

# Introduction

## For the student

*Learn Microsoft® Access* guides you through using a database step by step. All the main features, from loading to printing, are explained in words and pictures so you can work independently at your own pace. Labelled screen displays and simple guide notes are included to enable you to explore, apply, practise and develop the necessary skills. If you forget how to carry out an action, simply check the appropriate unit, where the required clicks and keystrokes are described.

The case study *Suspect!* provides examples to explain and illustrate the text. You collect data about suspects and use Microsoft® Access to find the culprit. Microsoft® Access databases are similar to those actually used by the police to manage information about crime and criminals.

*Learn Microsoft® Access* is divided into self-contained units, each of which provides:

- explanation of how to perform actions, eg find data in a table
- illustration of the action with labelled screen extracts
- examples of the result, eg a query in print preview
- practice exercises (using *Suspect!* data) to take you through each step you have learned
- a summary of what you can do at the end of the unit.

A record sheet and test help measure your progress against the RSA's competences for Information and Communication Technology. Each database skill explained in the text is cross-referenced to the record sheet and the RSA competence checklist. National Curriculum references enable you to match your skills to the ICT Level Descriptions.

Teachers, and other adult learners unfamiliar with Microsoft® Access, will find all they need to master the database skills required in the context of the RSA's computer literacy (CLAIT) scheme, CIT syllabus and National Curriculum requirements.

## 4 Queries

Queries are the best way to access data from tables listed and stored in your database. Queries enable you to design and save questions about tables within a database. The following are sample questions about the Suspect Records table:

- Which suspects drive a white Ford Escort?
- Which suspects live in Hampton Lane?
- Who lives in Charter Street, wears a blue denim jacket and has dyed blond hair?

These are called select queries because they search and select records for data to answer questions. Queries are updated to include new records as they are entered so that answers to queries include all relevant records, including recent additions.

### Designing a select query

Click **QUERIES**. The database window now looks like figure 4.1.

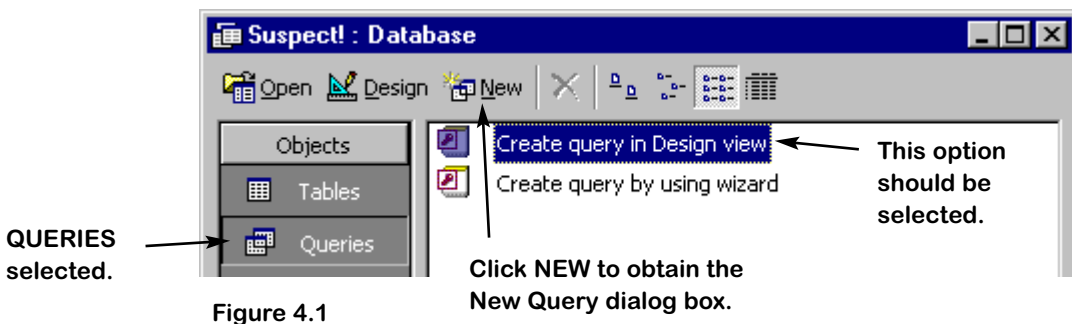


Figure 4.1

Alternatively, use the insert menu or the new object button as shown in figure 4.2.

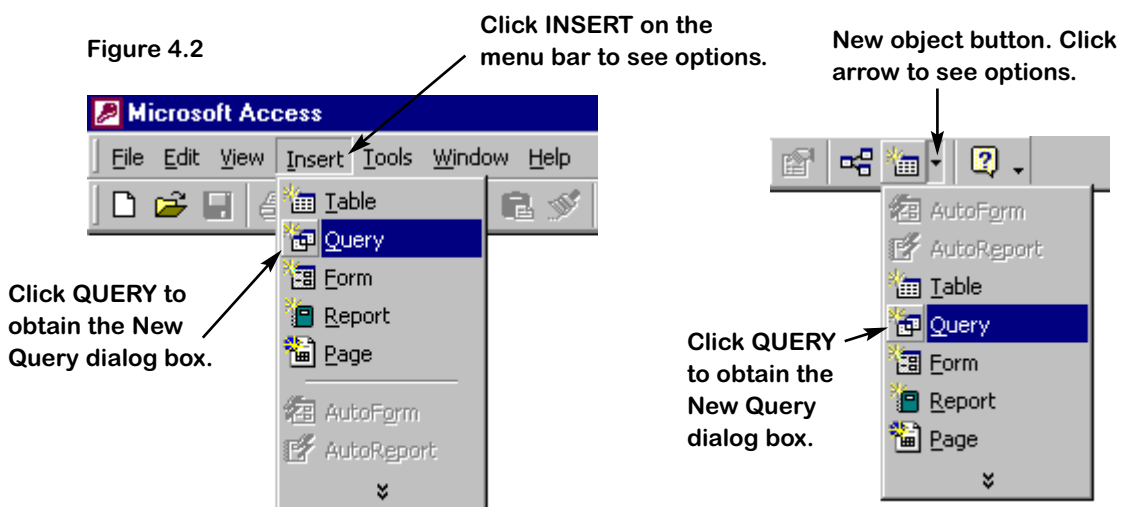


Figure 4.2

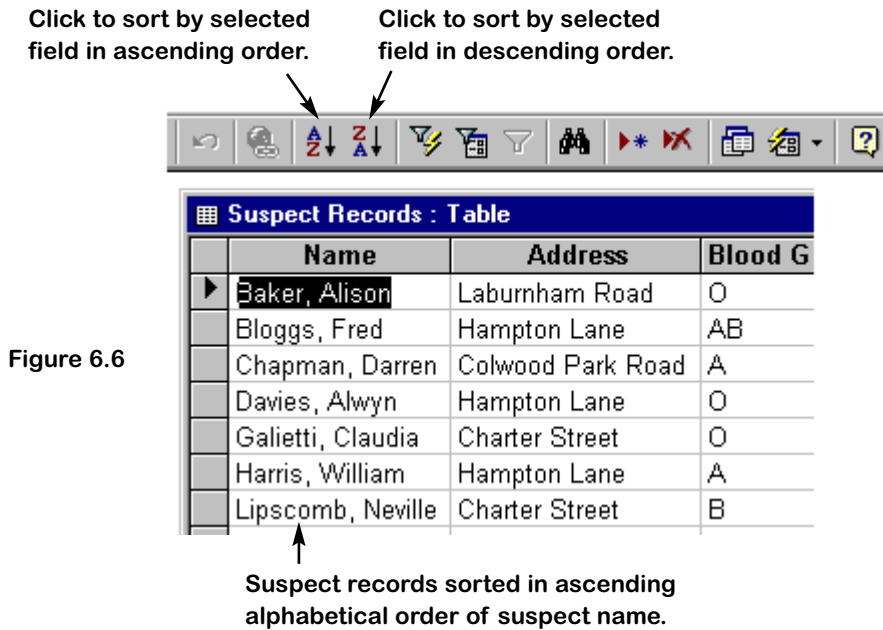


Figure 6.6

### Filtering records

Use datasheet view to filter records held in tables, queries and forms. The filter enables you to view separately the records which contain a selected item of data. Suppose you wish to see the records of all the suspects who live in Laburnham Road. Click inside a cell in the Address field with the text 'Laburnham Road', as shown in figure 6.7. Click the filter by selection button. Microsoft Access displays the records of all suspects from Laburnham Road. Repeat for other data in which you are interested (eg suspects with blood group O). To release the filter and return to the main table, click the remove filter button.

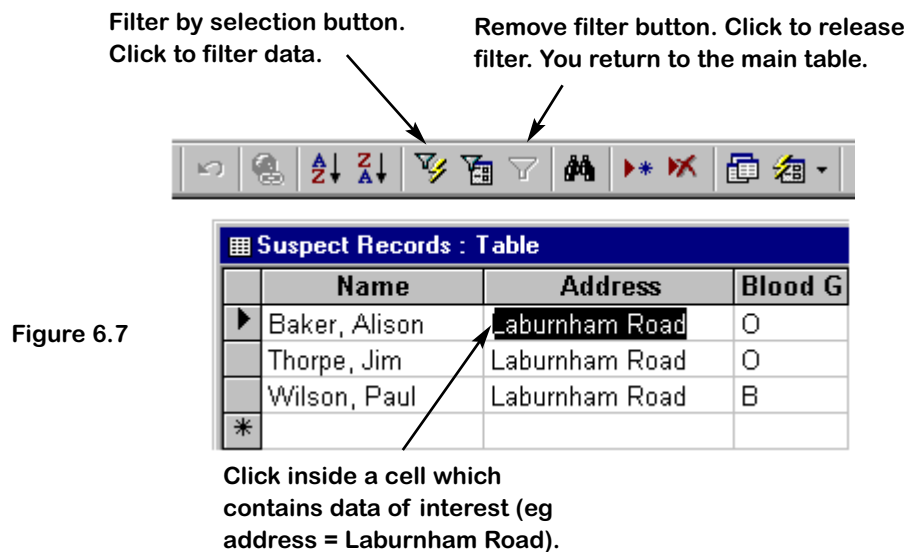


Figure 6.7

### Selecting records to print

To print a limited number of records from a table, query or form, select the records you wish to print in one of the ways shown in figure 9.7.

Small black arrow appears when pointer is moved to this position. Click, hold left mouse button down and drag to select records as required. Release.

Suspect Records : Table				
	Name	Address	Blood G	Clothing
	Baker, Alison	Laburnham Road	O	Blue denim jacket
	Bloggs, Fred	Hampton Lane	AB	Brown bobble hat
	Chapman, Darren	Colwood Park Road	A	Nike trainers
	Davies, Alwyn	Hampton Lane	O	Brown bobble hat
	Galietti, Claudia	Charter Street	O	Blue denim jacket
	Harris, William	Hampton Lane	A	Nike trainers
	Lipscomb, Neville	Charter Street	B	Blue denim jacket

Five full records (from Bloggs to Harris) selected (dark background).

Small black arrow appears when pointer is moved to this position. Click once to select the whole column.

Blood G	Clothing	Hair Colour
O	Blue denim jacket	Dyed blond
AB	Brown bobble hat	Red
A	Nike trainers	Brown
O	Brown bobble hat	Brown
O	Blue denim jacket	Black

Clothing field selected for all records. Prints this information.

Figure 9.7

Suspect Records : Table				
	Name	Address	Blood G	Clothing
	Baker, Alison	Laburnham Road	O	Blue denim jacket
	Bloggs, Fred	Hampton Lane	AB	Brown bobble hat
	Chapman, Darren	Colwood Park Road	A	Nike trainers
	Davies, Alwyn	Hampton Lane	O	Brown bobble hat
	Galietti, Claudia	Charter Street	O	Blue denim jacket
	Harris, William	Hampton Lane	A	Nike trainers
	Lipscomb, Neville	Charter Street	B	Blue denim jacket
	Merton, Angela	Marlborough Road	AB	Nike trainers
	Oliver, Susan	Charter Street	A	Blue denim jacket

White cross appears at the left margin of cells. Use the white arrow to select the data you wish to print. Click, hold left mouse button down and drag to select data as required. Release.

White cross when drag is complete. Darkened cells are selected. Prints this data.