MS Access

Class VIII
lab 26

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Datasheet

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

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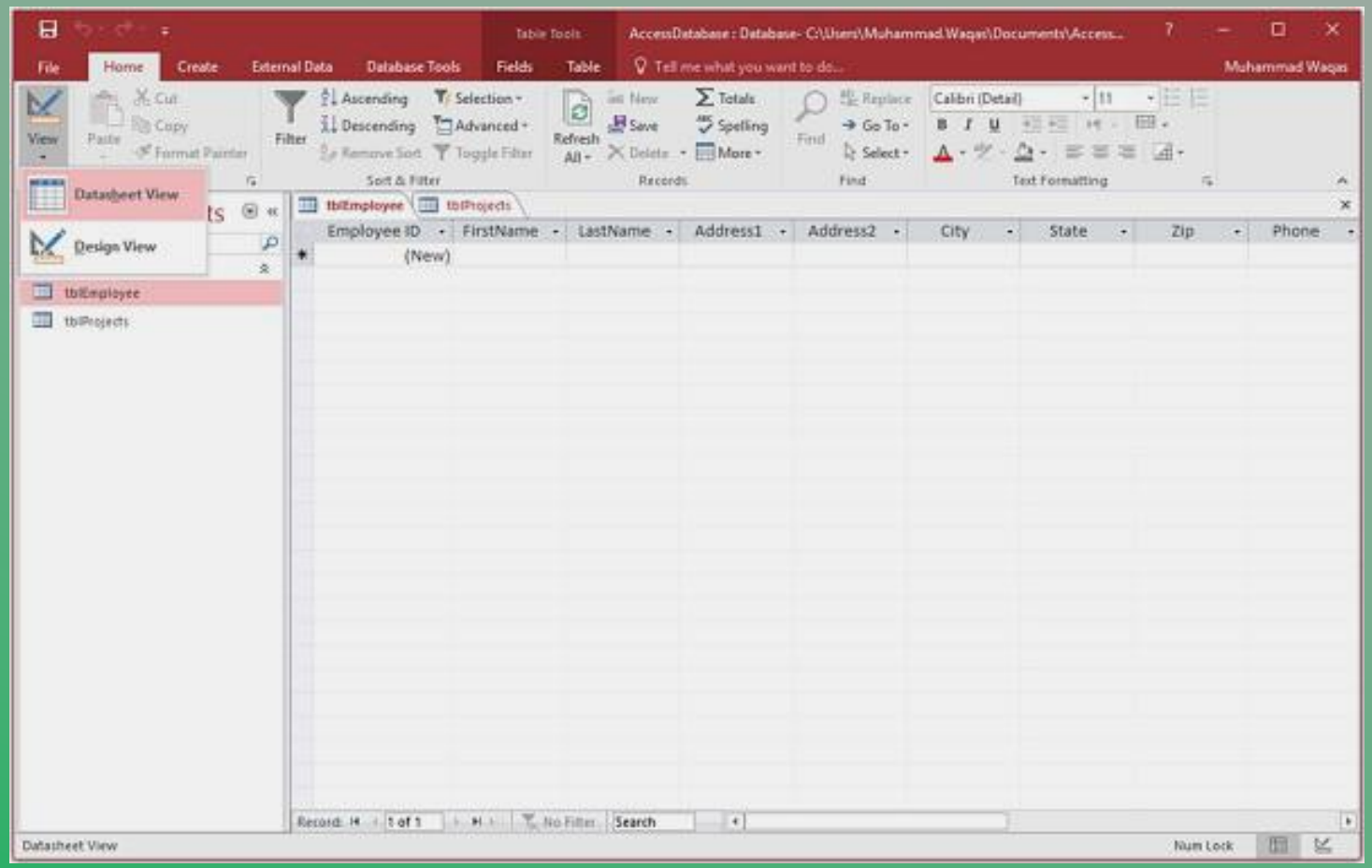
Add Data Into Tables



step: 1

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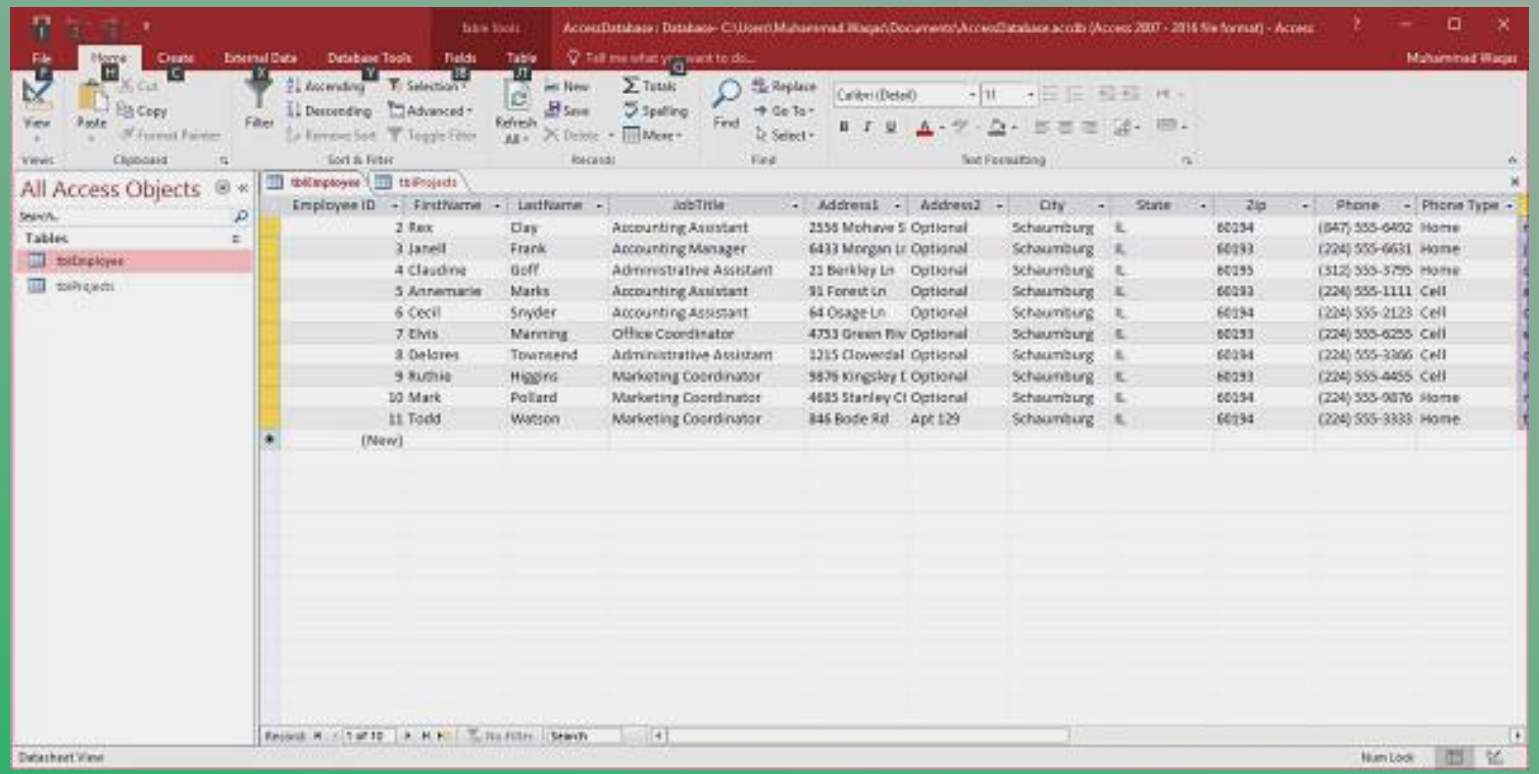
Add Data Into Tables



step: 2

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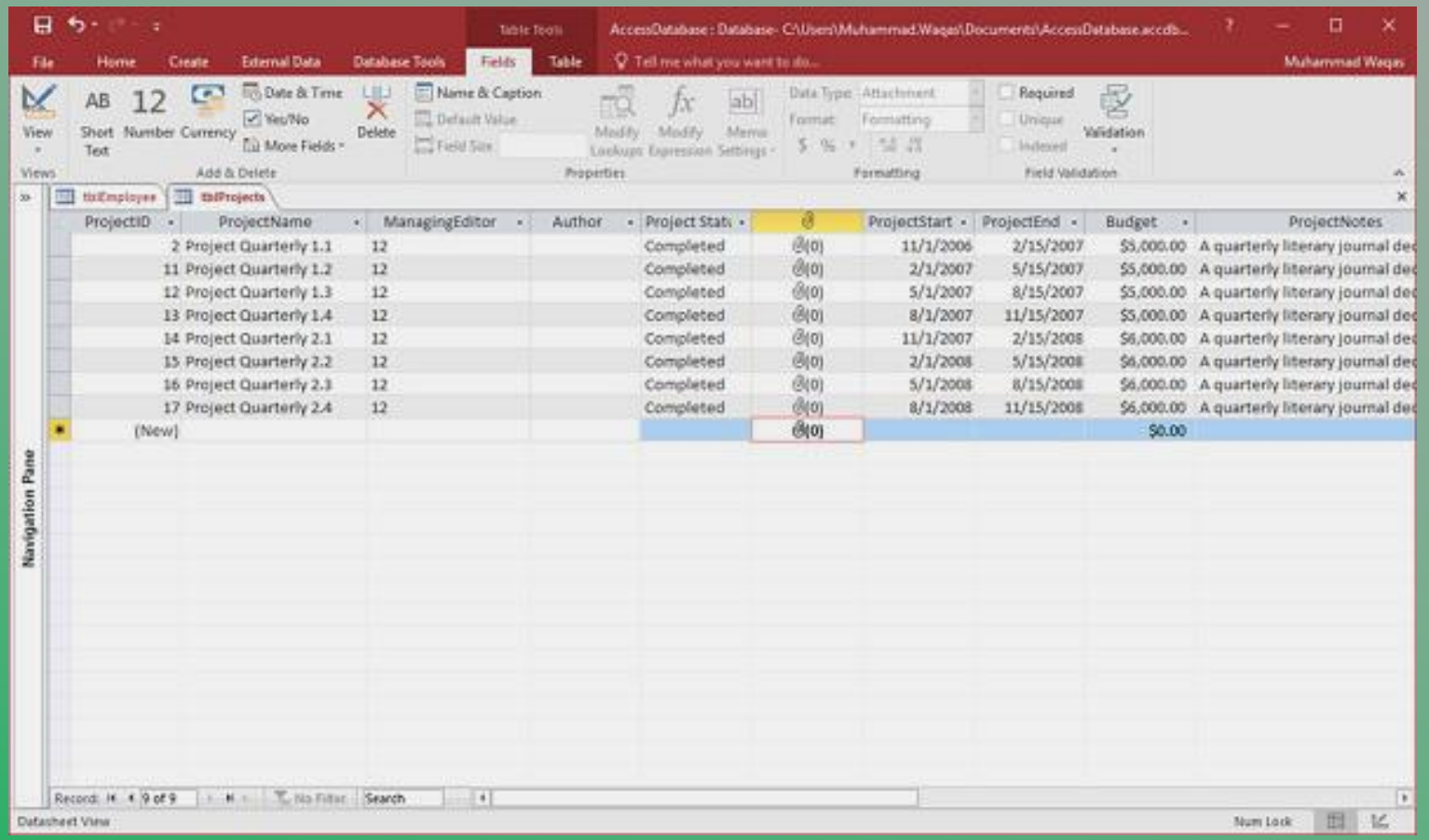
Add Data Into Tables



step: 3

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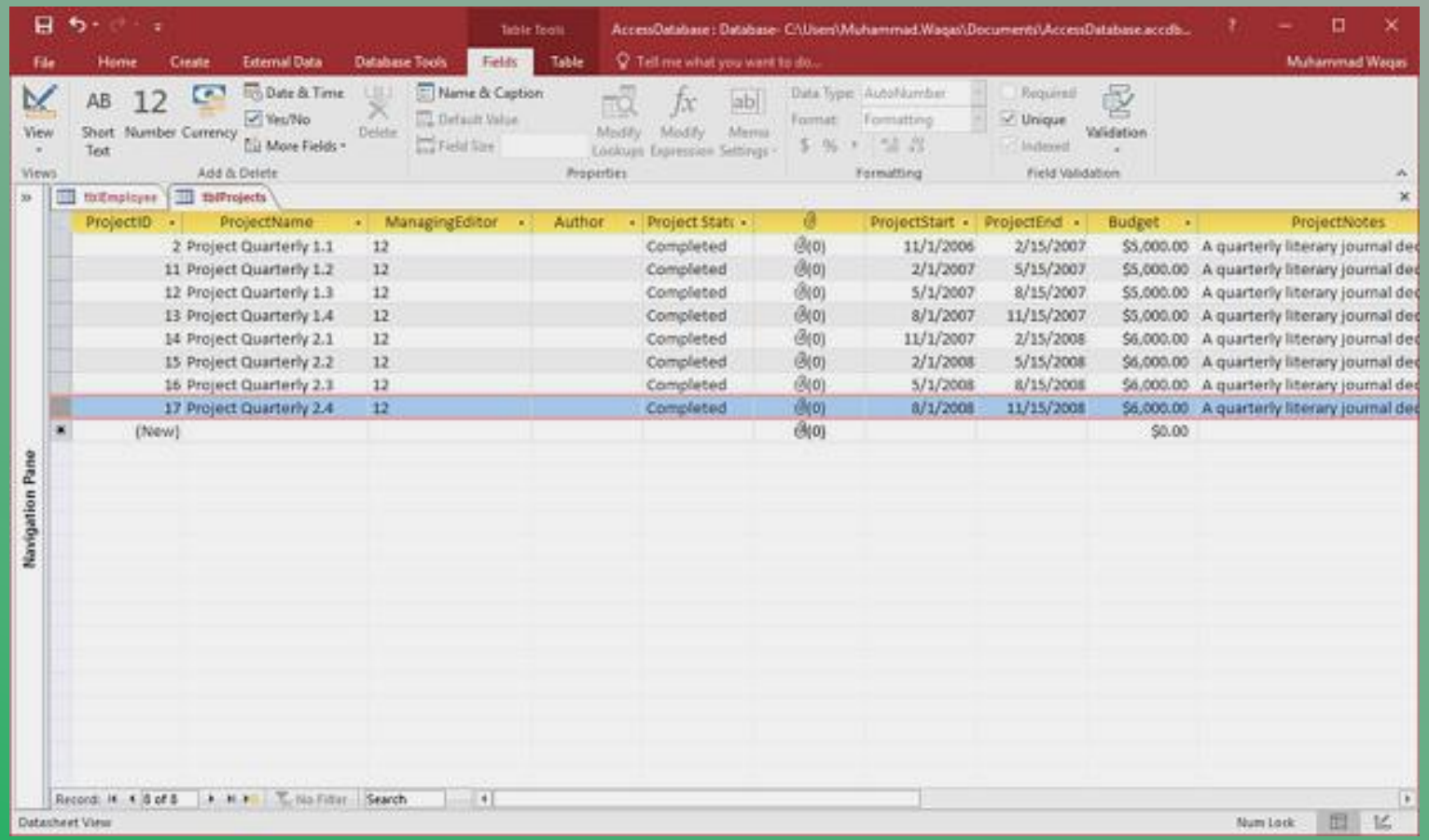
Add Data Into Tables



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

step: 4

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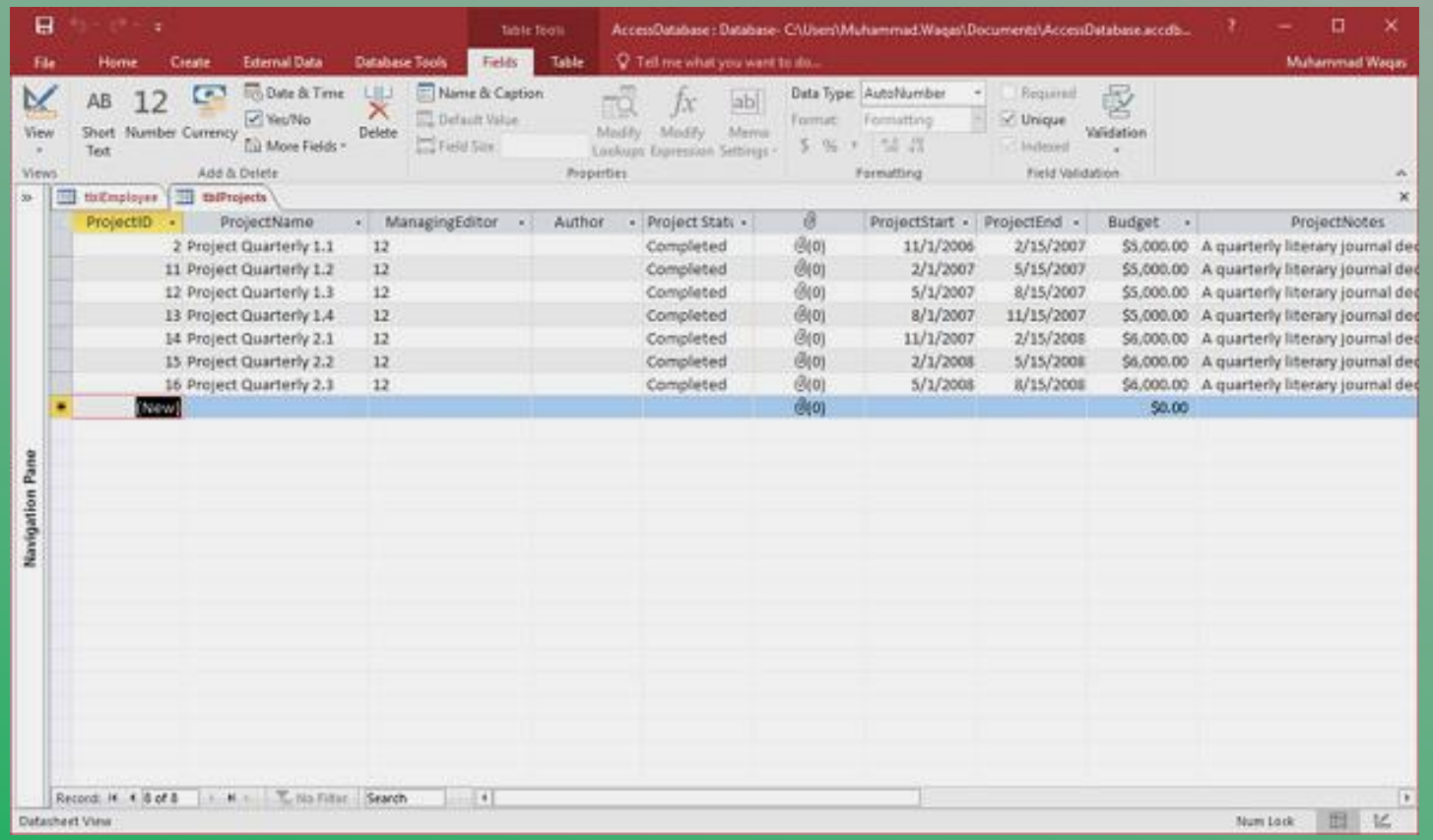
Add Data Into Tables



step: 5

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Query

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

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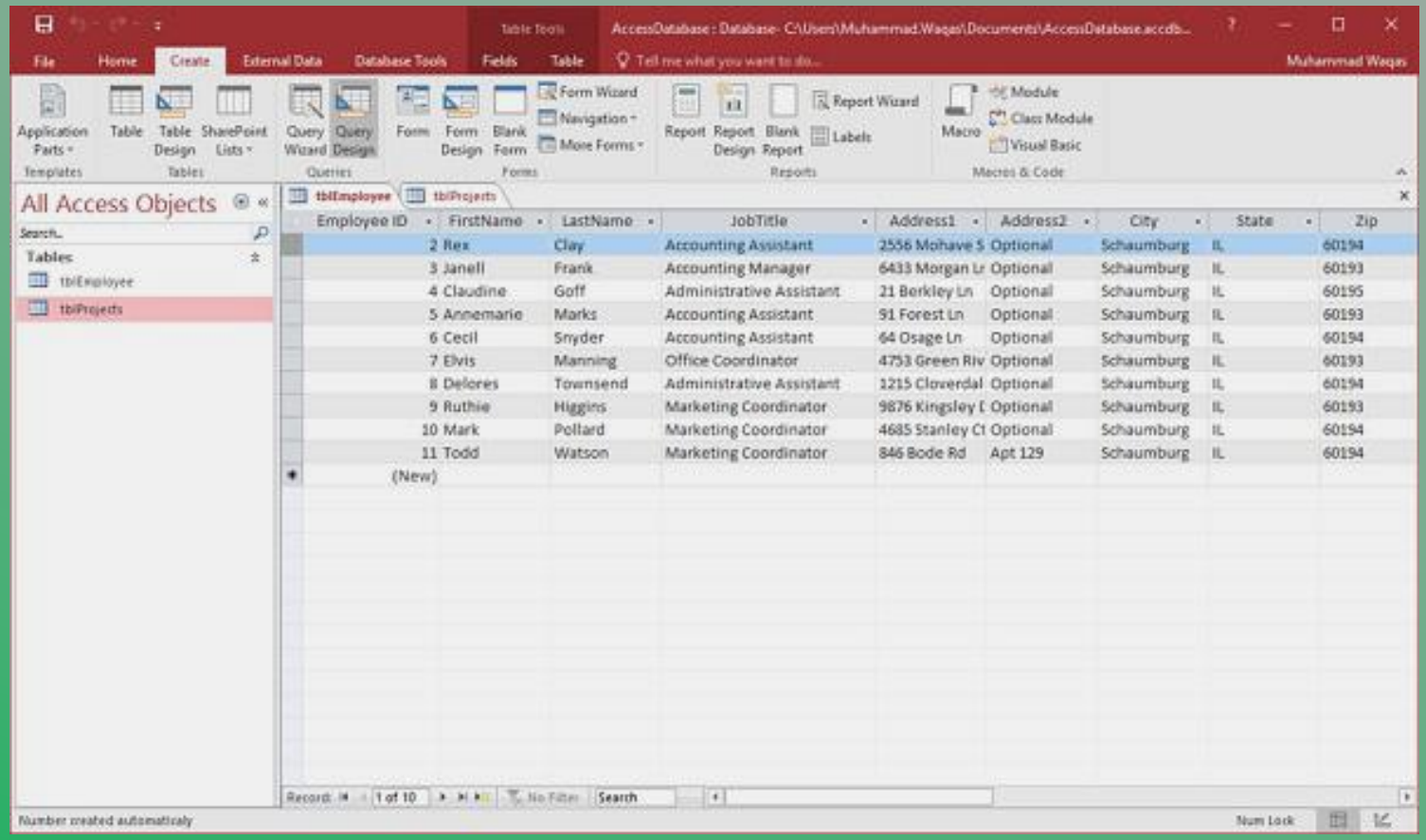
Select Query



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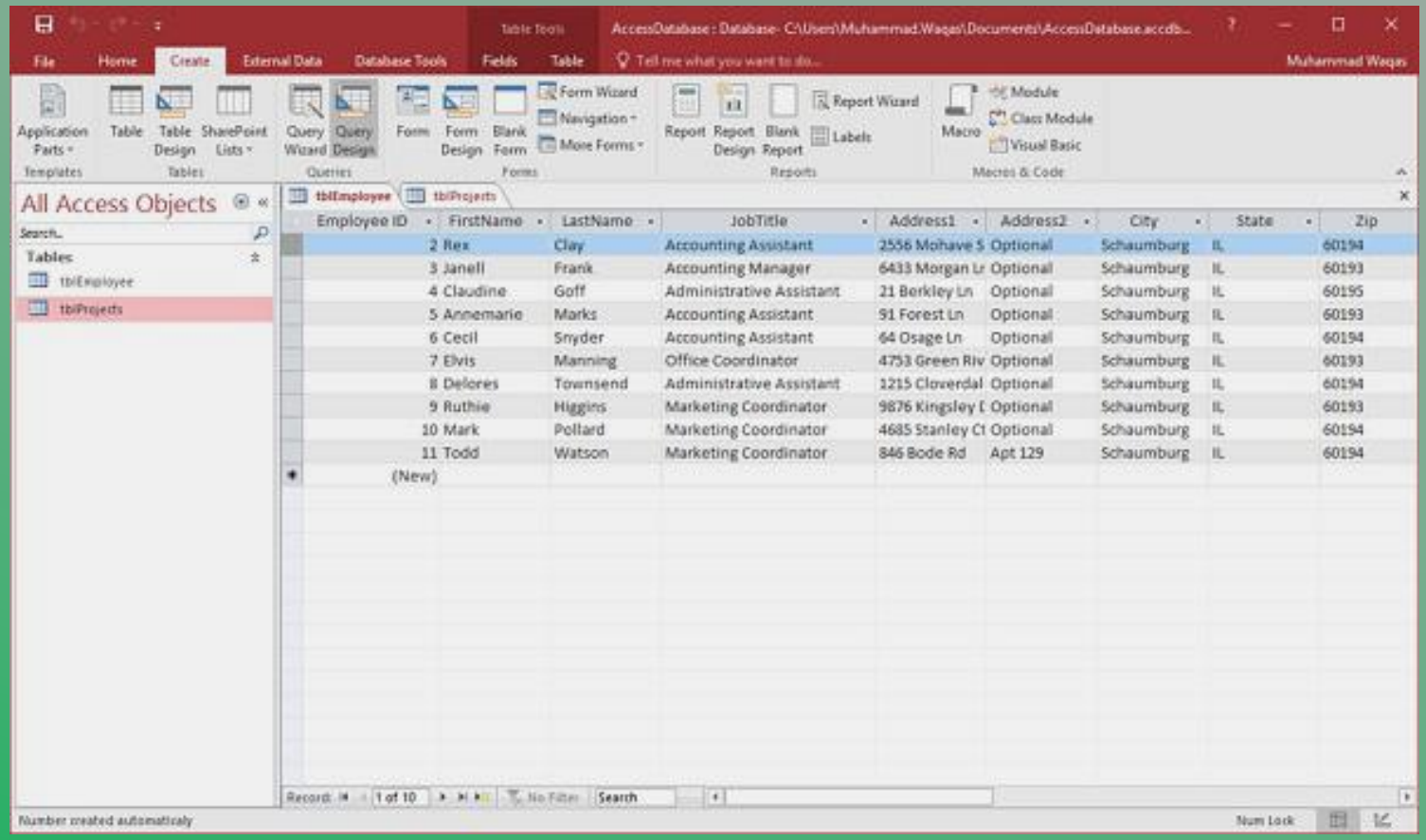
Select Query



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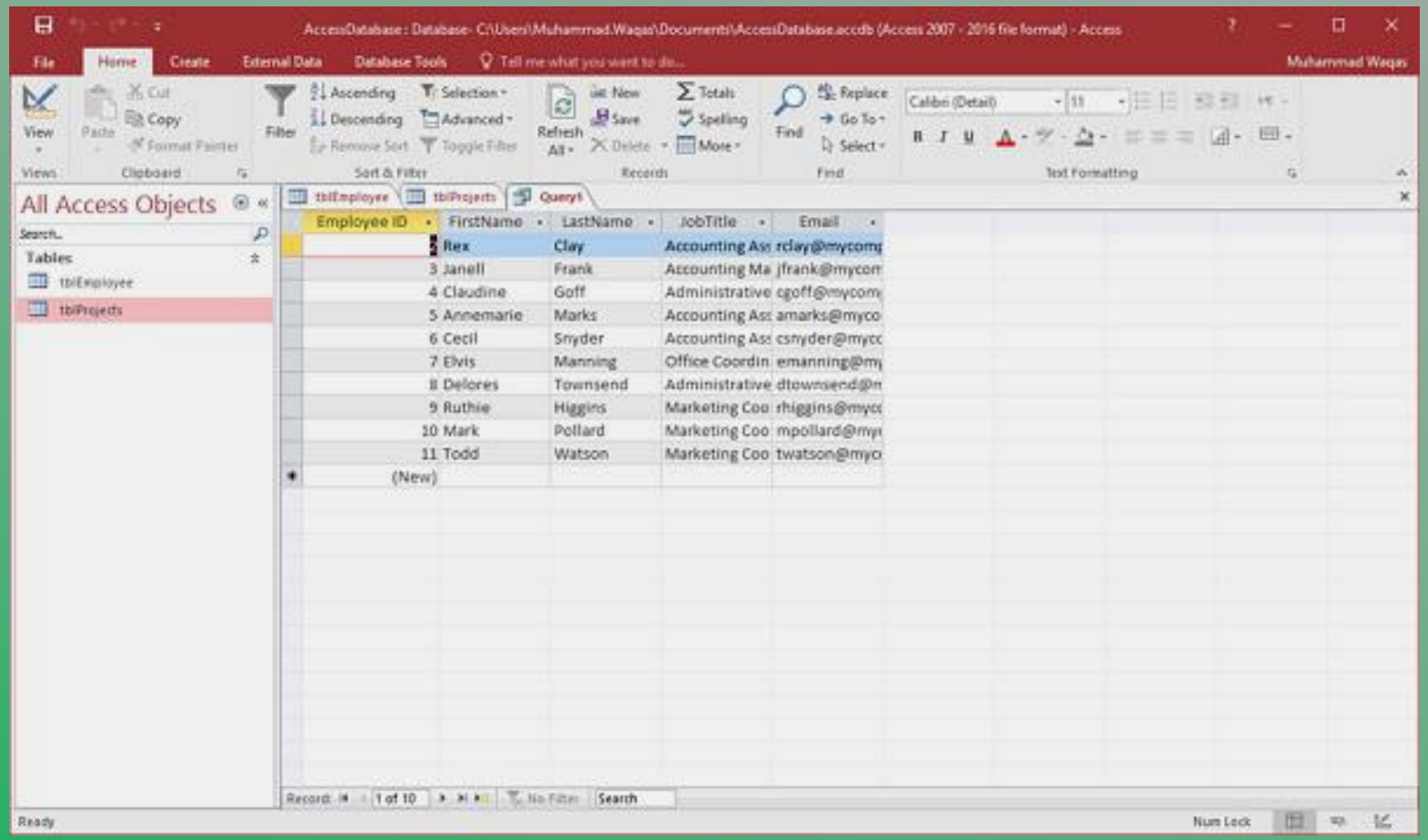
Run Select Query



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