



**MICROSOFT
ACCESS &
OUTLOOK**

**COMPUTER
AWARENESS**

EPIISODE-19



Computer Awareness

Part 19

- Funsta Team

Lets Start





Computer Awareness



- Part 1 Intro/Generation/ Classification of Computers
- Part 2 Computer Architecture & Memory
- Part 3 Computer Hardware
- Part 4 Computer Software and System Utilities
- Part 5 Number System
- Part 6 Computer Codes & Logic Gates
- Part 7 Introduction to Operating System
- Part 8 Operating System
- Part 9 Data Communication

Lets move on to
Next Part



Computer Awareness

- Part 10 Computer Networks & Network Topology
- Part 11 OSI Layers & Network
- Part 12 Database Management System (DBMS)
- Part 13 Relational Database Management System (RDBMS)
- Part 14 Internet And Its Services
- Part 15 Computer Security
- Part 16 Microsoft Word
- Part 17 Microsoft PowerPoint
- Part 18 Microsoft Excel



Lets move on to
Next Part



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Microsoft Access



⏪ ⏩ **Microsoft Access** is an information management tool that helps you **store information** for **reference, reporting, and analysis.**

⏪ ⏩ **Microsoft Access** helps you analyze large amounts of **information, and manage related data more efficiently than Microsoft Excel or other spreadsheet applications**





Start MS-Access





Components of MS-Access

Change Table View

List of Tables

Table Fields

Data Type

Field Properties

Field Name	Data Type	Description
PK	AutoNumber	
FirstName	Text	
LastName	Text	
HireDate	Date/Time	

Field Properties

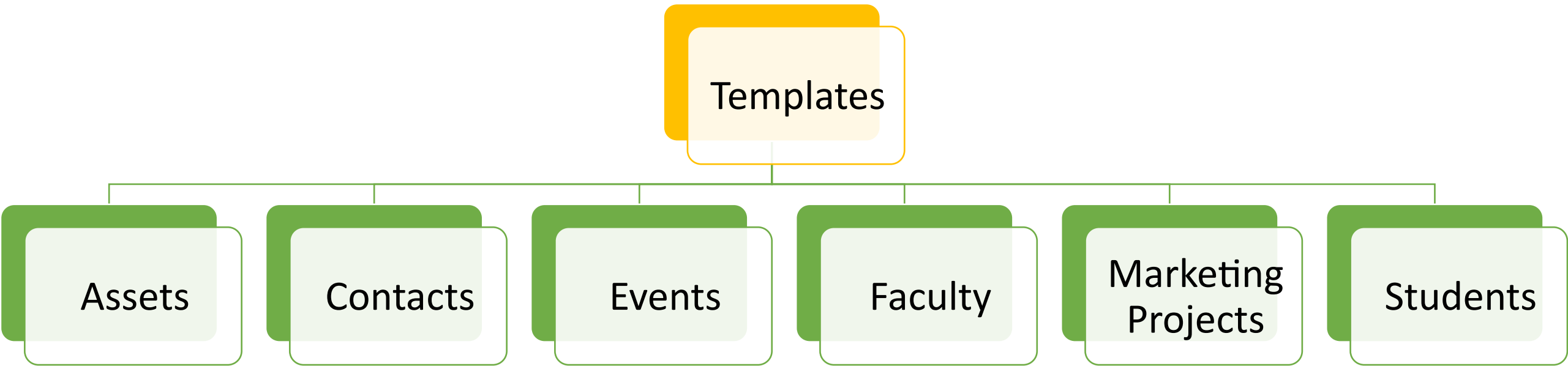
Property	Value
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	
Text Align	General
Show Date Picker	For dates

Components of MS-Access





Components of MS-Access



Screenshot of Components of MS-Access

Templates



- ↔ An **Access template** is a file that, when opened, creates a complete database application.
- ↔ The database is ready to use, and contains all the **tables, forms, reports, queries, macros, and relationships that you need to start working.**

Back to
Components of
MS-Access

Assets



An **Asset Management Database (AMDB)** is a **database** containing all data needed to support Availability Management and may be part of the Configuration Management **Database**.

Screenshot of
Assets

Back to
Components of
MS-Access



Assets

Explanation of Assets

Back to Components of MS-Access

Contacts



Use the **Access Contacts** Database template to keep **track of names, addresses, telephone numbers, and other information.**



This new version of a popular **Access** template also lets you categorize each contact, send e-mail messages, and create maps of addresses.

Screenshot of
Contacts

Back to
Components of
MS-Access



Contacts

Explanation of Contacts

Back to Components of MS-Access

Events



Event Management Template For **Microsoft Access**. **Planning corporate events can be hard.**



It entails careful planning in the **sense that every aspect of the event**

Screenshot of
Events

Back to
Components of
MS-Access



Events

Events : Database (Access 2007 - 2010) - Microsoft Access

File Home Create External Data Database Tools

View Paste Copy Cut Filter Ascending Descending Selection Advanced Refresh Save Delete More Find Replace Go To Select Text Formatting

Event List

New Event Collect Data via E-mail E-mail List Reports

ID	Title	Start Time	End Time	Description	Location
* (New)					
Total			0		

Tasks 1 of 1 No Filter Search

Form View Num Lock

Explanation of Events

Back to Components of MS-Access

Faculty



⟷ Use this **Faculty Information Template** to record the daily management data.

⟷ It also manage the **daily faculty attendances, general demands and other reports.**

Screenshot of
Faculty

Back to
Components of
MS-Access

Faculty



Faculty : Database (Access 2007 - 2010) - Microsoft Access

File Home Create External Data Database Tools

View View Views

Clipboard

Sort & Filter

Records

Find

Text Formatting

Faculty List

Faculty List

New Faculty Collect Data via E-mail Add From Outlook E-mail List Reports

ID	Faculty ID	First Name	Last Name	E-mail Address	Business Phone	Department	Faculty Type
* (New)							
Total		0					

Navigation Pane

Record: 14 | Totals | No Filter | Search

Form View Num Lock

Explanation of Faculty

Back to Components of MS-Access

Marketing Projects



You can use this **Marketing Projects Template** for your **marketing** department to manage the big **marketing projects** that runs through the year.

Screenshot of
Marketing Projects

Back to
Components of
MS-Access



Marketing Projects

The screenshot shows the Microsoft Access interface for a database named "Marketing Projects : Database (Access 2007 - 2010)". The ribbon is set to "PivotChart Tools" with the "Design" tab selected. The main area displays a PivotTable in Form View. The PivotTable has a single row with a total budget of 0. The interface includes a navigation pane on the left and a form view at the bottom.

Project Name	Owner	Status	Begin	End	Budget	Cost	Deliverables	ProjectID
Total					0			

Explanation of Marketing Projects

Back to Components of MS-Access

Students



- ⌄ This **student** database **template** can be use for any **small or large school or college.**
- ⌄ It has some forms to store **student's academic, personal and business**

Screenshot of
Students

Back to
Components of
MS-Access

Students



Students : Database (Access 2007 - 2010) - Microsoft Access

File Home Create External Data Database Tools

View Views View Clipboard Filter Sort & Filter Records Find Find Text Formatting

Student List

New Student Collect Data via E-mail Add From Outlook E-mail List Reports

ID	First Name	Last Name	E-mail Address	Business Phone	Company	Job Title
* (New)						
Total	0					

Record: 1 of 1 No Filter Search

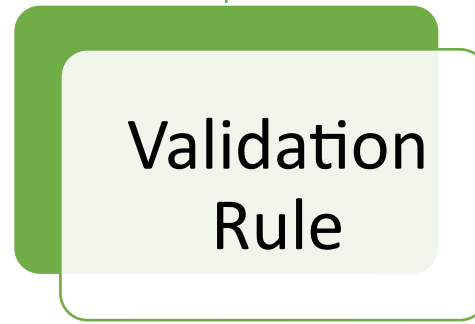
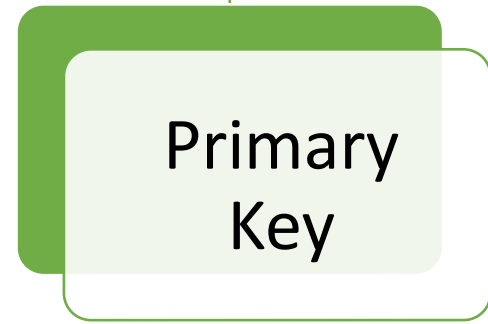
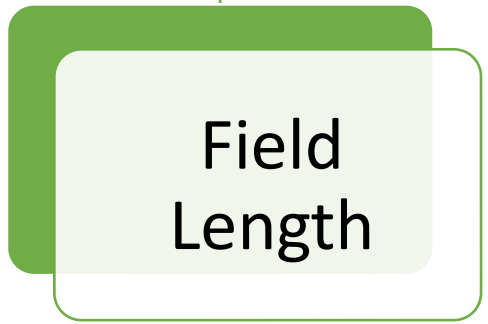
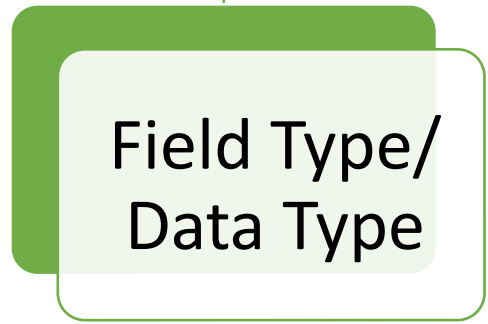
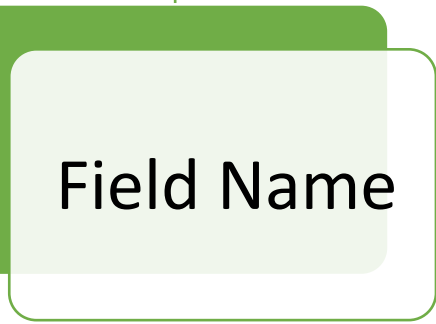
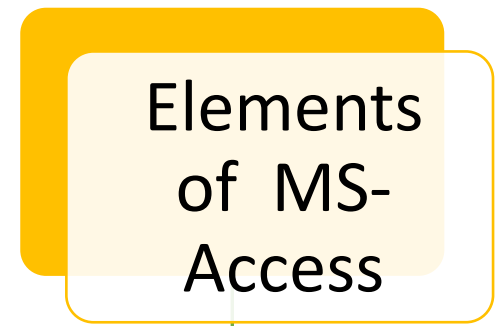
Form View Num Lock

Explanation of Students

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Elements of MS-Access



Field Name



- ⌄ A database **field** is a single **column** in your table. A **field** has a **name**, which appears in the **column** header.
- ⌄ By default, **Access** sets one **field** up for you and gives it the **name** ID. (You'll change that soon.)
- ⌄ You can add your own **fields** by clicking where it says **Click to Add**.

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Elements of
MS-Access

Field Type/Data Type



The **field type** determines the **type** of data that a user can enter into the **field** (**alphanumeric, numeric, date, and so on**) or determines how the **field** functions in the database

Components of
Field Type/Data Type

Size of
Field Type/Data Type

Back to
Elements of
MS-Access



Field Type/Data Type

Field Name	Field Type
Field Type	Alphanumeric
Default value	Alphanumeric
Input Mask	Date
Input Validation	Time
Entry Type	Amount
Obligatory Nature	Numeric
Mouse mode in this field	Number with decimal(s)
Help values	List
Help List	Barcode Reading
Value married with document type	Document type
Multi-valued	Boolean

- 1 Alphanumeric
- 2 Date
- 3 Time
- 4 Amount
- 5 Numeric
- 6 Number with Decimal(s)
- 7 List
- 8 Barcode Reading
- 9 Document Type
- 10 Boolean

Back to Field Type/Data Type

Back to Elements of MS-Access



Field Type/Data Type

<u>Data Type</u>	<u>Field Length or Field size</u>
Memo	0-65535 Characters
Text	0-255 Characters
Date/Time	8 bytes
Number	1,2,4 or 8 Bytes
Auto Number	4 bytes
Currency	8bytes
OLE Object	Upto 1 GB
Yes/No	1 bit(0 or 1)
Hyperlink	Each part contains 2034 Characters

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Field Type/Data Type

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Elements of
MS-Access

Field Length



It refers to contain **maximum number of characters** in the field

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Elements of
MS-Access

Primary Key



- ⟨…⟩ **Primary key**, also called a **primary** keyword, is a **key** in a relational database that is **unique for each record**.
- ⟨…⟩ It is a unique identifier, such as a driver license number, telephone number (including area code), or vehicle identification number (VIN).
- ⟨…⟩ A **relational database must always have one and only one primary key**.

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Elements of
MS-Access

Validation Rule



Validation rules verify that the data a user enters in a record meets the standards you specify before the user can save the record.

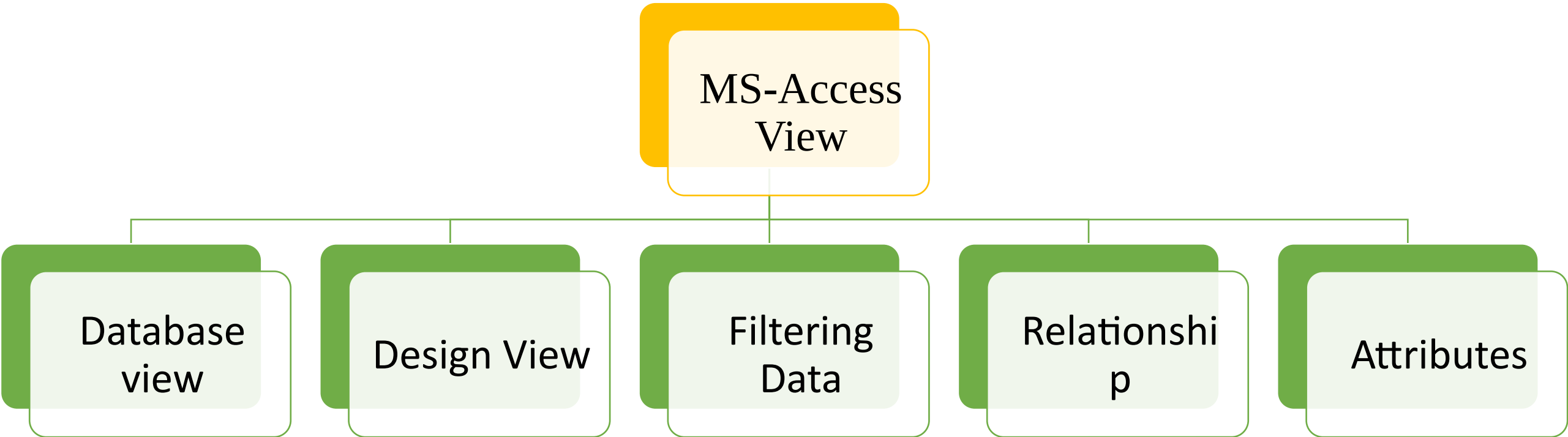


A **validation rule** can contain a formula or expression that evaluates the data in one or more fields and returns a value of “True” or “False”.

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Elements of
MS-Access




MS-Access View



Database view



 Datasheet View allows you to enter information into your database

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MS-Access View

Database view



Sales : Database- C:\Users\tucte_000\Documents\Sales.accdb (Access 2007 - 201... TeachUcomp Teacher

File Home Create External Data Database Tools Fields Table Tell me what you want to do

View Paste Copy Cut Copy Paste Format Painter Filter Sort & Filter Ascending Descending Remove Sort Toggle Filter Selection Advanced Refresh Save Delete More Records New Spelling Find Replace Go To Select Text Formatting

All Access Obj... Search... Tables Customers Employees Items Sales SalesDetails Queries Forms Reports Macros

EmployeeID	FirstName	LastName	Click to Add
1	Joe	Smith	
2	Fred	Smith	
3	Mary	Jones	
4	Greg	King	
5	Jack	Wells	
6	Sally	Smith	
7	Jennifer	White	
9	Sara	Brown	
10	Sally	Smith	
*	(New)		

Record: 10 of 10 No Filter Search

Datasheet View Num Lock

Back to MS-Access View

Design View



- ⏪ **Design view** enables you to **design** and set up your database (kind of a "**behind the scenes**" view of your database).
- ⏪ This is where you set up and configure your tables, forms, reports, etc.

[Back to MS-Access View](#)



Design View

SpaceTrips : Database- C:\Users\Administrator\Documents\... ? - □ ×

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN Sign in

View Primary Key Builder Test Validation Rules Insert Rows Delete Rows Modify Lookups Property Indexes Sheet Show/Hide Create Data Macros Rename/Delete Macro Relationships Object Dependencies

All Access Obj... Customers

Field Name	Data Type	Description (Optional)
Customerid	AutoNumber	
FirstName	Short Text	
LastName	Short Text	
DateCreated	Date/Time	

Field Properties

General

Format	General Date
Input mask	
Caption	
Default Value	=Now()
Validation Rule	
Validation Text	
Required	No
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General
Show Date Picker	For dates

A value that is automatically entered in this field for new items

Design view. F6 = Switch panes. F1 = Help.

Back to MS-Access View

Filtering Data



⟷ **Filtering** is a useful way to see only the **data** that you want displayed in **Access** databases.

⟷ You can use **filters** to display specific records in a form, report, query.

[Back to MS-Access View](#)



Filtering Data

Font Alignment Data Type and Formatting

City	Region	Postal Code	Country	BirthDate
Berlin		12209	Germany	4/23/1955
London		EC2 5NT	UK	4/9/1954
Barcelona		08022	Spain	4/17/1977
Campinas	SP	04876-786	Brazil	4/3/1964
San Cristóbal	Táchira	5022	Venezuela	4/1/1951
Cork	Co. Cork		Ireland	4/1/1966
Versailles		78000	France	4/25/1970

Record: 1 of 7 Filtered

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Relationship

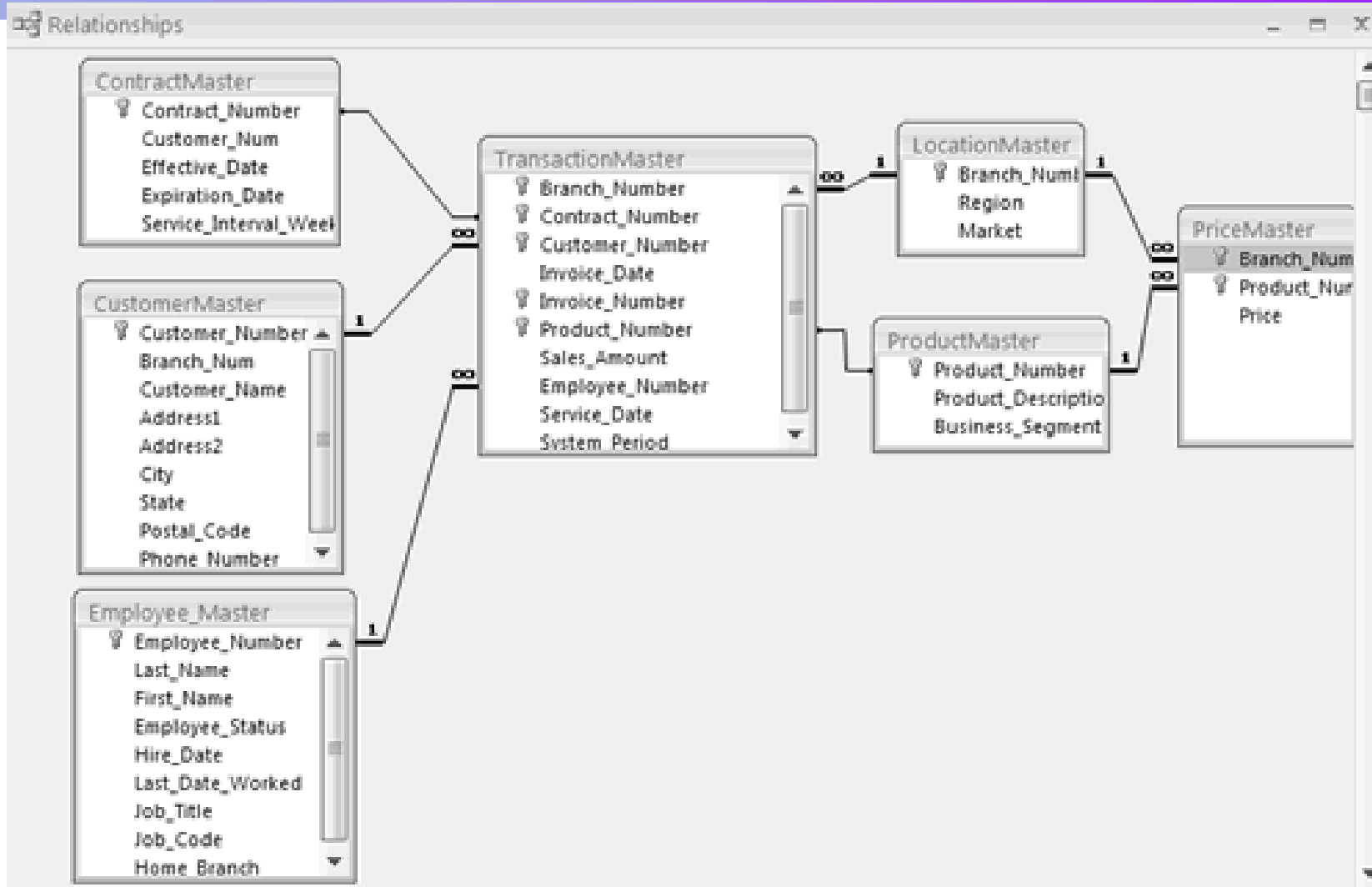


- ⟷ A **relationship in Access** helps you combine data from two different tables.
- ⟷ When you use related tables in a query, the **relationship** lets **Access** determine which records from each table to combine in the result set.

[Back to MS-Access View](#)



Relationship



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Attributes



- ⟷ A **column header of a database table is an attribute.**
- ⟷ Each **attribute** has a certain domain and it may be involved in forming a key.
- ⟷ **Example.** A student tuple in a student table in the **database** represents an entity. **Name, roll number, Id, Address,** these fields of student table presents the **attribute** of student entity.

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MS-Access View

Microsoft Outlook

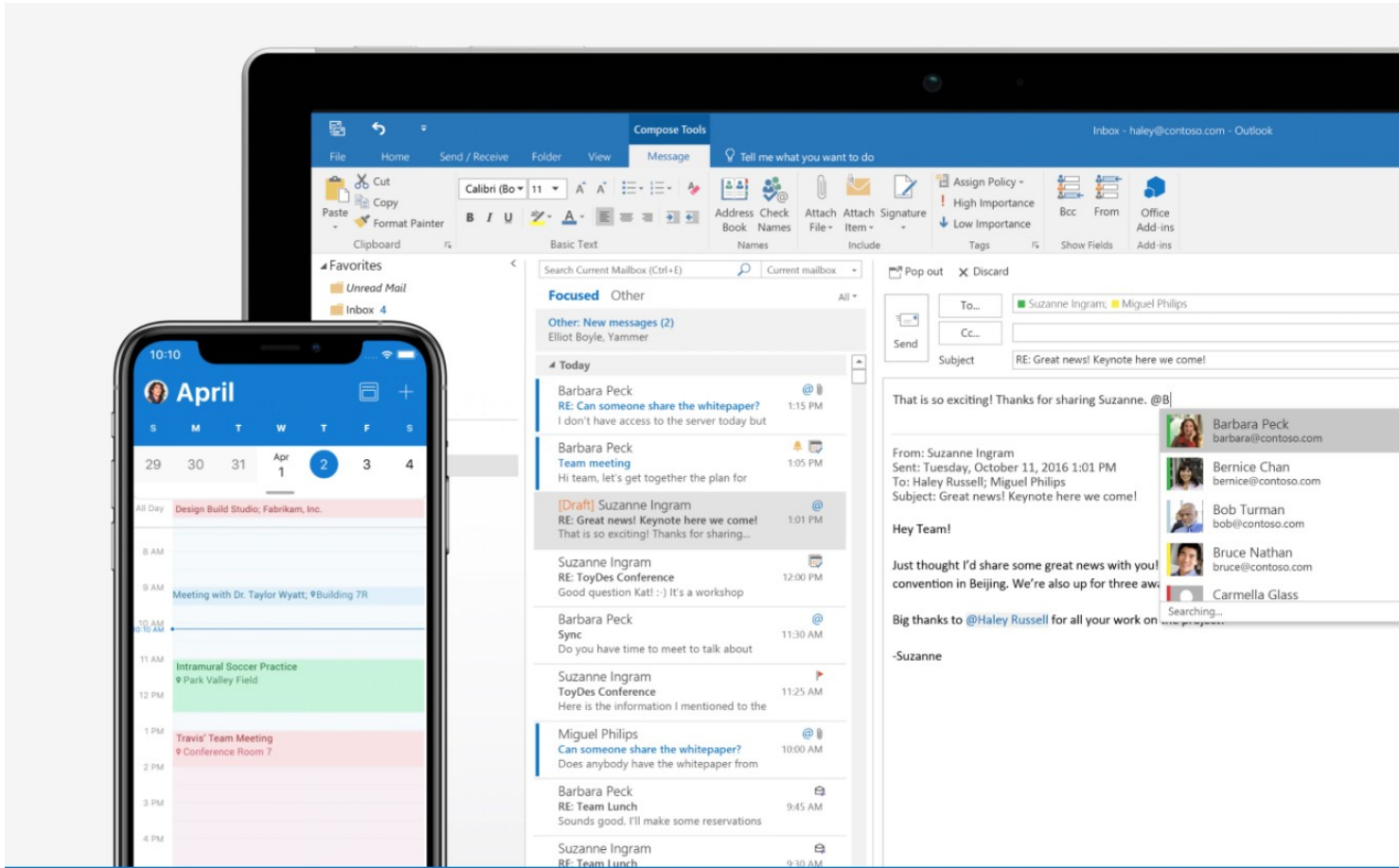


- Microsoft Outlook is a personal information manager from Microsoft, available as a part of the Microsoft Office suite.
- Though primarily an email client, Outlook also includes such functions as **calendaring, task managing, contact managing, note-taking, journal logging, and web browsing.**





Microsoft Outlook





'Hurrah!'

We completed Computer

Awareness

Thank you

All

All The Best!

