

Access 2000 Tutorial

Getting Started

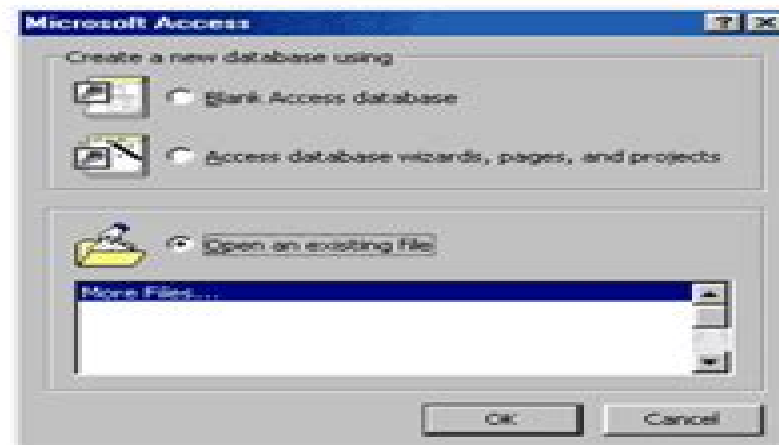
A Few Terms

These words are used often in Access so you will want to become familiar with them before using the program and this tutorial.

- A **database** is a collection of related information.
- An **object** is a competition in the database such as a table, query, form, or macro.
- A **table** is a grouping of related data organized in fields (columns) and records (rows) on a datasheet. By using a common field in two tables, the data can be combined. Many tables can be stored in a single database.
- A **field** is a column on a datasheet and defines a data type for a set of values in a table. For a mailing list table might include fields for first name, last name, address, city, state, zip code, and telephone number.
- A **record** is a row on a datasheet and is a set of values defined by fields. In a mailing list table, each record would contain the data for one person as specified by the intersecting fields.
- **Design View** provides the tools for creating fields in a table.
- **Datasheet View** allows you to update, edit, and delete information from a table.

Getting Started

After opening Access, you will be presented with the window shown below. Select one of the first two options if you are creating a new database, or the third if you want to edit an existing database. All three choices are explained in detail below.



Blank Access database

- Unlike Word documents, Excel worksheets, and Power Point presentations, you must save an Access database before you start working on it. After selecting "Blank Access database", you will

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