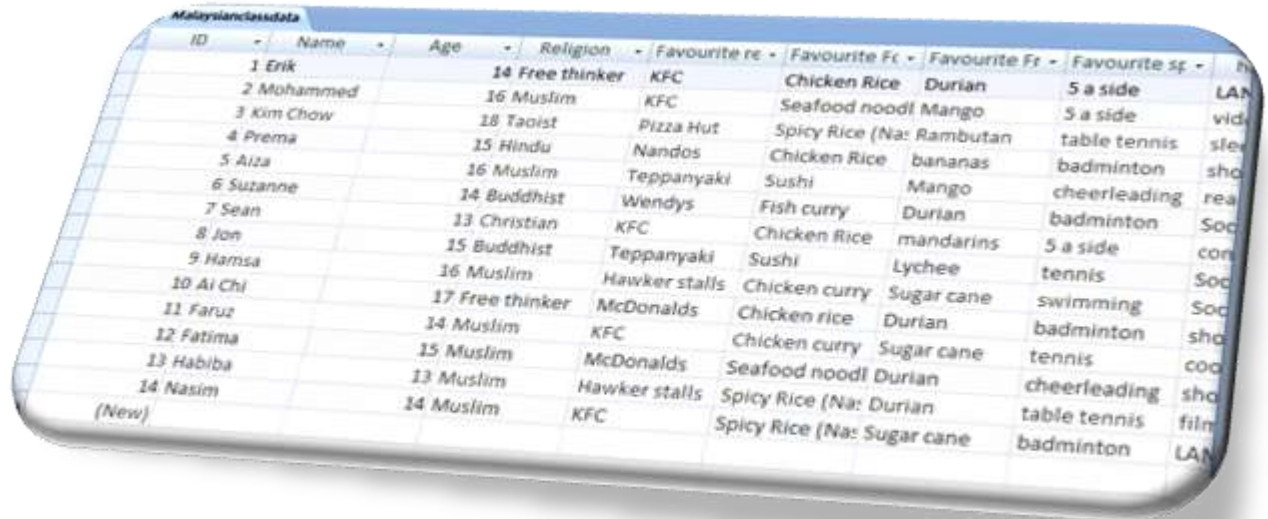


Business

Creating a Database in MS Access 2007



ID	Name	Age	Religion	Favourite re	Favourite Fc	Favourite Fr	Favourite sp	H
1	Erik	14	Free thinker	KFC	Chicken Rice	Durian	5 a side	LAN
2	Mohammed	16	Muslim	KFC	Seafood noodl	Mango	5 a side	vid
3	Kim Chow	18	Taoist	Pizza Hut	Spicy Rice (Na	Rambutan	table tennis	slee
4	Prema	15	Hindu	Nandos	Chicken Rice	bananas	badminton	sho
5	Aiza	16	Muslim	Teppanyaki	Sushi	Mango	cheerleading	rea
6	Suzanne	14	Buddhist	Wendys	Fish curry	Durian	badminton	Soc
7	Sean	13	Christian	KFC	Chicken Rice	mandarins	5 a side	con
8	Jon	15	Buddhist	Teppanyaki	Sushi	Lychee	tennis	Soc
9	Hamsa	16	Muslim	Hawker stalls	Chicken curry	Sugar cane	swimming	Soc
10	Ai Chi	17	Free thinker	McDonalds	Chicken rice	Durian	badminton	sho
11	Faruz	14	Muslim	KFC	Chicken curry	Sugar cane	tennis	coo
12	Fatima	15	Muslim	McDonalds	Seafood noodl	Durian	cheerleading	sho
13	Habiba	13	Muslim	Hawker stalls	Spicy Rice (Na	Durian	table tennis	film
14	Nasim	14	Muslim	KFC	Spicy Rice (Na	Sugar cane	badminton	LAN

Contents

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B. Create a Form.....	7
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(Please download the accompanying csv file at www.jamesabela.co.uk to make full use of this tutorial.)

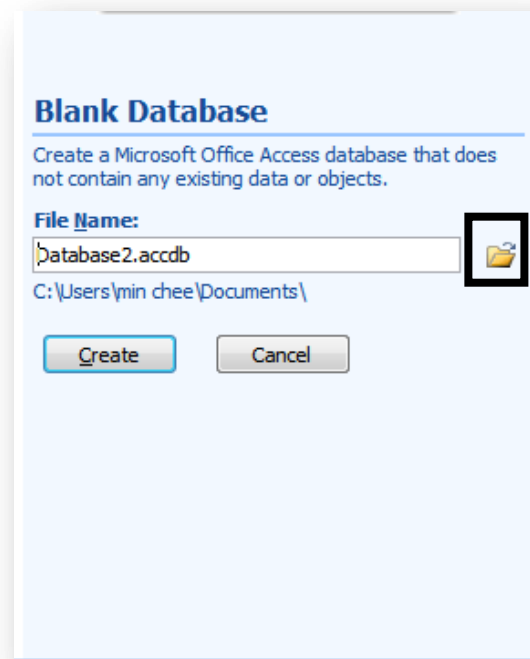
Business

A. Import Data into a Database

1. Click on Blank Database

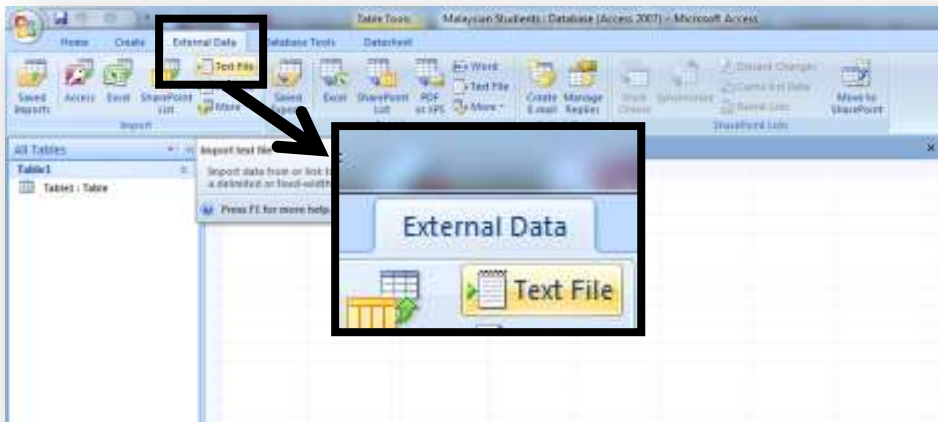


2. Choose the folder where you want to put the database and call it "Malaysian students"



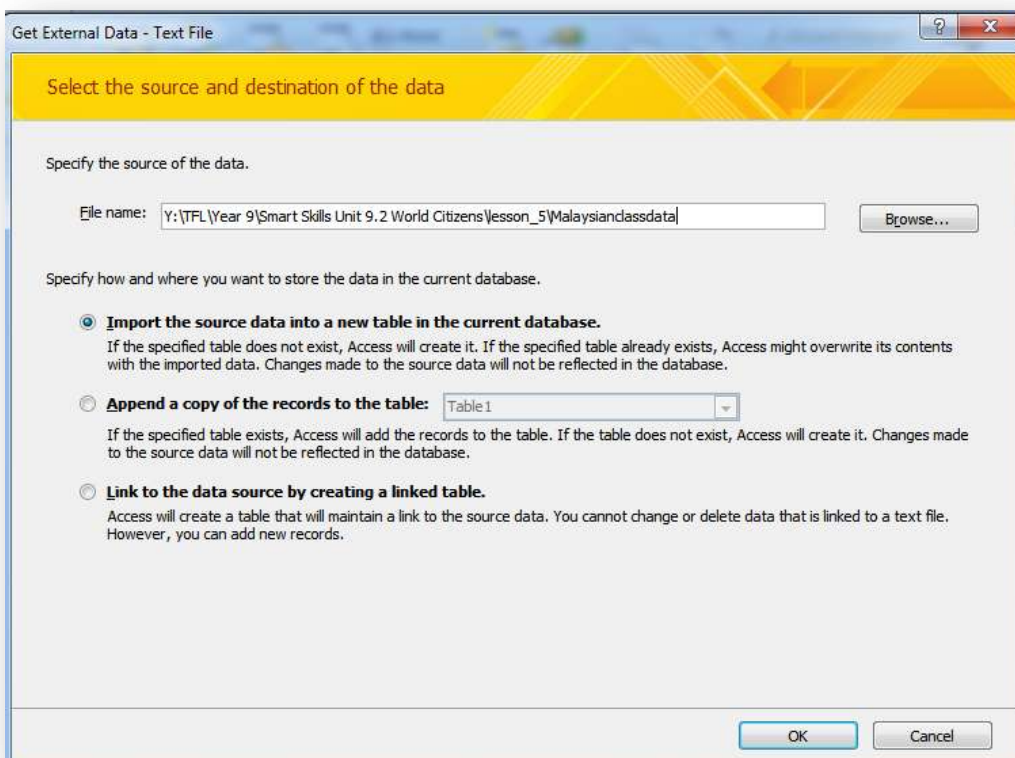
Business

3. Click on External Data and then click on Text file



4. Use Browse to find the file

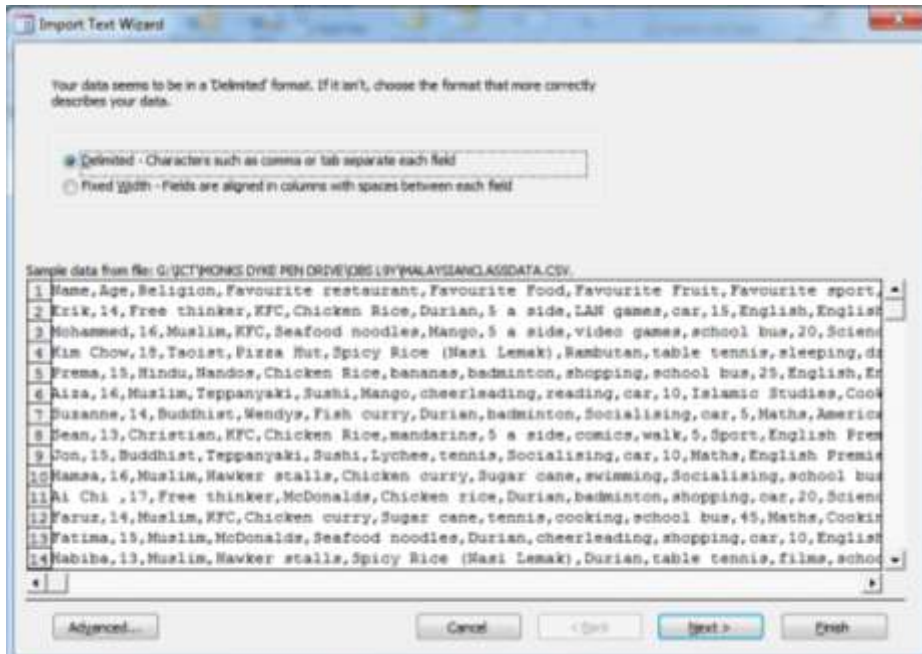
Check that the 1st Radio button is selected



Business

5. Click

Next >

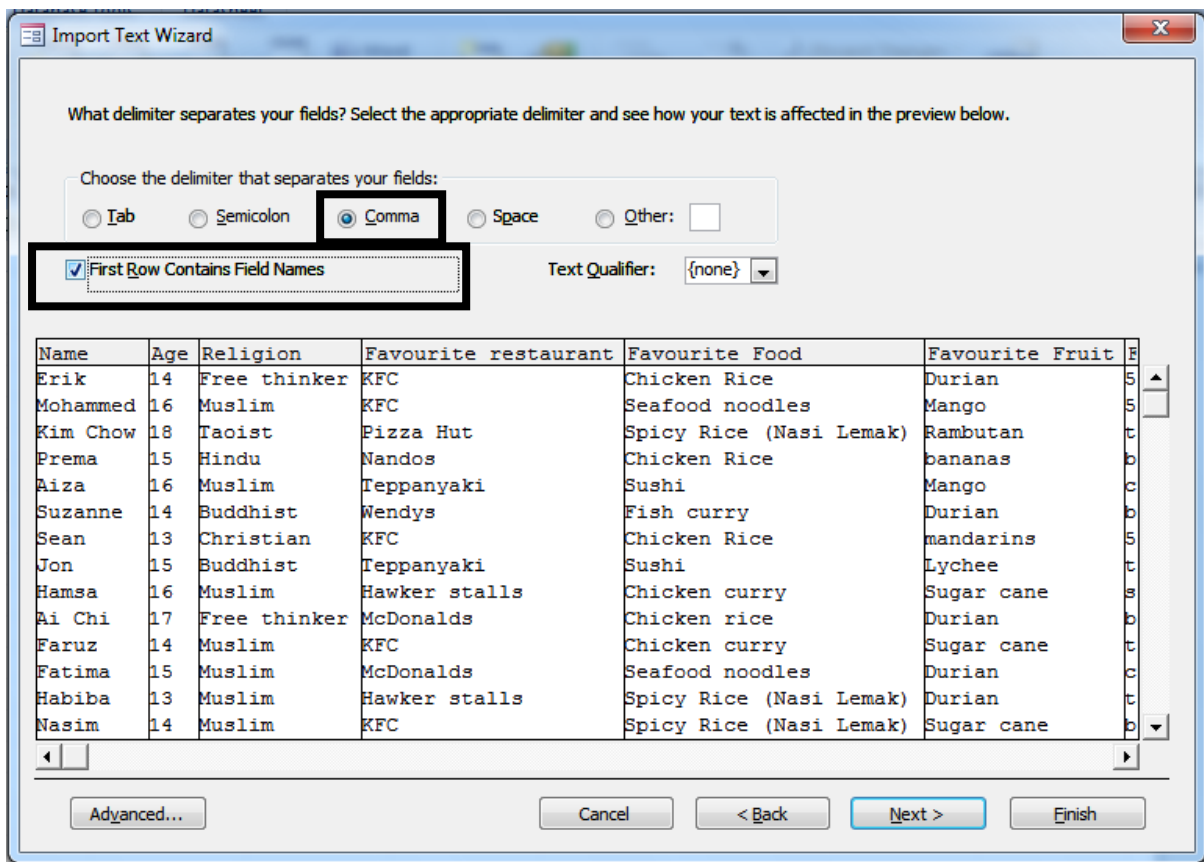


6. Click on

Comma

and

☒ First Row Contains Field Names



Business

7. Check that it looks like the picture above and click

Next >

8. Click on each title and check the

Data Type:

The Data Types should read

Vocabulary: Long Integer means long number

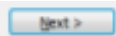
Text means letters and numbers

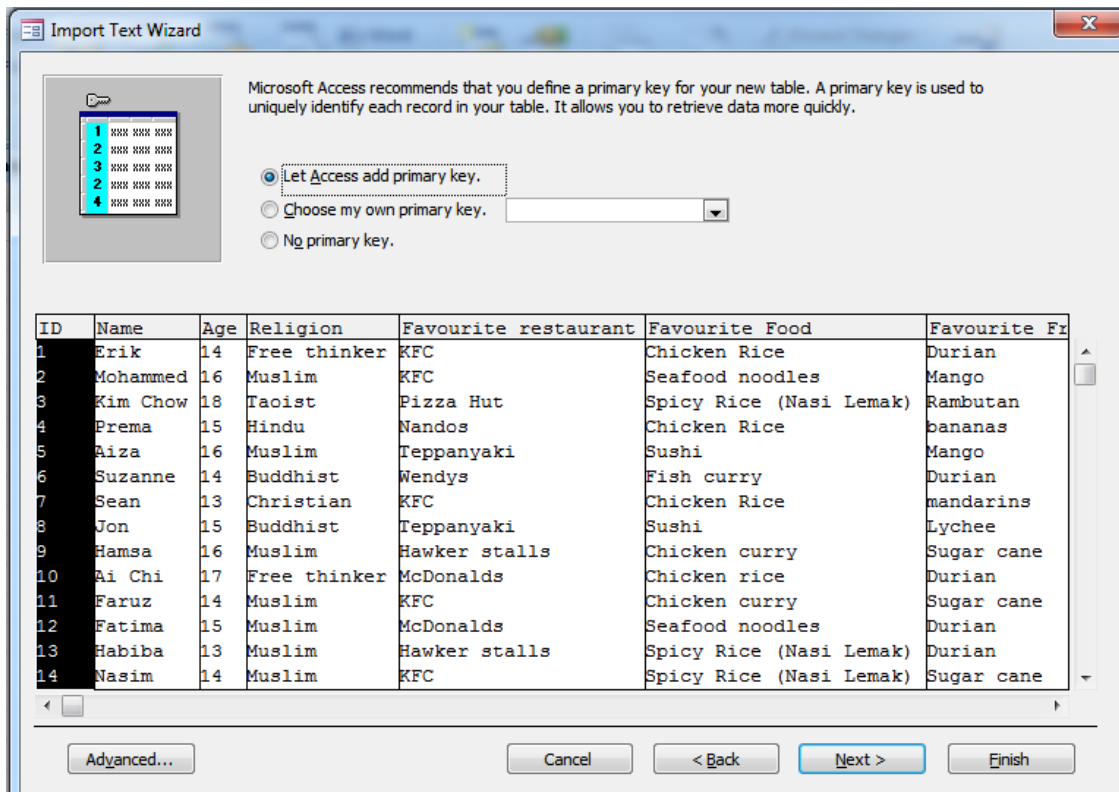
Name	Text
Age	Long Integer
Religion	Text
Favourite restaurant	Text
Favourite Food	Text
Favourite Fruit	Text
Favourite sport	Text
hobbies	Text
how do you get to school?	Text
How long to get to school? (Mins)	Long Integer
Favourite subject?	Text
Favourite TV	Text
What do you want to do?	Text
How much are you online? (Hours per week)	Long Integer
Do you own a mobile phone?	Text
How much do you SMS? (messages per week?)	Long Integer
Morning or afternoon school?	Text
Bedtime?	Date/Time
siesta?	Text
Where would you most like to visit?	Text
What is the coldest you have ever been? (Degrees C)	Text
Where was it? (Coldest)	Text

Once checked, click

Next >

Business

9. Click 
(Check that the 1st Radio button is selected)



Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.

☒ Let Access add primary key.

☐ Choose my own primary key.

☐ No primary key.

ID	Name	Age	Religion	Favourite restaurant	Favourite Food	Favourite Fr
1	Erik	14	Free thinker	KFC	Chicken Rice	Durian
2	Mohammed	16	Muslim	KFC	Seafood noodles	Mango
3	Kim Chow	18	Taoist	Pizza Hut	Spicy Rice (Nasi Lemak)	Rambutan
4	Prema	15	Hindu	Nandos	Chicken Rice	bananas
5	Aiza	16	Muslim	Teppanyaki	Sushi	Mango
6	Suzanne	14	Buddhist	Wendys	Fish curry	Durian
7	Sean	13	Christian	KFC	Chicken Rice	mandarins
8	Jon	15	Buddhist	Teppanyaki	Sushi	Lychee
9	Hamsa	16	Muslim	Hawker stalls	Chicken curry	Sugar cane
10	Ai Chi	17	Free thinker	McDonalds	Chicken rice	Durian
11	Faruz	14	Muslim	KFC	Chicken curry	Sugar cane
12	Fatima	15	Muslim	McDonalds	Seafood noodles	Durian
13	Habiba	13	Muslim	Hawker stalls	Spicy Rice (Nasi Lemak)	Durian
14	Nasim	14	Muslim	KFC	Spicy Rice (Nasi Lemak)	Sugar cane

Advanced... Cancel < Back Next > Finish

(This will add an ID field to make sure every record is different. It is very important that a database does not mix up records)

10. Click 
(If asked, Click Close)



You should now have a Table that looks like this:

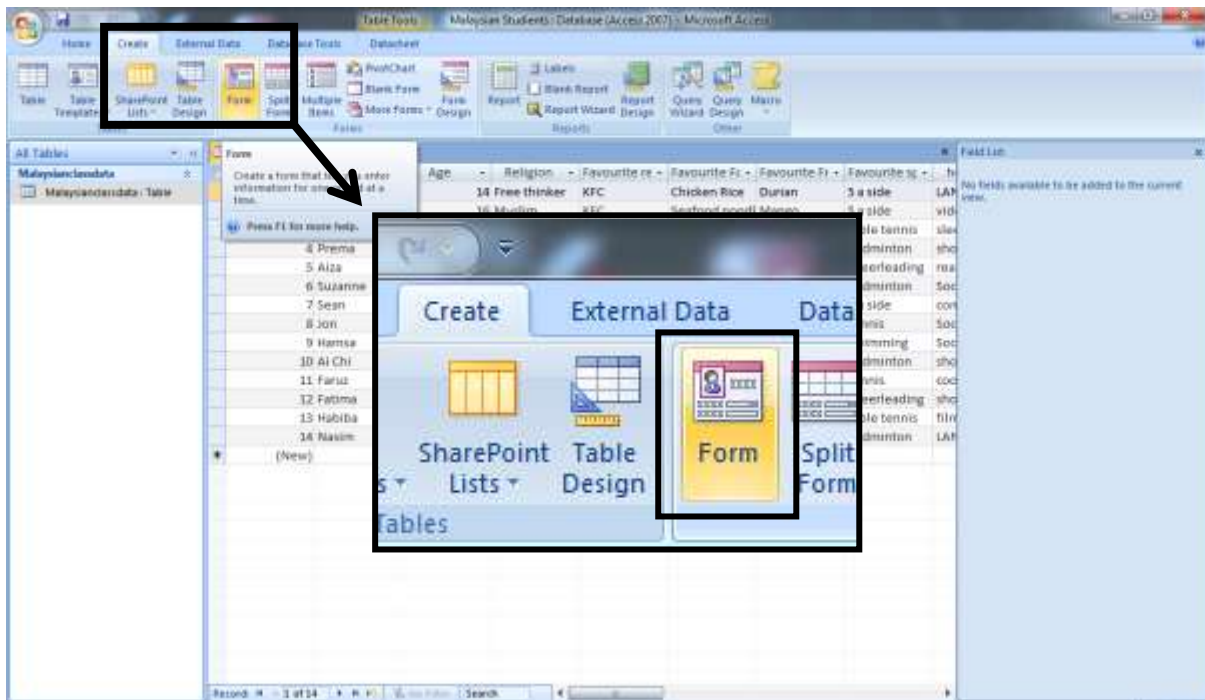
ID	Name	Age	Religion	Favourite re	Favourite Fs	Favourite Fs	Favourite sg	h
1	Erik	14	Free thinker	KFC	Chicken Rice	Durian	5 a side	LAF
2	Mohammed	16	Muslim	KFC	Seafood noodl	Mango	5 a side	vid
3	Kim Chow	18	Taoist	Pizza Hut	Spicy Rice (Nar	Rambutan	table tennis	slav
4	Prema	15	Hindu	Nandos	Chicken Rice	bananas	badminton	sho
5	Aiza	16	Muslim	Teppanyaki	Sushi	Mango	cheerleading	rea
6	Suzanne	14	Buddhist	Wendys	Fish curry	Durian	badminton	Soc
7	Sean	13	Christian	KFC	Chicken Rice	mandarins	5 a side	con
8	Jon	15	Buddhist	Teppanyaki	Sushi	Lychee	tennis	Soc
9	Hamsa	16	Muslim	Hawker stalls	Chicken curry	Sugar cane	swimming	Soc
10	Ai Chi	17	Free thinker	McDonalds	Chicken rice	Durian	badminton	she
11	Faruz	14	Muslim	KFC	Chicken curry	Sugar cane	tennis	coo
12	Fatima	15	Muslim	McDonalds	Seafood noodl	Durian	cheerleading	sho
13	Habiba	13	Muslim	Hawker stalls	Spicy Rice (Nar	Durian	table tennis	filn
14	Nasim	14	Muslim	KFC	Spicy Rice (Nar	Sugar cane	badminton	LAF
(New)								

Business

B. Create a Form

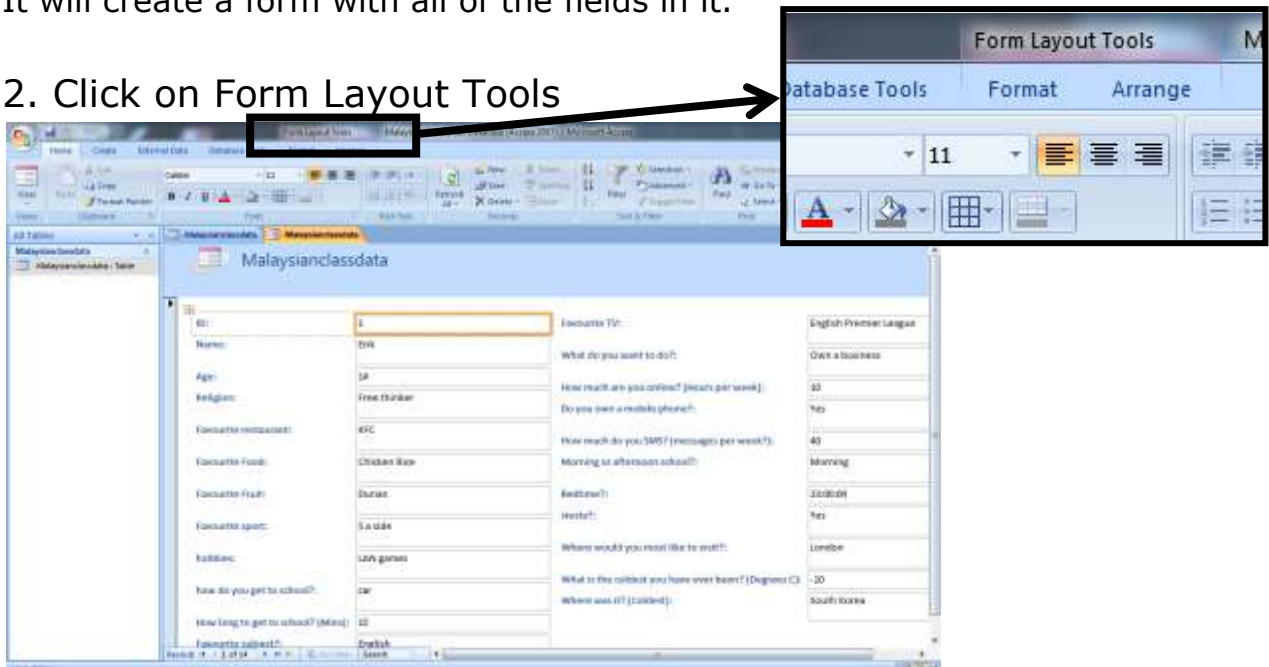
Forms are very useful, because they make it easier to look at, edit and create individual records.

1. Click on  Form.




It will create a form with all of the fields in it.

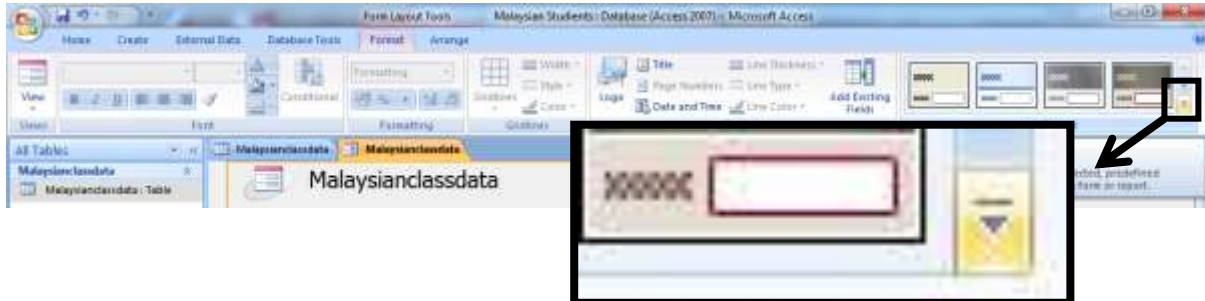
2. Click on Form Layout Tools



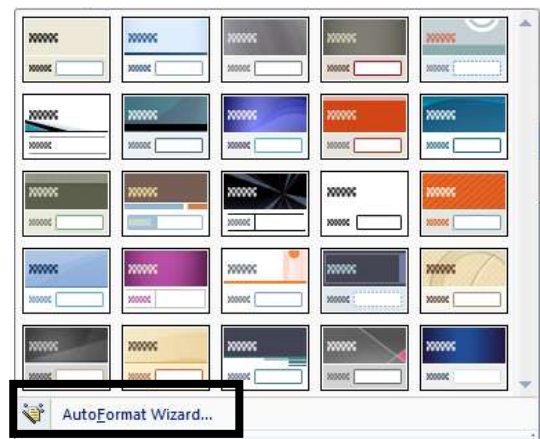
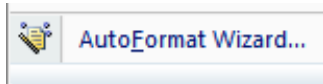
Business

3. You can now change the layout and text on the form.

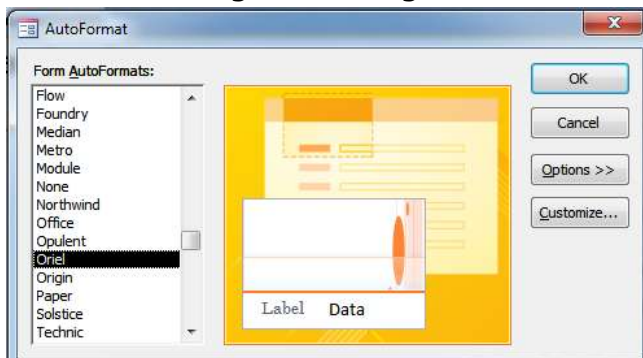
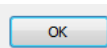
Click on 



4. You will get some choices for form layouts, but to get the complete list. Click on:



5. You will be given a large list. Choose one and click



Business

6. To improve your layout click on layout view

Right click here to show different views

(In some views you can right click from different places)



Allows you to enter and edit data easily.




Allows you to layout and format the form easily.



Allows you to change the fields and design of the form.

7. To edit text double click on the box. Note that MS Access has put in : for all questions. Please remove them from fields with question marks at the end.

What do you want to do?:	Own a business
--------------------------	----------------

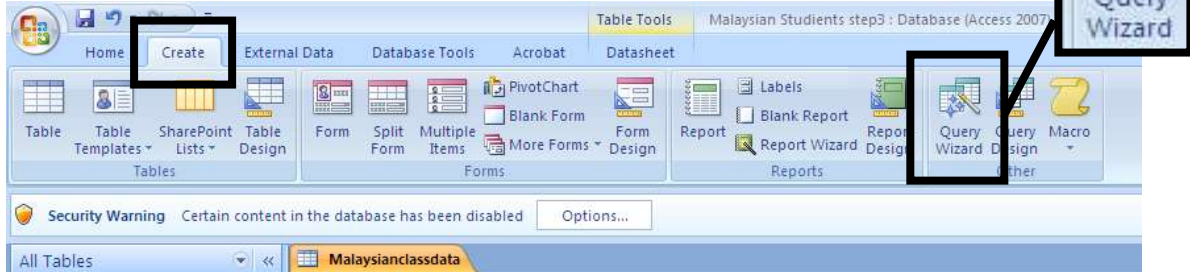
8. Click on  and select text to change fonts and sizes



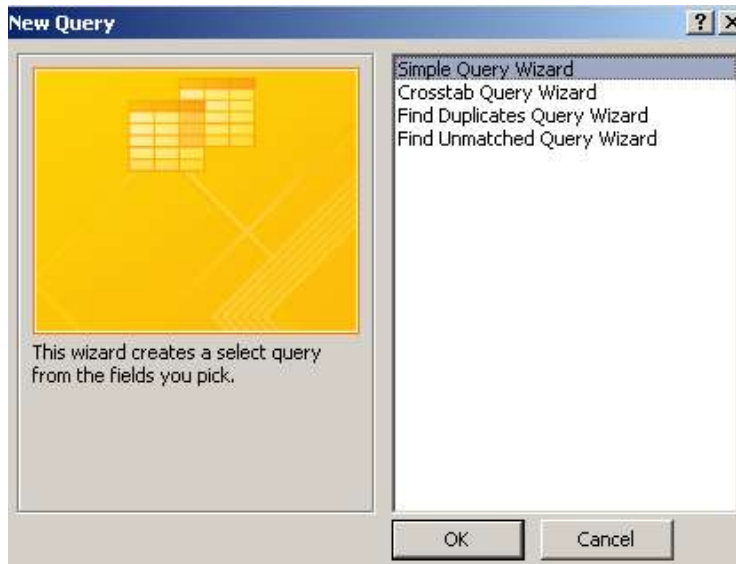
Business


C. Creating a query

1. Go to the Create tab and click query Wizard

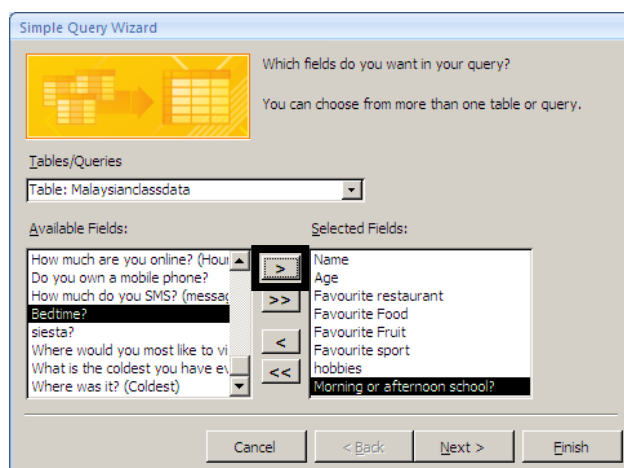


2. Select "Simple Query Wizard"



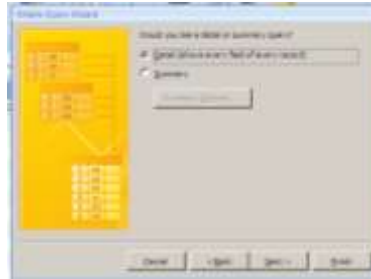
3. Click on each of the fields that you want and click 

Choose all of the fields that you want to see, so in this case: Name, age, Favourite restaurant, Favourite Food, Favourite Fruit, Favourite sport, hobbies and morning or afternoon school.

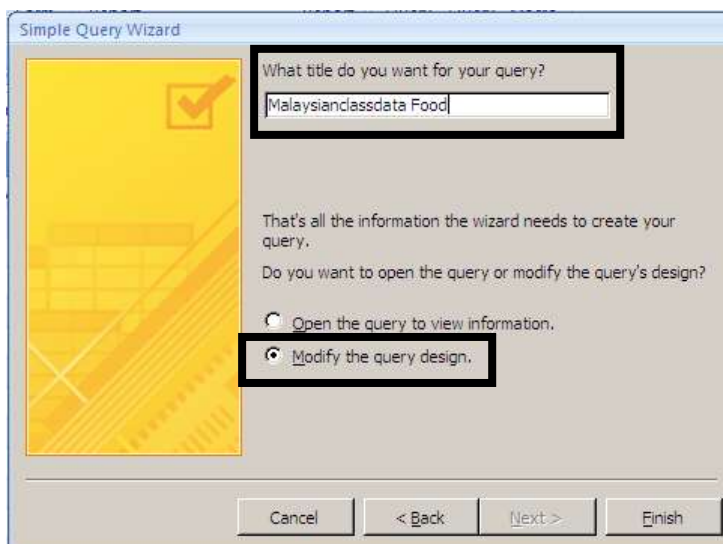


Business

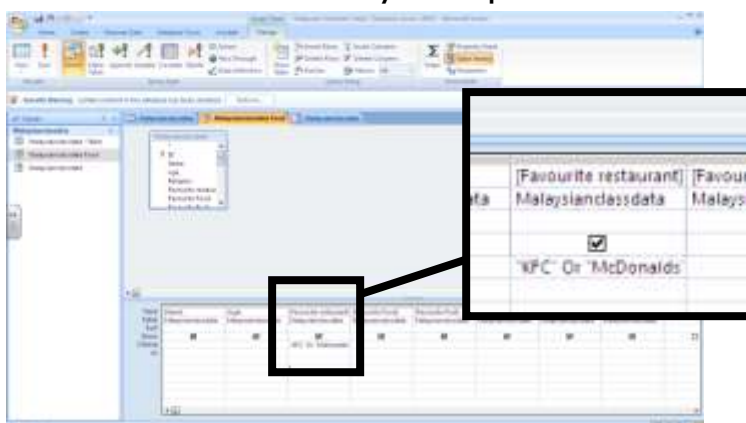
4. Click Next
5. Click "Detail" and Next



6. Name your query
7. Click "Modify the query design"
8. Click Finish



9. To select data in your queries click on the field



So if we want to find out who likes Fast Food restaurants we put in: "KFC" Or "McDonalds" Or "Wendys" Or "Pizza Hut"


Business

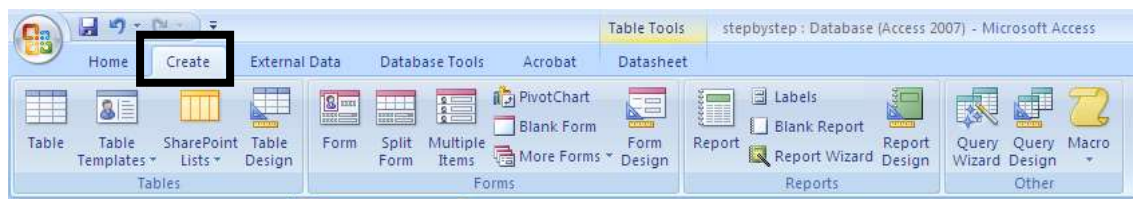
10. Right click on the tab *Malaysianclassdata Food* and select Datasheet view.



D. Creating Reports

Before creating a report, make sure you have created a query.

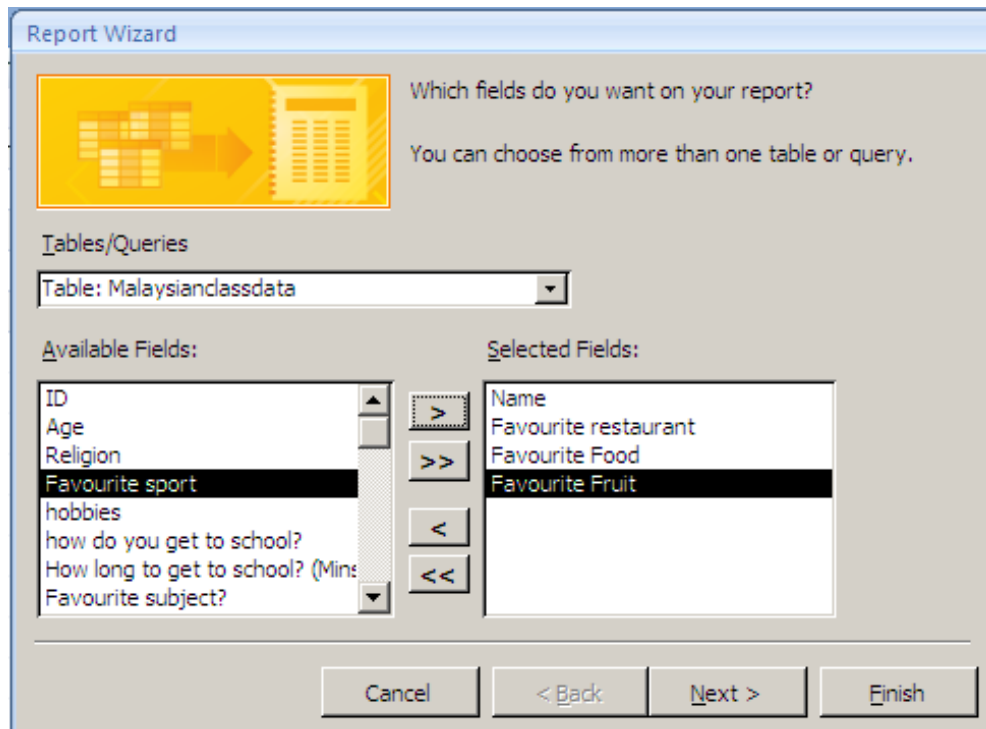
1. Click Create and then  Report Wizard

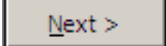


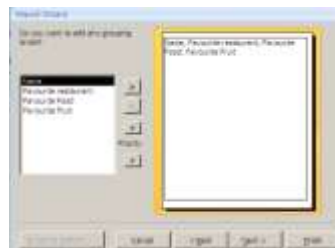
Business

2. Select the fields you want displayed in the report.

To do this click on  and then 



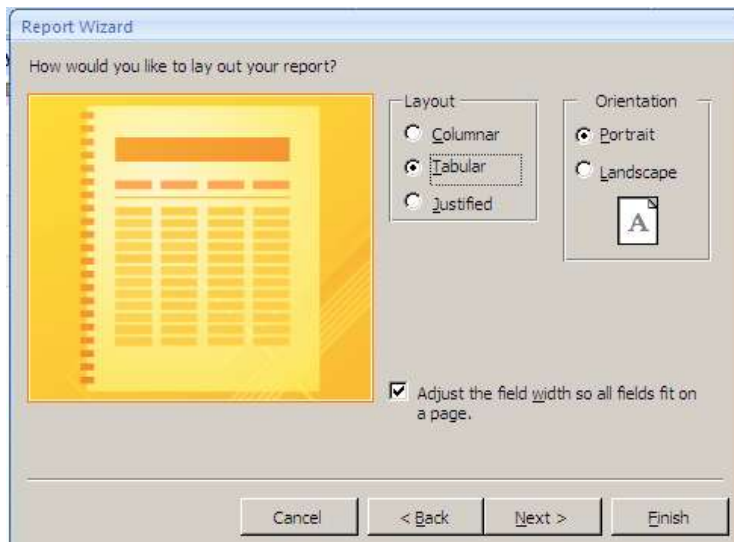
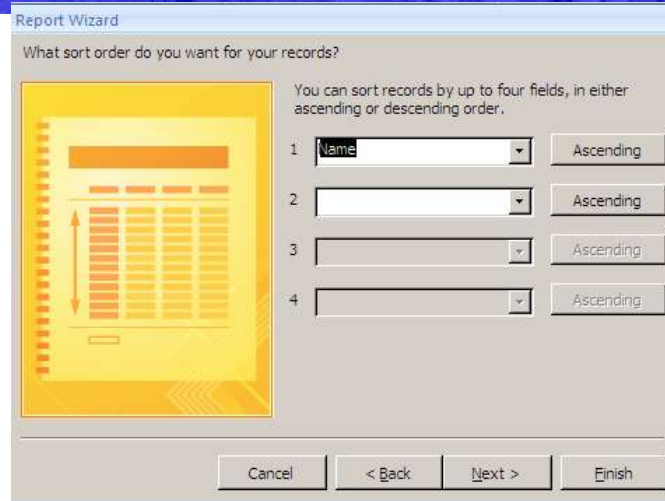
3. Click  again.



Business

4. Choose the field that you want to use for sorting.

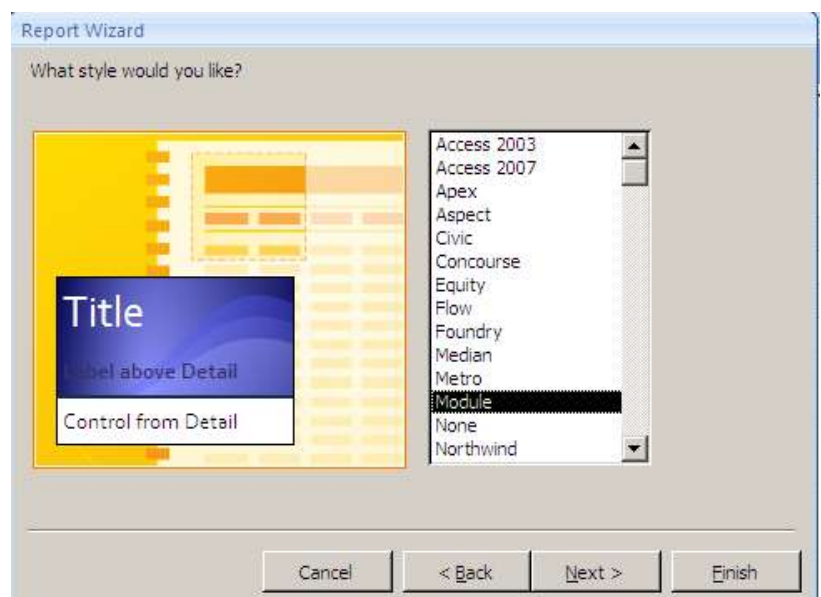
In this case "Name" is chosen, because it will show the students in alphabetical order.



5. Choose a layout for your report. In this case "**Tabular**" is chosen, because it is a small amount of data and fits on one line.

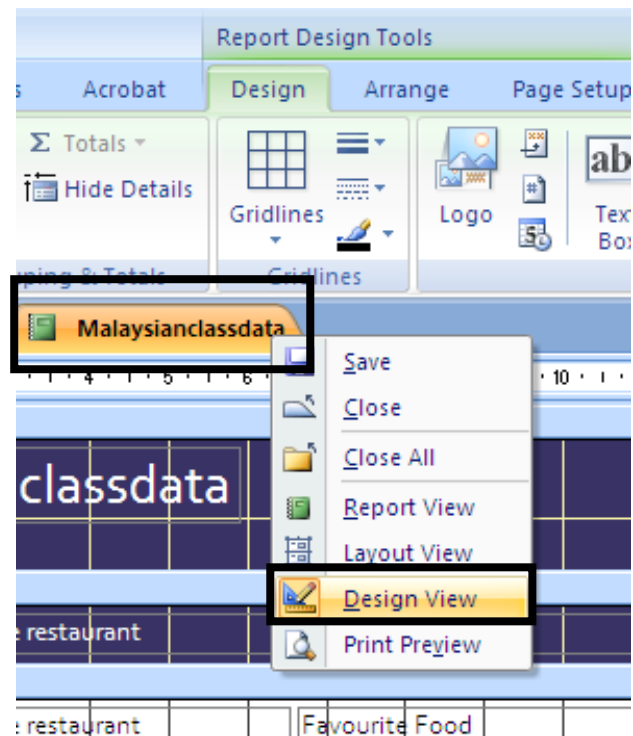
6. Choose a design for your report.

7. Click Finish.



Business

8. To change the design of your report right click on the Tab and choose Layout View for the layout of the form and Design view for the field details.



*You have now created your report and it is advisable to test printing it to a file to check that it prints as intended.
(Otherwise you could waste a lot of paper.)*