User Documentation: Adding A Student

Description: This query will allow users of the access database system to add a student and their information to the registration database.

Step 1. Navigate to “Student Form” on the left side of your access window and double-click.

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Step 2. Enter the data for the student that you are trying to add to the database system, and then click “Enter Student”

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Step 3. The student has now been added to the registration database.

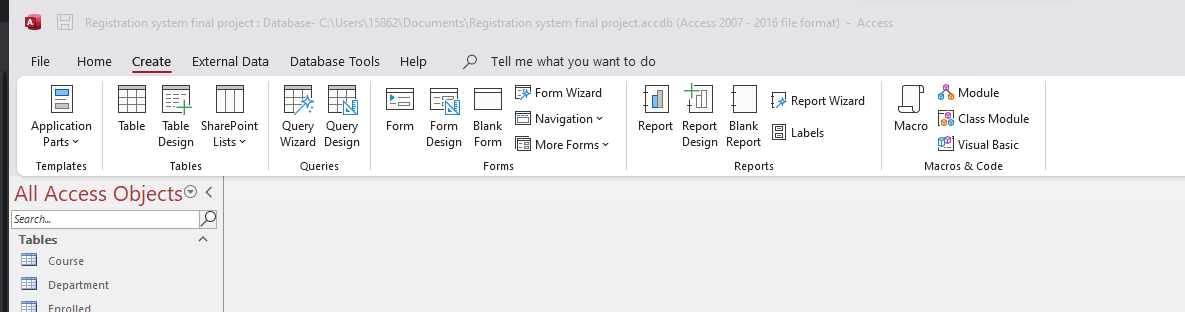
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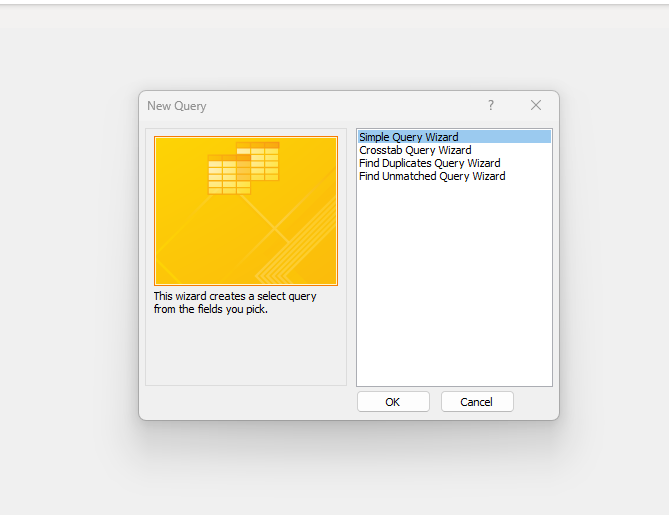
User Documentation: Query to Find Professors and Their Course

Description: This query will be used within the access database system to find a professor and which course they are available to teach.

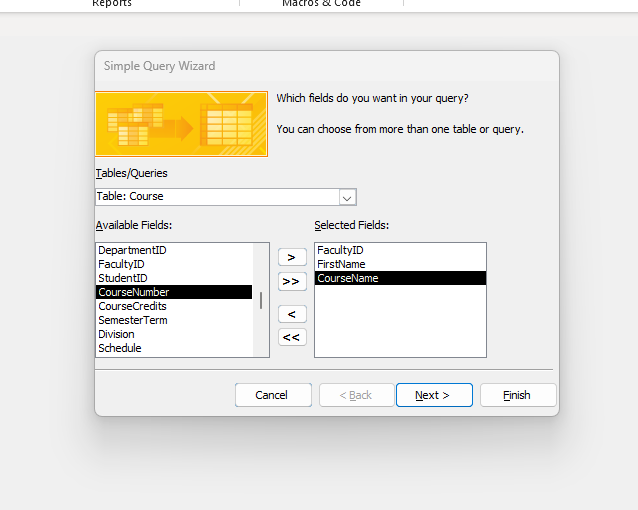
Step 1: Navigate to the “Query Wizard” at the top of the access database.



Step 2: Click the “Query Wizard, select “Simple Query”, and left click the “Ok” option.



Step 3: Select “FacultyID, FirstName, CourseName”, and then left click the “Next” option.



Step 4: Add A title for your query and then click “Finish”

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Step 5: You will now be shown available professors for each course that they teach.

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