

**Using Microsoft Access Module One:
Tables Queries & Mailing Lists**

By

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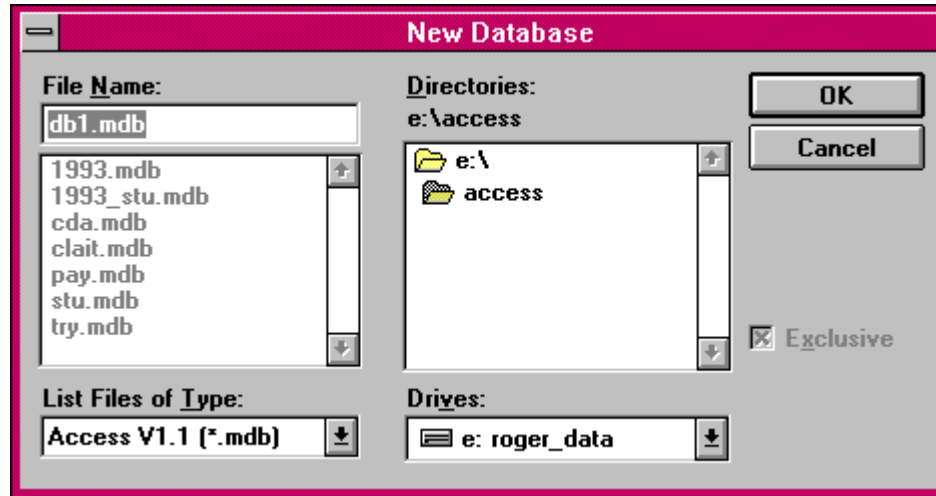
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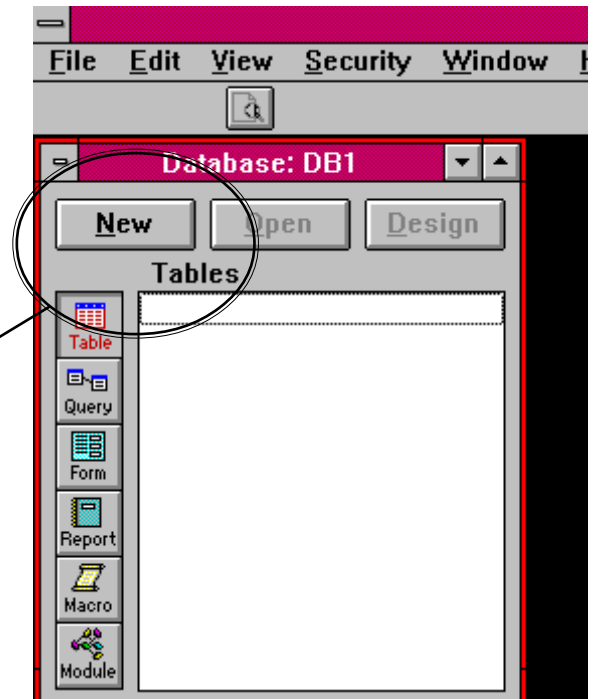
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Using Microsoft Access Module One: Tables Queries & Mailing Lists

- 1) Load Access from windows
- 2) Select **File, New: ,OK**

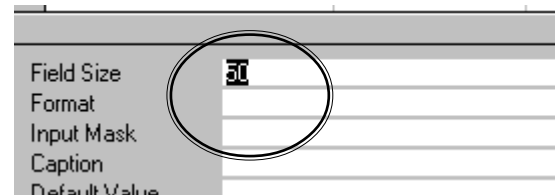


- 3) First we have to construct a **TABLE**, this is where all the data is stored Select **NEW Table:**
- 4) For this table we are going to need 6 **FIELDS** as shown below: A field is the place you store a particular type of data: you type the headings in and then use the mouse to select what **Type** of data you are entering.



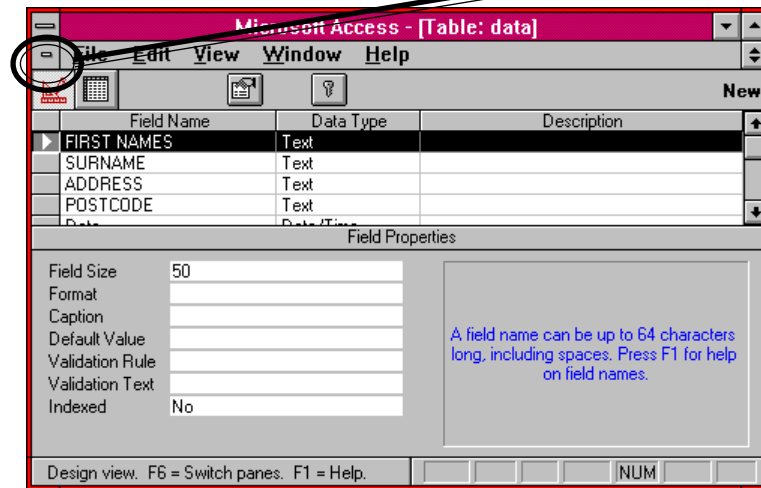
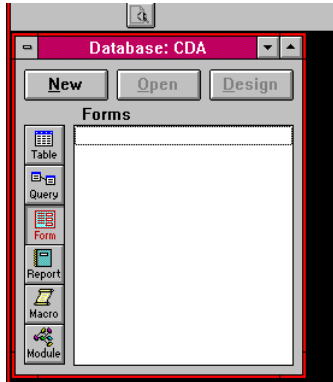
Field Name	Data Type
FIRST NAMES	Text
SURNAME	Text
ADDRESS	Text
POSTCODE	Text
Date	Date/Time
Politician	Yes/No

NB when you get to the **Address** field you will have to tell Access that the text length is 250 (Characters), to enable you to put a full address in. To do this press **F6** and change 50 to 250. Press **F6** again to return to the main menu.

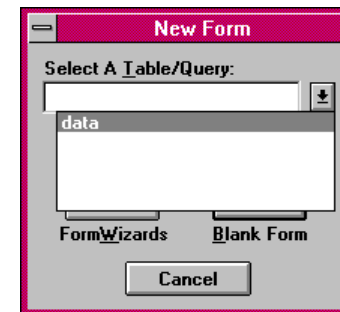


5) We are now going to create a form so that we can enter the data easily. Save your table by closing the window as shown below. You will be given a chance to name the table, call it data.

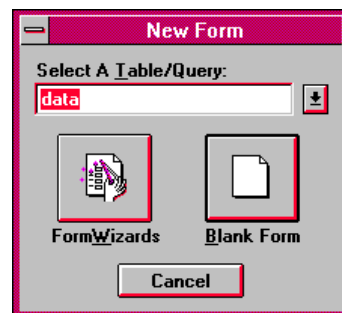
6) So that we can easily enter and view the data we need to create a form, to do select **FORMS** from the database window, followed by **NEW**.



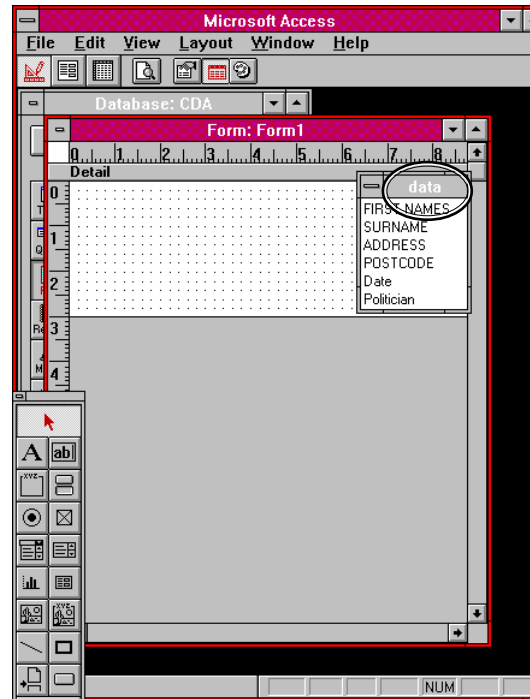
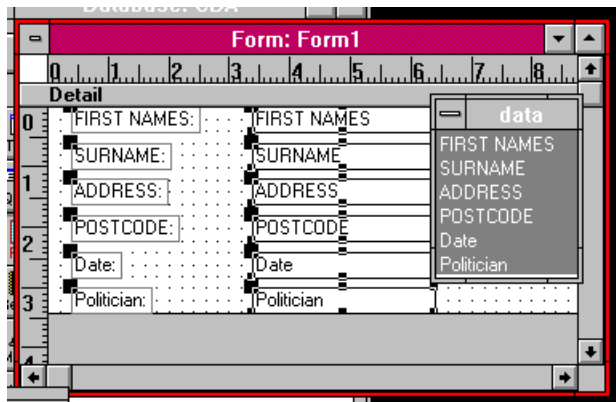
7) You will be asked to select a Table/Query, use the mouse to choose **Data**



8) Then Select **Blank Form**



- 9) The screen should now look like this:
- 10) The easiest thing to do is to put all of the fields on the form in one go. To do this double click on the title of the table. This will highlight all of the fields. You can now place the fields on the form by dragging them, and then releasing the mouse button. Your form should now look like this.

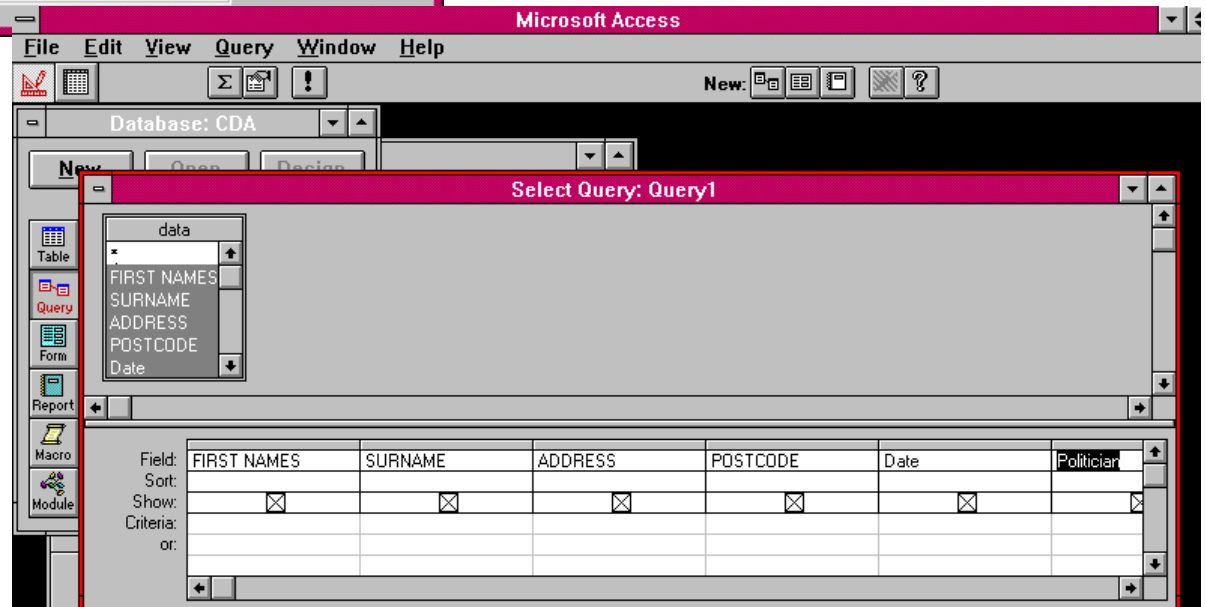
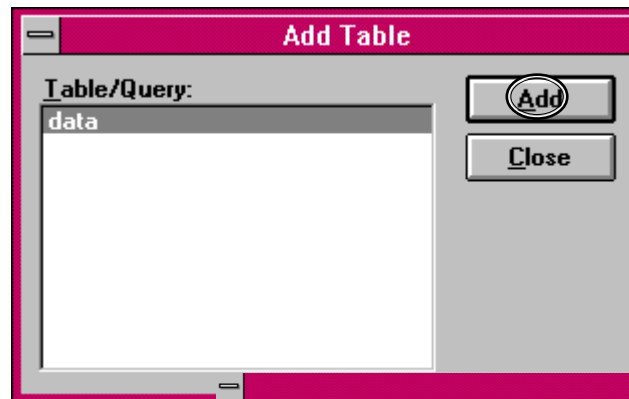


- 11) Save the form by closing the window, call it **DATA**. You can open it by clicking on **OPEN** from the database window.
- 12) Now enter the following data using your form:


12) Now enter the following data using your form:

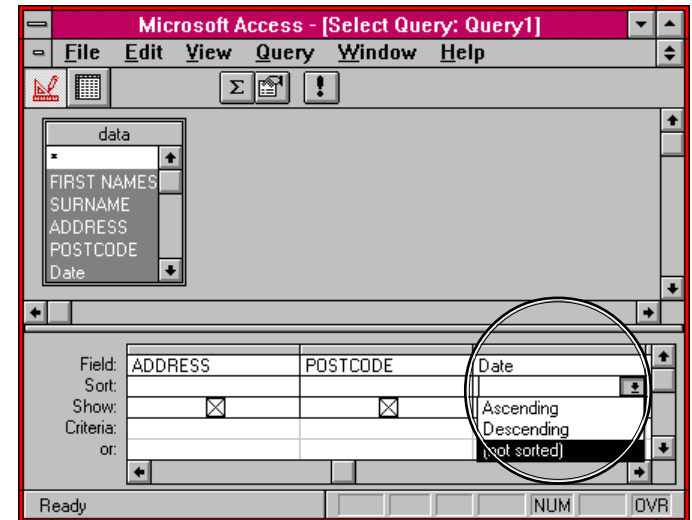
Name	Surname	Address	Post Code	Date
Bankole	Howard	44 Westcott House Lime House LONDON	E14 ODG	23/1/9
Anthony	Brown	36 Currie House LONDON	SE13 OLT	25/3/9
Chan	Smith	13 Vulcan Square LONDON	E14 3RJ	18/2/9
Glen	Sheekey	14 Broomfield Street LONDON	E14 6BQ	19/5/9
Hamida	Philip	19 Wyndham Decor House LONDON	NW2 1TR	20/12/
Valerie	Patten	36 Currie House LONDON	E14 OLT	21/12/
Rapia	Murphy	11 Driftway House LONDON	E3 5EY	22/5/9
Russell	Hussain	123 Robin Hood Gardens LONDON	E14 OHG	19/1/9
Sarkhahat	Lam	20 Skeggs House LONDON	E14 9NB	03/03/
Stuart	Daley	11 Drifway House LONDON	E3 5EY	04/04/
Paulette	Jones	17 Landon Walk LONDON	N1 OBM	05/05/

- 13) You may need to change the size of some of the fields. As this is easier to show than explain at this point you should shout **Roger** and your demonstrator will come over and show you!
- 14) We now have a set of data (datum?) to query, and to build reports from.
- 15) Queries: Filtering and sorting your data.
- 16) First lets build a query which will sort on Date (Of joining?). Press **F11** which should take you to the database window. Now select **Query** and **New** and base the query on **DATA** (table).

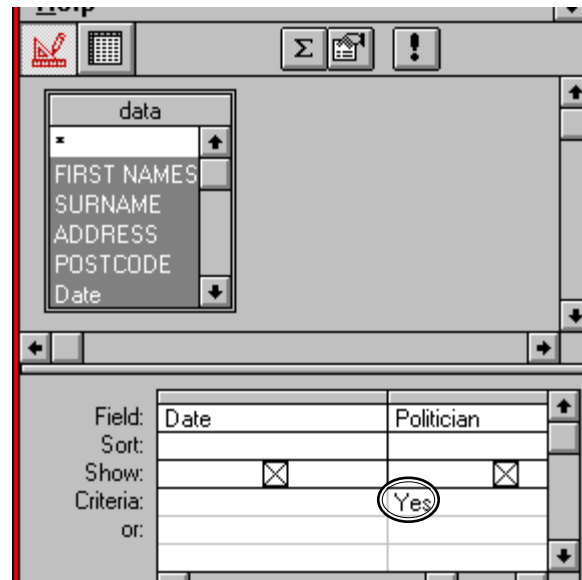


- 17) Now highlight all the fields as you did on the form and drag to the **FIELDS** box on the query. The query should now look like this:

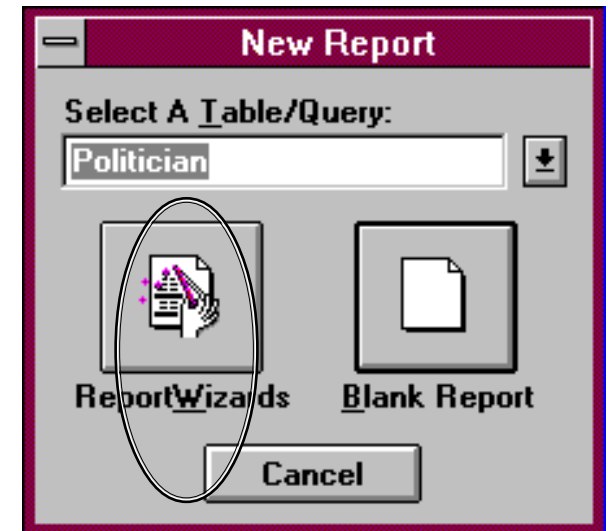
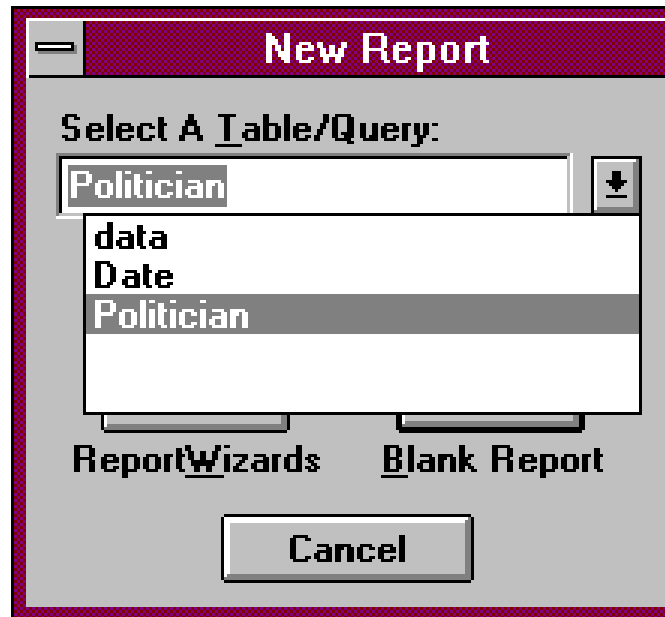
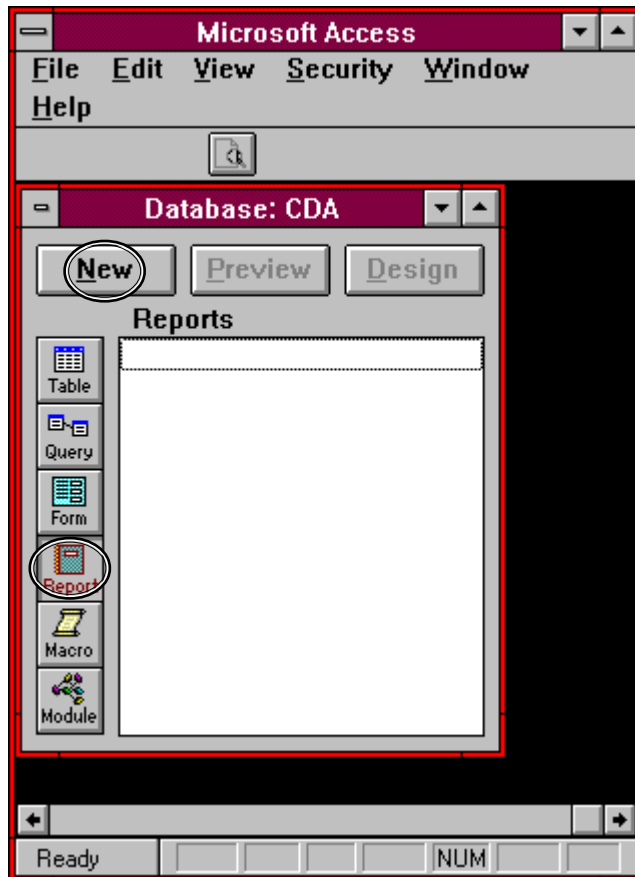
- 18) To sort by date **TAB** along to the Date field and then put the mouse on the sort box and select **Ascending**. To run your query go to the top of the screen and click on . Save your query by closing and call it **Date**.



- 19) Now we will create a query to select only politicians. Create a new query based on **DATA** and **TAB** along to the politician field. In the criteria box enter **YES**: (Remember we defined this field as a **YES/NO** data type). Now run the query and save it as **POLITICIAN**.



- 20) We are now going to create a query to select all addresses in East London (BY POST CODE). Select **Query, New** based on **DATA**. **TAB** along to the post code field and in the criteria box type: **Like E1*** (The * is a wild card, i.e. it could mean anything or nothing). Hit **RETURN**, run the query, close and name as **East London**. If you wanted to sort into smaller areas E14* would narrow the selection to E14. You have to put the wild card in as most postcodes have characters after the first bit. "LIKE E1" would not find E1 8AQ for example.
- 21) Lets create a mailing label for Politicians. Hit **F11** and select **Reports, New**. Base the report on **Politicians** and select **Report wizards**.



- 22) **Follow the prompts, or call Roger** to design your mailing list. Save the report as **Politicians**. You could also build a mailing label list on **East London** to practice.