Microsoft Access 2002 for Windows

Handout: 1

In this series of four handouts we will provide information to help you get started using Microsoft Access. This program has many capabilities and these handouts only provide a brief introduction!

1.   Planning the Database

In creating a new database, the most important step is planning and considering what you want to be able to do. Take your time with this step. Sketch out your ideas and share them with others. The answers to these questions will help determine what you can and cannot accomplish with your database. You will need to consider:

<u>What is the smallest unit you want information on?</u> For example, do you want to have information on each class or on each individual in the class? Each record will hold information on this unit.

<u>What pieces of information do you need to keep?</u> Be practical and think about what you have time to deal with. Also consider how you will keep track of changes in the information. How will you know when information needs to be updated?

<u>In what form should you store the information (numbers, text, dates)?</u> You should store numbers that are not used in computations (+,-,",/) as text fields. For example, you wouldn't add telephone numbers or zip codes, so those should be stored as text.

<u>Which specific fields do you need?</u> For example, do you want just a Name field or do you want a First Name and Last Name field so that sorting can more easily be done alphabetically by last name.

<u>Can information stored in one table be linked to another?</u> For example, if you need information on a person's department, a list of departments can be stored in one table and then linked to an individual.

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Table of Contents Review Pack Ms Access 2002 Illustratd 2nd Course And Complete

1. Understanding the eBook Review Pack Ms Access 2002 Illustratd 2nd Course And Complete
    - The Rise of Digital Reading Review Pack Ms Access 2002 Illustratd 2nd Course And Complete
    - Advantages of eBooks Over Traditional Books
2. Identifying Review Pack Ms Access 2002 Illustratd 2nd Course And Complete
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an Review Pack Ms Access 2002 Illustratd 2nd Course And Complete
    - User-Friendly Interface
4. Exploring eBook Recommendations from Review Pack Ms Access 2002 Illustratd 2nd Course And Complete
    - Personalized Recommendations
    - Review Pack Ms Access 2002 Illustratd 2nd Course And Complete User Reviews and Ratings
    - Review Pack Ms Access 2002 Illustratd 2nd Course And Complete and Bestseller Lists

5. Accessing Review Pack Ms Access 2002 Illustratd 2nd Course And Complete Free and Paid eBooks
   - Review Pack Ms Access 2002 Illustratd 2nd Course And Complete Public Domain eBooks
   - Review Pack Ms Access 2002 Illustratd 2nd Course And Complete eBook Subscription Services
   - Review Pack Ms Access 2002 Illustratd 2nd Course And Complete Budget-Friendly Options
6. Navigating Review Pack Ms Access 2002 Illustratd 2nd Course And Complete eBook Formats
   - ePub, PDF, MOBI, and More
   - Review Pack Ms Access 2002 Illustratd 2nd Course And Complete Compatibility with Devices
   - Review Pack Ms Access 2002 Illustratd 2nd Course And Complete Enhanced eBook Features
7. Enhancing Your Reading Experience
   - Adjustable Fonts and Text Sizes of Review Pack Ms Access 2002 Illustratd 2nd Course And Complete
   - Highlighting and Note-Taking Review Pack Ms Access 2002 Illustratd 2nd Course And Complete
   - Interactive Elements Review Pack Ms Access 2002 Illustratd 2nd Course And Complete
8. Staying Engaged with Review Pack Ms Access 2002 Illustratd 2nd Course And Complete
   - Joining Online Reading Communities
   - Participating in Virtual Book Clubs
   - Following Authors and Publishers Review Pack Ms Access 2002 Illustratd 2nd Course And Complete
9. Balancing eBooks and Physical Books Review Pack Ms Access 2002 Illustratd 2nd Course And Complete
   - Benefits of a Digital Library
   - Creating a Diverse Reading Collection Review Pack Ms Access 2002 Illustratd 2nd Course And Complete
10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
11. Cultivating a Reading Routine Review Pack Ms Access 2002 Illustratd 2nd Course And Complete
    - Setting Reading Goals Review Pack Ms Access 2002 Illustratd 2nd Course And Complete
    - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Review Pack Ms Access 2002 Illustratd 2nd Course And Complete
    - Fact-Checking eBook Content of Review Pack Ms Access 2002 Illustratd 2nd Course And Complete
    - Distinguishing Credible Sources
13. Promoting Lifelong Learning

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