CPSC203 – Introduction to Problem Solving and Using Application Software
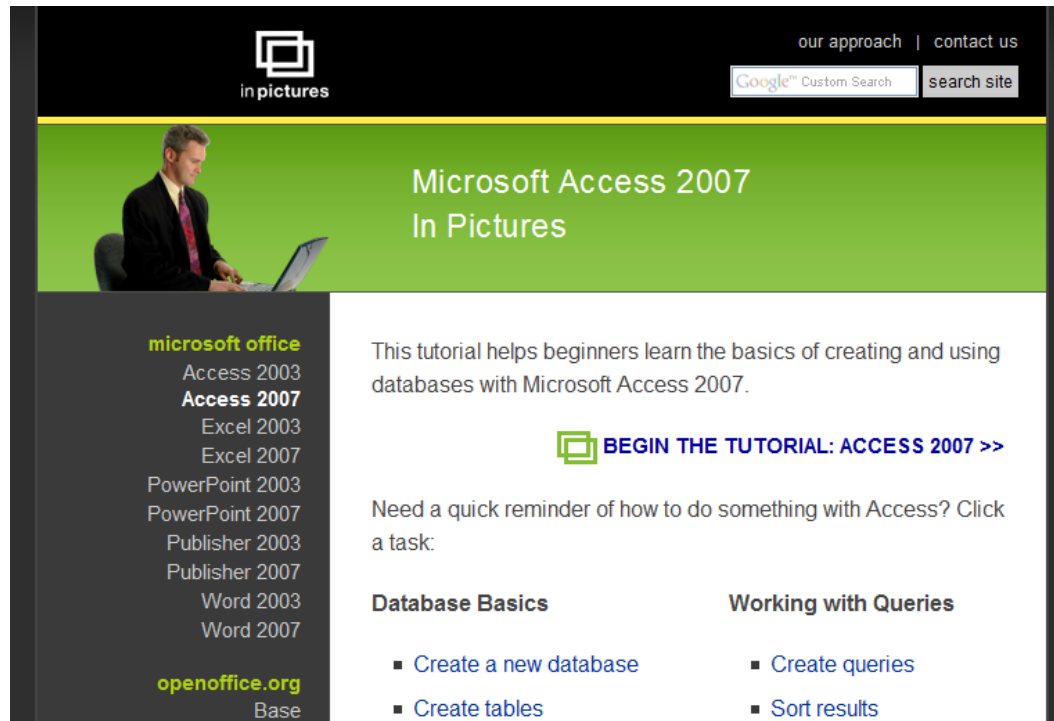
Fall 2009

Tutorial 25, 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
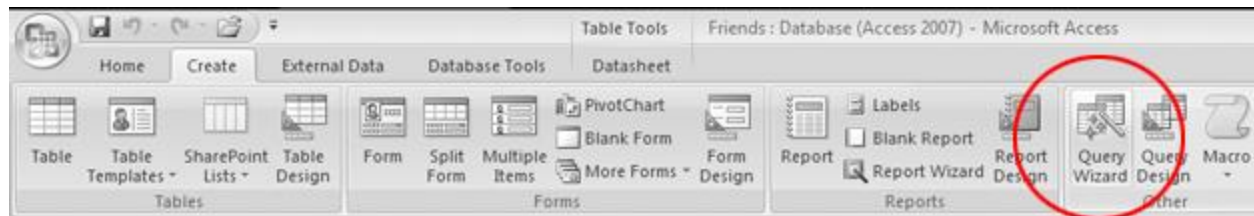
Creating Forms

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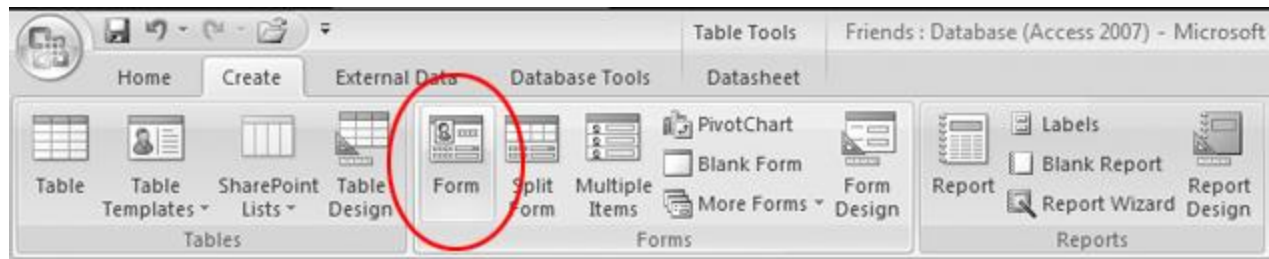
Creating Queries

- 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.
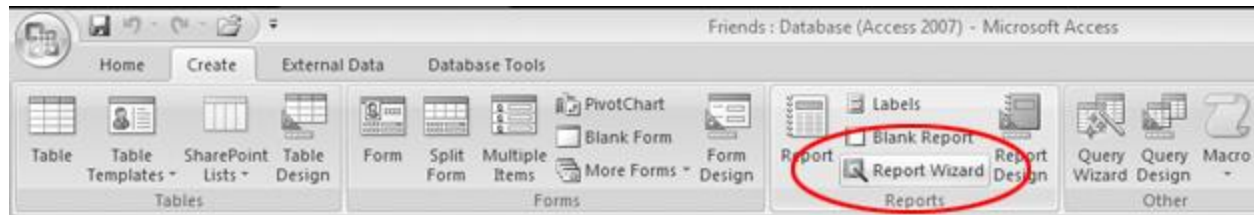
Northwind 2007

1. Choose *Northwind 2007* from online samples

2. Select destination folder

3. Click Download