- Edit, sort, and filter records
- Add and modify records using Forms

Equipment Required

- Notebook computer
- Microsoft Access 2013

Introduction

In this lab, you will demonstrate your ability to navigate Microsoft Access and perform fundamental skills working with tables and forms to enter, edit, or find data. These skills are essential to utilize databases—as opposed to developing databases—for any data-driven application, Access or otherwise.

In order to perform the lab Procedure, you should know how to:

- Identify and describe tables, queries, forms, and reports
- Navigate the database environment
- Open and close databases
- Open, save, rename, and close database objects
- Navigate and modify tables
- Enter data, create, and save records
- Find and replace data, edit and delete records
- Use forms to enter, view, and edit records
- Sort and filter records

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Procedure

ACCESS INTERFACE and DATBASE OBJECTS

1. Review Diagram 1 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the descriptions below

    a. _____ Ribbon: contains all of the commands you will need to perform common tasks
    b. _____ Access Microsoft account information
    c. _____ All open objects are displayed in tabs on the Document Tabs bar
    d. _____ Record Navigation Bar: allows you to navigate records one at a time
    e. _____ Quick Access Toolbar lets you access common commands no matter which tab is selected
    f. _____ Navigation Pane: displays all objects contained in a database grouped by type
    g. _____ Search for any term in the current object

2. Review Diagram 2 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the descriptions below

    a. _____ Change various Access settings such as displaying a form when the database is opened
    b. _____ Create a blank database or choose a template
    c. _____ Close Backstage view and return to the database
    d. _____ Show information about the current database
    e. _____ Preview the database, adjust settings, and output to a printer
    f. _____ Access recent databases saved on your computer or OneDrive
    g. _____ Store a new database or revised database on your computer or OneDrive
    h. _____ Exit the current database
    i. _____ Access your Microsoft profile, modify theme and background settings, and sign out

3. Open the database "Access2013_SampleDatabase.accdb"

4. Click through all of the tabs and notice how the options on the Ribbon change

5. Minimize and maximize the Ribbon

6. Resize the Navigation pane to take up less space

7. Re-sort the objects in the Navigation pane

8. Open and close the Orders: December table

9. Open and close the December Orders query

10. Open and close the December Orders report

11. Rename the December Orders report to End of Year Report

12. Close the database without saving changes

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WORKING with TABLES

13. Review Diagram 3 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the descriptions below

    a. _____ Formatting options to change text, alternate row color, modify gridlines, etc.

    b. _____ Search for and replace any term in a table

    c. _____ Record Navigation Bar: allows you to navigate records one at a time

    d. _____ Field: a column that contains one specific category of information

    e. _____ Commands for working with records such as New Record, Save Record, and Delete Record

    f. _____ Record: a row of data that includes every category of information

14. Open the database "Access2013_SampleDatabase.accdb"

15. Open the Customers table

16. Add a new record to the table (enter data for every field)

17. Find the record with the name "Tyra Kirby", and replace it with a name of your choice

18. Hide a field, then unhide it

19. Change the alternate row color

WORKING with FORMS

20. Review Diagram 4 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the descriptions below

    a. _____ Quick and easy way to carry out commands instead of using the Ribbon

    b. _____ Text Box: similar to a blank space where you would write information on a paper form

    c. _____ Begin typing in the drop-down box, and matching records will appear in the list

    d. _____ Create a new set of data with all fields cleared

    e. _____ Combo Box: enter data by choosing it from a list

    f. _____ Text Box with Validation: data must meet certain requirements to be entered

21. Open the database "Access2013_SampleDatabase.accdb"

22. Open the Orders Form

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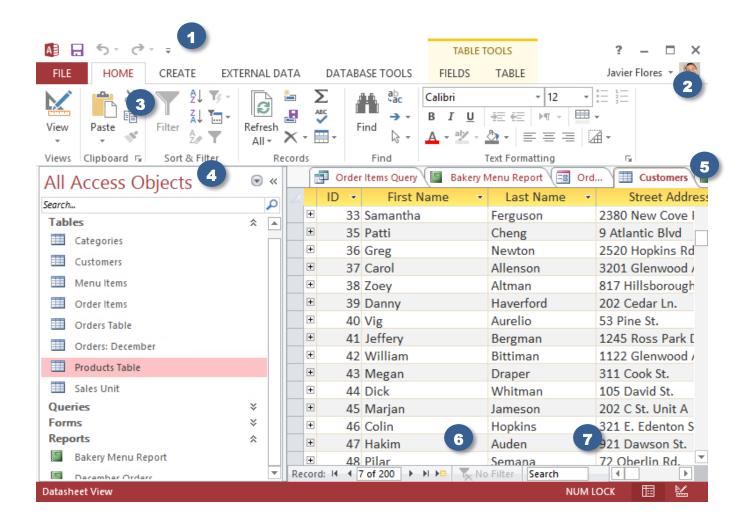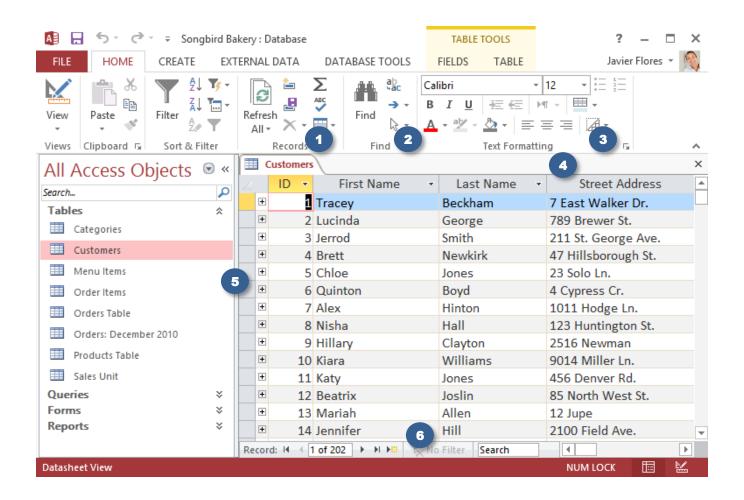PAGE   4 of 9

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23. Create a new record with the following data:

    a. Customer: Eric Oglesby

    b. Pickup date: February 14, 2014

    c. Order items: Cakes: Coconut (1)

    d. Notes: Write "Happy Valentine's Day!" with pink frosting

    e. Pre Order: Yes

    f. Paid: Yes

24. Open the Customers Form

25. Find the record for customer Dwight Parker and make the following changes:

    a. Street Address: 190 Cook Street

    b. City: Chapel Hill

    c. Zip Code: 27514

    d. Email: dwightp@email.com

SORTING and FILTERING RECORDS

26. Open the query called Cakes and Pies Sold

27. Apply a filter to the Product Types field that shows only Cakes

28. In the Sum of Quantity field, apply a filter that only shows numbers greater than five

29. Apply an ascending sort to the Sum of Quantity field

30. Save the database

End Procedure

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DIAGRAM 1

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DIAGRAM 2

? — □ ✕

Javier Flores ▾

1 ←

2 Info

3 New

4 Open

Save

5 Save As

6 Print

7 Close

8 Account

9 Options

Info

Songbird Bakery

\\DC1 » Staff » Learning Content » Curriculum_Microsoft » Access 2013 » Example Files » Source

Compact & Repair

Compact & Repair Database

Help prevent and correct database file problems by using Compact and Repair.

Encrypt with Password

Encrypt with Password

Use a password to restrict access to your database. Files that use the 2007 Microsoft Access file format or later are encrypted.

View and edit database properties

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LAB 1 Access Fundamentals

DIAGRAM 3

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DIAGRAM 4

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RELEVANCY REMINDER: