MS Access

Class 8

Lab 26

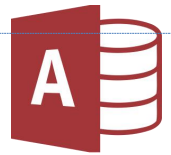## Lab Objectives:

- Adding data to Access

Adding Data

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.
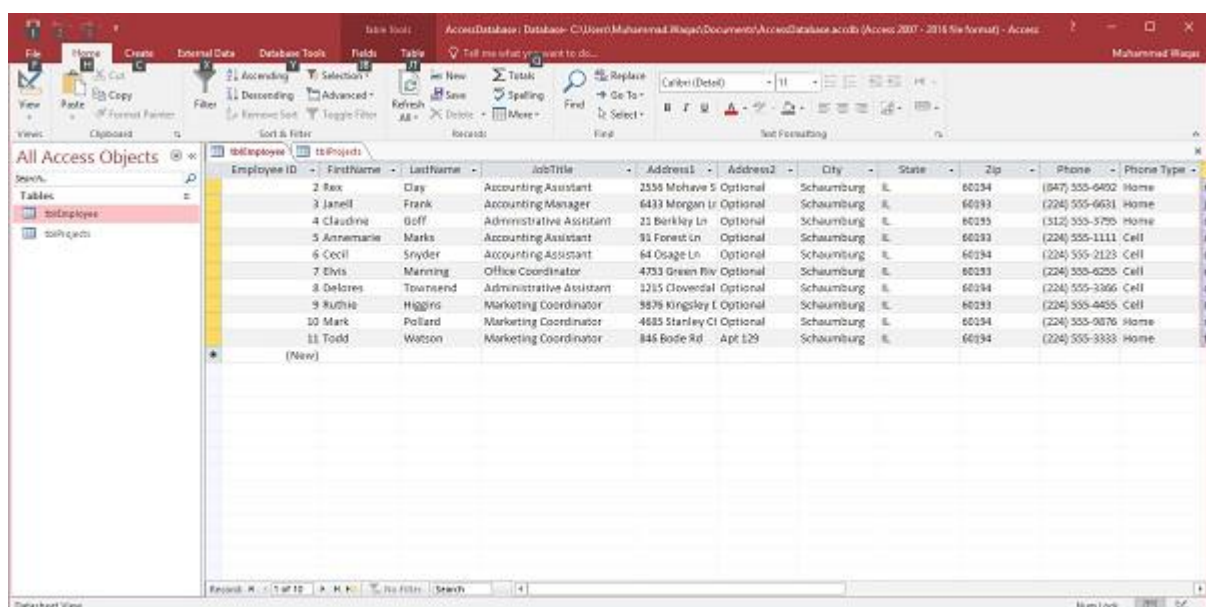
You do not need to explicitly save your data. Access commits your changes to the table when you move the cursor to a new field in the same row, or when you move the cursor to another row.

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 —
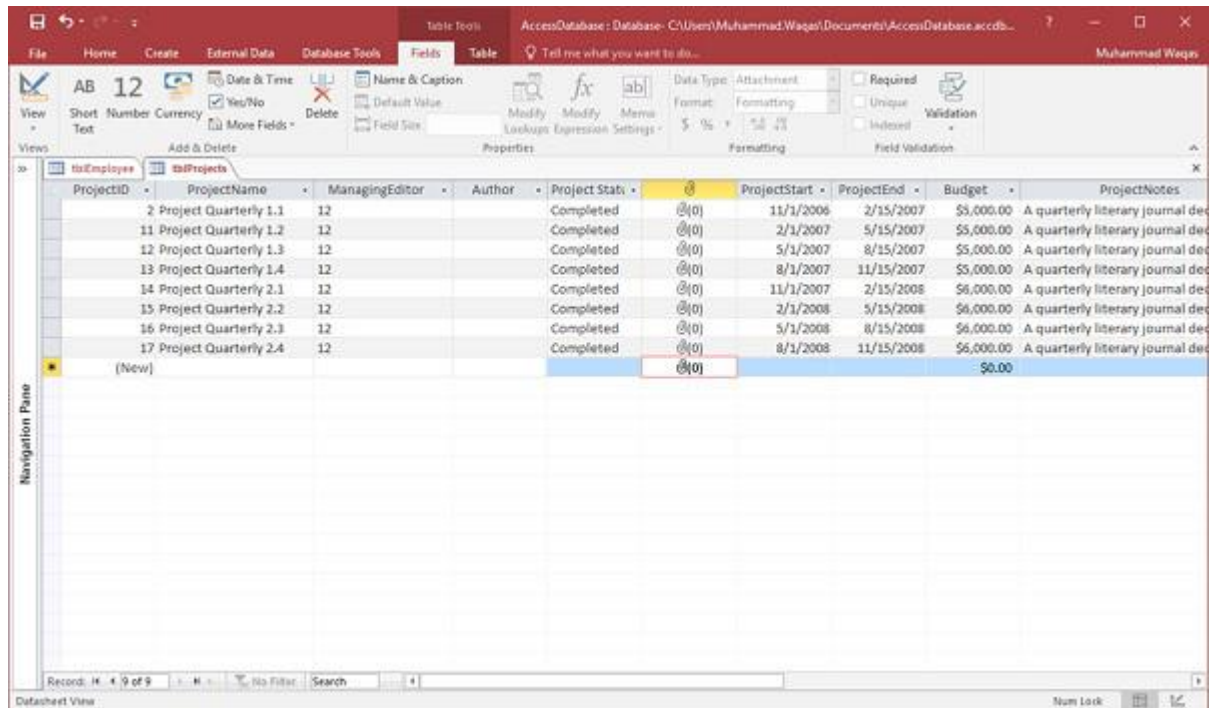
Let us add some data into your tables by opening the Access database we have created.
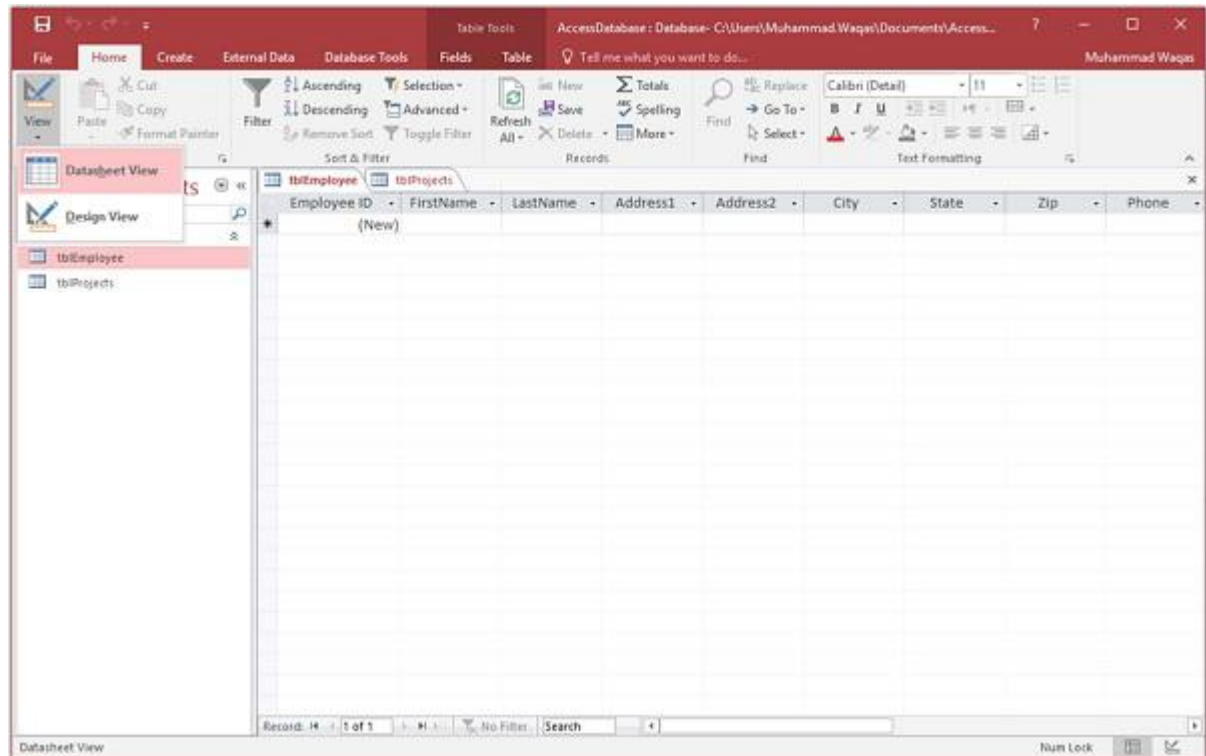
Select the Views → Datasheet View option in the ribbon and add some data as shown in the following screenshot.
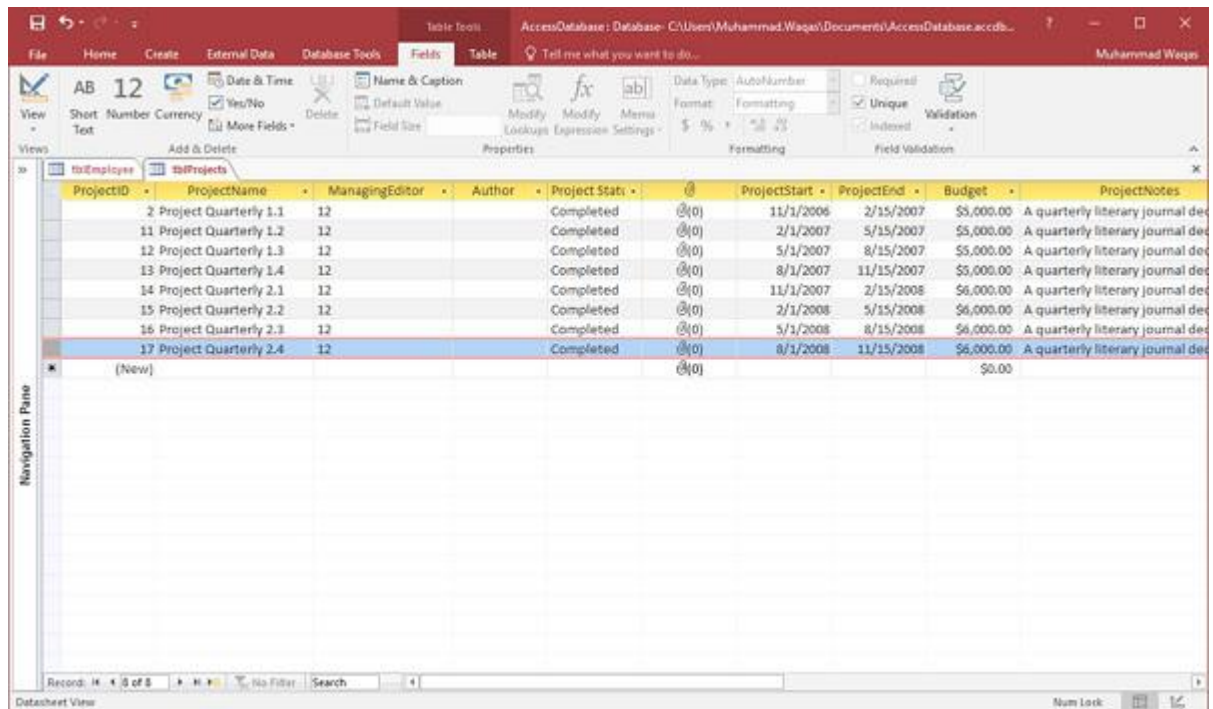
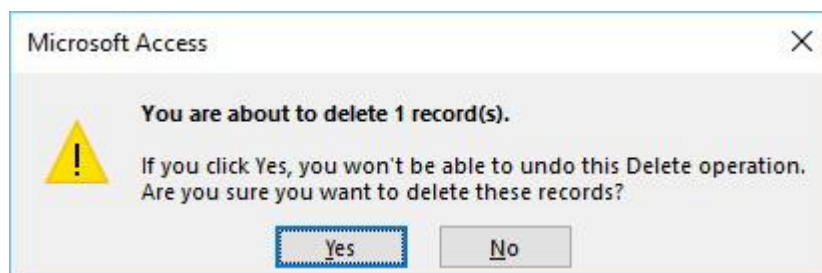Similarly, add some data in the second table as well as shown in the following screenshot.

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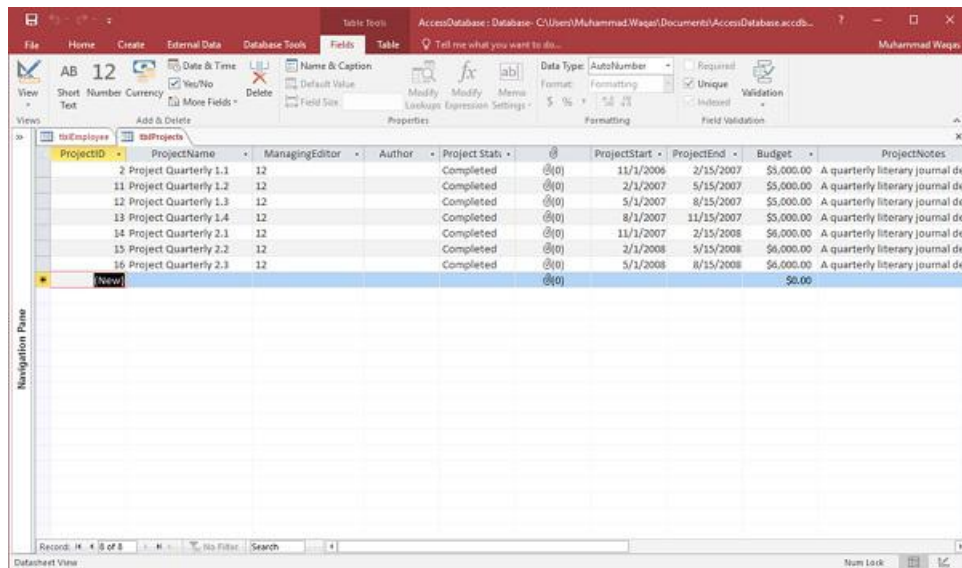
Now press the delete button. This will display the confirmation message.

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

Query Data

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.

Create Select Query

If you want to review data from only certain fields in a table, or review data from multiple tables simultaneously or maybe just see the databased on certain criteria, you can use the Select query.
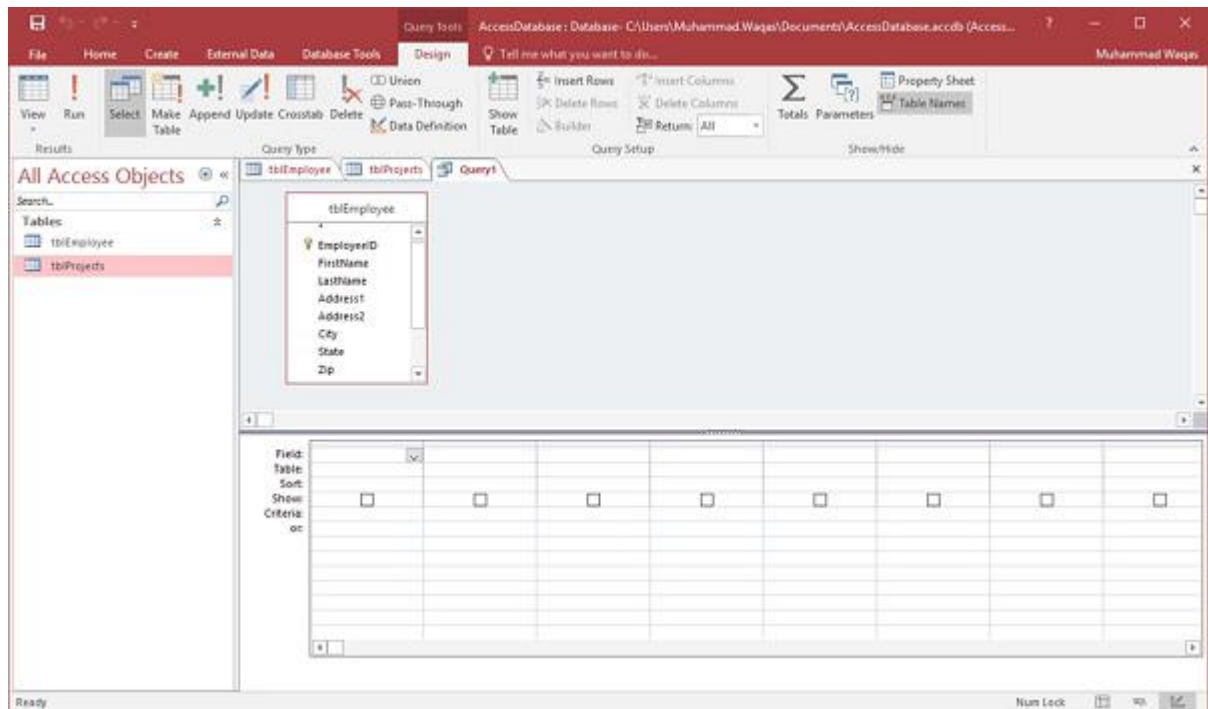
Let us now look into a simple example in which we will create a simple query which will retrieve information from tblEmployees table. Open the database and click on the Create tab.
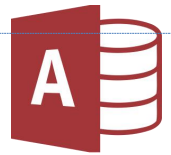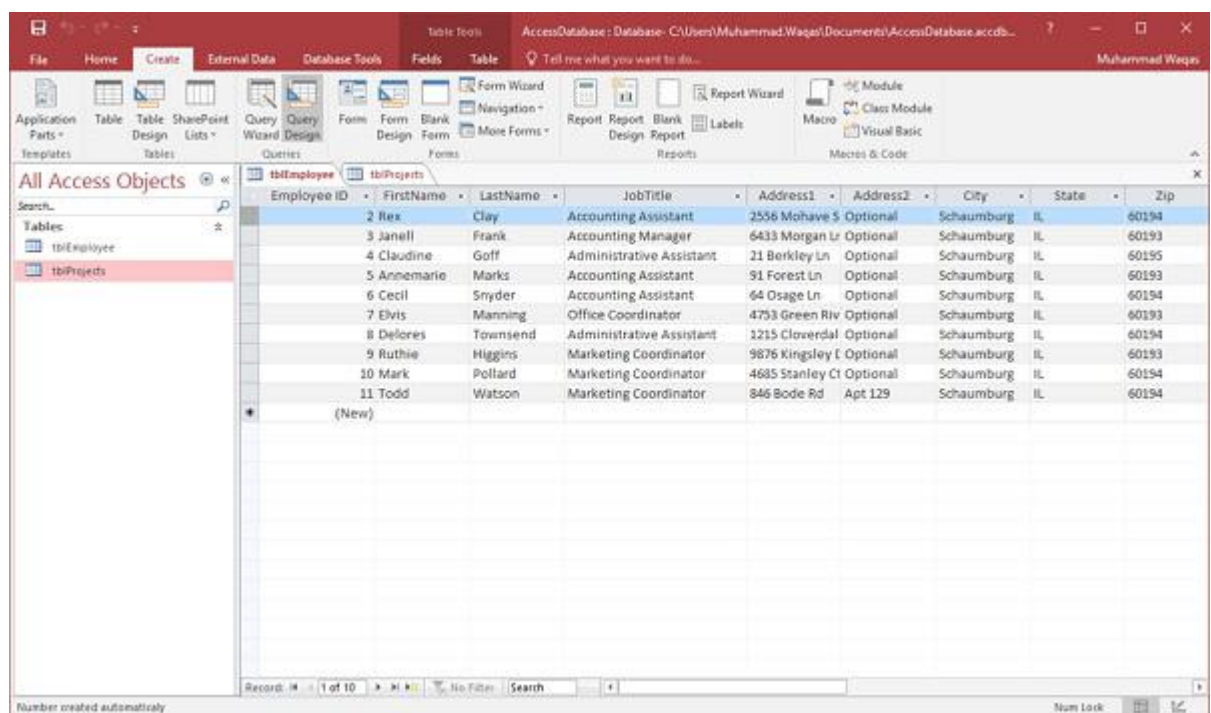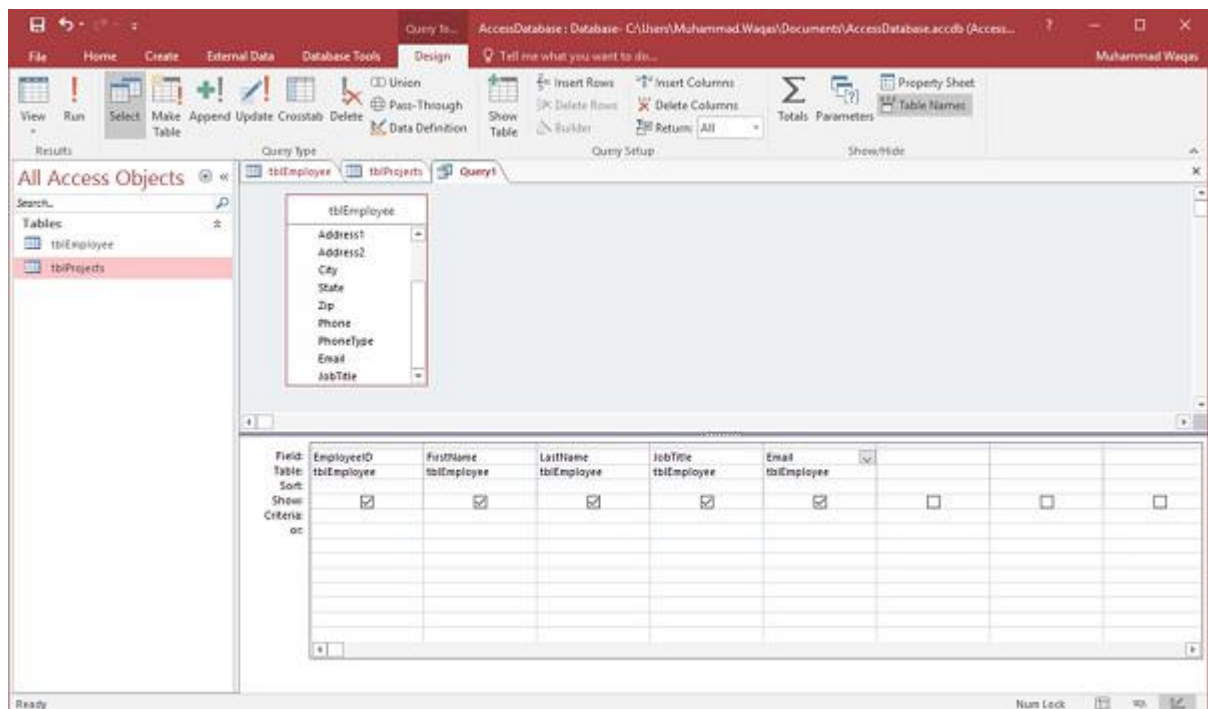
Click Query Design.
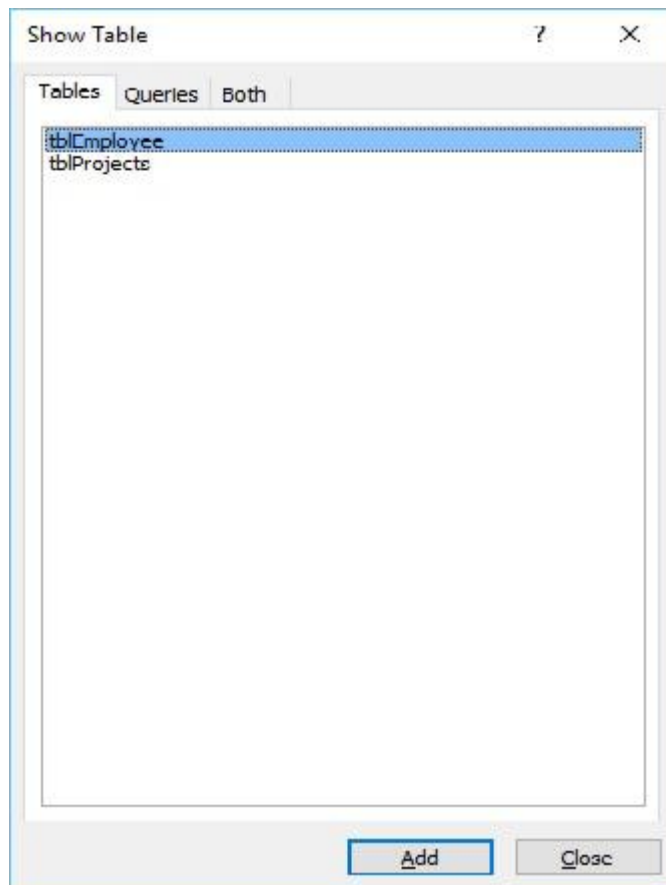
In the Tables tab, on the Show Table dialog, double-click the tblEmployees table and then Close the dialog box.
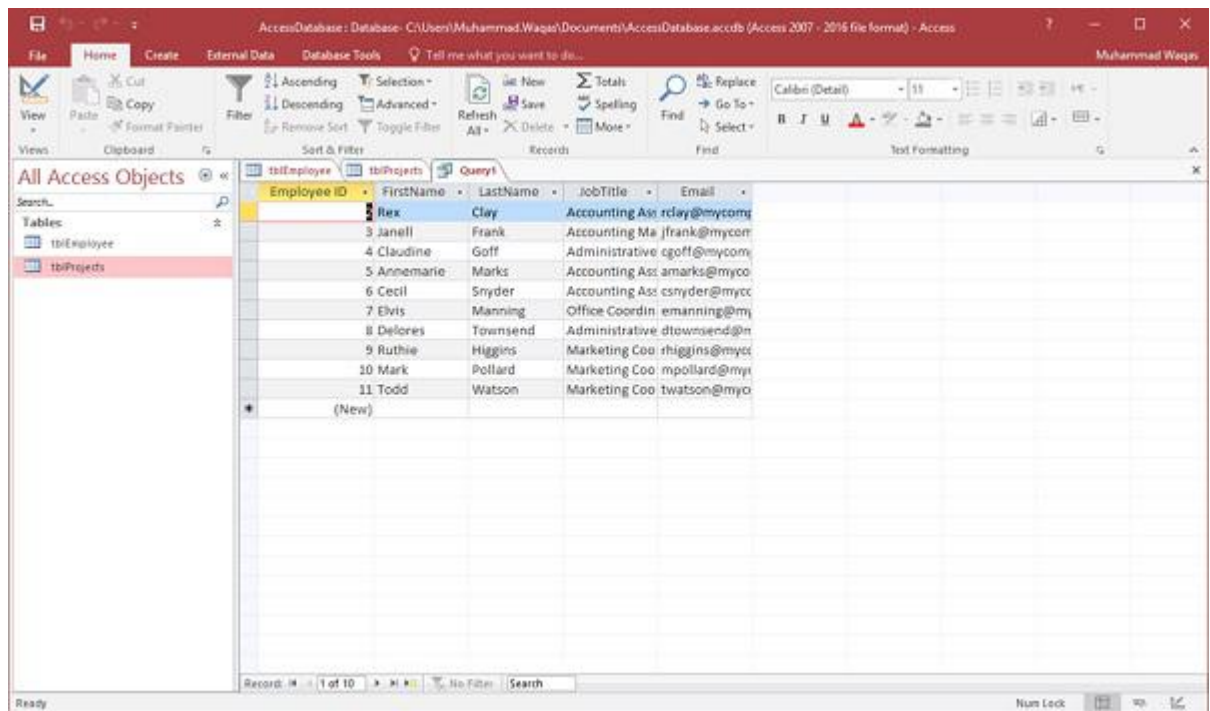
In the tblEmployees table, double-click all those fields which you want to see as result of the query. Add these fields to the query design grid as shown in the following screenshot.

Now click Run on the Design tab, then click Run.

The query runs, and displays only data in those field which is specified in the query.