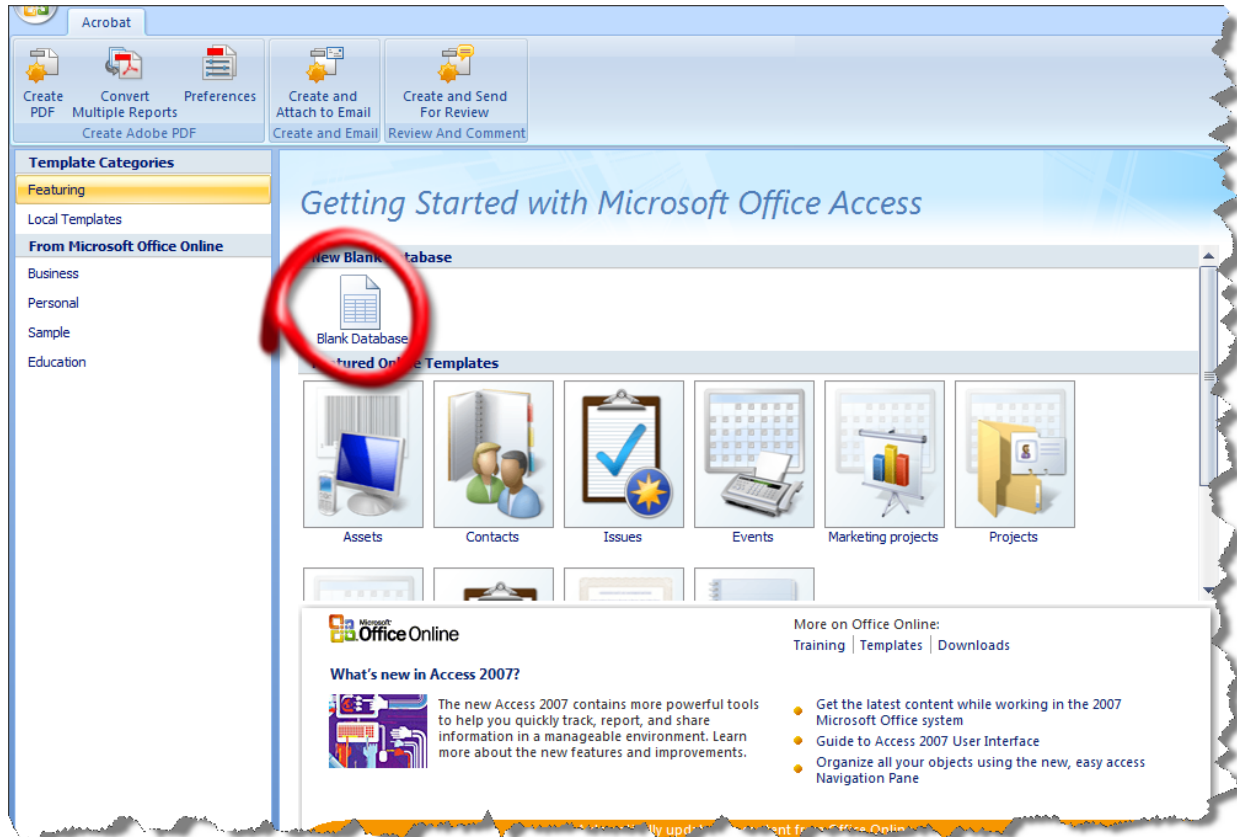


BEGINNING ACCESS- Notes

To create a **new** DATABASE file:

→ Choose BLANK DATABASE



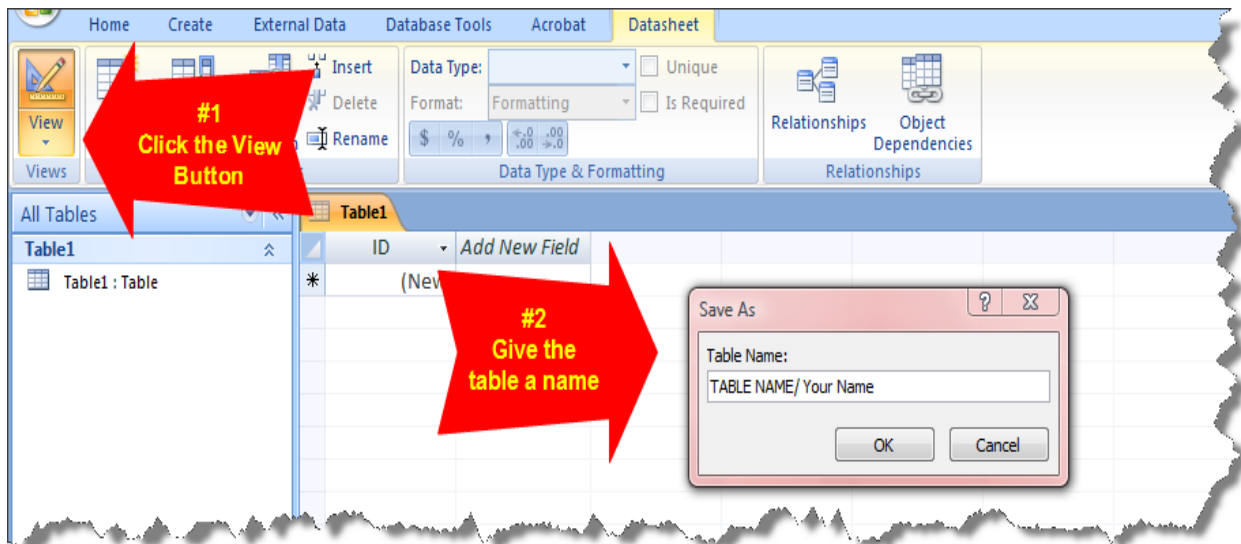
→ IMMEDIATELY give the database a name and **save** in YOUR **H: FOLDER**.



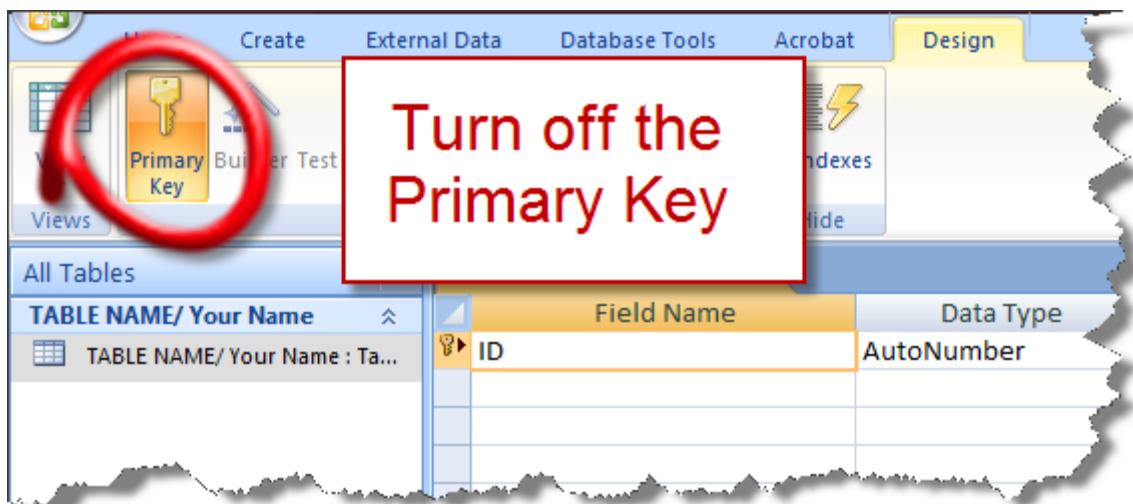
- Click on the VIEW BUTTON
- Change to DESIGN VIEW to create your table.
- You must give the table a name and Save before moving on.

TABLE NAME/Your Name (first name AND last name)

This will become your header.



- Click on the **Primary Key** button on the Design tab.



- Set up **FIELDS**(columns) for the table and choose the correct data type. Use the **INPUT MASK** and **DEFAULT VALUE** as needed.

Use the **INPUT MASK** to set phone numbers, zip codes, dates, etc.
Set **DECIMALS** and other formatting in the **FIELD PROPERTIES** area.

Field Name	Data Type	Description
Client ID	AutoNumber	
First Name	Text	
Last Name	Text	
Address	Text	
City	Text	
State	Text	
Zip	Number	
Phone	Text	

Field Properties	
General	Lookup
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes

- Change to View → **Datesheet View** to begin entering your data.

Click the **View Button** and begin typing in the table

Name	Data Type
Client ID	AutoNumber
First Name	Text
Last Name	Text
Address	Text
City	Text
State	Text
Zip	Number
Phone	Text

Field Properties	
General	Lookup
Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	No
Smart Tags	

→ COMPLETE table and Save.

Client ID	First Name	Last Name	Address	City	State	Zip	Phone
1	Fritz	Warner	123 Fox	Denver	CO	80201	(303) 555-1234
2	Leanne	Balto	818 Winter St.	Denver	CO	80201	(303) 555-2111
3	Kathie	O'Meara	154 Newton	Thornton	CO	80320	(720) 555-4987
4	Al	Nehru	1551 James	Westminister	CO	80030	(720) 555-3010
5	Jesus	Martinez	491 Cherokee	Denver	CO	80221	(303) 555-3333
*	(New)						

PRINTING

- Highlight all Columns
- Click on Home tab → **More** button → Column Width → **Best Fit**
**(or double click between column headers like EXCEL)
- **ALWAYS** - Click on PRINT PREVIEW and make sure it fits on one page
** (you may need to decrease font size to make everything fit)

The screenshot shows the Microsoft Access interface with the 'CLIENT/Your Name' table. The 'More' button in the ribbon is circled in red. A 'Column Width' dialog box is open, showing the 'Column Width' field and the 'Best Fit' button, which is also circled in red with an arrow pointing to it.