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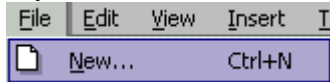
How to work with Table Data

How to Blank a Database

To Blank a Database

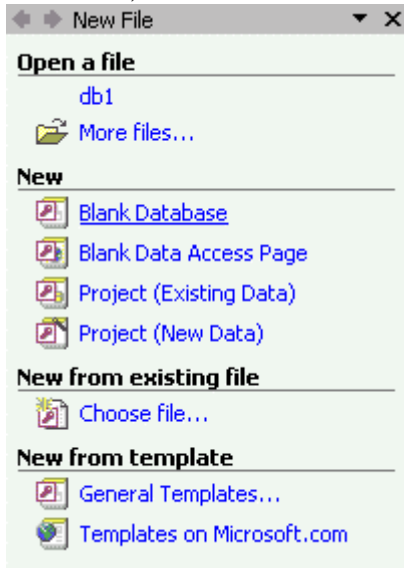
Step 1

If you would like to use the mouse open the File menu and then click the New command.



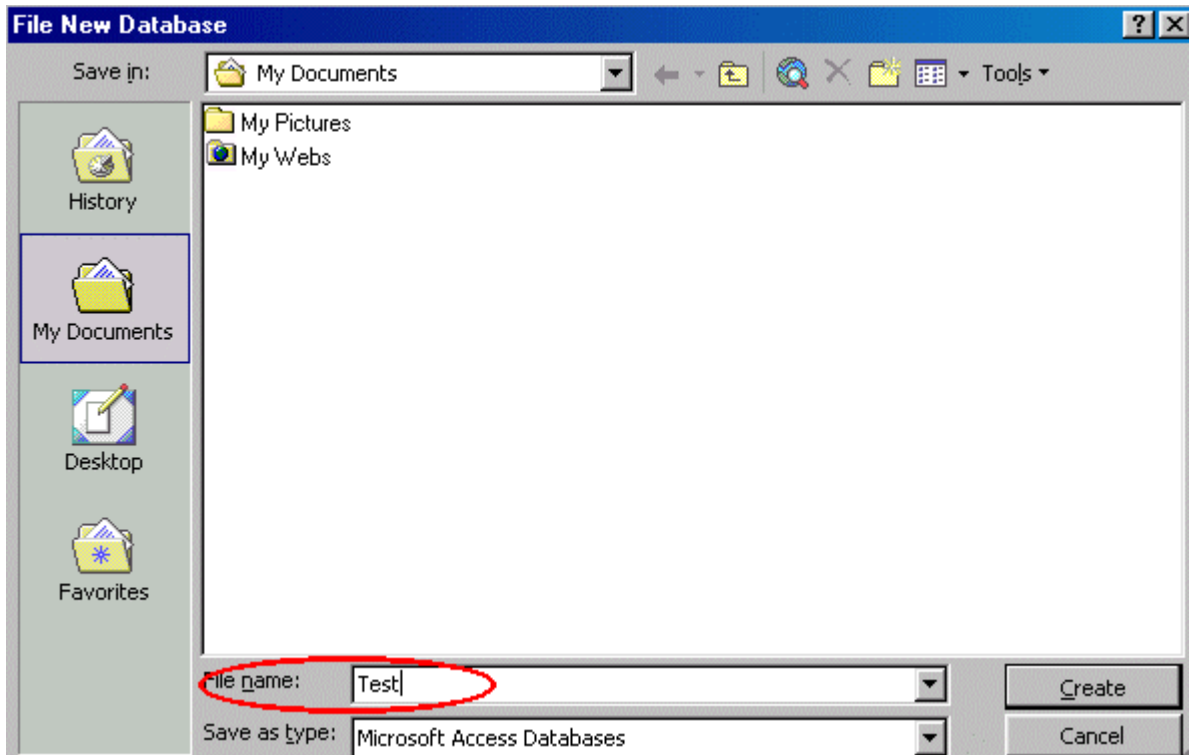
Step 2

After that, click on the Blank Database command in the New File window.



Step 3

Then, enter the database name and then click on the Create button.

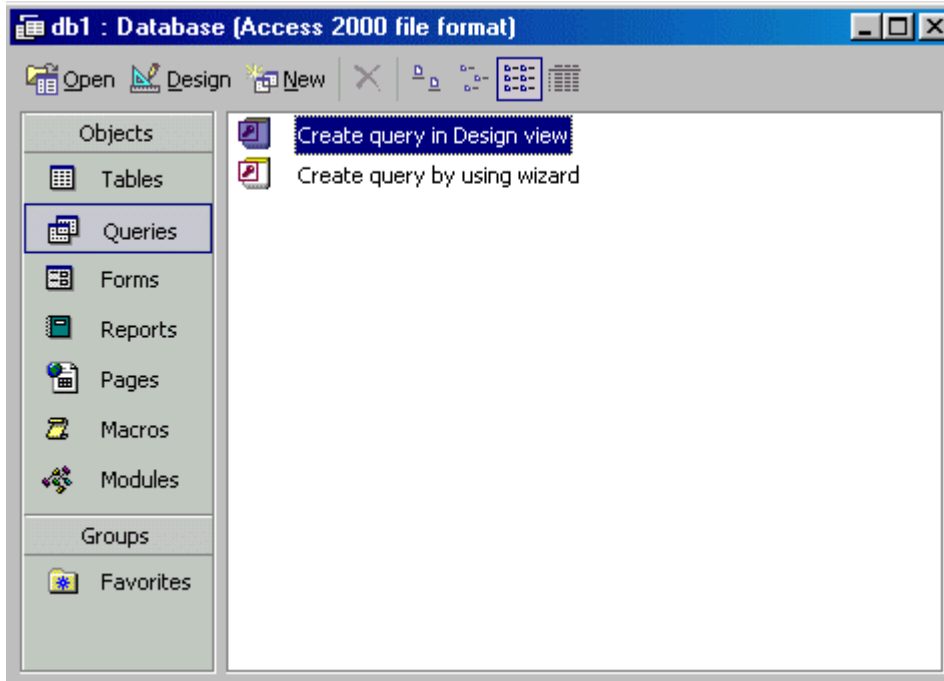


How to view the table object.

To view the table object.

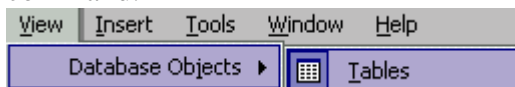
Step 1

The picture below shows the original view.



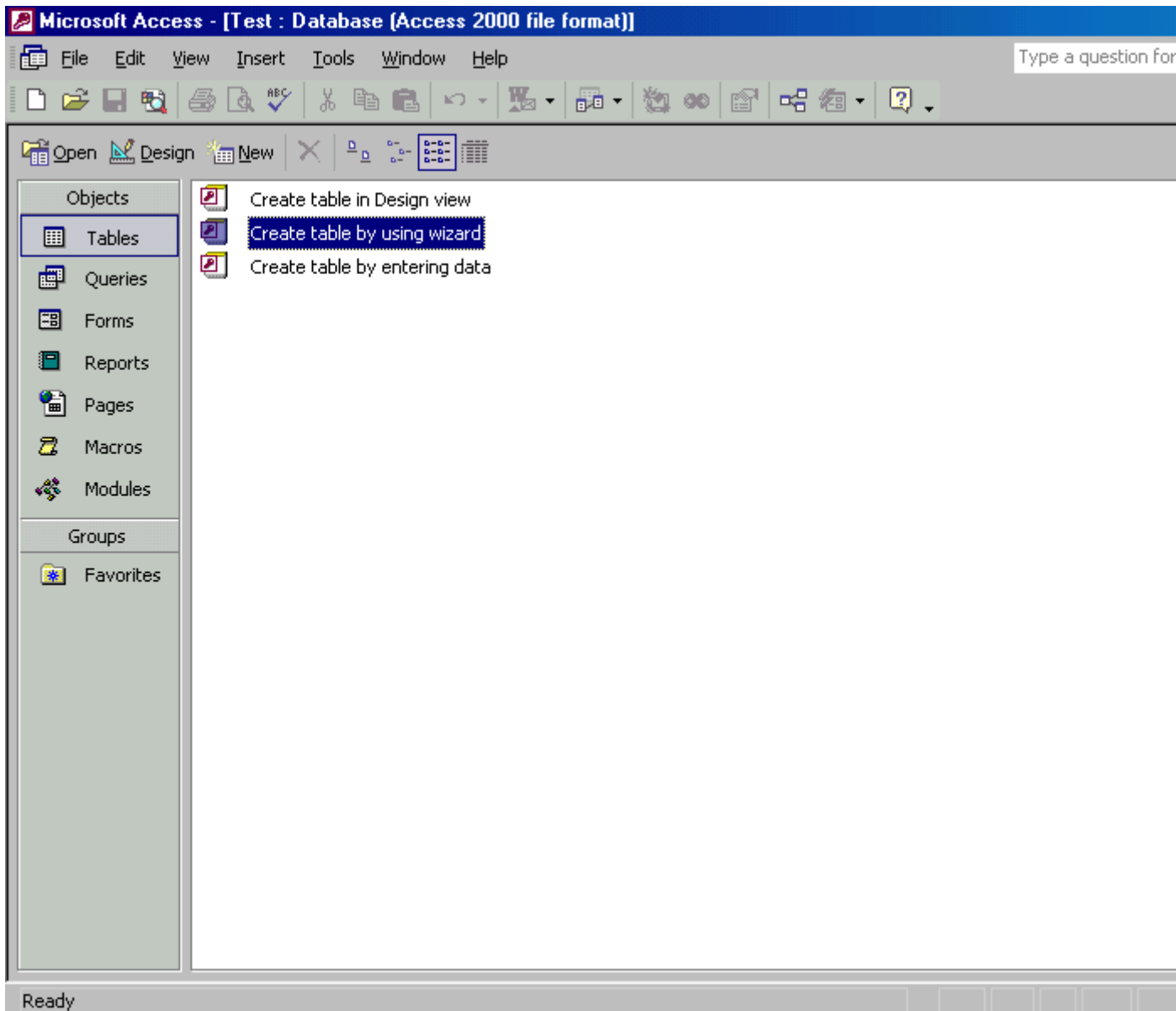
Step 2

Now, for you to view the table object, you just have to use the mouse to open the View menu and then click on the Database sub menu. Finally, just click on the Tables command.



Step 3

The picture below shows the results.

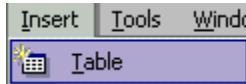


How to create a table

To create a table

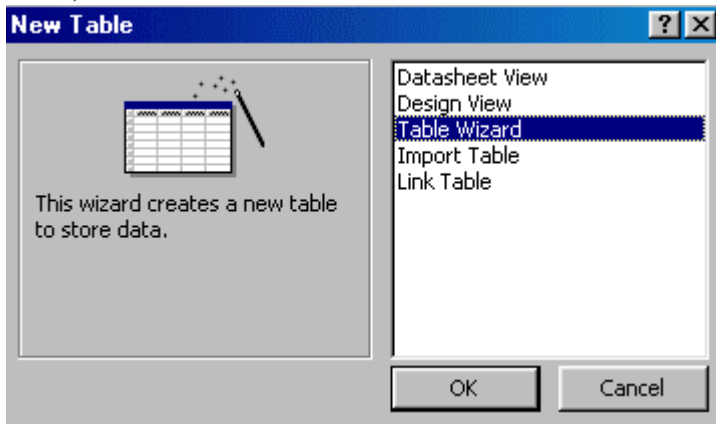
Step 1

If you wish to create a table, first you have to use the mouse to open the Insert menu and then click on the Table command.



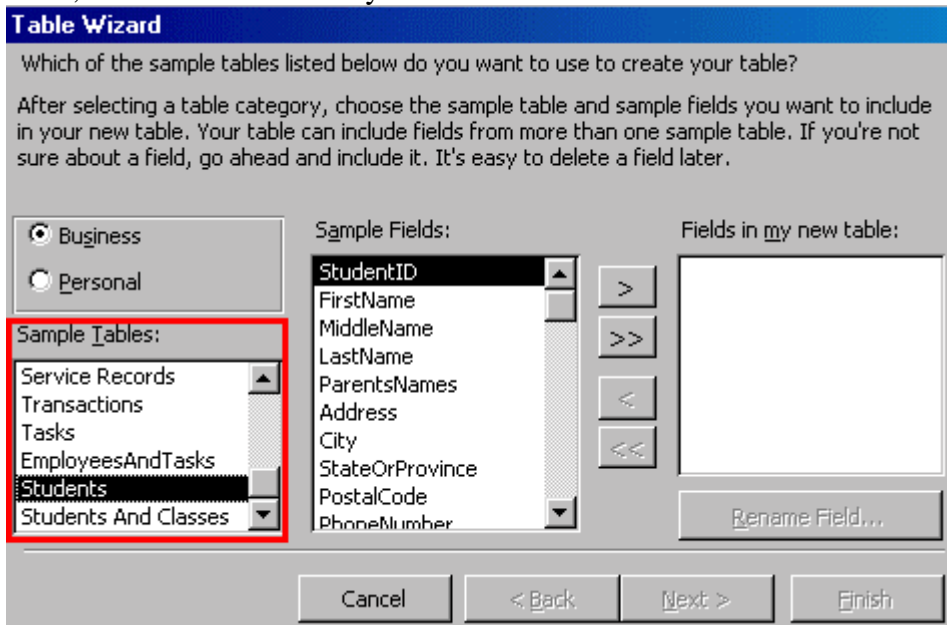
Step 2

Then, select the Table wizard in the New Table window and then click on the Ok button.



Step 3

Later, select the Tables that you want.



Step 4

After that, select the fields in the Sample Fields list box. The next thing to do is to click

the > button to add the fields in the Fields in my new table list box. Now, just click on the Next button, as shown by the picture below.

Table Wizard

Which of the sample tables listed below do you want to use to create your table?

After selecting a table category, choose the sample table and sample fields you want to include in your new table. Your table can include fields from more than one sample table. If you're not sure about a field, go ahead and include it. It's easy to delete a field later.

☒ Business
☐ Personal

Sample Tables:

- Service Records
- Transactions
- Tasks
- EmployeesAndTasks
- Students**
- Students And Classes

Sample Fields:

- StudentID
- FirstName
- MiddleName
- LastName
- ParentsNames
- Address
- City
- StateOrProvince
- PostalCode
- PhoneNumber

>

Fields in my new table:

- MiddleName
- LastName
- ParentsNames
- Address
- City
- PostalCode
- Major**

Rename Field...

Cancel < Back Next > Finish

Step 5

Then, you have to enter the table name and then set the primary key. Finally, just click on the Finish button.

Table Wizard

What do you want to name your table?

Students

Microsoft Access uses a special kind of field, called a primary key, to uniquely identify each record in a table. In the same way a license plate number identifies a car, a primary key identifies a record.

Do you want the wizard to set a primary key for you?

☒ Yes, set a primary key for me.
☐ No, I'll set the primary key.

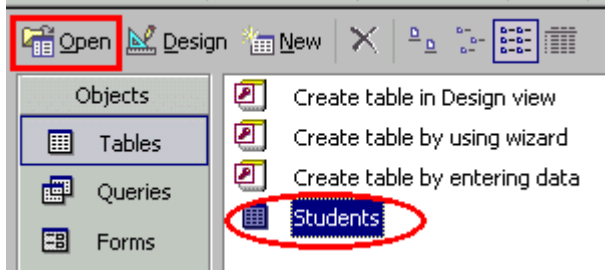
Cancel < Back Next > Finish

How to enter the data in the table

To enter the data in the table

Step 1

To enter the data in the table, first you have to select the table that you want to be inserted with the data and then click the Open command in the Menu bar.



Step 2

You can use the keyboard to enter the data as well.

Microsoft Access - [Students : Table]

File Edit View Insert Format Records Tools Window Help

Type a question for

Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
1	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
(AutoNumber)						

Record: 2 of 2

Datasheet View

Step 3

Now you can see that the data is been entered in the table.

Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
1	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
(AutoNumber)						

How to select the Record

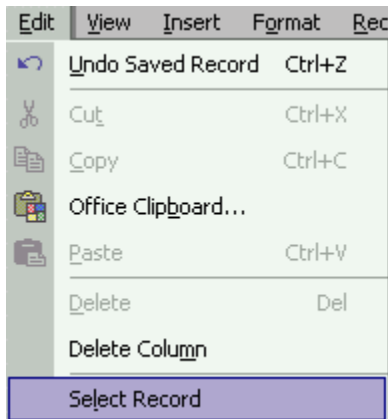
To select the Record

Step 1

To select the record, the first thing to do is by placing the pointer to the record that you want to select.

Step 2

Now you just have to use the mouse to open the Edit menu and then click the select Record command.



Step 3

The picture below will appear after you have selected the Select Record option.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
▶	1	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
*	(AutoNumber)						

How to select all the record in the table

To select all the record in the table

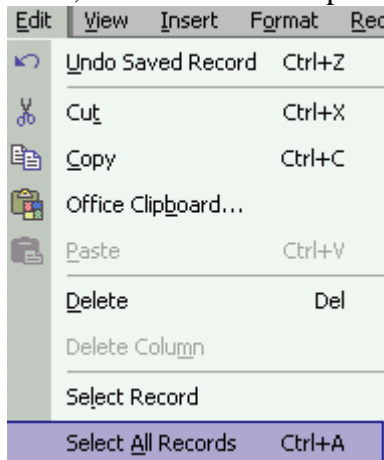
Step 1

If you wish to select all the record in the table, first, you have to place the pointer in the table.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
▶	1	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
*	(AutoNumber)						

Step 2

Then, use the mouse to open the Edit menu and then click on the Select All command.



Step 3

After that, you will find that all the record will be selected as shown by the picture below.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
▶	1	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
*	(AutoNumber)						

How to work with cut and copy

To work with cut and copy

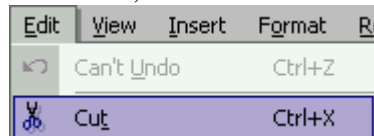
Step 1

To work with cut and copy, first you must select the record that you want to cut.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
▶	1	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
*	(AutoNumber)						

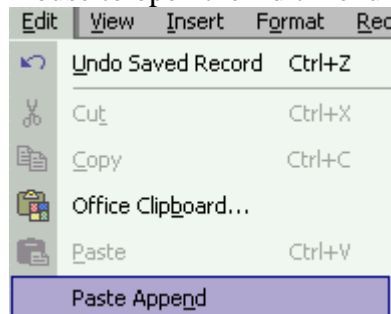
Step 2

After that, use the mouse to open the Edit menu and then click on the Cut option.



Step 3

Then, place the insertion point to where you want to place the record. You can use the mouse to open the Edit menu and then click the Paste Append.



Step 4

After you have selected the Paste Append, the picture below will appear.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
▶	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
*	(AutoNumber)						

How to work with copy and paste

To work with copy and paste

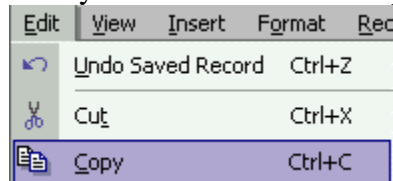
Step 1

To work with copy and paste, first you must select the record that you want to cut.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
▶	1	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
*	(AutoNumber)						

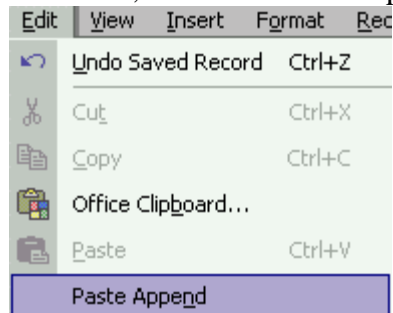
Step 2

Now you can use the mouse open the Edit menu and then click on the Copy option.



Step 3

After that, use the mouse to open the Edit menu and then click the Paste Append.



Step 4

Later you'll see that the data is pasted in the table as shown by the picture below.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
✎	5	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
*	(AutoNumber)						

How to delete the record

To delete the record

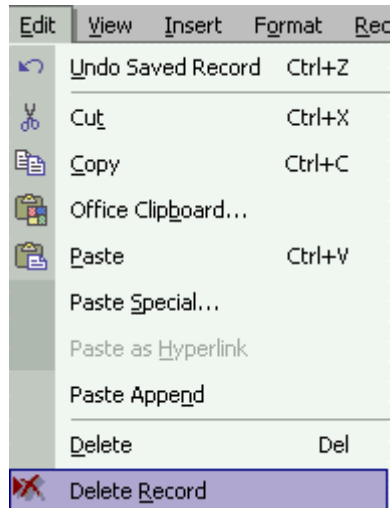
Step 1

To delete the record, you have to select the record that you want to delete first.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
▶	1	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
*	(AutoNumber)						

Step 2

After that, you can use the mouse to open the Edit menu and then click the Delete Record command.



Step 2

Later you will find that the record is been deleted and you could refer to the picture below for a better understanding.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
▶	(AutoNumber)						

How to insert New Record

To insert New Record

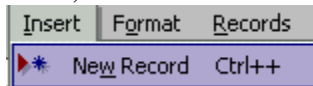
Step 1

If you would like to insert New Record, first you have to place the pointer in the table.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
▶	(AutoNumber)						

Step 2

Then, use the mouse to open the Insert menu and then click the New Record command.



Step 3

After that, just enter the new record in the table.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
▶	(AutoNumber)						

How to insert Column

To insert Column

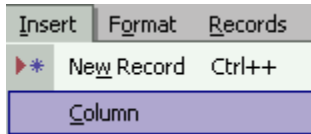
Step 1

To insert Column in table, first you have to place the pointer in the table where you would like to insert the Column.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
▶	AutoNumber						

Step 2

After that, just use the mouse to open the Insert menu and then click on the Column command.



Step 2

Then, you'll find that the New Column will be inserted in the table as shown by the picture below.

Last Name	Parents Names	Address	City	Postal Code	Field1	Major
Seng	Mr Tan Kui	Taman Sentosa	Ipoh	31450		Account
Chat	Mr Keng Kent	Taman Johor	Kedah	45687		Management
Fook	Mr Wong Ah Ch	Taman Kempas	Johor	81200		IT
Chai	Mr Wong Chai C	Taman Maluli	Pahang	21450		Business

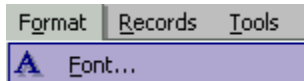
How to work with Font

How to change the font type

To change the font type

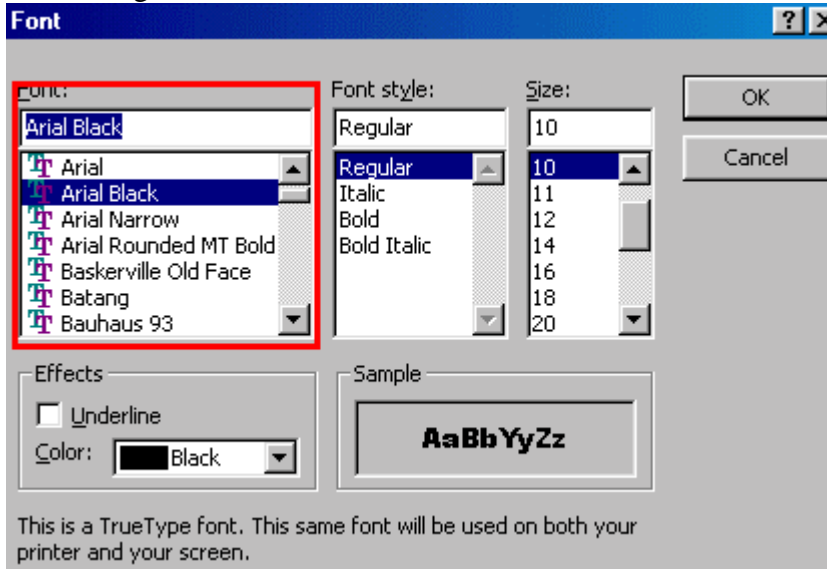
Step 1

To change the font type, first you have to use the mouse to open the Format menu and then click on the Font command.



Step 2

Then, select the Font type in the list box and then click on the Ok button. You could refer to the image below for a better view.



Step 3

Then, you'll see that your font type has changed just like the picture below.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh

Before

3	Keng	Seng	Chat	Mr Keng Ken	Taman Johor	Kedah
---	------	------	------	-------------	-------------	-------

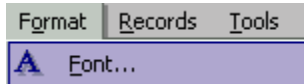
After

How to make the text to Italic

To make the text to Italic

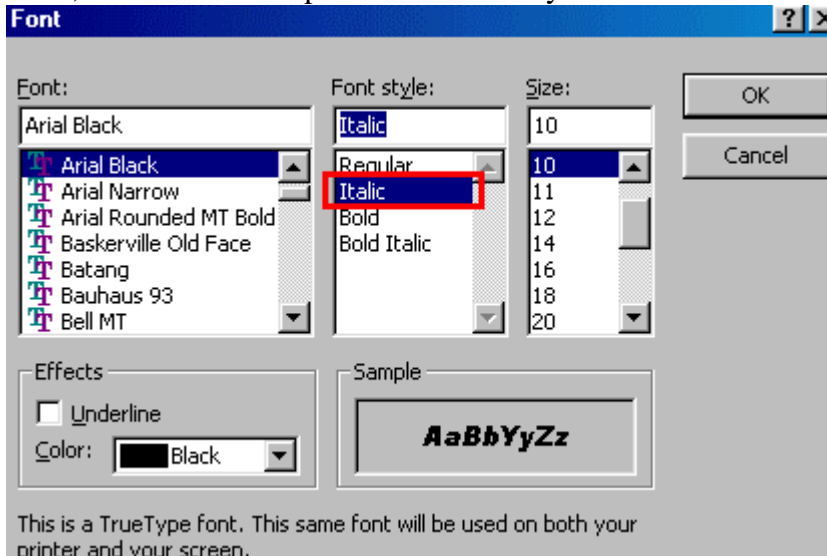
Step 1

To make the text to Italic style, use the mouse to open the Format menu and then click on the Font command first.



Step 2

Then, select the Italic option in the Font style list box and then click the Ok button.



Step 3

Then, you'll see that your text has changed just like the picture below.

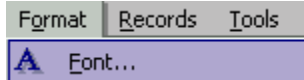
	3 Keng	Seng	Chat	Mr Keng Ken	Taman Johor	Kedah
Before						
	4 Wong	Ah	Fook	Mr Wong Ah	Taman Kemp	Johor
After						

How to make the text to Bold

To make the text to Bold

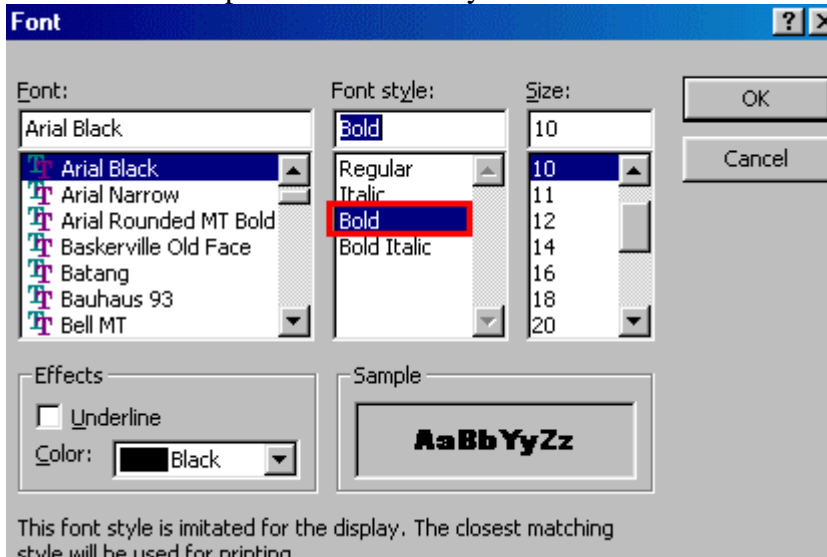
Step 1

Use the mouse open the Format menu and then click the Font command.



Step 2

Select the Bold option in the Font style list and then click Ok button.



Step 3

Then, you'll see that your text has changed just like the picture below.

	4 Wong	Ah	Fook	Mr Wong Ah	Taman Kemp	Johor
--	---------------	-----------	-------------	-------------------	-------------------	--------------

Before

	6 Wong	Sei	Chai	Mr Wong Ch	Taman Mah	Pahang
--	---------------	------------	-------------	-------------------	------------------	---------------

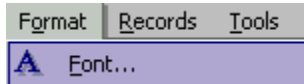
After

How to make the text to Bold Italic

To make the text to Bold Italic

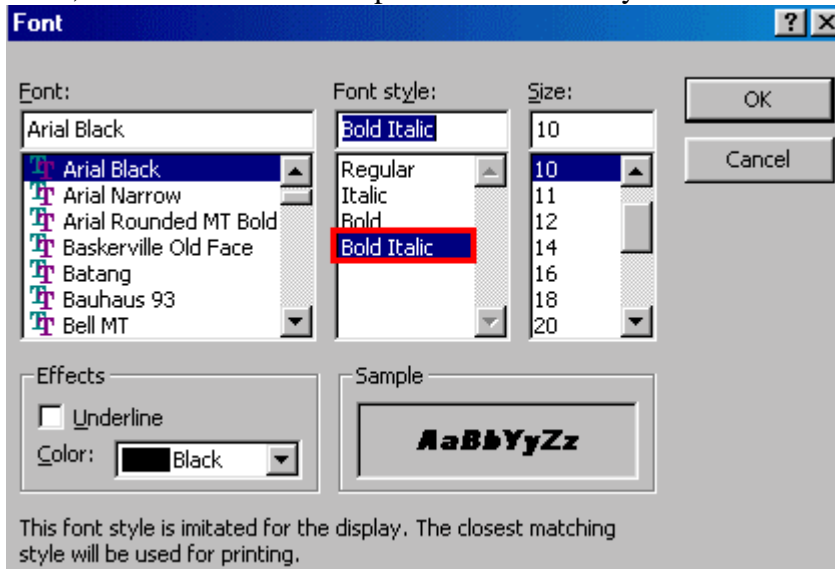
Step 1

To bold the text, first, use the mouse to open the Format menu and then click on the Font command.



Step 2

Then, select the Bold Italic option in the Font Style and then click Ok button.



Step 3

Then, you'll see that your text has changed just like the picture below.

	6 Wong	Sei	Chai	Mr Wong Ch	Taman Mah	Pahang
--	---------------	------------	-------------	-------------------	------------------	---------------

Before

4 Wong	Ah	Fook	Mr Wong Al	Taman Ken	Johor
---------------	-----------	-------------	-------------------	------------------	--------------

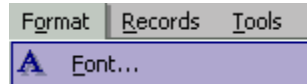
After

How to change the Font size

To change the Font size

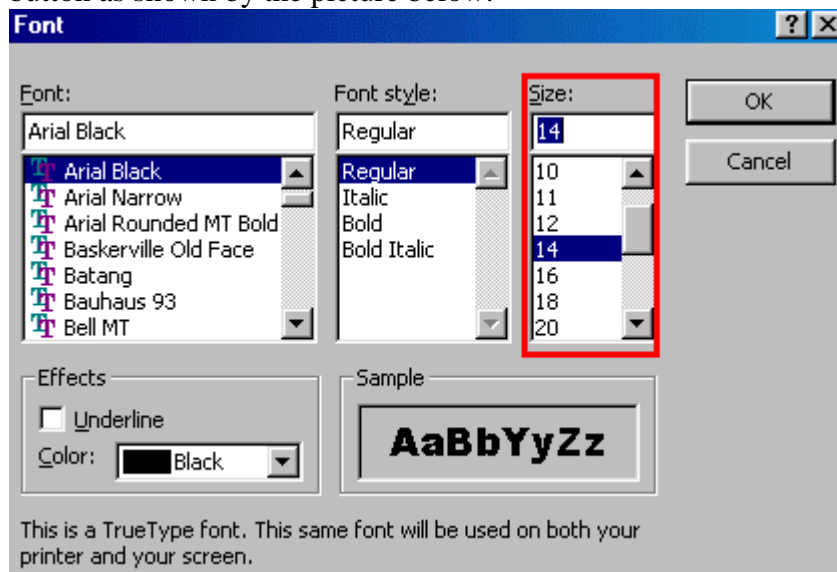
Step 1

To change the font size, first you have to use the mouse to open the Format menu and then click the Font command.



Step 2

Then, you just have to choose the right Font size in the Size list box and then click Ok button as shown by the picture below.



Step 3

Then, you'll see that your text has changed just like the picture below.

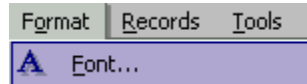
	4 Wong	Ah	Fook	Mr Wong A	Taman Ken	Johor
Before	4 Wong	Ah	Fook	Mr Wong A	Taman Ken	Johor
After	4 Wong	Ah	Fook	Mr Wong A	Taman Ken	Johor

How to change the text color

To change the text color

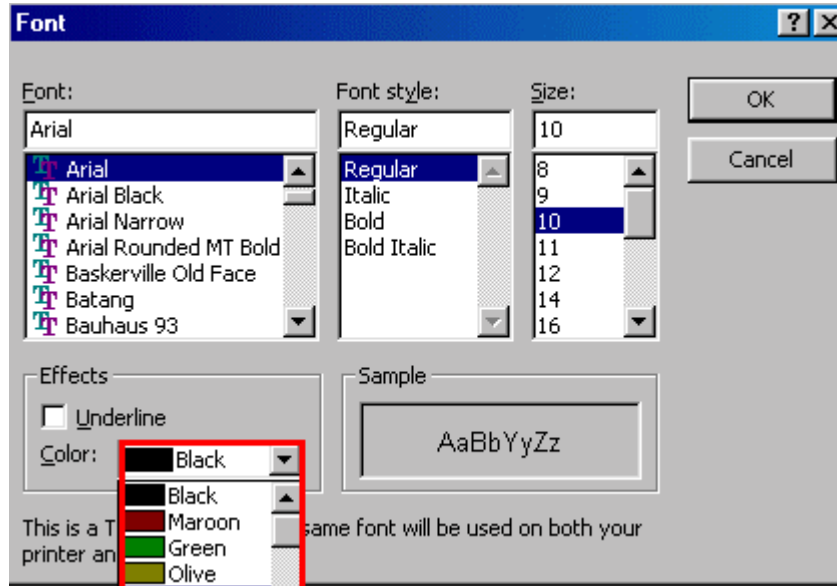
Step 1

To change the text color, you just have to use the mouse to open the Format menu and then click the Font command.



Step 2

After that, select the color in the Color List box and then click on the Ok button.



Step 3

You'll be able to see the picture below when you click on the Ok option.

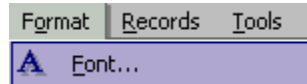
	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
▶	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	6	Wong	Sei	Chai	Mr Wong Chai	Taman Maluli	Pahang
*	(AutoNumber)						

How to underline the text

To underline the text

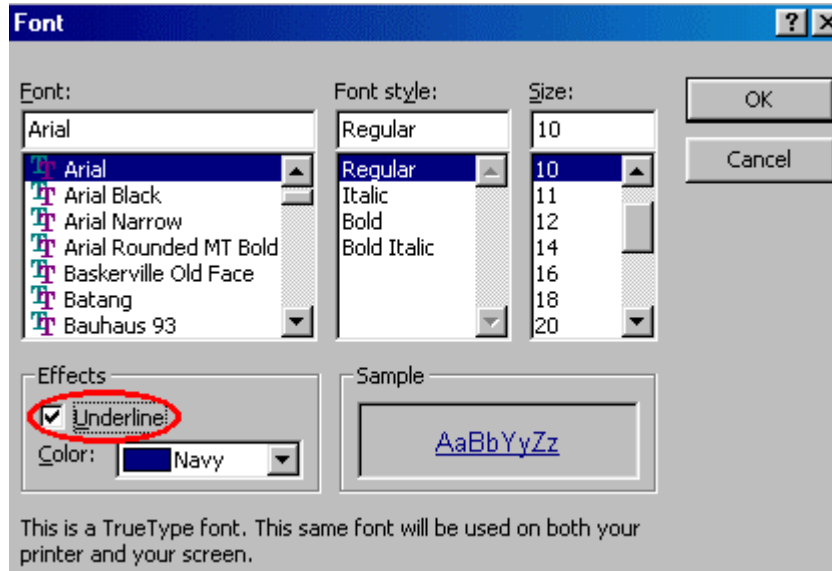
Step 1

If you wish to underline the text, first you have to use the mouse to open the Format menu and then click on the Font command.



Step 2

After that, select the Underline check box and then click on the Ok button.



Step 3

You'll be able to see the picture below when you click on the Ok option.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
▶	2	<u>Tan</u>	<u>Seng</u>	<u>Seng</u>	<u>Mr Tan Kui</u>	<u>Taman Sentosa</u>	<u>Ipoh</u>
	3	<u>Keng</u>	<u>Seng</u>	<u>Chat</u>	<u>Mr Keng Kent</u>	<u>Taman Johor</u>	<u>Kedah</u>
	4	<u>Wong</u>	<u>Ah</u>	<u>Fook</u>	<u>Mr Wong Ah Ch</u>	<u>Taman Kempas</u>	<u>Johor</u>
	6	<u>Wong</u>	<u>Sei</u>	<u>Chai</u>	<u>Mr Wong Chai C</u>	<u>Taman Maluli</u>	<u>Pahang</u>
*	(AutoNumber)						

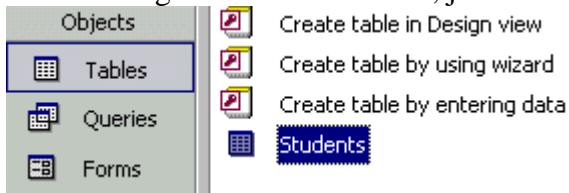
How to work with Cell Formatting

How to show the datasheet-formatting window

To show the datasheet-formatting window

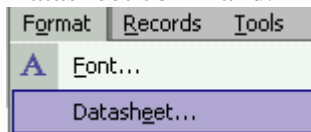
Step 1

To show the datasheet-formatting window, first you must open the table that you would like to change its datasheet. Then, just double click on the table.



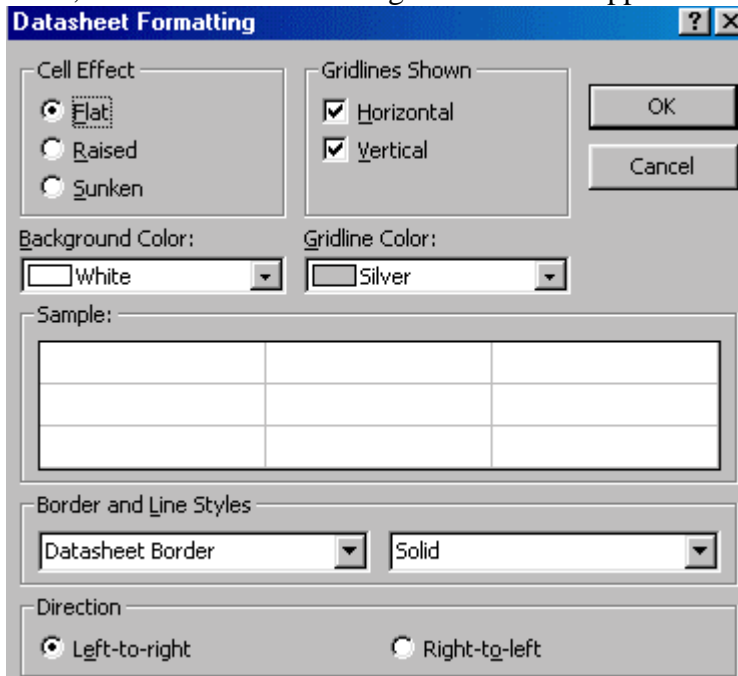
Step 2

After that, you can use the mouse to open the Format menu and then click on the Datasheet command.



Step 3

Later, the Datasheet formatting windows will appear as shown by the picture below.

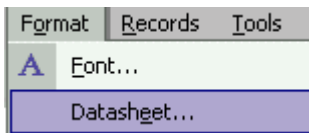


How to make the cell with Raised effect

To make the cell with Raised effect

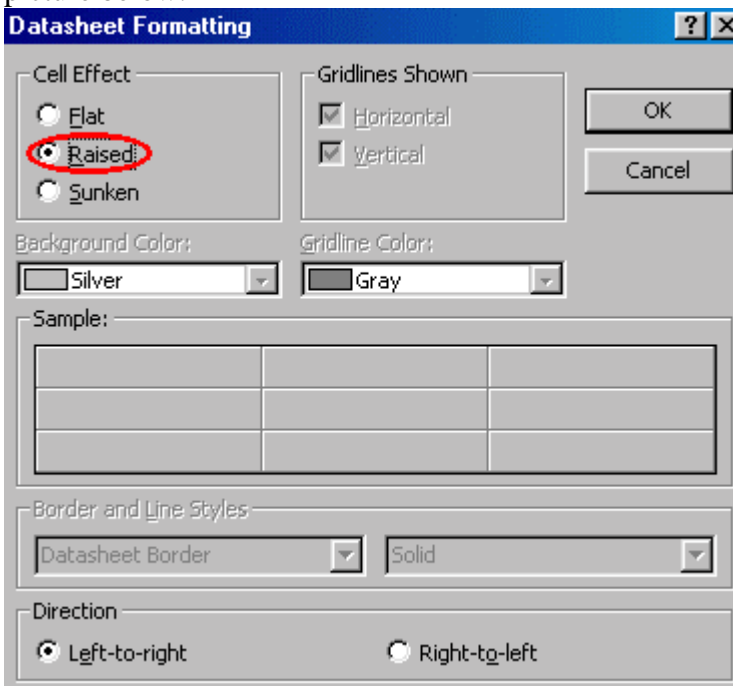
Step 1

If you want to make the cell with Raised effect, use the mouse open the Format menu first and then click on the Datasheet command.



Step 2

After that, select the Raised effect option and then click on the Ok button as shown by the picture below.



Step 3

You'll be able to see the picture below when you click on the Ok option.

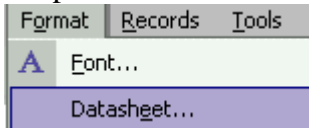
	<u>Student ID</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Parents Names</u>	<u>Address</u>	<u>City</u>
▶	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	6	Wong	Sei	Chai	Mr Wong Chai C	Taman Maluli	Pahang
*	(AutoNumber)						

How to make the cell with the Sunken effect

To make the cell with the Sunken effect

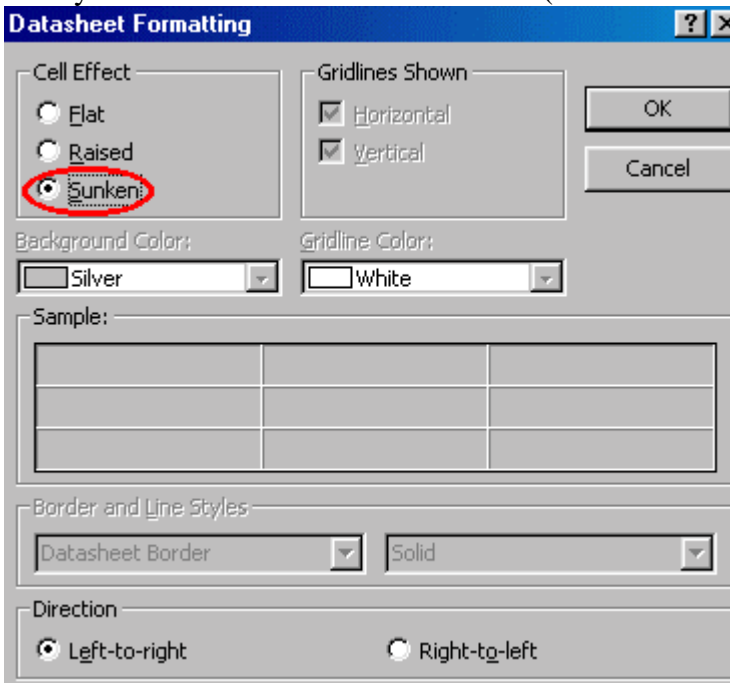
Step 1

If you would like to make the cell with the sunken effect, first, you have to use the mouse to open the Format menu and then click on the Datasheet command.



Step 2

Now you have to select the Sunken effect (as circled in red) and then click Ok button.



Step 3

You'll be able to see the picture below when you click on the Ok option.

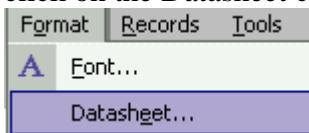
	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
▶	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	6	Wong	Sei	Chai	Mr Wong Chai C	Taman Maluli	Pahang
*	(AutoNumber)						

How to add the horizontal grid

To add the horizontal grid

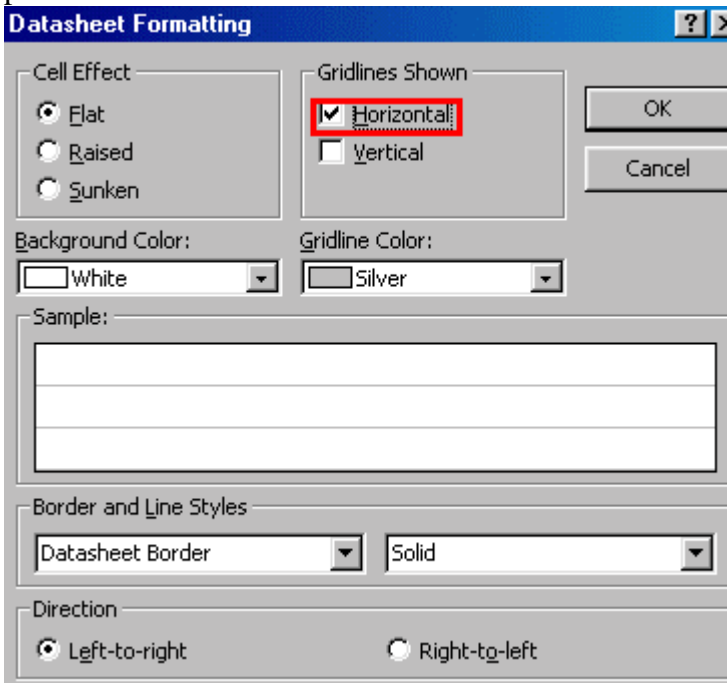
Step 1

To add the horizontal grid, you have to use the mouse to open the Format menu and then click on the Datasheet command.



Step 2

After that, you have to select the Horizontal option as marked with the red color in the picture below and then click on the Ok button.



Step 3

You'll be able to see the picture below when you click on the Ok button.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
▶	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Cf	Taman Kempas	Johor
	6	Wong	Sei	Chai	Mr Wong Chai C	Taman Maluli	Pahang
*	(AutoNumber)						

How to add the Vertical grid

To add the Vertical grid

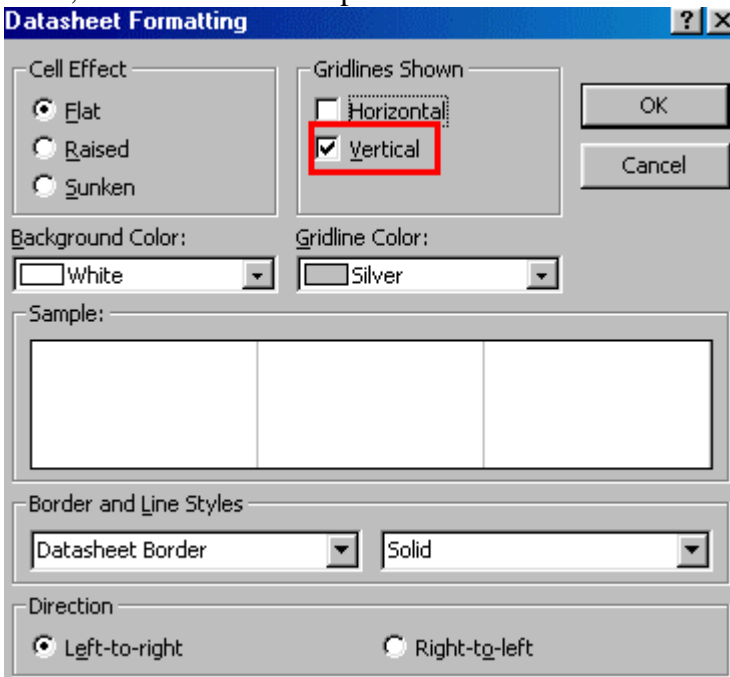
Step 1

If you would like to add the Vertical grid, first, you have to use the mouse to open the Format menu and then click the Datasheet command.



Step 2

Then, select the Vertical option and click the Ok button.



Step 3

You'll be able to see the picture below when you click on the Ok button.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
▶	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	6	Wong	Sei	Chai	Mr Wong Chai C	Taman Maluli	Pahang
*	(AutoNumber)						

How to change the background color of the cell

To change the background color of the cell

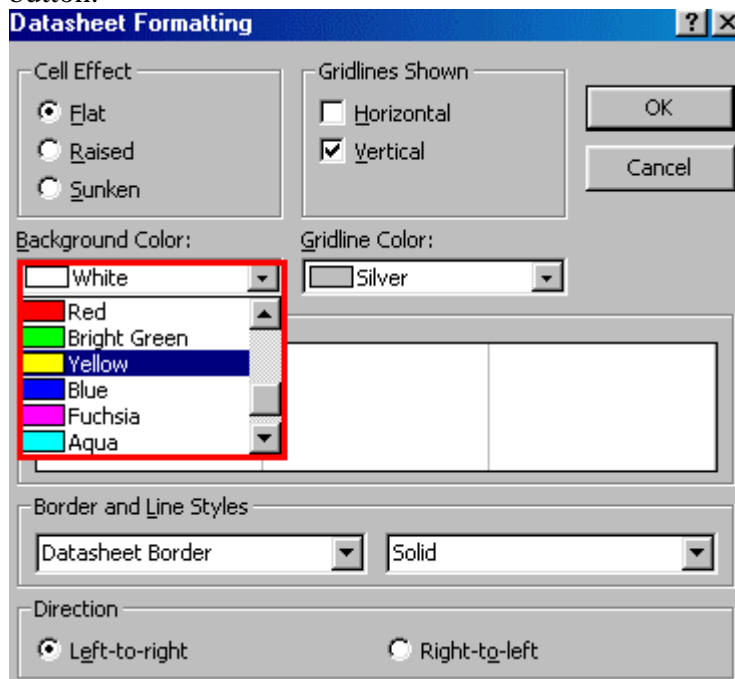
Step 1

To change the background color of the cell, you have to use the mouse to open the Format menu and then click on the Datasheet command.



Step 2

After that, select the color in the Background color list box and then click on the Ok button.



Step 3

You'll be able to see the picture below when you click on the Ok button.

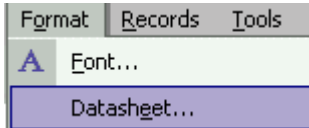
	<u>Student ID</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Parents Names</u>	<u>Address</u>	<u>City</u>
▶	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	6	Wong	Sei	Chai	Mr Wong Chai C	Taman Maluli	Pahang
*	(AutoNumber)						

How to change the Gridline Color

To change the Gridline Color

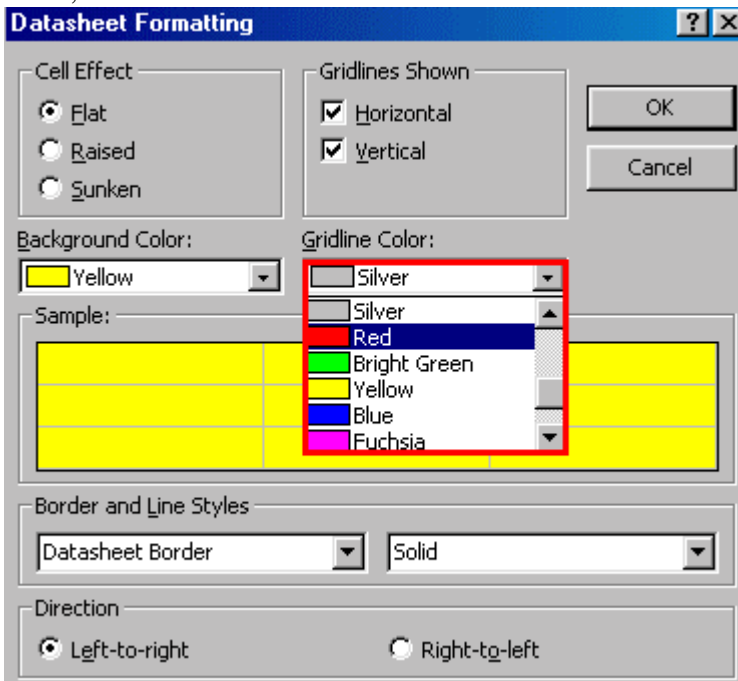
Step 1

If you wish to change the Gridline Color, first you have to use the mouse to open the Format menu and then click the Datasheet command.



Step 2

Then, select the color in the Gridline Color list box and click on the Ok Button.



Step 3

This below picture will appear on your screen after you have selected the Ok button.

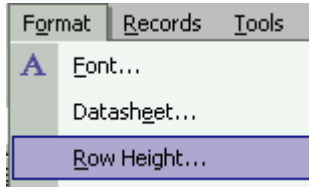
	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
▶	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	6	Wong	Sei	Chai	Mr Wong Chai C	Taman Maluli	Pahang
*	(AutoNumber)						

How to change the Row Height

To change the Row Height

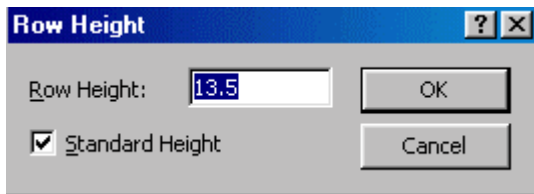
Step 1

To change the row height, first you have to use the mouse to open the Format menu and then click at the Row Height command as shown by the picture below.



Step 2

After that, just enter the value in the Row Height text box and then click on the Ok button.



Step 3

Now you can see that the height of the Row is changed as shown by the picture below.

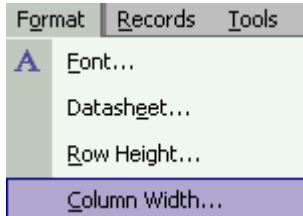
	<u>Student ID</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Parents Names</u>	<u>Address</u>	<u>City</u>
▶	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	6	Wong	Sei	Chai	Mr Wong Chai C	Taman Maluli	Pahang
*	(AutoNumber)						

How to change the Column width

To change the Column width

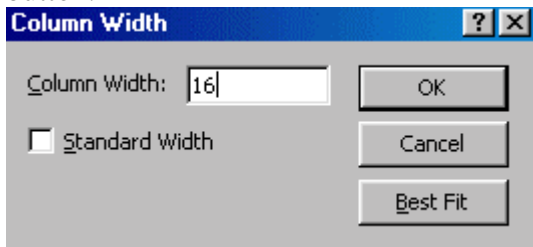
Step 1

To change the column width, you have to use the mouse to open the Format menu and then click the Column Width command.



Step 2

After that, just enter the value in the Column Width section and then click on the Ok button.



Step 3

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
▶	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	6	Wong	Sei	Chai	Mr Wong Chai (Taman Maluli	Pahang
*	(AutoNumber)						

How to rename the Column

To rename the Column

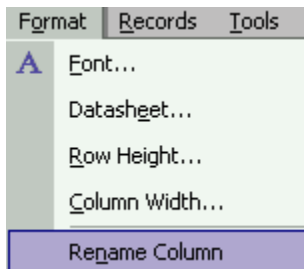
Step 1

In order for you to rename the column, first, you have to select the column that you want to rename.

	<u>Student ID</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Parents Names</u>	<u>Address</u>	<u>City</u>
▶	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	6	Wong	Sei	Chai	Mr Wong Chai C	Taman Maluli	Pahang
*	(AutoNumber)						

Step 2

Then, you have to use the mouse to open the Format menu and then click the Rename Column command.



Step 3

After that, you have to enter the new name for your column.

	<u>Parents Names</u>	<u>Address</u>	<u>City</u>	<u>Postal Code</u>	<u>State</u>	<u>Major</u>
	Mr Tan Kui	Taman Sentosa	Ipoh	31450		Account
	Mr Keng Kent	Taman Johor	Kedah	45687		Management
	Mr Wong Ah Ch	Taman Kempas	Johor	81200		IT
	Mr Wong Chai C	Taman Maluli	Pahang	21450		Business
*						

How to hide the column

To hide the column

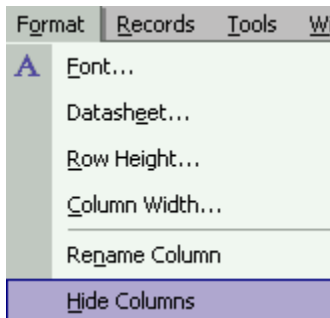
Step 1

To hide the column, first, you have to select the column that you want to hide.

	<u>Student ID</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Parents Names</u>	<u>Address</u>	<u>City</u>
▶	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	6	Wong	Sei	Chai	Mr Wong Chai C	Taman Maluli	Pahang
*	(AutoNumber)						

Step 2

Later, you have to use the mouse to open the Format menu and then click the Hide Columns command.



Step 3

Now you can see that the column is hidden as shown by the picture below.

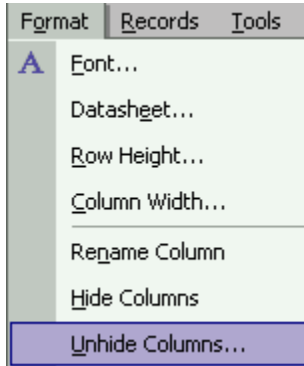
	<u>Parents Names</u>	<u>Address</u>	<u>City</u>	<u>Postal Code</u>	<u>Major</u>
▶	Mr Tan Kui	Taman Sentosa	Ipoh	31450	Account
	Mr Keng Kent	Taman Johor	Kedah	45687	Management
	Mr Wong Ah Ch	Taman Kempas	Johor	81200	IT
	Mr Wong Chai C	Taman Maluli	Pahang	21450	Business
*					

How to unhide the column

To unhide the column

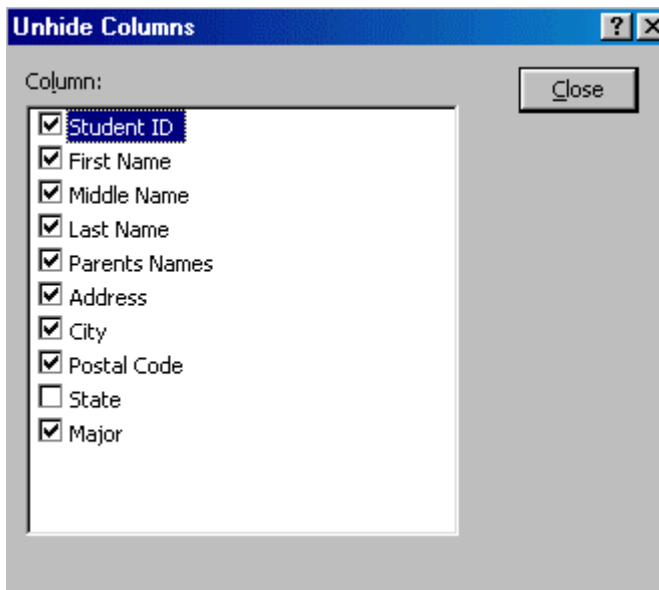
Step 1

If you wish to unhide the column, you have to use the mouse to open the Format menu and then click the Unhide Column command.



Step 2

After that, you have to select the column that you want to unhide and then click the Close button.



Step 3

Now you can see that the column is unhidden as shown by the picture below.

	Parents Names	Address	City	Postal Code	State	Major
►	Mr Tan Kui	Taman Sentosa	Ipoh	31450		Account
	Mr Keng Kent	Taman Johor	Kedah	45687		Management
	Mr Wong Ah Ch	Taman Kempas	Johor	81200		IT
	Mr Wong Chai C	Taman Maluli	Pahang	21450		Business
*						

How to delete the column

To delete the column

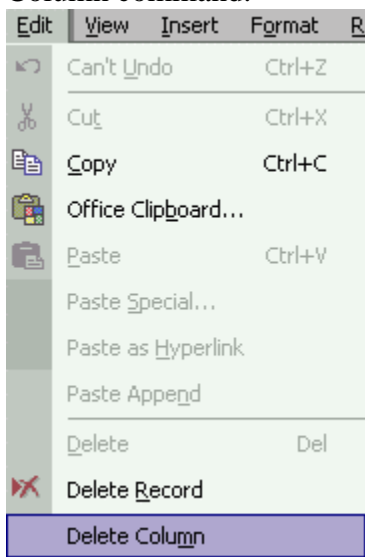
Step 1

If you would like to delete the column, first you must select the column that you want to delete.

	Parents Names	Address	City	Postal Code	State	Major
►	Mr Tan Kui	Taman Sentosa	Ipoh	31450		Account
	Mr Keng Kent	Taman Johor	Kedah	45687		Management
	Mr Wong Ah Ch	Taman Kempas	Johor	81200		IT
	Mr Wong Chai C	Taman Maluli	Pahang	21450		Business
*						

Step 2

After that, you have to use the mouse to open the Edit menu and then click on the Delete Column command.



Step 3

From the picture below, you could see that the State column is being deleted.

Parents Names	Address	City	Postal Code	Major
Mr Tan Kui	Taman Sentosa	Ipoh	31450	Account
Mr Keng Kent	Taman Johor	Kedah	45687	Management
Mr Wong Ah Ch	Taman Kempas	Johor	81200	IT
Mr Wong Chai C	Taman Maluli	Pahang	21450	Business

How to work with Sort Descending

To work with Sort Descending

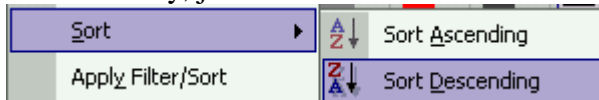
Step 1

To work with sort Descending, you must place the insertion point in the table first.

Parents Names	Address	City	Postal Code	Major
Mr Tan Kui	Taman Sentosa	Ipoh	31450	Account
Mr Keng Kent	Taman Johor	Kedah	45687	Management
Mr Wong Ah Ch	Taman Kempas	Johor	81200	IT
Mr Wong Chai C	Taman Maluli	Pahang	21450	Business

Step 2

Then, you must use the mouse to open the Records menu and later click the Sort sub menu. Finally, just click on the Sort Descending command.



Step 3

Now you're ready to work with sort descending.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
▶	6	Wong	Sei	Chai	Mr Wong Chai C	Taman Maluli	Pahang
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
*	(AutoNumber)						

How to work with Sort Ascending

To work with Sort Ascending

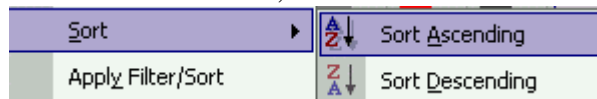
Step 1

If you wish to work with Sort Ascending, you must place the insertion point in the table, first.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
▶	6	Wong	Sei	Chai	Mr Wong Chai C	Taman Maluli	Pahang
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
*	(AutoNumber)						

Step 2

After that, you have to use the mouse to open the Records menu and then click on the Sort sub menu. Later, click at the Sort Ascending option.



Step 3

You're now ready to work with Sort Ascending as shown by the picture below.

	Student ID	First Name	Middle Name	Last Name	Parents Names	Address	City
▶	2	Tan	Seng	Seng	Mr Tan Kui	Taman Sentosa	Ipoh
	3	Keng	Seng	Chat	Mr Keng Kent	Taman Johor	Kedah
	4	Wong	Ah	Fook	Mr Wong Ah Ch	Taman Kempas	Johor
	6	Wong	Sei	Chai	Mr Wong Chai C	Taman Maluli	Pahang
*	(AutoNumber)						

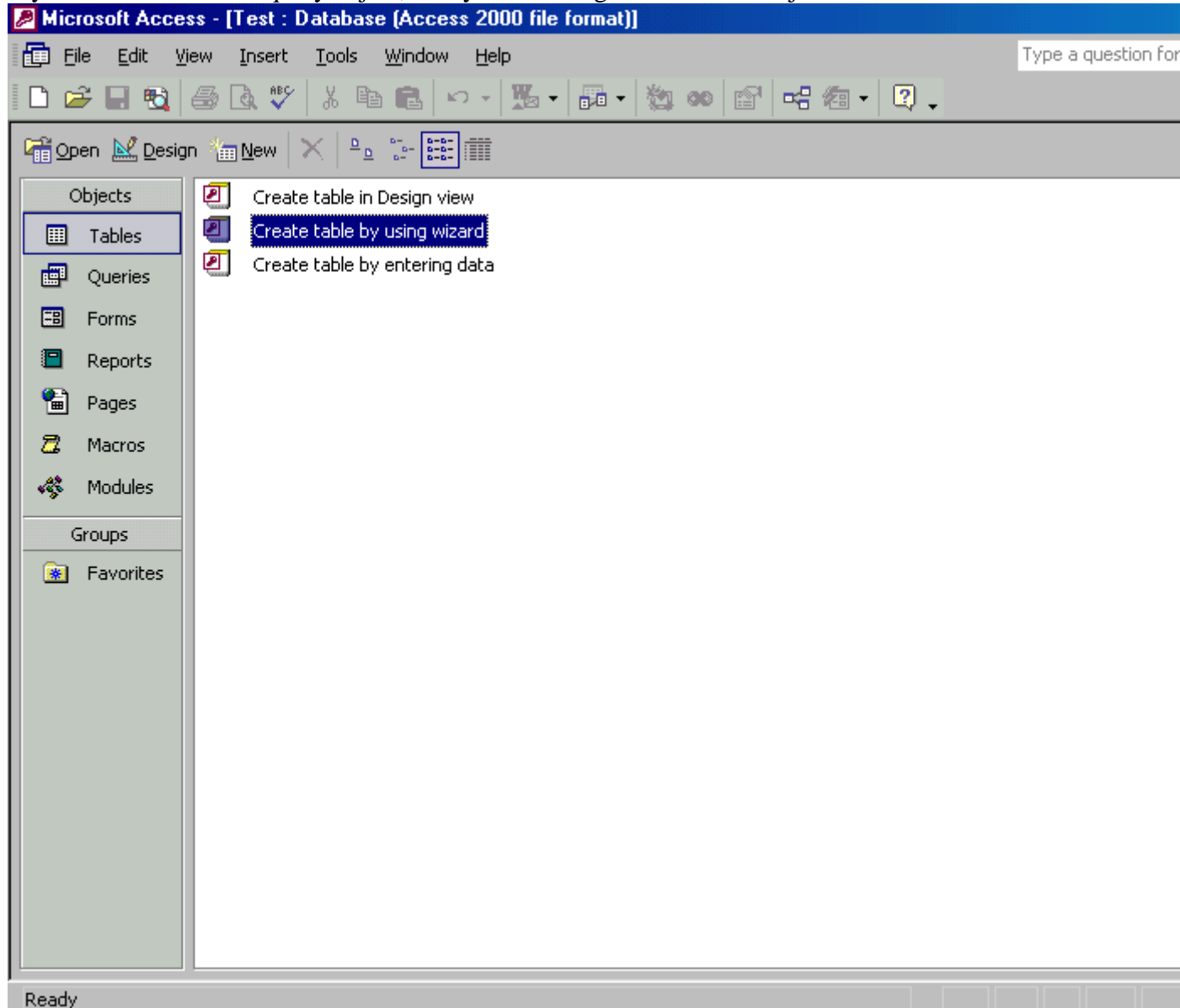
How to work with Query, Form

How to show the query object

To show the query object

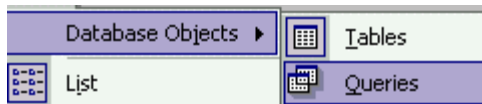
Step 1

If you wish to show the query object, first you have to go to the Table object window.



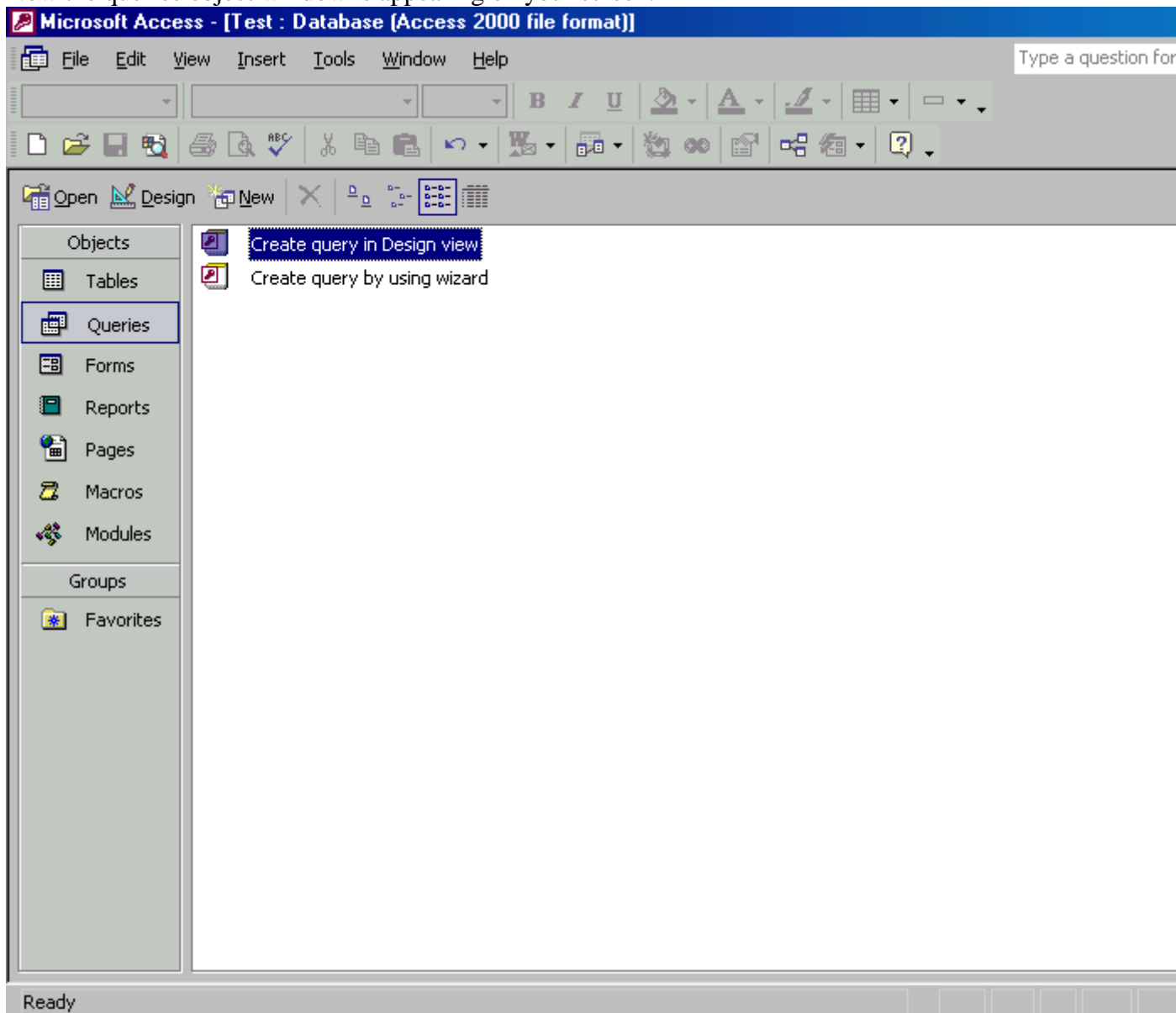
Step 2

After that, you have to use the mouse to open the View menu and then click on the Database Object sub menu. Finally, you have to click on the Queries command as shown by the picture below.



Step 3

Now the queries object window is appearing on your screen.

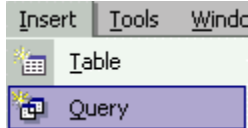


How to create a query

To create a query

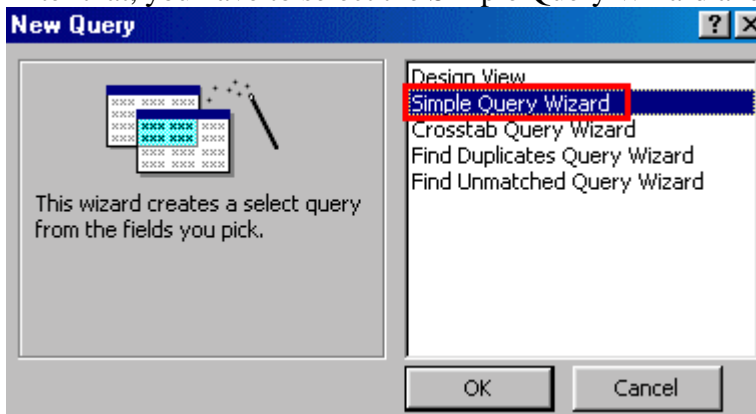
Step 1

If you wish to create a query, first, you have to use the mouse to open the Insert menu and then click the Query command.



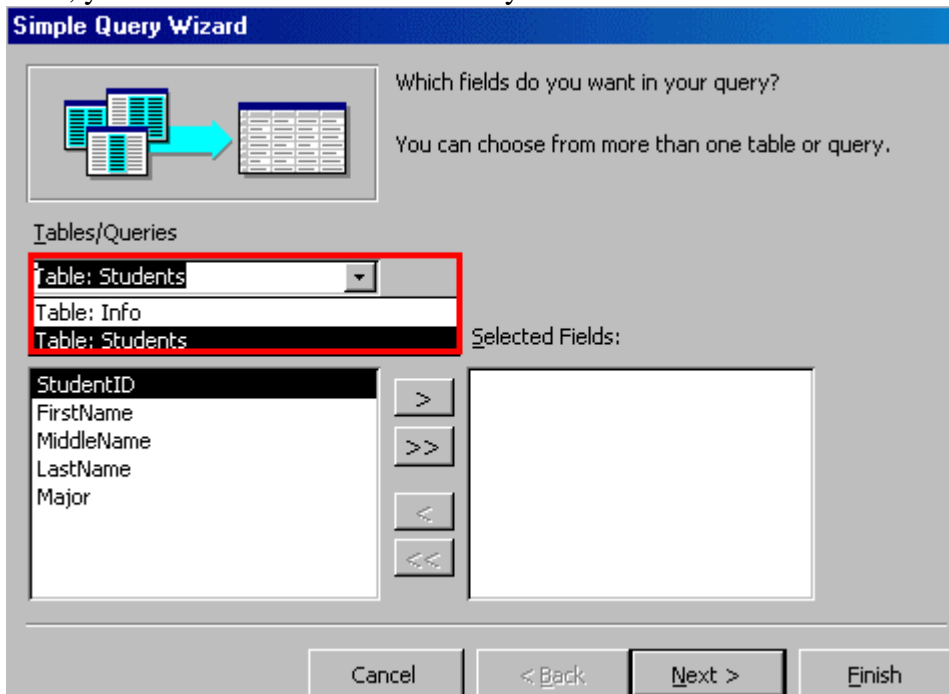
Step 2

After that, you have to select the Simple Query Wizard and then click on the Ok button.



Step 3

Now, you have to select the Table that you want.



Step 4

Later, you have to select the field from the Available Fields and then click on the > button to add the field in the Selected Fields list box.

Simple Query Wizard

Which fields do you want in your query?
You can choose from more than one table or query.

Tables/Queries
Table: Students

Available Fields:

- FirstName
- MiddleName
- LastName
- Major

Selected Fields:

- StudentID

Buttons: >>, <<, <, >

Buttons: Cancel, < Back, Next >, Finish

Step 5

Then, enter the Query name and then click the Finish button as shown by the picture below.

Simple Query Wizard

What title do you want for your query?

Students Query

That's all the information the wizard needs to create your query.

Do you want to open the query or modify the query's design?

☒ Open the query to view information.

☐ Modify the query design.

☐ Display Help on working with the query?

Buttons: Cancel, < Back, Next >, Finish

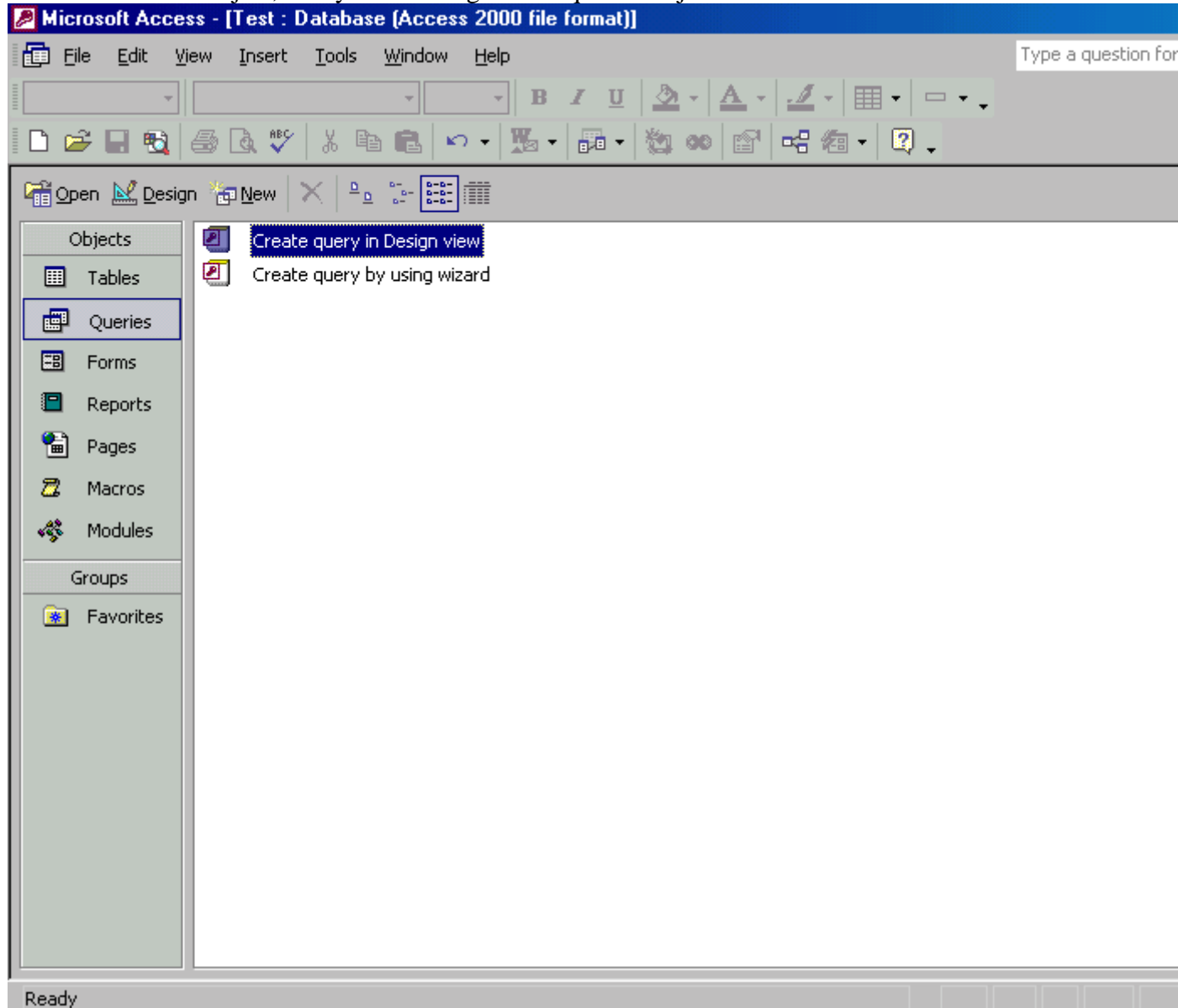
Step 6

	Student ID	First Name	Middle Name	Last Name	Major	Parents Names	Address
▶	1	Wong	Ah	Fook	IT	Wong Seng Cha	Taman Anggerik
	2	Tan	Ah	Leong	Accout	Tan Mu Mei	Taman Kempas
*	(AutoNumber)						

How to show the form object

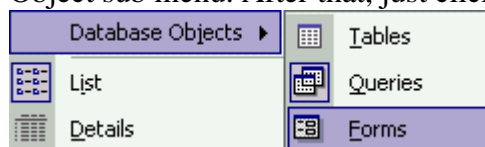
To show the form object

To show the form object, first you have to go to the queries object window.



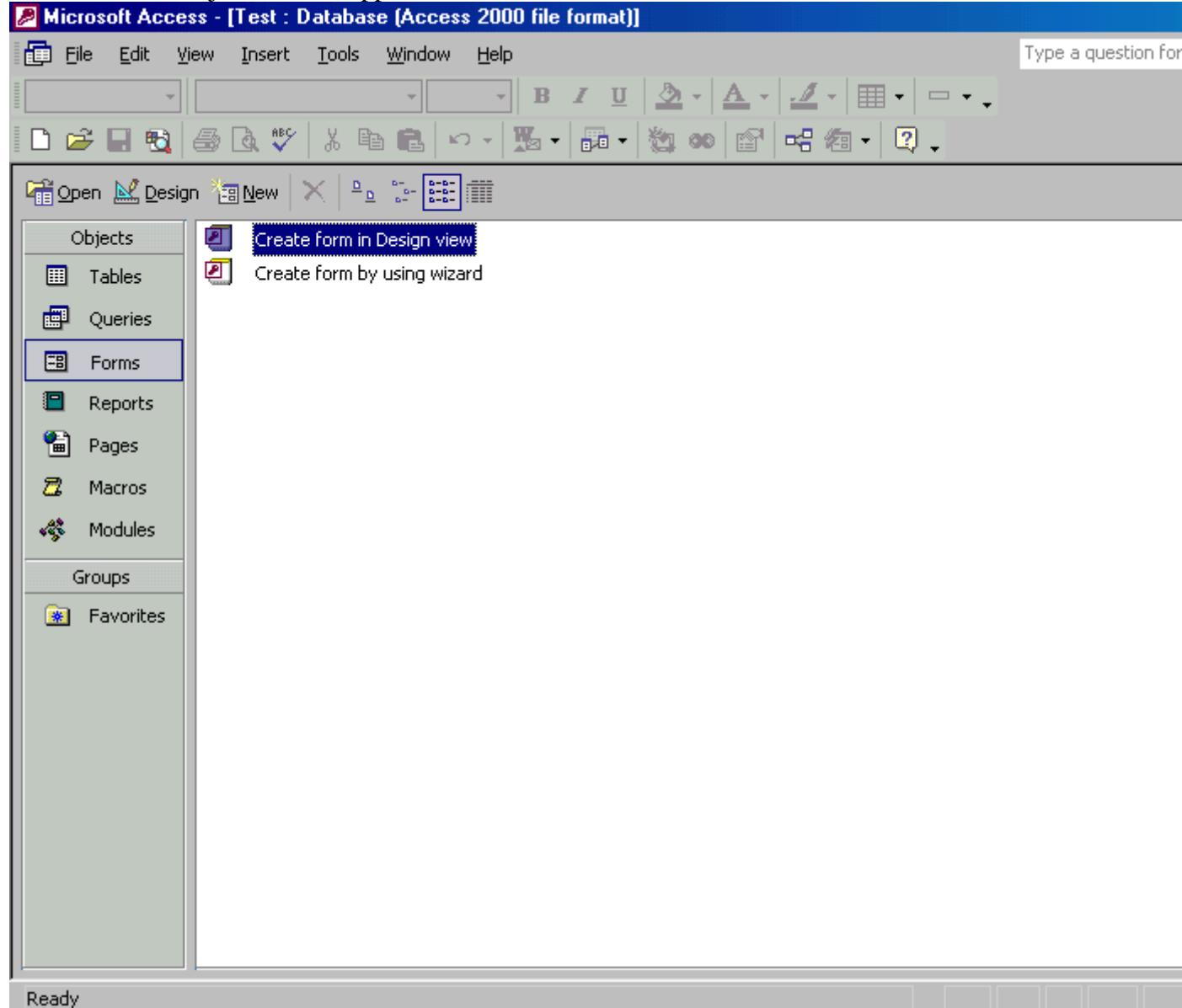
Step 1

Then you have to use the mouse to open the View menu and then click on the Database Object sub menu. After that, just click at the Forms command.



Step 3

Later, the Form object window appears as shown below.

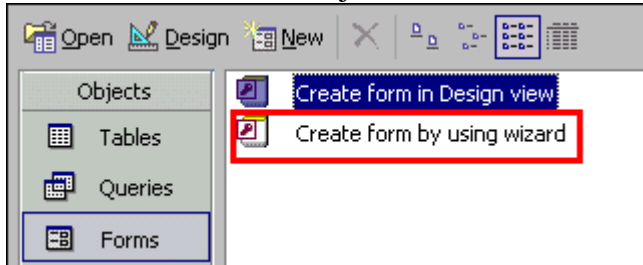


How to create a Form

To create a Form

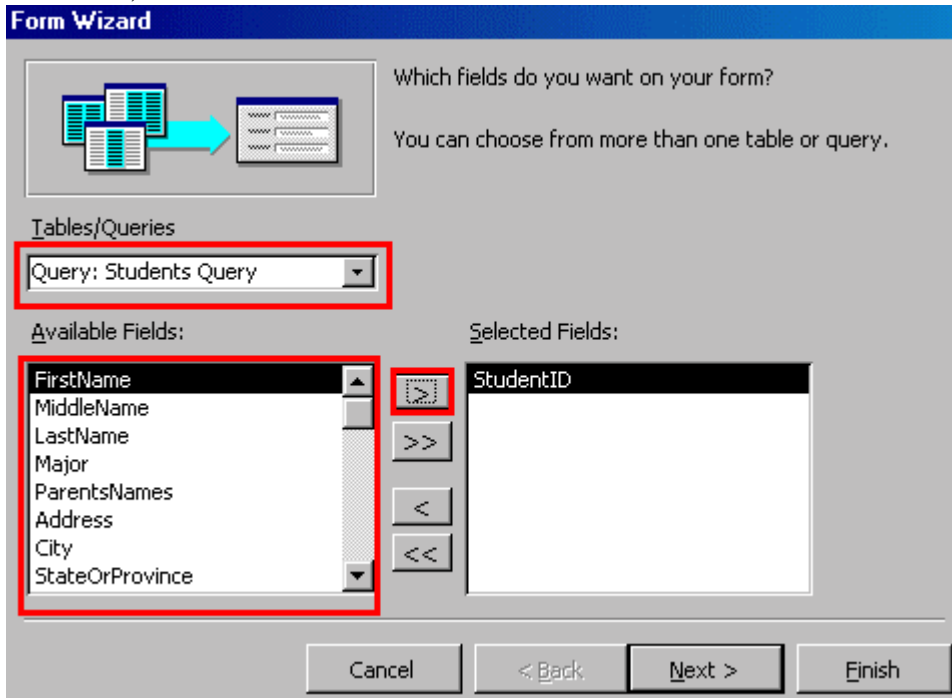
Step 1

If you wish to create a form, first you have to click on the Create form by using wizard command in the Forms object window.



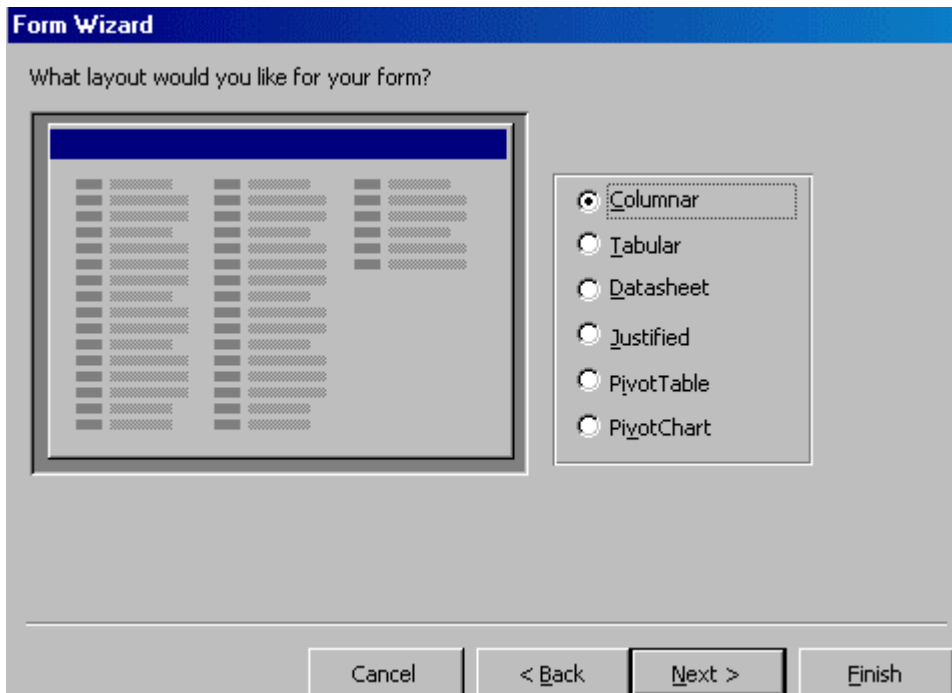
Step 2

After that, select the table and add the field in the Selected Fields list box as follows.



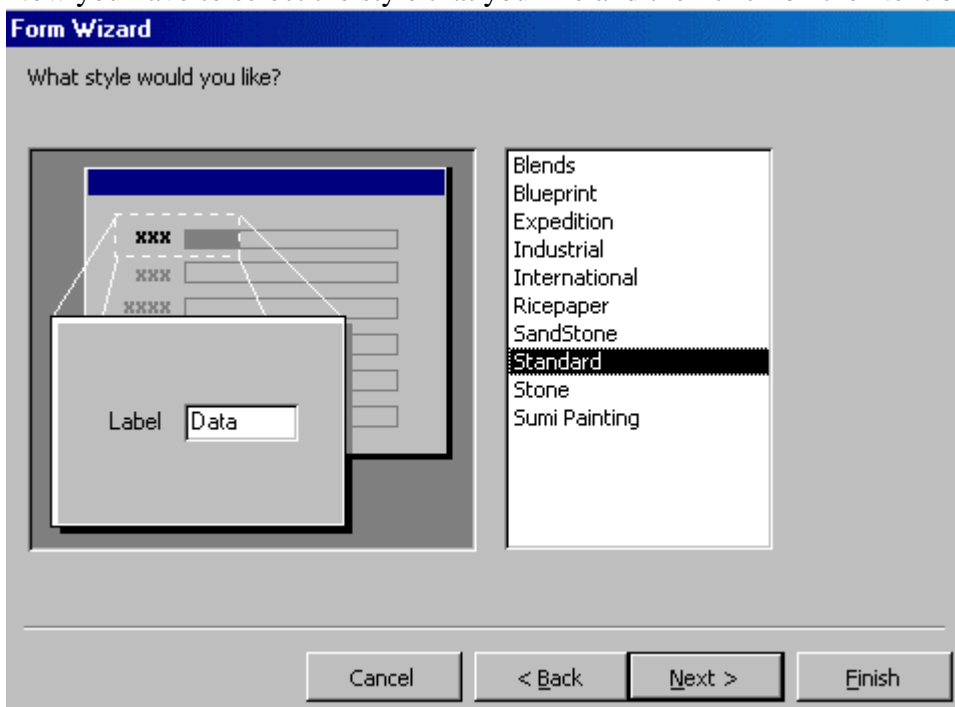
Step 3

Later, you have to select what layout that you want and then click on the Next button.



Step 4

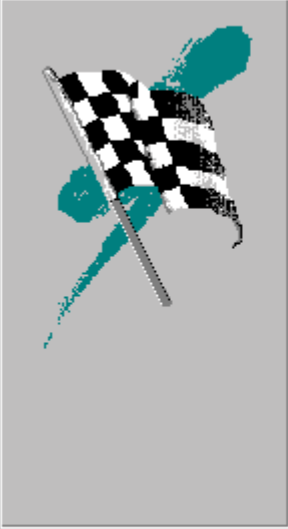
Now you have to select the style that you like and then click on the Next button.



Step 5

Finally, just enter the name of the Form and then click the Finish button.

Form Wizard



What title do you want for your form?

Students Query

That's all the information the wizard needs to create your form.

Do you want to open the form or modify the form's design?

☒ Open the form to view or enter information.

☐ Modify the form's design.

☐ Display Help on working with the form?

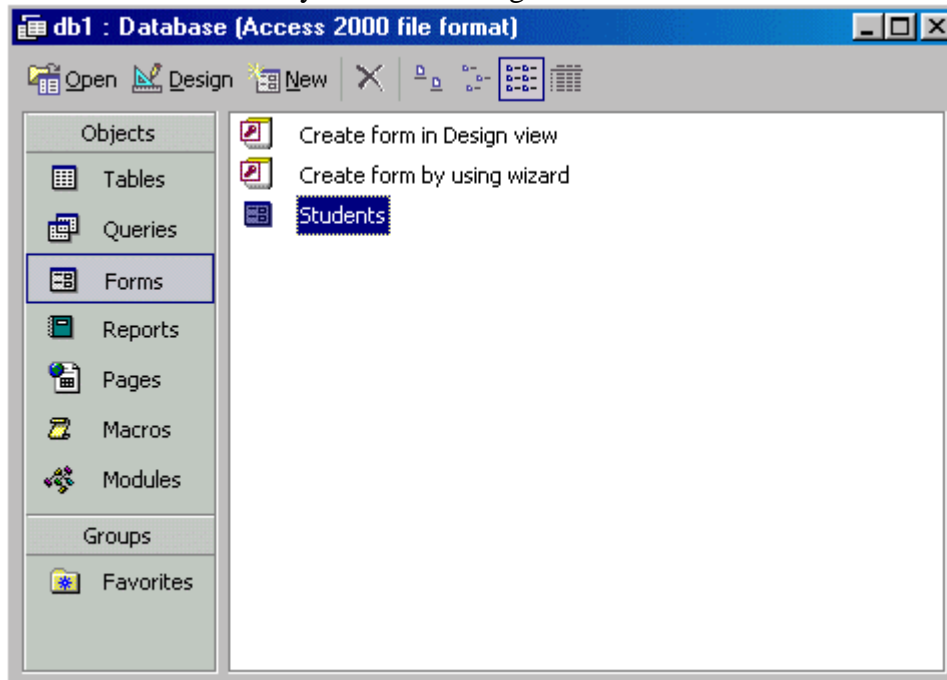
Cancel < Back Next > Finish

How to show the design view of the forms

To show the design view of the forms

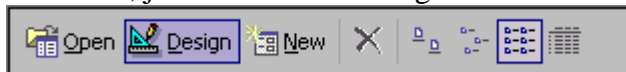
Step 1

If you would like to show the design view of the forms, first, you have to use the mouse to select the Form that you want to design.



Step 2

After that, just click on the Design command from the menu bar.



Step 3

Now you could see that the design form appears as shown by the picture below.

Microsoft Access - [Students Query : Form]

File Edit View Insert Format Tools Window

Type a question for

Form

Students Query

- StudentID
- FirstName
- MiddleName
- LastName
- Major
- ParentsNames
- Address

Form Header

Detail

StudentID	First Name	Middle Name	Last Name
StudentID	FirstName	MiddleName	LastName
Major	Parents Names		
Major	ParentsNames		
Address			
Address			
City	State/Province	Postal Code	Phone Number
City	StateOrProvince	PostalCode	PhoneNumber
Email Name			
EmailName			

Form Footer

Design View

How to create go to First record command button

To create go to First record command button

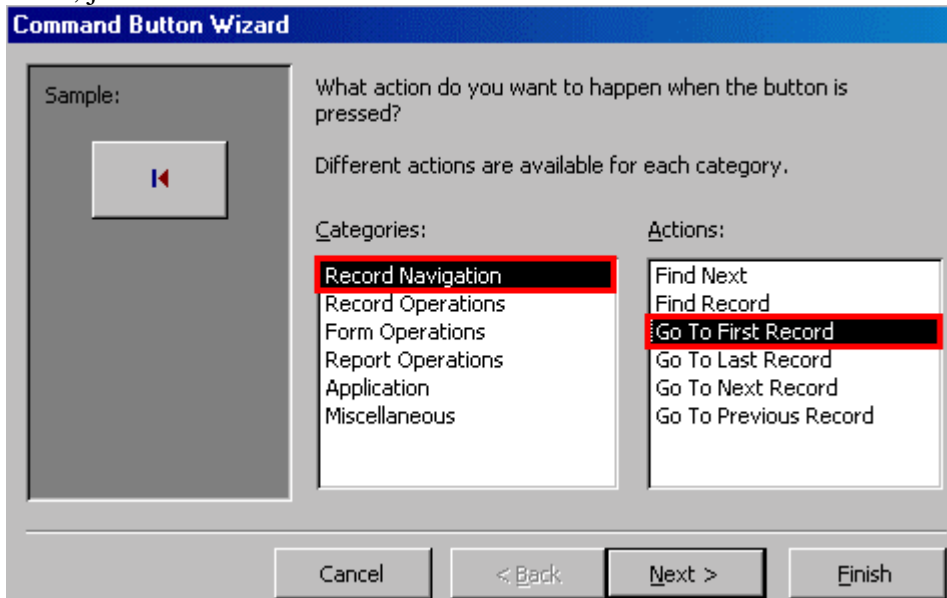
Step 1

The first thing to do if you would like to go to First Record command button is to click the Command Button in the toolbox.



Step 2

After that, you have to place the command button in the forms. Then, choose the Record Navigation in the Categories and then select the Go To First Record in the Action list. Later, just click on the Next button.



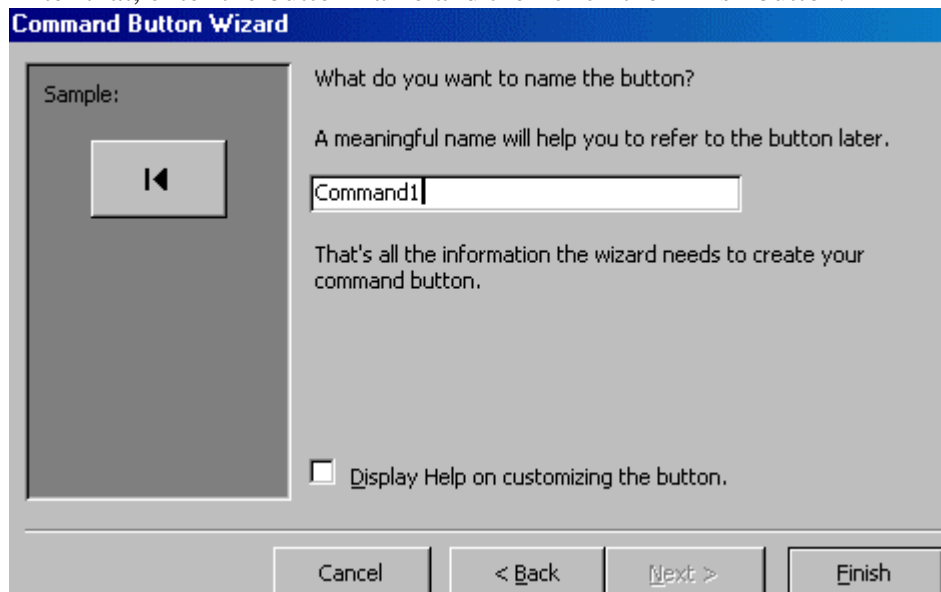
Step 3

You can use the text or picture displayed on the button and then, just clicks the Next button.



Step 4

After that, enter the button name and then click the Finish button.



Step 5

This below picture will appear on your screen after you have clicked the Finish button.

Student ID	First Name	Middle Name	Last Name
StudentID	FirstName	MiddleName	LastName
Major	Parents Names		
Major	ParentsNames		
Address			
Address			
City	State/Province	Postal Code	Phone Number
City	StateOrProvince	PostalCode	PhoneNumber
Email Name			
EmailName			

How to create the Go To Previous button

To create the Go To Previous button

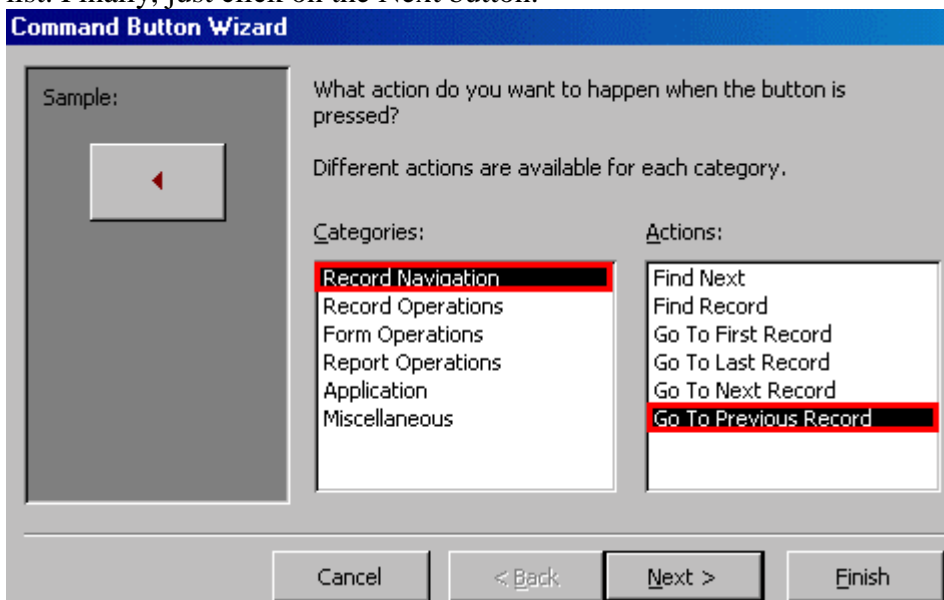
Step 1

To create the Go To Previous button, first you have to click on the Command Button in the toolbox.



Step 2

After that, just place the command button in the forms. Then, select the Record Navigation in the Categories and later, choose the Go To Previous Record in the Action list. Finally, just click on the Next button.



Step 3

Now you're able to preview the button.

Detail

Student ID	First Name	Middle Name	Last Name
StudentID	FirstName	MiddleName	LastName
Major	Parents Names		
Major	ParentsNames		
Address			
Address			
City	State/Province	Postal Code	Phone Number
City	StateOrProvince	PostalCode	PhoneNumber
Email Name			
EmailName			

How to create a Go To Next Record button

To create a Go To Next Record button

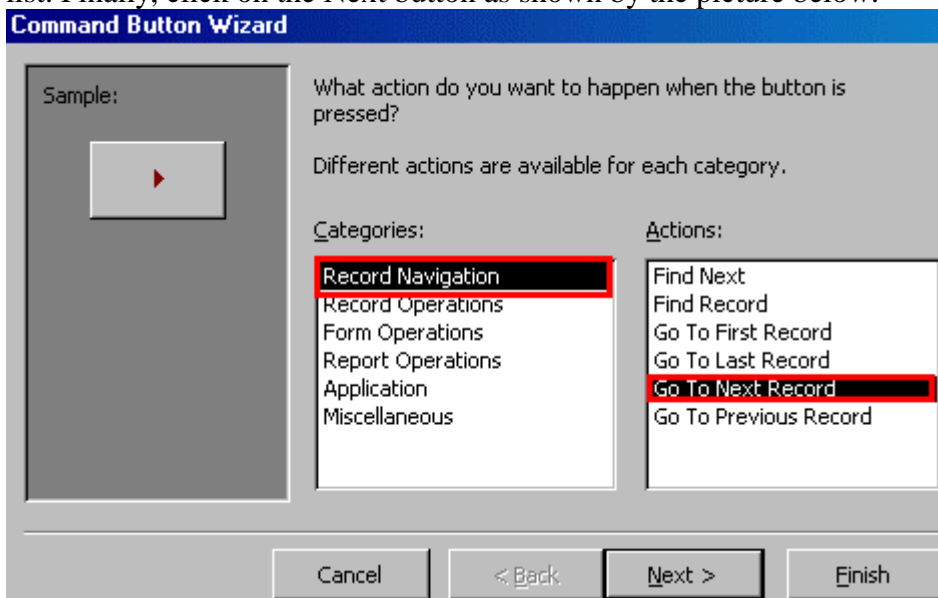
Step 1

To create a Go To Next Record button, first, you have to click the Command Button in the toolbox.



Step 2

After that, you have to place the command button in the forms. Then, select the Record Navigation in the Categories and later choose the Go To Next Record from the Action list. Finally, click on the Next button as shown by the picture below.



Step 3

Now you can see that the Go To Next Record button has been created.

Student ID	First Name	Middle Name	Last Name
StudentID	FirstName	MiddleName	LastName
Major	Parents Names		
Major	ParentsNames		
Address			
Address			
City	State/Province	Postal Code	Phone Number
City	StateOrProvince	PostalCode	PhoneNumber
Email Name			
EmailName			

How to create a Go To Last Record button

To create a Go To Last Record button

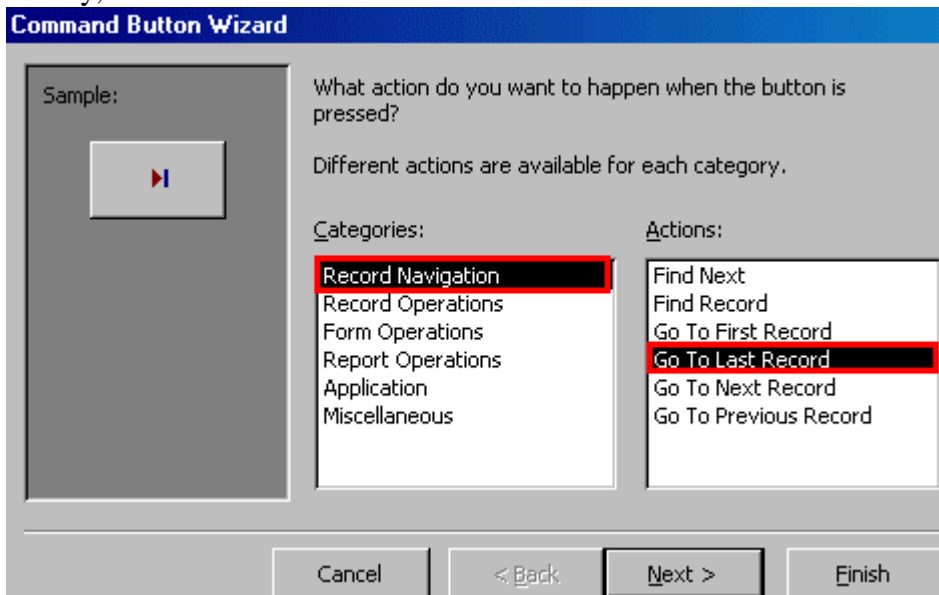
Step 1

To create a Go To Last Record button, first you have to click the Command Button in the toolbox.



Step 2

After that, you have to place the command button in the forms. Then, choose the Record Navigation in the Categories and later select the Go To Last Record in the Action list. Finally, click on the Next button.



Step 3

Now you can see that the Go To Last Record button has been created.

Student ID	First Name	Middle Name	Last Name
StudentID	FirstName	MiddleName	LastName
Major	Parents Names		
Major	ParentsNames		
Address			
Address			
City	State/Province	Postal Code	Phone Number
City	StateOrProvince	PostalCode	PhoneNumber
Email Name			
EmailName			

How to create the Add New Record button

To create the Add New Record button

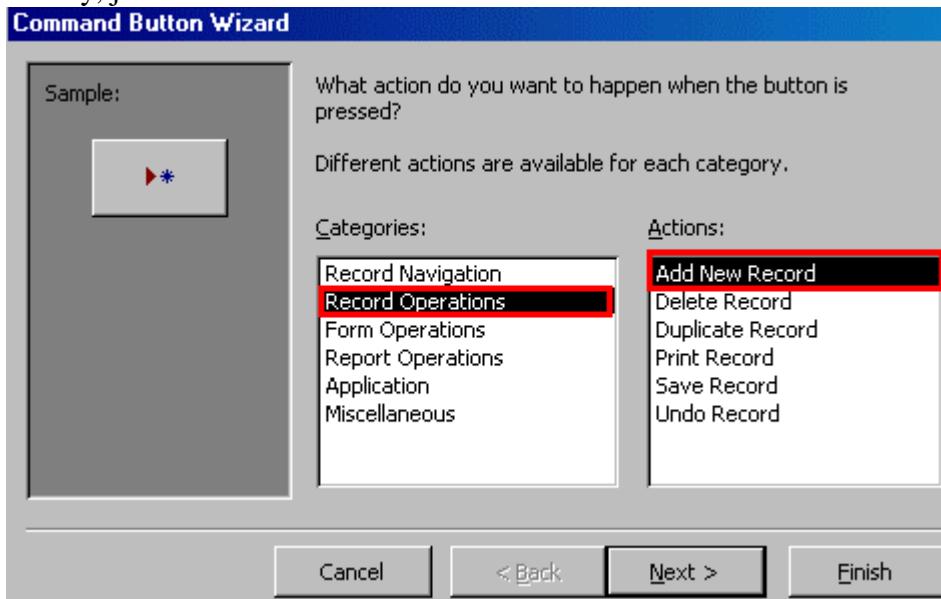
Step 1

To create the Add New Record button, first you have to click on the Command Button in the toolbox.



Step 2

After that, place the command button in the forms. Later, you have to choose the Record Operations in the Categories and then select the Add New Record in the Action list. Finally, just click the Next button.



Step 3

Now you can see that the Add New Record button has been created.

Student ID	First Name	Middle Name	Last Name
StudentID	FirstName	MiddleName	LastName
Major	Parents Names		
Major	ParentsNames		
Address			
Address			
City	State/Province	Postal Code	Phone Number
City	StateOrProvince	PostalCode	PhoneNumber
Email Name			
EmailName			
<div> <div>⏮</div> <div>⏪</div> <div>⏩</div> <div>⏭</div> <div>➤*</div> </div>			

How to create a Save Record button

To create a Save Record button

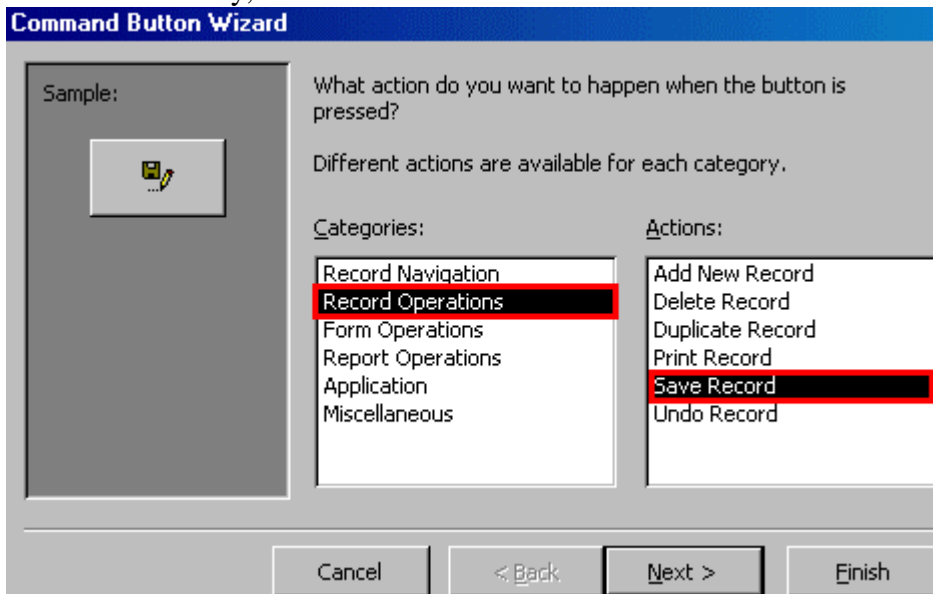
Step 1

To create a Save Record button, first you have to click the Command Button in the toolbox.



Step 2

After that, you have to place the command button in the forms. Later, you have to choose the Record Operations option in the Categories and then select the Save Record in the Action list. Finally, click the Next button.



Step 3

Now you can see that the Save Record button has been created.

Student ID	First Name	Middle Name	Last Name
StudentID	FirstName	MiddleName	LastName
Major	Parents Names		
Major	ParentsNames		
Address			
Address			
City	State/Province	Postal Code	Phone Number
City	StateOrProvince	PostalCode	PhoneNumber
Email Name			
EmailName			

How to create a Find Record button

To create a Find Record button

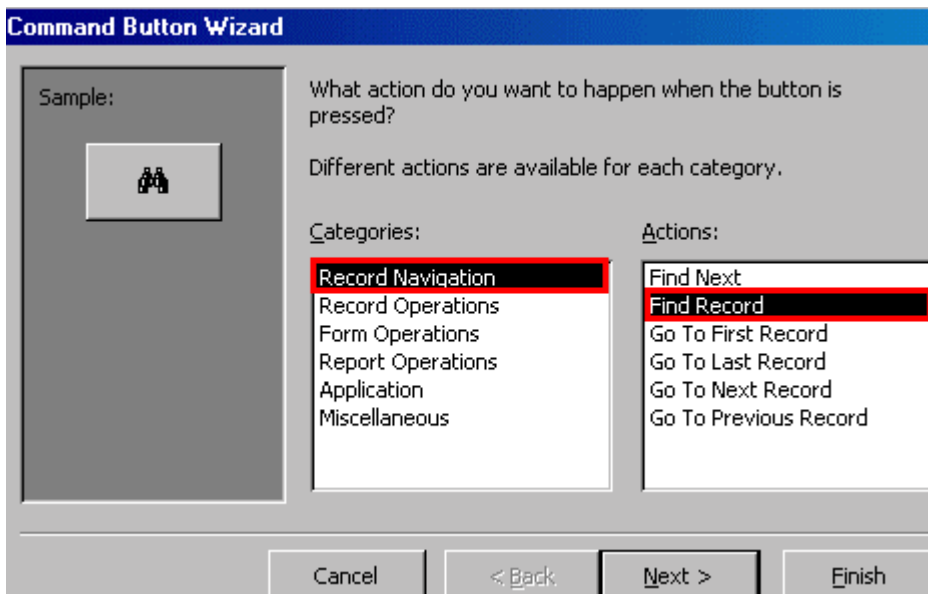
Step 1

If you wish to create a Find Record button, the first thing to do is to click the Command Button in the toolbox.



Step 2

After that, place the command button in the forms. Later, select the Record Navigation option in the Categories and then choose the Find Record in the Action list. Finally, click the Next button.



Step 3

Now you can see that the Find Record button has been created.

Student ID	First Name	Middle Name	Last Name
StudentID	FirstName	MiddleName	LastName
Major	Parents Names		
Major	ParentsNames		
Address			
Address			
City	State/Province	Postal Code	Phone Number
City	StateOrProvince	PostalCode	PhoneNumber
Email Name			
EmailName			

How to create a Delete Record

To create a Delete Record

Step 1

To create a Delete Record Button, you have to click on the Command Button in the toolbox, first.



Step 2

After that, you have to place the command button in the forms. Later, select the Record Operations in the Categories and then choose the Delete Record option in the Action list. Finally, click on the Next button.



Step 3

Now you can see that the Delete Record button has been created.

Student ID	First Name	Middle Name	Last Name
StudentID	FirstName	MiddleName	LastName
Major	Parents Names		
Major	ParentsNames		
Address			
Address			
City	State/Province	Postal Code	Phone Number
City	StateOrProvince	PostalCode	PhoneNumber
Email Name			
EmailName			

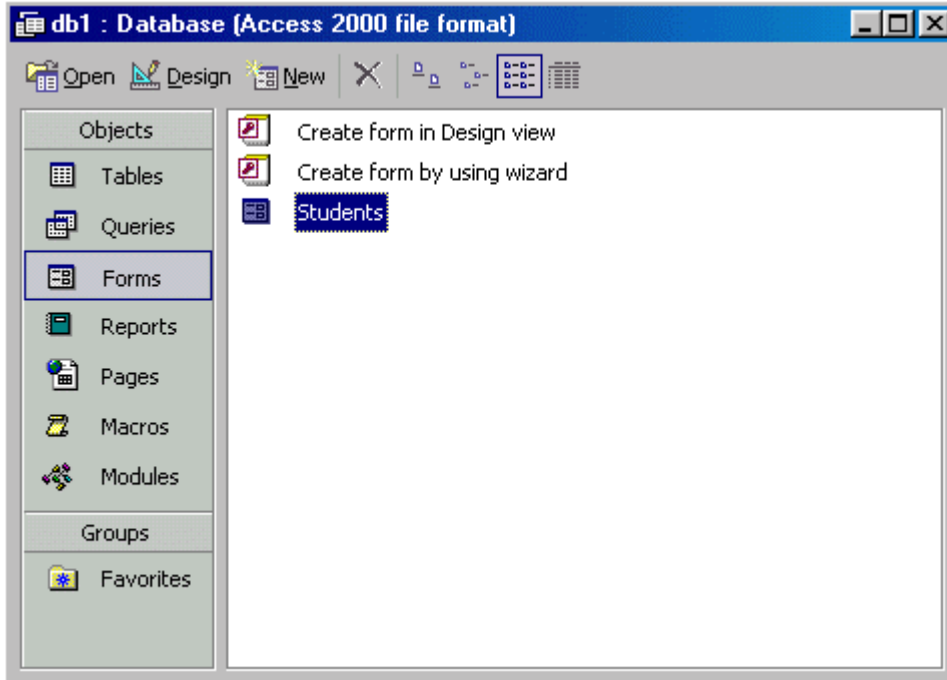
How to work with Report

How to show Report Object

To show Report Object

Step 1

To show the Report Object, first, you have to open the Form object window.



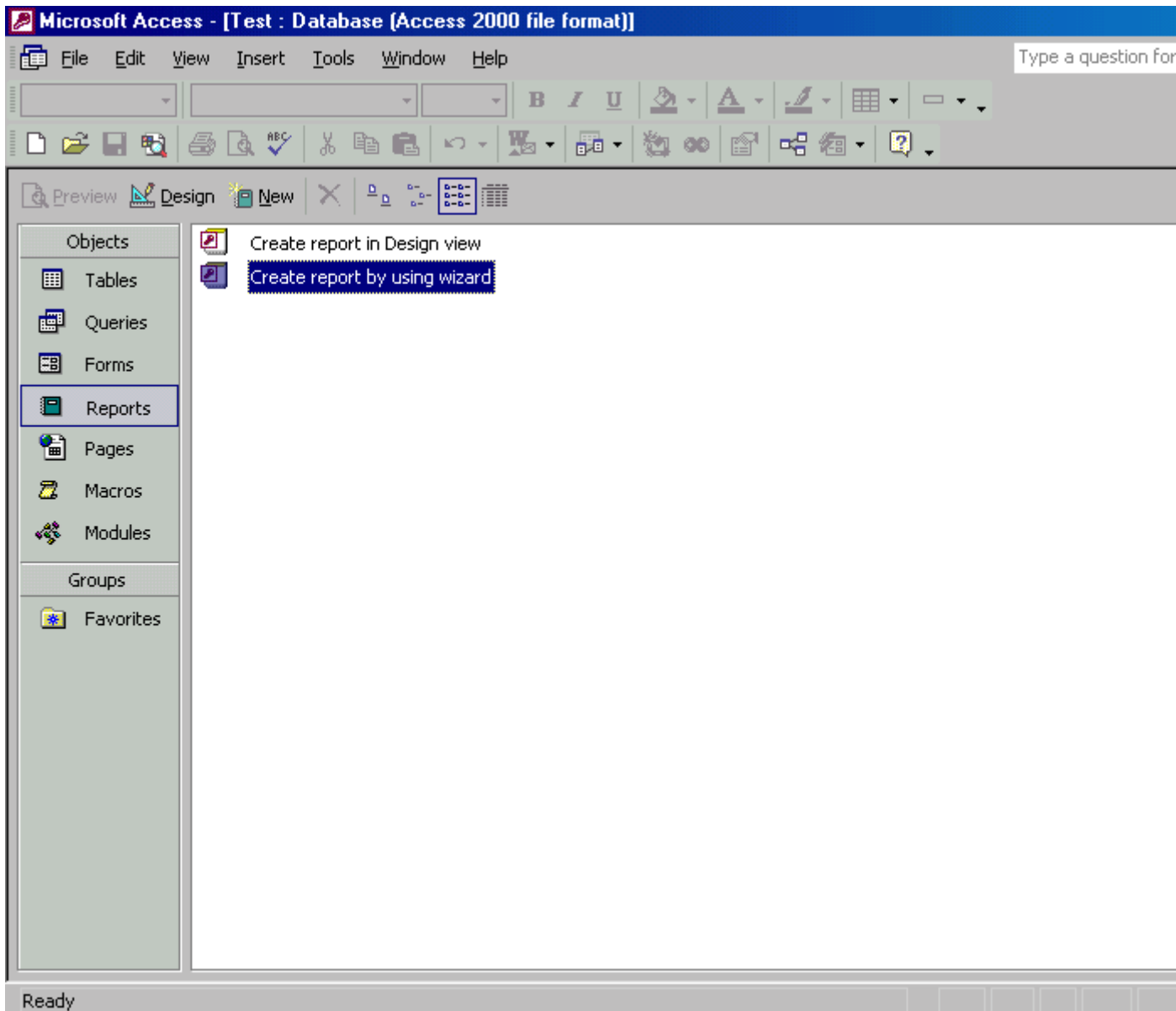
Step 2

After that, use the mouse to open the View menu and then click at the Database Object sub menu. Now, you have to click on the Reports command.



Step 3

Now you could see that the reports window has appeared.

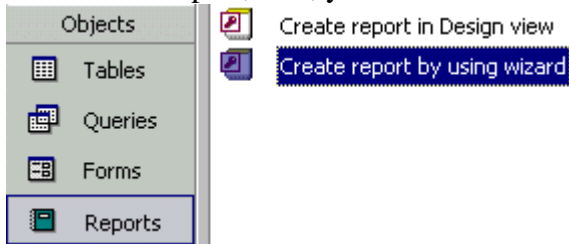


How to create a Report

To create a Report

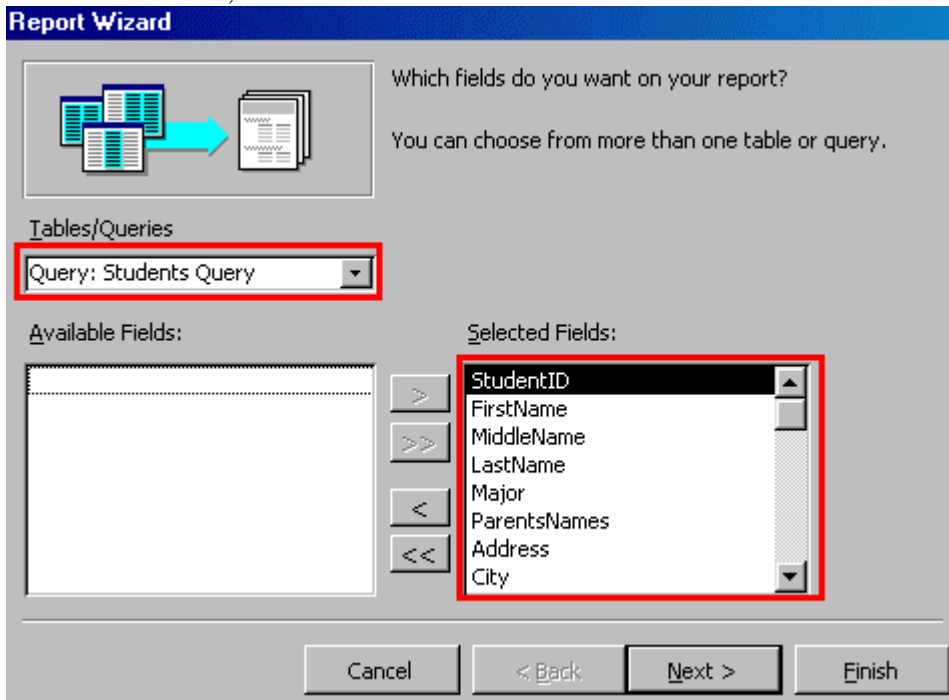
Step 1

To create a Report, first, you have to click on the Create report by using wizard option.



Step 2

After that, select the table that you want and then add the field in the Selected Fields from the list box. Now, click on the Next button.



Step 3

Just follow the wizard, step by step to finish the setting.

Students Query

Student ID	First Name	Middle Name	Last Name	Major
1	Wong	Ch	Fook	IT
2	Tan	Ch	Long	Account
3	Chong	Shen	Chen	HS

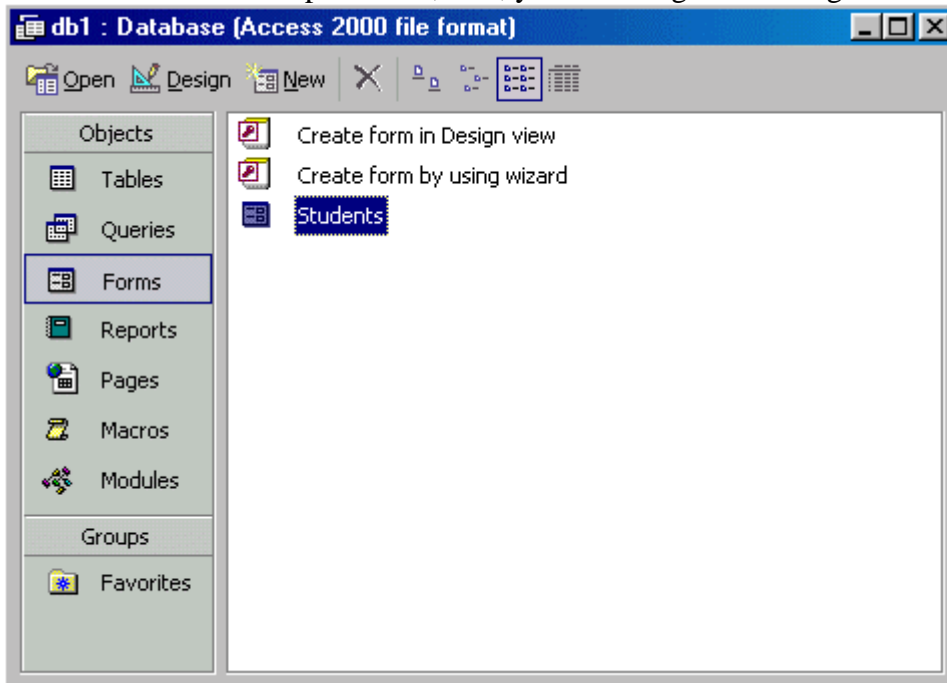
Tuesday, May 13, 2014

How to show the Relationships window

To show the Relationships window

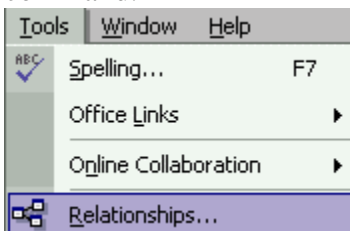
Step 1

To show the relationship window, first, you have to go to the original window view.



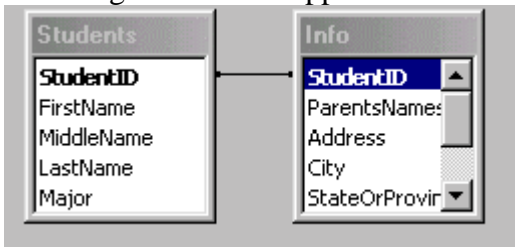
Step 2

After that, just use the mouse to open the Tools menu and then click on the Relationships command.



Step 3

The image below will appear as soon as you have chosen the Relationships command.

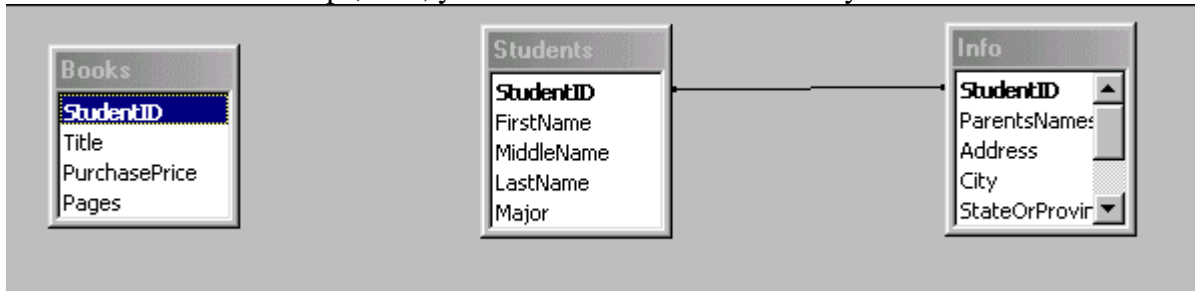


How to create the Relationships

To create the Relationships

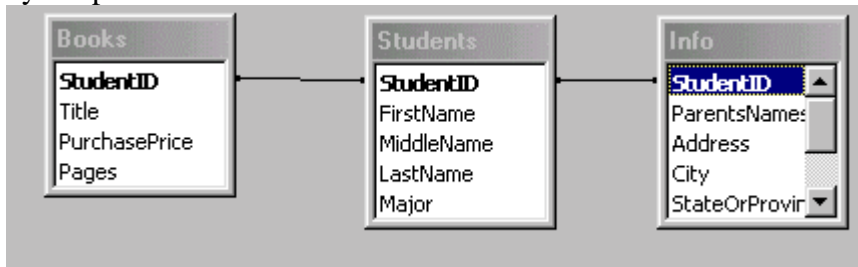
Step 1

To create the Relationships, first, you have to select the field that you want to create.



Step 2

Then, you have to use the mouse to drag and draw the line to connect the table as shown by the picture below.



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