

# Computer Applications for Managers

## Microsoft Access Basic Skills Guided Notes

### Creating Databases

Method 1: Welcome Screen

Method 2: File Menu Navigation

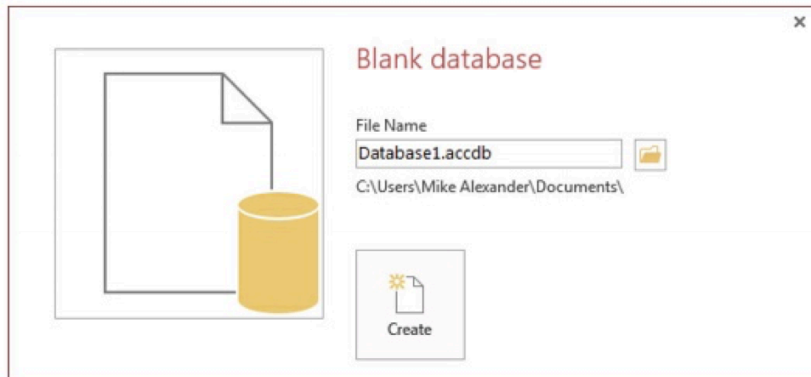
- 1.
- 2.
- 3.

#### Try It

Jon is interested in tracking customer orders by product and location using a database application. He has Microsoft Access open and his next step should be:

- Create>New Database
- File>New
- File>Open

Naming a database:



### Try It

Guo has created a database and wants to change the location of where it will be stored. How can he do this?

## Tables

Describe the three types of tables:

- Object tables
- Transaction tables
- Join tables

### Try It

Aminata is working to analyze customer orders. She has created and saved a database, and she should now begin to populate the database with information. Where should this information be stored?

Mircea is planning his table structure for his customer order database. What type of table should he use to store customer orders?

## Creating Access Tables

Automatic Table Creation:

Manual Table Creation:

### Try It

Sofía is ready to get moving on her first Access table to store customer orders for analysis. To create the new table she should:

- Click Create→Table.
- Click Table→ Open.
- Click File→ New Table

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## Fields in Access

How do we switch to design view?

## Five Types of Field Properties

Field Size:

Format:

Input Mask:

Default Value:

Required:

### Try It

Francisca has created an object table, and she drills down on the fields contained within the table. Luckily, she doesn't need to have the field properties memorized, she can easily see a description:

- by consulting with the Access manual.
- by clicking the property and reading the description next to the property list.
- by calling tech support.

Milena is working on a Customer Orders table and needs to specify Field Properties. She wants to limit the number of characters that can be entered into the Purchase Order Number field. She should make this setting using:

## Field Names

List the restrictions on naming a field:

### Try It

When creating field names, which is probably the most important best practice?

- To mix alpha-numeric characters with special symbols to keep the name safe.
- To allow Access to automatically assign a field name.
- To make it a name that can be easily remembered.
- To align the name of the field with its actual purpose.

Data Type	Purpose
Short Text	
Long Text	
Number	
Large Number	
Date/Time	

Currency	
AutoNumber	
Yes/No	
OLE Objects	
Hyperlink	
Attachment	
Calculated	
Lookup Wizard	

### Try It

Álvaro is assigning data types to his Customer Orders table. For the field that will contain the order numbers, he should use this data type:

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## Table Primary Keys

Why are primary keys so important in database technology?

### Try It

Laís needs to choose a primary key for her Customer Orders table. What would be the best record for the primary key?

- Customer name.

- Customer delivery date.
- Customer purchase amount.
- Customer purchase order number.

## Set a Primary Key

Method 1: Primary Key Button

Method 2: Right-Click Menu

Method 3: Automatic Creation

### Try It

Dylan has decided that Customer Purchase Order is the best primary key for his Customer Orders table. How does Dylan set the primary key?

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## Indexes

What is the point of having indexes in database technology?

## Index Properties

Primary Property:

Unique Property:

Ignore Nulls Property:

### Try It

Renato is reviewing a sample of the data he is going to import into his Customer Orders table and notices there are multiple records with no value entered. Which index property would be helpful for him in this case?

Verónica is ready to complete her work on a Customer Order table, but has yet to decide whether to use indexing or not. Her table will contain over 500,000 records. How would this influence her decision?

- The table should not be indexed due to the performance hit caused by metadata.
- The table should be indexed to reduce field size.
- The table should not be indexed because of the increase to disk size.
- The table should be indexed for the performance benefit.

### Think About It

Consider a large online store database with millions of products and customer orders. Which fields would be most important to index for customer searches, order processing, and inventory management? How would you balance search speed against database performance?



**Questions I Still Have:**