



Digital Literacy II: Office Productivity

Unit 5 Database

LAB 1 Access Fundamentals

Objectives

- Identify elements of Access' interface
- Navigate and arrange database objects
- Format tables and enter data
- Edit, sort, and filter records
- Add and modify records using Forms

Equipment Required

- Notebook computer
- Microsoft Access 2013

Introduction

In this lab, you will demonstrate your ability to navigate Microsoft Access and perform fundamental skills working with tables and forms to enter, edit, or find data. These skills are essential to utilize databases—as opposed to developing databases—for any data-driven application, Access or otherwise.

In order to perform the lab Procedure, you should know how to:

- Identify and describe tables, queries, forms, and reports
- Navigate the database environment
- Open and close databases
- Open, save, rename, and close database objects
- Navigate and modify tables
- Enter data, create, and save records
- Find and replace data, edit and delete records
- Use forms to enter, view, and edit records
- Sort and filter records





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Procedure

ACCESS INTERFACE and DATABASE OBJECTS

1. Review Diagram 1 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the descriptions below
 - a. ____ Ribbon: contains all of the commands you will need to perform common tasks
 - b. ____ Access Microsoft account information
 - c. ____ All open objects are displayed in tabs on the Document Tabs bar
 - d. ____ Record Navigation Bar: allows you to navigate records one at a time
 - e. ____ Quick Access Toolbar lets you access common commands no matter which tab is selected
 - f. ____ Navigation Pane: displays all objects contained in a database grouped by type
 - g. ____ Search for any term in the current object
2. Review Diagram 2 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the descriptions below
 - a. ____ Change various Access settings such as displaying a form when the database is opened
 - b. ____ Create a blank database or choose a template
 - c. ____ Close Backstage view and return to the database
 - d. ____ Show information about the current database
 - e. ____ Preview the database, adjust settings, and output to a printer
 - f. ____ Access recent databases saved on your computer or OneDrive
 - g. ____ Store a new database or revised database on your computer or OneDrive
 - h. ____ Exit the current database
 - i. ____ Access your Microsoft profile, modify theme and background settings, and sign out
3. Open the database “Access2013_SampleDatabase.accdb”
4. Click through all of the tabs and notice how the options on the Ribbon change
5. Minimize and maximize the Ribbon
6. Resize the Navigation pane to take up less space
7. Re-sort the objects in the Navigation pane
8. Open and close the Orders: December table
9. Open and close the December Orders query
10. Open and close the December Orders report
11. Rename the December Orders report to End of Year Report
12. Close the database without saving changes





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WORKING with TABLES

13. Review Diagram 3 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the descriptions below
 - a. _____ Formatting options to change text, alternate row color, modify gridlines, etc.
 - b. _____ Search for and replace any term in a table
 - c. _____ Record Navigation Bar: allows you to navigate records one at a time
 - d. _____ Field: a column that contains one specific category of information
 - e. _____ Commands for working with records such as New Record, Save Record, and Delete Record
 - f. _____ Record: a row of data that includes every category of information
14. Open the database “Access2013_SampleDatabase.accdb”
15. Open the Customers table
16. Add a new record to the table (enter data for every field)
17. Find the record with the name “Tyra Kirby”, and replace it with a name of your choice
18. Hide a field, then unhide it
19. Change the alternate row color

WORKING with FORMS

20. Review Diagram 4 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the descriptions below
 - a. _____ Quick and easy way to carry out commands instead of using the Ribbon
 - b. _____ Text Box: similar to a blank space where you would write information on a paper form
 - c. _____ Begin typing in the drop-down box, and matching records will appear in the list
 - d. _____ Create a new set of data with all fields cleared
 - e. _____ Combo Box: enter data by choosing it from a list
 - f. _____ Text Box with Validation: data must meet certain requirements to be entered
21. Open the database “Access2013_SampleDatabase.accdb”
22. Open the Orders Form





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23. Create a new record with the following data:

- a. Customer: Eric Oglesby
- b. Pickup date: February 14, 2014
- c. Order items: Cakes: Coconut (1)
- d. Notes: Write "Happy Valentine's Day!" with pink frosting
- e. Pre Order: Yes
- f. Paid: Yes

24. Open the Customers Form

25. Find the record for customer Dwight Parker and make the following changes:

- a. Street Address: 190 Cook Street
- b. City: Chapel Hill
- c. Zip Code: 27514
- d. Email: dwightp@email.com

SORTING and FILTERING RECORDS

26. Open the query called Cakes and Pies Sold

27. Apply a filter to the Product Types field that shows only Cakes

28. In the Sum of Quantity field, apply a filter that only shows numbers greater than five

29. Apply an ascending sort to the Sum of Quantity field

30. Save the database

End Procedure





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DIAGRAM 1

The screenshot displays the Microsoft Access interface. The ribbon at the top includes FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, and TABLE TOOLS. The TABLE TOOLS ribbon is active, showing options for FIELDS and TABLE. The navigation pane on the left shows 'All Access Objects' with a search bar and categories like Tables, Queries, Forms, and Reports. The 'Products Table' is selected. The main window shows a data table with columns: ID, First Name, Last Name, and Street Address. The table contains 16 records. Numbered callouts are placed on the interface: 1 points to the ribbon, 2 to the user profile, 3 to the Filter icon, 4 to the navigation pane, 5 to the table tabs, 6 to the 'Hakim' record, and 7 to the 'Auden' record.

ID	First Name	Last Name	Street Address
33	Samantha	Ferguson	2380 New Cove I
35	Patti	Cheng	9 Atlantic Blvd
36	Greg	Newton	2520 Hopkins Rd
37	Carol	Allenson	3201 Glenwood /
38	Zoey	Altman	817 Hillsborough
39	Danny	Haverford	202 Cedar Ln.
40	Vig	Aurelio	53 Pine St.
41	Jeffery	Bergman	1245 Ross Park I
42	William	Bittiman	1122 Glenwood /
43	Megan	Draper	311 Cook St.
44	Dick	Whitman	105 David St.
45	Marjan	Jameson	202 C St. Unit A
46	Colin	Hopkins	321 E. Edenton S
47	Hakim	Auden	921 Dawson St.
48	Pilar	Semana	72 Oberlin Rd.



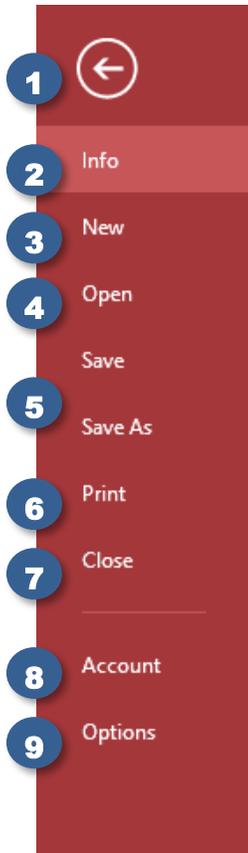


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DIAGRAM 2



Info

Songbird Bakery

\\DC1 » Staff » Learning Content » Curriculum_Microsoft » Access 2013 » Example Files » Source

Compact & Repair Database [View and edit database properties](#)

Help prevent and correct database file problems by using Compact and Repair.

Encrypt with Password

Use a password to restrict access to your database. Files that use the 2007 Microsoft Access file format or later are encrypted.





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DIAGRAM 3

Microsoft Access interface showing the 'Customers' table in Datasheet View. The ribbon includes 'TABLE TOOLS' (FIELDS, TABLE) and 'TEXT FORMATTING'. The table contains 14 records with columns: ID, First Name, Last Name, and Street Address. Numbered callouts (1-6) highlight specific UI elements.

ID	First Name	Last Name	Street Address
1	Tracey	Beckham	7 East Walker Dr.
2	Lucinda	George	789 Brewer St.
3	Jerrold	Smith	211 St. George Ave.
4	Brett	Newkirk	47 Hillsborough St.
5	Chloe	Jones	23 Solo Ln.
6	Quinton	Boyd	4 Cypress Cr.
7	Alex	Hinton	1011 Hodge Ln.
8	Nisha	Hall	123 Huntington St.
9	Hillary	Clayton	2516 Newman
10	Kiara	Williams	9014 Miller Ln.
11	Katy	Jones	456 Denver Rd.
12	Beatrix	Joslin	85 North West St.
13	Mariah	Allen	12 Jupe
14	Jennifer	Hill	2100 Field Ave.





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DIAGRAM 4

The screenshot shows a web-based application for managing a 'Customers' database. The interface includes a search bar (1), a 'New Record' button (2), and form fields for customer information: First Name (3) 'Filip', Last Name 'Piatek', Street Address '7 East Walker Dr.', City 'Raleigh', State 'NC' (4), Zip Code '27605', Email 'piatekfil@email.com', and Phone Number '919-555-1285' (6). There is also a dropdown for 'Add to Mailing List?' (5) set to 'Yes-- Weekly & Events'. A yellow bird icon in a cage is on the left. At the bottom are buttons for save, delete, and print.





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