

Microsoft Access 2003 (database) Tutorials

1. Starting a database-----

a starting a database by "create a new database"

---click start-->choose program-->choose Microsoft office
-->choose Microsoft access 2003-->click "new" from "file" menu
-->click "create a blank database"
-->then a window will ask you to enter a database name
-->type "student" and press "ok"

b or starting a database by "opening an existing database"

---click start-->choose program-->choose Microsoft office
-->choose Microsoft access 2003-->click "open from "file" menu
-->look for your database file--> select it and press "ok"

2. creating a table -----

-->select "table" from the menu bar under "object" title
-->click "create table in design view"
-->a "excel-like" window will appear
-->enter "stud_name" on first left record cell
-->choose "text" data type from drop-down menu when you click "arrow-down" button
-->enter "stud_age" on second left record cell
-->choose "text" data type from drop-down menu when you click "arrow-down" button
--select "stud_name" on first left record cell
-->click a "key-like "button for primary key
-->click "save" button and type "student"
-->click "view" button
-->enter 5 records of stud_name and stud_age like (ak azhar, 13)
-->WARNING : do not enter same stud name more than once
-->click "save" button and "X" button to exit

----create a second table-----

-->select "table" from the menu bar under "object" title
-->click "create table in design view"
-->a "excel-like" window will appear
-->enter "shoe_name" on first left record cell
-->choose "text" data type from drop-down menu when you click "arrow-down" button
-->enter "shoe_price" on second left record cell
-->choose "currency" data type from drop-down menu when you click "arrow-down" button
--select "shoe_name" on first left record cell
-->click a "key-like "button for primary key
-->click "save" button and type "student"
-->click "view" button
-->enter 5 records of shoe_name and shoe_price like (nike, 80.00)
-->WARNING : do not enter same shoe name more than once
-->click "save" button and "X" button to exit

-----link student table to shoe table-----

-->select "table" from the menu bar under "object" title
-->select "student" table
-->click "design" button
-->a "excel-like" window will appear
-->go to third left record cell
-->enter "link_shoe" on first left record cell
-->choose "text" data type from drop-down menu when you click "arrow-down" button
-->look below for "lookup" tab and click it
-->click "list box" column and a "down-arrow" will appear
-->click column next to "row source" and a "three-dot" button will appear.
-->click the "three-dot" button.
-->a "show table" window will appear.
--select "shoe" in the choice and click "add" and then click "close" button
-->double-click "shoe_name" and "shoe_price"
-->click the "X" button to exit
-->a "do you want to save the changes made to Sql..." window will appear
-->click "yes"
-->click "save" button
-->click "view" button
-->click column below "link_shoe" title and "down-arrow" will appear
-->click the "down-arrow" and a shoe name like "nike"
-->choose different shoe name for all the student records.
-->click "save" after finish update the 5 records.

3. creating a query -----

-->select "queries" from the menu bar under "object" title
-->click "create query in design view"
-->select "student" in the choice and click "add" and then click "close" button
-->double-click "stud_name" and "stud_age" and "link_shoe"
-->click "save" button and type "test me" and click "ok"
-->click "view" button and 5 student records will be displayed
-->click "design" button
-->if your student age is among 15 to 10, then type "<13" in "criteria" row under

stud_age

-->click "view" button and less than 5 student records will be displayed
-->click "design" button
-->delete the "<13" in "criteria" row under stud_age
-->if your link_shoe is among nike, addidas, puma, bata and reebok then type "n*" in

"criteria" row under link_shoe

-->click "view" button and records of "nike" will be displayed

-->click "save" button and "X" button to exit

----link student form to shoe form-----

- >select "forms" from the menu bar under "object" title
- >select "student" form and click "design" button
- >you will see "form header", "detail" and "form footer" bar and also a toolbox menu
- >click "Ab" button in toolbox menu and then "click, drag and release" in area under "detail" bar
- >type a name for this form like "student form"
- >click the first image button the left among the three in "toolbox" menu
- >"click, drag and release" in area under "detail" bar
- >a window will appear
- >go to a folder where you have any picture, select it and click "ok" button
- >right-click the image that you have chosen
- >click "properties"
- >click "clip" column next to "size mode" and "drop-down" arrow will appear
- >click "drop-down" arrow choose "stretch"
- >click "X" button to exit
- >click "save" button
- >click "view" button and your form of 5 student records will be displayed together with your chosen picture.
- >click "design" button
- >click the "command button" on the right side in forth row in "toolbox" menu
- >"click, drag and release" in area under "detail" bar
- >a "command button wizard" window will appear
- >choose "form operations" at the left side and choose "open form" at the right side
- >click "next" button
- >choose "shoe", click "next" button, click "next" button and type "shoe button"
- >click "finish" button
- >click "view" button and your form of 5 student records will be displayed together

with your chosen picture and a button.

- >click the "button" and your "shoe" form will appear
- >click "save" button
- >click "X" button to exit
- >then you will see "student" form
- >click "save" button
- >click "X" button to exit

-----exercise-----

you may try to add a button in your "student" form to "close the form", try it..

5. creating a report-----

- >select "reports" from the menu bar under "object" title
- >click "create report using wizard"
- >click "down-arrow" under "table/Queries" title
- >select "table: shoe" from "drop-down" menu, click "next" button and click "next"

button

- >click "down-arrow" button next to the "1" title and choose stud_name
- >choose "tabular" and click "next" button
- >choose "soft gray" and click "next" button
- >type "student report" in column under "what title do you want for your report?"

title

- >click "finish" button
- >then your form of 5 records will appear
- >click "X" button to exit

-----exercise-----

you may try to add a button in your "student" form to link to "student" report by using "report operation" and "preview report".

you may also modify your "student" report to add a label like "my new report" and also a "stretch image".

6. Putting image for all your 5 records with different pictures-----

---6\1\---putting OLE in table-----

-->select "table" from the menu bar under "object" title
-->select "student" table
-->click "design" button
-->a "excel-like" window will appear
-->go to forth left record cell
-->enter "image" on in the cell
-->choose "OLE" data type from drop-down menu when you click "arrow-down" button
-->click "save" button
-->click "view" button and your form of 5 student records will be displayed
-aaa->right-click cell below "image" title
----->choose "import object"
----->a "insert object" window will appear
----->tick "create from file"
----->click the "browse..." button
----->make sure you have picture of type ".bmp"
----->go to your folder which have picture of type ".bmp" format
----->select it and click "ok" button
----->repeat the step from "-aaa-" of different picture until you finish 5 records
----->click "save" button
----->click "X" button to exit

---6\2\---putting bound object frame in table-----

-->select "forms" from the menu bar under "object" title
-->select "student" form and click "design" button
-->you will see "form header", "detail" and "form footer" bar and also a toolbox menu
-->click "bound object frame" button at fifth-right row in toolbox menu
-->then "click, drag and release" in area under "detail" bar
-->right-click the "bound object frame" that you have chosen
-->click "properties"
-->click "data" tab
-->click column right next to "control source" title
-->and a "down-arrow" will appear, click it and select "image"
-->click "X" button to exit
-->click "save" button
-->click "view" button and your form of 5 student records will be displayed together with your 5 different selected pictures
-->click "save" button
-->click "X" button to exit

7. Making Splash Screen for your Database ----

-->select "forms" from the menu bar under "object" title
-->click "create form in design view"
-->click the first image button the left among the three in "toolbox" menu
-->"click, drag and release" in area under "detail" bar
-->a window will appear
-->go to a folder where you have any picture, select it and click "ok" button
-->right-click the image that you have chosen
-->click "properties"
-->click "clip" column next to "size mode" and "drop-down" arrow will appear
-->click "drop-down" arrow choose "stretch"
-->go to "form" properties
-->click "format" tab
-->disable the following fields : "scroll bar", "navigation button", "control box", "min max button" and "close button" (for example from "Yes" to "No")
-->then add a "command button" to link to "stud" form.
-->save your form as "splash" form
-->click "Tools"-->"startup..."
-->click "down-arrow" below "Display Form/Page" title
-->choose "splash"
-->un-tick "display database window"
--> click "save" button
-->close your database
-->reopen your student database and your "splash" splash screen will appear.

8. Setting Database Password----

-->click Tools-->security-->set "database password"
-->enter a database password at column under "Password" title
-->enter a same database password at column under "verify" title
-->click "ok"
-->click "save" button
-->click "X" button to exit
-->close your database
-->reopen your student database and your "splash" splash screen will appear.
-->then a "Password Required" screen will appear.
-->Enter your password to access your database.