



# ACCESS XP FOR WINDOWS

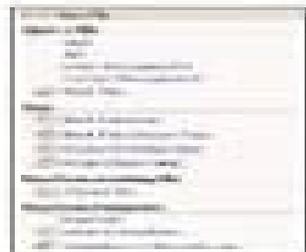
- Title Bar
- Drop-Down Menu Bar
- Objects Bar
- Object Types  
The parts of the database that help manage data
- Objects
- Groups Bar  
Contains groups of database objects



- 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 view the window as other users view an Access XP database, click on **Table** drop-down menu, select **Database**, then the **Database** tab and press off **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 window.
2. Click **Tables** on the Objects bar.
3. Click on the **Create table by using wizard** icon in the Database window, the **Table Wizard** appears.
4. Click the **Structure in Referral tables**, then select an appropriate table from the **Refer to Table** list.
5. Check/uncheck the **Table** that you would like to place in your table, then click **Next**.
6. If you wish to create the database, select **Design** to get started. If you prefer the **Wizard** you can select **Design**, then click **Next**.
7. If you choose to select the primary key, select the field and data type, then click **Next**.
8. Select the **Relationships** icon if you currently have another table connected you want to create a relationship with, select the relationship, then click **OK**.
9. Click **Next**, **Design** window 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 **Using New** sub-section 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, Paste and follow the instructions, each database is different depending on the type of database you chose to create.
5. Click **Finish**.

## 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 this record, close the table window by clicking on **X** on the window.

# Access Xp Quick Reference Guide

**Robert Cowart, Brian Knittel**



## **Access Xp Quick Reference Guide:**

*Final Cut Pro HD For Dummies* Helmut Kobler, 2004-09-24 Edit video like a pro Save it in the edit is a common saying among film professionals Editing makes the difference between boring vacation movies and exciting travelogues between the whole dull news conference and the highlights on the evening news Whether you re a budding Spielberg a proud parent who wants two year old Junior s every feat documented for posterity or a band that wants your music video to rock *Final Cut Pro HD For Dummies* tells you what you need to know to edit regular digital or high definition video like a pro It covers the basics of capturing importing and editing digital videos with detailed how to for Organizing your media Navigating the audio and video Timeline tracks and selecting clips and frames on the Timelines Getting fancier with split roll ripple slip and slide edits Working with audio including mixing editing out scratches and pops and using filters to create effects Using Soundtrack to compose a musical score even if you don t know the difference between horns and strings Apply transitions such as 3D simulation dissolve iris stretch and squeeze and more Adding text for captions opening titles and closing credits Color correcting video Compositing rendering and outputting your final product to tape CD DVD or the Web Three bonus chapters online go into more depth about rendering customizing the interface and managing media so you can refine your skills even further *Final Cut Pro HD For Dummies* was written by Helmut Kobler a Los Angeles based filmmaker owner of K2Films and a frequent contributor to Macaddict Magazine Having this book next to your editing equipment is the next best thing to having him sit next to you and guide you through the editing process

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**NLS of Young Women Users' Guide** ,2003     Microsoft Windows XP Professional Step by Step Courseware Core Skills Microsoft Corporation,2003 Step by Step Courseware helps students master Microsoft Office applications Clearly stated learning objectives a wealth of task oriented procedures and numerous real world business scenarios guide students in understanding and applying Microsoft Office technology in school at home and on the job Step by Step Courseware also features interactive multi media simulations drawn from the Microsoft e Learning Library MELL a task based approach developed and refined at Microsoft that offers lessons based on tasks that students will encounter in the workplace and preparation for Microsoft Office Specialist Certification Exam

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