



### Skills

- Define *field*, *record*, *table*, *datsheet*, and *database*
- Start and exit Access
- Identify features in the Access window
- Open and close a database
- Open and close tables
- Open and close forms
- Adjust column widths
- Navigate in Datasheet view
- Find and edit records

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### Skills

- Add records
- Delete records
- Sort records
- Move columns in a datasheet
- Apply and remove a filter in a datasheet
- Preview and print a table
- Change margins
- Change the page orientation
- Use the Help feature

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### Skills

- Change the font size for selected records
- Hide columns in a datasheet
- Compact and repair a database
- Back up a database

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### ACTIVITY 1.1 Exploring Database Objects and the User Interface

- At Windows desktop, click Start on Taskbar.
- Point to *All Programs*.
- Point to *Microsoft Office*.
- Click *Microsoft Office Access 2007*.
- Click Office at upper left corner of screen then click *Open*, or click More hyperlink in Open Recent Database pane.

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### ACTIVITY 1.1 Exploring Database Objects and the User Interface

- If necessary, change *Look in* location to storage medium on which you copied student data files. To change to a different drive, click down-pointing arrow to right of *Look in* box then click correct drive.
- Double-click folder named *AccessS1* then double-click **WEDistributors1.accdb**.

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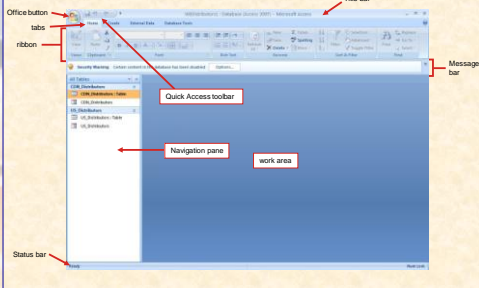
**ACTIVITY 1.1**

**Exploring Database Objects and the User Interface**

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- 1.2
- 1.3
- 1.4
- 1.5
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- 1.9
- 1.10
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- At Access screen, identify various features by comparing your screen with one shown.



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**ACTIVITY 1.1**

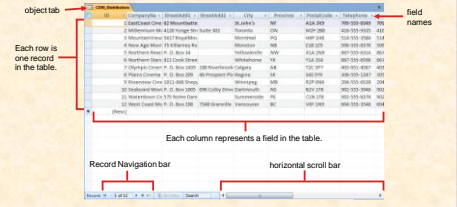
**Exploring Database Objects and the User Interface**

Links to Activities

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- With *All Tables* group displayed in Navigation pane, double-click *CDN\_Distributors : Table*.

- Compare your screen with one shown and examine identified elements.



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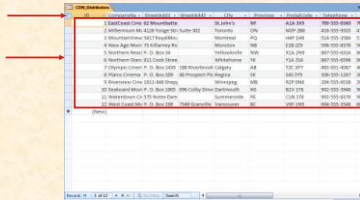
**ACTIVITY 1.1**

**Exploring Database Objects and the User Interface**

Links to Activities

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- Identify fields and field names in *CDN\_Distributors* table. Notice each field contains only one unit of information.



- Identify records in *CDN\_Distributors* table. Each record is one row in table.

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**ACTIVITY 1.1**

**Exploring Database Objects and the User Interface**

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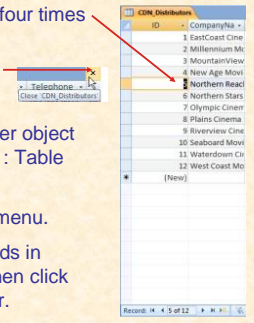
- Press Down Arrow key four times to move active record.

- Click Close at top right corner of work area.

- Move mouse pointer over object named *US\_Distributors : Table* then right-click.

- Click *Open* at shortcut menu.

- Review fields and records in *US\_Distributors* table then click Close at top right corner.



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**ACTIVITY 1.1**

**Exploring Database Objects and the User Interface**

Links to Activities

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- Click down-pointing arrow to right of *All Tables* at top of Navigation pane then click *Object Type*.

- Double-click *US\_Distributors* below group heading *Forms* in Navigation pane then review fields in *US\_Distributors* form.

- Click Close button at top right corner of work area.

- Click Office then click *Close Database*.



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**ACTIVITY 1.1**

**Database Objects**

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- Table**—Organizes data in fields (columns) and rows (records). A database must contain at least one table. Table is base upon which other objects are created.

- Query**—Used to display data from table that meets conditional statement and/or perform calculations.

- Form**—Allows fields and records to be presented in a different layout than datasheet. Used to facilitate data entry and maintenance.

- Report**—Prints data from tables or queries.

- Macro**—Automates repetitive tasks.

- Module**—Advanced automation through programming using Visual Basic for Applications.

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**ACTIVITY 1.1**

**Basic Elements of a Database**

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- **Field**—A single component of information about a person, place, item, or object.
- **Record**—All fields related to one logical unit in table such as a customer, supplier, contact, or inventory item.
- **Table**—All related records for one logical group.
- **Database**—A file containing related tables and objects.



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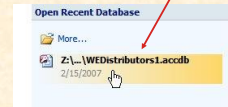
**ACTIVITY 1.2**

**Adjusting Column Width; Navigating in Datasheet View**

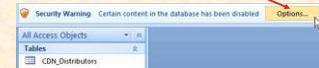
Links to Activities

- 1.1
- 1.2
- 1.3
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- At *Getting Started with Microsoft Office Access* screen, click **WEDistributors1.accdb** in Open Recent Database pane.



- Click Options in Message bar.



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**ACTIVITY 1.2**

**Adjusting Column Width; Navigating in Datasheet View**

Links to Activities

- 1.1
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- At Microsoft Office Security Options box, click *Enable this content* then click OK.



- Double-click *US\_Distributors* in Tables group in Navigation pane.



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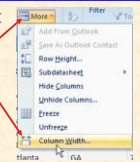
**ACTIVITY 1.2**

**Adjusting Column Width; Navigating in Datasheet View**

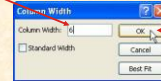
Links to Activities

- 1.1
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- 1.3
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- With insertion point positioned at left edge of number 1 in ID field of first row in datasheet, click More in Records group in Home tab then click *Column Width*.



- At Column Width box, with current entry selected in *Column Width* box, type 6 then press Enter or click OK.



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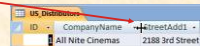
**ACTIVITY 1.2**

**Adjusting Column Width; Navigating in Datasheet View**

Links to Activities

- 1.1
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- Position mouse pointer on right column boundary line in header row between columns two and three (*CompanyName* and *StreetAdd1*) until pointer changes to vertical line with left- and right-pointing arrow then double-click left mouse button.



- Best Fit *StreetAdd1*, *StreetAdd2*, *City*, *State* and *ZIPCode* columns using either method learned earlier.

- Click right-pointing horizontal scroll arrow as many times as necessary to scroll datasheet to right and view remaining columns.

- Best Fit *EmailAdd* column.



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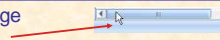
**ACTIVITY 1.2**

**Adjusting Column Width; Navigating in Datasheet View**

Links to Activities

- 1.1
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- Drag scroll box to left edge of horizontal scroll bar.



- Click Save on Quick Access toolbar.

- Click Last record on Record Navigation bar to move to last row in table.

- Click Previous record on Record Navigation bar to move up one row in table then click Next record button to move down one row.

- Click First record on Record Navigation bar to move to first row in table.



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**ACTIVITY 1.2**

**Scrolling Techniques Using the Keyboard**

Links to Activities

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



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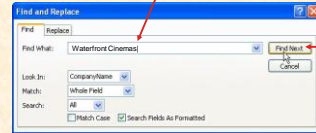
**ACTIVITY 1.3**

**Finding and Editing Records**

Links to Activities

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- With **US\_Distributors** table open, press **Tab** or click insertion point in **CompanyName** column in first row then click **Find** in **Find** group in **Home** tab.
- Type **Waterfront Cinemas** in **Find What** box then click **Find Next**.



Current record ID is 17 and the search text is automatically selected in the field.

16	Victory Cinemas	12115 South 23rd
17	<b>Waterfront Cinemas</b>	P. O. Box 3255
18	Wellington 10	1203 Tenth Southwest



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**ACTIVITY 1.3**

**Finding and Editing Records**

Links to Activities

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- Click **Close** on **Find and Replace** box Title bar.
- Press **Tab** or **Enter** seven times to move to **Fax** column.
- Press **F2** to turn on **Edit** mode.
- Press **Backspace** four times to delete **3947** then type **4860**.
- Look at record selector bar (blank column at left edge of datasheet) at record 17 and note pencil icon.
- Press **Enter** twice to move to next record in table.

619-555-8746	619-555-8748
<del>716-555-9045</del>	716-555-4860
215-555-9045	215-555-9048

12119 South 23rd
<b>P. O. Box 3255</b>
1203 Tenth Southwest

Pencil icon indicates a record is being edited. Changes to data are not saved until you move to another record in the table.



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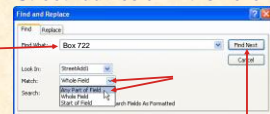
**ACTIVITY 1.3**

**Finding and Editing Records**

Links to Activities

- 1.1
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- Click in any record in **StreetAdd1** column then click **Find**.
- Type **Box 722** in **Find What** box.
- Click down-pointing arrow next to **Match** box then click **Any Part of Field**.
- Click **Find Next** then close **Find and Replace** box.
- Press **F2** to turn on **Edit** mode, press **Backspace** three times, type **429**, then click in any other record to save changes to record 5.



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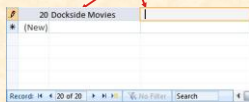
**ACTIVITY 1.4**

**Adding Records to a Datasheet**

Links to Activities

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- With **US\_Distributors** table open, click **New** (blank record) in **Record Navigation** bar.
- Press **Tab** to move past **ID** field since **Access** automatically assigns next sequential number to this field.
- Type **Dockside Movies** in **CompanyName** field then press **Tab**.



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**ACTIVITY 1.4**

**Adding Records to a Datasheet**

Links to Activities

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- Type **P.O. Box 224** then press **Tab**.

19 Westview Movies	1112 Broadway	New York	NY	10119
20 Dockside Movies	P.O. Box 224	155 S. Central Avenue	Baltimore	MD 21201

- Type **155 S. Central Avenue** then press **Tab**.
- Type **Baltimore** then press **Tab**.
- Type **MD** then press **Tab**.
- Type **21203** then press **Tab**.



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**ACTIVITY 1.4**

**Adding Records to a Datasheet**

Links to Activities

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- Type **301-555-7732** then press Tab.
- Type **301-555-9836** then press Tab.
- Type **dockside@emcp.net** then press Tab.
- Type information in next row:  
**Renaissance Cinemas**  
**3599 Woodward Avenue**  
**Detroit, MI 48211**  
**313-555-1693**  
**313-555-1699**  
**renaissance-cinemas@emcp.net**

20 Dockside Movies	P.O. Box 224	155 S. Central Avenue	Baltimore MD	21203
21 Renaissance Cinemas	3599 Woodward Avenue		Detroit MI	48211

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**ACTIVITY 1.4**

**Adding Records to a Datasheet**

Links to Activities

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- Drag right column boundary line of *EmailAdd* column until you can view all data.

- Close *US\_Distributors* table. Click Yes when prompted to save changes to layout.

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**ACTIVITY 1.5**

**Adding Records Using a Form**

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- With *WEDistributors1.accdb* database open, double-click *US\_Distributors* in *Forms* group of Navigation pane.



- Click *New* in *Records* group in Home tab.



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**ACTIVITY 1.5**

**Adding Records Using a Form**

Links to Activities

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- Press Tab to move to *CompanyName* field since Access automatically assigns next sequential number to *ID* field.
- Type **Movie Emporium** then press Tab or Enter.

- Type **203 West Houston Street** then press Tab or Enter.

- Type remaining fields as shown; press Tab or Enter after typing last field.

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**ACTIVITY 1.5**

**Adding Records Using a Form**

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- Type information as shown in new form for record 23:

**Cinema Festival**  
**318 East 11th Street**  
**New York, NY 10003**  
**212-555-9715**  
**212-555-9717**  
**cinemafestival@emcp.net**

- Click *First record* in *Record Navigation* bar.
- Click *Last record* in *Record Navigation* bar.
- Use *Previous record* to scroll records one at a time back to first record.

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**ACTIVITY 1.5**

**Adding Records Using a Form**

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- Click insertion point within *CompanyName* field then click *Find* in Home tab.
- With existing text already selected in *Find What* text box, type **Dockside Movies** then click *Find Next*.

- Close *Find and Replace* dialog box to view record for *Dockside Movies*.

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### ACTIVITY 1.5

## Adding Records Using a Form

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- Close US\_Distributors form.
- Open US\_Distributors table then view two records added to table.

ID	CompanyName	StreetAdd1	StreetAdd2	City	State	ZIPCode
7	Litroa Cinemas	111 Vista Road		Phoenix	AZ	85016-8014
8	Liberty Cinemas	P. O. Box 998	12011 Ruxton Way	Atlanta	GA	78125
9	Marathon Movies	P. O. Box 13	331 Evergreen Building	Seattle	WA	98120-2791
10	Marquee Movies	1013 South Alameda Street		Los Angeles	CA	90045
11	Midtown Moviehouse	1033 Commercial Street		Emporia	KI	66801
12	MovieTown Movies	P. O. Box 11	331 Metro Place	Dublin	OH	43017
13	OThea Movies	59 Erie	Clark Park	IL		60102
14	Reelwood Cinemas	P. O. Box 1127	348 North Street	Portland	OR	97166-3039
15	Seabest Cinemas		343 South Fourth Avenue	Tampa	FL	33602
16	Victory Cinemas	13119 South 23rd		San Diego	CA	92143-1547
17	Waldenview Cinemas	P. O. Box 2026		Buffalo	NY	14208
18	Wellington 50	1203 Tenth Southwest		Philadelphia	PA	19178
19	Westview Movies	1112 Broadway		New York	NY	10019
20	Woodside Movies	P.O. Box 204		Baltimore	MD	21203
21	Renaissance Cinemas	3599 Woodward Avenue		Detroit	MI	48211
22	Movie Emporium	203 West Houston Street		New York	NY	10018
23	Cinema Festival	188 East 12th Street		New York	NY	10003

- Close US\_Distributors table.

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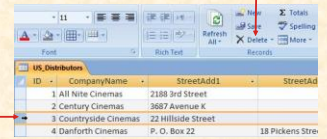
### ACTIVITY 1.6

## Deleting Records in a Datasheet and Form

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- With **WEDistributors1.accdb** database open, double-click *US\_Distributors* in *Tables* group of Navigation pane.
- Position mouse pointer in record selector bar (empty column to left of *ID*) for record 3 until pointer changes to right-pointing black arrow then click left mouse button.



- Click **Delete** in **Records** group in **Home** tab.

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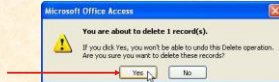
### ACTIVITY 1.6

## Deleting Records in a Datasheet and Form

Links to Activities

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- When Access displays message box indicating you are about to delete 1 record, click **Yes** to delete.



- Note that Access does not renumber remaining records in *ID* field once record 3 is deleted.
- Close *US\_Distributors* table.
- Open *US\_Distributors* form.

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### ACTIVITY 1.6

## Deleting Records in a Datasheet and Form

Links to Activities

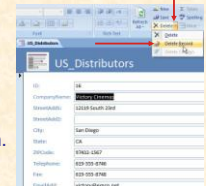
- 1.1
- 1.2
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- Click in *CompanyName* field then use **Find** to locate record for **Victory Cinemas**.

- Close **Find and Replace** box when record has been located.

- Click **Delete** arrow in **Records** group in **Home** tab then click **Delete Record**.

- Click **Yes** to confirm deletion.



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### ACTIVITY 1.6

## Deleting Records in a Datasheet and Form

Links to Activities

- 1.1
- 1.2
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- Click **First** record button in **Record Navigation** bar to move active record to **All Nite Cinemas**.

- Click **Next** in **Record Navigation** bar twice to move active record to **Danforth Cinemas**.

- Note *ID* field value for **Danforth Cinemas** is **4** while **Record Navigation** bar displays **3 of 21** in **Current Record** box.

- Close *US\_Distributors* form.

ID	CompanyName	StreetAdd1	StreetAdd2	City	State	ZIPCode
1	All Nite Cinemas	2889 9th Street		San Diego	CA	92161
2	Century Cinemas	2887 Avenida H		P. O. Box 10		
3	Danforth Cinemas	P. O. Box 429		San Diego	CA	92161
4	Eastman Movies House	57 Empire Avenue		London	ON	M5H 1R5
5	Liberty Cinemas	113 9th St		San Diego	CA	92161
6	Marathon Movies	P. O. Box 13		Seattle	WA	98120
7	Marquee Movies	1013 South Alameda Street		Los Angeles	CA	90045
8	Midtown Moviehouse	1033 Commercial Street		Emporia	KI	66801
9	MovieTown Movies	P. O. Box 11		Dublin	OH	43017
10	OThea Movies	59 Erie		Chicago	IL	60602
11	Reelwood Cinemas	P. O. Box 1127		Portland	OR	97166
12	Seabest Cinemas			Tampa	FL	33602
13	Victory Cinemas	13119 South 23rd		San Diego	CA	92143
14	Waldenview Cinemas	P. O. Box 2026		Buffalo	NY	14208
15	Wellington 50	1203 Tenth Southwest		Philadelphia	PA	19178
16	Westview Movies	1112 Broadway		New York	NY	10019
17	Woodside Movies	P.O. Box 204		Baltimore	MD	21203
18	Renaissance Cinemas	3599 Woodward Avenue		Detroit	MI	48211
19	Movie Emporium	203 West Houston Street		New York	NY	10018
20	Cinema Festival	188 East 12th Street		New York	NY	10003

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### ACTIVITY 1.7

## Sorting Records

Links to Activities

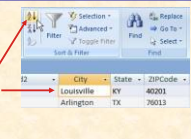
- 1.1
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- With **WEDistributors1.accdb** database open, open *US\_Distributors* table.

- Click in any record in *City* column.

- Click **Ascending** in **Sort & Filter** group in **Home** tab.

- Click **Descending** in **Sort & Filter** group.



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**ACTIVITY 1.7**

**Sorting Records**

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- Position mouse pointer in *State* column head until pointer changes to downward-pointing black arrow then click left mouse button.
- With *State* column selected, move pointer to column head *State* until white arrow pointer appears.

City	State	ZIPCode
Tampa	FL	33562
Seattle	WA	98220-2791
Portland	OR	97466-3359

State	ZIPCode
FL	33562
WA	98220-2791
OR	97466-3359



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**ACTIVITY 1.7**

**Sorting Records**

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- Hold down left mouse button, drag column between *ID* and *CompanyName*, then release mouse. *State* is now positioned before *CompanyName* field in datasheet.

ID	State	CompanyName
15	FL	Sunfest Cinemas
9	WA	Mainstream Movies
14	OR	Redwood Cinemas

- Click in any field to deselect *State* column.
- Move *City* column between *State* and *CompanyName* by completing previous steps.



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**ACTIVITY 1.7**

**Sorting Records**

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- Position mouse pointer in *State* column head until pointer changes to downward-pointing black arrow; hold down left mouse button; drag right until *State*, *City*, and *CompanyName* columns are selected; then release mouse button.

ID	State	City	CompanyName
15	FL	Tampa	Sunfest Cinemas
9	WA	Seattle	Mainstream Movies
14	OR	Portland	Redwood Cinemas

- Click Ascending then click in any cell to deselect three columns.



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**ACTIVITY 1.7**

**Sorting Records**

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- Look at records for state of New York and note order of records is Waterfront Cinemas in Buffalo first, then Cinema Festival, Movie Emporium, and Westview Movies in New York City.

ID	State	City	CompanyName
17	NY	Buffalo	Waterfront Cinemas
18	NY	New York	Cinema Festival
19	NY	New York	Movie Emporium
20	NY	New York	Westview Movies

- Close US\_Distributors table. Click Yes when prompted to save design changes.



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**ACTIVITY 1.8**

**Applying and Removing Filters**

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- With **WEDistributors1.accdb** open, open US\_Distributors table.
- Click insertion point within any field in *State* column.
- Click Filter in Sort & Filter group of Home tab.
- Click *Select All* check box to clear check marks from all boxes.



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**ACTIVITY 1.8**

**Applying and Removing Filters**

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- Scroll down filter box, click check box next to **NY**, then click OK.

Only those records that meet the filter criterion, State is NY, are displayed.

ID	State	City	CompanyName
17	NY	Buffalo	Waterfront Cinemas
22	NY	New York	Cinema Festival
23	NY	New York	Movie Emporium
19	NY	New York	Westview Movies



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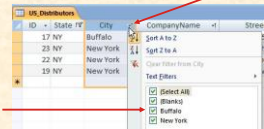
**ACTIVITY 1.8**

**Applying and Removing Filters**

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- Click filter arrow (displays as down-pointing arrow) next to *City* to open filter box.



- Click check box next to *Buffalo* to clear check mark then click OK.

The filtered datasheet is filtered again to show only those distributors in New York City

ID	State	City	CompanyName	StreetAddress
23	NY	New York	Cinema Festival	318 East 11th Street
22	NY	New York	Movie Emporium	203 West Houston Street
19	NY	New York	Westview Movies	1112 Broadway



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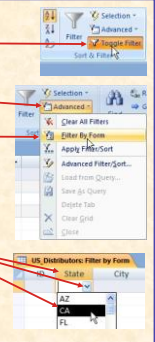
**ACTIVITY 1.8**

**Applying and Removing Filters**

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- Click Toggle Filter in Sort & Filter group.
- Click Advanced in Sort & Filter group of Home tab.
- Click *Filter By Form*.
- Click Advanced then click *Clear Grid*.
- Click in *State* column, click down-pointing arrow, then click CA.



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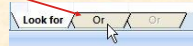
**ACTIVITY 1.8**

**Applying and Removing Filters**

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- Click Or tab at bottom of datasheet.



- With *State* column active, click down-pointing arrow then click GA.
- Click Toggle Filter to apply filter settings.
- Click Toggle Filter to redisplay entire datasheet.
- Close US\_Distributors table. Click Yes when prompted to save design changes.



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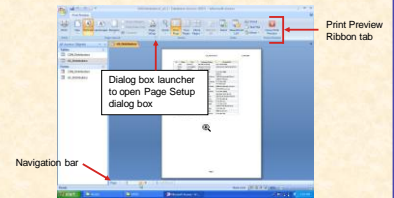
**ACTIVITY 1.9**

**Previewing and Printing; Changing Margins and Page Orientation**

Links to Activities

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- With WEDistributors1.accdb database open, open US\_Distributors table.
- Click Office button, point to right-pointing arrow to right of *Print*, then click *Print Preview* to display datasheet as shown.



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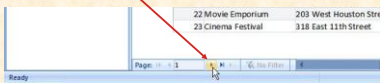
**ACTIVITY 1.9**

**Previewing and Printing; Changing Margins and Page Orientation**

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- Move mouse pointer over top center of table and click left mouse button.
- Click left mouse button again to zoom datasheet back to fit current page within window.
- Click Next Page on Navigation bar at bottom left of Print Preview window two times.



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**ACTIVITY 1.9**

**Previewing and Printing; Changing Margins and Page Orientation**

Links to Activities

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- Click Landscape in Page Layout group in Print Preview tab.



- Look at page number in Navigation bar at bottom of Print Preview window and note page number is now 2. In landscape orientation, US\_Distributors table still needs two pages to print.



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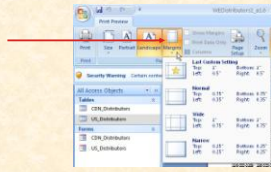
**ACTIVITY 1.9**

**Previewing and Printing; Changing Margins and Page Orientation**

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- Click Margins in Page Layout group then review predefined margin options.



- Click outside drop-down list to remove it then click Page Setup at bottom right of Page Layout group.



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**ACTIVITY 1.9**

**Previewing and Printing; Changing Margins and Page Orientation**

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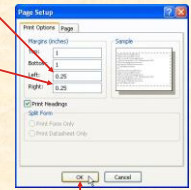
- At Page Setup box with Print Options tab active, drag across 1 in Left text box then type 0.25.

- Press Tab, type 0.25 in Right text box, then click OK.

- Click Print in Print group then click OK at Print dialog box.

- Click Close Print Preview in Close Preview group.

- Close US\_Distributors table.



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**ACTIVITY 1.10**

**Using Help; Hiding Columns in a Datasheet**

Links to Activities

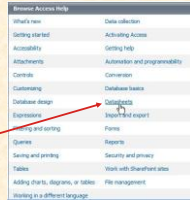
- 1.1
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- Note:** The following steps assume you are Connected to the Internet to access Office Online.

- With WEDistributors1.accdb open, open US\_Distributors table.

- Click Microsoft Office Access Help near upper right corner of screen.

- At main Access Help window, click Datasheets located in Browse Access Help list.



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**ACTIVITY 1.10**

**Using Help; Hiding Columns in a Datasheet**

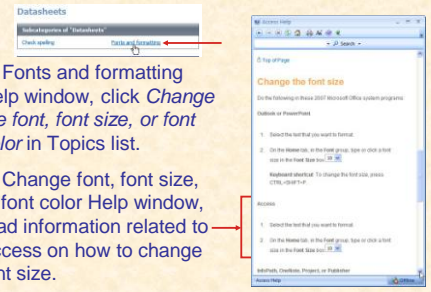
Links to Activities

- 1.1
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- At Datasheets Help window, click Fonts and formatting in Subcategories of "Datasheets" list.

- At Fonts and formatting Help window, click Change the font, font size, or font color in Topics list.

- At Change font, font size, or font color Help window, read information related to Access on how to change font size.



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**ACTIVITY 1.10**

**Using Help; Hiding Columns in a Datasheet**

Links to Activities

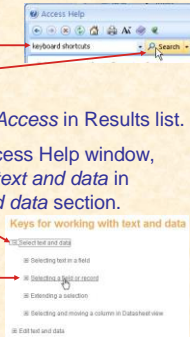
- 1.1
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- Click in Search box at top of Access Help window, type keyboard shortcuts, then click Search.

- Click Keyboard shortcuts for Access in Results list.

- At Keyboard shortcuts for Access Help window, scroll down then click Select text and data in Keys for working with text and data section.

- Click Selecting a field or record in expanded list of topics.



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**ACTIVITY 1.10**

**Using Help; Hiding Columns in a Datasheet**

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- Read descriptions and keyboard shortcuts in table. Note keyboard shortcut for last option, Select all records, is Ctrl + A or Ctrl + Shift + Spacebar.

- Close Help window.

To do this	Press
Select the next field	TAB
Switch between Edit mode (with insertion point displayed) and Navigation mode in a datasheet	F2
When using a form or report, press ESC to leave navigation mode	ESC
Switch between selecting the current record and the first field of the current record, in navigation mode	SHIFT+SPACEBAR
Extend selection to the previous record, if the current record is selected	SHIFT+UP-ARROW
Extend selection to the next record, if the current record is selected	SHIFT+DOWN-ARROW
Select all records	CTRL+A or CTRL+SHIFT+SPACEBAR



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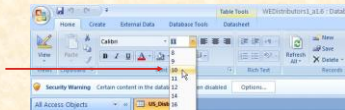
**ACTIVITY 1.10**

**Using Help; Hiding Columns in a Datasheet**

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- At US\_Distributors datasheet, press Ctrl + A to select all records.
- Click Font Size arrow in Home tab then click 10.



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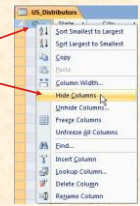
**ACTIVITY 1.10**

**Using Help; Hiding Columns in a Datasheet**

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- Click in any field to deselect records.
- Right-click *ID* field name at top of column then click *Hide Columns* at shortcut menu.
- Scroll datasheet right, right-click *EmailAdd* field name, then click *Hide Columns* at shortcut menu.
- Display datasheet in Print Preview.



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**ACTIVITY 1.10**

**Using Help; Hiding Columns in a Datasheet**

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- Change orientation to landscape and set left and right margins to 0.5 inch.



- Print datasheet.
- Close Print Preview window then close US\_Distributors table. Click Yes when prompted to save layout changes.



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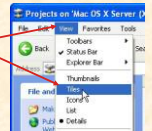
**ACTIVITY 1.11**

**Compacting and Repairing a Database; Backing Up a Database**

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- With **WEDistributors1.accdb** open, click Minimize on Microsoft Access Title bar to reduce Access to a button on Taskbar.
- Open a My Computer window then navigate to drive and AccessS1 folder in which student data files are stored.
- If necessary, change to Tiles view by clicking View then *Tiles*.
- Locate **WEDistributors1.accdb** then write down file size in kilobytes (KB).



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**ACTIVITY 1.11**

**Compacting and Repairing a Database; Backing Up a Database**

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- Click button on Taskbar representing Access.
- Click Office button, point at *Manage*, then click *Compact and Repair Database*.



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**ACTIVITY 1.11**

**Compacting and Repairing a Database; Backing Up a Database**

Links to Activities

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- Click button on Taskbar representing AccessS1 folder in My Computer.
- Write down new file size of **WEDistributors1.accdb** and note amount of disk space used for database is lower.
- Close My Computer window.
- With **WEDistributors1.accdb** open, click Office then click Access Options near bottom right of drop-down menu.



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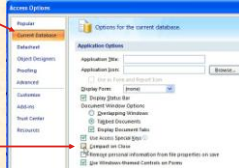
ACTIVITY 1.11

### Compacting and Repairing a Database; Backing Up a Database

Links to Activities

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- Click *Current Database* in left pane, click *Compact on Close* check box in *Application Options* section, then click OK.
- Click OK at message that you must close and reopen current database for option to take effect.
- Click Office, point at *Manage*, then click *Back Up Database*.



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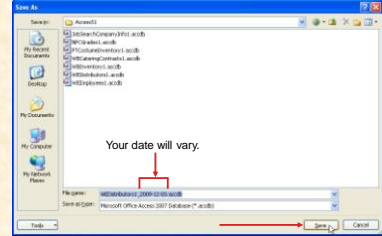
ACTIVITY 1.11

### Compacting and Repairing a Database; Backing Up a Database

Links to Activities

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- At Save As box, click Save to accept default settings.
- Close *WEDistributors.acmdb*.



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