

MICROSOFT ACCESS



Managing Databases
and Objects

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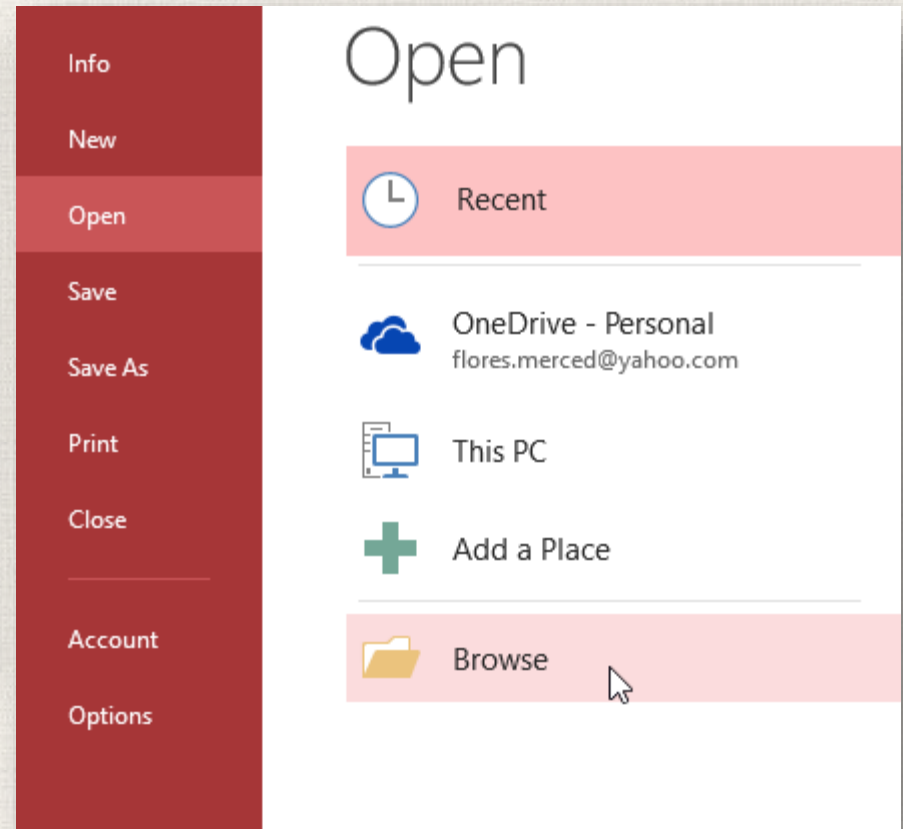
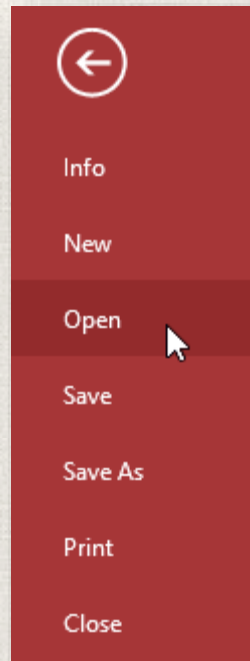
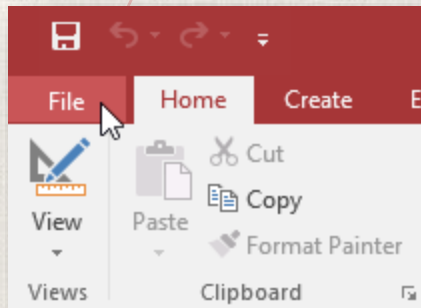
Introduction

- Each Access database consists of multiple **objects** that let you interact with data.
- Databases can include **forms** for entering data, **queries** for searching within it, **reports** for analyzing it, and **tables** for storing it.
- Whenever you work with your database, you are working with many of these objects at once. Fortunately, Access makes managing these objects pretty easy.

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Open an existing database

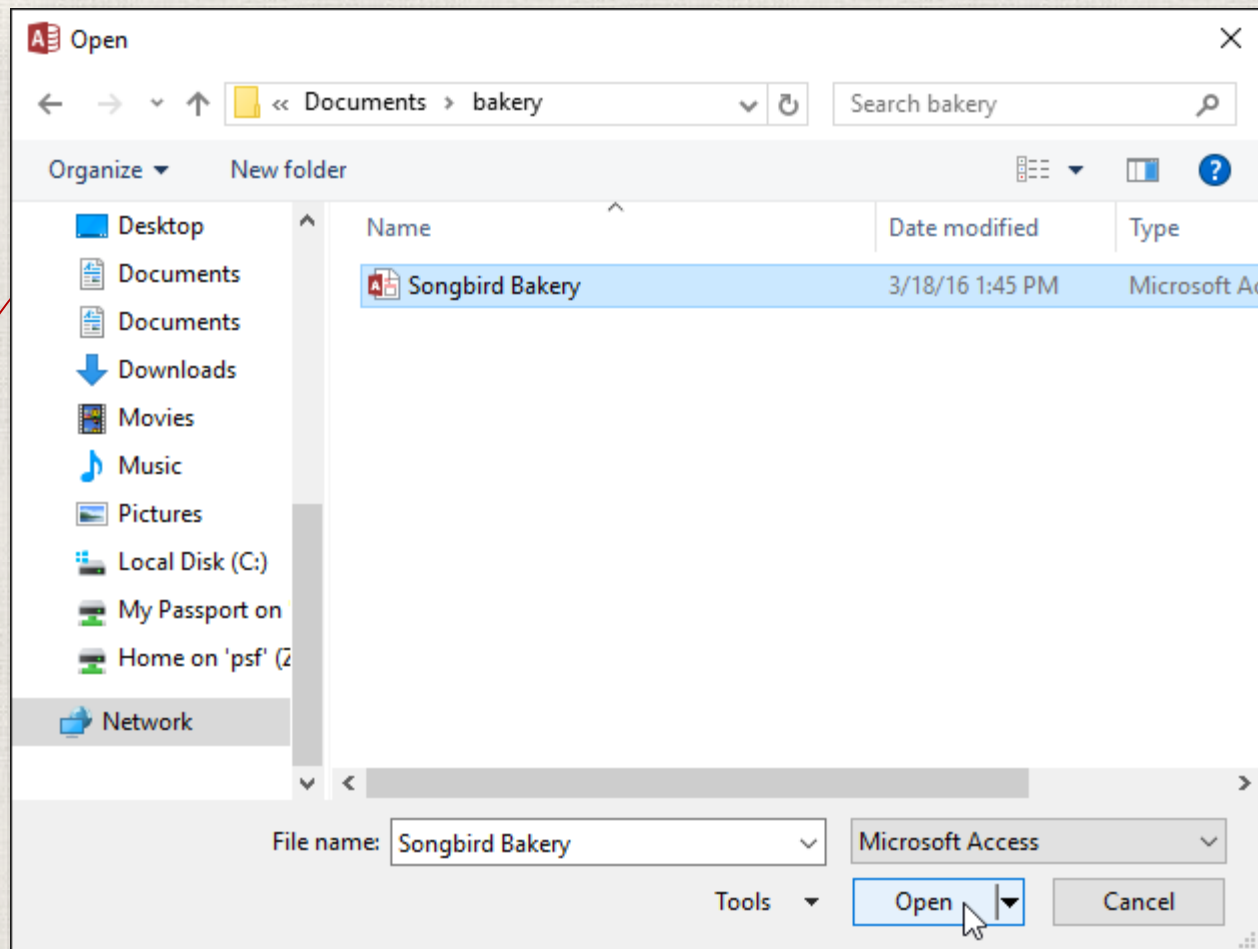
1. Select the **File** tab to go to **Backstage view**.
2. Click **Open**.
3. Click **Browse**.



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Open an existing database

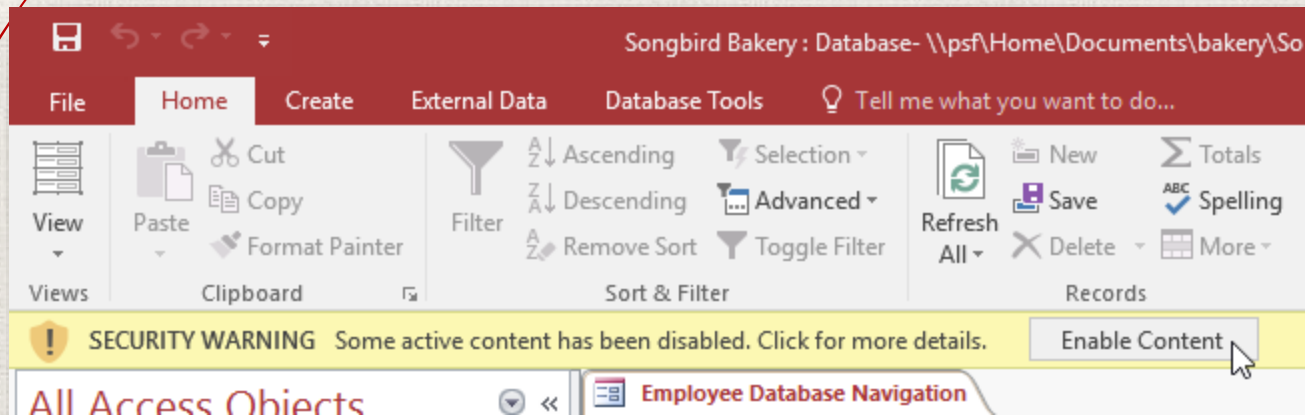
4. The **Open** dialog box will appear. Locate and select the database, then click **Open**.



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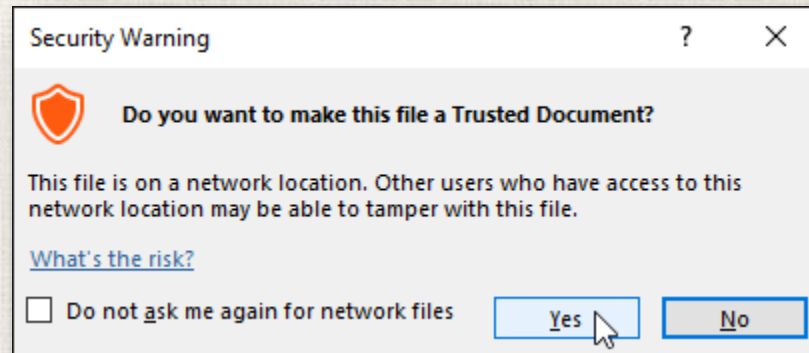
Open an existing database

5. One or more **warning messages** may appear when you open your database. If the database contains customized functions, a yellow bar with a security warning may appear below the Ribbon. If you trust the source of your database, click **Enable Content** for your database to display correctly.



Open an existing database

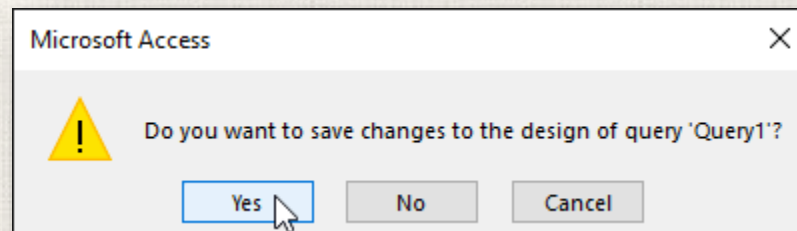
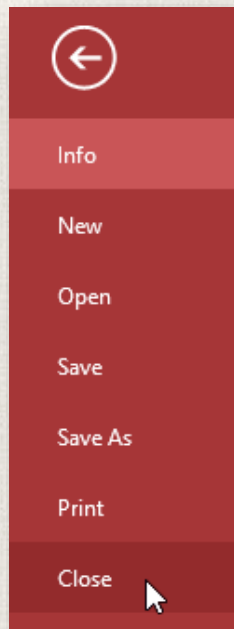
6. After enabling all content in the database, you may see a message asking if you want to make the database a **Trusted Document**. Click **Yes** if you would like all content to be automatically enabled each time you open the database.



You may also be prompted to **sign in** to the database. Select your name from the login list. If your name does not appear, click **Add User** to enter your information.

Close a database

1. Select the **File** tab to go to **Backstage view**.
2. Select **Close**.
3. If you have any unsaved objects, a dialog box will appear for each one asking if you would like to save it. Select **Yes** to save the object, **No** to close it without saving, or **Cancel** to leave your database open.

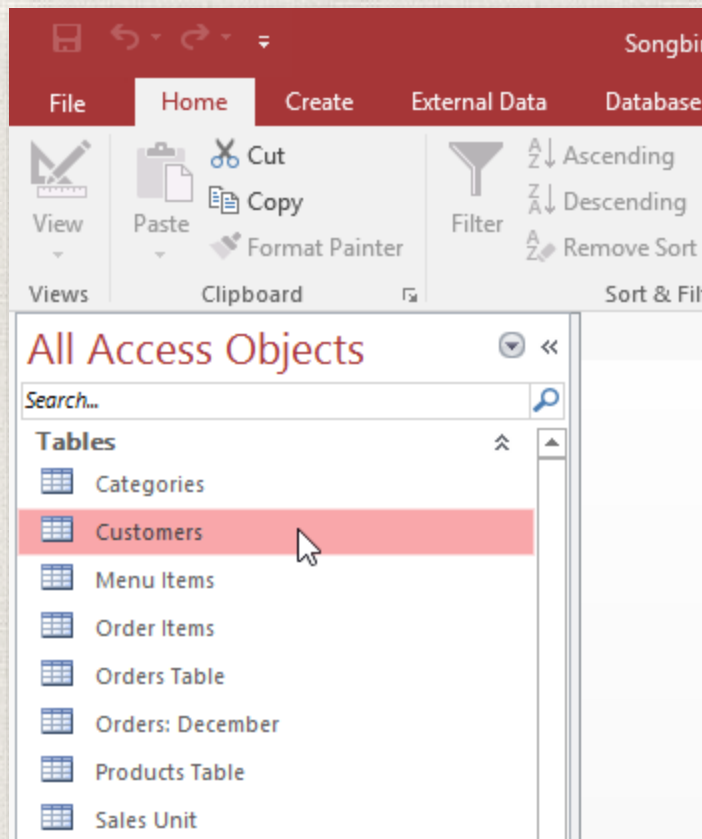


Working with objects

- It's helpful to think of your database as a large binder or folder in which you store your data. The data itself is contained in database **objects**. Access treats each of these objects as separate documents, which means you will have to **open** and **save** them individually in order to work with them.
- You may have noticed that this lesson contains no instructions for saving a database. This is because you cannot save an entire database at once. Rather, you must individually save the objects contained within the database.

Open an object

1. In the **Navigation pane**, locate and double-click the desired object.



Open an object

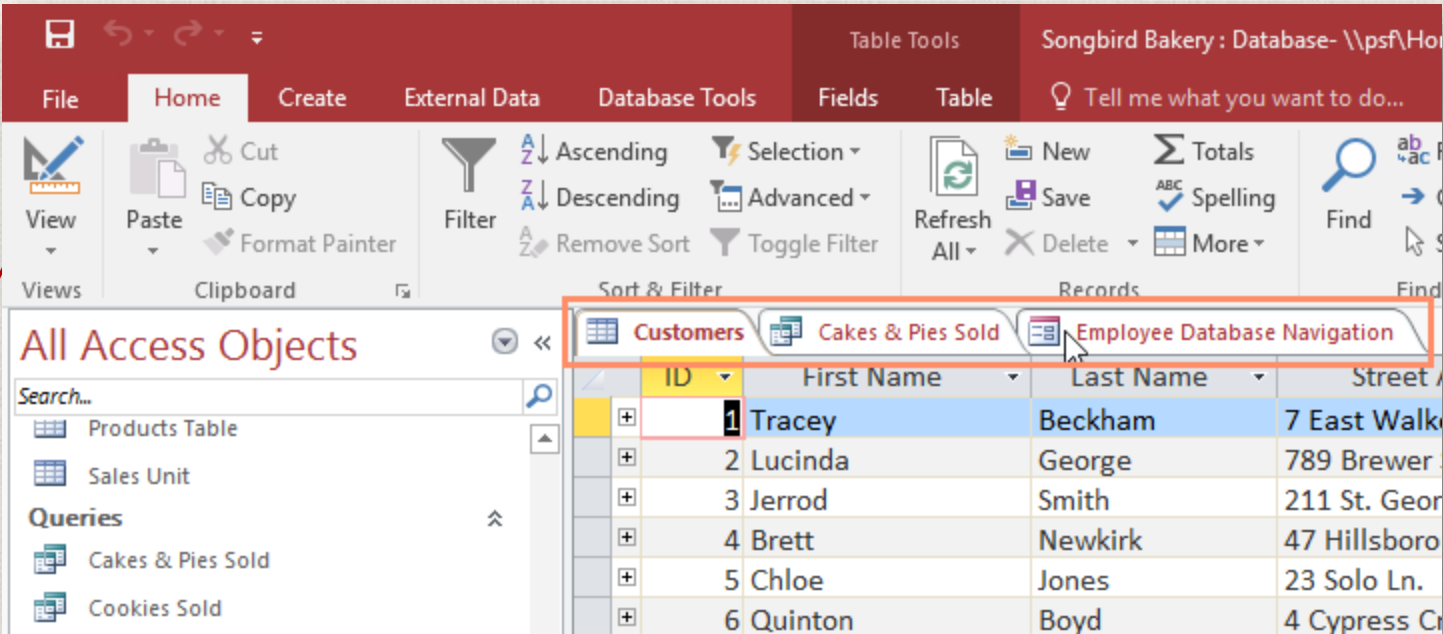
2. The object will appear as a **tab** in the **Document Tabs bar**.

The screenshot displays the Microsoft Access interface. The ribbon includes 'File', 'Home', 'Create', 'External Data', 'Database Tools', 'Fields', and 'Table'. The 'Table Tools' ribbon is active, showing options like 'Filter', 'Sort & Filter', and 'Records'. The 'All Access Objects' pane on the left shows a list of tables, with 'Customers' selected. The 'Customers' table is open in a data view, showing a list of customer records with columns for ID, First Name, and Last Name.

ID	First Name	Last Name
1	Tracey	Beckham
2	Lucinda	George
3	Jerrold	Smith
4	Brett	Newkirk
5	Chloe	Jones
6	Quinton	Boyd
7	Alex	Hinton
8	Nisha	Hall
9	Hillary	Clayton
10	Kiara	Williams
11	Katy	Jones

Open an object

- ❖ By default, the most recently opened object will appear in the main window as the **current object**. To view another open object, click its tab in the **Document Tabs bar**.



The screenshot displays the Microsoft Access interface. The ribbon includes 'File', 'Home', 'Create', 'External Data', 'Database Tools', 'Fields', and 'Table'. The 'Table Tools' ribbon is active, showing options like 'Filter', 'Sort & Filter', and 'Records'. The 'All Access Objects' pane on the left lists 'Products Table', 'Sales Unit', 'Queries', 'Cakes & Pies Sold', and 'Cookies Sold'. The main window shows a data table with columns 'ID', 'First Name', 'Last Name', and 'Street Address'. The 'Document Tabs bar' at the top of the table is highlighted with a red box, showing tabs for 'Customers', 'Cakes & Pies Sold', and 'Employee Database Navigation'. The 'Employee Database Navigation' tab is currently selected.

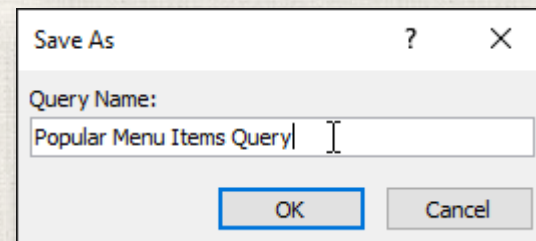
ID	First Name	Last Name	Street Address
1	Tracey	Beckham	7 East Walk
2	Lucinda	George	789 Brewer
3	Jerrold	Smith	211 St. Geor
4	Brett	Newkirk	47 Hillsboro
5	Chloe	Jones	23 Solo Ln.
6	Quinton	Boyd	4 Cypress Cr

Saving objects

- ▶ You'll need to **save** any changes you make to each object before closing your database. Remember, saving early and often can prevent your work from being lost. However, you will also be prompted to save any unsaved work when you attempt to close your database.

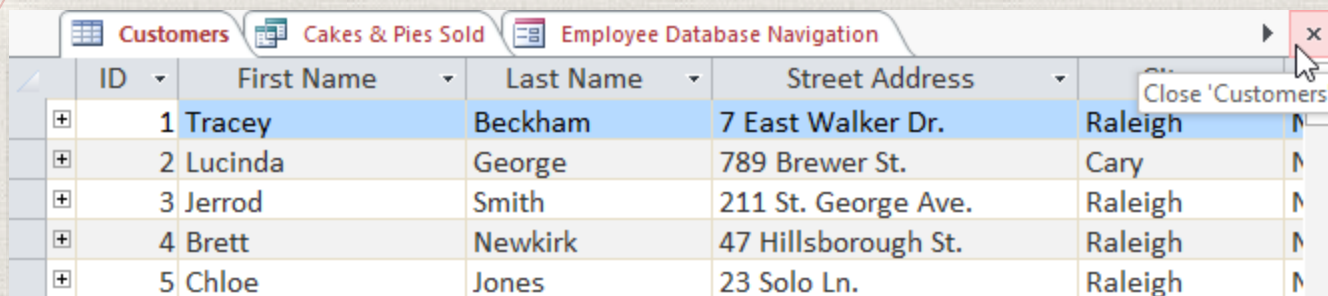
Save a new object

1. Select the object you want to save by clicking its tab in the **Document Tabs bar**.
2. Click the **Save** command on the **Quick Access Toolbar**, or press **Ctrl+S** on your keyboard.
3. The first time you save an object, you will be prompted to name it. Enter the desired object name, then click **OK**.
4. The object will be saved. Click the **Save** command again to save any changes to the object.



Close an object

1. Select the object you want to close, then click the **X** to the right of the **Document Tabs bar**.

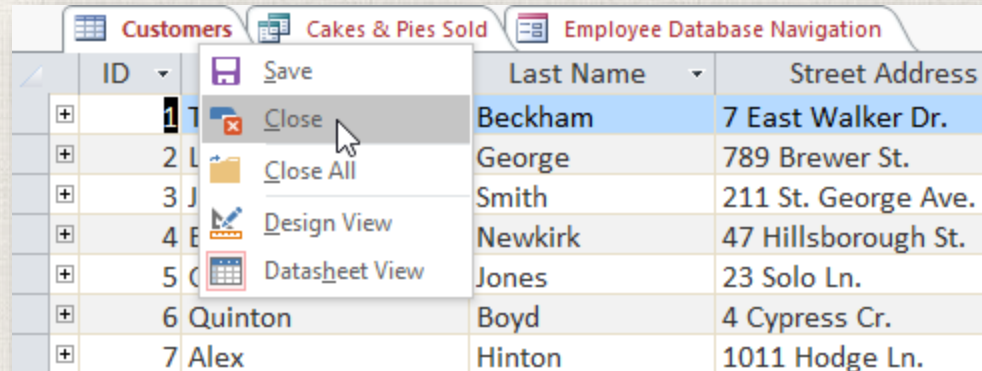


ID	First Name	Last Name	Street Address	City
1	Tracey	Beckham	7 East Walker Dr.	Raleigh
2	Lucinda	George	789 Brewer St.	Cary
3	Jerrold	Smith	211 St. George Ave.	Raleigh
4	Brett	Newkirk	47 Hillsborough St.	Raleigh
5	Chloe	Jones	23 Solo Ln.	Raleigh

2. If there are any unsaved changes to the object, you will be prompted to save it. Select **Yes** to save, **No** to close it without saving your changes, and **Cancel** to leave the object open.

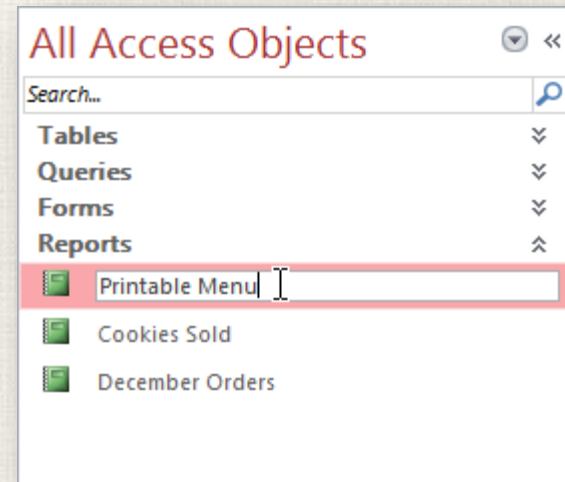
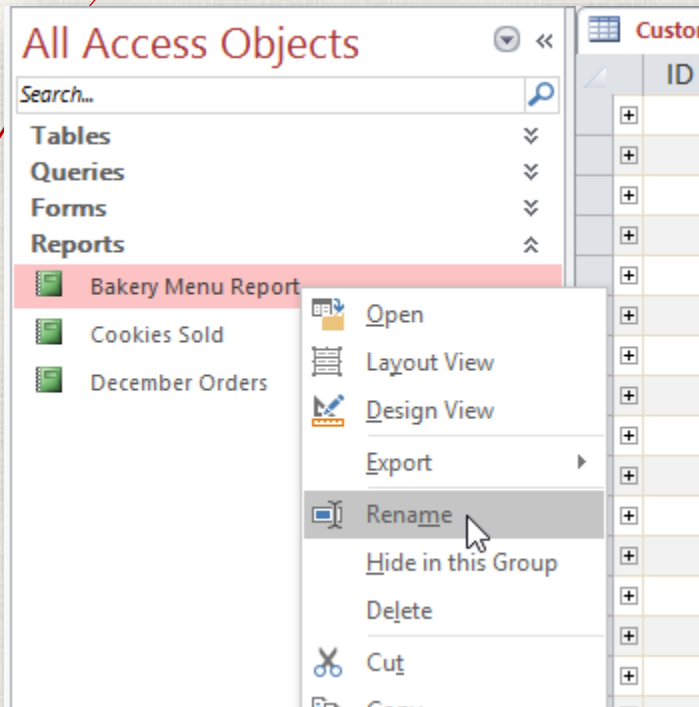
Close an object

- ❖ You can also close an object by right-clicking its tab on the Document Tabs bar and selecting **Close**. Select **Close All** to close all open objects.



Rename an object

1. If the object you want to rename is open, **close** it.
2. In the **Navigation pane**, **right-click** the desired object, then select **Rename**.
3. Type the new object name, then press **Enter** on your keyboard.



Practice

- Open **practice database**.
- **Open** an object.
- **Close** the object.
- **Rename** the object.
- **Close** the database without saving your changes.



THE END
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