



CPSC203 – Introduction to Problem Solving and Using Application Software

Winter 2010

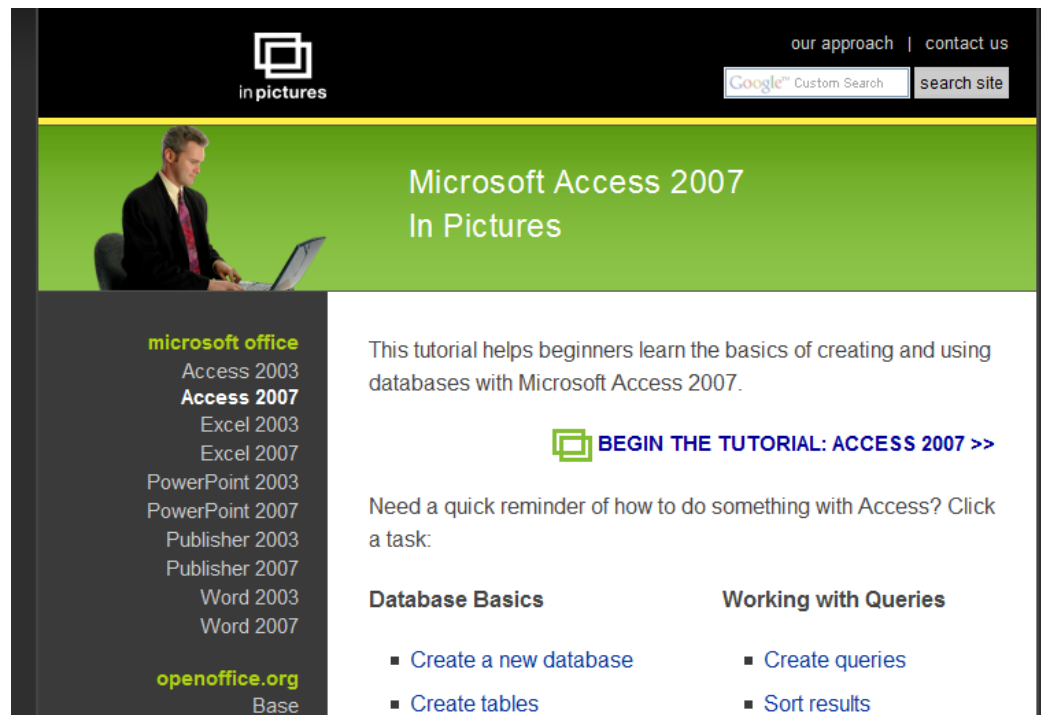
Tutorial 8: Mehrdad Nurolahzade

Introduction

- Create a new database
- Create a table
- Create a record in a table
- Create a form with Form Wizard
- Create a query with Simple Query Wizard
- Create a report with Report Wizard

Microsoft Access 2007 in Pictures

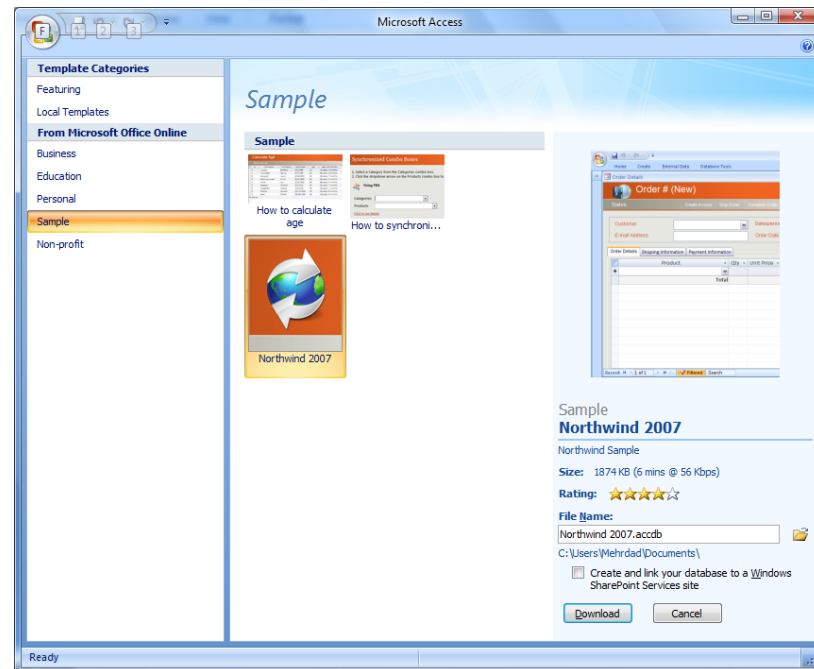
<http://inpics.net/access07.html>



The screenshot shows the 'in pictures' website interface. At the top, there is a navigation bar with the 'in pictures' logo, links for 'our approach' and 'contact us', and a search bar with 'Google Custom Search' and 'search site' buttons. The main content area has a green header with the text 'Microsoft Access 2007 In Pictures' and an image of a man working on a laptop. Below the header, there is a sidebar with a list of 'microsoft office' products (Access 2003, Access 2007, Excel 2003, Excel 2007, PowerPoint 2003, PowerPoint 2007, Publisher 2003, Publisher 2007, Word 2003, Word 2007) and 'openoffice.org' products (Base). The main content area contains a paragraph: 'This tutorial helps beginners learn the basics of creating and using databases with Microsoft Access 2007.' followed by a button labeled 'BEGIN THE TUTORIAL: ACCESS 2007 >>'. Below this, there is a section titled 'Need a quick reminder of how to do something with Access? Click a task:' with two columns of tasks: 'Database Basics' (Create a new database, Create tables) and 'Working with Queries' (Create queries, Sort results).

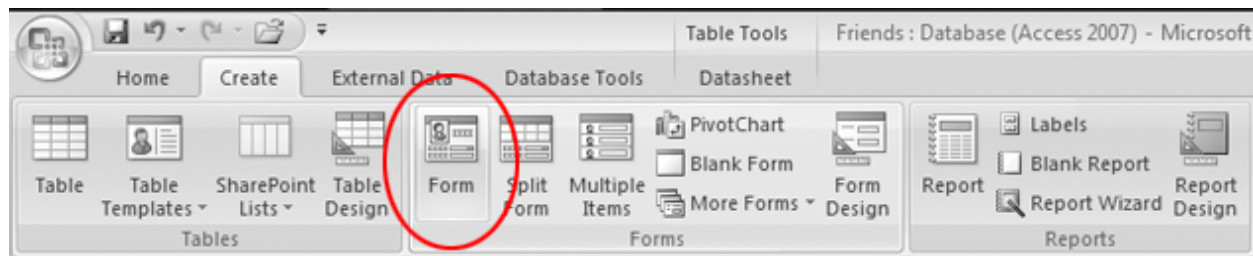
Northwind 2007

1. Choose *Northwind 2007* from online samples
2. Select destination folder
3. Click Download



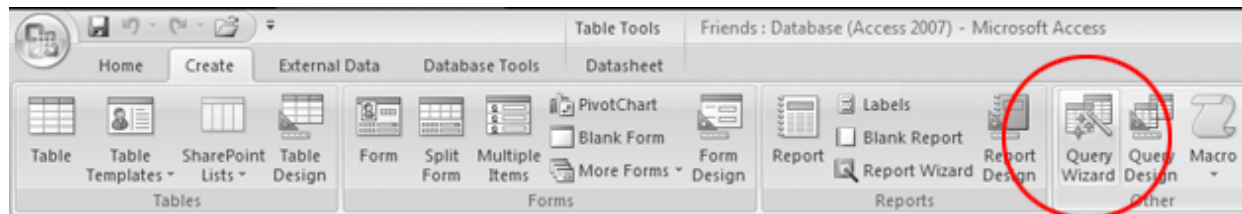
Creating Forms

- Forms are the interface to tables that allow you to create, retrieve, modify and delete information.



Creating Queries

- Queries are a way to retrieve specific information from a database.
- You can think of queries as asking the database questions about the data, for example
 - How many of my customers live in Alberta?
 - Which products sold well this month and what was their quantity and price?



Creating Reports

- Reports are a way to present information in a professional manner that is easy to read and understand.

