



University Information
Technology Services

Microsoft Access 2010

Level 1

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Introduction

Microsoft Access allows people to effectively and efficiently organize data. This document, Level 1, has been developed to introduce you to Microsoft Access. The various sections presented in this document will help you to build a solid knowledge foundation of the software.

When you have mastered the objectives in this document, you can expand upon your knowledge of Microsoft Access by checking out the Level 2 and Level 3 documentation.

Objectives

The following objectives are covered in this document:

- Understanding how to create a table.
- Knowing the purpose of the primary key.
- Having the ability to implement error traps.
- Being able to enter descriptions for fields.
- Understanding how to add and delete fields.
- Having the ability to insert default fields into the form/table.
- Being able to create a drop-down list on the form.
- Having the ability to create a form.
- Understanding how to adjust the form properties.
- Being able to add and remove items on the form.
- Having the ability to adjust tabs on the form.
- Understanding how to input data into a form.
- Being able to work with the data in the database.
- Knowing how to attach photos to a record.
- Having the ability to create calculated fields.

Creating the Database

The following instructions explain how to create a database.

1. Enter a file name in the *File Name* text box (see *Figure 1*).

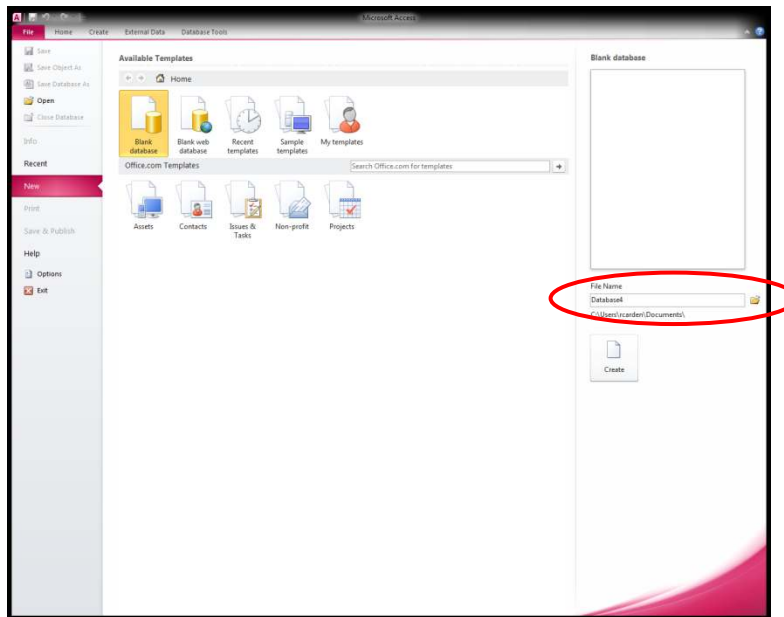


Figure 1 – Creating a Database

2. Click the yellow folder to indicate where the file will be saved (see *Figure 2*).

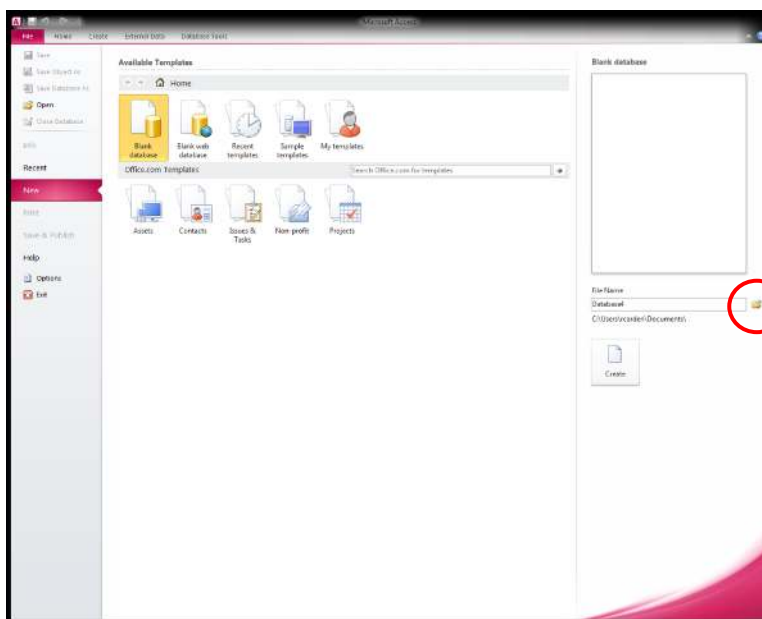


Figure 2 – Saving a File

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