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## **Overview**

In the first half of this class, you will work with Access form objects. In the second half of this class, you will work with Access query objects.

You will learn how to:

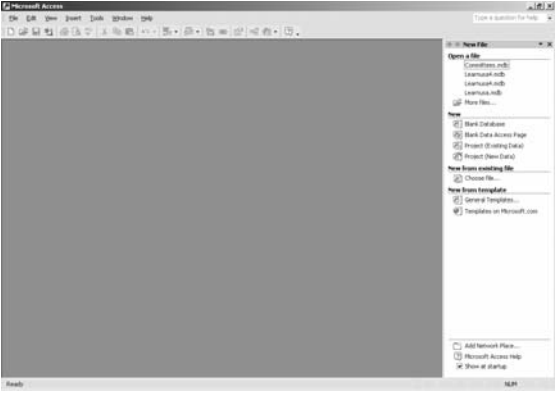
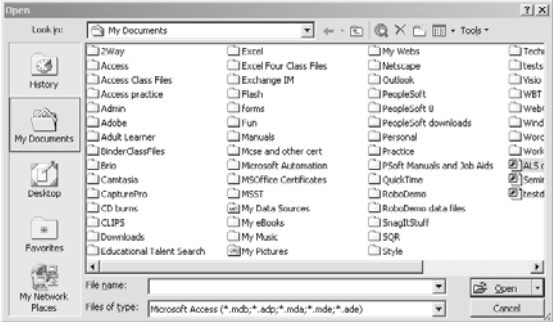
- Create forms for existing tables
- Enter and edit data through the form
- Find, sort and filter data
- Create a select query
- Sort data in a select query
- Run, change, and delete a select query
- Copy and delete database objects

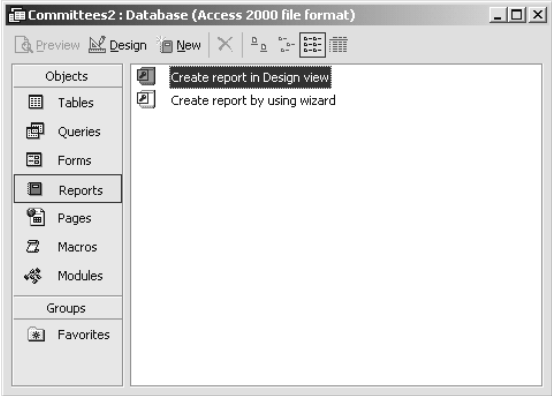

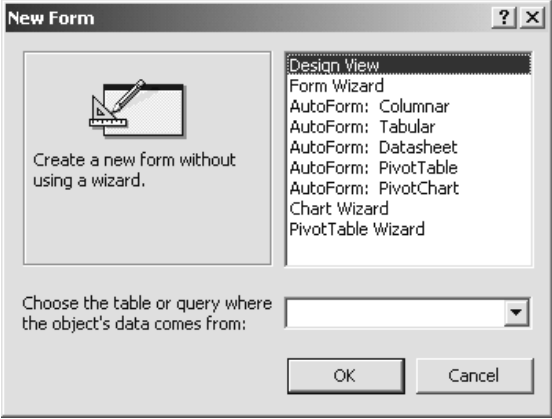
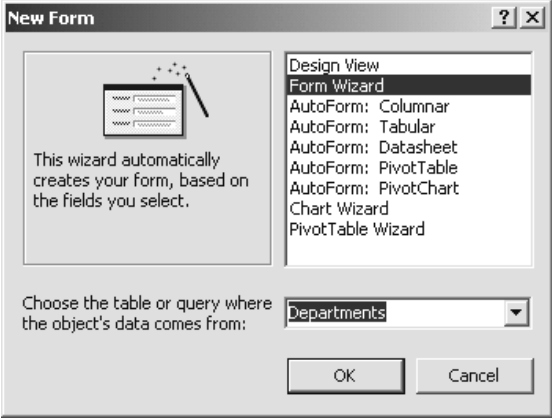
## Lesson 1: Creating Forms

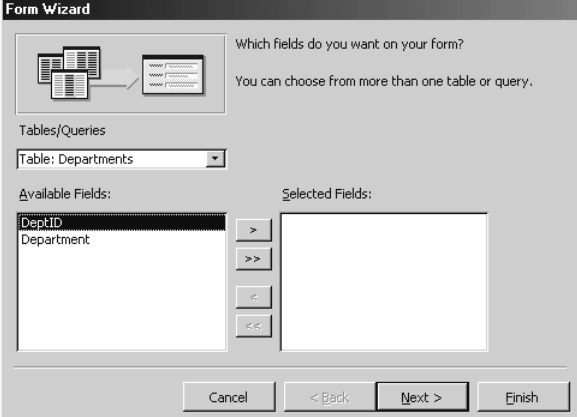









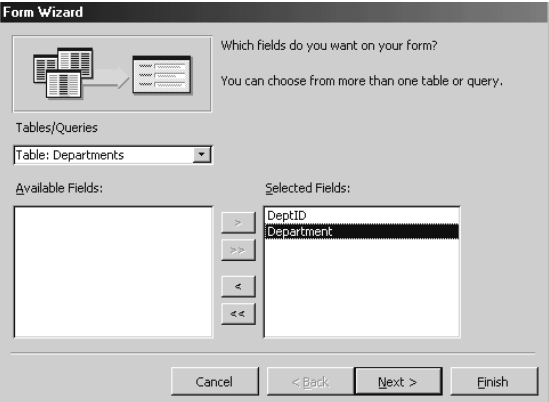





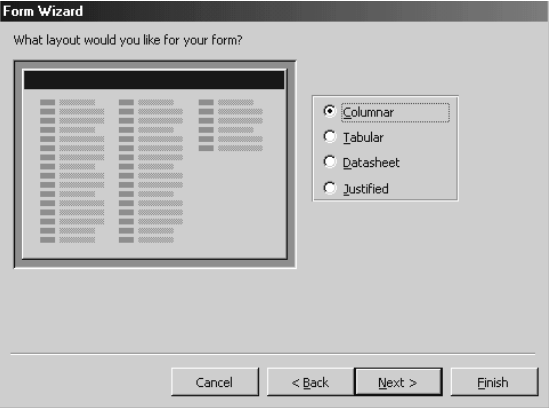
In “Access XP: Step One – Overview and Tables,” you entered data directly into the table in the datasheet view. You also located, filtered, and sorted data in the table datasheet view. In this class, you will review an alternative method for entering and viewing the table data, using form objects.

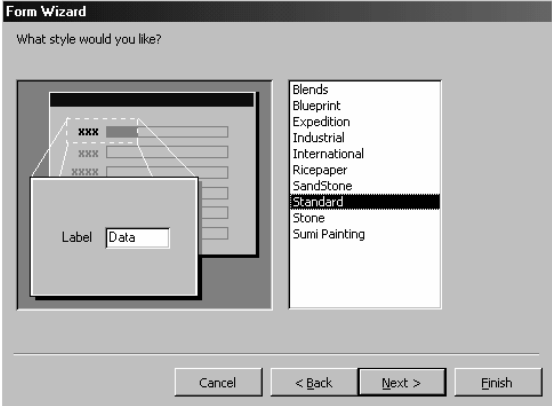
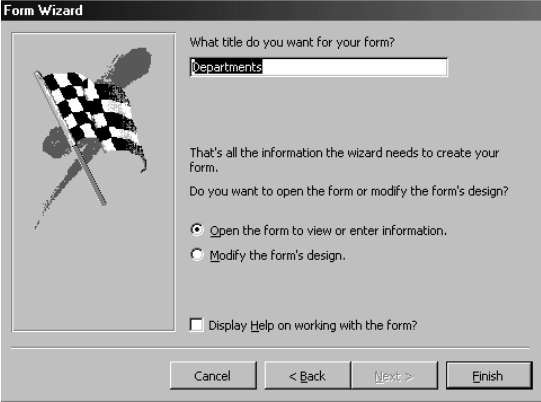

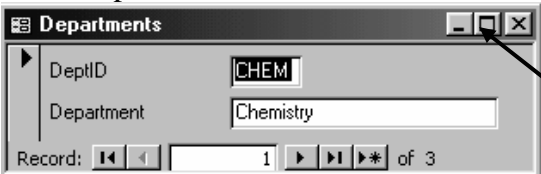
Forms are frequently used in Access as a way of entering data into the tables or looking up records in the tables.

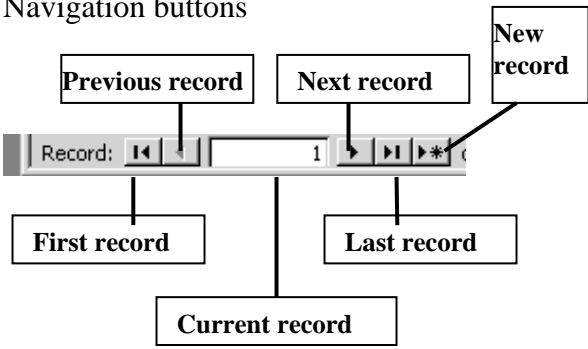
One of the easier ways to create a form is to use the Form Wizard.

What you do	What happens
<p>1. Start Access by clicking on the <b>Start</b> button. Trace to <b>Programs</b> and <b>Microsoft Access</b>. Click on Microsoft Access.</p>	<p>The Access application window opens and the task pane is displayed on the right side of the window.</p> 
<p>2. In the task pane, click on <b>Files</b> or <b>More Files</b>.</p>	<p>The Open dialog box is displayed.</p> 


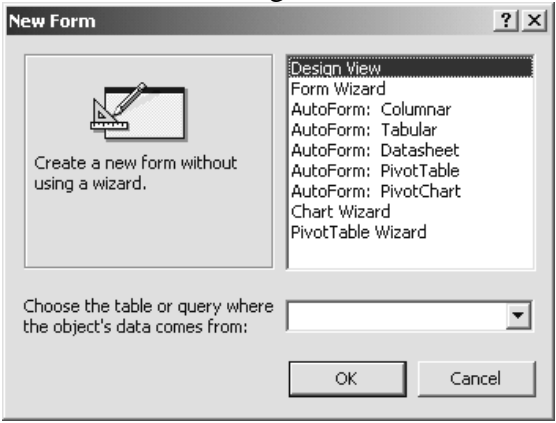
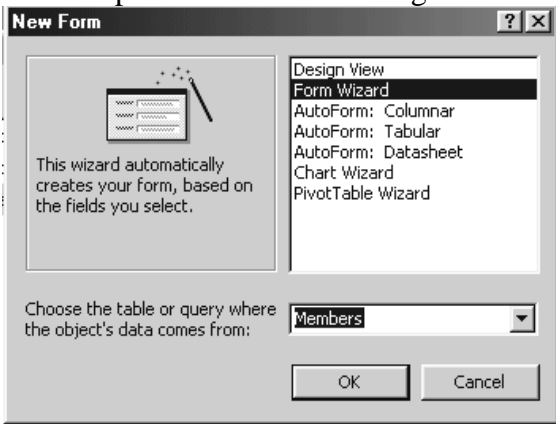
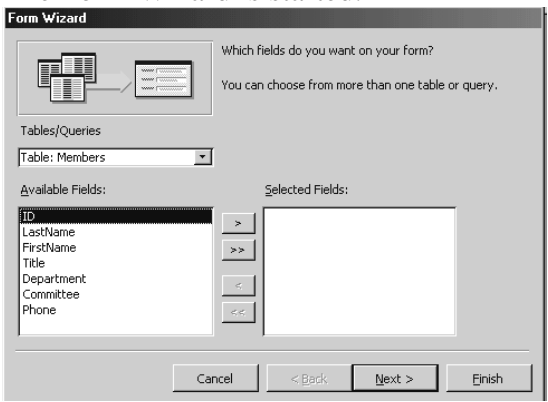
What you do	What happens
<p>3. Double click to open the Access Class Files folder.</p> <p>4. Double click on <b>Committees2</b> to open that database.</p>	<p>The Committees 2 database window is displayed.</p> 
<p>5. In the database window, click on the <b>Forms</b> object button.</p> <p>6. In the database window, click on the <b>New</b> button .</p>	<p>The New Form dialog box is returned.</p> 
<p>7. Click on the choice <b>Form Wizard</b> in the list.</p> <p>8. Click on the drop-down list arrow inside the dialog box to choose the table. The form will be related to the table you choose.</p> <p>Click on <b>Departments</b>.</p>	<p>The completed New Form dialog box</p> 


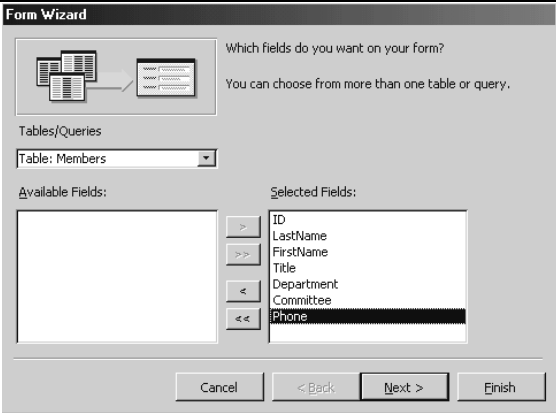
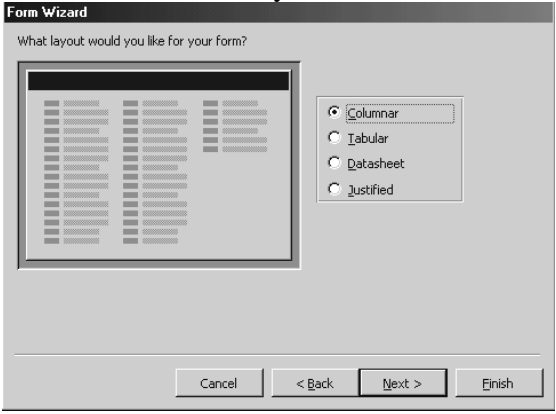
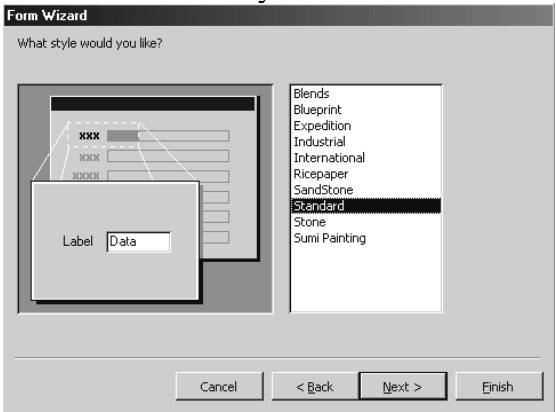
What you do	What happens								
<p>9. Click on <b>OK</b>.</p>	<p>The Form Wizard is started.</p> 								
<p>10. On this first page of the Form Wizard, you choose the fields that you want in your form. To choose all the fields in the Committees table, click on the <b>all</b> button .</p> <table border="1" data-bbox="285 915 773 1167"> <tr> <td></td> <td>Moves highlighted field to Selected Fields list.</td> </tr> <tr> <td></td> <td>Moves all Available Fields to Selected Fields list.</td> </tr> <tr> <td></td> <td>Moves highlighted field from Selected Fields back to Available.</td> </tr> <tr> <td></td> <td>Moves all Selected Fields back to Available.</td> </tr> </table>		Moves highlighted field to Selected Fields list.		Moves all Available Fields to Selected Fields list.		Moves highlighted field from Selected Fields back to Available.		Moves all Selected Fields back to Available.	<p>All the available fields are moved to the selected fields list.</p> 
	Moves highlighted field to Selected Fields list.								
	Moves all Available Fields to Selected Fields list.								
	Moves highlighted field from Selected Fields back to Available.								
	Moves all Selected Fields back to Available.								
<p>11. Click on the <b>Next</b> button .</p> <p>12. Leave the default of <b>Columnar</b>.</p>	<p>The second page of the Form Wizard is returned.</p> 								

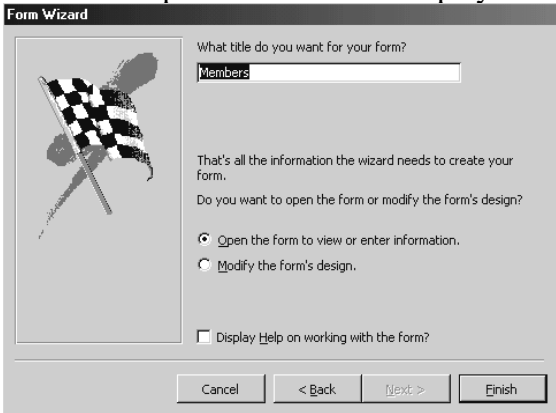
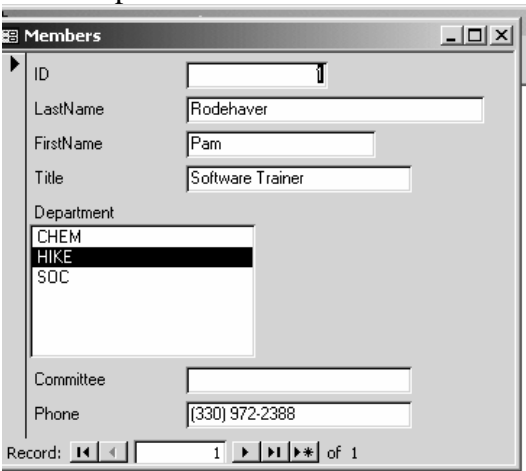
What you do	What happens
<p>13. Click on the <b>Next</b> button.                      14. Leave the default style, <b>Standard</b>, as your choice.</p>	<p>The third page of the Form Wizard is returned.</p> 
<p>15. Click on the <b>Next</b> button.                      16. Leave the default name of <b>Departments</b> and the default to “Open the form to view or enter information.”</p>	<p>The fourth and last page of the Form Wizard is returned.</p> 
<p>17. Click on the <b>Finish</b> button.                      18. Maximize the Departments form window by clicking on the maximize/restore button .</p>	<p>The completed form is returned.</p> 

What you do	What happens
<p>19. Use the navigation buttons to: move to the last record move to the first record move to the next record move to the previous record</p> <p>20. Close the Departments form by clicking on its X.</p>	<p>Navigation buttons</p>  <p>The diagram shows a central record control labeled 'Record: 1'. Above it are three buttons: 'Previous record', 'Next record', and 'New record'. Below it are two buttons: 'First record' and 'Last record'. A 'Current record' label is positioned below the '1' in the record control. Lines connect the labels to their respective buttons or the record control.</p>

**Exercise 1: Create a Form Related to the Members Table**

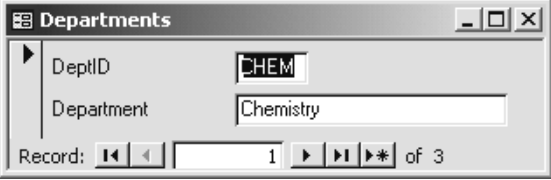



What you do	What happens
<p>1. In the database window, click on the <b>Forms</b> object button.</p> <p>2. In the database window, click on the <b>New</b> button .</p>	<p>The New Form dialog box is returned.</p> 
<p>3. Click on <b>Form Wizard</b>.</p> <p>4. Click on the drop-down list arrow inside the dialog box to choose the table. The form will be related to the table you choose.</p> <p>Click on <b>Members</b>.</p>	<p>The completed New Form dialog box</p> 
<p>5. Click on <b>OK</b>.</p>	<p>The Form Wizard is started.</p> 


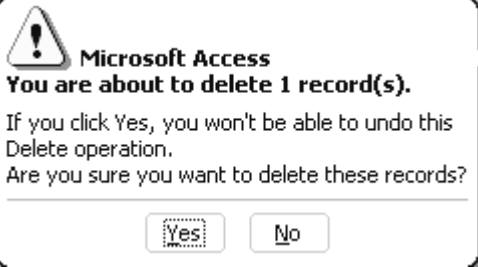
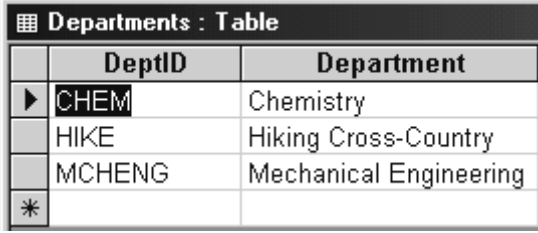
What you do	What happens
<p>6. Click on the <b>all</b> button  to move all the Available Fields to the Selected Fields list.</p>	 <p>Form Wizard</p> <p>Which fields do you want on your form? You can choose from more than one table or query.</p> <p>Tables/Queries Table: Members</p> <p>Available Fields:</p> <p>Selected Fields: ID LastName FirstName Title Department Committee Phone</p> <p>Buttons: Cancel, &lt; Back, Next &gt;, Finish</p>
<p>7. Click on the <b>Next</b> button. 8. Leave the default choice of <b>Columnar</b>.</p>	<p>The second step of the Wizard is shown with the Columnar layout as the choice.</p>  <p>Form Wizard</p> <p>What layout would you like for your form?</p> <p>Columnar (selected) Tabular Datasheet Justified</p> <p>Buttons: Cancel, &lt; Back, Next &gt;, Finish</p>
<p>9. Click on the <b>Next</b> button. 10. Leave the default style of <b>Standard</b>.</p>	<p>The third step of the Wizard is displayed with the Standard style as the choice.</p>  <p>Form Wizard</p> <p>What style would you like?</p> <p>Blends Blueprint Expedition Industrial International Ricepaper SandStone Standard (selected) Stone Sumi Painting</p> <p>Buttons: Cancel, &lt; Back, Next &gt;, Finish</p>

What you do	What happens
<p>11. Click on the <b>Next</b> button.</p> <p>12. Leave the default name of <b>Members</b> and the default of “Open the form to view or enter information.”</p>	<p>The final step of the Wizard is displayed.</p> 
<p>13. Click on the <b>Finish</b> button.</p> <p>14. Review and then close the completed <b>Members</b> form.</p>	<p>The completed form is returned.</p> 

## Lesson 2: Enter and Edit Data Using a Form

When you use a form to enter or edit data, you are accessing the records in the related table. The entries made using the form are revisions to the records in the related table.

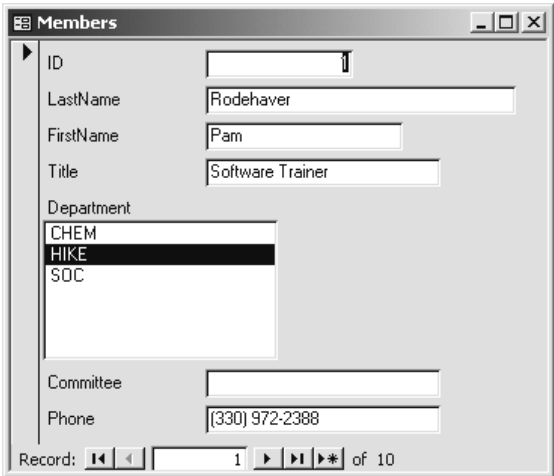
What you do	What happens
<ol style="list-style-type: none"> <li>In the database window, click on the <b>Forms</b> button.</li> <li>Double click on the <b>Departments</b> form to open it.</li> </ol>	<p>The Department form in form view</p> 
<ol style="list-style-type: none"> <li>Click on the <b>New Record</b> button  .</li> <li>Enter the data: DeptID: <b>MCHENG</b> Department: <b>Mechanical Engineering</b></li> <li>Press <b>Shift + Enter</b> to save the record.</li> <li>Note the record number.</li> <li><b>Close</b> the Department form window.</li> <li>Double-click on the <b>Departments</b> form to open it again.</li> <li>Use the <b>next record</b> button to view the records. What is the MCHENG record number? Why?</li> </ol>	<p>The MCHENG record</p> 
<ol style="list-style-type: none"> <li>Use the navigation buttons to locate the record for the <b>Hiking</b> Department.</li> <li>Click to place the cursor after the word "Hiking" in the Department field.</li> <li>Type a space and the word <b>Cross-Country</b>, so that the Department is Hiking Cross-Country.</li> </ol>	<p>The HIKE record</p> 

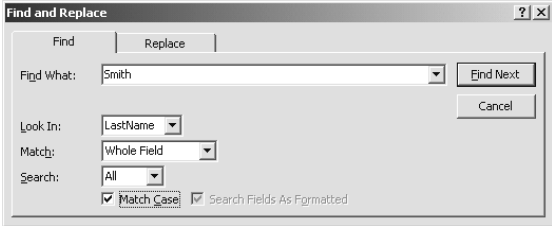
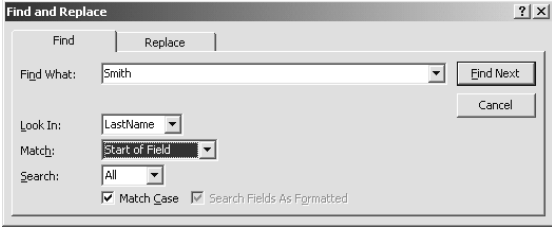
What you do	What happens
<p>13. Click on the <b>last record</b> button to move to the SOC record.</p> <p>14. Click on the <b>row selector</b> to select this row. (The blank, gray rectangle at the beginning of each row is the row selector.)</p> <p>15. Touch the <b>delete</b> key on the keyboard.</p> <p>16. When prompted, click on <b>Yes</b> to delete the SOC record.</p> <p>17. <b>Close</b> the Departments window.</p>	<p>The selected SOC record (row)</p>  <p>This prompt is displayed after step 15.</p> 
<p>18. In the database window, click on the <b>Tables</b> object button.</p> <p>19. Double click on the <b>Departments</b> table to open it in the datasheet view.</p> <p>20. Note that the changes you made using the form are made in the table.</p>	
<p>21. Close the Departments window by clicking on its <b>X</b>.</p>	

## Lesson 3: Find, Sort and Filter Data in Forms




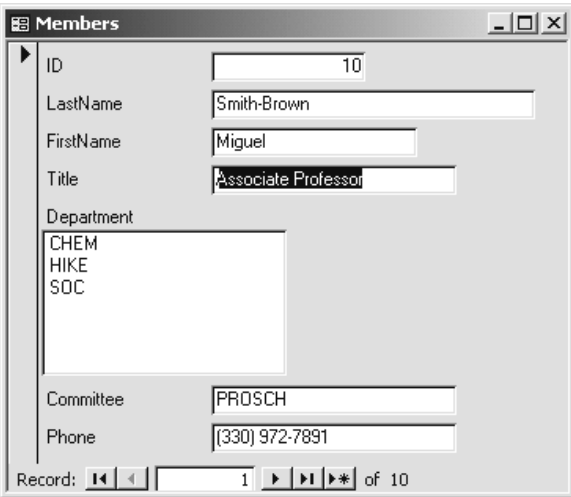
In Step One – Overview and Tables, you learned how to locate a particular record, sort the records into an order based on one field, and to view only records that met a criterion that you established. All of these skills were acquired while using the datasheet view of a table. In this lesson, you will use Forms to perform those tasks. The steps remain the same for a form as for a table.

### Finding a Record in a Form



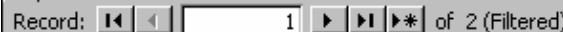
What you do	What happens
<ol style="list-style-type: none"><li>1. In the database window, click on the <b>Forms</b> button.</li><li>2. Double click on <b>Members</b> to open the form in the form view.</li></ol>	



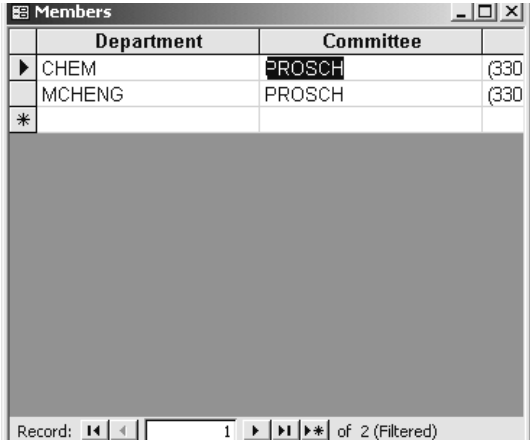
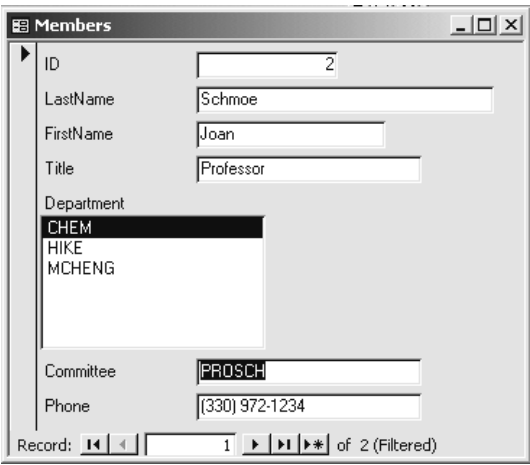
What you do	What happens
<p>You will locate particular records by LastName.</p> <ol style="list-style-type: none"> <li>Click in the <b>LastName</b> field. Access can either search all the fields in the table of the active field, where the cursor is located.</li> <li>Click on the <b>Find tool</b> (binoculars) in the toolbar or press <b>Ctrl + F</b>.</li> <li>In the Find and Replace box:                      Find What: <b>Smith</b>                      Match: <b>Whole Field</b>                      Search: <b>All</b>                      Match Case: (<b>checked</b>)</li> </ol> <p>Additional options are available at the down arrows, when you are customizing a search.</p> <ol style="list-style-type: none"> <li>Click on the <b>Find Next</b> button to locate the first record with the LastName whole field value Smith. Click again to find the next matching record.</li> </ol>	<p>Smith as LastName for Whole Field with Match Case</p> 
<ol style="list-style-type: none"> <li>Change the find instructions. In the Match field, click on the down arrow and choose <b>“Any Part of Field”</b>.</li> <li>Click on the <b>Find Next</b> button to locate the first record with the Smith anywhere in the LastName field. Use the Find Next button to locate the other matching records.</li> </ol>	<p>Smith as LastName for Start of Field</p> 
<ol style="list-style-type: none"> <li>Click on the <b>Cancel</b> button to close the Find and Replace box.</li> </ol>	<p>The database window is displayed.</p>

## Sorting Records in Forms

What you do	What happens
<ol style="list-style-type: none"> <li>Click in the field by which you will sort. In this example, click in the <b>Title</b> field.</li> <li>Click on the <b>ascending sort</b> tool  (A-Z) or <b>descending sort</b> tool  (Z-A) in the toolbar.</li> <li>Use the <b>next record</b> button  to see that the records are in alphabetical order by the Title field.</li> </ol>	<p>The records are alphabetically ordered in the Title field.</p> 

## Filter Data in Forms

What you do	What happens
<p>You will filter the records to only see the PROSCH Committee members using <u>filter by selection</u>.</p> <ol style="list-style-type: none"> <li>Use the navigation buttons to locate a record with PROSCH as the field value for Committee.</li> <li>Click in that field. <u>This is the selection.</u></li> <li>Click on the <b>filter by selection</b> tool  in the toolbar.</li> <li>In the Members form window, note the record navigation area. It indicates that you are viewing 1 of 2 records (filtered). <u>The records are filtered.</u></li> <li>Click on the <b>next record</b> button  to see the second record.</li> </ol>	<p>The record navigation area after the filter is applied</p> 

What you do	What happens
<p>6. Switch to the datasheet view by clicking on the <b>down arrow</b> to the right of the view tool  in the toolbar and selecting <b>datasheet view</b>.</p> <p>7. Switch back to the form view by clicking on the <b>down arrow</b> to the right of the view tool and selecting <b>form view</b>.</p> <p>8. Click on the <b>remove filter</b> tool  in the toolbar to display all the records.</p> <p>9. <b>Close</b> the Members form by clicking on its X.</p>	<p>The datasheet view</p>  <p>The form view</p> 

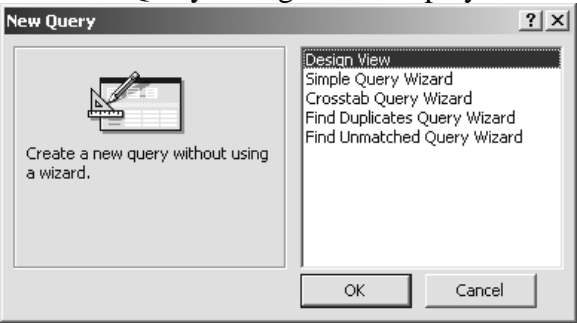
## Lesson 4: Create a Select Query

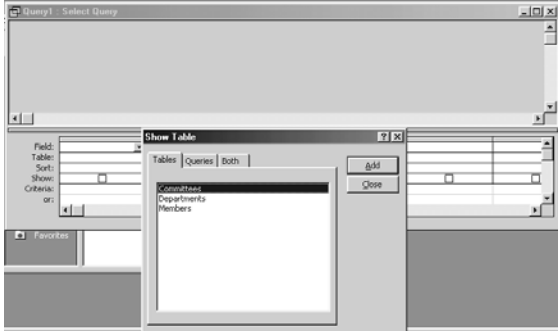
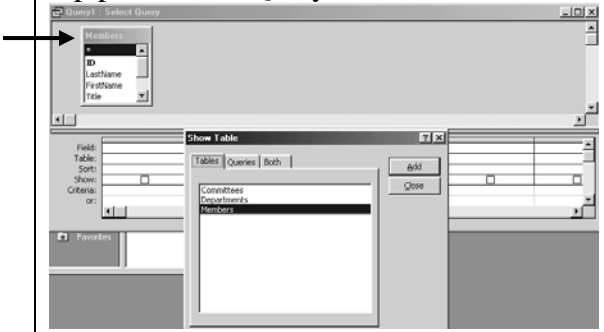
Queries are programs that ask a question of the database. The data needed to answer the question can come from one table or several related tables. Obtaining the answers to queries and printing reports are common reasons to maintain a database.

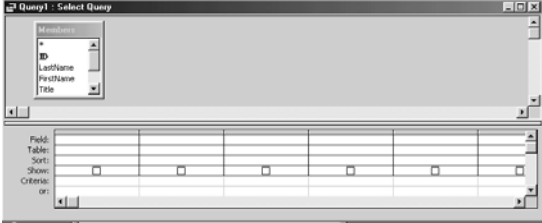
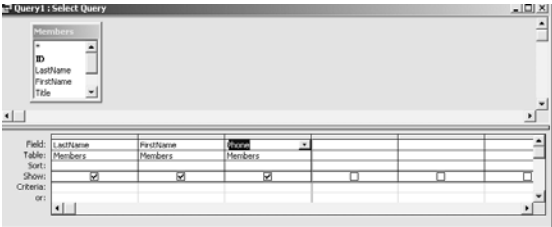
You can memorize (save) your questions, so that answers to frequently asked questions are a double click away.




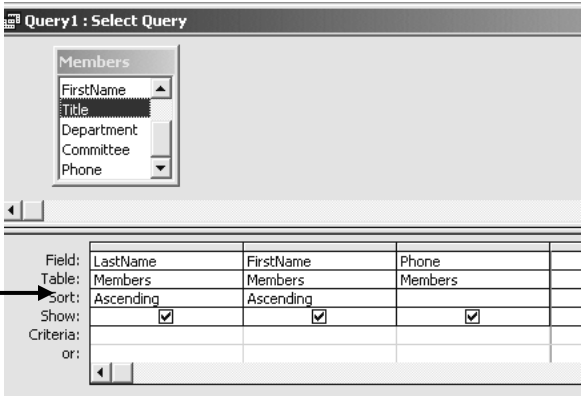
There are several types of queries in Access. This class will cover the basic select query, where specific fields and records are retrieved and displayed from one or more tables.


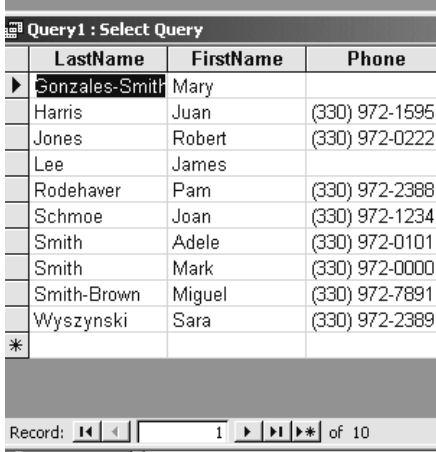


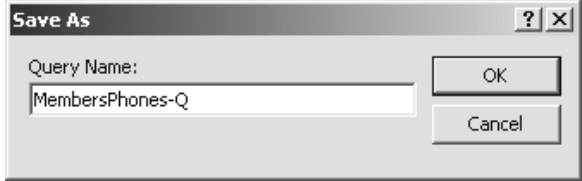
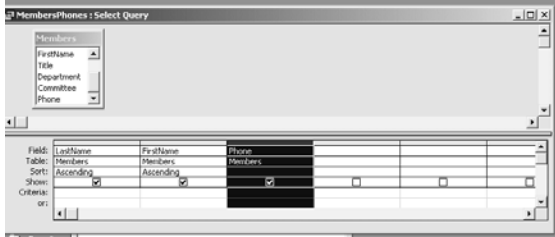
### Select Query Based on One Table

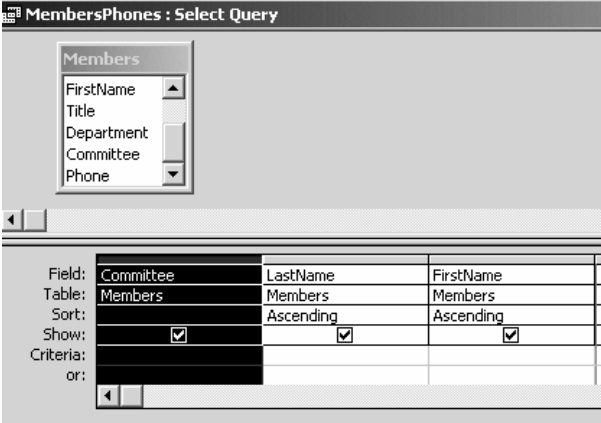
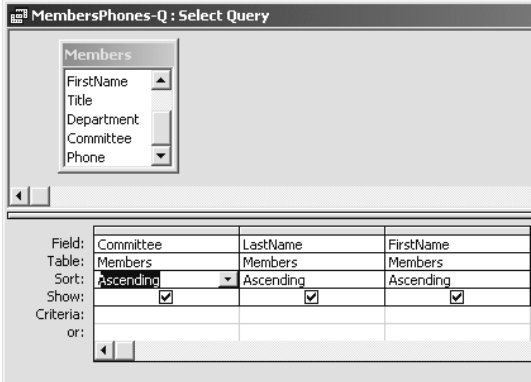
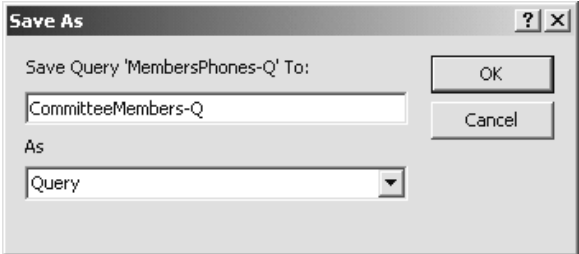
What you do	What happens
<ol style="list-style-type: none"><li>1. In the database window, click on the <b>Queries</b> object button.</li><li>2. In the database window, click on the <b>New</b> button.</li></ol>	<p>The New Query dialog box is displayed.</p> 


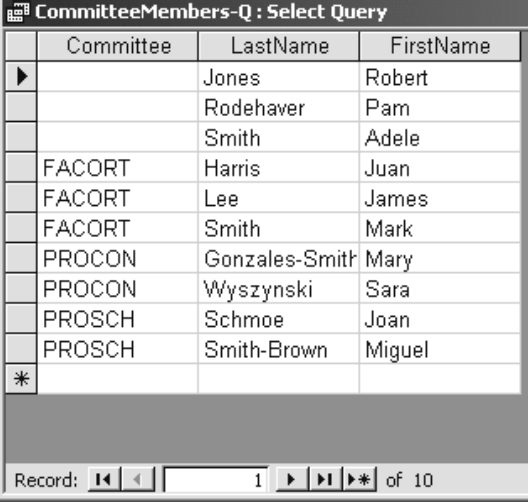
What you do	What happens
<p>3. In the New Query box, <b>Design View</b> is selected. Click on <b>OK</b>.</p>	<p>The Query-By-Example (QBE) window is returned. It is called Query-By-Example, because you create an example of your question (query) in this window. Access then creates the program that asks your question. The program is created in SQL (pronounced sequel).</p>  <p>The Show Table box is also returned and is on top of the Query window. The Show Table box has three pages: Tables, Queries, Both. A query can be based on a table, several related tables, or on another query. In the Show Table box, you can choose the table(s) or query on which to base this new query that you are creating.</p>
<p>4. Click on <b>Members</b> in the list. Then click on <b>Add</b>.</p>	<p>The Members Table field list is added to the top pane of the Query window.</p> 

What you do	What happens
<p>5. Click on the <b>Close</b> button in the Show Table window.</p>	<p>The Show Table dialog box is closed and the Query window is displayed.</p>  <p><i>NOTE:</i> To delete a table from the Query, click once on the Table's field list. Then, press the delete key on the keyboard.</p> <p>To add a table to the Query, click on the Show Table tool in the toolbar.</p>
<p>6. Choose the fields that you want to include in your query. There are several ways to choose.</p> <p><b>Double click</b> on <u>LastName</u> to choose it. LastName will appear in the grid in the lower pane of the window.</p> <p>Place your mouse pointer on <u>FirstName</u>. <b>Drag and drop</b> it on the grid in the second column.</p> <p><b>Click in the Field row</b> (first row) of the first available blank column. The down arrow appears. Click on the down arrow and select <u>Phone</u>.</p>	<p>The Query window is displayed with your choices. The LastName, FirstName and Phone fields have been selected from the Members table.</p> 

What you do	What happens
<p>7. To run the query, click on the  tool in the toolbar.</p>	<p>Access writes a program that asks your question (query). The results are displayed. The results in a query are called a <b>dynaset</b>.</p>  <p>To print the dynaset, you can click on the printer tool in the toolbar.</p>
<p>8. Click on the  tool in the toolbar to return to the Query window.</p> <p>9. To sort the records by LastName, click in the Sort row in the LastName column.</p> <p>10. Click on the down arrow and choose <b>Ascending</b>.</p> <p>11. To sort the records by FirstName when the LastName field value matches in records, click in the Sort row in the FirstName column.</p> <p>12. Click on the down arrow and choose <b>Ascending</b>.</p>	

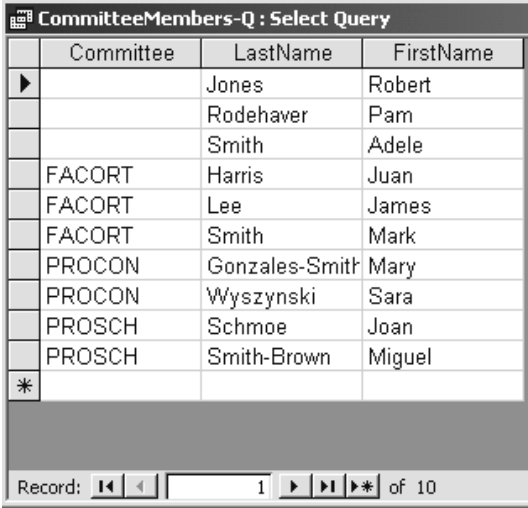
What you do	What happens																																	
<p>13. Click on the <b>run</b>  tool.</p>	<p>The query results are displayed in order by LastName, then FirstName.</p>  <table border="1" data-bbox="781 302 1214 751"> <thead> <tr> <th>LastName</th> <th>FirstName</th> <th>Phone</th> </tr> </thead> <tbody> <tr> <td>Gonzales-Smith</td> <td>Mary</td> <td></td> </tr> <tr> <td>Harris</td> <td>Juan</td> <td>(330) 972-1595</td> </tr> <tr> <td>Jones</td> <td>Robert</td> <td>(330) 972-0222</td> </tr> <tr> <td>Lee</td> <td>James</td> <td></td> </tr> <tr> <td>Rodehaver</td> <td>Pam</td> <td>(330) 972-2388</td> </tr> <tr> <td>Schmoe</td> <td>Joan</td> <td>(330) 972-1234</td> </tr> <tr> <td>Smith</td> <td>Adele</td> <td>(330) 972-0101</td> </tr> <tr> <td>Smith</td> <td>Mark</td> <td>(330) 972-0000</td> </tr> <tr> <td>Smith-Brown</td> <td>Miguel</td> <td>(330) 972-7891</td> </tr> <tr> <td>Wyszynski</td> <td>Sara</td> <td>(330) 972-2389</td> </tr> </tbody> </table>	LastName	FirstName	Phone	Gonzales-Smith	Mary		Harris	Juan	(330) 972-1595	Jones	Robert	(330) 972-0222	Lee	James		Rodehaver	Pam	(330) 972-2388	Schmoe	Joan	(330) 972-1234	Smith	Adele	(330) 972-0101	Smith	Mark	(330) 972-0000	Smith-Brown	Miguel	(330) 972-7891	Wyszynski	Sara	(330) 972-2389
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Wyszynski	Sara	(330) 972-2389																																
<p>14. Click on the <b>View</b>  tool to return to the Query window.</p> <p>15. Click on the <b>Save</b>  tool to save the query. You are saving the question, <u>not the answer!</u></p> <p>16. In the Save As box, name the query <b>MembersPhones-Q</b>.</p>																																		
<p>17. Click on <b>OK</b>.</p>	<p>The query is saved.</p>																																	
<p>18. You will change the query and save it with a different name.</p> <p>To delete a field from the grid, place the mouse pointer at the top of the column to be deleted. In our example, use <b>phone</b>.</p> <p>The pointer will look like a black, downward pointing arrow. Click to select the column.</p> <p>Press the delete key on the keyboard. The phone field is deleted from the grid.</p>	<p>The query window with the phone column selected</p> 																																	

What you do	What happens
<p>19. Add the <b>Committee</b> field to the grid.</p> <p>20. To move the Committee field to be the first field in the grid, click at the top of its column when the mouse pointer looks like a downward pointing arrow.</p> <p>With the column highlighted, place your mouse pointer at the top of the column. When the mouse pointer looks like the white arrow, drag and drop the column in front of the LastName column.</p> <p>(NOTE: When dragging the column, you will see a heavy black line that represents where the column will be dropped. Let go of the mouse button when the heavy black line is where you want to place the column.)</p>	<p>The query window with Committee listed first</p>  <p>Access reads and processes the sort instructions from left to right. Be sure that the first sort to make is read before the second sort to make.</p>
<p>21. Choose an <b>ascending sort</b> for the Committee field.</p>	<p>The QBE window after step 21.</p> 
<p>22. From the menu, click on <b>File, Save As</b> to save the query with a different name.</p> <p>23. Name the query <b>CommitteeMembers-Q</b>.</p> <p>24. In the As edit box, accept the default of <b>Query</b>.</p>	

What you do	What happens
25. Click on <b>OK</b> .	The query is saved.
26. Click on the <b>Run</b>  tool to run the query.	The query results are displayed. 
27. Close the Query window by clicking on its <b>X</b> .	The database window is displayed.

## Run a Saved Query

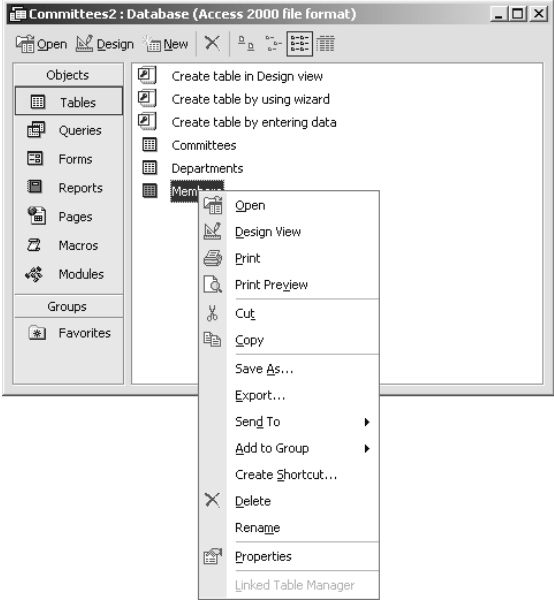
After a query is created and saved, you can double click on its name in the Query objects list to run it. A query is a saved question. Every time that you run the query, it looks at the table(s) and shows the current results.

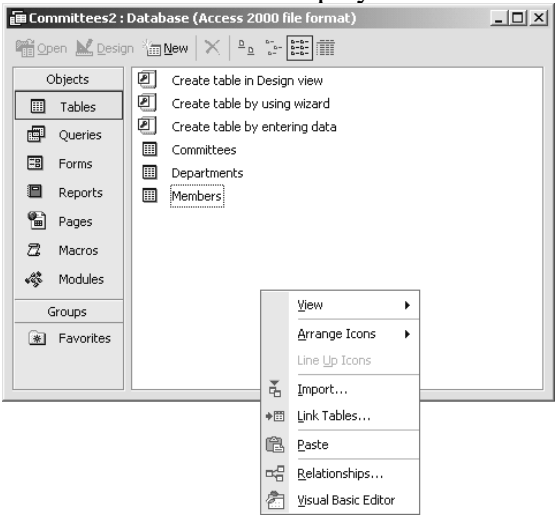
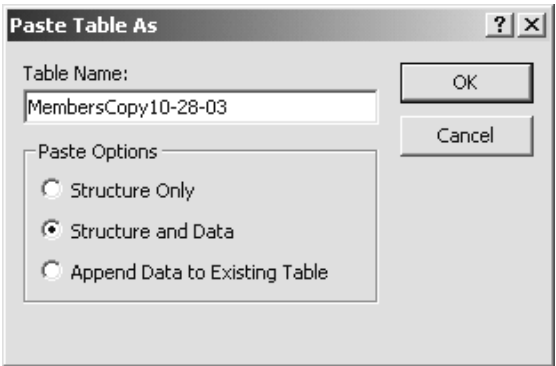
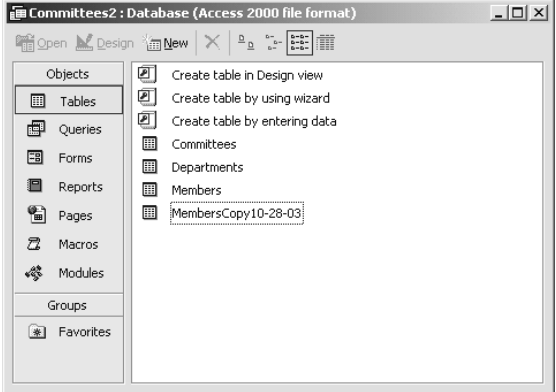
What you do	What happens
<ol style="list-style-type: none"> <li>1. Click on the <b>Queries</b> object button to view the list of Query objects.</li> <li>2. Double click on <b>CommitteeMembers-Q</b> to run the query.</li> <li>3. Review the query results.</li> </ol>	<p>The query results are displayed.</p> 
<ol style="list-style-type: none"> <li>4. Close the results window by clicking on its X.</li> </ol>	<p>The database window is returned.</p>

## Lesson 5: Copying and Deleting Access Objects

### Copy an Access Object

For many reasons, you may want to copy an object. Perhaps you will be deleting records from a table and are concerned that you may make a mistake and lose data. The copy process is similar with all Access objects.

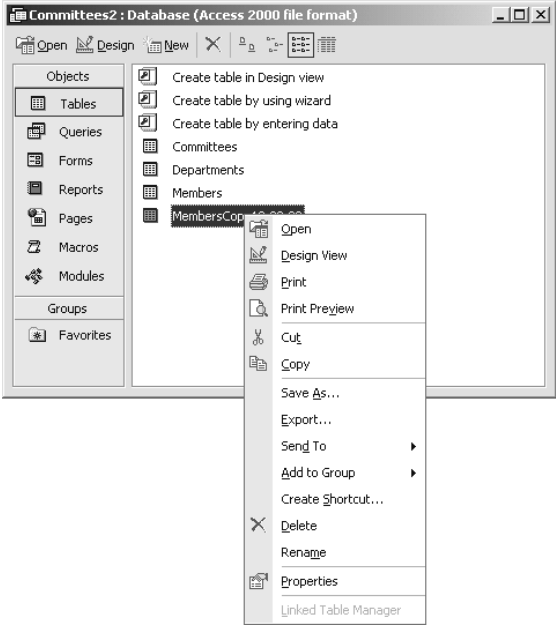
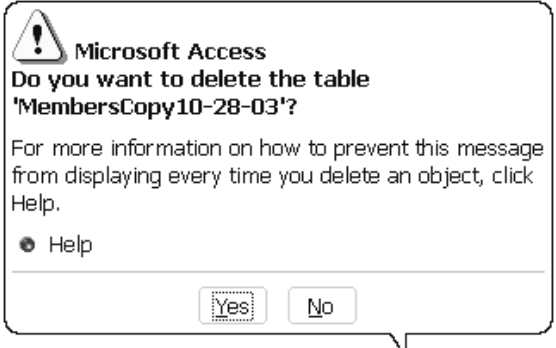
What you do	What happens
<p>In this example, imagine that you want to edit the data in a table, but you are worried that you may make an error. You decide to copy the table before making any changes to the data.</p> <ol style="list-style-type: none"> <li>1. Click on the <b>Tables</b> object button to display the list of tables.</li> <li>2. Place your mouse pointer over the <b>Members</b> table and <b>right click</b>.</li> </ol>	<p>The Members table is highlighted in the list. The shortcut menu is displayed.</p> 
<ol style="list-style-type: none"> <li>3. Trace to and click on <b>Copy</b>.</li> </ol> <p>Windows is holding the copy of the Members table object in the Clipboard. Your display does not indicate this.</p>	<p>The shortcut menu is no longer displayed.</p>


What you do	What happens
<p>4. In the “blank” area of the database window, below the list of Query objects, <b>right-click</b>.</p>	<p>The shortcut menu is displayed.</p> 
<p>5. In the shortcut menu, trace to and click on <b>Paste</b>.</p> <p>6. In the Paste Table As box, enter a name for the copied object. In this example, enter <b>MembersCopytodaydate</b> .</p> <p>7. Under Paste Options, <b>Structure and Data</b> should be selected.</p> <p>8. Click on <b>OK</b>.</p>	<p>The Paste Table As box</p> 
<p>9. Note that the copy of the Table Object is on the list.</p>	

**NOTE:** It is important to know that if an object is related to another object and you rename one of the objects, Access usually does not recognize the original relationship between the objects. You will need to reestablish the relationship.

## Delete an Access Object

It is recommended that you use the Windows Explorer or My Computer to copy the database before you delete objects. A deletion made in error is correctable if you have a recent copy of the database. In Access, deletions of objects usually may be “undone” with the undo tool in the toolbar. It is best to be prepared to restore the data/objects from a copy of the database if necessary.

What you do	What happens
<p>1. Place your mouse pointer over the table <b>MembersCopytodaydate</b> and <b>right click</b>..</p>	<p>The shortcut menu is displayed.</p> 
<p>2. Trace to and click on <b>Delete</b>.</p> <p>3. You are asked to confirm the deletion. To confirm the deletion, click on <b>Yes</b>. If you are not certain, click on <b>No</b>.</p> <p>In this example, click on <b>Yes</b>.</p>	<p>A warning message is displayed.</p> 

What you do	What happens
<ol style="list-style-type: none"> <li>4. Review the list of Query objects and note that the MembersCopytodaydate table is deleted.</li> <li>5. Undo the deletion by clicking on the <b>undo tool</b>  in the toolbar.</li> <li>6. The MembersCopytodaydate table is undeleted and appears on the list.</li> </ol>	<p>The copy of the table is deleted and then restored.</p>

Access XP displays a list of the 20 most recent actions that you can undo. These actions are listed on the Undo tool at its down arrow.

**Please note that when you are working with individual records in the Table datasheet view, Query datasheet view or Form view, only the last change can be reversed.** If you have already saved changes to a current record, Undo Saved Record from the Edit menu can undo the last change.

**The Undo command works in different ways, depending on the view in which you are.** Search for “Undo Changes” in help for more information.