

MS Access

Class VIII
lab 26

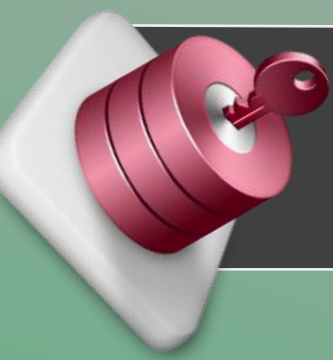




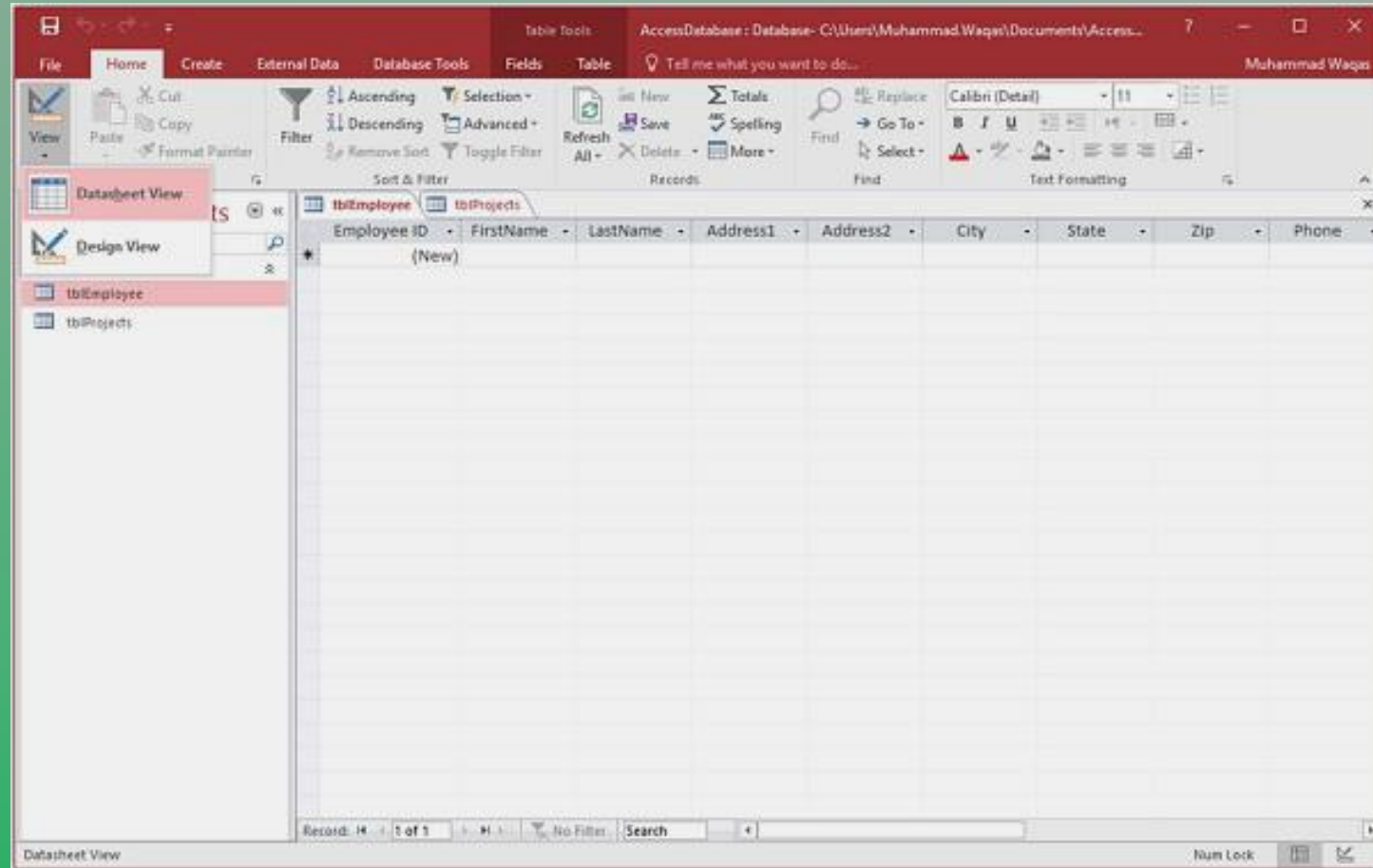
Datasheet

A datasheet is a simple way to look at your data in rows and columns without any special formatting

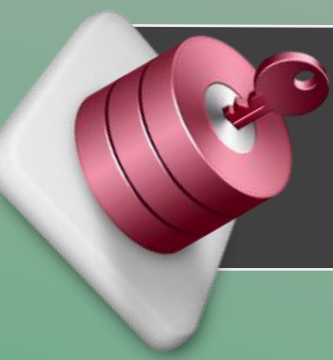




Add Data Into Tables



step: 1

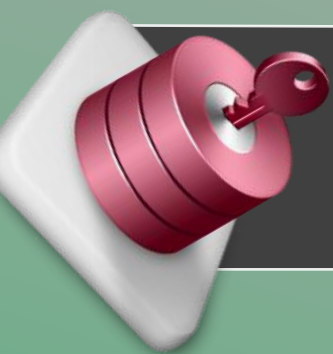


Add Data Into Tables

The screenshot shows the Microsoft Access application window with the 'tblEmployee' table selected in the 'All Access Objects' pane. The table is displayed in Datasheet View, showing 11 records. The columns are: Employee ID, FirstName, LastName, JobTitle, Address1, Address2, City, State, Zip, Phone, and Phone Type. The status bar at the bottom indicates 'Record: 11 of 11'.

Employee ID	FirstName	LastName	JobTitle	Address1	Address2	City	State	Zip	Phone	Phone Type
2	Rex	Day	Accounting Assistant	2556 Mohave S	Optional	Schaumburg	IL	60194	(847) 555-6402	Home
3	Janeil	Frank	Accounting Manager	6433 Morgan Ln	Optional	Schaumburg	IL	60193	(224) 555-6631	Home
4	Claudine	Goff	Administrative Assistant	21 Berkley Ln	Optional	Schaumburg	IL	60195	(312) 555-5795	Home
5	Annetmarie	Marks	Accounting Assistant	91 Forest Ln	Optional	Schaumburg	IL	60193	(224) 555-1111	Cell
6	Cecil	Snyder	Accounting Assistant	64 Osage Ln	Optional	Schaumburg	IL	60194	(224) 555-2123	Cell
7	Elvis	Manning	Office Coordinator	4733 Green Riv	Optional	Schaumburg	IL	60193	(224) 555-6255	Cell
8	Delores	Townsend	Administrative Assistant	1215 Cloverdal	Optional	Schaumburg	IL	60194	(224) 555-3366	Cell
9	Ruthie	Higgins	Marketing Coordinator	5876 Kingsley E	Optional	Schaumburg	IL	60193	(224) 555-4455	Cell
10	Mark	Pollard	Marketing Coordinator	4685 Stanley Ct	Optional	Schaumburg	IL	60194	(224) 555-0876	Home
11	Todd	Watson	Marketing Coordinator	846 Bode Rd	Apt 129	Schaumburg	IL	60194	(224) 555-3333	Home
[New]										

step: 2



Add Data Into Tables

Microsoft Access Database: Database - C:\Users\Muhammad Waqas\Documents\AccessDatabase.accdb...

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

Views: Add & Delete

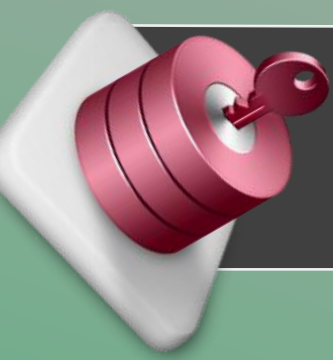
Navigation Pane: tblEmployee, tblProjects

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	\$5,600.00	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: 18 of 9 | No Filter | Search

Datasheet View

step: 3



Add Data Into Tables

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

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

AB 12 Date & Time Yes/No More Fields Name & Caption Default Value Field Size Properties Modify Lookups Expression Settings Data Type: AutoNumber Format: Formatting Field Validation Required Unique Indexed Validation

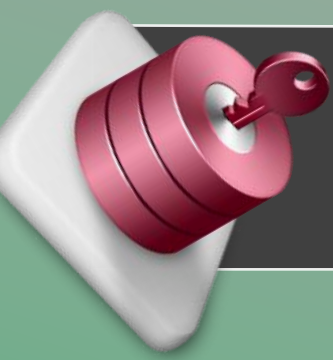
Navigation Pane

ProjectID	ProjectName	ManagingEditor	Author	Project Status		ProjectStart	ProjectEnd	Budget	ProjectNotes
2	Project Quarterly 1.1	12		Completed	@(0)	11/1/2006	2/15/2007	\$5,000.00	A quarterly literary journal dec
11	Project Quarterly 1.2	12		Completed	@(0)	2/1/2007	5/15/2007	\$5,000.00	A quarterly literary journal dec
12	Project Quarterly 1.3	12		Completed	@(0)	5/1/2007	8/15/2007	\$5,000.00	A quarterly literary journal dec
13	Project Quarterly 1.4	12		Completed	@(0)	8/1/2007	11/15/2007	\$5,000.00	A quarterly literary journal dec
14	Project Quarterly 2.1	12		Completed	@(0)	11/1/2007	2/15/2008	\$6,000.00	A quarterly literary journal dec
15	Project Quarterly 2.2	12		Completed	@(0)	2/1/2008	5/15/2008	\$6,000.00	A quarterly literary journal dec
16	Project Quarterly 2.3	12		Completed	@(0)	5/1/2008	8/15/2008	\$6,000.00	A quarterly literary journal dec
17	Project Quarterly 2.4	12		Completed	@(0)	8/1/2008	11/15/2008	\$6,000.00	A quarterly literary journal dec
(New)					@(0)			\$0.00	

Records: 17 of 17 No Filter Search

Datasheet View Num Lock

step: 4



Add Data Into Tables

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... Muhammad Waqar

View: Short Text, Number, Currency, Yes/No, Date & Time, More Fields...
Name & Caption: Default Value, Field Size
Data Type: AutoNumber, Format: Formatting, Required, Unique, Indexed, Validation

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
[New]							\$0.00	

Records: 16 of 8 No Filter Search

Datasheet View Num Lock

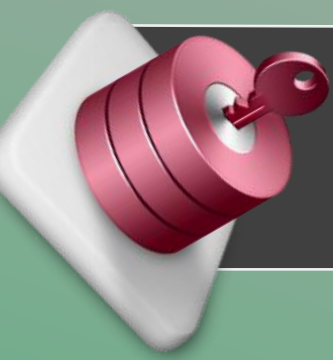
step: 5



Query



A query is a request for data results, and for action on data



Select Query

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

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

Application Parts * Table Table Design Lists * Query Wizard Query Design Forms Form Design Form Navigation * Report Wizard Report Design Report Labels Macro Module Class Module Visual Basic

All Access Objects

Search...

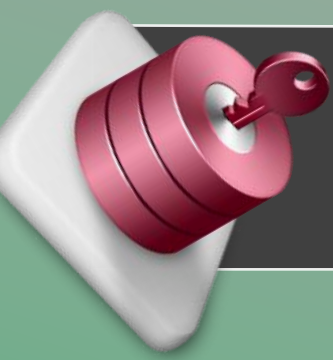
Tables

- tblEmployee
- tblProjects

Employee ID	FirstName	LastName	JobTitle	Address1	Address2	City	State	Zip
2	Rex	Clay	Accounting Assistant	2556 Mohave S	Optional	Schaumburg	IL	60194
3	Janell	Frank	Accounting Manager	6433 Morgan Ln	Optional	Schaumburg	IL	60193
4	Claudine	Goff	Administrative Assistant	21 Berkley Ln	Optional	Schaumburg	IL	60195
5	Annemarie	Marks	Accounting Assistant	91 Forest Ln	Optional	Schaumburg	IL	60193
6	Cecil	Snyder	Accounting Assistant	64 Osage Ln	Optional	Schaumburg	IL	60194
7	Elvis	Manning	Office Coordinator	4753 Green Riv	Optional	Schaumburg	IL	60193
8	Delores	Townsend	Administrative Assistant	1215 Cloverdal	Optional	Schaumburg	IL	60194
9	Ruthie	Higgins	Marketing Coordinator	9876 Kingsley E	Optional	Schaumburg	IL	60193
10	Mark	Pollard	Marketing Coordinator	4685 Stanley Ct	Optional	Schaumburg	IL	60194
11	Todd	Watson	Marketing Coordinator	846 Bode Rd	Apt 129	Schaumburg	IL	60194
(New)								

Record: 1 of 10 No Filter Search

Number created automatically Num Lock



Select Query

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

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

Application Parts * Table Table SharePoint Lists * Query Wizard Query Design Forms Form Blank Form Form Wizard Navigation * Report Wizard Report Design Report Labels Macro Module Class Module Visual Basic

All Access Objects

Search...

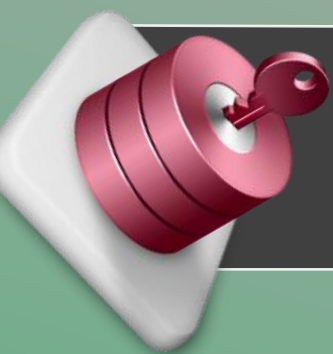
Tables

- tblEmployee
- tblProjects

Employee ID	FirstName	LastName	JobTitle	Address1	Address2	City	State	Zip
2	Rex	Clay	Accounting Assistant	2556 Mohave S	Optional	Schaumburg	IL	60194
3	Janell	Frank	Accounting Manager	6433 Morgan Ln	Optional	Schaumburg	IL	60193
4	Claudine	Goff	Administrative Assistant	21 Berkley Ln	Optional	Schaumburg	IL	60195
5	Annemarie	Marks	Accounting Assistant	91 Forest Ln	Optional	Schaumburg	IL	60193
6	Cecil	Snyder	Accounting Assistant	64 Osage Ln	Optional	Schaumburg	IL	60194
7	Elvis	Manning	Office Coordinator	4753 Green Riv	Optional	Schaumburg	IL	60193
8	Delores	Townsend	Administrative Assistant	1215 Cloverdal	Optional	Schaumburg	IL	60194
9	Ruthie	Higgins	Marketing Coordinator	9876 Kingsley E	Optional	Schaumburg	IL	60193
10	Mark	Pollard	Marketing Coordinator	4685 Stanley Ct	Optional	Schaumburg	IL	60194
11	Todd	Watson	Marketing Coordinator	846 Bode Rd	Apt 129	Schaumburg	IL	60194
(New)								

Record: 1 of 10 No Filter Search

Number created automatically Num Lock



Run Select Query

AccessDatabase: Database- C:\Users\Muhammad.Waqas\Documents\AccessDatabase.accdb (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools Tell me what you want to do... Muhammad Waqas

View Paste Cut Copy Filter Ascending Descending Selection Advanced Refresh All Delete More Find Replace Go To Select

Views: Clipboard Sort & Filter Records Find Text Formatting

All Access Objects

Search...

Tables:

- tblEmployee
- tblProjects

Employee ID	FirstName	LastName	JobTitle	Email
1	Rex	Clay	Accounting Ass	rclay@mycom
3	Janell	Frank	Accounting Ma	jfrank@mycom
4	Claudine	Goff	Administrative	cgoft@mycom
5	Annamarie	Marks	Accounting Ass	amarks@myco
6	Cecil	Snyder	Accounting Ass	csnyder@mycc
7	Elvis	Manning	Office Coordin	emanning@my
8	Delores	Townsend	Administrative	dtownsend@n
9	Ruthie	Higgins	Marketing Co	rhiggins@myco
10	Mark	Pollard	Marketing Co	mpollard@my
11	Todd	Watson	Marketing Co	twatson@myo
(New)				

Record: 1 of 10 No Filter Search

Ready Num Lock

