

Access® 2019 Introduction

Quick Reference Guide

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About Access

Overview of a Database

Access is a "relational database" program. In a relational database, you store larger amounts of data into the smallest possible increments within tables. You then relate these tables together via the pairing common fields between them. In this way, you store less redundant data and your database will organize data quickly and efficiently. When you relate tables, you are then able to access any data in the related tables. In Access, you manipulate a contained collection of smaller objects within a database file.

Access Definitions

Database: A collection of tables, queries, forms, reports, macros, and modules.

Datasheet View: Displays data from a table, form, query, or report in a row and column format. Used to edit fields, add, delete, and search for data.

Design View: Used to create new database objects and modify the design of existing objects.

Field: A column of data in a single piece of data.

Form: An object which uses controls to perform actions on the data, display, and edit data in fields.

Macro: An action or actions that automate tasks.

Module: A collection of user-defined functions, subroutines, and global variables written in VBA code, which can be accessed from anywhere in the database.

Navigation Pane: Appears at left when you open an Access database. Displays objects in the database.

Query: A request for data results. Can return data, or both. A query can answer a simple question, perform calculations, combine data from different tables, and add, change, or delete table data.

Record: A row of data, made up of different fields.

Report: A printed object containing information formatted and organized according to specifications.

Table: A database object that stores data in records (rows) and fields (columns).

Access Basics

Creating a Database

Instructions



Switching Between Object Views

1. To open an object (table, query, form, report, etc.), double-click it in the Navigation Pane.
2. Click the drop-down arrow at the bottom of the "View" button in the "Views" group on the "Home" tab in the Ribbon and select a view. Or, to toggle views, click the upper portion of the button instead.

Datasheet View

Entering and Editing Table Data

To add a record:

1. Click into the first field in the empty row at the bottom of the table. Or, click the "New (Blank) Record" button in the lower-left corner of the table.
2. Type data into the first field. To advance to the next field, press the "Enter" or "Tab" key. Repeat for each field. For the advance to a new record, press the "Enter" or "Tab" key in the last field of the record.

To edit a record:

1. Click into the field of the record and make desired edits using normal word processing techniques. A vertical bar appears in the row's selection box on the left end of the row to indicate unsaved changes.
2. Edit the field. Access automatically saves changes.

To delete a record:

1. Click the row selection at the far left end of the row to select the entire record. A border will appear around the entire row.
2. Press the "Delete" key. Or, click the "Delete" button in the "Records" group on the "Home" tab in the Ribbon. Click "Yes" to confirm the deletion.

Sorting Table Data

1. Click the drop-down arrow to the right of the field heading. Or, right-click the field to sort by.
2. Press "Asc" or "Dsc" or "None".

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Primary Keys and Joining Tables

Assigning a Primary Key

A primary key in a relational database is a field (column) or combination of fields that provides a unique identifier for each record in a table. The primary key prevents duplicate records from being created and is used to establish and maintain the relationships between tables in within queries. It can be a normal attribute that is guaranteed to be unique such as a Social Security number. If not unique, however, a primary key such as the default field "ID" (automatically generated when creating tables in Datasheet View) can be used. It is through the primary key assignments that you create the necessary relationships between data tables.

Assigning a primary key is a two-step process. For example, you may have one table for "Customers," one table for "Sales," and a third for "Orders." A single customer may produce many different orders. A "Customer" ID primary key can be used so that the customer only appears a single time in the "Customers" table, but is associated with several orders in the "Orders" table. To assign an **existing** a Primary Key:

1. Open the table in Design View.
2. Click into the desired field.
3. To toggle the Primary Key "On" or "Off", click the "Primary Key" button in the "Tools" group on the "Design" tab within the "Table Tools" contextual tab in the Ribbon.

Joining Tables

A relationship between tables allows you to access information from them through their "shared" or "common" fields by which they are joined.

Relationships between tables are created in the "Relationships" window, where the tables are added, named fields,

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Jim Rice,OnWord Press

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Increasingly humanitarian NGOs operate in the context of armed conflicts where the security risks are higher than in contexts of natural disaster Working in Afghanistan Somalia Sudan South Sudan Pakistan and Sri Lanka is particularly dangerous for humanitarians This existential threat affects the physical existence of aid workers and the implementation of humanitarian programs and the core beliefs of humanitarians and the underlying principles of humanitarian action For NGOs it is difficult to accept that they are attacked despite their good intentions sometimes even by the very communities they seek to help For these reasons humanitarian NGOs have to change their approaches to security by not only adapting their policies procedures and structures to the changing environment but also reviewing the underlying principles of their work This book contributes to debates by demonstrating how issues of in security affect humanitarian NGOs and the humanitarian identity

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Table of Contents Access 20users Manual Guide

1. Understanding the eBook Access 20users Manual Guide
 - The Rise of Digital Reading Access 20users Manual Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Access 20users Manual Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Access 20users Manual Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Access 20users Manual Guide
 - Personalized Recommendations
 - Access 20users Manual Guide User Reviews and Ratings
 - Access 20users Manual Guide and Bestseller Lists

5. Accessing Access 20users Manual Guide Free and Paid eBooks
 - Access 20users Manual Guide Public Domain eBooks
 - Access 20users Manual Guide eBook Subscription Services
 - Access 20users Manual Guide Budget-Friendly Options
6. Navigating Access 20users Manual Guide eBook Formats
 - ePUB, PDF, MOBI, and More
 - Access 20users Manual Guide Compatibility with Devices
 - Access 20users Manual Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Access 20users Manual Guide
 - Highlighting and Note-Taking Access 20users Manual Guide
 - Interactive Elements Access 20users Manual Guide
8. Staying Engaged with Access 20users Manual Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Access 20users Manual Guide
9. Balancing eBooks and Physical Books Access 20users Manual Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Access 20users Manual Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Access 20users Manual Guide
 - Setting Reading Goals Access 20users Manual Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Access 20users Manual Guide
 - Fact-Checking eBook Content of Access 20users Manual Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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