



# ACCESS XP FOR WINDOWS

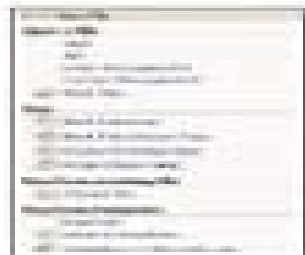
- Title Bar
- Drop-Down Menu Bar
- Objects Bar
- Object Types  
The parts of the database that help manage data
- Objects
- Groups Bar  
Contains groups of database objects



- Maximize
- Minimize
- Access Toolbar
- Database Toolbar
- Object List
- Status Bar

## Opening Access XP

When Access XP is first opened, the **Task Pane** appears, offering the option to create a new database, open an existing one, or use a template to create a new database. To open the window or other views, click on **Table**, drop-down menu, select **Database**, then the **Database** tab and click on **Task Pane**.



## Table Wizard

Creating a Table with the Wizard

1. Open the database you wish to create a table for then press **F11** to open the **Database Wizard**.
2. Click **Tables** on the **Objects** bar.
3. Click **Yes** on the **Create table by using wizard** in the **Database Wizard**, the **Table Wizard** appears.
4. Click the **Structure** or **Formal** option, then select an appropriate table from the **Sample Tables** list.
5. Check/uncheck the **Table** that you would like to place in your table, then click **Next**.
6. If you are ready for the database, click **OK** to go to the next step. If you are not ready, click **Back** to return to the previous step.
7. If you choose to select the primary key, select the field and data type, then click **Next**.
8. Select the **Relationships** under **Tables** if you currently have another table connected, you want to create a relationship with, select the relationship, then click **OK**.
9. Click **Next**, **Continue** option to modify the design, enter data into the table, create a query, when you're done click **Next**.

Creating a Database with a Template

1. To use a **Database Template**, click on the **General Templates** button from the **Task Pane** under the **New** from **Template** heading, from the **Database** tab.
2. From the **Table** bar, click on the type of database you want to create.
3. Select a **Folder** where you want to store the database, enter a name for the database, then click on the **Create** button .
4. Copy **Name** and follow the instructions, each database is different depending on the type of database you chose to create.
5. Click **Next**.

## Definitions

- Database** - A collection of related data or information, organized in tables.
- Table** - A collection of records about a particular category of information within the database.
- Form** - A window designed to help with entering information into the database.
- Report** - A view of the data designed to be printed.
- Query** - A question that you are asking the database so that you may locate specific information.
- Pages** - These are HTML pages that are placed on the web for data sharing over the internet.
- Macro** - A series of commands stored into a keyboard shortcut.
- Module** - Microsoft Visual Basic programmed you may enter the Access XP.

## Toolbars

### Standard



### Database



## Modifying a Table in Design View

Creating Fields:

1. Open the database you wish to work on by clicking on the **File** drop-down menu and selecting **Open**.
2. Press **F11** to open the **Database Window**.
3. Select **Tables** from the **Objects** bar, click on the table you wish to modify, then click on the **Design** button .
4. In the **Field Name** column, type in a field name for the column, then press the **Tab** key to move to the **Data Type** column.
5. Click on the **Data Type** drop-down list, select a **Data Type**, then press **Tab**.
6. Type in a description for the field.
7. Press the **Enter** key to move to the next row.
8. When finished creating the record, close the table window by clicking on the **Close** button .

# Access Xp Quick Reference Guide

**Arturo Cuomo**



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