University of BRISTOL
IT SERVICES

Access 2013: An introduction

Practical workbook

Aims and Learning Objectives

This course provides an introduction to Access 2013 databases. By the end of this course, you will be able to:

- navigate within and between data entry forms;
- edit, add, delete, sort, find and filter data;
- create simple single, multi-table and action queries;
- create a simple grouped report based on a multi-table query.

Note: this document cannot be used with Access 2003; those using Access 2007 or Access 2010 will find minor differences.

Document information

Course files

This document and any associated practice files (if needed) are available on the web. To find these, go to www.bristol.ac.uk/it-services/learning/resources and in the **Keyword** box, type the document code given in brackets at the top of this page.

Related documentation

Other related documents are available from the web at:

http://www.bristol.ac.uk/it-services/learning/resources

Introduction

In Access 2013 data is stored in tables. Each table holds data about a specific 'thing' and is related to at least one other table. Although the data is held in tables, the best way to access and edit data is not within these tables, but by using data entry forms. Queries are used to filter the data and also to do other things, some of which we will see on this course. Reports let you group the data together in printer-friendly format.

Prerequisites

You should be familiar with MS Office 2007, 2010 or 2013.

Data security

If you store or process restricted UoB data or sensitive personal information on a database, you should be aware of UoB regulations and legal requirements for protecting that data. Further information can be found on the **University Secretary's** website at http://www.bristol.ac.uk/secretary/ and on the **Information Security** website at http://www.bris.ac.uk/infosec/.

Contents

Task 1   Opening the course database

Objectives   To open the course database and select the correct security setting.

Comments   If you forget to choose the correct security setting, just close the database and reopen it, this time choosing the correct setting.

On opening Access, the **Getting Started with Microsoft Office Access** window is displayed. From here you can create a new database, access pre-created templates (not recommended) or, as we want to do, open a pre-existing database file.

1.1   To open the Intro database:

➢ Click on **Open…**, then navigate to where the training files are stored. If you are in the Training Room, you will be told where this is. If you are doing this course in your own time, see the notes on the back of the front page of this document for information on downloading the practice file.

➢ Double-click on **Intro.accdb** to open the database.

1.2   To select the correct response to the Security Warning:

Figure 1 – select Enable Content

➢ On the **Security Warning** message box, select **Enable Content**.

➢ (If a further **Security Warning** opens asking if you want to make the file a "Trusted Document", select **No**.)

➢ Note that the database opens directly onto the data entry form – it does this because the **Autoexec Macro** tells it to do this when the file is opened.
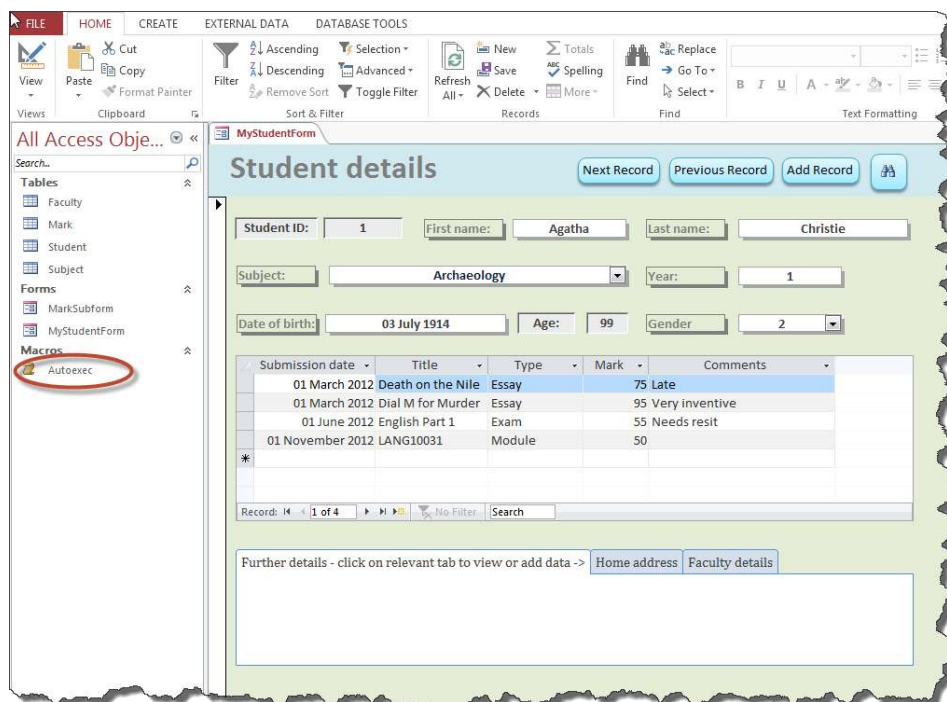
Figure 2 – the work environment showing the Ribbon (top) and Navigation Pane (left) with the Autoexec Macro circled

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