

Activity 1.1

Opening and Closing a Database and Database Objects

Organizations use databases to keep track of customers, suppliers, employees, inventory, sales, orders, purchases, and much more. A database can be defined as a collection of data that has been organized so that the data can be easily stored, sorted, extracted, and reported. A key concept for understanding databases is that the data has to be organized. Data is organized first into a series of tables within the database, where one table contains all of the data that describe a person, place, object, event, or other subject. Within a database, a series of objects exist for entering, managing, and viewing data. The first objects created are tables. Once a table exists, other objects can be created that use the table structure as a means to enter and view the data. Some other database objects include queries, forms, and reports.



What You Will Do You will open a database used by Worldwide Enterprises to keep track of distributors, orders, and movies and open and close the objects in the database to gain an understanding of important Access concepts and terminology.

Note: Make sure you have downloaded the files from the ebook to your storage medium. Open all database files from your removable storage device and NOT directly from the Student Resource Center since Access database files at the Student Resource Center are read-only. Please refer to the note on page 1 regarding checking and removing read-only attributes before proceeding with the activities in this section.

Tutorial

Opening an Existing Database

Tutorial

Opening and Closing an Object

Tutorial

Closing a Database and Closing Access

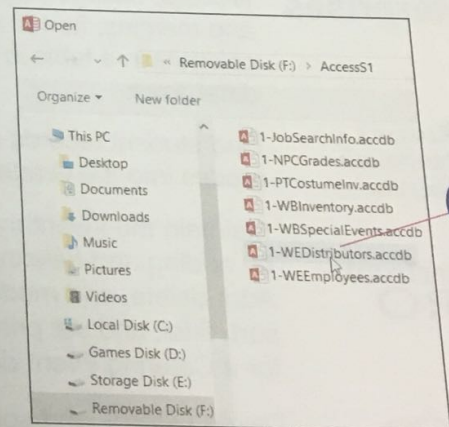
- 1 At the Windows 10 desktop, click the Start button and then click the Access 2016 tile.
- 2 At the Access opening screen, click the Open Other Files hyperlink at the bottom of the Recent list.
- 3 At the Open backstage area, click the *Browse* option.
- 4 At the Open dialog box, click *Removable Disk (F:)* in the Navigation pane.

If you are opening and saving files in a location other than a USB flash drive, please check with your instructor. You can bypass the Open backstage area and go directly to the Open dialog box by pressing Ctrl + F12.

- 5 Double-click the *AccessSI* folder in the Content pane of the Open dialog box.
- 6 Double-click *1-WEDistributors.accdb* in the Content pane.

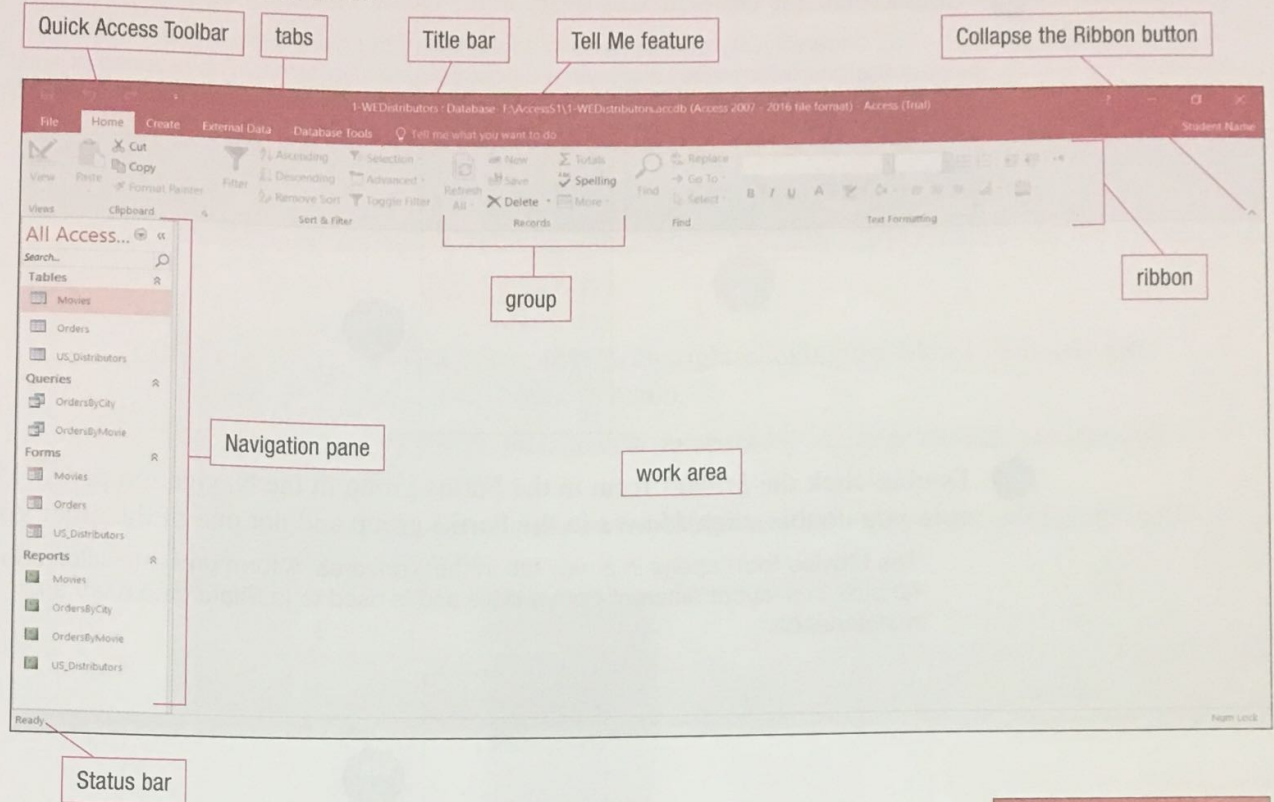
A security warning message bar displays if Access determines the file you are opening did not originate from a trusted location on your computer. This often occurs when you copy a file from another medium (such as a flash drive or the Web).

- 7 If a security warning message bar displays, click the **Enable Content** button.



Identify the various features of the Access screen by comparing your screen with the one shown in Figure 1.1.

Figure 1.1 The Access Screen



- 8 Double-click the *Orders* table in the Tables group in the Navigation pane.

The *Orders* table opens in Datasheet view in the work area with a tab in the upper left corner identifying the table name. Each column in the table contains only one unit of information and each row represents one record. A table is an object in a database and other objects are created using data from a table or multiple tables. Refer to Table 1.1 for a description of database objects.

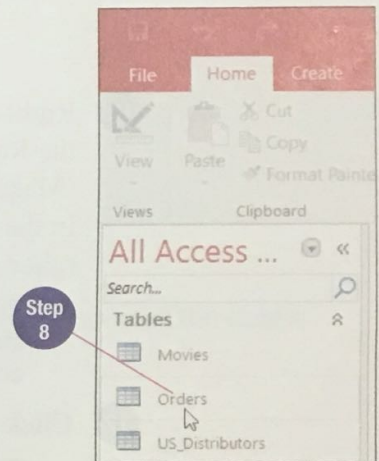
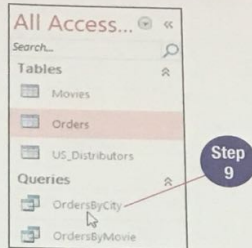


Table 1.1 Database Objects

Object	Description
table	organizes data in fields (columns) and records (rows); a database must contain at least one table. The table is the base upon which other objects are created
query	displays data from one or more tables that meets a conditional statement (for example, records in which the city is Toronto); performs calculations
form	allows fields and records to be presented in a different layout than the datasheet; used to facilitate data entry and maintenance
report	prints data from tables or queries
macro	automates repetitive tasks
module	advances automation through programming using Visual Basic for Applications

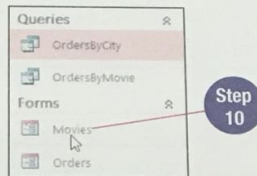
- 9 Double-click the *OrdersByCity* query in the Queries group in the Navigation pane.

The *OrdersByCity* query opens in a new tab in the work area. A query resembles a table in that the information displays in a column-and-row format. The purpose of a query is to display data from one or more related tables that meets a conditional statement.



- 10 Double-click the *Movies* form in the Forms group in the Navigation pane. (Make sure you double-click *Movies* in the Forms group and not one of the other groups.)

The *Movies* form opens in a new tab in the work area. A form presents fields and records in a layout different from a table and is used to facilitate data entry and maintenance.

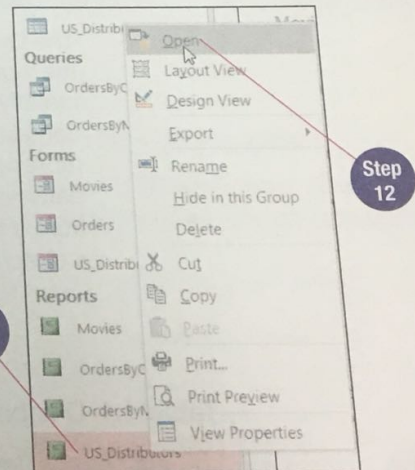


- 11 Right-click the *US_Distributors* report in the Reports group in the Navigation pane. (Make sure you right-click *US_Distributors* in the Reports group and not one of the other groups.)

Right-clicking the report displays the shortcut menu. The shortcut menu provides another method for opening an object.

- 12 Click *Open* at the shortcut menu.

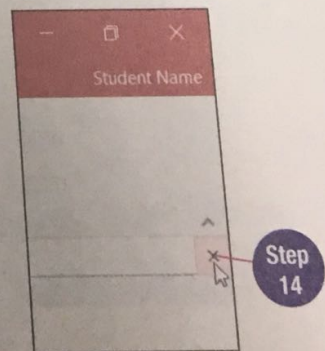
The *US_Distributors* report opens in a new tab in the work area. Reports are used to display or print data from one or more tables in a specific layout. In a report, data can be arranged, formatted, grouped, and sorted. Descriptive labels, a logo, or other items can be included.



- 13 Click the *Orders* tab in the work area.

Clicking a tab in the work area moves that object to the foreground.

- 14 Close the *Orders* table by clicking the Close button in the upper right corner of the work area.



In Brief

Open Database

1. Click **Open Other Files** hyperlink.
2. Click **Browse** option.
3. Click **Removable Disk (F:)**.
4. Navigate to folder.
5. Double-click database file.

OR

1. Click **File** tab and then click **Open**.
2. Click **Browse** option.
3. Click **Removable Disk (F:)**.
4. Navigate to folder.
5. Double-click database file.

Open Object

Double-click object in Navigation pane.

OR

1. Right-click object.
2. Click **Open**.

Close Object

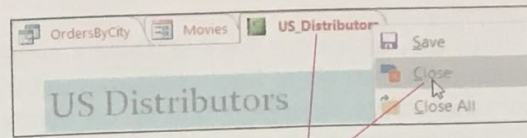
Click **Close** button.

OR

1. Right-click object tab.
2. Click **Close**.

- 15 Close the **US_Distributors** report by right-clicking the tab and then clicking **Close** at the shortcut menu.

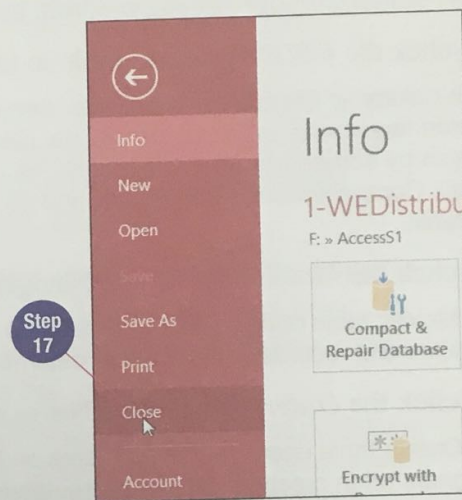
The shortcut menu provides another method for closing an object.



- 16 Close both of the two open objects by right-clicking the **Movies** tab and then clicking **Close All** at the shortcut menu.

- 17 Close the **1-WEDistributors.accdb** database by clicking the **File** tab and then clicking the **Close** option.

Clicking the **File** tab displays the backstage area with options for working with and managing databases.



- 18 Close Access by clicking the **Close** button in the upper right corner of the screen.

In Addition

Learning More about the Access User Interface

While you can have several files of the same type open in the other Microsoft Office applications, only one Access database can be open at a time. If a database is open and you open another one, the first database closes. In other Microsoft Office applications, you have to save your revisions after editing text or values. In a

database, changes to the data are saved automatically when you move to the next record. For this reason, the **Undo** command is often unavailable. If you are prompted to save changes when you close an object in Access, the prompt is referring to changes made to the layout and/or formatting of the object.

Activity 1.2 Exploring and Navigating in Tables

In a database, tables are the first objects created, since all other objects rely on tables as the source for their data. Each table in a database contains data for one subject such as customers, orders, suppliers, and so on. Within a table, the data is broken down into units of information about the subject, called *fields*. All of the data about one subject in the table is called a *record*. For example, in a table containing data on suppliers, one record contains the data for one supplier. Navigate in an open table using the mouse, keys on the keyboard, and/or the Record Navigation bar at the bottom of the work area.



What You Will Do You will open the database used by Worldwide Enterprises and examine the tables to determine how information is organized. You will also navigate to various fields and records in the tables.

Tutorial
Navigating in Objects

1 Open Access and then open the **1-WEDistributors.accdb** database from the AccessS1 folder on your storage medium and enable the contents, if necessary.

2 Double-click the *US_Distributors* table in the Navigation pane.

Each column in the table in Datasheet view contains only one unit of information. Each column represents one field. Identify the fields and field names at the top of each column by comparing your screen with the one shown in Figure 1.2. The field names *DistID*, *CompanyName*, *StreetAdd1*, and so on display in the header row at the top of the table.

3 Double-click the *Movies* table in the Navigation pane.

The *Movies* table opens in the work area on top of the *US_Distributors* table. Examine the fields and records in the table to determine how the information is organized.

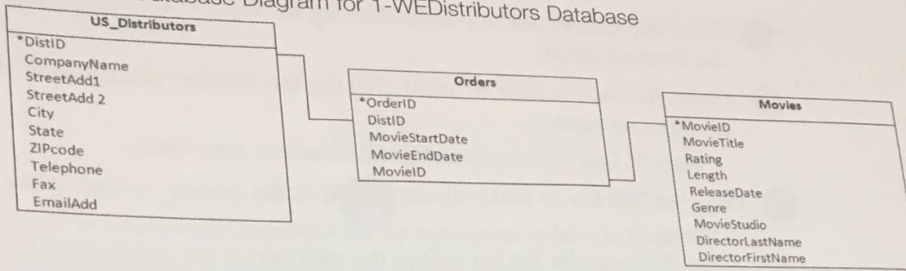
4 Double-click the *Orders* table in the Navigation pane.

The *Orders* table opens in the work area on top of the other two tables. Database designers often create a visual representation of the database's structure in a diagram similar to the one in Figure 1.3. Each table is represented in a box with the table name at the top of the box. Within each box, the fields that will be stored in the table are listed. The field with the asterisk is called the *primary key field*, which holds the data that uniquely identifies each record in the table (usually an identification number).

Figure 1.2 US_Distributors Table in Datasheet View

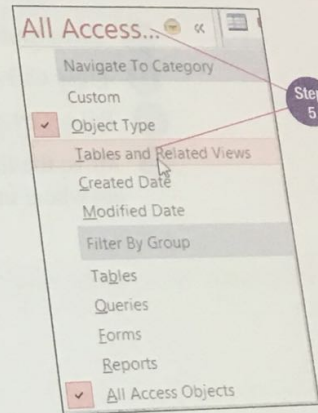
DistID	CompanyName	StreetAdd1	StreetAdd2	City	State	ZIPCode	Telephone	Fax	EmailAdd	Click to Add
1	All Nite Cinemas	2188 Third Street		Louisville	KY	40201	502-555-4238	502-555-4240	allnite@emcp.n	
2	Century Cinemas	3687 Avenue K		Arlington	TX	76013	817-555-2116	817-555-2119	centurycinemas	
3	Countryside Cinem	22 Hillside Street		Bennington	VT	05201	802-555-1469	802-555-1470	countryside@er	
4	Danforth Cinemas	PO Box 22	18 Pickens Street	Columbia	SC	29201	803-555-3487	803-555-3421	danforth@emcp	
5	Eastown Movie Ho	PO Box 722	1 Concourse Av	Cambridge	MA	02142	413-555-0981	413-555-0226	eastown@emcp	
6	Hillman Cinemas	55 Kemble Aven		Baking Ridge	NJ	07920	201-555-1147	201-555-1143	hillman@emcp	
7	LaVista Cinemas	111 Vista Road		Phoenix	AZ	86355-6014	602-555-6231	602-555-6233	lavista@emcp.n	
8	Liberty Cinemas	PO Box 998	12011 Ruston W	Atlanta	GA	73125	404-555-8113	404-555-2349	libertycinemas@	
9	Mainstream Movie	PO Box 33	333 Evergreen E	Seattle	WA	98220-2791	206-555-3269	206-555-3270	mainstream@ei	
10	Marquee Movies	1011 South Alar		Los Angeles	CA	90045	612-555-2398	612-555-2377	marqueemovies	
11	Mktown Movieho	1033 Commerci		Emporia	KS	66801	316-555-7013	316-555-7022	midtown@emcp	
12	Mooretown Movie	PO Box 11	331 Metro Place	Dublin	OH	43107	614-555-8134	614-555-8339	mooretown@ei	
13	O'Shea Movies	59 Erie		Oak Park	IL	60302	312-555-7719	312-555-7381	oshea@emcp.n	
14	Redwood Cinemas	PO Box 112F	336 Ninth Street	Portland	OR	97466-3359	503-555-8641	503-555-8633	redwoodcineme	
15	Sunfest Cinemas	341 South Fourt		Tampa	FL	33562	813-555-3185	813-555-3177	sunfest@emcp	
16	Victory Cinemas	12119 South 23		San Diego	CA	97432-1567	619-555-8746	619-555-8748	victory@emcp.i	
17	Waterfront Cinem	PO Box 3255		Buffalo	NY	14288	716-555-3845	716-555-3947	waterfrontcin	
18	Wellington 10	1203 Tenth Sou		Philadelphia	PA	19178	215-555-9045	215-555-9048	wellington10@e	
19	Westview Movies	1112 Broadway		Newark	NY	10119	212-555-4875	212-555-4877	westview@emc	

Figure 1.3 Database Diagram for 1-WEDistributors Database



- 5** Change how objects display in the Navigation pane by clicking the menu bar at the top of the Navigation pane and then clicking *Tables and Related Views* at the drop-down list.

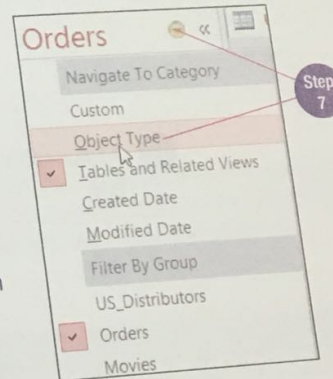
Originally, the Navigation pane displayed the objects grouped by type (table, query, form, and report). Clicking *Tables and Related Views* displays each table in the Navigation pane followed by the objects related to the table.



- 6** Show only the Orders table and related objects by clicking the Navigation pane menu bar and then clicking *Orders* in the *Filter By Group* section of the drop-down list.

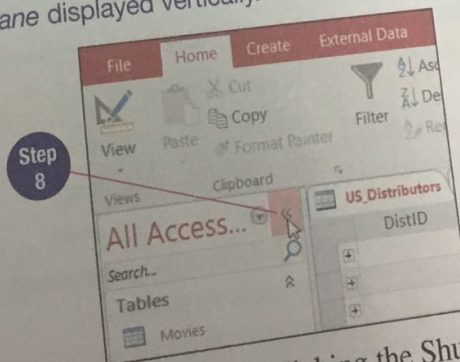
- 7** Redisplay by object type by clicking the button on the menu bar containing a down-pointing triangle in a circle and then clicking *Object Type* at the drop-down list.

Clicking *Object Type* displays *All Access Objects* in the *Filter By Group* section of the drop-down list. Display the Navigation pane drop-down list by clicking the menu bar or by clicking the button on the menu bar. The name of the button changes depending on what is selected.



- 8** To view more of the open objects in the work area, click the Shutter Bar Open/Close Button in the upper right corner of the Navigation pane.

The Navigation pane collapses to a bar at the left side of the screen with the text *Navigation Pane* displayed vertically.



- 9** Redisplay the Navigation pane by clicking the Shutter Bar Open/Close Button. You can also collapse or redisplay the Navigation pane by pressing the F11 function key.

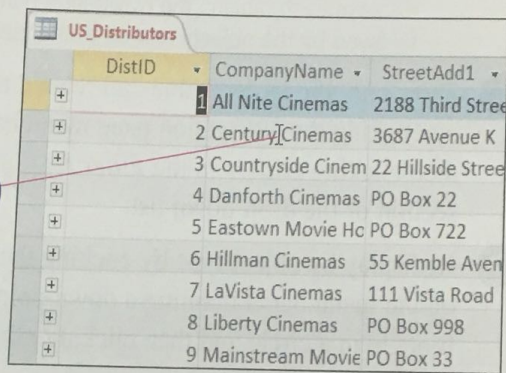
- 10 Close the Orders table by right-clicking the Orders tab and then clicking *Close* at the shortcut menu.
- 11 Close the Movies table by right-clicking the Movies tab and then clicking *Close* at the shortcut menu.

The US_Distributors table should be the only open table.

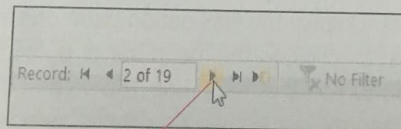
- 12 Press the Tab key to make the next field in the current record active.

Navigate in a table using keys on the keyboard, the mouse, or the Record Navigation bar. Pressing the Tab key makes the next field in the current record active. Refer to Table 1.2 for information on keyboard commands for navigating in a table.

- 13 Press Shift + Tab to make the previous field in the current record active.
- 14 Press Ctrl + End to make the last field in the last record active.
- 15 Press Ctrl + Home to make the first field in the first record active.
- 16 Move the insertion point to a field in the *CompanyName* field column by clicking anywhere in the company name *Century Cinemas* in record 2.



- 17 Make record 3 active by clicking the Next record button on the Record Navigation bar.



- 18 Make the last record active by clicking the Last record button on the Record Navigation bar.

Table 1.2 Navigating in an Access Table Using the Keyboard

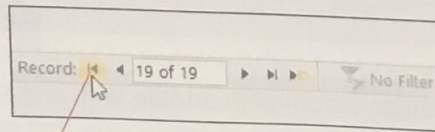
Press	To move to
Home	first field in the current record
End	last field in the current record
Tab	next field in the current record
Shift + Tab	previous field in the current record
Ctrl + Home	first field in the first record
Ctrl + End	last field in the last record

In Brief

Change Navigation Pane View

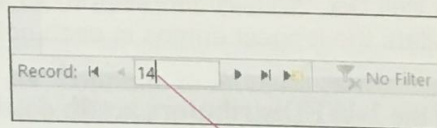
1. Click All Access Objects button at top of Navigation pane.
2. Click view.

- 19 Make the first record active by clicking the First record button on the Record Navigation bar.



Step
19

- 20 Navigate to record 14 by triple-clicking the text *1 of 19* that displays in the *Current Record* text box on the Record Navigation bar, typing *14*, and then pressing the Enter key.



Step
20

- 21 Close the US_Distributors table by clicking the Close button in the upper right corner of the work area.

In Addition

Planning and Designing a Table

The table below describes the steps involved in planning and designing a new database. The design process may seem time-consuming; however, the time expended to produce a well-designed database saves

time later. A database that is poorly designed will likely have logical or structural errors that require redefining of data or objects after live data has been entered.

Step	Description
1. Determine the purpose of the database.	Describe who will use the database and for what purpose. This helps to focus the efforts for the remaining steps on the mission the database is to fulfill.
2. Determine all of the data that will need to be tracked in the database.	Gather all of the data elements that you will need to store in the database. You can find this information by looking at records of invoices, inventory lists, purchase orders, and so on. You can also ask individuals what information they want to get out of the database to help you determine the required data.
3. Group the data elements into tables.	Divide the information into subjects (also referred to as entities) so that one table will be about one subject only.
4. Decide the fields and field names for each table.	Break down each data element into its smallest unit. For example, a person's name could be broken down into first name, middle name, and last name.
5. Make sure each table includes a field that will be used to uniquely identify each record in the table.	Access can create an <i>ID</i> field for you if you do not have an existing unique identification number such as a product number, student number, social security number, or similar field.
6. Decide which tables need to be linked by a relationship and include in the table the common field upon which to join the tables if necessary.	Identifying relationships at this stage helps you determine if you need to add a field to a related table to allow you to join the table. You will learn more about relationships in Section 2.

Activity 1.3 Adjusting Field Column Width

Access creates columns in a table with a default width of 13.1111 characters, which is the approximate number of characters that will display in a column. Column width can be increased or decreased to accommodate the data with options at the Column Width dialog box, by double-clicking the column boundary line to adjust the width to the longest entry (referred to as best fit), or by dragging a column boundary line to the desired position. The width of multiple adjacent columns can be best fit by selecting the columns and then clicking one of the column boundary line.

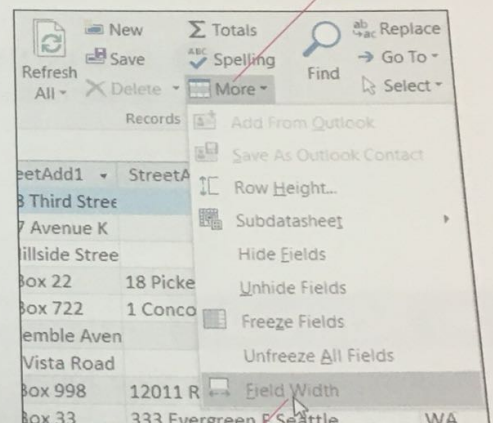
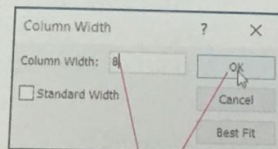


What You Will Do You will reopen the US_Distributors table and adjust column widths to accommodate the longest entries in each column.

Tutorial
Adjusting Field
Column Width

- 1 With the **1-WEDistributors.accdb** database open, double-click the US_Distributors table in the Navigation pane.
- 2 With the first field selected in the *DistID* field column, click the More button in the Records group on the Home tab.
- 3 Click *Field Width* at the drop-down list.
- 4 At the Column Width dialog box with the current width selected in the *Column Width* measurement box, type **8** and then click OK.

If the data entered in field in a column does not fill the entire field, consider decreasing the column width to save space in the work area and when the table is printed.



- 5 Click anywhere in the first field in the *CompanyName* field column (the field containing the text *All Nite Cinemas*).
Clicking in a field in the *CompanyName* field column makes the column active and *CompanyName* in the header row displays with an orange background.
- 6 Click the More button in the Records group and then click *Field Width* at the drop-down list.
- 7 At the Column Width dialog box with the current width selected in the *Column Width* measurement box, type **20** and then click OK.
- 8 Click anywhere in the first field in the *StreetAdd1* field column (the field containing the text *2188 Third Street*).

In Brief

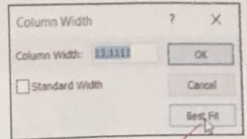
Adjust Column Width

1. Position insertion point in column.
2. Click More button.
3. Click *Field Width*.
4. Type column width number or click Best Fit button.

OR

Drag or double-click right column boundary line in header row.

- 9 Click the More button and then click *Field Width* at the drop-down list.
- 10 At the Column Width dialog box, click the Best Fit button.



- 11 Use the mouse to adjust the *StreetAdd2* field column. To do this, position the mouse pointer on the column boundary line between the *StreetAdd2* and *City* field column headings until the pointer displays as a left-and-right pointing arrow with a vertical line between, click and hold down the left mouse button, drag to the right approximately one-half inch, and then release the mouse button. Make sure all of the entries in the column are visible. If not, continue to increase the width of the column.

Step 10

Step 11

StreetAdd2	City
	Louisville
	Arlington
	Bennington
18 Pickens Street	Columbia
1 Concourse Avenue	Cambridge
	Baking Ridge
	Phoenix
12011 Ruston Way	Atlanta
333 Evergreen Building	Seattle

- 12 Select the remaining columns by positioning the mouse pointer in the *City* field column heading, clicking and holding down the left mouse button, dragging to the right to the *EmailAdd* field column heading, and then releasing the mouse button.
- 13 With the columns selected, double-click the column boundary line between the *City* and *State* field column headings.

Double-clicking the column boundary line best fits all of the selected columns. Double-check that the *EmailAdd* field column has fully expanded to display all entries. If not, double-click the column boundary line between the Fax and EmailAdd field column headings. You may need to scroll to the right to display the entire field.

- 14 Click the First record button on the Record Navigation bar.
 - 15 Click the Save button on the Quick Access Toolbar.
- Clicking the Save button saves the changes made to the column widths.
- 16 Close the US_Distributors table.

Check Your Work

Compare your work to the model answer to ensure that you have completed the activity correctly.

In Addition

Using the Record Navigation Bar Search Text Box

Use the Record Navigation bar search text box to search for a specific entry in a field in a table. To use the search text box, click in the text box and then begin typing the search data. As you begin typing, text that matches what you type is selected in the table, which is referred to as “word-wheeling.” For example, to search for Mooretown Movies in the US_Distributors table, you would start by clicking at the beginning of the first field

below the *CompanyName* field column heading, clicking in the search text box, and then typing *m*. This causes Access to select the letter *m* in *Cinemas* in the first entry in the *CompanyName* field column. Type the letter *o* and Access selects *Mo* in the *Eastown Movie House* entry. Type the letter *o* again and Access selects *Moo* in *Mooretown Movies*.

Activity 1.4 Finding and Replacing Data


In a table, you can search for specific data using the Find and Replace dialog box with the Find tab selected. Display this dialog box with the Find button on the Home tab. Using the Find and Replace dialog box saves time when searching for data when the table contains many records that are not all visible on the screen. Use the Find and Replace dialog box with the Replace tab selected to find specific data in a table and replace it with other data. Display this dialog box with the Replace button on the Home tab. Use options at the Find and Replace dialog box with either tab selected to specify where to search, such as the current field or the entire table, and what to search, such as any part of a field, the whole field, or the start of a field.



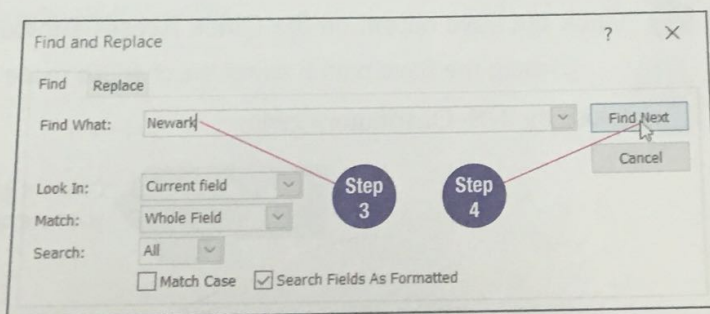
What You Will Do You have received a note from Sam Vestering that the city for Westview Movies was entered incorrectly and should be *New York* instead of *Newark*. He also indicated that the post office reference in the addresses should appear as *P.O.* and not *PO*. You will use the Find and Replace dialog box to locate and make the changes.

Tutorial
Finding Data

Tutorial
Finding and Replacing Data

- 1 Open the *US_Distributors* table and then click the first field in the *City* field column (contains the text *Louisville*).
- 2 Click the Find button  in the Find group on the Home tab.
Clicking the Find button opens the Find and Replace dialog box with the Find tab selected.
- 3 Type *Newark* in the *Find What* text box.
- 4 Click the Find Next button.

The city *Newark* is selected in record 19.



- 5 Click the Cancel button to close the Find and Replace dialog box.
- 6 Type *New York*.

As you type *New York* a pencil icon displays in the record selector bar at the left side of the table, indicating that the current record is being edited and the change has not been saved. When you complete Step 7, the change is saved and the pencil icon disappears.

18	Wellington 10	1203 Tenth Southwest	Philadelphia	PA	19178	215-555-9045	215-555-9048	wellington10@emcp.net
19	Westview Movies	1112 Broadway	New York	NY	10119	212-555-4875	212-555-4877	westview@emcp.net
(New)								

Step 6

- 7 Click in the first field in the *DistID* field column (contains the number *1*).


In Brief

Find Data

1. Click in field in column to be searched.
2. Click Find button.
3. Type search text in *Find What* text box.
4. Click Find Next button.

Find and Replace Data

1. Click in field in column to be searched.
2. Click Replace button.
3. Type search text in *Find What* text box.
4. Press Tab.
5. Type replace text in *Replace With* text box.
6. Click Replace All button.

8 Click the Replace button  in the Find group on the Home tab.

9 At the Find and Replace dialog box with the Replace tab selected, type **PO** in the *Find What* text box.

10 Press the Tab key to move the insertion point to the *Replace With* text box and then type **P.O.**

11 Click the *Look In* option box arrow and then click *Current document* at the drop-down list.

Changing the *Look In* option to *Current document* tells Access to search all fields in the table.

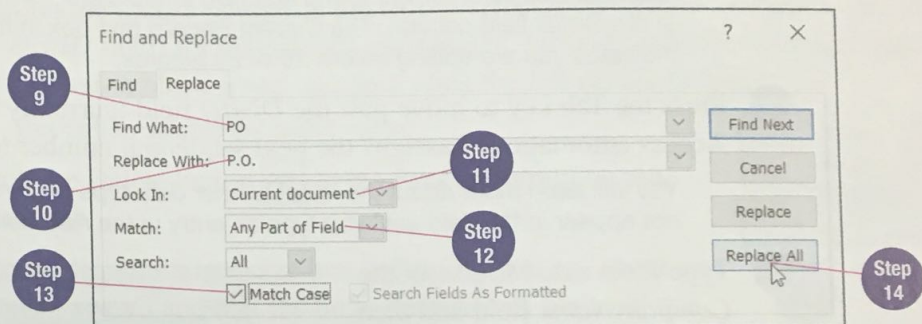
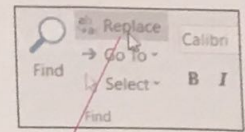
12 Click the *Match* option box arrow and then click *Any Part of Field* at the drop-down list.

Changing the *Match* option to *Any Part of Field* tells Access to search for data that matches any part of a field—not only the entire field.

13 Click the *Match Case* check box to insert a check mark.

Inserting a check mark in the *Match Case* check box tells Access to search only for the uppercase letters **PO**.

14 Click the Replace All button.



15 At the message indicating that you cannot undo the action and asking if you want to continue, click the Yes button.

Clicking the Yes button closes the message and replaces all occurrences of **PO** with **P.O.**

16 Click the Cancel button to close the Find and Replace dialog box.

Check Your Work

Compare your work to the model answer to ensure that you have completed the activity correctly.

In Addition

Exploring the Find and Replace Dialog Box Options

By default, the *Look In* option at the Find and Replace dialog box is set to *Current field*. At this setting, Access will only search in the field where the insertion point is positioned. Change this option to *Current document* and Access will search all fields in the table. The *Match* option has a default setting of *Whole Field*, which means Access will search for data that matches the entire entry in a field. If you want to search for data that matches only partial field entries, change the *Match* option to *Any Part of Field*, or *Start of Field* if you want Access to search

entries in fields that begin with the data entered in the *Find What* text box. The *Search* option has a default setting of *All*, which means Access will search all of the data in the specific field or table. This can be changed to *Up* to search from the insertion point to the beginning of the table or *Down* to search from the insertion point to the end of the table. To find data that contains specific uppercase or lowercase letters, insert a check mark in the *Match Case* check box.


Activity 1.5 Adding and Deleting Records in a Table

Tables are the first objects created in a database and all other objects rely on a table as the source for their data. Managing the tables in a database is important for keeping the database up to date and may include adding and deleting records. Add a new record to a table in Datasheet view by clicking the New (blank) record button on the Record Navigation bar, or clicking the New button in the Records group on the Home tab. Delete a record in a table by clicking in any field in the record, clicking the Delete button arrow in the Records group on the Home tab and then clicking *Delete Record* at the drop-down list. Another method for deleting a record is to select the record by clicking the record selector bar at the left side of the record and then clicking the Delete button on the Home tab.



What You Will Do Worldwide Enterprises has signed two new distributors in the United States and one company has signed with another movie distributing company. You will add the new information in two records in the US_Distributors table and delete the old company.

Tutorial
Adding and Deleting
Records in a Table

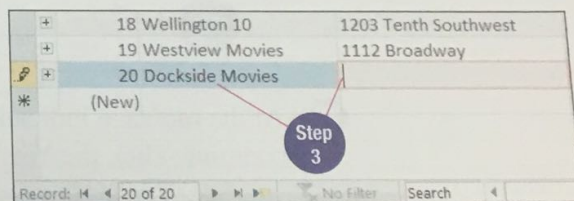
- 1 With the US_Distributors table open, click the New (blank) record button  in the Record Navigation bar.

The insertion point moves to the first field in the blank row at the bottom of the table in the *DistID* field column. The *Current Record* text box in the Record Navigation bar indicates you are editing record 20 of 20 records.

- 2 Press the Tab key to move past the *DistID* field (currently displays *(New)*) since Access automatically assigns the next sequential number to this field.

You will learn more about the AutoNumber data type field in Section 2. The number will not appear in the field until you type an entry in the next field.

- 3 Type **Dockside Movies** in the *CompanyName* field and then press the Tab key.



+	18 Wellington 10	1203 Tenth Southwest
+	19 Westview Movies	1112 Broadway
+	20 Dockside Movies	
*	(New)	

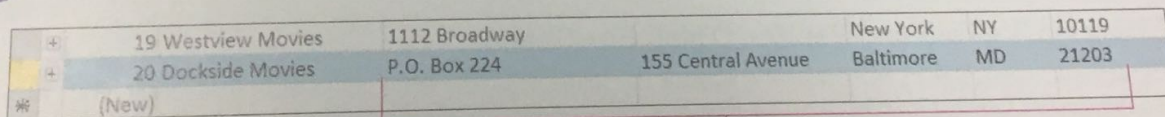
- 4 Type **P.O. Box 224** and then press the Tab key.

- 5 Type **155 Central Avenue** and then press the Tab key.

- 6 Type **Baltimore** and then press the Tab key.

- 7 Type **MD** and then press the Tab key.

- 8 Type **21203** and then press the Tab key.



+	19 Westview Movies	1112 Broadway		New York	NY	10119
+	20 Dockside Movies	P.O. Box 224	155 Central Avenue	Baltimore	MD	21203
*	(New)					

- 9 Type **301-555-7732** and then press the Tab key.

- 10 Type **301-555-9836** and then press the Tab key.

In Brief

Add Records to Datasheet

1. Open table.
2. Click New (blank) record button in Navigation bar or click New button in Records group.
3. Type data in fields.

- 11 Type `dockside@emcp.net` and then press the Tab key.

The insertion point moves to a new row when you press the Tab key or the Enter key after the last field in a new record to allow you to continue typing the next new record in the table. The record just entered is saved automatically.

- 12 Type the following information in the appropriate fields in the next row:


Renaissance Cinemas
 3599 Woodward Avenue
 Detroit, MI 48211
 313-555-1693
 313-555-1699
 rencinemas@emcp.net

+	Redwood Cinemas	P.O. Box 112F	336 Ninth Street	Portland	OR	97466-3359	503-555-8641	503-555-8633	redwoodcinemas@emcp.net
+	Sunfest Cinemas	341 South Fourth Avenue		Tampa	FL	33562	813-555-3185	813-555-3177	sunfest@emcp.net
+	Victory Cinemas	12119 South 23rd		San Diego	CA	97432-1567	619-555-8746	619-555-8748	victory@emcp.net
+	Waterfront Cinemas	P.O. Box 3255		Buffalo	NY	14288	716-555-3845	716-555-3947	waterfrontcinemas@emcp.net
+	Wellington 10	1203 Tenth Southwest		Philadelphia	PA	19178	215-555-9045	215-555-9048	wellington10@emcp.net
+	Westview Movies	1112 Broadway		New York	NY	10119	212-555-4875	212-555-4877	westview@emcp.net
+	Dockside Movies	P.O. Box 224	155 Central Avenue	Baltimore	MD	21203	301-555-7732	301-555-9836	dockside@emcp.net
+	Renaissance Cinemas	3599 Woodward Avenue		Detroit	MI	48211	313-555-1693	313-555-1699	rencinemas@emcp.net

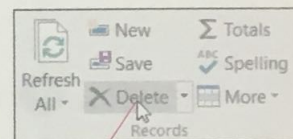
Step 12

- 13 Position the mouse pointer in the record selector bar (empty column to the left of the *DistID* field) for record 3 (*Countryside Cinemas*) until the pointer changes to a right-pointing black arrow and then click the left mouse button.

This action selects the entire record.

- 14 Click the Delete button  in the Records group on the Home tab.

- 15 Access displays a message box indicating you are about to delete 1 record and that the undo operation is not available after this action. Click the Yes button to confirm the deletion.



Step 14

- 16 Close the US_Distributors table.
- Access does not renumber the remaining records in the *DistID* field once record 3 has been deleted from the table. The *DistID* field is defined as an AutoNumber data type field. For this field data type, once a number has been used, Access does not make the number available again for another record even after the record is deleted.

Check Your Work

Compare your work to the model answer to ensure that you have completed the activity correctly.

In Addition

Understanding the Primary Key Field

In each table, one field is designated as the primary key field. A primary key field is the field by which the table is sorted whenever the table is opened. The primary key field must contain unique data for each record. When a new record is added to a table, Access checks to ensure that no record exists with the same data in the primary key field. If a record does exist with the same data in the primary key field, Access displays an error message indicating there are duplicate values and will

not allow the record to be saved. The primary key field cannot be left blank when a new record is added, since it is the field that is used to sort and check for duplicates. Access includes a feature where a field named *ID* defined as the primary key field is included automatically in a new table that is created in a blank datasheet. The *ID* field uses the AutoNumber data type, which assigns the first record a field value of 1 and each new record the next sequential number.

Activity 1.6 Adding and Deleting Records in a Form

Forms are used to enter, edit, view, and print data. Adding records in a form is easier than using a table since all of the fields in the table are presented in a different layout, which usually allows all fields to be visible at the same time. Other records in the table do not distract the user since only one record displays at a time. Add records to a form using the New (blank) record button on the Record Navigation bar or with the New button in the Records group on the Home tab. Delete a record in a form by making the record active and then clicking the Delete button in the Records group on the Home tab.




What You Will Do Worldwide Enterprises has just signed two new distributors in New York and one company has signed with another movie distributing company. You will add two new records and delete one record from the US_Distributors table using a form.

Tutorial
Adding and Deleting
Records in a Form

- 1 With **1-WEDistributors.accdb** open, double-click the **US_Distributors** form in the Forms group in the Navigation pane.

The US_Distributors form opens with the first record in the US_Distributors table displayed in the form.

- 2 Click the New button  in the Records group on the Home tab.

A blank form displays and the Record Navigation bar indicates you are editing record number 21. The New (blank) record and Next record buttons on the Record Navigation bar are dimmed.

- 3 Press the Tab key to move to the *CompanyName* field, since Access automatically assigns the next sequential number to the *DistID* field.

The *DistID* field does not display a field value until you begin to type data in another field in the record.

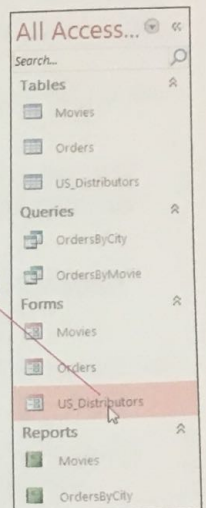
- 4 Type **Movie Emporium** and then press the Tab key or the Enter key.

- 5 Type **203 West Houston Street** and then press the Tab key or the Enter key.

Use the same navigation methods you learned in Activity 1.5 to add the record to the table.

- 6 Type the remaining field values as shown at the right. Press the Tab key or the Enter key after typing the last field.

When you press the Tab key or the Enter key after the *EmailAdd* field, a new form will appear in the work area.



US Distributors	
DistID	22
CompanyName	Movie Emporium
StreetAdd1	203 West Houston Street
StreetAdd2	
City	New York
State	NY
ZIPCode	10014
Telephone	212-555-7278
Fax	212-555-7280
EmailAdd	emporium@emcp.net

Brief

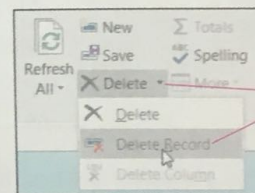
Record in
Form View
Open form.
Click New (blank)
record button in
Navigation bar or click
New button in Records
group.
Type data in fields.

- 7 Type the following information in the appropriate fields in a new form for record 22:

Cinema Festival	212-555-9715
318 East 11th Street	212-555-9717
New York, NY 10003	cinemafest@emcp.net
- 8 Click the First record button in the Record Navigation bar.
This displays the record for All Nite Cinemas.
- 9 Click in the first field in the *CompanyName* field column, click the Home tab, and then click the Find button.
- 10 At the Find and Replace dialog box with the Find tab selected, type **Victory Cinemas** and then click the Find Next button.
- 11 When the record for Victory Cinemas displays, click the Cancel button to close the Find and Replace dialog box.

The screenshot shows the 'US Distributors' form with the following fields: DistID (16), CompanyName (Victory Cinemas), StreetA, StreetB, City, State, ZIPCode, Telephone, Fax (619-555-8748), and EmailAdd (victory@emcp.net). A 'Find and Replace' dialog box is open over the form. The dialog box has 'Find' and 'Replace' tabs, with 'Find' selected. The 'Find What' field contains 'Victory Cinemas'. The 'Look In' dropdown is set to 'Current document', 'Match' is 'Any Part of Field', and 'Search' is 'All'. The 'Match Case' checkbox is checked. The 'Find Next' button is highlighted with a red circle and labeled 'Step 10'. The 'Cancel' button is also highlighted with a red circle and labeled 'Step 11'.

- 12 Click the Delete button arrow in the Records group on the Home tab and then click *Delete Record* at the drop-down list.
- 13 Click Yes to confirm the deletion.
- 14 Close the US_Distributors form.
- 15 Open the US_Distributors table and then view the two records added to and the one record deleted from the table using the form.
- 16 Close the US_Distributors table.



Check Your Work

Compare your work to the model answer to ensure that you have completed the activity correctly.

In Addition

Navigating in Form View Using the Keyboard

Navigate records in a form using the following keyboard commands:

- Press Page Down to display the next record.
- Press Page Up to display the previous record.

- Press Ctrl + End to move to the last field in the last record.
- Press Ctrl + Home to move to the first field in the first record.


Activity 1.7 Sorting Records

Records in a table are displayed alphanumerically and sorted in ascending order by the primary key field values. To rearrange the order of records in a table, click in any entry in the field you want to sort by and then click the Ascending button or Descending button in the Sort & Filter group on the Home tab. Text is sorted from A to Z (ascending) or Z to A (descending), numbers (values) are sorted from lowest to highest (ascending) or highest to lowest (descending), and dates are sorted from earliest to latest (ascending) or latest to earliest (descending). To sort by more than one field column, select the field columns first and then click the Ascending button or Descending button. Access sorts first by the leftmost field column in the selection and then by the next field column. Select adjacent field columns by positioning the mouse pointer on the header row of the first field column to be selected, click and hold down the left mouse button, drag to the header row of the last field column, and then release the mouse button. When a field is sorted, a sort icon displays in the field's header row. The sort icon displays as an up-pointing arrow if the sort is in ascending order and a down-pointing arrow if the sort is in descending order. Remove a sort by clicking the Remove Sort button on the Home tab. When a sort is removed, the records are sorted by the primary key field.

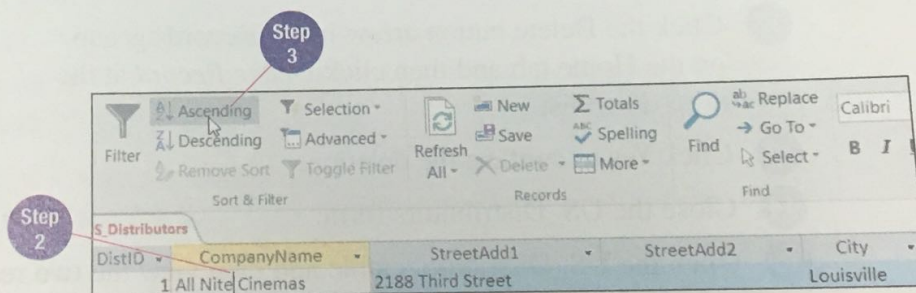



What You Will Do You will sort records in the *CompanyName* field, sort the records in the *ZIPCode* field, remove the sort, and then perform a multiple-field sort.

Tutorial
Sorting Records
in a Table

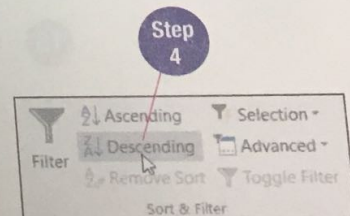
- 1 With **1-WEDistributors.accdb** open, open the **US_Distributors** table.
- 2 Click in any record in the *CompanyName* field column.
- 3 Click the Ascending button  in the Sort & Filter group on the Home tab.

The records are rearranged to display the company names in ascending alphabetic order (A to Z) and a sort icon displays to the right of *CompanyName* in the header row.



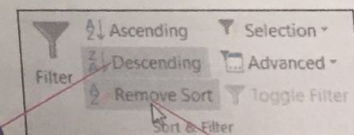
- 4 Click the Descending button  in the Sort & Filter group.

The records are rearranged to display the companies in descending alphabetic order (Z to A). The sort icon changes from an up-pointing arrow to a down-pointing arrow.



- 5 Click in any record in the *ZIPCode* field column.
- 6 Click the Descending button in the Sort & Filter group.
- 7 Click the Remove Sort button in the Sort & Filter group.

Removing the sort from the *ZIPCode* field sorts the records by the primary key field (the *DistID* field).



In Brief

Sort Datasheet by Single Field

1. Open table.
2. Click in field in column by which to sort.
3. Click Ascending or Descending button.

Sort Datasheet by Multiple Fields

1. Open table.
2. Select columns from left to right in order of the sort.
3. Click Ascending or Descending button.

- 8 Position the mouse pointer in the *State* header row until the pointer changes to a down-pointing black arrow, click and hold down the left mouse button, drag to the right to select the *ZIPCode* field column, and then release the mouse button.

The *State* and *ZIPCode* field columns are both selected.

- 9 Click the Ascending button.
- 10 Click in any field to deselect the two field columns.

The records are sorted first by state and then by ZIP code within each state, as shown in Figure 1.4.

- 11 Close the US_Distributors table. Click Yes when prompted to save the design changes.

Step
8

City	State	ZIPCode	Telephone
Louisville	KY	40201	502-555-4238
Arlington	TX	76013	817-555-2116
Columbia	SC	29201	803-555-3487
Cambridge	MA	02142	413-555-0981

Figure 1.4 Records Sorted by State and Then by ZIP Code Within Each State

DistID	CompanyName	StreetAdd1	StreetAdd2	City	State	ZIPCode
7	LaVista Cinemas	111 Vista Road		Phoenix	AZ	86355-6014
10	Marquee Movies	1011 South Alameda Street		Los Angeles	CA	90045
15	Sunfest Cinemas	341 South Fourth Avenue		Tampa	FL	33562
8	Liberty Cinemas	P.O. Box 998	12011 Ruston Way	Atlanta	GA	73125
13	O'Shea Movies	59 Erie		Oak Park	IL	60302
11	Midtown Moviehouse	1033 Commercial Street		Emporia	KS	66801
1	All Nite Cinemas	2188 Third Street		Louisville	KY	40201
5	Eastown Movie House	P.O. Box 722	1 Concourse Avenue	Cambridge	MA	02142
20	Dockside Movies	P.O. Box 224	155 Central Avenue	Baltimore	MD	21203
21	Renaissance Cinemas	3599 Woodward Avenue		Detroit	MI	48211
6	Hillman Cinemas	55 Kemble Avenue		Baking Ridge	NJ	07920
23	Cinema Festival	318 East 11th Street		New York	NY	10003
22	Movie Emporium	203 West Houston Street		New York	NY	10014
19	Westview Movies	1112 Broadway		New York	NY	10119
17	Waterfront Cinemas	P.O. Box 3255		Buffalo	NY	14288
12	Mooretown Movies	P.O. Box 11	331 Metro Place	Dublin	OH	43107
14	Redwood Cinemas	P.O. Box 112F	336 Ninth Street	Portland	OR	97466-3359
18	Wellington 10	1203 Tenth Southwest		Philadelphia	PA	19178
4	Danforth Cinemas	P.O. Box 22	18 Pickens Street	Columbia	SC	29201
2	Century Cinemas	3687 Avenue K		Arlington	TX	76013
9	Mainstream Movies	P.O. Box 33	333 Evergreen Building	Seattle	WA	98220-2791

The ZIP codes are sorted in ascending order within each state.

Check Your Work

Compare your work to the model answer to ensure that you have completed the activity correctly.

In Addition

Learning More about Sorting

When sorting records, consider the following alphanumeric rules:

- Numbers stored in fields that are not defined as numeric, such as social security numbers or telephone numbers, are sorted as characters (not numeric values). To sort them as numbers, all field values must be the same length.
- Records in which the selected field is empty are listed first.
- Numbers are sorted before letters.

Moving a Column

When sorting on more than one column, the columns must be adjacent. If necessary, columns can be moved to accommodate a multiple-field sort. To move a column, click the field name in the header row to select the column. Position the mouse pointer on the field name of the selected column, click and hold down the left mouse button, drag the thick black line that displays to the desired location, and then release the mouse button.


Activity 1.8 Applying and Removing Filters

A filter is used to view only those records that meet specified criteria. The records that do not meet the filter criteria are hidden from view temporarily. Using a filter, you can view, edit, and/or print a subset of rows within the table. For example, you might want to view only those records of distributors in one state. Apply a filter using the filter arrow that displays to the right of the column heading or click the Filter button on the Home tab. Insert or remove check marks from the field entries to be filtered. Toggle between the data in the table and the filtered data using the Toggle Filter button on the Home tab and use the *Clear All Filters* option from the Advanced button drop-down list to clear all filters from the table. Records can be sorted by specific values using the *Text Filters* option at the filter drop-down list for fields containing text, the *Number Filters* option for fields that contain number values, or the *Date Filters* option for fields containing dates.



What You Will Do You want to view a list of distributors in New York state and then further filter the list to display only those in the city of New York. In a second filter operation, you will view the distributors located in California and Georgia.

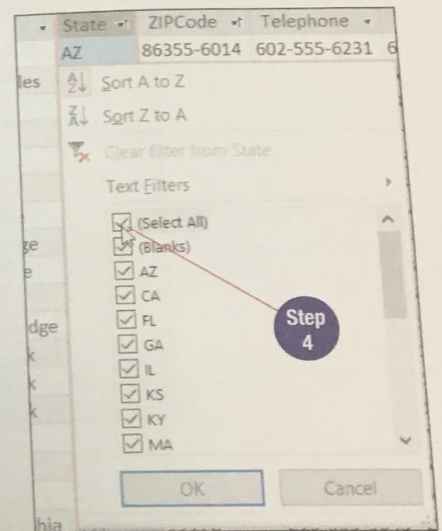
Tutorial Filtering Records

- 1 With **1-WEDistributors.accdb** open, open the **US_Distributors** table.
- 2 Click in any field in the *State* field column.
- 3 Click the Filter button  in the Sort & Filter group on the Home tab.
- 4 Click the *(Select All)* check box to remove the check marks from all of the check boxes.

At the drop-down list, click the check boxes for those states that you do not wish to view to remove the check marks.

- 5 Scroll down the filter list box, click the check box next to *NY*, and then click OK.

The filter list box closes and only four records remain, as shown below. Two icons display next to *State* indicating the field is both filtered and sorted and the message *Filtered* displays in the Record Navigation bar.

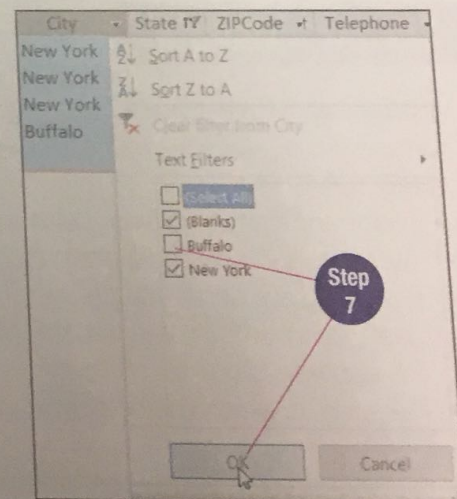


Only those records that meet the filter criterion, the *State* field, are displayed in Step 5.

City	State NY	ZIPCode	Telephone	Fax
New York	NY	10003	212-555-9715	212-555-9717
New York	NY	10014	212-555-7278	212-555-7280
New York	NY	10119	212-555-4875	212-555-4877
Buffalo	NY	14288	716-555-3845	716-555-3947

- 6 Click the filter arrow to the right of *City* in the header row to display the filter drop-down list.
- 7 Click the check box next to *Buffalo* to remove the check mark and then click OK.

The record for the company located in Buffalo is removed and only three records remain.



In Brief

Filter Records


1. Open table.
2. Click in field by which to filter.
3. Click Filter button or click down-pointing arrow next to field name.
4. Remove check marks from check boxes for items you do not want to view.
5. Click OK.

Remove Filter

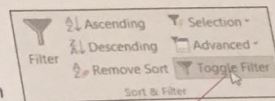
Click Toggle Filter button.


Clear All Filters

1. Click Advanced button.
2. Click *Clear All Filters*.

- 8 Click the Toggle Filter button  in the Sort & Filter group.

Click the Toggle Filter button to toggle between the data in the table and the filtered data. The message in the Record Navigation bar changes to *Unfiltered*.



- 9 Remove both filters from the table by clicking the Advanced button  in the Sort & Filter group on the Home tab and then clicking *Clear All Filters*.

- 10 Save and then close the US_Distributors table.

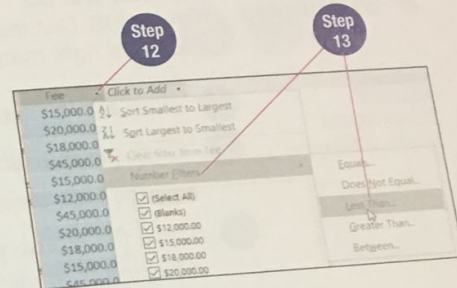
- 11 Open the Orders table and then click in any field in the *Fee* field column.

- 12 Click the filter arrow to the right of *Fee* in the header row.

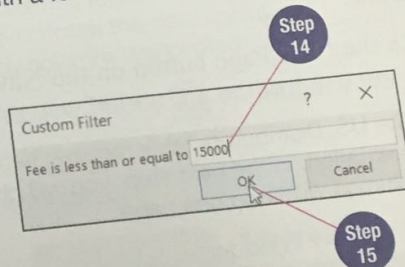
- 13 Point to *Number Filters* and then click *Less Than* at the side menu.

- 14 At the Custom Filter dialog box, type **15000**.

Typing 15000 in the Custom Filter dialog box specifies that you want to filter and display only those records with a fee amount less than or equal to \$15,000.



- 15 Click OK.
Six records display with a fee amount less than or equal to \$15,000.



- 16 Close the Orders table and at the message that displays asking if you want to save the changes, click the No button.

In Addition

Filtering by Selection

Another method for filtering is to select specific text in a field and then click the Selection button in the Sort & Filter group on the Home tab. A drop-down list displays with filtering options such as *Equals* and *Does Not Equal*. The options vary depending on the data

selected. For example, select NY in the State field in the US_Distributors table and the drop-down list displays the options *Equals "NY"*, *Does Not Equal "NY"*, *Contains "NY"*, and *Does Not Contain "NY"*. Click one of the options to filter the data.

Activity 1.9 Previewing and Printing; Changing Margins and Page Orientation

To print a table in Datasheet view, click the File tab, click the *Print* option in the backstage area and then click the *Quick Print* or *Print* option. To avoid wasting paper, use the *Print Preview* option at the Print backstage area to see how the table will appear on the page before you print. By default, Access prints a table on letter-size paper in portrait orientation. Change the paper size, orientation, or margins using buttons in the Page Size and Page Layout groups on the Print Preview tab.



What You Will Do Sam Vestering has requested a list of the US distributors. You will open the US_Distributors table, preview the printout, change the page orientation, change the left and right margins, and then print the table.

Tutorial
Previewing and Printing a Table

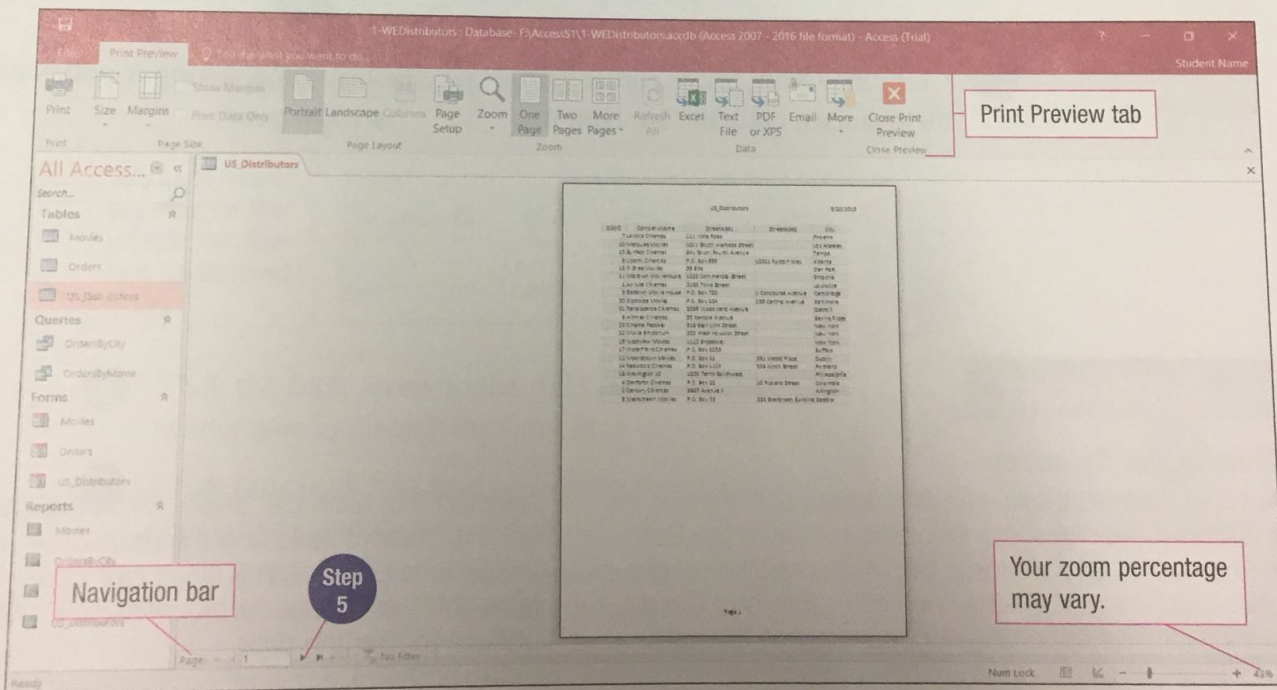
- 1 With **1-WEDistributors.accdb** open, open the US_Distributors table.
- 2 Click the File tab, click the *Print* option, and then click the *Print Preview* option. The table displays in the Print Preview window as shown in Figure 1.5.
- 3 Move the mouse pointer (displays as a magnifying glass) over the top center of the table and then click the left mouse button.

Clicking the left mouse button changes the display percentage to 100%. Access prints the table name at the top center and the current date at the top right of the page. At the bottom center, Access prints the word *Page* followed by the current page number.

- 4 Click the left mouse button again to display the current page in the Print Preview window.
- 5 Click the Next Page button on the Navigation bar at the bottom left of the Print Preview window.

The US_Distributors table requires two pages to print with the default margins and orientation. In the next step, you will change to landscape orientation to see if all of the columns will fit on one page.

Figure 1.5 Print Preview Window



In Brief

Display Table in Print Preview

1. Click File tab.
2. Click Print option.
3. Click Print Preview option.

Change to Landscape Orientation


1. Display table in Print Preview window.
2. Click Landscape button.
3. Click Close Print Preview button.

Change Margins


1. Display table in Print Preview window.
2. Click Margins button.
3. Click predefined margins option.

OR


1. Display table in Print Preview window.
2. Click Page Setup button.
3. Change margins settings.
4. Click OK.

6. Click the Landscape button  in the Page Layout group on the Print Preview tab.

Landscape orientation rotates the printout to print wider than it is tall. Changing to landscape orientation allows more columns to fit on a page, but the US_Distributors table still needs two pages to print.

7. Click the Margins button  in the Page Size group and then click the *Narrow* at the drop-down list.


The *Narrow* option changes all margins to 0.25 inches.

8. Click the Page Setup button  in the Page Layout group.


9. At the Page Setup dialog box with the Print Options tab active, select *0.25* in the *Top* measurement box and then type *2*.

10. Select *0.25* in the *Left* measurement box and then type *.75*.

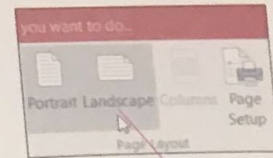
11. Click OK.

12. Click the Print button  in the Print group and then click OK at the Print dialog box.

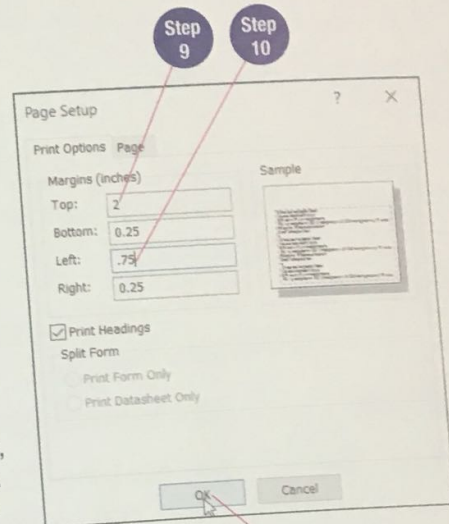
In a few seconds, the table will print on the default printer installed on your computer. Even in landscape orientation with narrow margins, the table does not fit on one page. In Section 3, you will learn how to create a report for a table. Using a report, you can control the data layout on the page and which columns are printed.

13. Click the Close Print Preview button  in the Close Preview group.

14. Close the US_Distributors table.



Step 6



Step 9

Step 10

Step 11

Check Your Work

Compare your work to the model answer to ensure that you have completed the activity correctly.

In Addition

Previewing Multiple Pages

Use buttons in the Zoom group on the Print Preview tab to view a specific number of pages in a multiple-page table. Click the *Two Pages* button to view the table with two pages side-by-side. Click the *More Pages* button and then choose *Four Pages*, *Eight Pages*, or *Twelve Pages* at the drop-down list. The US_Distributors table is shown at the right in the *Two Pages* view.

State	Company Name	Street	Telephone	City	State	ZIP Code	Telephone
AL	1st City Distrib	111 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	2nd City Distrib	222 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	3rd City Distrib	333 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	4th City Distrib	444 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	5th City Distrib	555 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	6th City Distrib	666 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	7th City Distrib	777 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	8th City Distrib	888 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	9th City Distrib	999 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	10th City Distrib	1010 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	11th City Distrib	1111 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	12th City Distrib	1212 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	13th City Distrib	1313 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	14th City Distrib	1414 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	15th City Distrib	1515 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	16th City Distrib	1616 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	17th City Distrib	1717 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	18th City Distrib	1818 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	19th City Distrib	1919 New York	904-555-1234	Montgomery	AL	36102	904-555-1234
AL	20th City Distrib	2020 New York	904-555-1234	Montgomery	AL	36102	904-555-1234

Activity 1.10 Using the Help and Tell Me Features; Hiding Columns in a Table

An online Help resource is available that contains information on Access features and commands. Click the Microsoft Access Help button in the upper right corner of the screen to open the Access Help window. You can also get help within a dialog box, at the backstage area, or from a button's ScreenTip. Access also includes the Tell Me feature, which provides information and guidance on how to complete a function. To use Tell Me, click in the *Tell Me* text box on the ribbon and then type the function for which you want help. As you type, a drop-down list displays with options for completing the function or displaying information on the function in the Access Help window. When you click in the *Tell Me* text box, a drop-down list displays containing the last five functions entered. Hide a column in a table in Datasheet view if a field exists in the table that you do not need for data entry or editing purposes. Hiding the column provides more space in the work area, and hidden columns do not print. To hide a column, right-click the field name in the header row and then click *Hide Fields* at the shortcut menu.

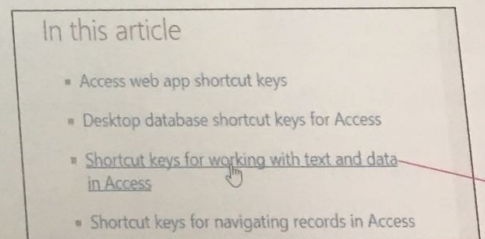
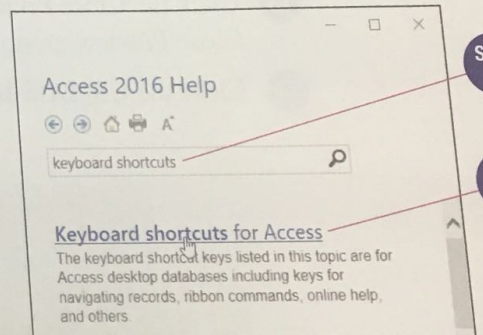


What You Will Do You will explore topics in the Help feature and use the Tell Me feature to change the font size of the text in the datasheet. Finally, you will reprint the formatted datasheet with two columns hidden that you decide you do not need on the printout.

Note: The following steps assume you are connected to the Internet to access online resources.

Tutorial
Using the Help and Tell Me Features

- 1 With **1-WEDistributors.accdb** open, open the **US_Distributors** table.
- 2 Click the Microsoft Access Help button **?** in the upper right corner of the screen.
Find information in Help resources by typing a search word or phrase and then pressing the Enter key or clicking the Search help button.
- 3 Click in the search text box in the Access Help window, type **keyboard shortcuts**, and then press the Enter key.
Keyboard shortcuts are helpful to know since they help you perform frequently used commands more quickly.
- 4 Click the **Keyboard shortcuts for Access** hyperlink.
- 5 Scroll down the article in the Access Help window and then click the **Shortcut keys for working with text and data in Access** hyperlink.
- 6 Scroll down the article to the **Selecting a field or record** section.



In Brief

Use Help Feature

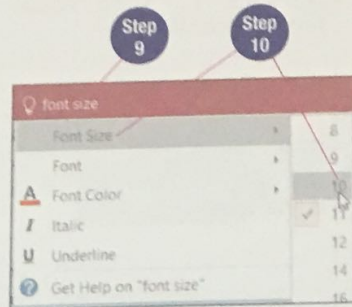
1. Click Microsoft Access Help button.
2. Type term, phrase, or question.
3. Press Enter.
4. Click article hyperlink.
5. Close Access Help window.

Use Tell Me Feature

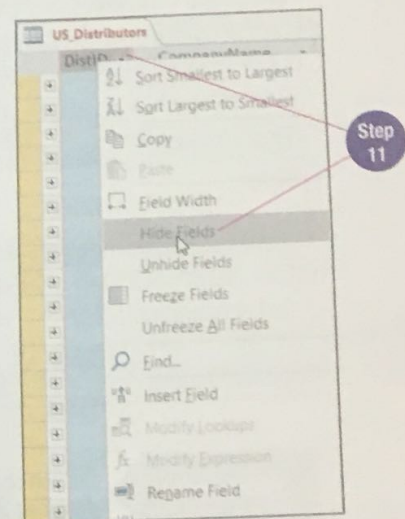
1. Click in *Tell Me* text box.
2. Type function.
3. Click option at drop-down list.

7. Read the descriptions and keyboard shortcuts.
8. Close the Access Help window.
9. At the *US_Distributors* table, click in the *Tell Me* text box and then type *font size*.
A drop-down list displays with options such as *Font Size*, *Font*, and *Font Color*.
10. Position the mouse pointer on the *Font Size* option at the drop-down list and then click *10* at the side menu.

The Tell Me feature guided you through the steps for changing font size.



11. Right-click the *DistID* field name in the header row and then click *Hide Fields* at the shortcut menu.
12. Right-click the *EmailAdd* field name and then click *Hide Fields* at the shortcut menu.
13. Click the File tab, click the *Print* option, and then click the *Print Preview* option.
14. Change to landscape orientation.
15. Print the table by clicking the Print button on the Print Preview tab and then clicking OK at the Print dialog box.
16. Close the Print Preview window and then close the *US_Distributors* table. Click Yes when prompted to save the layout changes.
17. Click the File tab and then click the *Close* option.



Check Your Work

Compare your work to the model answer to ensure that you have completed the activity correctly.

In Addition















Accessing the Help Feature

In addition to the Microsoft Access Help button, the following options are available for displaying the Access Help window:

- Press the F1 function key.
- Hover the mouse over a button and if the ScreenTip displays a Tell me more hyperlink, click the hyperlink.

- Type a function in the *Tell Me* text box and then click the last option.
- Display the backstage area and then click the Microsoft Access Help button that displays in the upper right corner of the backstage area.

Features Summary

Feature	Ribbon Tab, Group	Button	Keyboard Shortcut
add records	Home, Records	 OR 	Ctrl + +
change font size	Home, Text Formatting		
change margins	Print Preview, Page Size OR Page Layout	 OR  to open Page Setup	
column width	Home, Records		
delete records	Home, Records		Delete
filter	Home, Sort & Filter		
Find	Home, Find		Ctrl + F
Help			F1
landscape orientation	Print Preview, Page Layout		
Print backstage area	File, <i>Print</i>		
Print dialog box	File, <i>Print</i> , <i>Print</i>		
Print Preview	File, <i>Print</i> , <i>Print Preview</i>		Ctrl + P
save			Ctrl + S
sort ascending order	Home, Sort & Filter		
sort descending order	Home, Sort & Filter		
Tell Me feature	<i>Tell Me</i> text box		Alt + Q

Workbook

Section study tools and assessment activities are available in the *Workbook* ebook. These resources are designed to help you further develop and demonstrate mastery of the skills learned in this section.