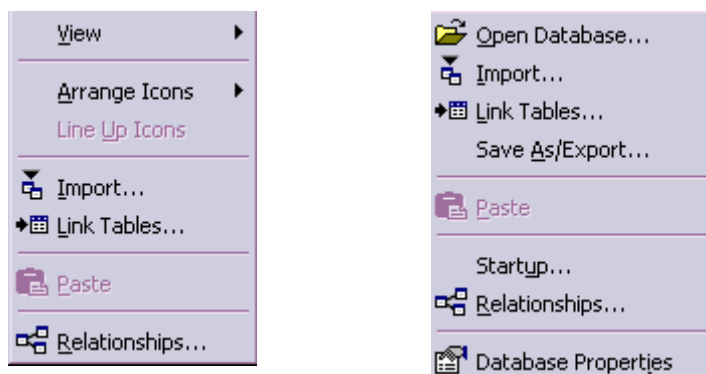


What is Microsoft Access?

Access is a very powerful Database management system with many features that enable the creation of data storage and manipulation, producing reports, input masks and templates. All these features are designed to enhance and simplify the process of producing a professional and presentable Data Storage and recovery system. By recording these files in tables (electronically), we should save adding to the Paper Mountain in the office environment

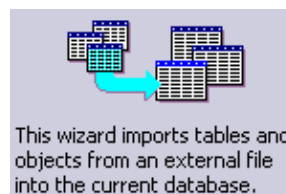
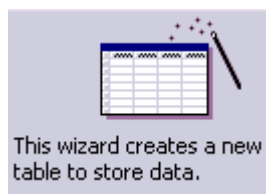
Using Access's Shortcut Menus

Access has a number of shortcut menus that can be used instead of the standard menu situated at the top of the screen. To access a shortcut menu, right click on the part of the screen where you wish the shortcut menu to appear. The tow of these are shown below, there are many more depending on the current screen you are in



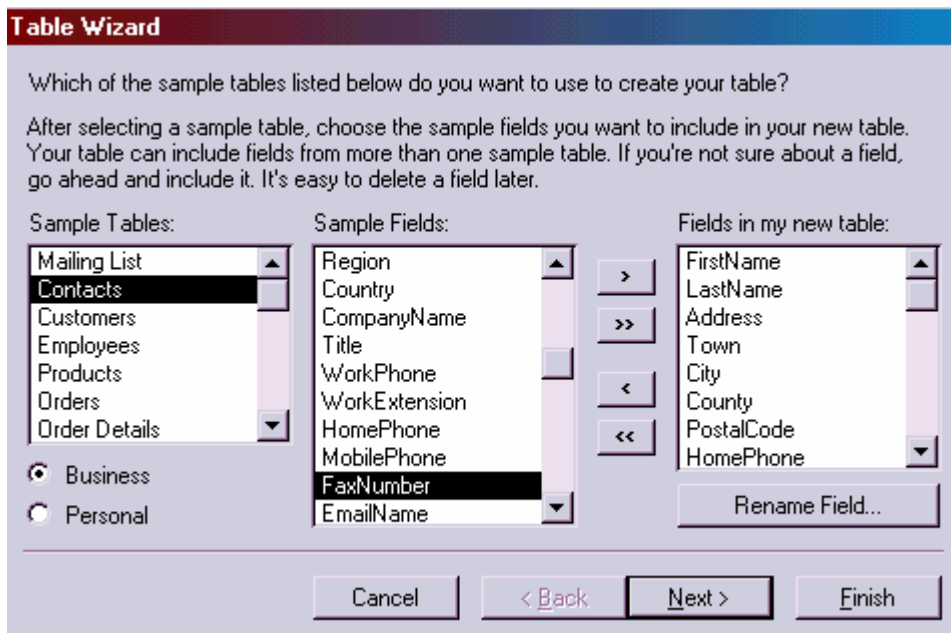
In the example above the "Datasheet" view is show, others include Design View Table Wizard, Import Table, Link Table

Here are the previews of each option.



Back to our Table, before create a table we first need to know how many fields

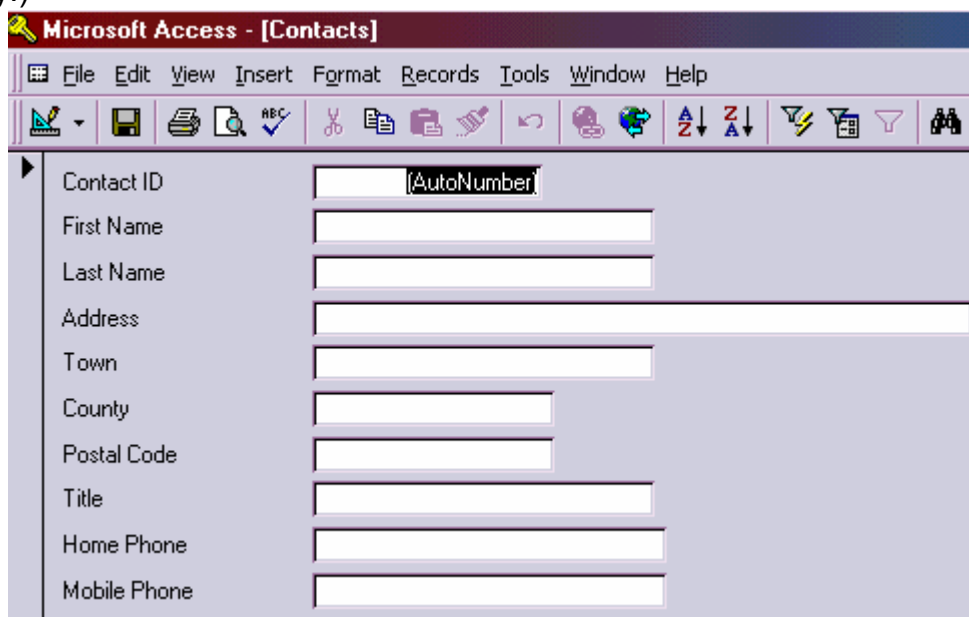
Lets put our list of field items in this box.“



If we need to rename any title we select and click “rename”.

Forms and Input Masks

We now have an input form the Wizard has created, this is the easiest way to input data but more about forms later. The best way to move between these boxes (fields) is to tab into a field, type then tab to the next field. So now we can input our individual data. Notice that the “contact ID is set (this is our primary key.)



Lets study the previous example, each field is of a different length, these can be