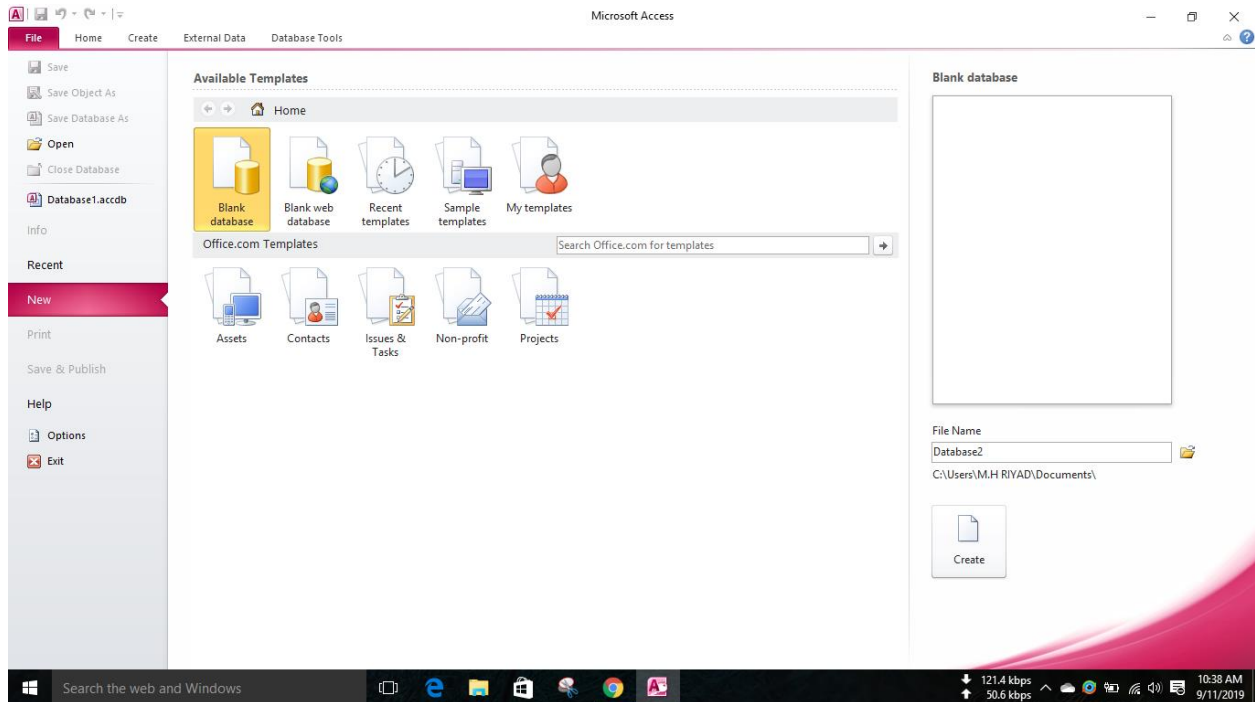


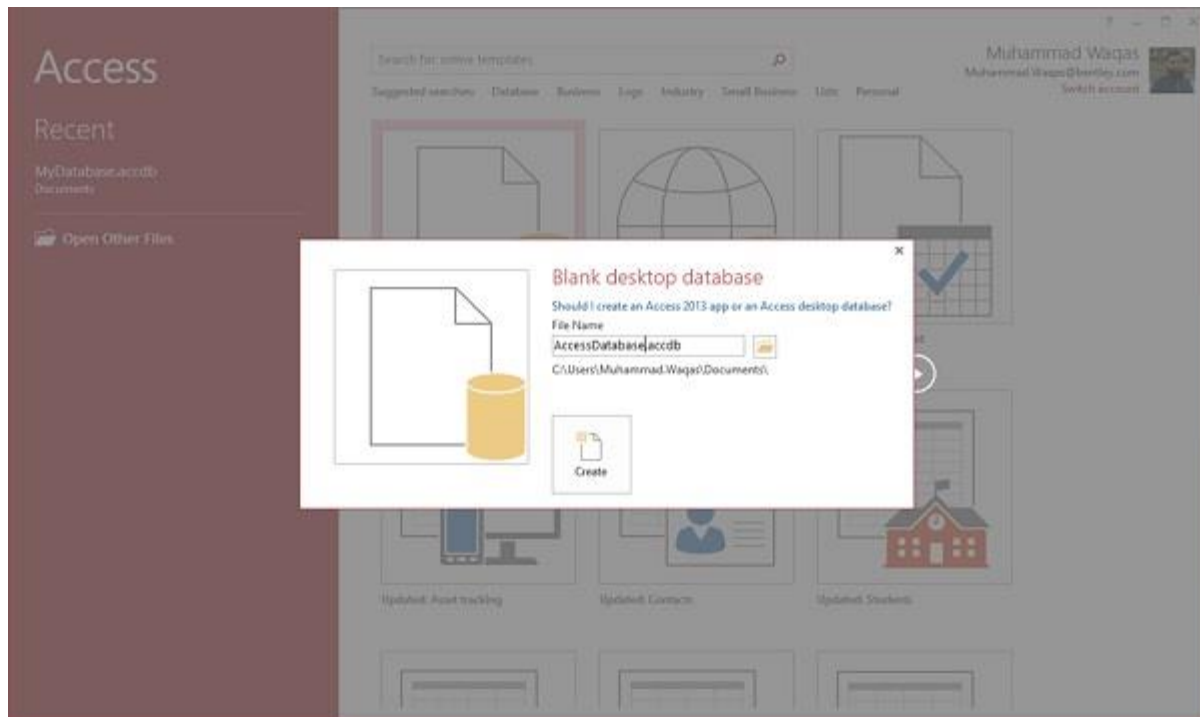
# Create Blank Database

Sometimes database requirements can be so specific that using and modifying the existing templates requires more work than just creating a database from scratch. In such case, we make use of blank database.



**Step 1** – Let us now start by opening MS Access.

**Step 2** – Select Blank desktop database. Enter the name and click the Create button.



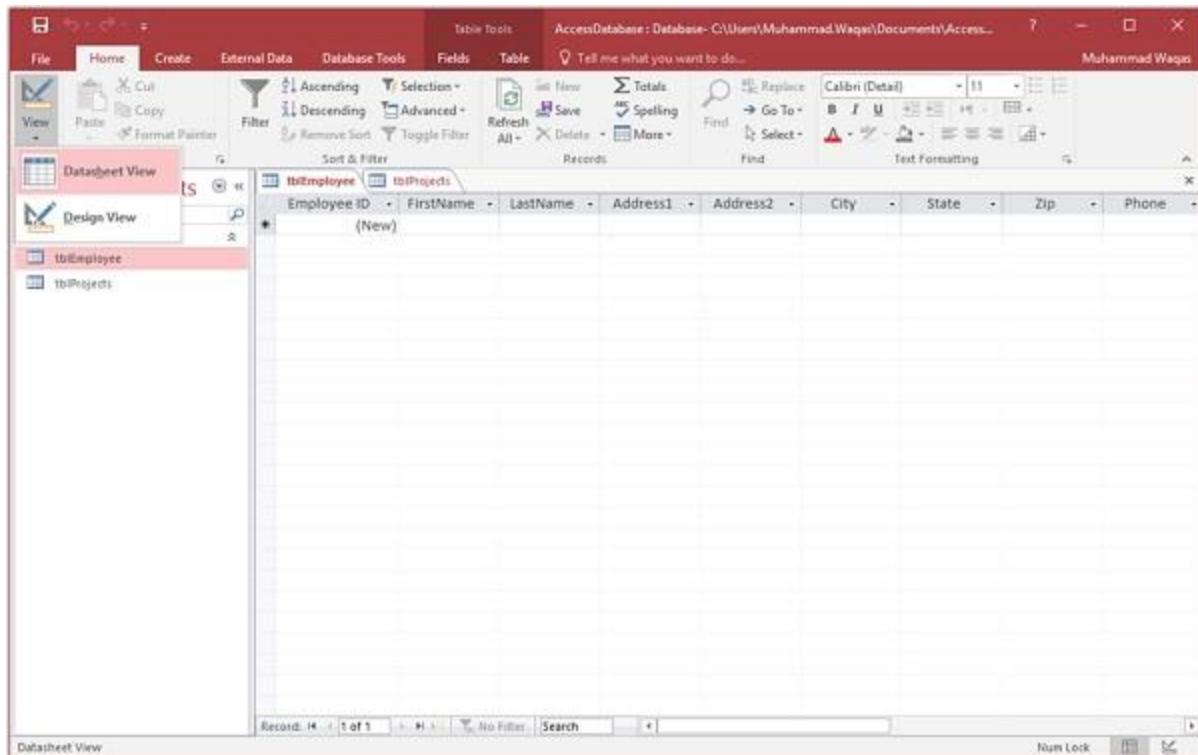
**Step 3** – Access will create a new blank database and will open up the table which is also completely blank.

## Data Insert

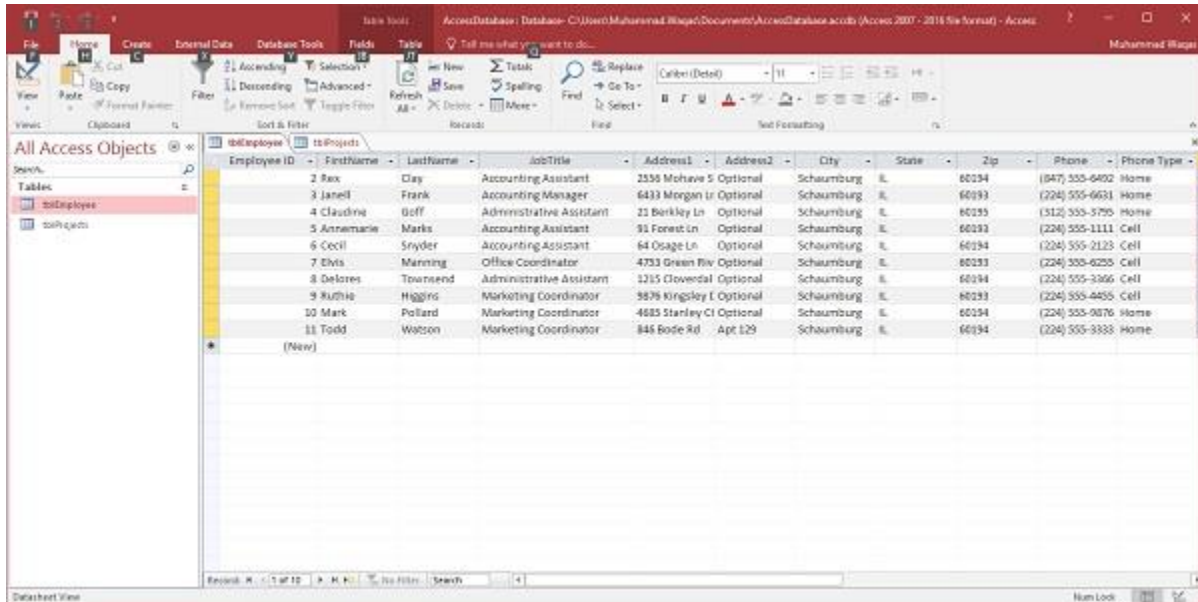
An Access database is not a file in the same sense as a Microsoft Office Word document or a Microsoft Office PowerPoint are. Instead, an Access database is a collection of objects like tables, forms, reports, queries etc. that must work together for a database to function properly. We have now created two tables with all of the fields and field properties necessary in our database. To view, change, insert, or delete data in a table within Access, you can use the table's Datasheet View.

- A datasheet is a simple way to look at your data in rows and columns without any special formatting.
- Whenever you create a new web table, Access automatically creates two views that you can start using immediately for data entry.
- A table open in Datasheet View resembles an Excel worksheet, and you can type or paste data into one or more fields.
- You do not need to explicitly save your data. Access commits your changes to the table when you move the cursor to a new field in the same row, or when you move the cursor to another row.
- By default, the fields in an Access database are set to accept a specific type of data, such as text or numbers. You must enter the type of data that the field is set to accept. If you don't, Access displays an error message –

Let us add some data into your tables by opening the Access database we have created.



Select the **Views** → **Datasheet View** option in the ribbon and add some data as shown in the following screenshot.



Similarly, add some data in the second table as well as shown in the following screenshot.

AccessDatabase: Database - C:\Users\Muhammad Waqar\Documents\AccessDatabase.accdb...

File Home Create External Data Database Tools Fields Table Tell me what you want to do...

Views: **tblEmployee** **tblProjects**

ProjectID	ProjectName	ManagingEditor	Author	Project Status	ProjectStart	ProjectEnd	Budget	ProjectNotes
2	Project Quarterly 1.1	12		Completed	11/1/2006	2/15/2007	\$5,000.00	A quarterly literary journal dec
11	Project Quarterly 1.2	12		Completed	2/1/2007	5/15/2007	\$5,000.00	A quarterly literary journal dec
12	Project Quarterly 1.3	12		Completed	5/1/2007	8/15/2007	\$5,000.00	A quarterly literary journal dec
13	Project Quarterly 1.4	12		Completed	8/1/2007	11/15/2007	\$5,000.00	A quarterly literary journal dec
14	Project Quarterly 2.1	12		Completed	11/1/2007	2/15/2008	\$6,000.00	A quarterly literary journal dec
15	Project Quarterly 2.2	12		Completed	2/1/2008	5/15/2008	\$6,000.00	A quarterly literary journal dec
16	Project Quarterly 2.3	12		Completed	5/1/2008	8/15/2008	\$6,000.00	A quarterly literary journal dec
17	Project Quarterly 2.4	12		Completed	8/1/2008	11/15/2008	\$6,000.00	A quarterly literary journal dec
(New)							\$0.00	

Records: 17 of 17 No Filter Search

Datasheet View Num Lock

You can now see that inserting a new data and updating the existing data is very simple in Datasheet View as working in spreadsheet. But if you want to delete any data you need to select the entire row first as shown in the following screenshot.

AccessDatabase: Database - C:\Users\Muhammad Waqar\Documents\AccessDatabase.accdb...

File Home Create External Data Database Tools Fields Table Tell me what you want to do...

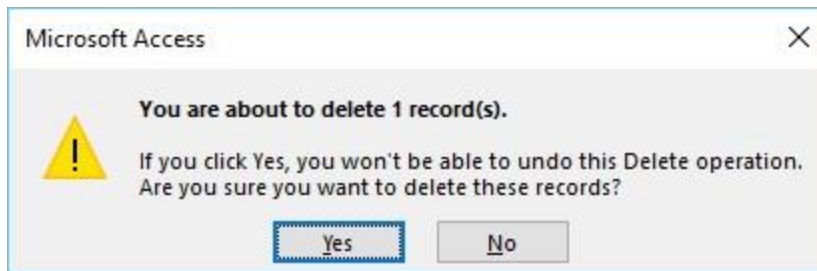
Views: **tblEmployee** **tblProjects**

ProjectID	ProjectName	ManagingEditor	Author	Project Status	ProjectStart	ProjectEnd	Budget	ProjectNotes
2	Project Quarterly 1.1	12		Completed	11/1/2006	2/15/2007	\$5,000.00	A quarterly literary journal dec
11	Project Quarterly 1.2	12		Completed	2/1/2007	5/15/2007	\$5,000.00	A quarterly literary journal dec
12	Project Quarterly 1.3	12		Completed	5/1/2007	8/15/2007	\$5,000.00	A quarterly literary journal dec
13	Project Quarterly 1.4	12		Completed	8/1/2007	11/15/2007	\$5,000.00	A quarterly literary journal dec
14	Project Quarterly 2.1	12		Completed	11/1/2007	2/15/2008	\$6,000.00	A quarterly literary journal dec
15	Project Quarterly 2.2	12		Completed	2/1/2008	5/15/2008	\$6,000.00	A quarterly literary journal dec
16	Project Quarterly 2.3	12		Completed	5/1/2008	8/15/2008	\$6,000.00	A quarterly literary journal dec
17	Project Quarterly 2.4	12		Completed	8/1/2008	11/15/2008	\$6,000.00	A quarterly literary journal dec
(New)							\$0.00	

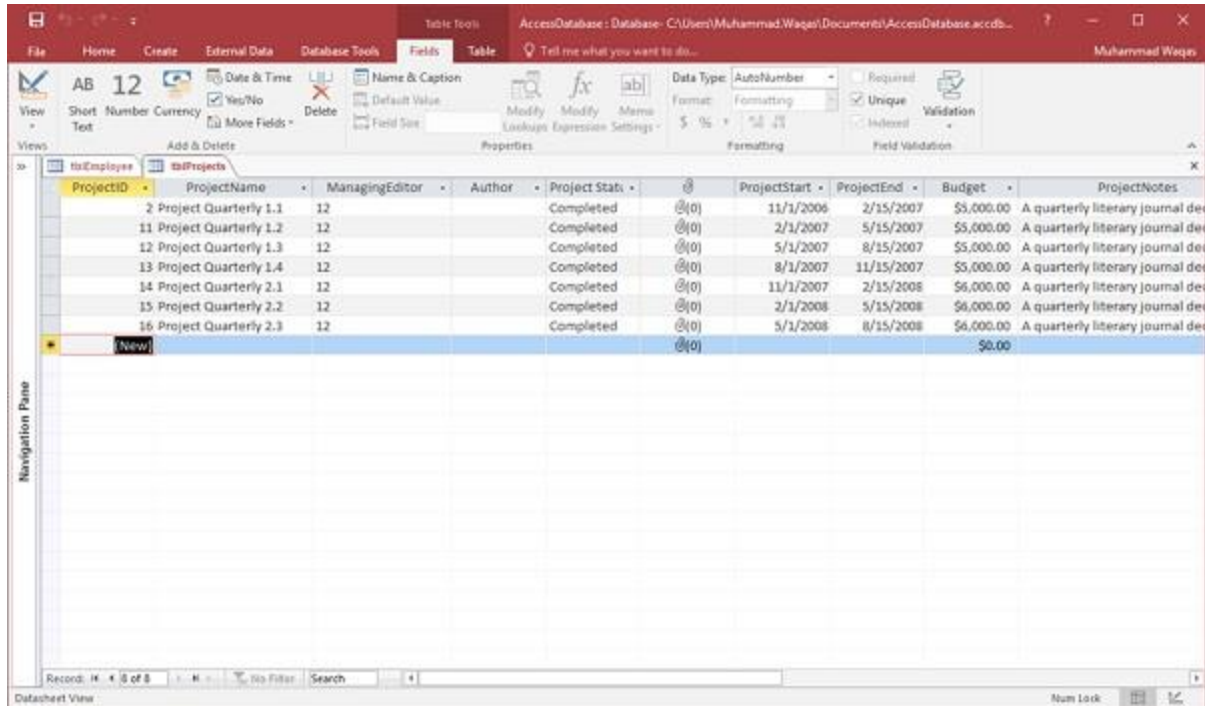
Records: 17 of 17 No Filter Search

Datasheet View Num Lock

Now press the delete button. This will display the confirmation message.



Click **Yes** and you will see that the selected record is deleted now.



## Data Query

A query is a request for data results, and for action on data. You can use a query to answer a simple question, to perform calculations, to combine data from different tables, or even to add, change, or delete table data.

- As tables grow in size they can have hundreds of thousands of records, which makes it impossible for the user to pick out specific records from that table.
- With a query you can apply a filter to the table's data, so that you only get the information that you want.
- Queries that you use to retrieve data from a table or to make calculations are called select queries.
- Queries that add, change, or delete data are called action queries.
- You can also use a query to supply data for a form or report.
- In a well-designed database, the data that you want to present by using a form or report is often located in several different tables.

- The tricky part of queries is that you must understand how to construct one before you can actually use them.

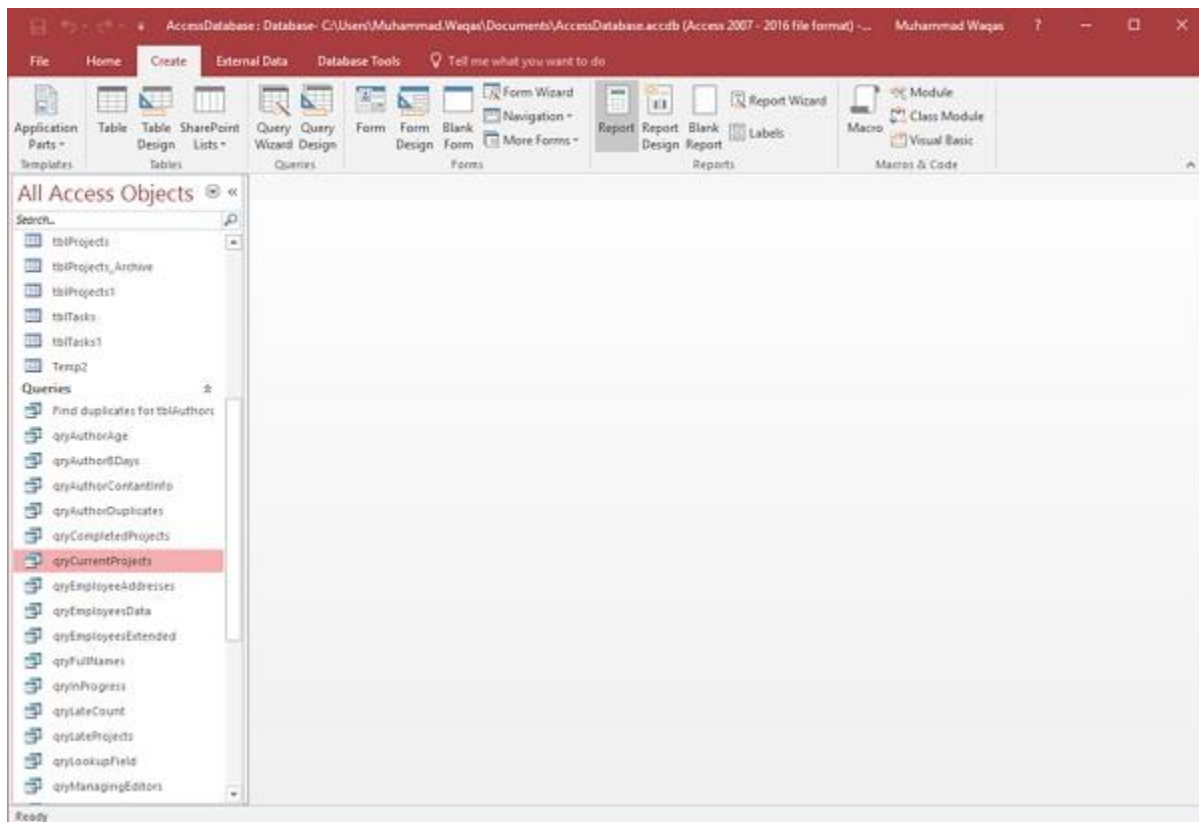
## Report Generate:

In this chapter, we will be covering the basics of reports and how to create reports. Reports offer a way to view, format, and summarize the information in your Microsoft Access database. For example, you can create a simple report of phone numbers for all your contacts.

- A report consists of information that is pulled from tables or queries, as well as information that is stored with the report design, such as labels, headings, and graphics.
- The tables or queries that provide the underlying data are also known as the report's record source.
- If the fields that you want to include all exist in a single table, use that table as the record source.
- If the fields are contained in more than one table, you need to use one or more queries as the record source.

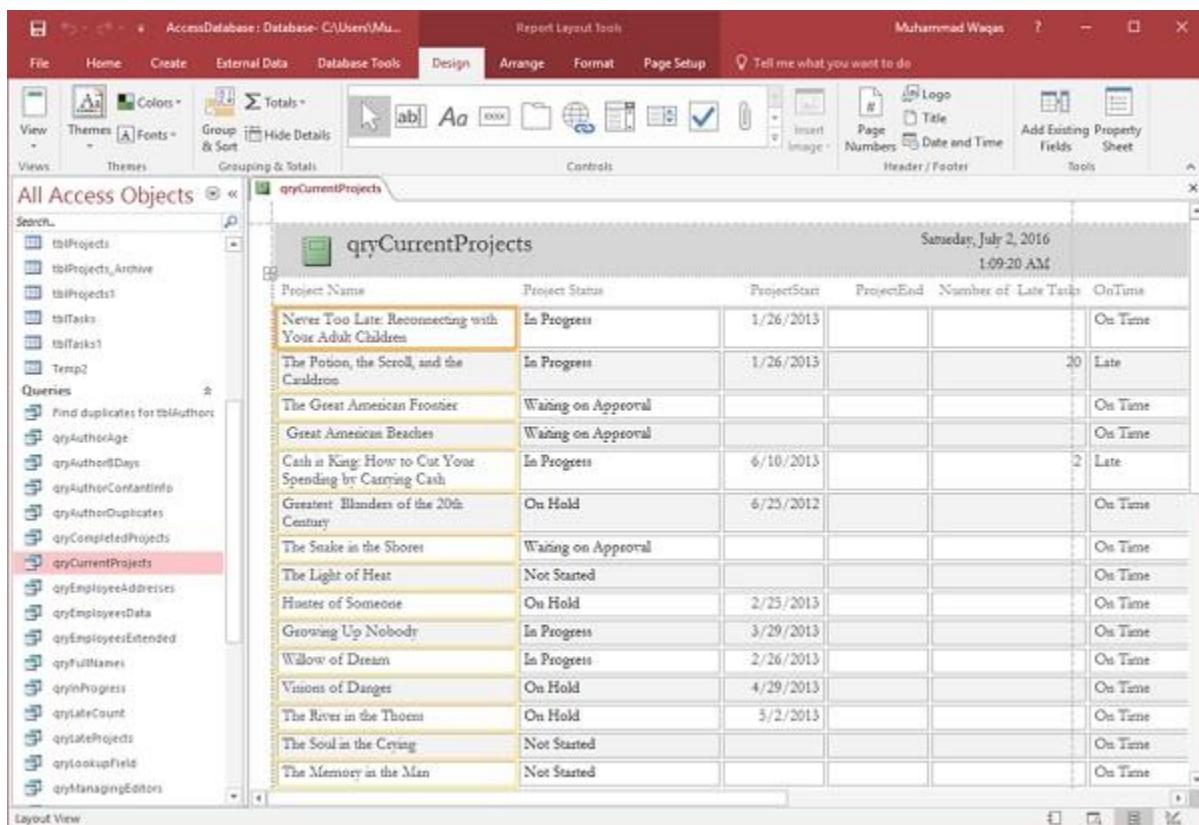
## Example

We will now take a simple example to understand the process of creating a very simple report. For this, we need to go to the Create tab.





Before clicking on the Report button to create a basic report, make sure the proper query is selected. In this case, **qryCurrentProjects** is selected in your navigation pane. Now click on the Report button, which will generate a report based on that query.



You will see that the report is open in Layout view. This provides a quick way to adjust the size or width of any of your fields that you see on the report. Let us now adjust the column widths to make everything fit in a better way.

AccessDatabase: Database- C:\Users\Mu... Report Layout Tools Muhammad Waqas ? - □ ×

File Home Create External Data Database Tools Design Arrange Format Page Setup Tell me what you want to do

Views Themes Colors + Totals + Group & Sort Hide Details

Views Themes Grouping & Totals

Controls

Header / Footer Tools

All Access Objects

Search...

tblProjects  
tblProjects\_Archive  
tblProjects1  
tblTasks  
tblTasks1  
Temp2

Queries

Find duplicates for tblAuthors  
qryAuthorAge  
qryAuthorDays  
qryAuthorContactInfo  
qryAuthorDuplicates  
qryCompletedProjects  
qryCurrentProjects  
qryEmployeeAddresses  
qryEmployeesData  
qryEmployeesExtended  
qryFullNames  
qryInProgress  
qryLateCount  
qryLateProjects  
qryLookupField  
qryManagingEditors

qryCurrentProjects

Saturday, July 2, 2016 1:11:46 AM

Project Name	Project Status	ProjectStart	ProjectEnd	Tasks	OnTime
Never Too Late: Reconnecting with Your Adult Children	In Progress	1/26/2013			On Time
The Poison, the Scroll, and the Cauldron	In Progress	1/26/2013		20	Late
The Great American Frontier	Waiting on Approval				On Time
Great American Beaches	Waiting on Approval				On Time
Cash is King: How to Cut Your Spending by Carrying Cash	In Progress	6/10/2013		2	Late
Greatest Blanders of the 20th Century	On Hold	6/25/2012			On Time
The Snake in the Shoes	Waiting on Approval				On Time
The Light of Heat	Not Started				On Time
Hunter of Someone	On Hold	2/25/2013			On Time
Growing Up Nobody	In Progress	3/29/2013			On Time
Willow of Dream	In Progress	2/26/2013			On Time
Visions of Danger	On Hold	4/29/2013			On Time
The River in the Throat	On Hold	5/2/2013			On Time
The Soul in the Crying	Not Started				On Time
The Memory in the Man	Not Started				On Time
The Cold Night	Not Started				On Time
Azure Waves	In Progress			2	Late
The School of Lords and Ladies	Waiting on Approval				On Time
The Unwilling Woman	Waiting on Approval				On Time
The Hidden Portfolio of Villainous Secrets	Waiting on Approval				On Time
The Hidden Lesson	Waiting on Approval				On Time

Layout View

Scroll down and adjust the page control at the bottom.

AccessDatabase: Database- C:\Users\Mu... Report Layout Tools Muhammad Waqas ? - □ ×

File Home Create External Data Database Tools Design Arrange Format Page Setup Tell me what you want to do

Views Themes Colors + Totals + Group & Sort Hide Details

Views Themes Grouping & Totals

Controls

Header / Footer Tools

All Access Objects

Search...

tblProjects  
tblProjects\_Archive  
tblProjects1  
tblTasks  
tblTasks1  
Temp2

Queries

Find duplicates for tblAuthors  
qryAuthorAge  
qryAuthorDays  
qryAuthorContactInfo  
qryAuthorDuplicates  
qryCompletedProjects  
qryCurrentProjects  
qryEmployeeAddresses  
qryEmployeesData  
qryEmployeesExtended  
qryFullNames  
qryInProgress  
qryLateCount  
qryLateProjects  
qryLookupField  
qryManagingEditors

qryCurrentProjects

Greatest Blanders of the 20th Century	On Hold	6/25/2012			On Time
The Snake in the Shoes	Waiting on Approval				On Time
The Light of Heat	Not Started				On Time
Hunter of Someone	On Hold	2/25/2013			On Time
Growing Up Nobody	In Progress	3/29/2013			On Time
Willow of Dream	In Progress	2/26/2013			On Time
Visions of Danger	On Hold	4/29/2013			On Time
The River in the Throat	On Hold	5/2/2013			On Time
The Soul in the Crying	Not Started				On Time
The Memory in the Man	Not Started				On Time
The Cold Night	Not Started				On Time
Azure Waves	In Progress			2	Late
The School of Lords and Ladies	Waiting on Approval				On Time
The Unwilling Woman	Waiting on Approval				On Time
The Hidden Portfolio of Villainous Secrets	Waiting on Approval				On Time
The Hidden Lesson	Waiting on Approval				On Time

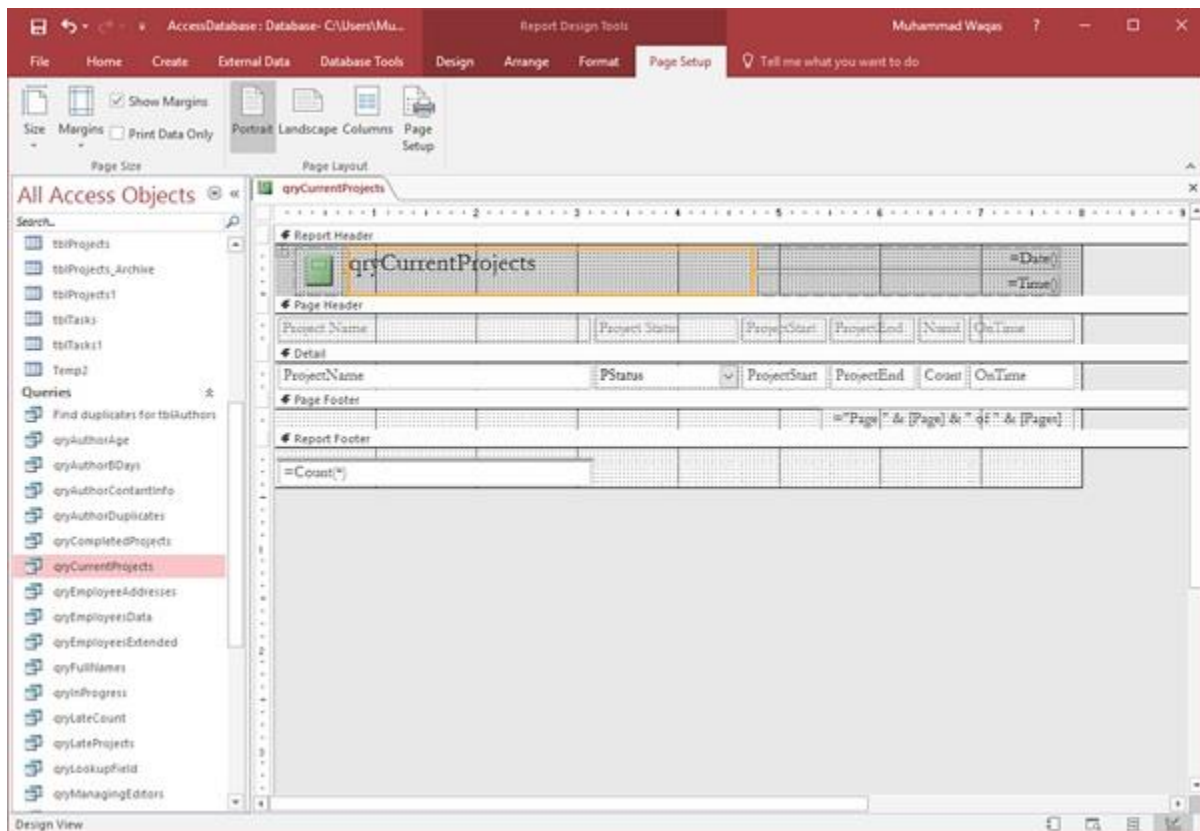
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Page 1 of 1

Layout View

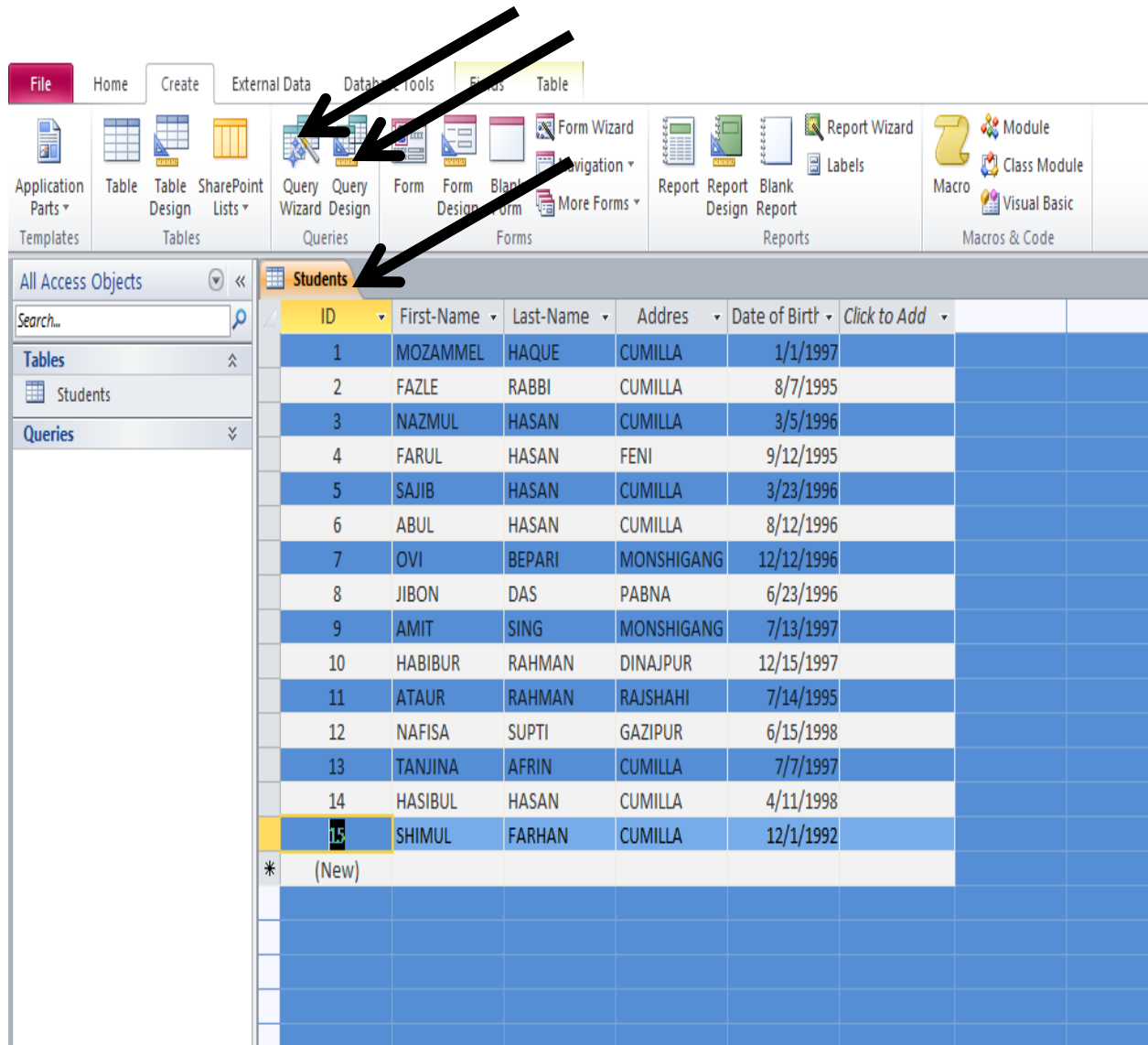


This was a very quick way to create a very simple report. You could also make minor changes and adjustments from the report design view.



- Just like forms, a report is made up of a variety of different sections.
- You have the detail section, which is where all of your data lives for the most part.
- You also will see a page header and a page footer section; these appear at the top and at the bottom of every single page in your report.

# Create a students data base



ID	First-Name	Last-Name	Address	Date of Birth	Click to Add
1	MOZAMMEL	HAQUE	CUMILLA	1/1/1997	
2	FAZLE	RABBI	CUMILLA	8/7/1995	
3	NAZMUL	HASAN	CUMILLA	3/5/1996	
4	FARUL	HASAN	FENI	9/12/1995	
5	SAJIB	HASAN	CUMILLA	3/23/1996	
6	ABUL	HASAN	CUMILLA	8/12/1996	
7	OVI	BEPARI	MONSHIGANG	12/12/1996	
8	JIBON	DAS	PABNA	6/23/1996	
9	AMIT	SING	MONSHIGANG	7/13/1997	
10	HABIBUR	RAHMAN	DINAJPUR	12/15/1997	
11	ATAUR	RAHMAN	RAJSHAHI	7/14/1995	
12	NAFISA	SUPTI	GAZIPUR	6/15/1998	
13	TANJINA	AFRIN	CUMILLA	7/7/1997	
14	HASIBUL	HASAN	CUMILLA	4/11/1998	
15	SHIMUL	FARHAN	CUMILLA	12/1/1992	
*	(New)				