

---

## CL1000-INTRODUCTION TO INFORMATION AND COMMUNICATION TECHNOLOGIES

---

### Lab Task # 7 MS ACCESS Manual

**MICROSOFT ACCESS** is a Database Management System offered by Microsoft. It uses the Microsoft Jet Database Engine and comes as a part of the Microsoft Office suite of application.

Microsoft Access offers the functionality of a database and the programming capabilities to create easy to navigate screens (forms). It helps you analyze large amounts of information, and manage data efficiently.

Important Terms and Basic Objects Database File:

It is a file that stores the entire database. The database file is saved to your hard drive or other storage devices.

#### **Datatypes:**

Datatypes are the properties of each field. Every field has one datatype like text, number, date, etc.

#### **Table**

- A Table is an object which stores data in Row & Column format to store data.
- A Table is usually related to other tables in the database file.
- Each column must have Unique name
- We can also define Primary Key in a table.

#### **Query**

- Queries answer a question by selecting and sorting and filtering data based on search criteria.
- Queries show a selection of data based on criteria (limitations) you provide.
- Queries can pull from one or more related Tables and other Queries.
- Types of Query can be SELECT, INSERT, UPDATE,

#### **DELETE. Form**

- A form is a database object that you can use to create a user interface for a database application.
- Forms help you to display live data from the table. It mainly used to ease the process of data entry or editing.

## Report

- A report is an object in desktop databases primarily used for formatting, calculating, printing, and summarizing selected data
- You can even customize the report's look and feel.

### MS Access Datatypes:

MS Access common data types are listed below:

Type of Data	Description	Size
Short Text	Text, including numbers which does not need calculation. (e.g., Mobile numbers).	Up to 255 characters.
Long Text	This data type is used for lengthy text or alphanumeric data.	Maximum 63, 999 characters.
Number	Numeric data type used for storing mathematical calculations.	1, 2, 4, 8, and 16 bytes.
Date/Time	Store Date/time for the years 100 through 9999.	8 bytes.
Currency	It allows you to store currency values and numeric data with one to four decimal places.	8 bytes.
Auto Number	Assign a unique number or assigned by Microsoft Access when any new record is created. Usually used as the primary key	Four bytes (16 bytes if it is set as a Replication ID).
Yes/No	It only stores logical values Yes and No.	1 bit
Attachment	It stores files, such as digital photos. Multiple files can be attached per record.	Up to 2 GB Data can be stored.
OLE objects	OLE objects can store audio, video, other Binary Large Objects.	Up to 2 GB data can be stored.
Hyperlink	Text or combinations of text and numbers stored. That text is used as hyperlink address.	Each part of a Hyperlink data type allows you to store a maximum 2048 characters.
Calculated	Helps you to create an expression that uses data from one or more fields.	You can create an expression which uses data from one or more fields.

## How to Start Microsoft Access

Note: We assume you have the latest Microsoft Access installed which comes bundled with Microsoft Office 365 package.

There are two ways to Start MS Access.

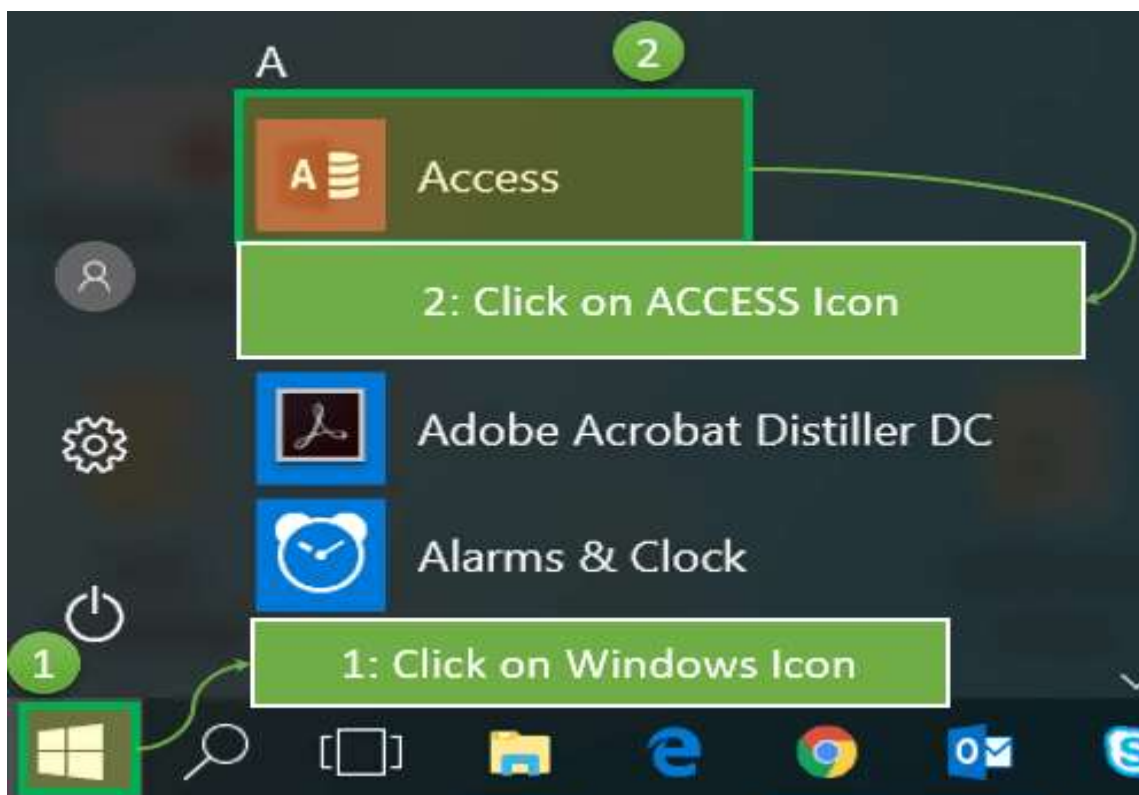
1. From Windows, 'Start' button.
2. From Desktop, Right Click> 'New' option.

Let's have a look of starting MS ACCESS using both

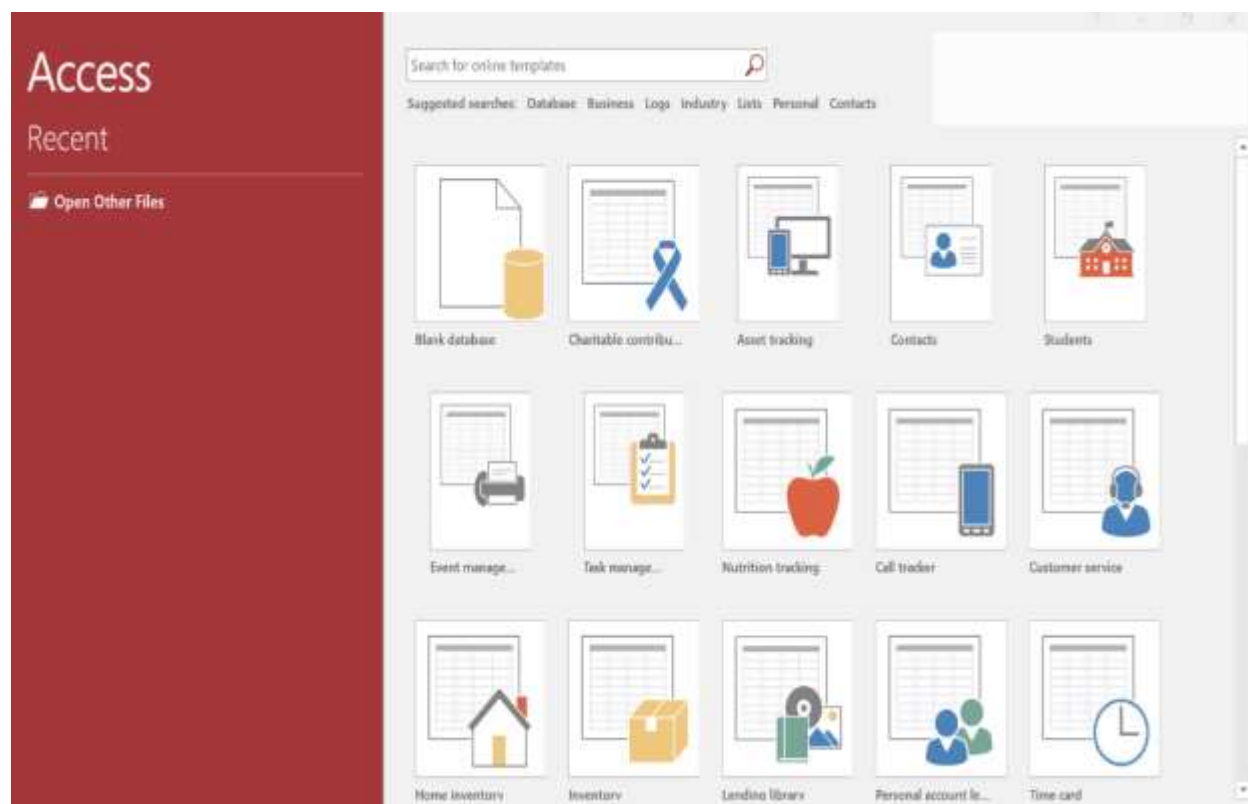
the ways: Option 1) From Windows, Start button.

**Step 1)** Click on the 'Windows' icon. You will find the list of installed programs.

**Step 2)** Check and click on Access Icon.

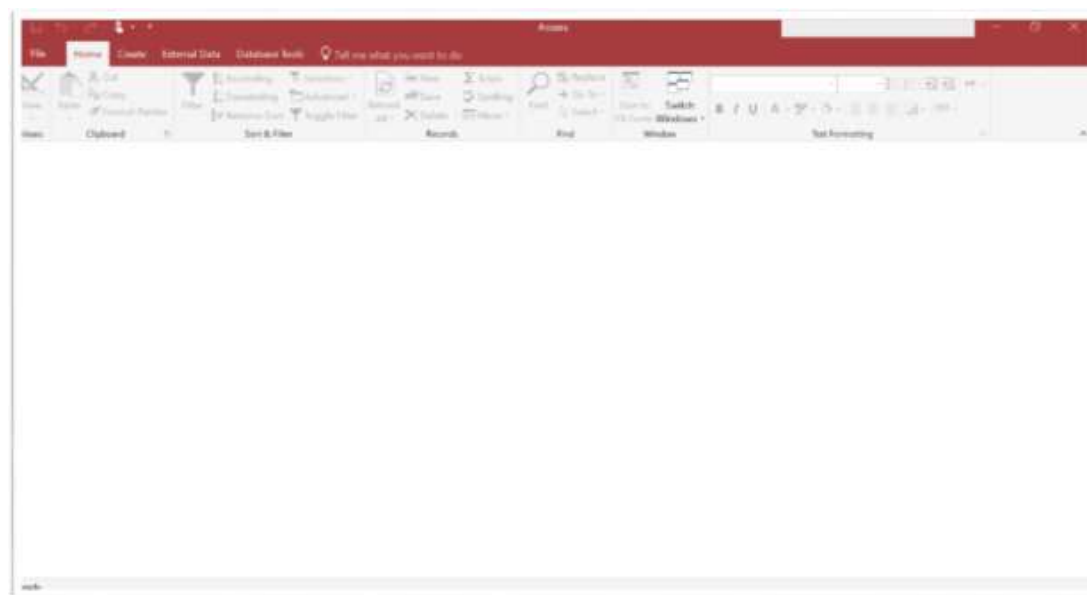


**Step 3)** MS Access Application window will appear.



### Steps 4) Press 'Esc'.

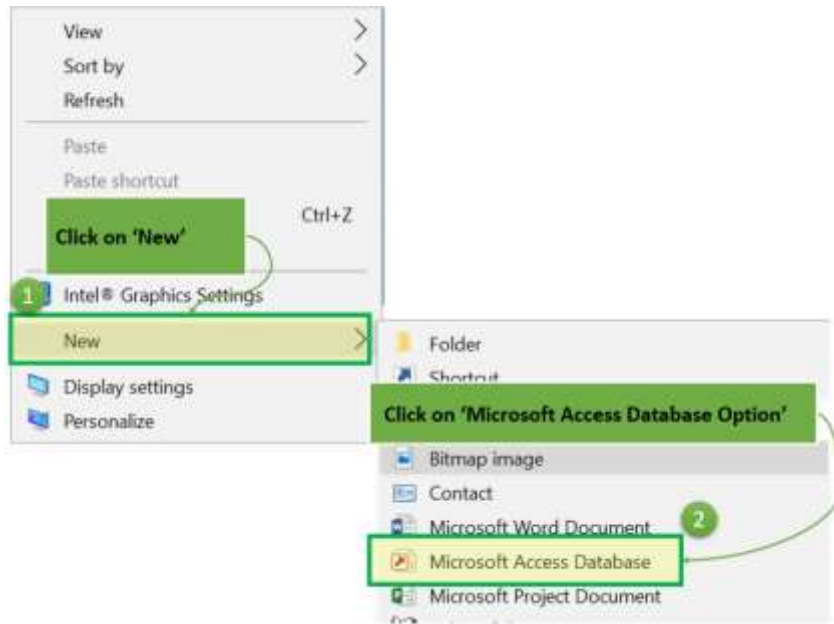
Result: This will open the MS ACCESS windows application



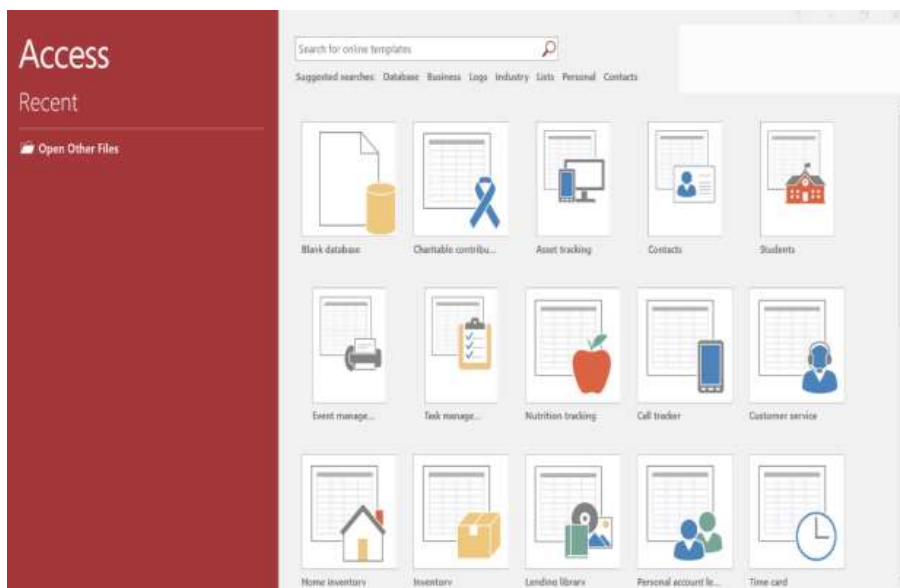
Option 2) From Desktop, 'New' option.

**Step 1)** Right Click from Desktop and Click 'New'

**Step 2)** Click on 'Microsoft Access Database Option'

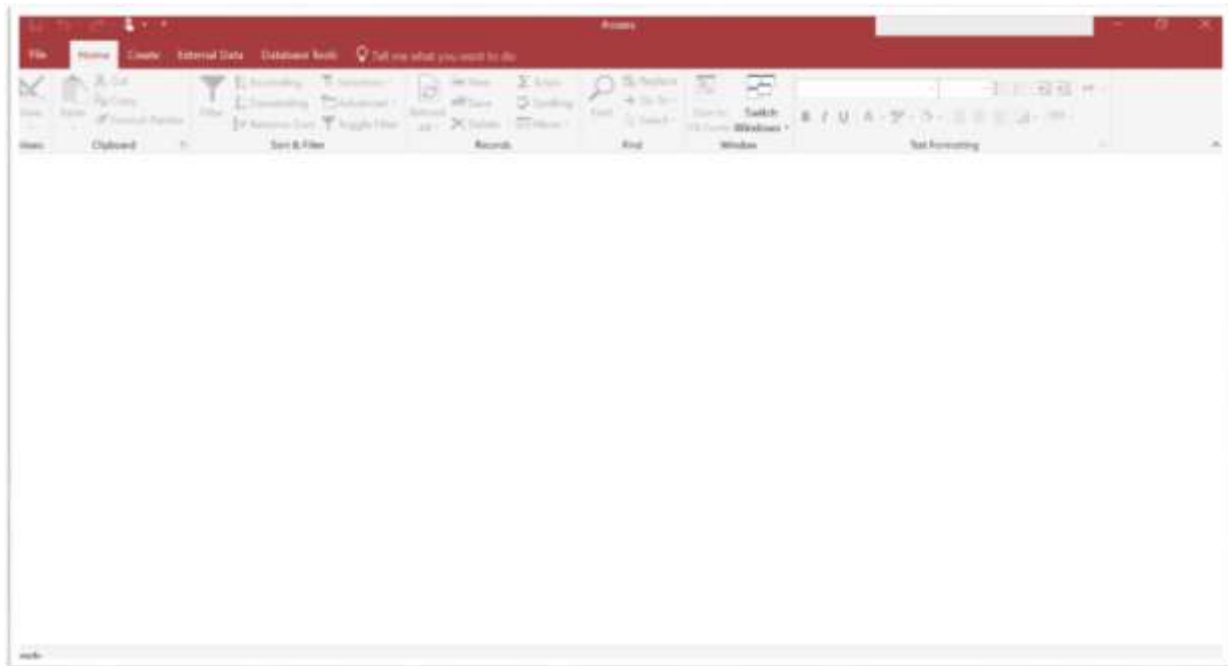


**Step 3)** Below MS Access Application window will appear



**Step 4)** Press 'Esc'

Result: This will open the MS ACCESS windows application



### How to Create a Database

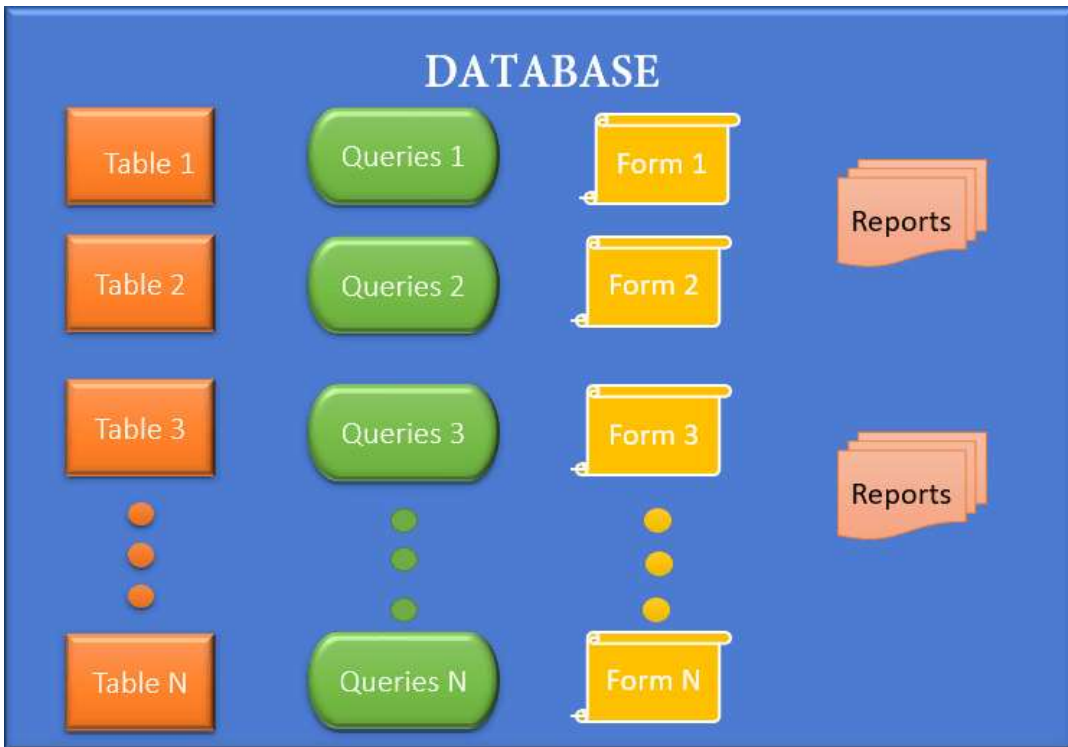
Before we create Database, let's quickly understand the holistic picture of what Database is, with particular reference to MS ACCESS.

Let's, start with a few examples in real life:

- We have Bookcase where Books reside,
- We have i-pods where we have a collection of music & cases are countless.

Similarly, we have MS Access Database is a kind of home for all your tables, queries, Forms, Reports, etc. in MS-ACCESS which are interlinked.

Technically, Database store the data in a well-organized manner for easy access and retrieval.



There are two ways to create Database in SQL ACCESS:

1. Create Database from Template
2. Create a Blank

DatabaseLet's go into

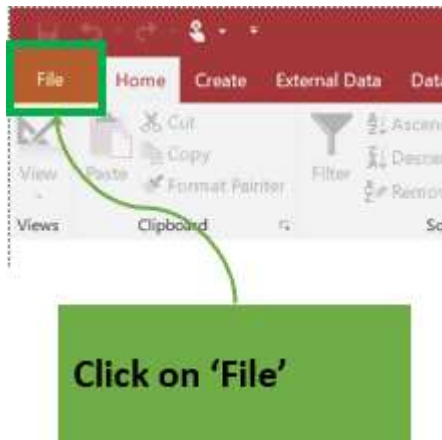
the detail of each:

Create Database from Template

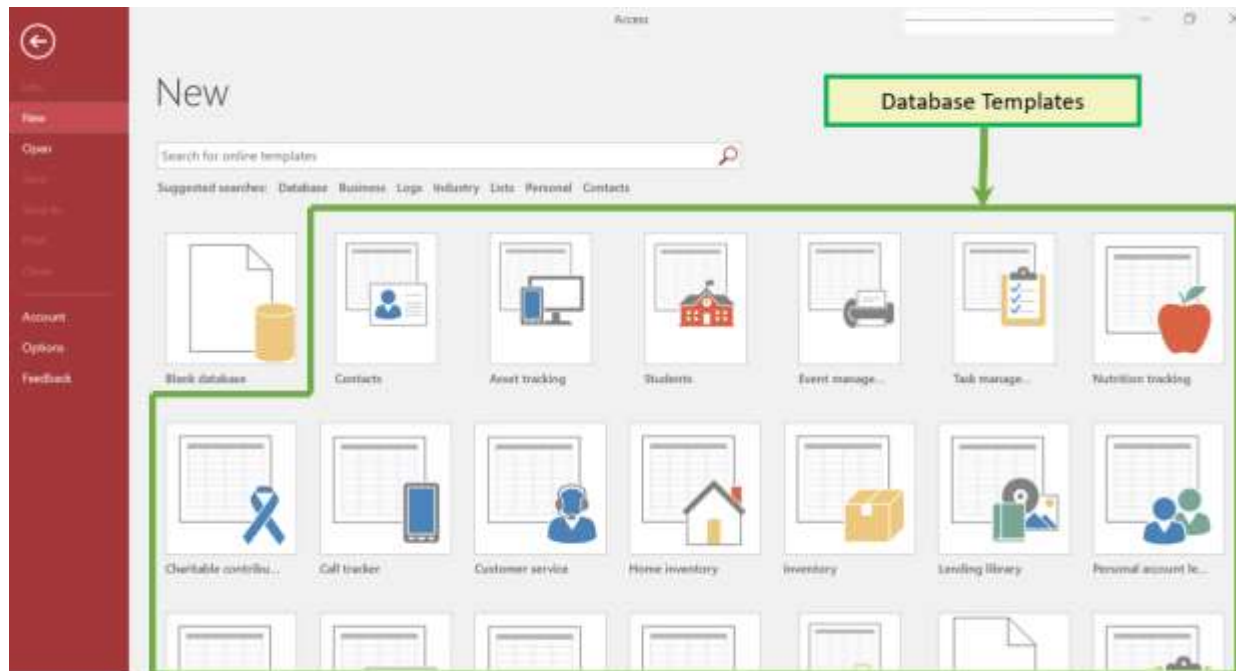
- There are many situations where we need to start with some readymade databasetemplate for given requirements.
- MS Access provides many ready to use templates for such types of databasesrequirements where the data structure is already defined.
- You can keep customizing the template structure further as per our requirement.
- MS ACCESS Database template example includes Contacts, Student, Time tracking, etc.

Steps to create Database from Template

**Step 1)** With MS ACCESS application open, Click on File.

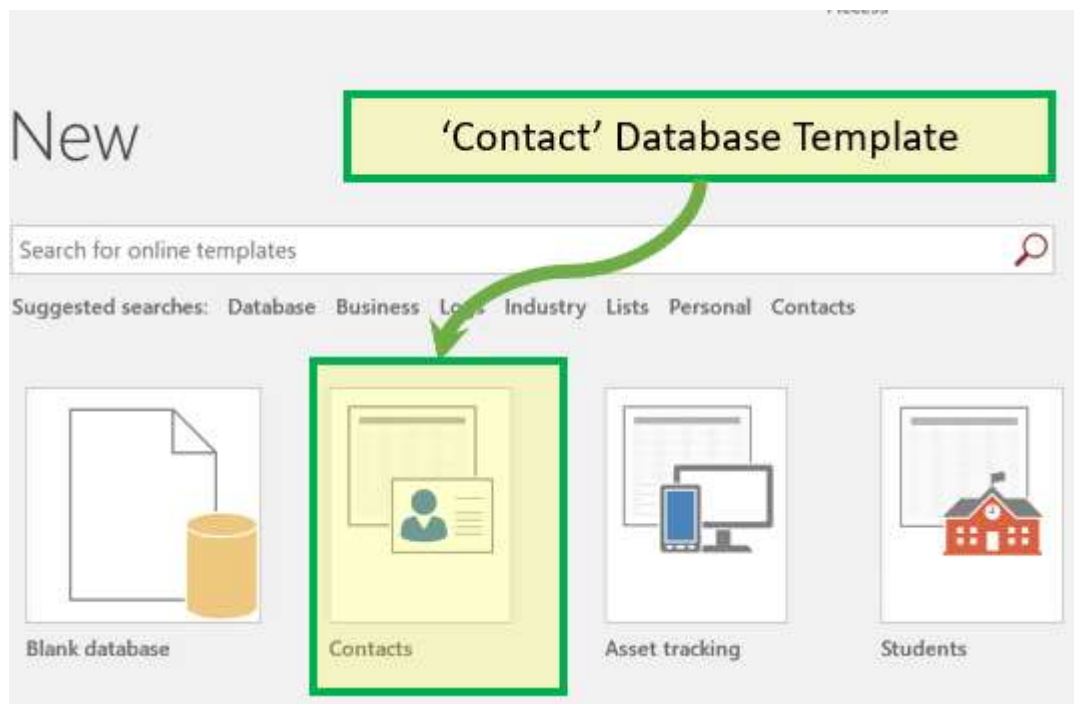


Result: The below window will appear. All the **Database templates** are displayed below.

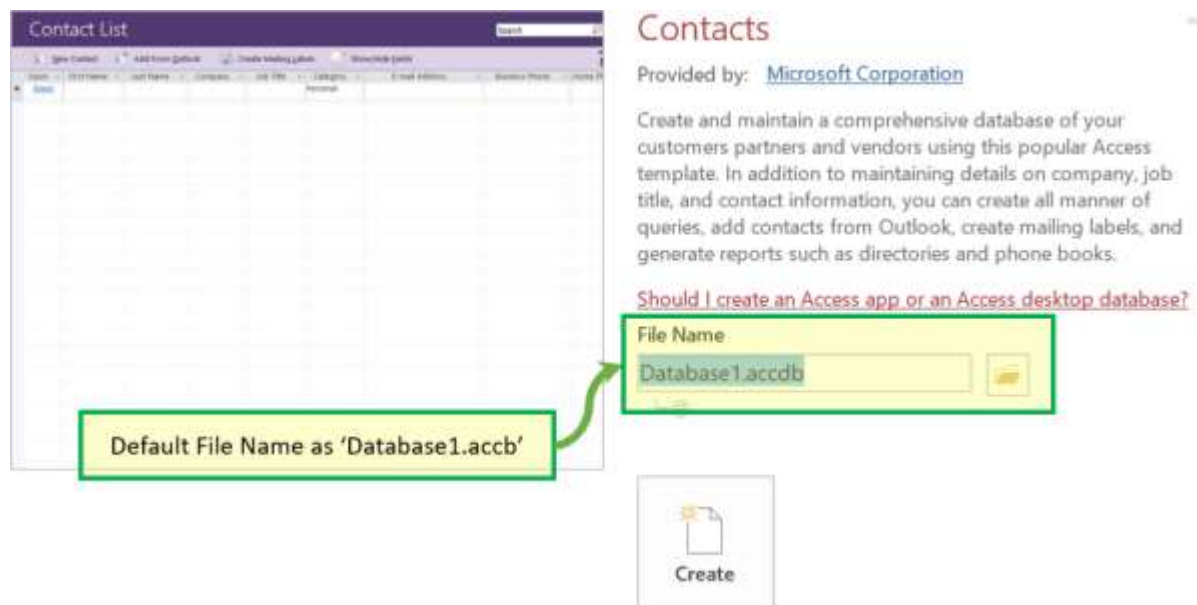




**Step 2)** We can select any template by clicking on it. Click on **Contact Template** for further reference.



**Step 3)** File name box will appear with the default file name.



Step 4) Enter the new Name.

Contact List

New Contact

Add from Outlook

Create Mailing Labels

Show/Hide Fields

Open	First Name	Last Name	Company	Job Title	Category	E-mail Address	Business Phone	Home Phone
Personal								

New file name as  
'Guru99\_Contact.accd'

Contacts

Provided by: [Microsoft Corporation](#)

Create and maintain a comprehensive database of your customers partners and vendors using this popular Access template. In addition to maintaining details on company, job title, and contact information, you can create all manner of queries, add contacts from Outlook, create mailing labels, and generate reports such as directories and phone books.

[Should I create an Access app or an Access desktop database?](#)

File Name

Guru99\_Contact.accd

Create

Step 5) Click on 'Create.'

Contact List

New Contact

Add from Outlook

Create Mailing Labels

Show/Hide Fields

Open	First Name	Last Name	Company	Job Title	Category	E-mail Address	Business Phone	Home Phone
Personal								

Contacts

Provided by: [Microsoft C](#)

Create and maintain a con customers partners and ve template. In addition to m title, and contact informati queries, add contacts from c generate reports such as c

[Should I create an Access.](#)

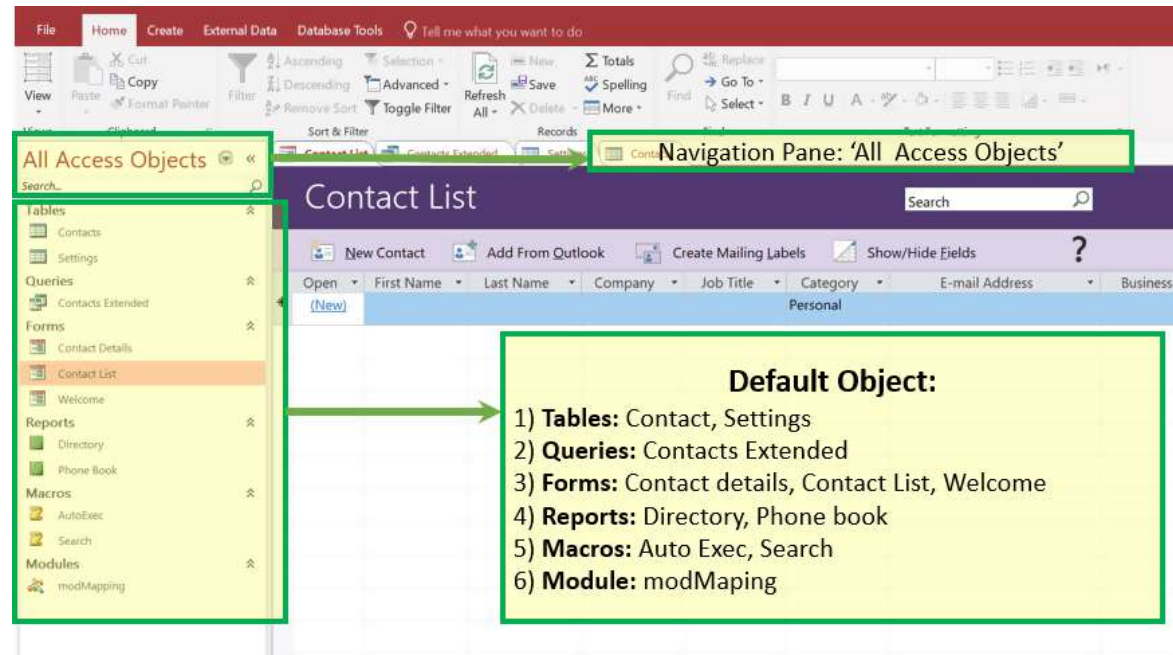
File Name

Guru99\_Contact.accd

Create

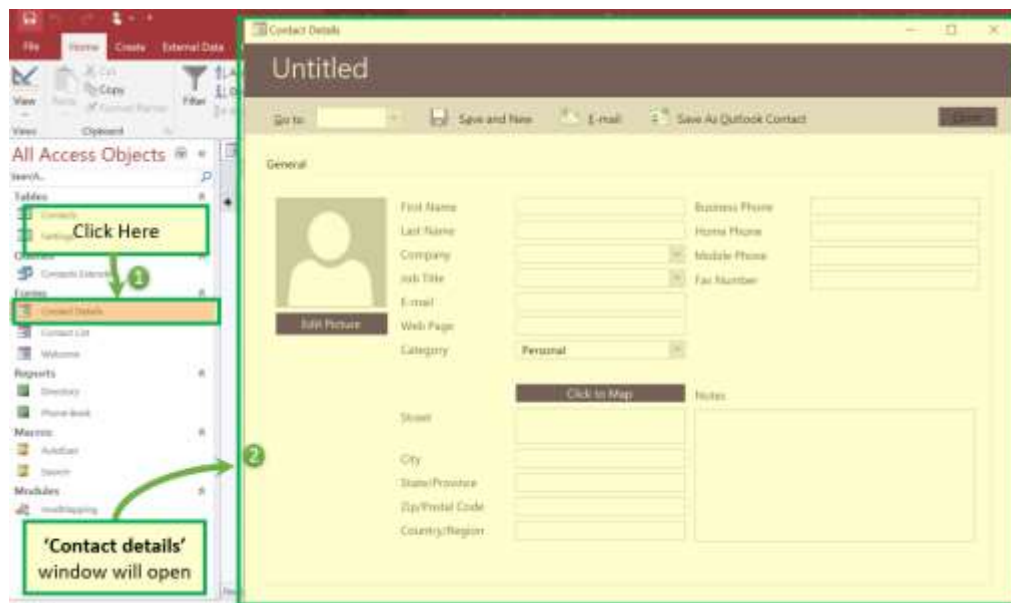
Click Here

**Result:** Guru99\_Contact Database created and below window will appear.



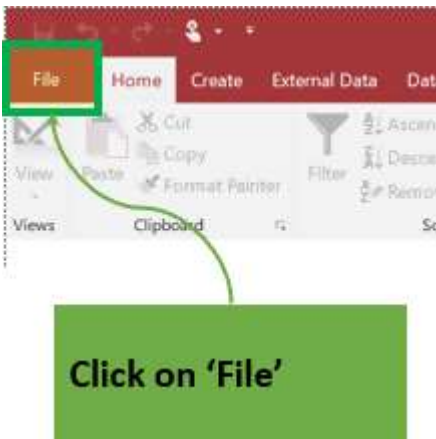
**Step 6)** optionally, you can click on any of the objects from left navigation pane and open that object for further references and work.

For, E.g., Clicking on 'Contact Detail' form will open 'Contact Detail' form as displayed below.

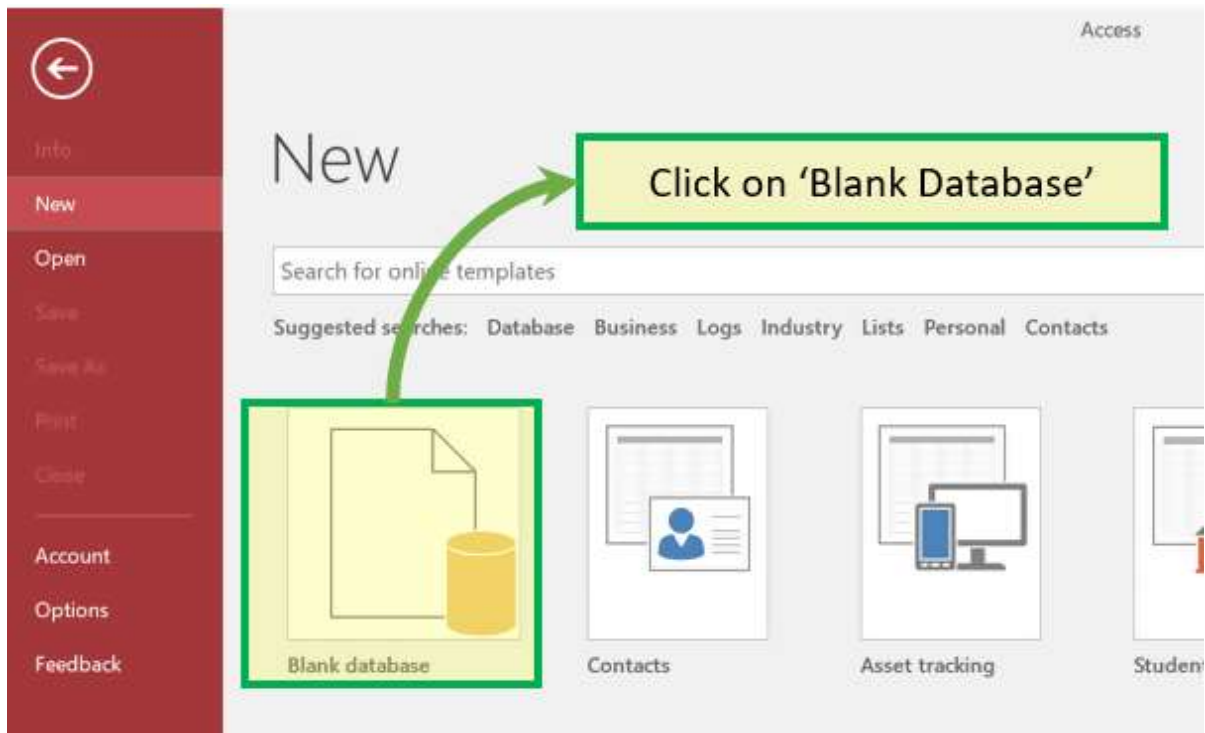


Create a Blank Database

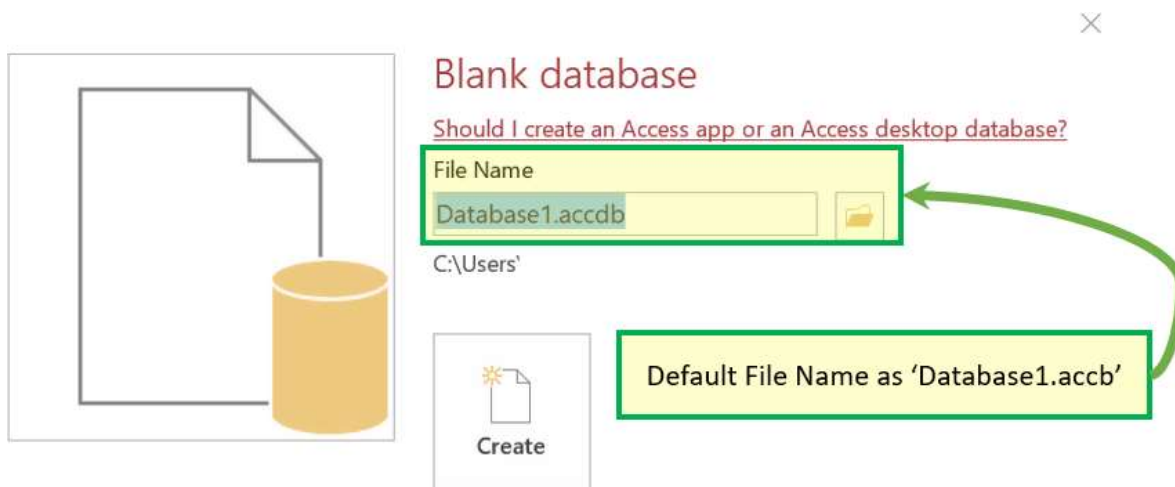
**Step 1)** With MS ACCESS application open, Click on File > New



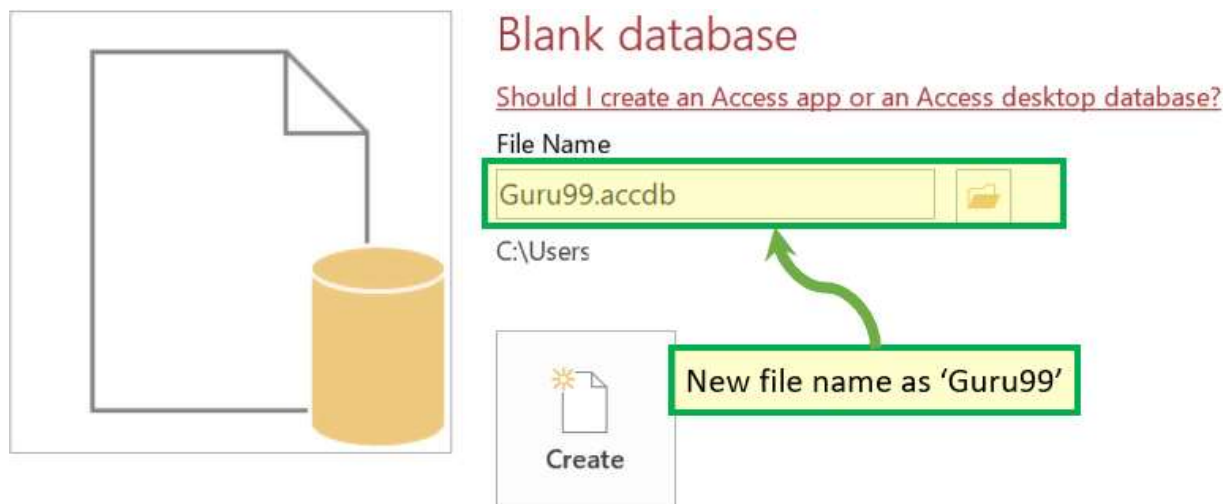
**Step 2)** Click on 'Blank Database.'



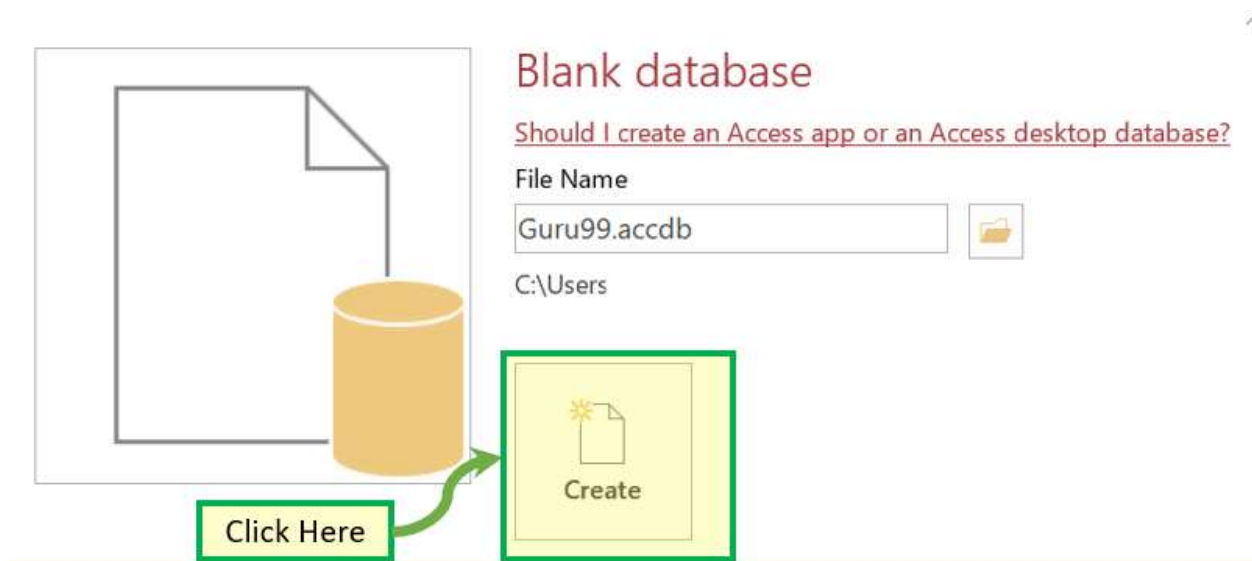
**Step 3)** File name box will appear with the default file name.



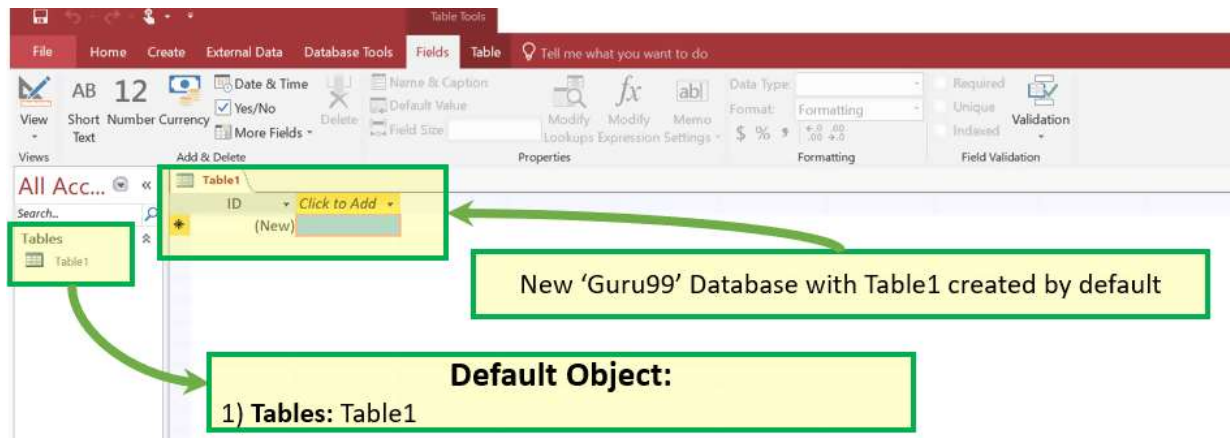
**Step 4)** Enter the new name.



**Step 5) Click on 'Create.'**

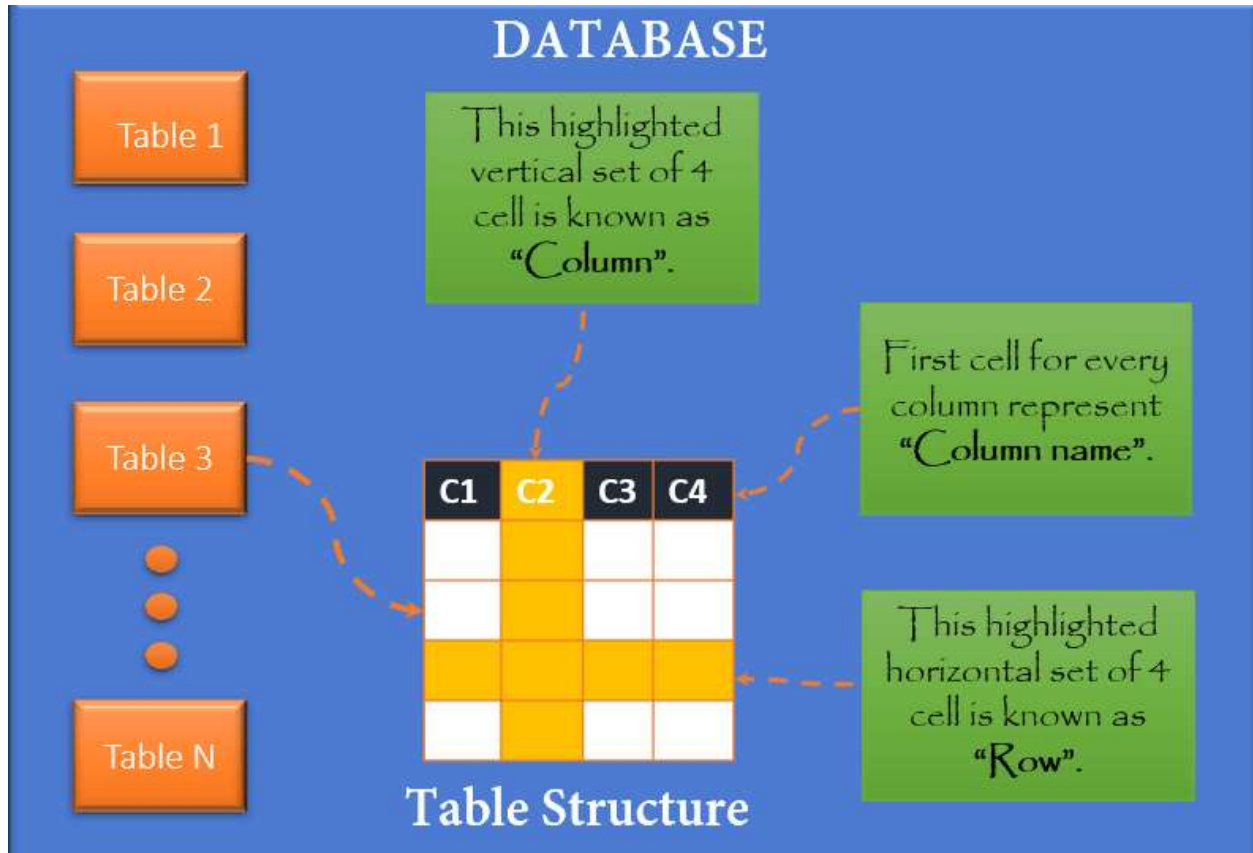


**Result:** Guru99 Database created and below window will appear.



## How to Create Table

The first step to store data in the database is to create a Table where data will reside. Postcreation of the table, we can keep inserting the rows in the table.



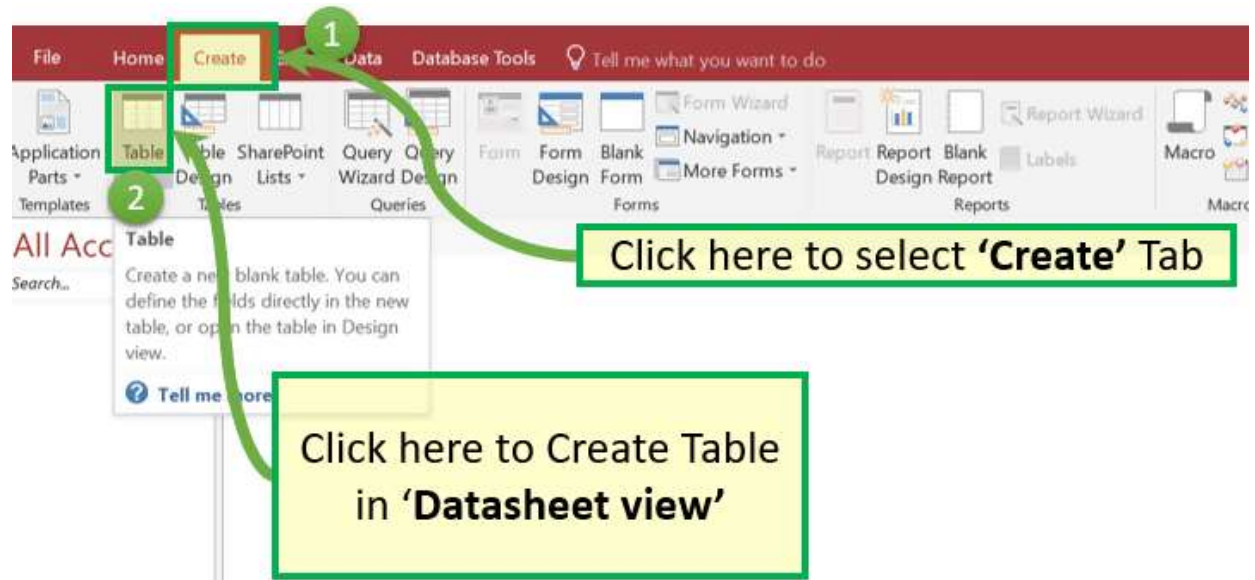
There are two ways to create Database in MS ACCESS

1. Create a Table from **Design View**
2. Create a Table from **Datasheet View**



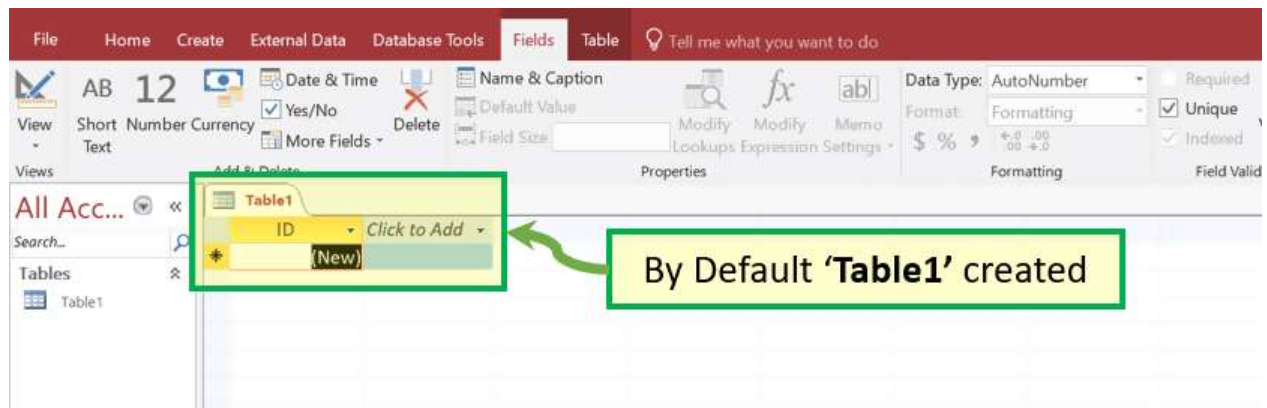
## Create Table – Datasheet View

**Step 1)** First Click **Create** tab. Then from **Tables** group, click **Table**.





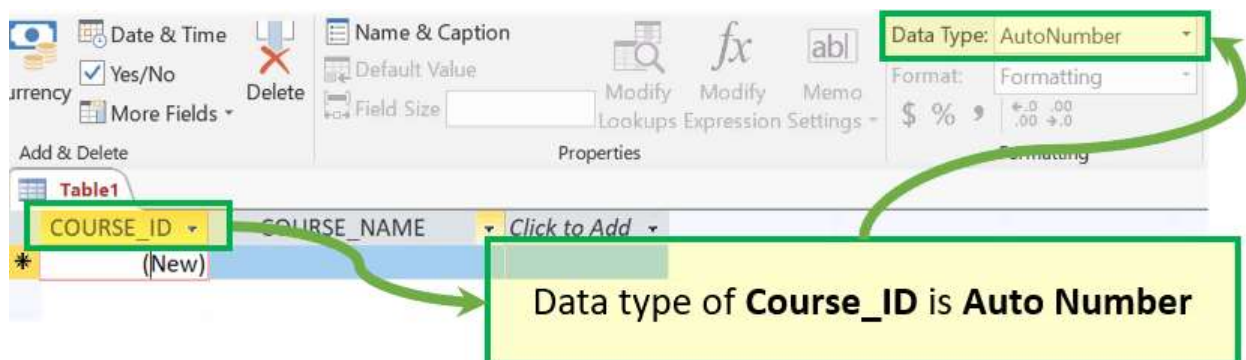
**Step 2)** System will display the default table created with 'Table1' name.



**Step 3)** To **Rename** Column, double click on Column Header and enter the new column Name.

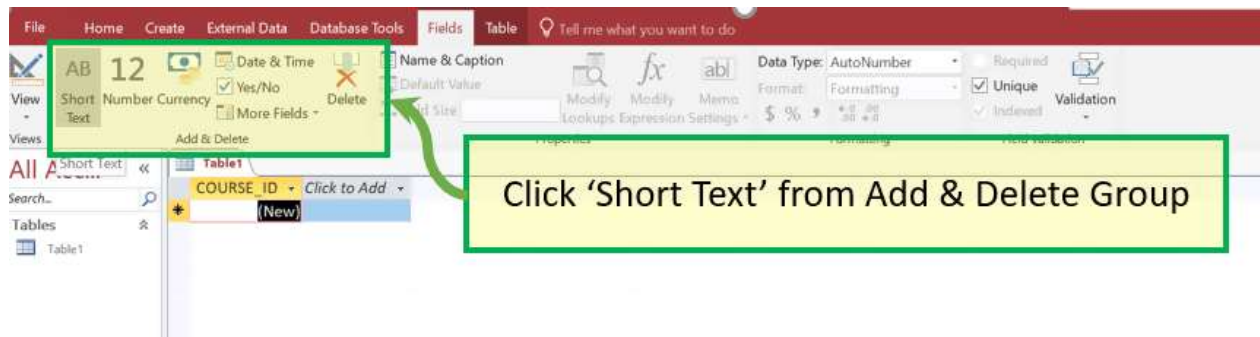


Note that the Data type of Course\_ID is 'AutoNumber.' Hence this is also the Unique Key of the table.

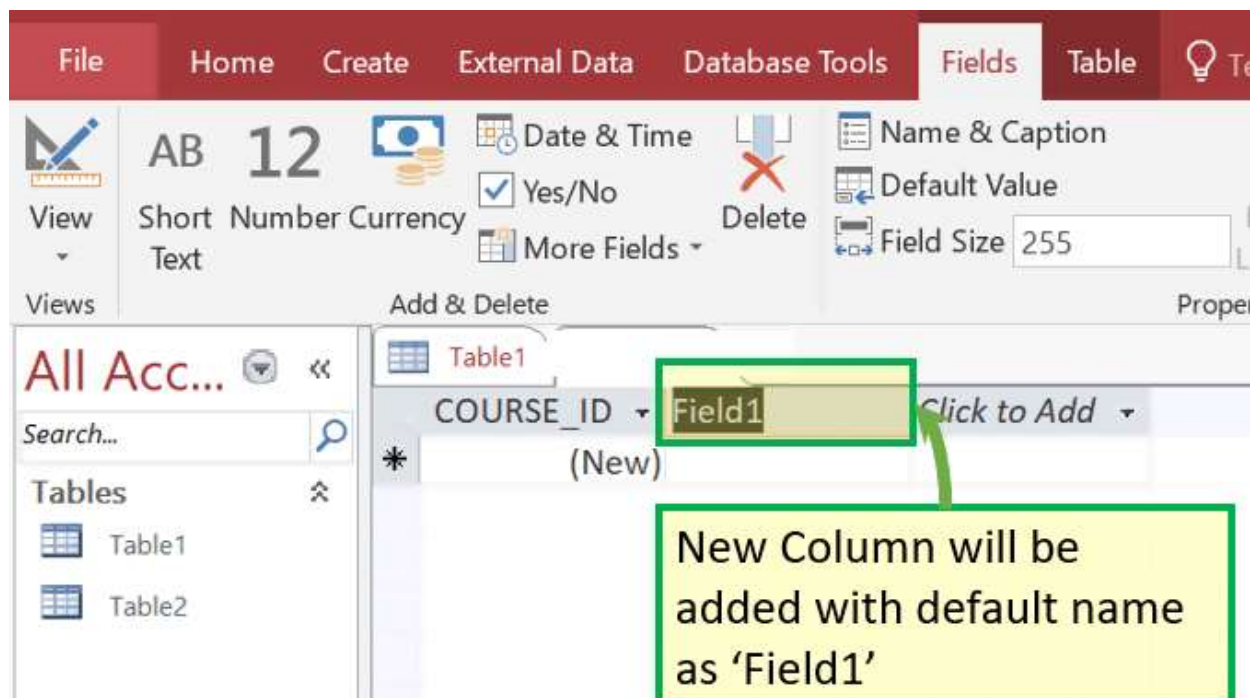


**Step 4)** You can **Add Column** by clicking on any category from the **'Add & Delete'** group. Alternatively, you can also add a column by clicking on 'Click to Add'

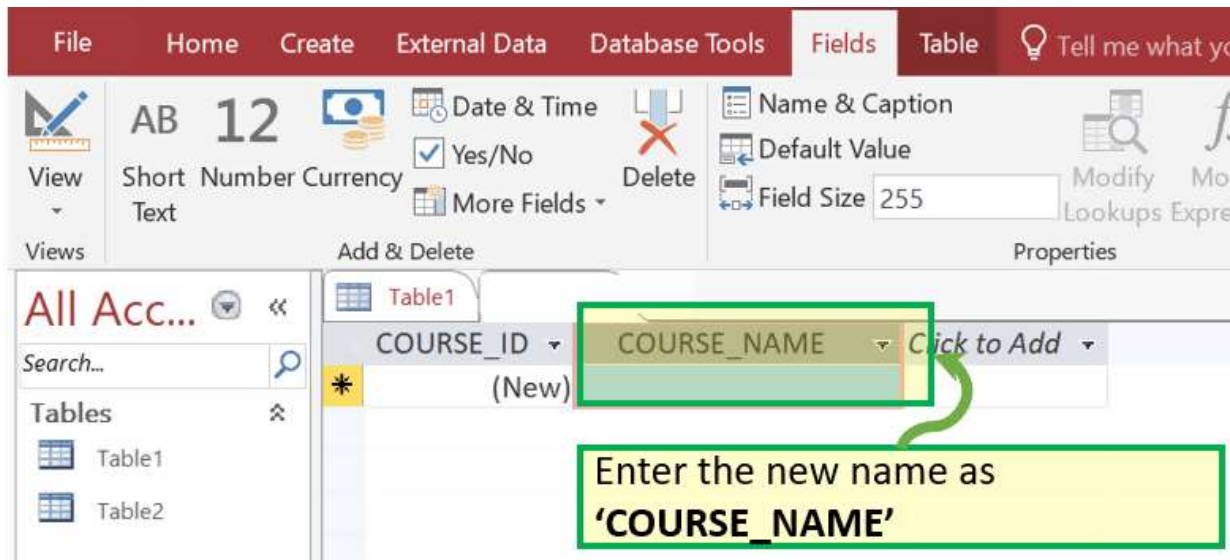
For Example, click on 'Short Text' from the 'Add & Delete' group.



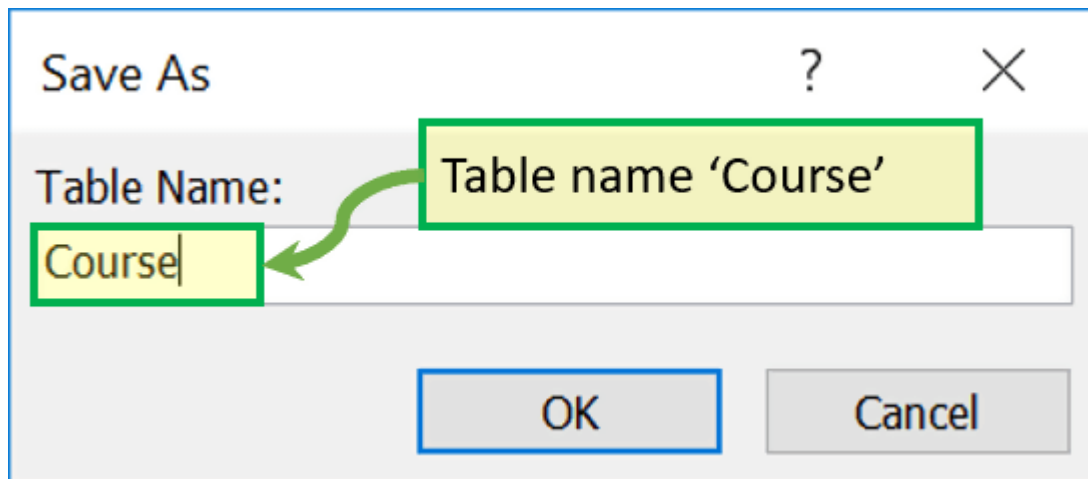
**Step 5)** Column will be added with the default name as **'Field1.'**



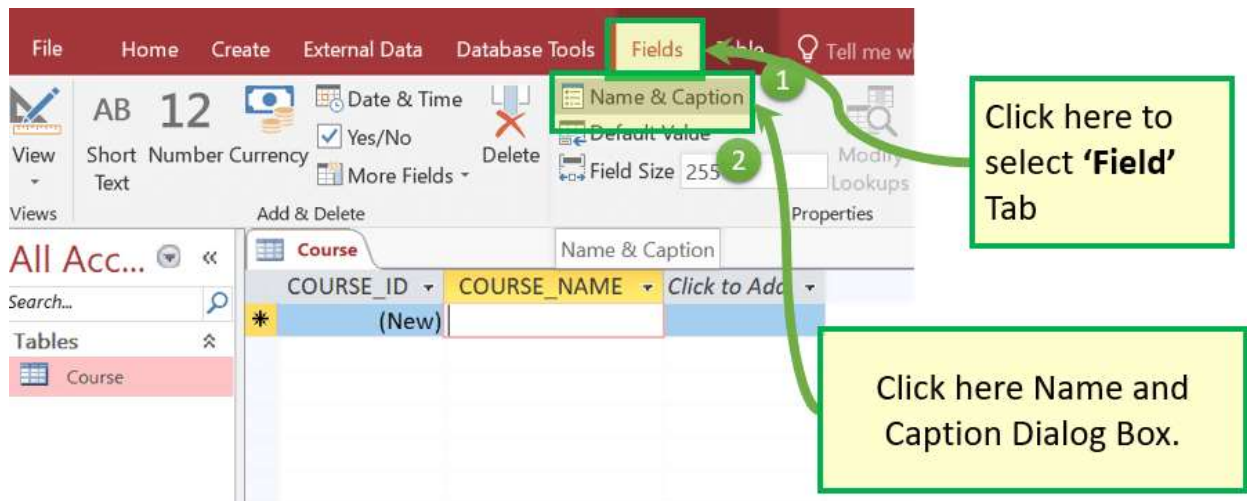
**Step 6)** Click on Header and rename as '**COURSE\_NAME**.'



**Step 7)** Press 'Ctrl + S' and Enter the new table name to save the table.

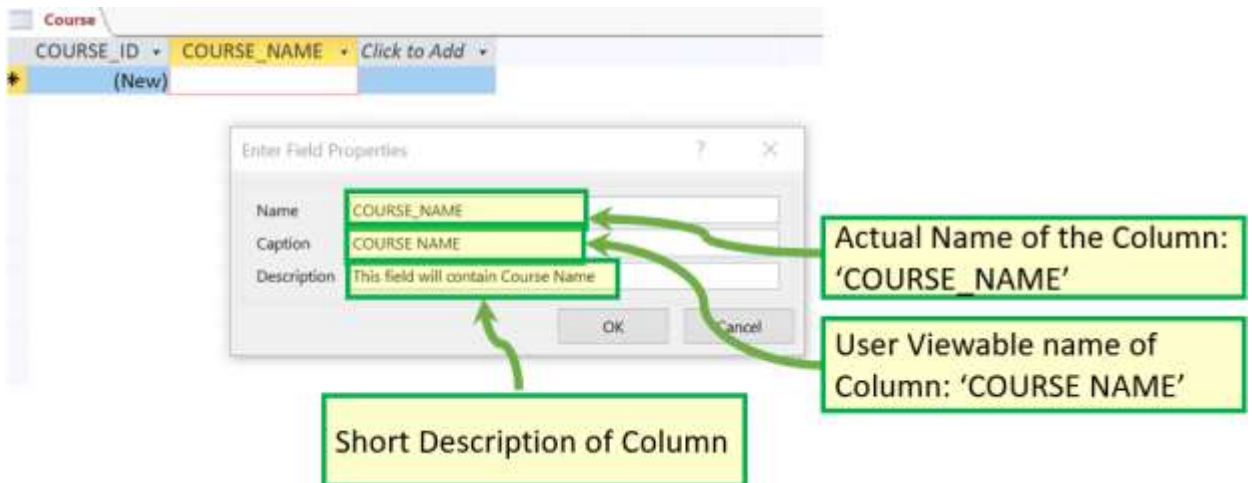


**Step 8)** You can also save new Name, Caption and Short description for any Column by clicking on '**Name and Caption**.' Click on it

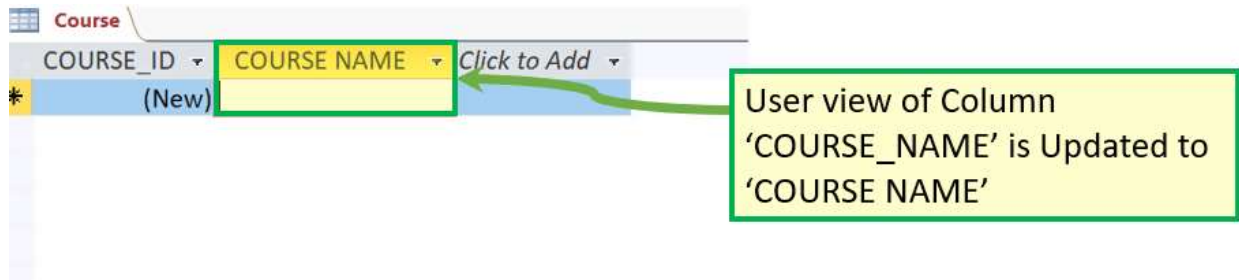


**Step 9)** Dialog Box will appear. Add the following and Click on 'OK'

- 'Name' - This is the actual name of the column.
- 'Caption' - This is the user view name of the column.
- 'Description' - This is the short description of the column name.

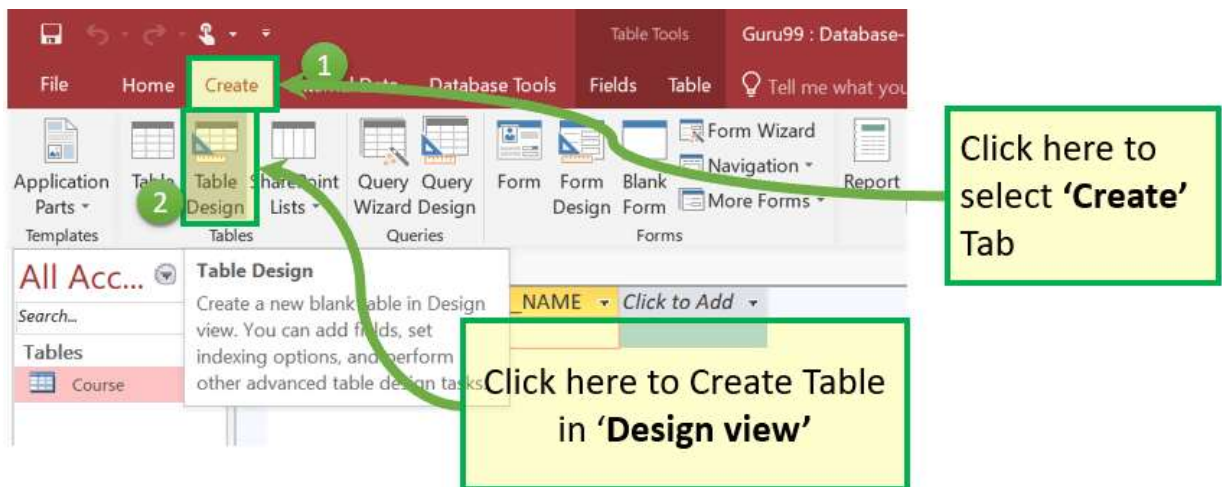


**Result:** Name, Caption, and Description now exist.



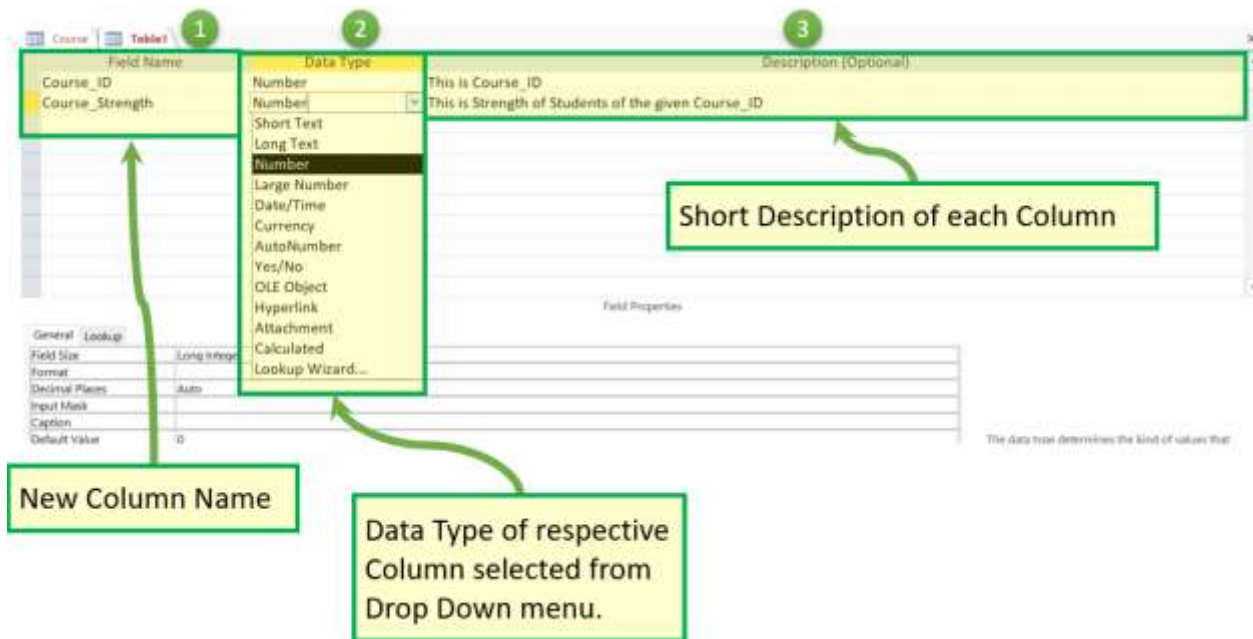
## Create Table – Design View

**Step 1)** First Click Create tab. Then from Tables group, click Table.

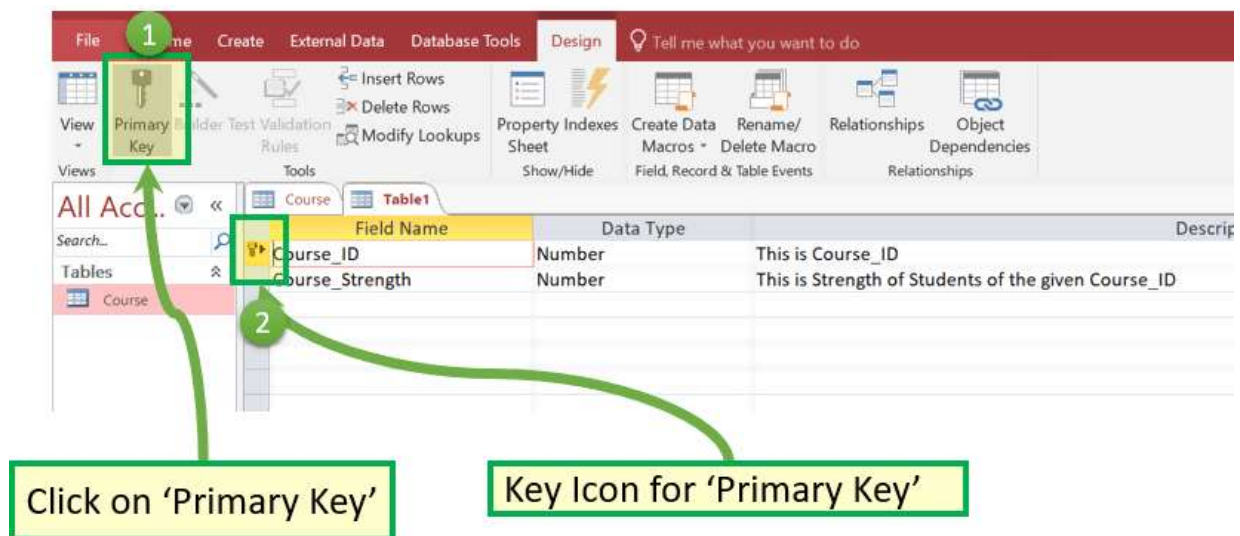




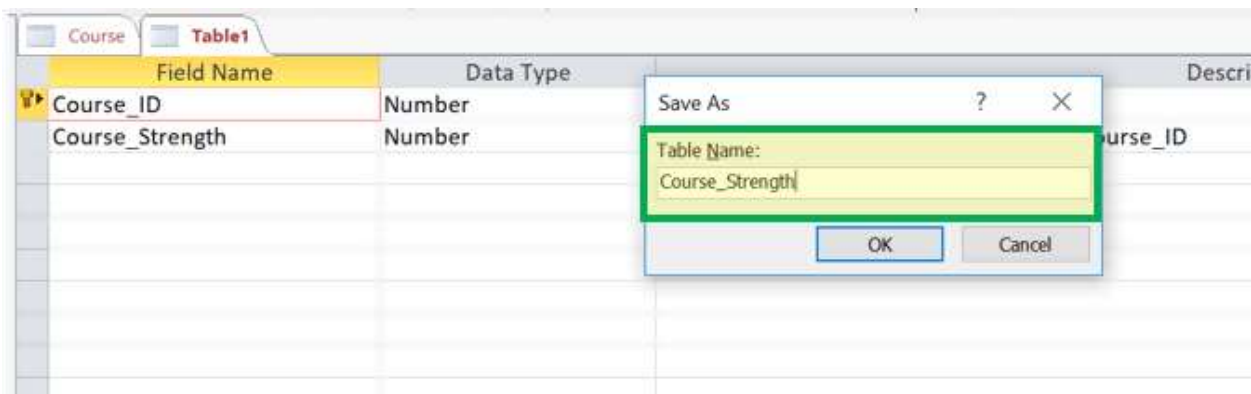
**Step 2)** Table Dialog box appears. For each Field enter **Field Name**, **Data Type** and **Description**.



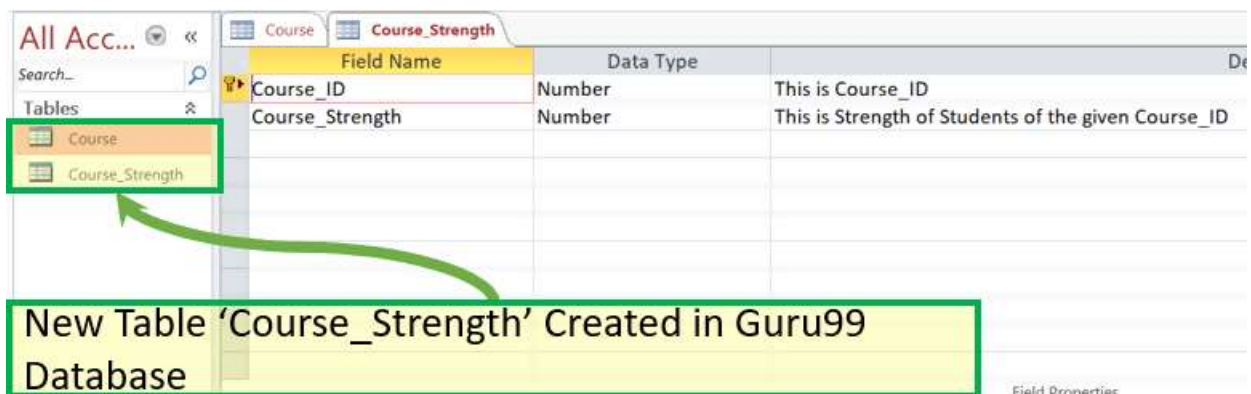
**Steps 3)** To Add Course\_ID as Primary Key, select it and Click on 'Primary Key.' Course\_Id will be Preceded by KEY ICON as shown below:



**Steps 4)** Press 'Ctrl+S.' Enter the Table Name and Click OK



**Result:**

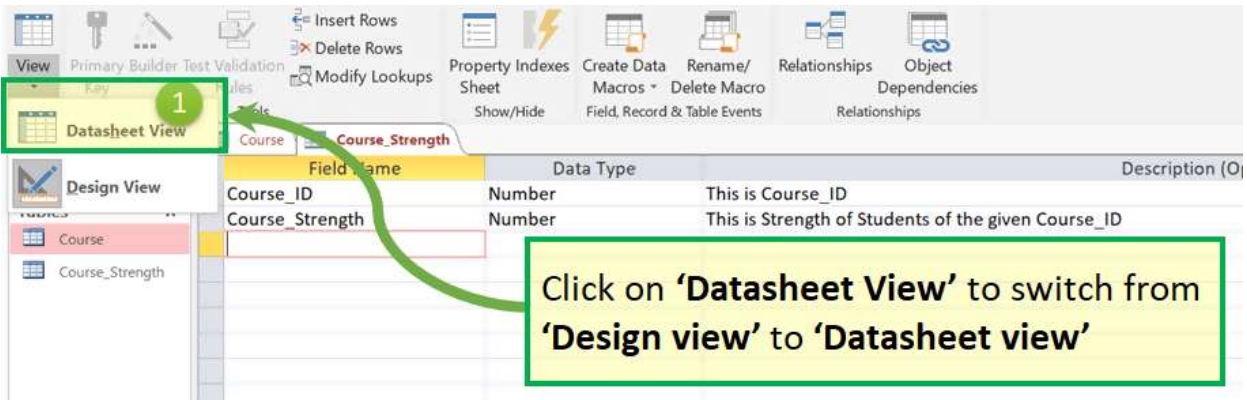


How to Switch views between Datasheet and Design

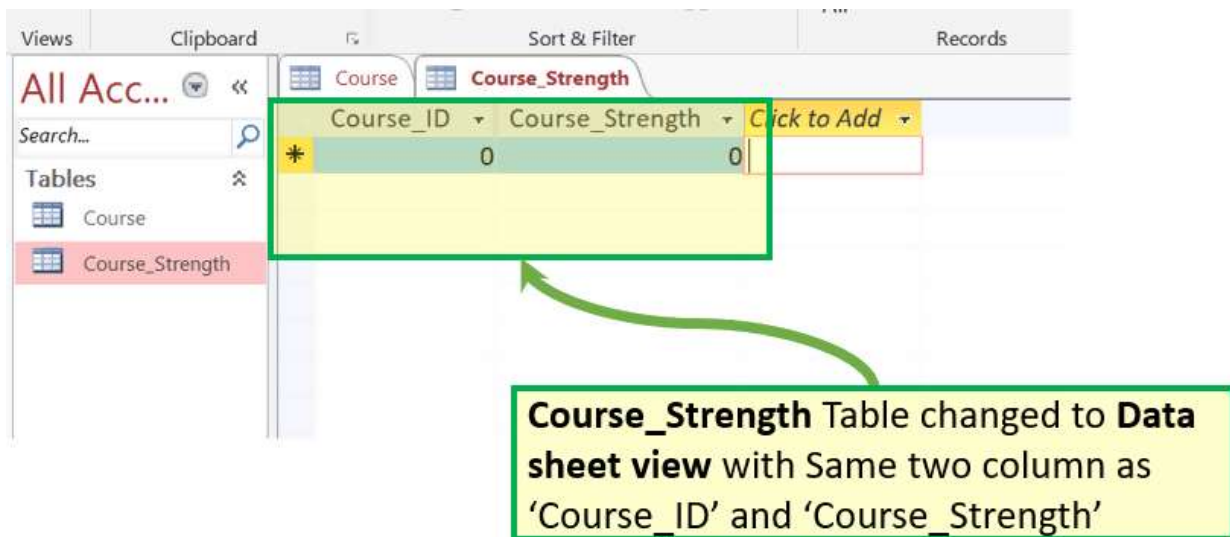
To switch views, between the datasheet (spreadsheet view) and the design view, click the '**View**' button in the top-left hand corner of the Access Ribbon (shown in the Home/Help/Design Tabs). And Click on the View you need to display.

For Example: Let's Assume You want to switch to the newly created table 'Course\_strength' from 'Design view' to 'Data Sheet' View.

**Step 1)** Click on Datasheet View



**Result:**



### MS ACCESS- Adding Data

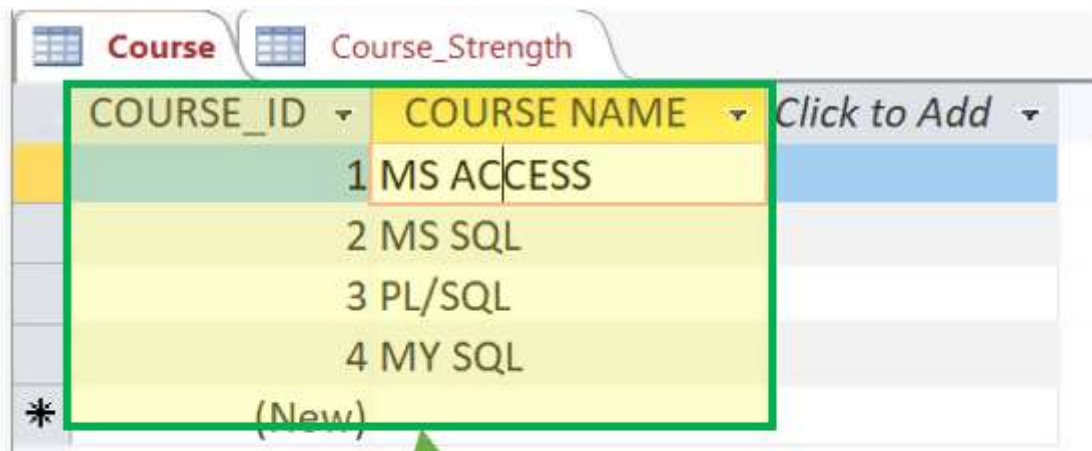
- You have created tables Course and Course\_Strength.
- There are two ways to add data. One is Datasheet view and other from Form. We will learn to add data from Datasheet view in this section.
- There is no need to save the data manually. Once you click other rows, Access automatically saves the data.
- The only thing you need to take care while adding data is, you should enter the correct data type, i.e., if Column is defined as Number we can add only number and not text.



**Step 1)** Select the 'Course' table



**Steps 2)** Select the **Datasheet view** option in the ribbon and **add** some data by entering the values in it. Updated Data will be AutoSaved.

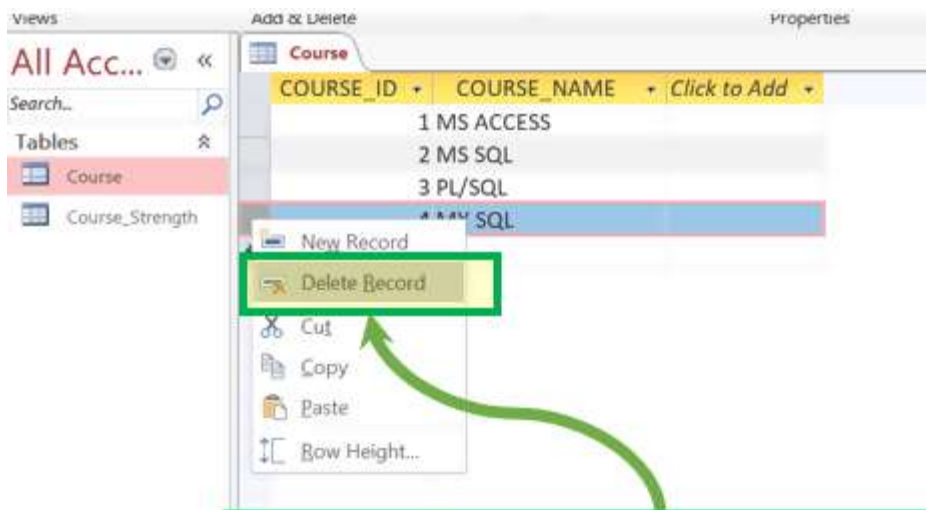


COURSE_ID	COURSE NAME	Click to Add
1	MS ACCESS	
2	MS SQL	
3	PL/SQL	
4	MY SQL	
*	(New)	

New **Course name** added by clicking on each row.  
Since **Course\_ID** is of '**AutoNumber**' datatype, it will automatically **increment its value by 1**

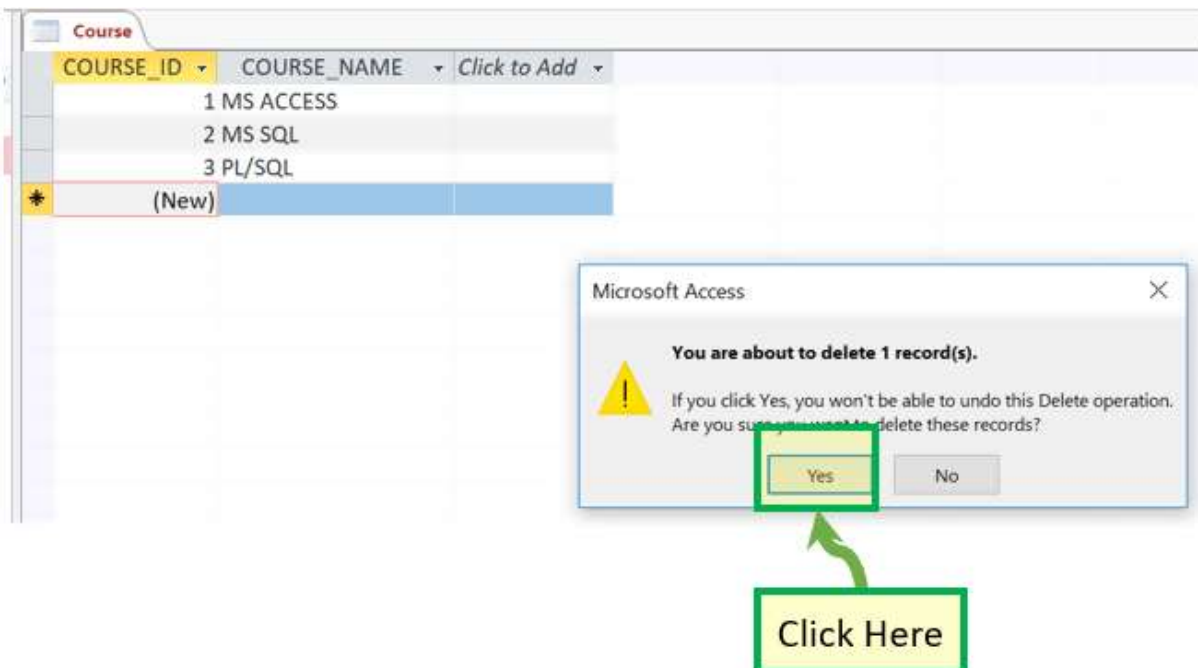
Now let's say You want to delete 4<sup>th</sup> row with 'My SQL' as Course name.

**Step 3)** Select the row by clicking on the leftmost column and Right Click on the row. The options menu will appear with the 'Delete Record' Option



Select the row and right Click on 'Delete Record'

**Step 4)** Popup Window will appear to confirm the deletion of the record. Click 'OK'



Click Here

## Result:



Summarizing views:

### Datasheet View:

Displays in the view, which allows you to enter raw data into your database table.

### Design view:

Displays the view, which allows you to enter fields, data types, and descriptions into your database table.

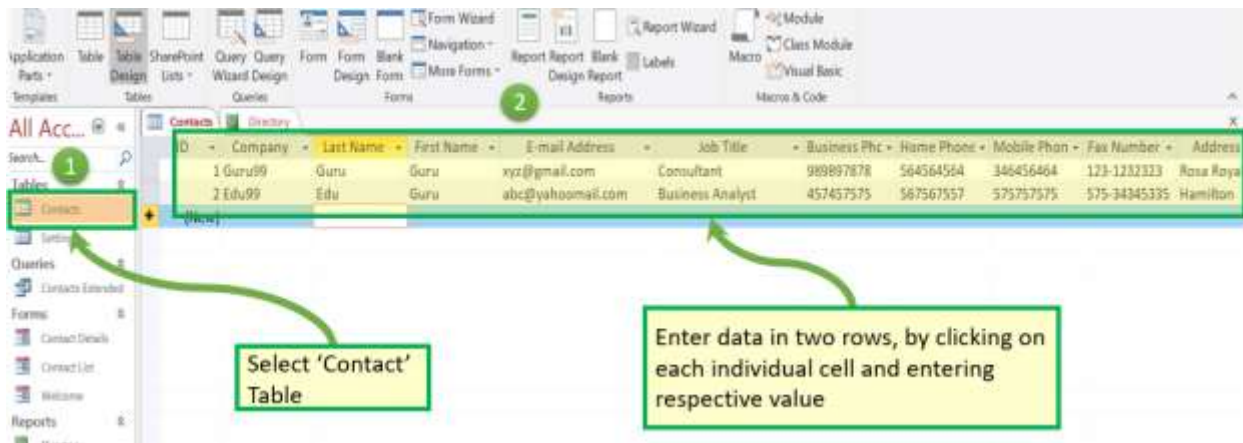
### Forms in MS ACCESS

- A form is a database object that you can use to create a user interface for a database application.
- It is mainly used to ease the process of data entry or editing.
- Data in a form can be selected from one or more tables.
- Forms can also be used to control access to data, like which fields or rows of data are visible to which users.
- Forms have a Form View.
- Help you to display live data with easy creation of new data.

To understand form let's first create **two new Record in** Contact Table (from the prebuilt Contact Database discussed [here](#))

**Step 1)** Select the 'Contact' table from Left Navigation.

**Step 2)** Create two rows by entering some relevant data in two rows.



Create Form, and then we will see how forms can be leverage for easy display, editing, and creation of new data.

How to create a form

There are four primary ways to create the form as mentioned below:

- Form Wizard
- Form
- Multiple Item
- Split Form

Let's have a look at each option to create the form, one by one:

### 1. Create using Form Wizard

This option allows the user to create the form with the wizard and select the column from the available list of column form in the legacy Select window format.

**Step 1)** Click on 'Form Wizard.'

**Step 2)** System will display below the screen.

### Form Wizard

Which fields do you want on your form?

You can choose from more than one table or query.

Available tables list which can be selected from 'Tables/Queries' Dropdown

1

Tables/Queries

Table: Contacts

Available Fields: 2

Selected Fields:

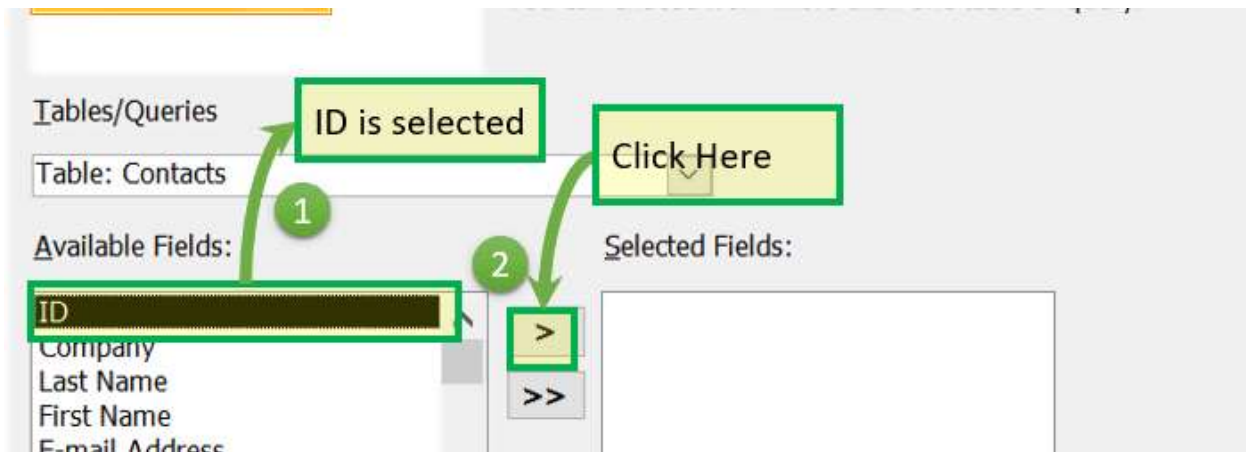
All Columns displayed from selected table 'Contact' above.

ID  
Company  
Last Name  
First Name  
E-mail Address  
Job Title  
Business Phone  
Home Phone  
Mobile Phone

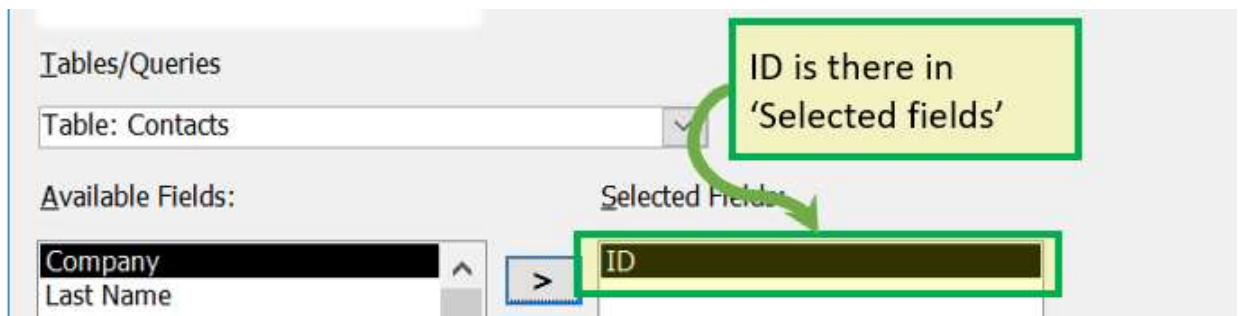
>  
>>  
<  
<<

Cancel < Back Next > Finish

**Step 3)** Select the columns which you want to be there in final form.



**Result:** ID is selected



**Step 4)** Keep selecting all required column as explained in Step 3 above and then click 'Next.'

Which fields do you want on your form?  
You can choose from more than one table or query.

Tables/Queries  
Table: Contacts

Available Fields:  
Mobile Phone  
Fax Number  
Address  
City  
State/Province  
ZIP/Postal Code  
Country/Region  
Web Page  
Notes

Selected Fields:  
ID  
Company  
Last Name  
First Name  
E-mail Address  
Job Title  
Business Phone  
Home Phone

Cancel < Back Next > Finish

**Step 5)** Layout selection box will appear which allows the user to select the different type of form layout. Click 'NEXT'

Form Wizard

What layout would you like for your form?

1

☒ Columnar  
☐ Tabular  
☐ Datasheet  
☐ Justified

Layout Selection. By default 'Columnar' Radio box is selected

2

Click 'Next'

Cancel < Back Next > Finish



**Step 6)** Enter the name of the form as "Contact\_Form" and click 'Finish.'

The screenshot shows the 'Form Wizard' dialog box in Microsoft Access. On the left is a yellow preview area with a checkmark icon. The main text asks 'What title do you want for your form?' with a text box containing 'Contacts\_Form'. Below this, it says 'That's all the information the wizard needs to create your form.' and 'Do you want to open the form or modify the form's design?'. There are two radio buttons: 'Open the form to view or enter information.' (which is selected) and 'Modify the form's design.'. At the bottom are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

**Result:** Contact\_Form now exist with all column displayed which are there in step 4 in the Selected column list.

The screenshot shows the Microsoft Access interface. The 'Forms' section in the left-hand 'Navigation Pane' is highlighted, and 'Contact\_Form' is listed there, marked with a green circle '2'. The main window displays the 'Contact\_Form' form, which has a title bar with 'Contacts\_Form' and a green circle '1'. The form contains several text boxes with the following labels and values: 'ID' (1), 'Company' (Guru), 'Last Name' (Guru), 'First Name' (Guru), 'E-mail Address' (xyz@gmail.com), 'Job Title' (Consultant), 'Business Phone' (98897878), and 'Home Phone' (564564564). A green box highlights the form fields, with an arrow pointing to a text box that says: 'New Form with name as 'Contact\_Form' is displayed and all the column selected is now present in 'Contact\_Form' form.' Another arrow points from the 'Forms' section in the navigation pane to a text box that says: 'New Form with name as 'Contact\_Form' has been created under "Forms" section.'

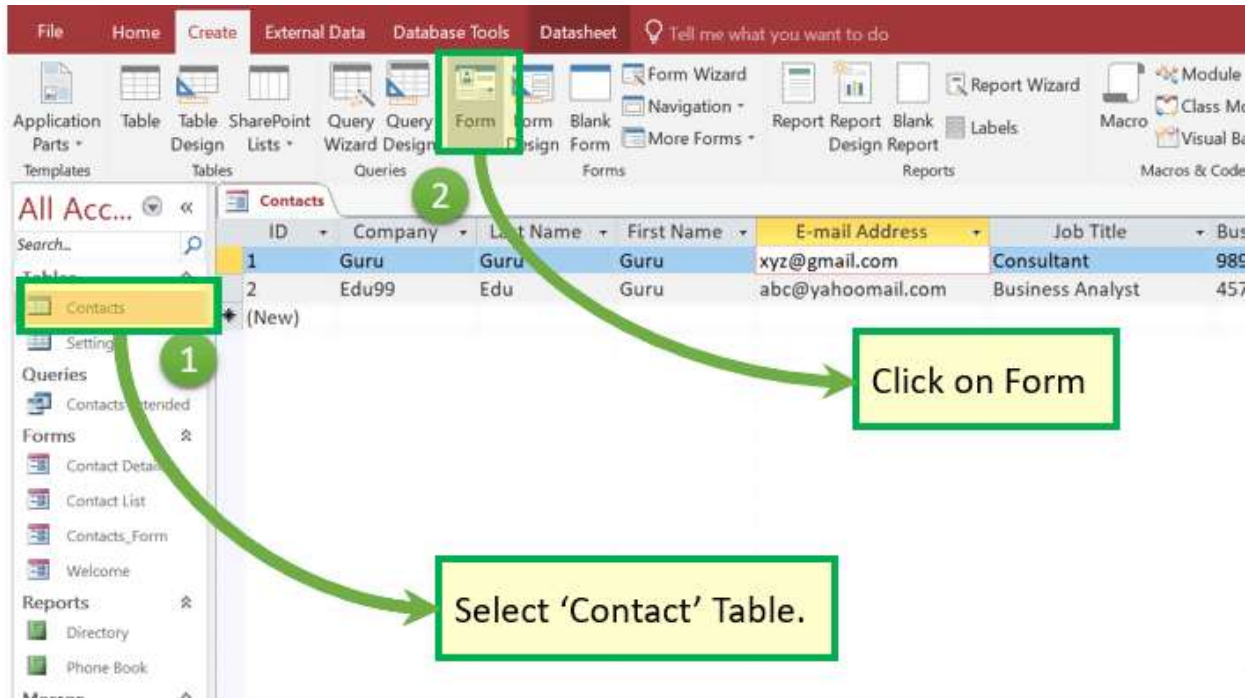


## 2. Create using Form

It is the simplest way to create the form which will:

- By default, populate all the column from the selected table in 'form view,'
- The user can delete non-required column manually

**Step 1)** Select the table for which we want to create the form and click on 'Form.'



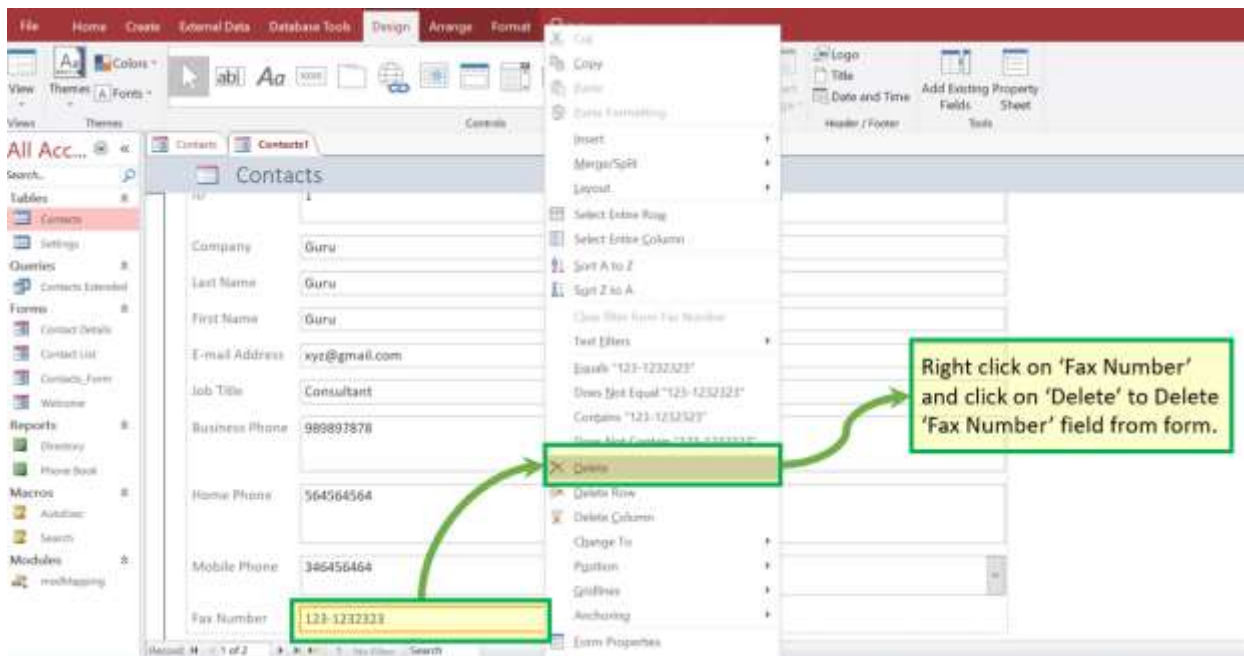
**Step 2)** Below window will appear.

Contacts

ID	1	Address	Rosa Royal
Company	Guru	City	Helena
Last Name	Guru	State/Province	Montana
First Name	Guru	Zip/Postal Code	3434343
E-mail Address	xyz@gmail.com	Country/Region	US
Job Title	Consultant	Web Page	
Business Phone	989897878	Notes	
Home Phone	564564564	Attachments	
Mobile Phone	346456464	Category	Personal
Fax Number	123-1232323		

All Column of Table 'Contacts' appear by default with values of first row.

**Step 3)** Right-click on any cell which we don't want to be part of final forms and click on 'Delete.'



**Result:** 'Fax Number' field does not exist now.



**Step 4)** Press 'Ctrl+S' and enter new Form Name as 'Contact\_Form2'. Click 'OK'.

Save As ? X

Form Name:  
Contacts\_Form2

OK Cancel

New Form Name

Contacts

ID: 1

Company: Guru

Last Name: Guru State/Province: Montana

First Name: Guru ZIP/Postal Code: 3434343

E-mail Address: xyz@gmail.com Country/Region: US

Job Title: Consultant Web Page:

Business Phone: 989897878 Notes:

Home Phone: 564564564 Attachments:

Mobile Phone: 346456454 Category: Personal

**Result:** New form with the name as 'Contact\_Form2' exists under the "Forms" section.

All Access Objects

Search:

Tables: Contacts, Settings

Queries: Contacts\_Sorted

Forms: Contact\_Details, Contact\_List, **Contact\_Form2**

Reports: Welcome

Macros: Worksheet, Phone Book

Modules: AutoJoin, Search, modMapping

Contacts

ID: 1, 2, (New)

Company: Guru, Edu99

Last Name: Guru, Edu

First Name: Guru

E-mail Address: xyz@gmail.com, abc@yahoo.com

Job Title: Consultant, Business Analyst

Business Phone: 989897878, 457457575

Home Phone: 564564564, 567567567

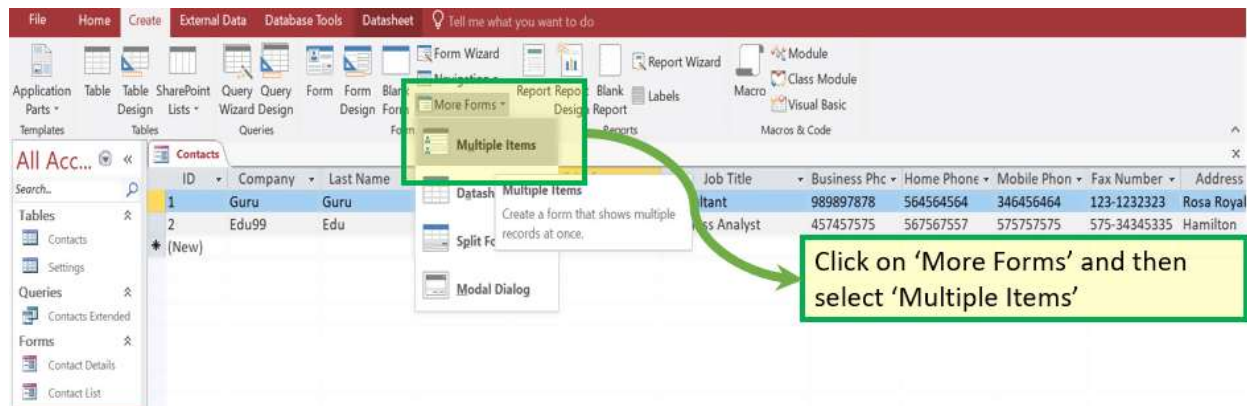
Record: 1 of 2

New Form with name as 'Contact\_Form2' has been created under "Forms" section.

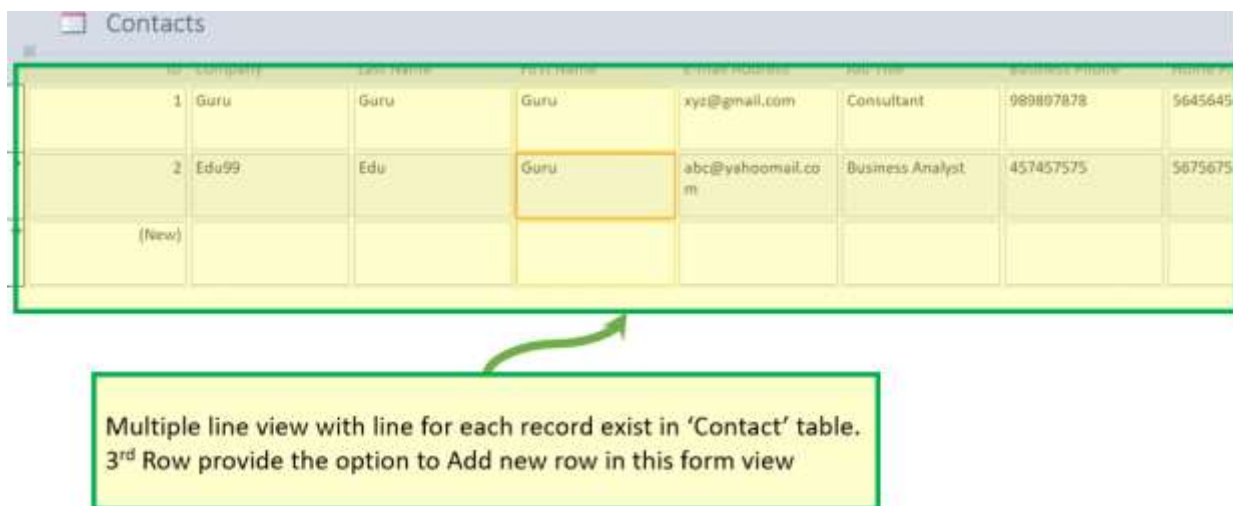
3. Create form by 'Multiple Item.'

It is another type wherein All the records already created will be displayed in Form with an option to Add new record.

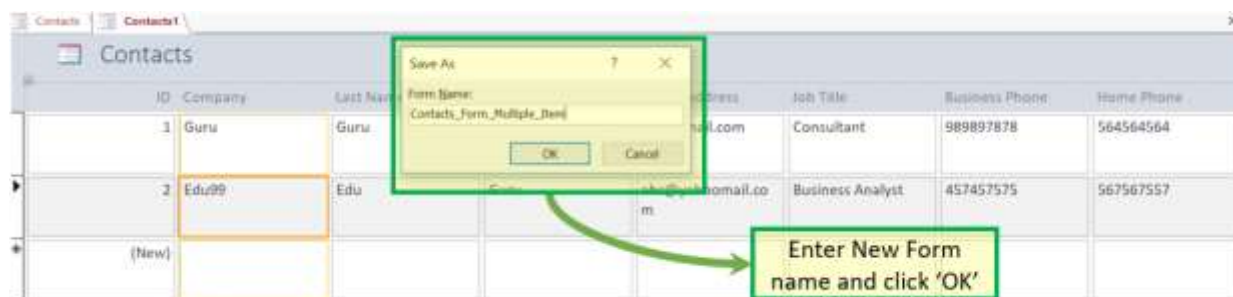
**Step 1)** From the 'Create' tab. Click on 'More forms' and select 'Multiple Items.'



**Result:** Below Multiple lines, the window will appear



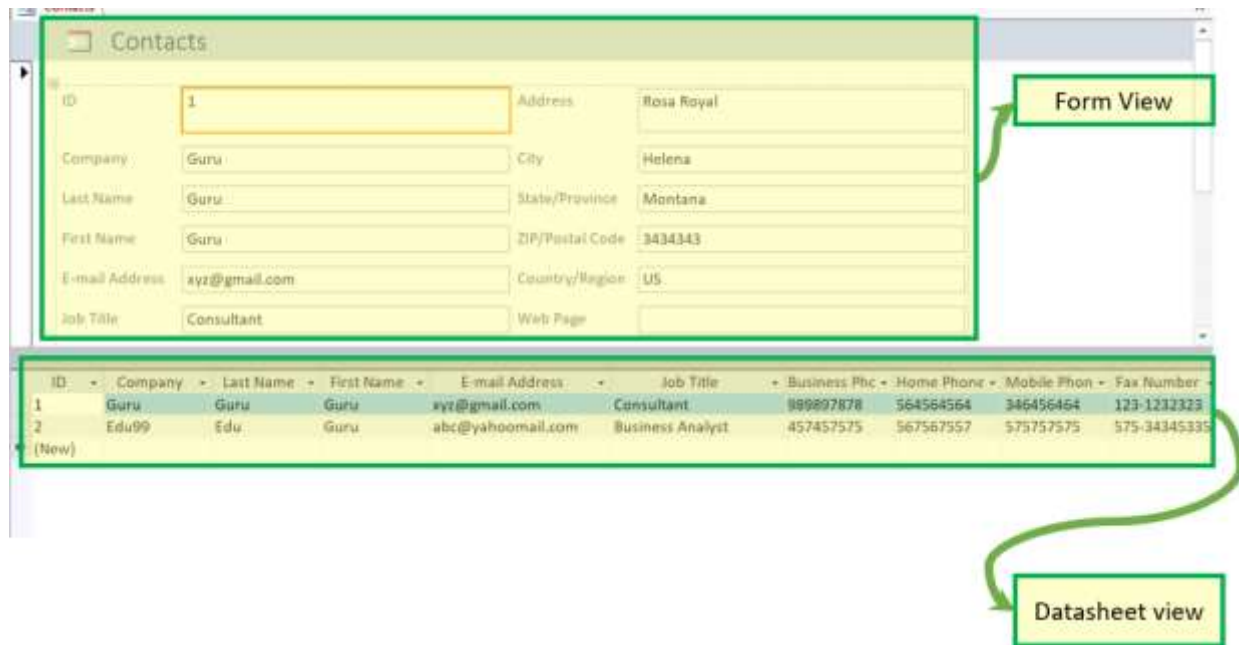
**Step 2)** Press 'Ctrl+S'. Enter the new form name and click 'OK.'



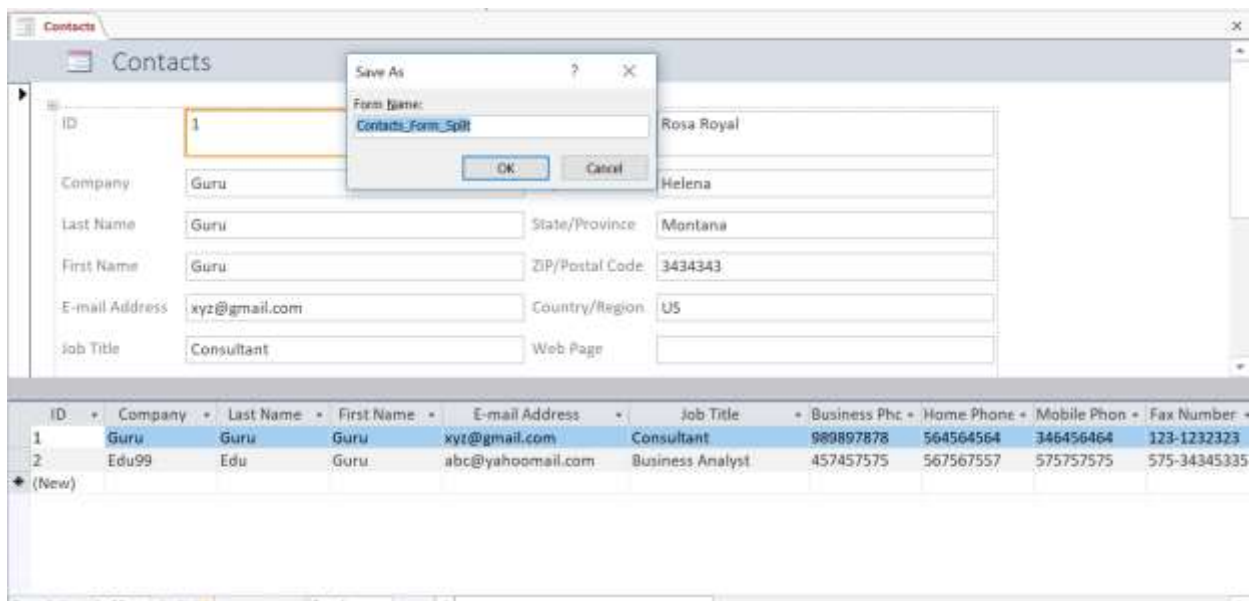
**Result:** New Form with the name as 'Contact\_Form\_Multiple\_Item' exists under the "Forms" section.



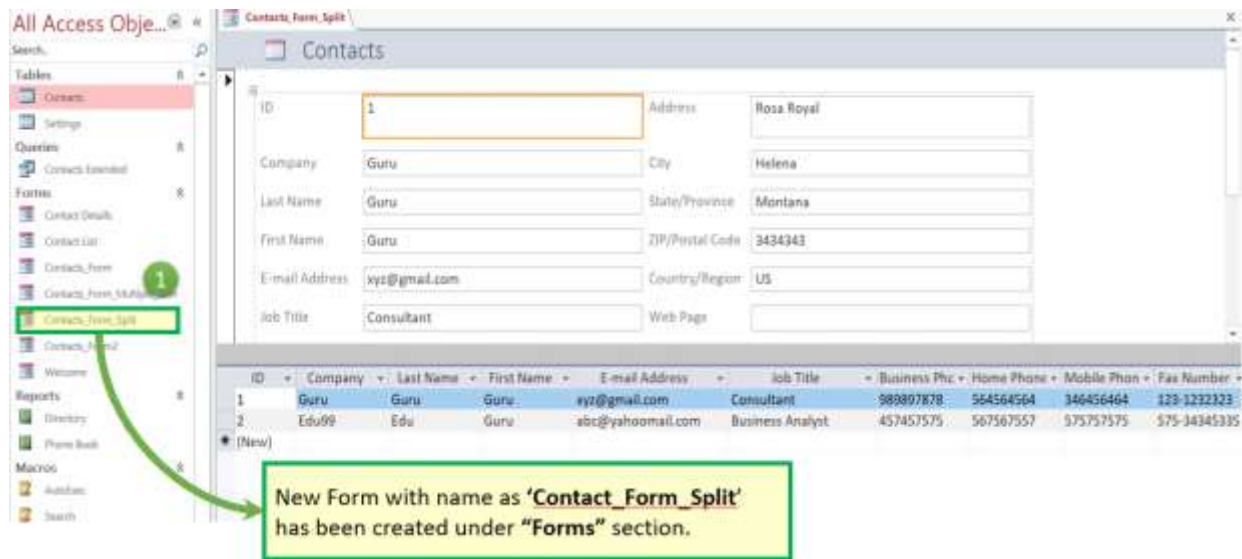




**Step 2)** Press 'Ctrl+S' and enter the new form name. Click 'OK.'



**Result:** New Form with the name as 'Contact\_Form\_Split' exists under the "Forms" section.



Edit the existing record via Form.

- One of the features of forms is that we can edit the values and data directly from the form.
- It is more user-friendly because as compared to row format in the table, forms have better visibility of selected fields and the user can do the direct updates.
- These values updated from forms will also be reflected in original tables immediately.

Let's have a look at how to edit value from the form:

**Step 1)** Click on 'Contact\_Form'



All Access Objects

Search...

Tables

- Contacts
- Settings

Queries

- Contacts Extended

Forms

- Contact Details
- Contact List
- Contacts\_Form**
- Contacts\_Form\_Multiple\_Item
- Contacts\_Form\_Split
- Contacts\_Form2
- Welcome

Reports

- Directory
- Phone Book

Macros

- AutoExec
- Search

Modules

Contacts\_Form\_Split

Contacts\_Form

Contacts\_Form

1

2

Contacts\_Form

ID	1
Company	Guru
Last Name	Guru
First Name	Guru
E-mail Address	xyz@gmail.com
Job Title	Consultant
Business Phone	989897878
Home Phone	564564564

Double Click on 'Contact Form'

Contact\_Form Window will appear with 1<sup>st</sup> Row data.

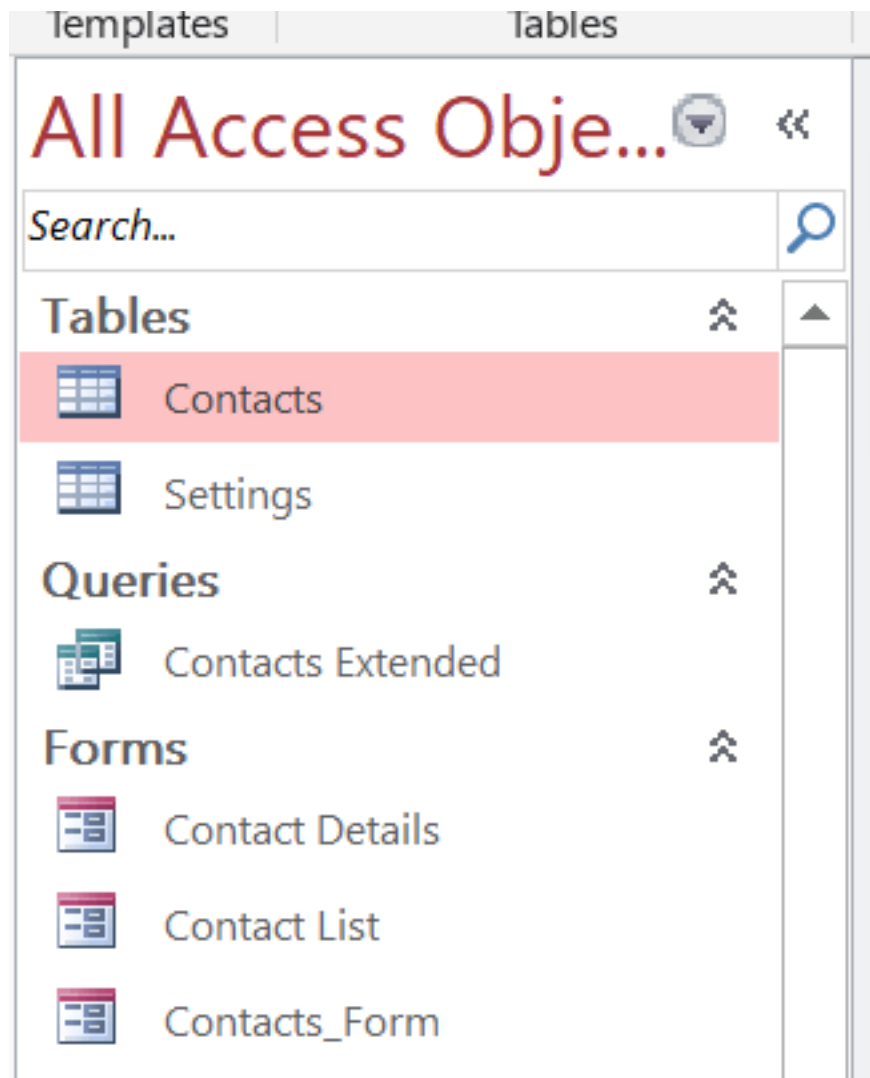
**Step 2)** Update some values on 'Contact\_Form' value

Contacts\_Form

ID	1
Company	Guru99
Last Name	Edu
First Name	Guru
E-mail Address	xyz@gmail.com
Job Title	Consultant
Business Phone	989897878
Home Phone	564564564

Update Company name from Guru to 'Guru99' and Last name from 'Guru' to 'Edu'

**Step 3)** Double Click on 'Contact' table.



ID	Company	Last Name	First Name	E-mail Address	Job Title	Business Phc	Home Phone	Mobile Phon	Fax Number
1	Guru99	Edu	Guru	xyz@gmail.com	Consultant	989897878	564564564	346456464	123-1232323
2	Edu99	Edu	Guru	abc@yahoo.com	Business Analyst	457457575	567567557	575757575	575-34345335
* (New)									

In Table 'Contact' - Company name from updated to 'Guru99' from 'Guru99' and Last name updated from 'Guru' to 'Edu'

Add a record to a Form.

- Forms also give the flexibility to Add records.
- Again, this is a user-friendly and appealing way of adding records as compared to adding records in a row form.
- Here, we will take the Microsoft Access databases example of Split from 'Contact\_Form\_Split' created above.

**Step 1)** Open 'Contact\_Form\_Split'

Forms

- Contact Details
- Contact List
- Contacts\_Form
- Contacts\_Form\_Multiple\_Item
- Contacts\_Form\_Split**
- Contacts\_Form2
- Welcome

Reports

- Directory
- Phone Book

Macros

- AutoExec
- Search

Last Name:  State/Province:

First Name:  ZIP/Postal Code:

E-mail Address:  Country/Region:

Job Title:  Web Page:

ID	Company	Last Name	First Name	E-mail Address	Job Title
1	Guru	Guru	Guru	xyz@gmail.com	Consultant
2	Edu99	Edu	Guru	abc@yahoo.com	Business Analyst
* (New)					

Click Here to open 'Contact\_Form\_Split'

**Step 2)** To Add record, click on 'New (blank) Record Icon.'

Contacts\_Form   Contacts   Contacts\_Form\_Multiple\_Item   Contacts\_Form2   **Contacts\_Form\_Split**

## Contacts

ID	1	Address	Rosa Royal
Company	Guru99	City	Helena
Last Name	Edu	State/Province	Montana
First Name	Guru	ZIP/Postal Code	3434343
E-mail Address	xyz@gmail.com	Country/Region	US
Job Title	Consultant	Web Page	

ID	Company	Last Name	First Name	E-mail Address	Job Title	Business Phc	Home Phone
1	Guru99	Edu	Guru	xyz@gmail.com	Consultant	989897878	564564564
2	Edu99	Edu	Guru	abc@yahooemail.com	Business Analyst	457457575	567567557
* (New)							

Record: 1 of 2   ➤   No Filter   Search

Click Here to Add New Record

**Result:** New record window appear in:

1. Form View and
2. Datasheet View.

File   Home   Create   External Data   Database tools   Tell me what you want to do

Application Parts   Tables   Table Design   Table SharePoint Design   Lists   Query Wizard Design   Forms   Form Wizard   Navigation   More Forms   Report Wizard   Report Design   Blank Report   Labels   Module   Class Module   Macro   Visual Basic   Access & Code

All Access Objects   Search   Tables   Forms   Reports   Modules

'New Record' form appear to add data for new records.

## Contacts

1

ID	New	Address	
Company		City	
Last Name		State/Province	
First Name		ZIP/Postal Code	
E-mail Address		Country/Region	
Job Title		Web Page	

ID	Company	Last Name	First Name	E-mail Address	Job Title	Business Phc	Home Phone	Mobile Phone	Fax Number
1	Guru99	Edu	Guru	xyz@gmail.com	Consultant	989897878	564564564	346456464	123-123232
2	Edu99	Edu	Guru	abc@yahooemail.com	Business Analyst	457457575	567567557	576757557	576-345456
* (New)									

2

'New Record' form in Data sheet view as well.

Record: 1 of 3   No Filter   Search

**Step 3)** Manually fill the data from Form. Note that in split form all data will be automatically reflected in below data sheet as well.

**Step 4)** Double Click on 'Contact' table.

1 Manually fill data for record 3 here.

ID	Company	Last Name	First Name	E-mail Address	Job Title	Business Phc	Home Phone	Mobile Phon	Fax Number
1	Guru99	Edu	Guru	xyz@gmail.com	Consultant	989897878	564564564	346456464	123-1232323
2	Edu99	Edu	Guru	abc@yahoo.com	Business Analyst	457457575	567567557	575757575	575-34345335
3	Education	Krish	Krish	abc@gmail.com	UI Developer	457647567557	457646756	934945945	234-19383334

2 All Data filled in Form is automatically reflected in Data sheet view



## Report

- A report is an object in MS Access that is designed for formatting, calculating and printing selected data in an organized way.
- It contains information from tables and also information that are there in the report design.
- Reports are helpful as they allow you to present all information of your database in a easy-to-read format.

Let's take an MS Access databases example of '**Contact**' DB default report – 'Phone Book.'

**Step 1)** Click on 'Phone Book' under 'Report' section. The system will open the inbuilt 'PhoneBook' report.

It will display Contact Name, Home, Business and Mobile name

displayed for each record present.

1

2

Phone Book

(UNCATEGORIZED)

Contact Name	Home	Business	Mobile
Krish Krish	457646756	457647567557	934945945

BUSINESS

Contact Name	Home	Business	Mobile
Guru Edu	567567557	457457575	575757575

PERSONAL

Contact Name	Home	Business	Mobile
Guru Edu	564564564	989897878	346456464

Double Click on 'Phone Book' Report

In built 'Phone Book' report is displayed with Contact Name, Home, Business and Mobile name displayed for each records present

**Step 2)** Now suppose that we want to edit the report Heading from 'Home' to 'Home Number.' Right click and click on 'Design View.'



# Phone Book

(UNCATEGORIZED)

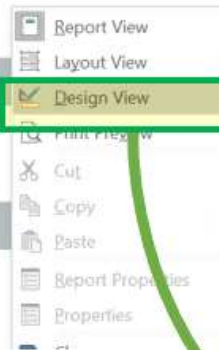
Contact Name	Home	Business	Mobile
Krish Krish	457646756	457647567557	934945945

BUSINESS

Contact Name	Business	Mobile
Guru Edu	457457575	575757575

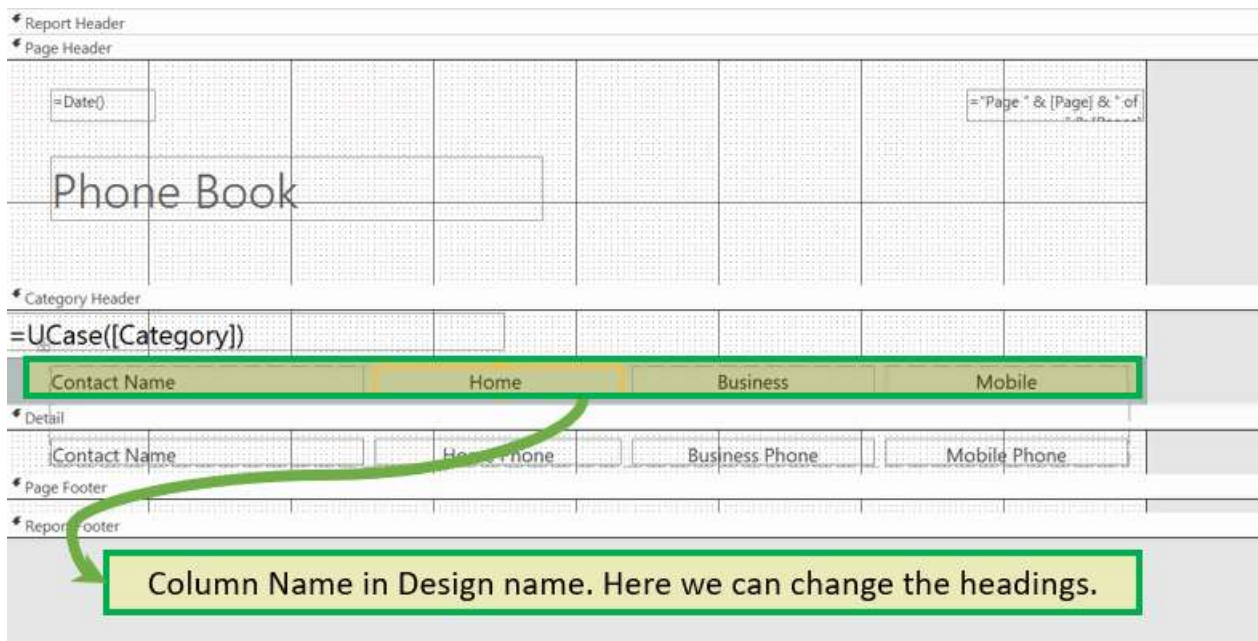
PERSONAL

Contact Name	Business	Mobile
Guru Edu	989897878	346456464

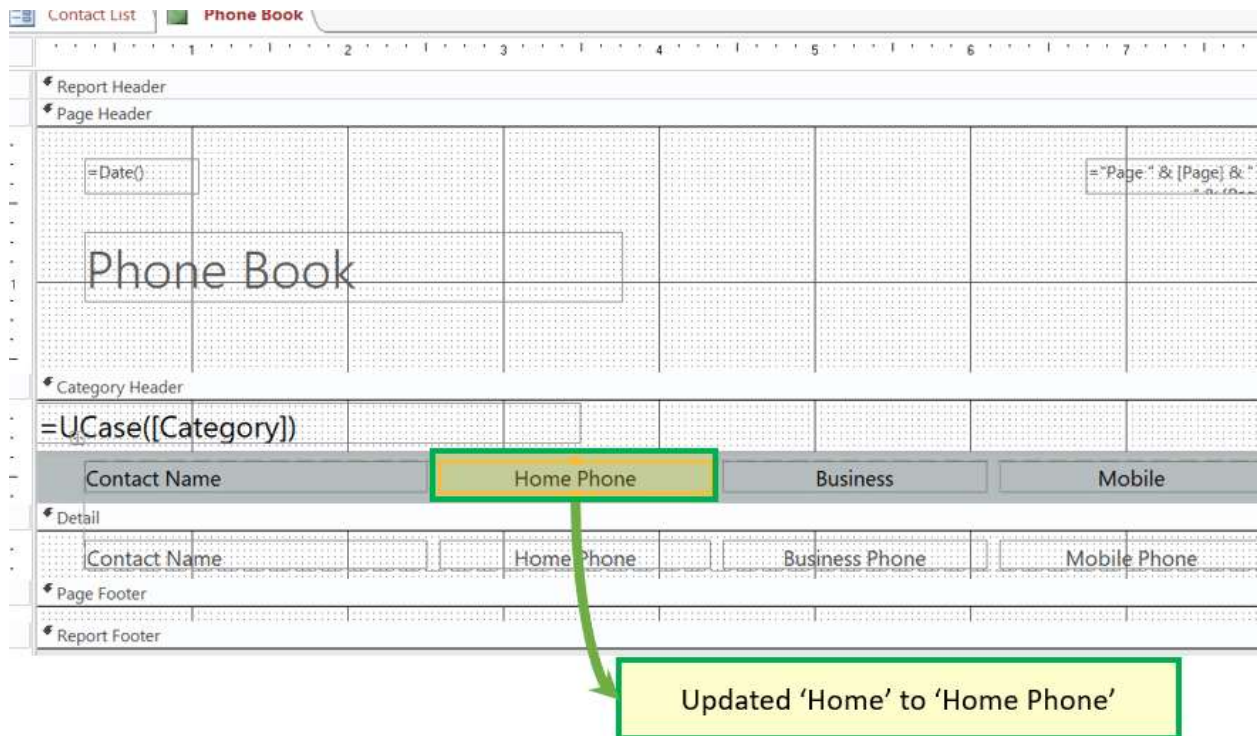


Click on 'Design View'

The system will open the Report in Design view.

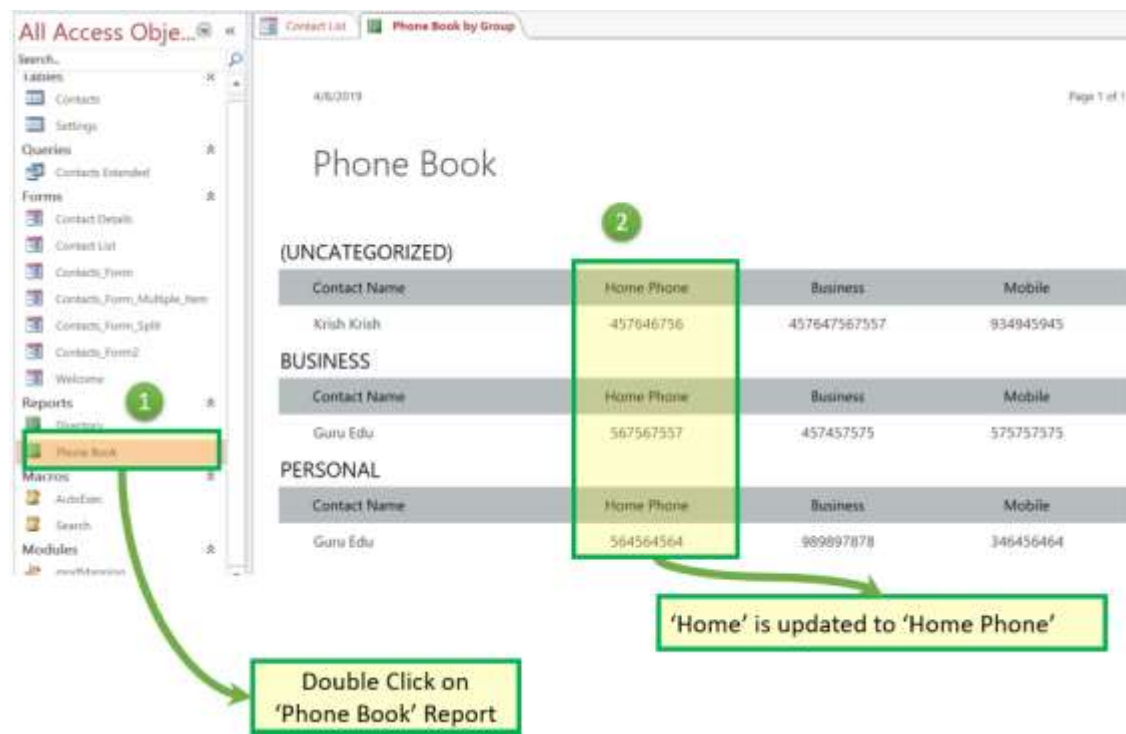


**Step 3)** Edit the name you want to update and Press 'Ctrl+S'.



**Step 4)** Double click 'Phone book' under reports

**Result:** Label is updated from 'Home' to 'Home Phone.'



## Summary

- Microsoft Access is a Database Management System offered by Microsoft.
- Allows you to create tables, queries, forms, and reports, and connect with the help of Macros
- MS-Access will enable you to link to data in its existing location and use it for viewing, updating, querying, and reporting.
- Access consists of **four main database objects**: Tables, Queries, Forms, and Reports.
- There are **two ways to create a Database in SQL ACCESS**:
- Create Database from **Template**
- Create a **Blank Database**
- There are **two ways to create a Database in MS ACCESS**
- Create a Table from **Design View**
- Create a Table from **Datasheet View**
- You can switch between the datasheet and the design view by clicking the 'View' button in the top-left-hand corner of the Access program.
- A form can be created using Form Wizard, Form, Multiple Item, Split Form
- A report is an object in MS Access designed for formatting, calculating, and printing selected data in an organized way.