Century 21 Jr.

Input Technologies & Computer Applications

KEYBOARDING

Review Chapter 16 – Database

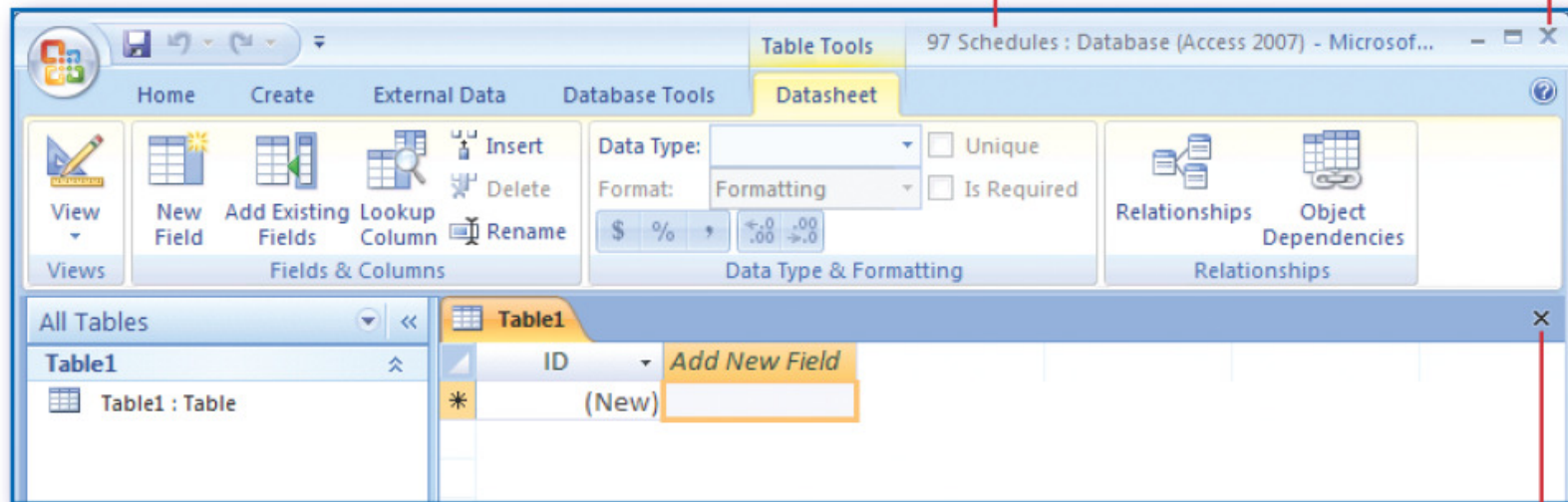# Database Objects

Database Window

97 Schedules database window

Close button for Access window

Close button for Access table window

Database Table

- Database object used for organizing and storing data

	ID	Class	Teacher
▶	1	History	Mr. Chan
	2	Math	Mr. Boston
	3	Chorus	Mr. Fields
	4	English	Ms. Ramirez
	5	Keyboarding Applications	Mr. Dexter
	6	Physical Education	Ms. Gomez
*	(AutoNumber)		

Jan Blake : Table

Record (row)

Field (column)

Data Types

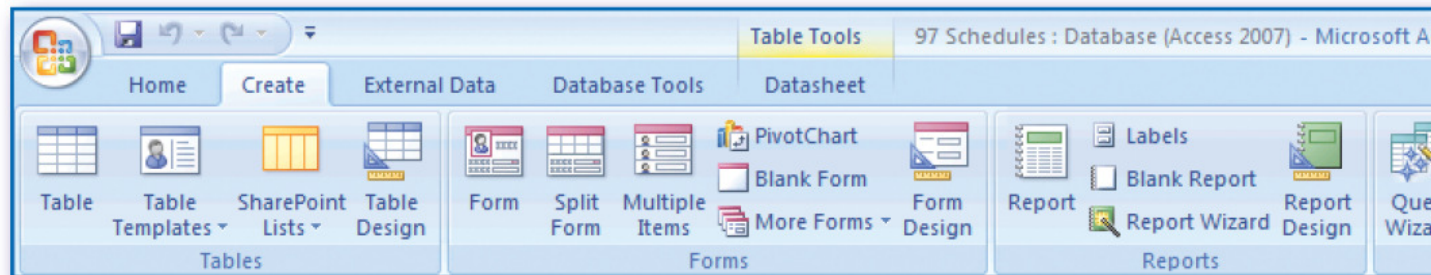| Data Type	Description
Text	For letters or numbers that do not require calculations
Number	For numbers to be used in calculations
Date / Time	For dates and times
Currency	For dollar values
AutoNumber	Numbers assigned in order by *Access*
Yes / No	For data that can only be Yes or No

Primary Key

- Field chosen to identify each record in a table
  - Duplicate data cannot be entered
  - The value in the primary key must be unique for every record
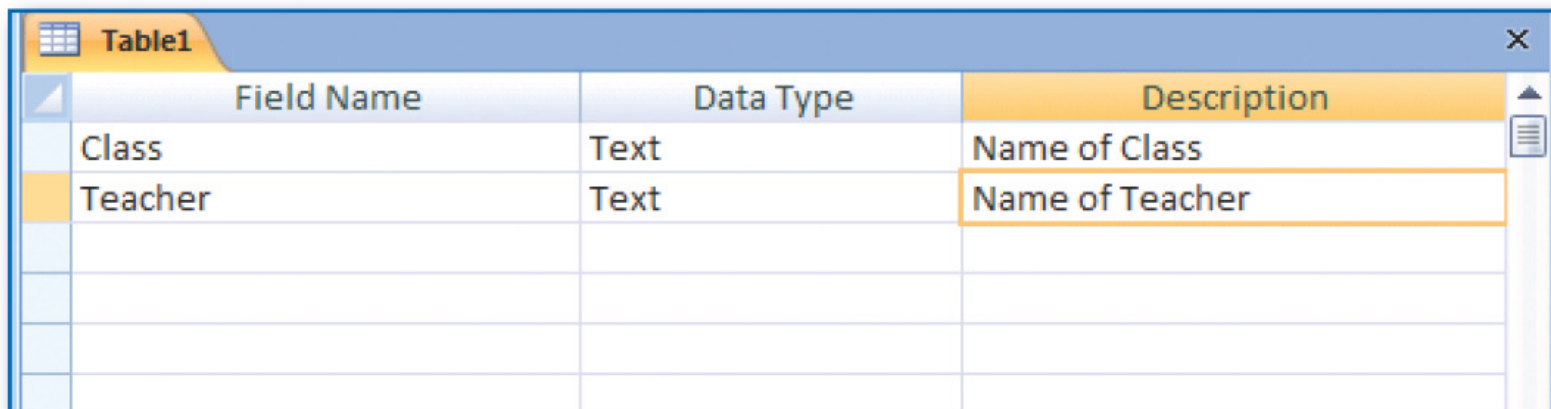- Access can create a primary key for you

Create a Table

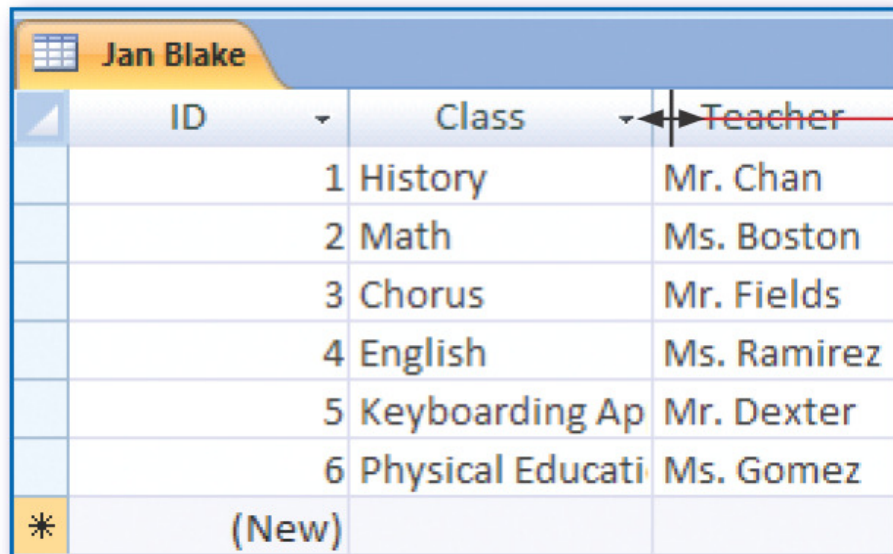- Click Table Design on the Create tab:

- Enter table fields

Field Name	Data Type	Description
Class	Text	Name of Class
Teacher	Text	Name of Teacher

Add Records to a Table

- Click to open a table
- Press TAB to move from field to field

Jan Blake		
ID	Class	Teacher
1	History	Mr. Chan
2	Math	Ms. Boston
3	Chorus	Mr. Fields
4	English	Ms. Ramirez
5	Keyboarding Ap	Mr. Dexter
6	Physical Educati	Ms. Gomez
*	(New)	

Double-click the column head border or drag it to the right to increase the column width.
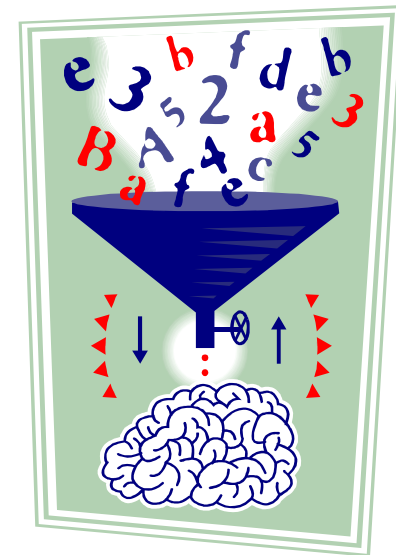
Database Views
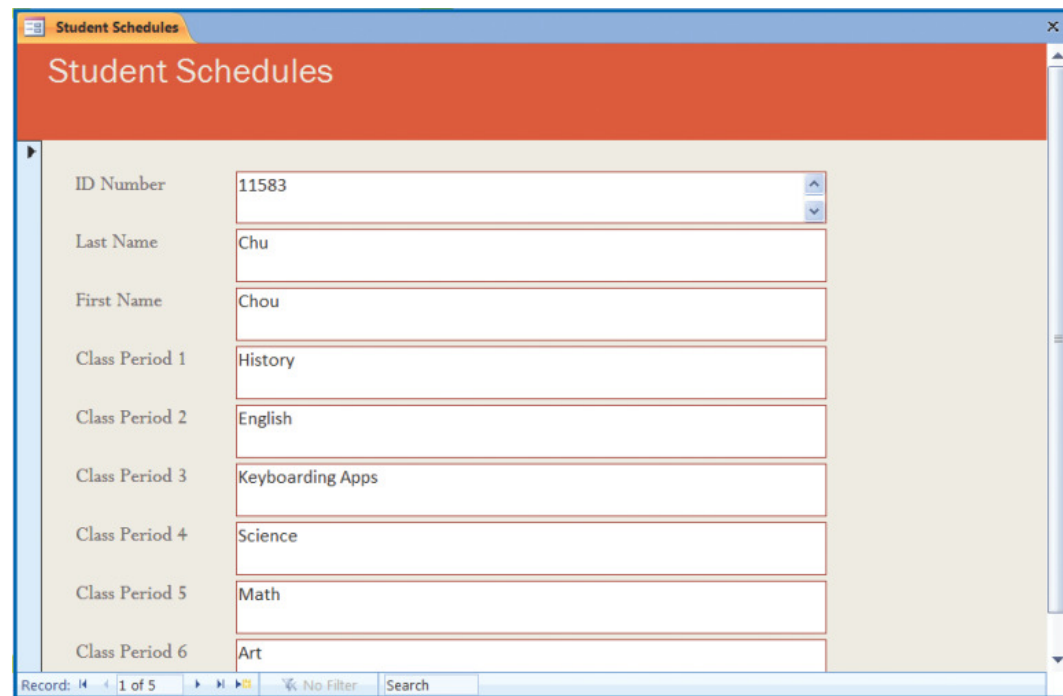
- Design view
  - To set up a table
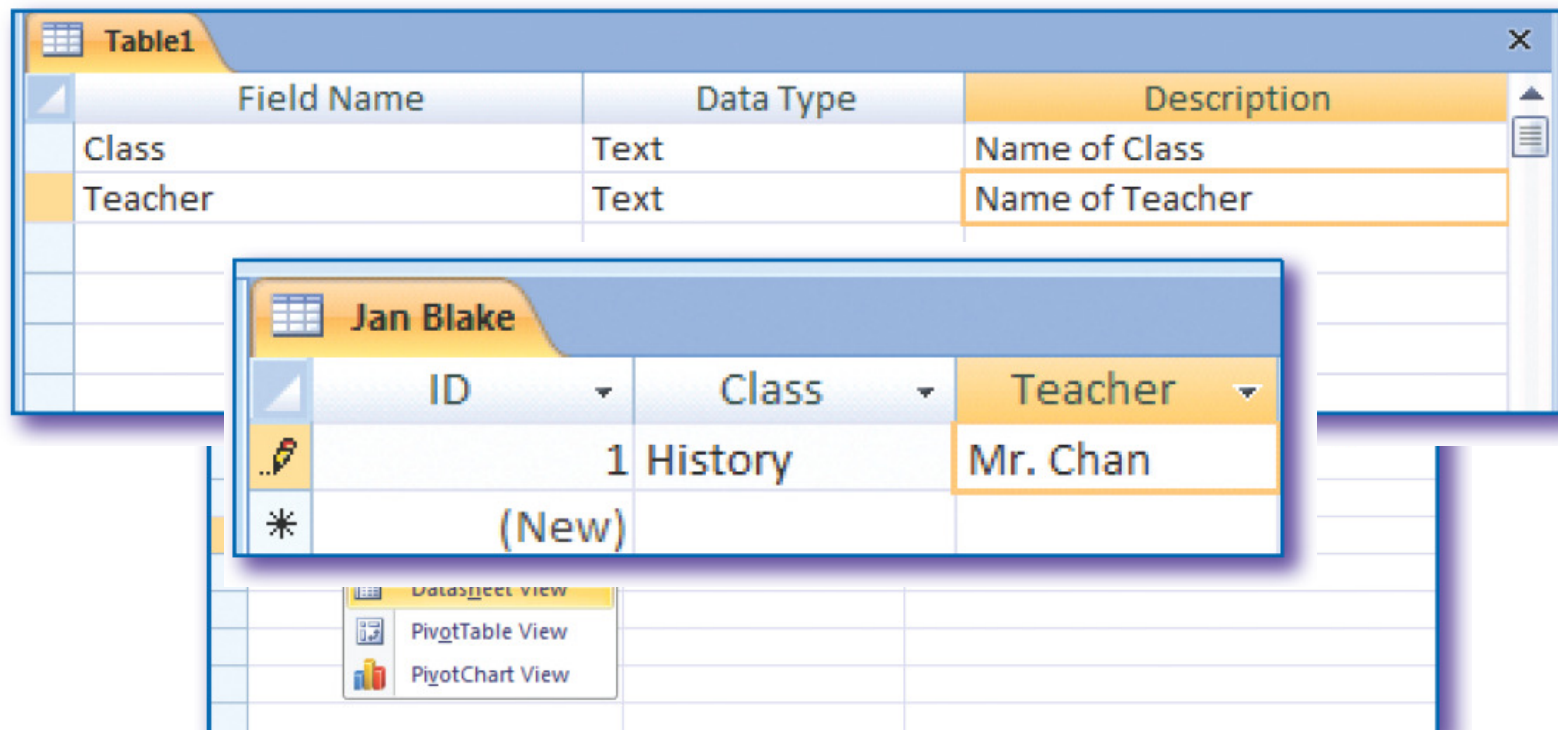
Database Design

- Very important to make the collected data easy to use

- Consider types of data and how data will be used
  - What reports will be needed
  - What searches and sorts will be required
  - What tables should be created
  - What fields are in a table

Database Forms

- AutoForm feature automatically creates a form based on an open table

Form Wizard

Save As Feature

- Make a copy of any database

Add Fields to a Table

- Open the table in Design view

Delete Fields in a Table

- Open the table in Design view

Editing Records

- Delete entire records or edit field data
- Use Find to quickly locate a record
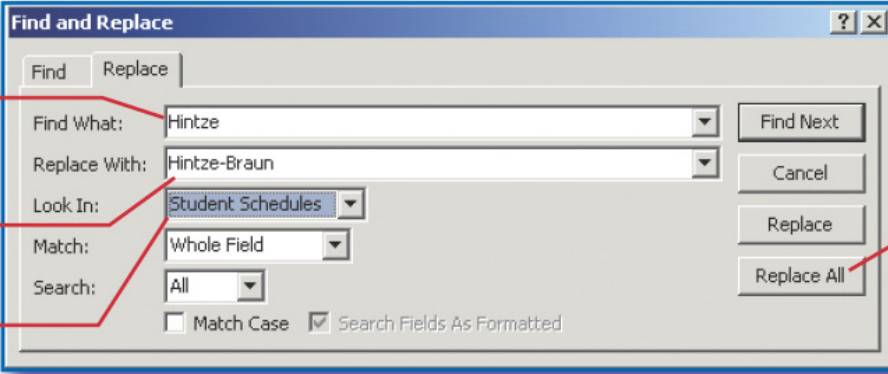
Database Queries

- A database object that displays data that meet criteria that you enter
  - Field name with or without data
  - Specific data
- You may include all or only some of the fields in a table

Create a Query

Slide 18

Run a Query

- Click Run in the Results group on the Query Tools Design tab

Run button
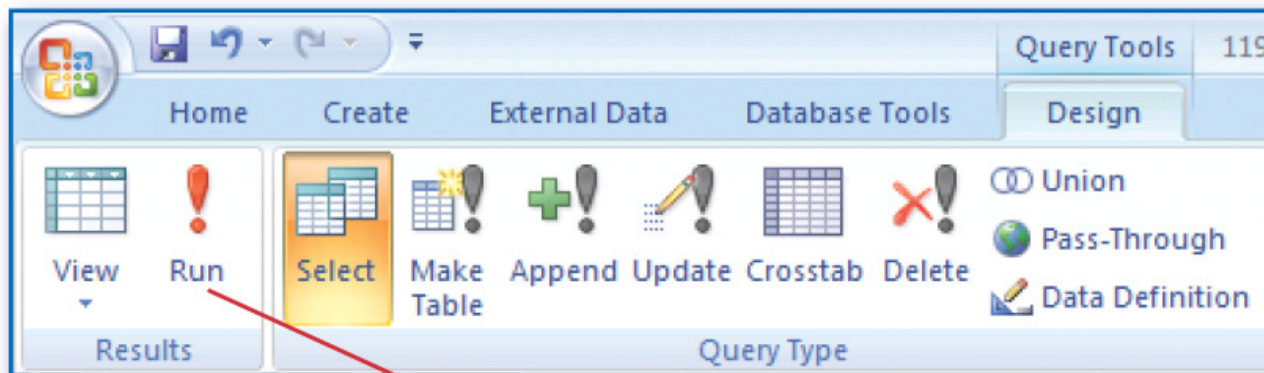
- Query results display as a table

Database Filters

- A filter temporarily *hides* records that do not meet your criteria

- Choose filter options in the Sort & Filter group on the Home tab:
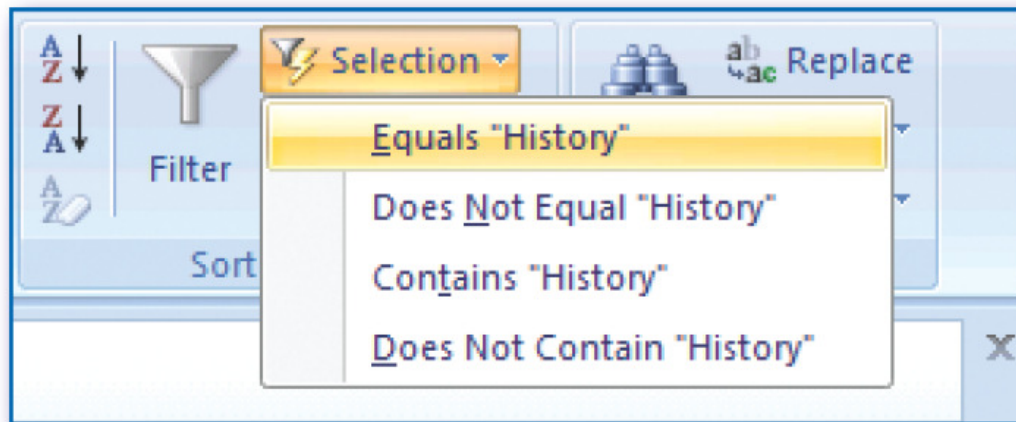
Selection filter button

Toggle Filter button

Database Sorts

- Sort information in ascending or descending order

- Choose sort type in the Sort & Filter group on the Home tab:

Ascending button

Descending button

Clear All Sorts button
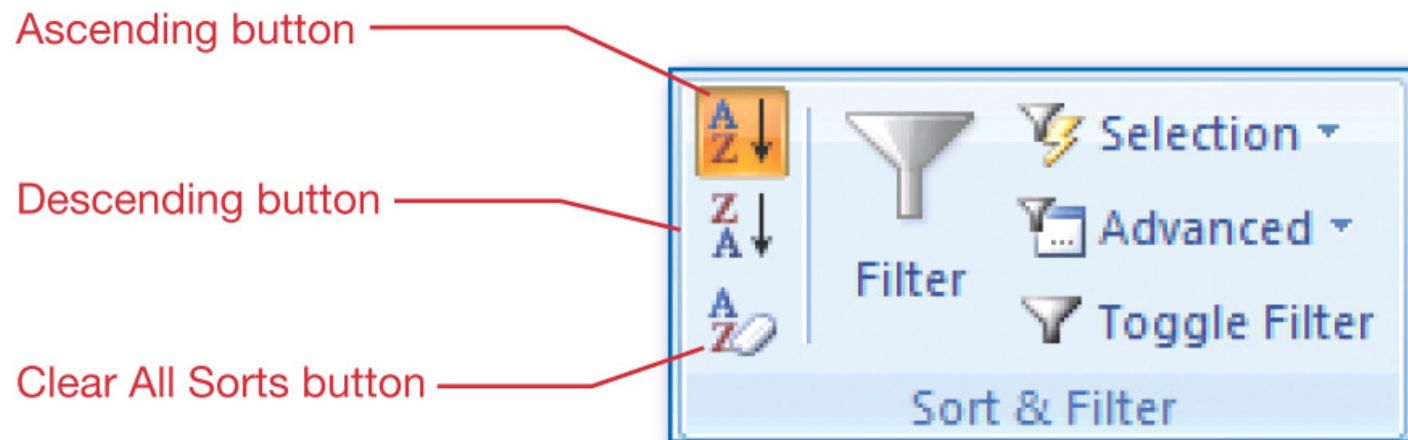
Database Reports

- Database object used to display data
- Reports can contain data from tables or queries
  - Create an AutoReport from an open table or query
  - Use Report Wizard

Class Period I	Last Name	First Name	Instructor I
History	Chu	Chou	Johnson
	Foster	Erika	Johnson
	Garner	Shelby	Johnson
	Hansen	Brittany	Johnson
	Hennessy	Mathew	Johnson
	Martinez	Ricardo	Johnson

Start the Report Wizard

Select a table or query.

Select a field to include in the report.

Report Wizard

Which fields do you want on your report?

You can choose from more than one table or query.

Tables/Queries

Table: Student Schedules

Available Fields:

ID Number
Class Period 1
Instructor 1
Class Period 2
Instructor 2
Class Period 3
Instructor 3
Class Period 4

Selected Fields:

First Name
Last Name
Grade

Click to move a field to Selected Fields.

Click **Next**.

Cancel | < Back | Next > | Finish

Review Question

1. A database object used for organizing and storing data is a

   a. Query

   b. Report

   c. Table

   d. Form

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

1. A database object used for organizing and storing data is a

   a. Query

   b. Report

   c. Table

   d. Form

Review Question

2. Tables contain

    a. Fields and records

    b. Primary keys for every record

    c. Columns and rows

    d. Forms and queries

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

2. Tables contain
   a. Fields and records
   b. Primary keys for every record
   c. Columns and rows
   d. Forms and queries

Review Question

3. A primary key is
    a. Required in a table
    b. An automatic field of a table
    c. Rarely duplicated
    d. Unique for every record in a table

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

3. A primary key is

   a. Required in a table

   b. An automatic field of a table

   c. Rarely duplicated

   d. Unique for every record in a table

Review Question

4. Which database feature temporarily hides records in a table?

   a. Form

   b. Filter

   c. Sort

   d. Query

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

4. Which database feature temporarily hides records in a table?

   a. Form

   b. Filter

   c. Sort

   d. Query

Review Question

5. Reports can contain data from:

   a. Queries and forms

   b. Fields and tables

   c. Forms and records

   d. Tables and queries

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

5. Reports can contain data from:

    a. Queries and forms

    b. Fields and tables

    c. Forms and records

    d. Tables and queries