

# Microsoft Access Lesson Handout

## Microsoft Access –How to create a File and Table

Click on File and Click on New

Click on Blank Database

File Name, enter File name, Ex, example

Click on Create

Select Create table by using the wizard, by double left clicking on the Icon

Select The Business Radio button

After Select the Business Radio button, notice the Sample Tables, From Sample Table select Mailing list

The Sample Fields column, select the fields desired

To select Fields, one field at a time, Click on the Field name and click once on > Button, this will select the field or to select ALL the fields, this can be select by selecting the >> button.

To remove a Field, on the Column of Fields in my new table, click one on a Field and click once on the < button.

Click on Next,

From Table Wizard, Name the table, ex. Mailing list

Select Yes, set a primary key for me

Click on Finish

The Table will be displayed, look like Excel table. Do not enter data, Close the table go to lesson on Steps to create a Form

## Microsoft Access How to Create Data Entry Form

Click on Forms, under the Objects Column

Double Left Click on Create form by using the wizard

Under Tables/Queries, make sure you have the right Table selected

Under Available Fields, Select all the fields by left clicking on the >> button

All the Fields will be moved under the Selected Fields, click on Next

From the Layout, Select Justified and Click on Next

From Style, Select Blends and Click on Next

Name your Form, Data Entry Mailing List and Select Open the form to view or enter information and click on Finish

## How to Create a Query

Click on Queries, under the Objects Column

Double Left Click on Create query by using the wizard

Under Tables/Queries, make sure you have the right Table selected

Under Available Fields, Select all the fields desired by left clicking on the > button

When the Fields desired are moved under the Selected Fields: Click on Next

Give the Query a title, ex, Health and Click on Finish

This will open up the Queried items, Click on the X on upper Right Corner and close the Query

Highlight the Query and Click on Design Icon

Under the Comment Field, in the Criteria row, type **\*health\***, this is \* and health is the variable we want to query by and end with \*

Click on the X and when prompt to save Query, click on Yes

Double click on the Query name and this will Query your Table by your criteria

### **How to Create a Mailing Label**

From the Objects column, Click on Reports

Click on Icon that says New

From the New Report Dialog box, Select Label Wizard, and from the same Dialog box, Choose the table or query where the data comes from and click on OK

From the label wizard select the type of Labels used in the office, ex Avery 5160 and click on Next

Select the font and color, I use Arial, font size 8 and click on next

This is important, arrange the Fields like they should print on the label, Ex

Fist name {space} last name

Address

Select the field by click on the > button once, Select the first name field, hit the space bar once and select the last name field and hit the enter key once, select the address and hit the enter key once, Select the City, hit the space bar and select the state, insert a comma and hit the space key once and select the zip and click on next

From the sort wizard select the field you want to sort by, ex, select zip and click the > button once and click on next

Name the label and click on finish

Double Click on the label created and click on File and Print and the labels will be printed.

### **How to Create a List Box**

( Note: List boxes are used to create pull downs in forms as means to populate the information in the fields.)

From the Objects column, click on Table

Click on Create Table on Design View

Field Name, name it Farm Type and Text for Data Type

Click on the X and Click on Yes to Change changes to the Table, Name your Table, Farm type, this needs to make sense for your database, when prompt is want ms access to select an primary key, Click on No

Double click on new table and enter the parameters, Dry land, Irrigation, and both

Click on the X and this will save changes

Click on the original table health and Click on the Design Icon, Scroll to the last Field name and in blank Field click once and type Farm Type on the data type, click the pull down and click on look up wizard

From the Lookup wizard, Select I want to lookup column to look up the values in a table or Field and click on Next

Select your table , ex Farm type and click on Next

From Lookup wizard select the Fields and click on the > key to move the Field to the Selected Field section and click on Next

On sort or, click on next button and you will see the data on the Lookup table we created and click on Next

Click on wizard, Farm type is good name for lookup column, so enter Farm Type and click on Finish

When prompted to Save, click on yes

From the Objects, Click on Forms and click on your form and click on Design Icon

Locate where you like the new field and click on the Icon that says Field List, Scroll down and Left click on Farm Type Field and holding the left mouse down drag and drop on the form where you like for the pull down field to be located

Click on the X and when prompt if like to save the form, click on Yes

### **How To Create a Calculated field**

Go to the table and click on the design view

From the Field Name column, scroll to the bottom and type in the names for the new Fields, ex, Dry Land and Irrigation, the data type for both select numbers

Once the new fields have been added click on the X and when prompt to save changes, click on Yes

From the Object Column, Click on Form and select your form by clicking once and click on the Design Icon

Click at the bottom of the Footer and when get the double arrow, left click and hold down and pull the form down to make it bigger, will need the room to add the new Fields

Go the menu bar and locate the Field List and click on it once and this will display the available fields.

Left Click on Dry Land Field and hold the left mouse button down, drag and drop at the bottom of the form, resize to desirable size

Go back to the Field list and click and drag the irrigated acres field and drop in the form to desired area

Now we want to create a Text box so we can Calculate the Numbers, from the tool bar, select the **ab**, which is the text box, left click once and move the cursor to the form area, notice a plus sign and ab box at the end of pointer.

Left click on desired area and drag to the right and create a Field in the form

Displayed is a Text Box with number and entry field with wording unbound in it

Right Click the Text box with number and left click on Properties

Left click on the Format tab once and to the Right of Caption, type in Total

Click on the X and close and Save Changes

Right Click on the unbound field and left click on Properties and left click once on Data tab

In the Control Source row, towards the end is small icon with 3 dots, left click that once, this will display the Expression builder

From the Expression Builder, click on the equal sign once and that will insert equal sign on the box

From the middle column, find the dry land acres field and double left click it, this will insert it in the box

Now click the + (plus sign) to add the plus sign, at this point you should see

=[Dry Land]+

Now from the center column double click the Irrigated acres and this will complete the formula =[Dry Land]+[Irrigated Acres]

Click on OK

Click on X and save the changes

Double click on the form and add number 50 in the Dry Land field and 50 in the Irrigated Field and see the Total change to 100

## **How To create mail merge with MS Access and MS Word—Lesson 7**

Open MS Word

From Menu bar click on tools and go to Letters and mailings and from the Dialog Box select Mail Merge

From the Right Panel, Select the document type, in this example I am going to merge to a letter so select Letters

Follow the step by step at the bottom, we are at step 1

Click on Next:Starting document to move to the next step

Notice we are now Step 2 of 6, Under Select Starting document I am selecting Use the current document

Next click on Next:Select recipients

Now lets select the recipients, they are on the ms Access table example we created in the previous lesson, click on Browse and go to My documents and select the ms Access database, select the database and click on open, from the select table notice that there are Tables and Queries to merge with the document, in this lesson we are going to use Table From the mail Merge Recipients, this example will illustrate how to query certain records Scroll to the Comment column and click the pull down and select advance

From the field and sort we need to select our criteria..

From the Field Section, click the Pull down and Scroll down and select Comments

From the Comparison field, Select Contains, this will search the records

From the Compare section, type in Cattle and click ok, this will sort all records out that had cattle on the comment section

Now we are on Step 3 of 6, we need to write your letter , so select write your letter

From the right Panel, select Address Block, from the Insert Address block Dialog Box, select the desired Block, notice that as select different once, the preview window displays the address block

Next Select the Greeting line, from the Greeting Line, Select the Greeting Line format.

Step 4 of 6, click on Preview your letter, this will display the greeting block and Address block and letter preview

Step 5 of 6, Select Complete the merge, this will merge all the names with the letter

Step 6 of 6 Letters are ready to be printed

