# Microsoft Access 2007 Tutorial

Lesson 1: Getting Familiar with Microsoft Access 2007 for Windows

Microsoft Access is a database software package. A database is an organized collection of records. Telephone and address books are examples of paper databases. With Access, you can create a computerized database. For example, you can use Access to organize the students who attend a school, the courses they take, and the instructors who teach them.

Getting Started

You use windows to interact with Access. To begin, start Access 2007. You screen will look similar to the one shown here.
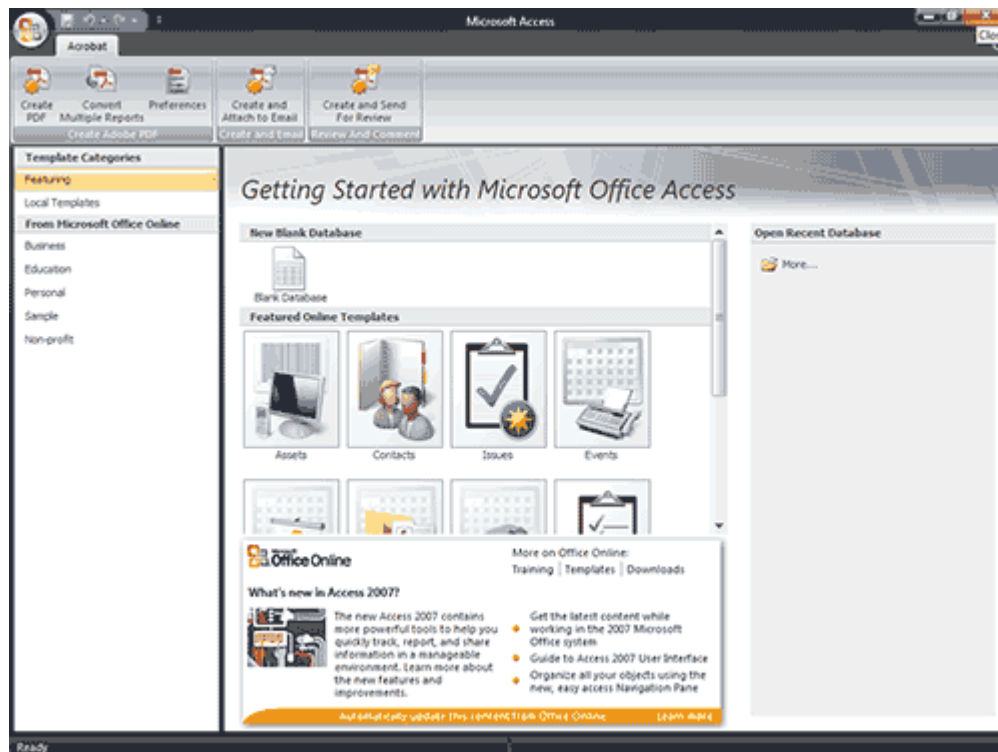

Understanding Security

It is possible for an Access database to contain malicious code, such as a computer virus. Access has security settings that disable code and display a security warning when you open a database. If you know a database is trustworthy, you can perform the following steps to enable it. You may need to enable the Northwind database.

To enable a database:
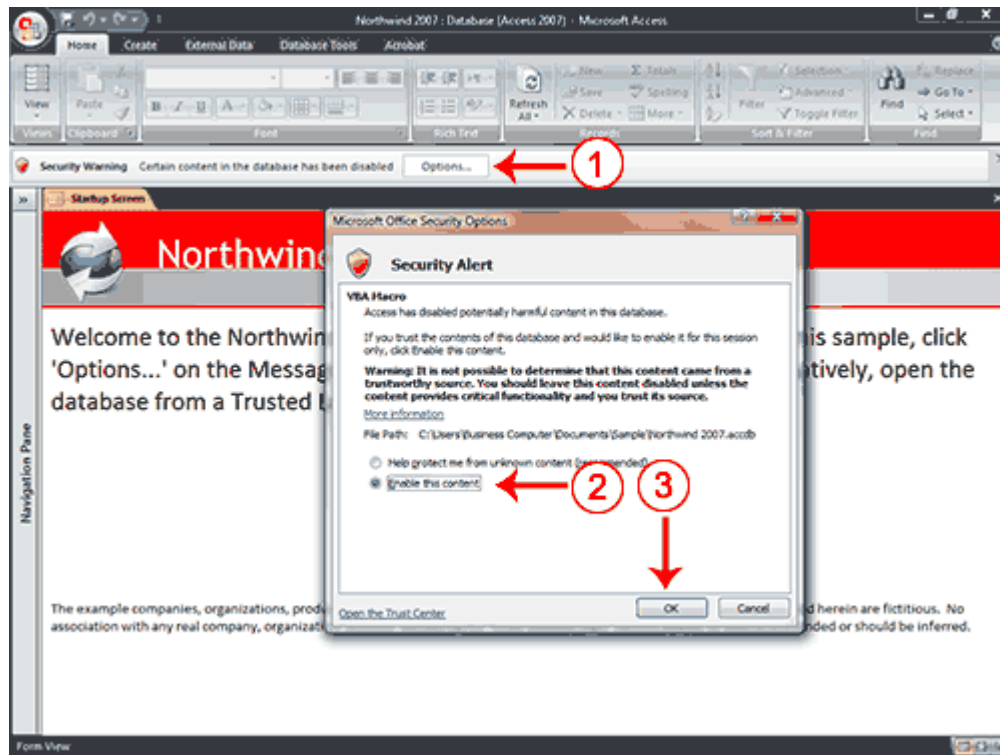
The Navigation Pane

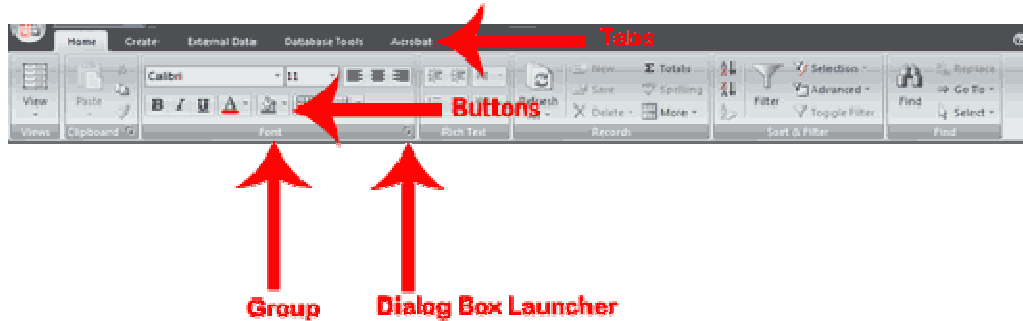## To manipulate the Navigation pane:
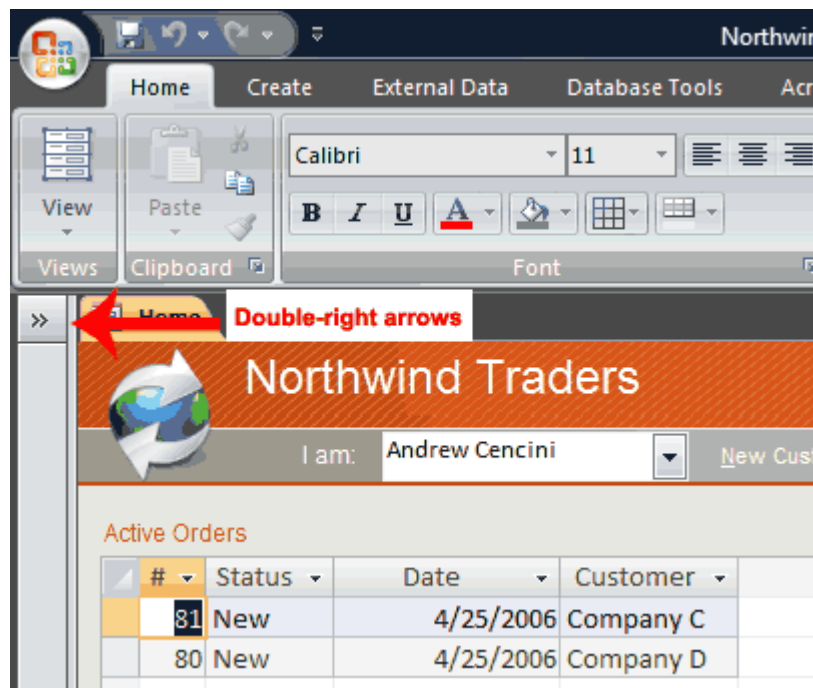
The Title Bar

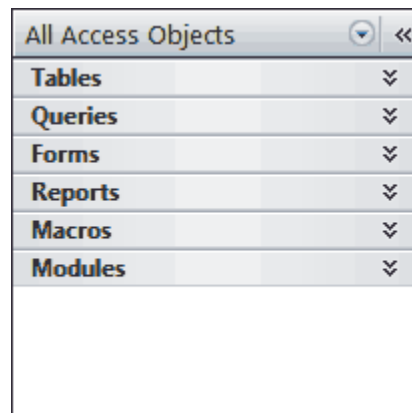Northwind 2007 : Database (Access 2007) - Microsoft Access

The Title bar is located at the top in the center of the Access window. The Title bar displays the name of the database on which you are currently working.

The Ribbon

Access Objects

To view or hide the objects on the Navigation pane:

- You click the double down-arrows ☒ to view objects. The double down-arrows change to double up-arrows ☒ .
- You click the double up-arrows ☒ to hide objects. The double up-arrows change to double down-arrows ☒ .

- icon tells you the object type: ☒ table, ☒ query, ☒ form, ☒ report, ☒ macro, and ☒ module.

Objects

| Tables	In Access, data is stored in tables. A table is a set of columns and rows, with each column referred to as a field. Each value in a field represents a single type of data. Each row of a table is referred to as a record.
Queries	You use queries to retrieve specific data from your database and to answer questions about your data. For example, you can use a query to find the names of the employees in your database who live in a particular state.
Forms	Forms give you the ability to choose the format and arrangement of fields. You can use a form to enter, edit, and display data.
Reports	Reports organize or summarize your data so you can print it or view it onscreen. You often use reports when you want to analyze your data or present your data to others.
Macros	Macros give you the ability to automate tasks. You can use a macro to add functionality to a form, report, or control.
Modules	Like macros, modules give you the ability to automate tasks and add functionality to a form, report, or control. Macros are created by choosing from a list of macro actions, whereas modules are written in Visual Basic for Applications.

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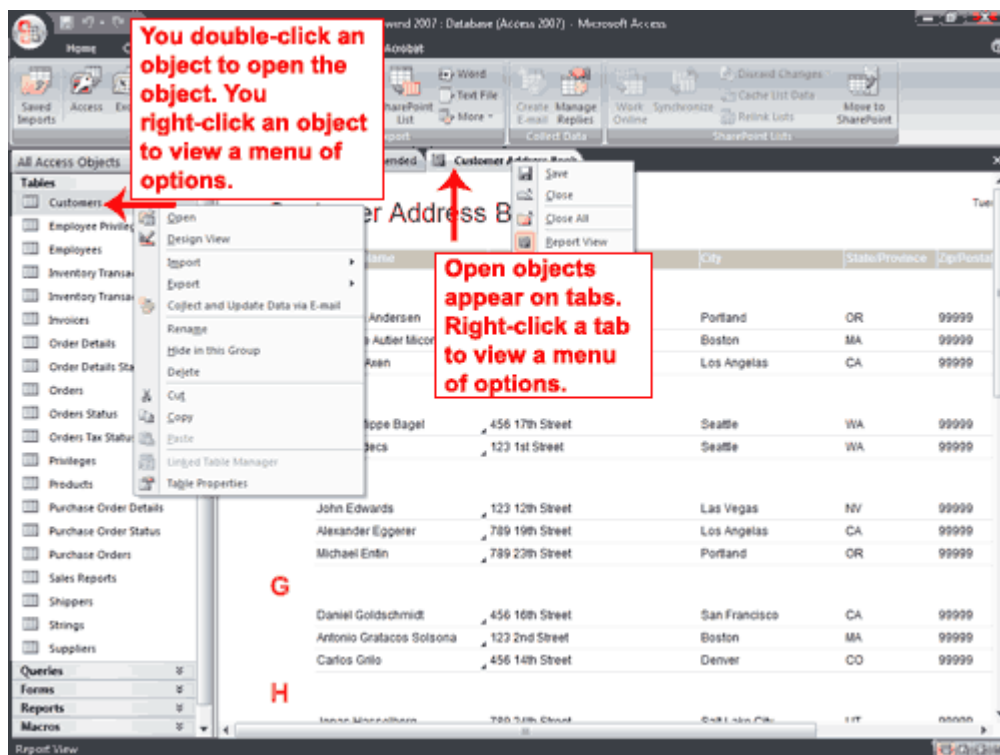
- You double-click an object to open the object. You right-click an object to view a menu of options. You can use the menu to do such things as open objects, rename objects, and delete objects.

- Objects that are open appear on tabs. Right-click a tab to view a menu of options you can perform, such as save the object, close the object, or change the view.
- **Change Views**
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- A view is a way of looking at an object. For example, in Access, data is stored in tables. Two of the possible ways you can view a table are Datasheet view and Design view. You can see the data contained in a table in Datasheet view. You can see the design of a table in Design view. When you open an object, buttons appear in the lower-right corner of the Access window. You can use the View button on the Home tab to change views, or you can click the proper button in the lower-right corner of the window.

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