

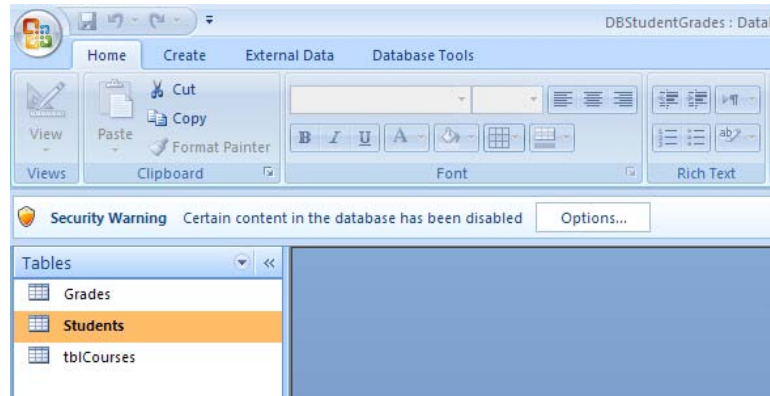
Lecture 24

Microsoft Access

What's with the Security Warning when I open a database file?

In Access, it's common that you'll be warned about opening a database file. You might even see them opening up certain Excel, Word, or PowerPoint files.

Usually, the Security Alert appears because the file contains a macro (programming) that was put in by the file creator. If you trust the file, then click the "Options..." button in the Security Warning area, and select "Enable this content" and click OK.



How do I create a new database?

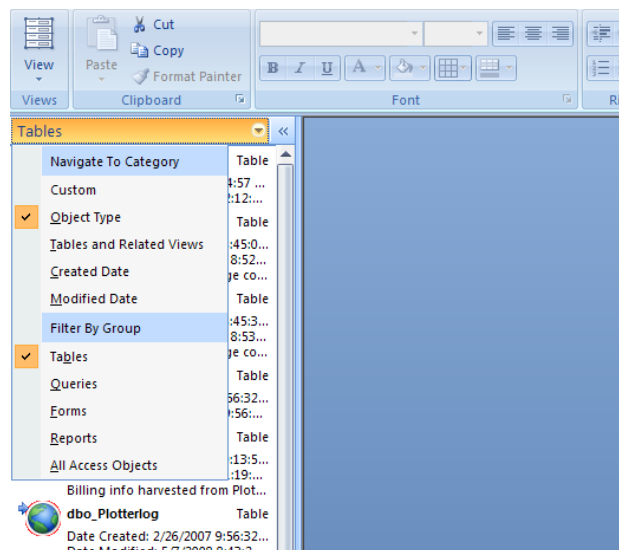
You can create a blank database and then add the tables, forms, reports, and other objects later— this is the most flexible method, but it requires you to define each database element separately. Either way, you can modify and extend your database at any time after it has been created.

1. Click the **Office Button**, and then select "New".
2. Choose a Blank Database format (it's the default), browse for a folder where you'll file will be located, and type in a filename.
3. Click **Create**. The database is now created (it has no tables or data, however).

How do I view my forms, tables, queries, etc.?

On the left hand side, click on the blue bar dropdown next to the arrows (<<) located directly under the ribbon.

1. In the "Navigate To Category" area, choose **Object Type**.
2. Again, click on the blue bar dropdown and in the "Filter By Group" area, select what you wish to view (e.g.- Tables, Queries, All Access Objects, etc.)



Why are tables so important in Access?

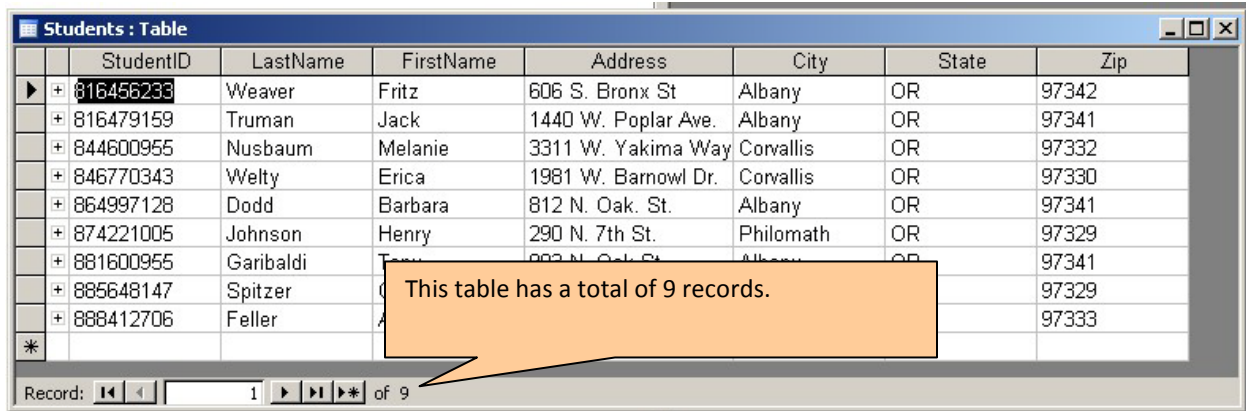
Tables contain all the data in the database. There are other objects (e.g.- Queries, Forms, and Reports) in the database and they provide a means of displaying (or printing) the data that is stored in the tables.

How do I determine how many fields are in a table?

Open the table in design view and just count up the number of fields. It's that simple.

How do I determine how many records are in a table?

Open the table in datasheet view and look at the record count at the bottom of the datasheet. See the figure below.



StudentID	LastName	FirstName	Address	City	State	Zip
816456233	Weaver	Fritz	606 S. Bronx St	Albany	OR	97342
816479159	Truman	Jack	1440 W. Poplar Ave.	Albany	OR	97341
844600955	Nusbaum	Melanie	3311 W. Yakima Way	Corvallis	OR	97332
846770343	Welty	Erica	1981 W. Barnowl Dr.	Corvallis	OR	97330
864997128	Dodd	Barbara	812 N. Oak. St.	Albany	OR	97341
874221005	Johnson	Henry	290 N. 7th St.	Philomath	OR	97329
881600955	Garibaldi		882 N. Oak St.	Albany	OR	97341
885648147	Spitzer					97329
888412706	Feller					97333

Is there a maximum number of fields that can be in a table?

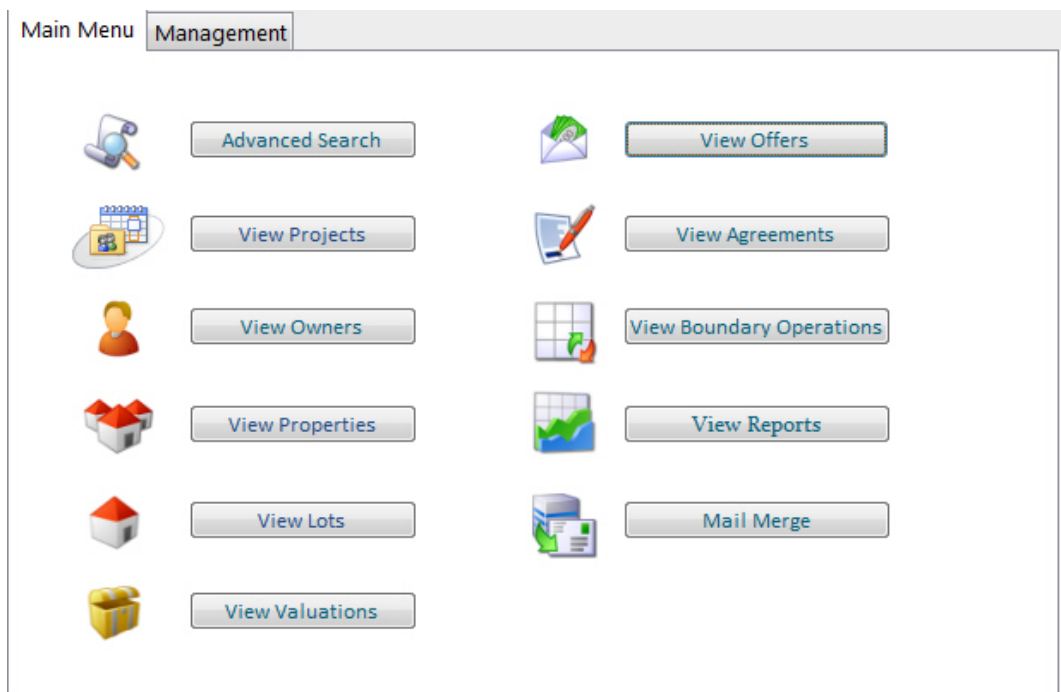
Yes, 255 total fields are allowed in an Access table. Compare that with Excel 2007's limit of over 16,000 columns.

Is there a maximum number of records that can be in a table?

Not really, but there is a limit on how big the entire database file can be (2 gigabytes). Tables can easily have millions of records and stay under that 2 gigabyte limit. Compare with Excel 2007's limit of ~1 million rows.

What is the advantage of using a relational database like Access to store and work with data as opposed to using Microsoft Excel?

Well, sometimes large amounts of data are difficult to work with in Excel because the data deals with so many subjects (e.g.- employee info, sales info, product info, and supplier info all for one company). In Excel, it's possible that data will be unnecessarily duplicated across one or more worksheets or that you'll run out of rows in a worksheet. Access also allows you to add, modify, or remove data using more user-friendly objects (application interfaces, reports, or forms) that you create. The screenshot below is an example of an application interface.



How can I view data in two different tables at the same time?

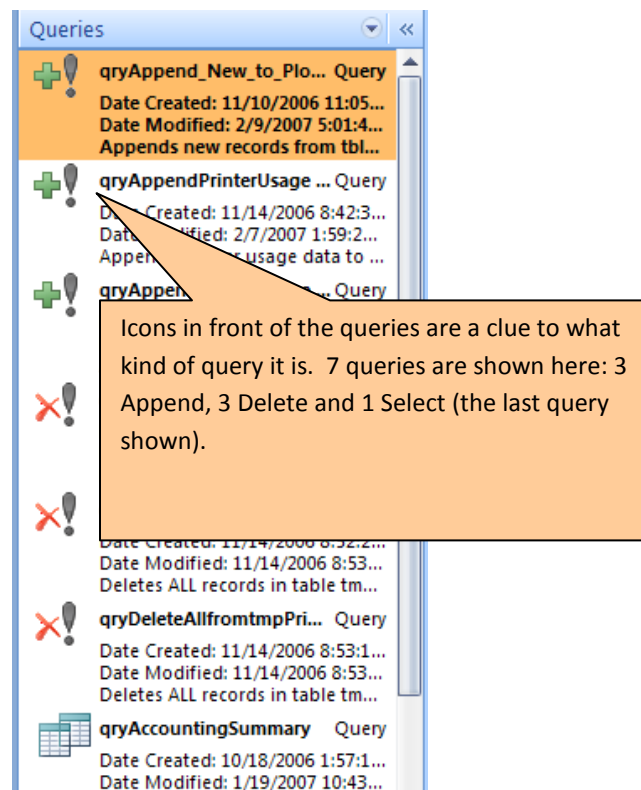
This is most often done with a Query. A form can also be used, but that is outside the scope of our discussion.

How do I use a query in Microsoft Access?

You use queries to view, change, and analyze data (stored in tables, remember).

What's the difference between a Select query and an Action query?

A Select query retrieves information from one or more tables for viewing purposes. An Action query performs some action on a table such as deleting records, updating records, or even creating an entire table from part or all of an existing table. The figure below contains related information about query types.



I've noticed that if I make changes to the data in records, I can close the table and Access didn't ask me if I wanted to save the changes. Why is that?

Access does it automatically. That is, of course, much different than modifying an Excel file where all the changes made can be discarded by not saving them. Databases like Access don't work that way! You can undo your last action in many cases with Access, but you can't undo a series of changes. It underscores the importance of keeping backup copies of your database file!!!

How do I export a table or query?

The easiest way is to right-click a table or query and choose "Export".