

# Microsoft Access Notes Procedures



TABLES, PRIMARY KEY, QUERIES, FORMS, REPORTS



# Introduction to Microsoft Access

- Microsoft Access is a database management system (DBMS).
- Part of Microsoft Office Suite.
- Used to store, organize, and analyze data.
- Examples: Student records, inventory, employee database.

# Key Concepts

- ▶ Database – A collection of information stored in an organized manner
- ▶ Table – Stores data in rows and columns.
- ▶ Query – Retrieves or filters data.
- ▶ Form – Easy way to input data.
- ▶ Report – Present data in printable format.
- ▶ Primary Key – Unique field to identify each record.

# Procedure: Creating a Table

1. Open Microsoft Access.
2. Choose Blank Database and name it.
3. Go to Create → Table.
4. Switch to Design View.
5. Enter Field Name, Data Type, Description.
6. Save the table and enter data.

# Procedure: Setting a Primary Key

1. Open Table in Design View.
  2. Select the field to be used as Primary Key (e.g., ID).
  3. Right-click and choose Primary Key.
  4. Save the table.
- Function: Prevents duplicate records.

# Procedure: Creating a Query

1. Click Create → Query Design.
2. Add the table(s).
3. Select the fields to display.
4. Add criteria to filter data.
5. Click Run (!) to view results.
6. Save the query.

# Procedure: Creating a Form

1. Click Create → Form.
2. Select table or query as data source.
3. Access generates the form automatically.
4. Use Form Design to customize.
5. Save the form.

# Procedure: Creating a Report

1. Click Create → Report Wizard.
2. Choose table or query as data source.
3. Select fields to include.
4. Group, sort, and format layout.
5. Click Finish.
6. Modify in Design View if needed.



# Procedure: Save As

Open **Microsoft Access** and your database file.

1. Go to the **File** tab (top left corner)
2. Click **Save As**.
3. Under the “Save Database As” section, choose one of the following:
  - ▶ **Save Database As** → Save a copy of the entire database with a new name or in a new location.
  - ▶ **Save Object As** → Save a specific object (Table, Query, Form, or Report) with a different name.
  - ▶ **Save Database As (Older Format)** → Save the database in a format compatible with older versions of Access.
4. Click **Save As** → Browse the location → Enter a **new file name**.
5. Click **Save**.

# Summary

- ▶ Table – Stores data.
  - ▶ Primary Key – Ensures unique records.
  - ▶ Query – Filters and analyzes data.
  - ▶ Form – Simplifies data entry.
  - ▶ Report – Generates printable reports.
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- ▶ Microsoft Access makes managing large sets of data easier and more organized.