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WORKBOOKS FOR CLAIT 2006 - LEVEL 1

- Workbooks are supplied on CD-ROM for self-printing (unlimited copies)
- Purchasers can print unlimited copies for their own use
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- All practice data files are supplied

The following eight units are available on a unit by unit basis

NEW! 2nd Editions These have expanded content, and include the practice tasks from product codes PT1, PT2, PT3, PT4, PT5, PT6, PT7 and PT8 respectively. (Product codes PT1, PT2, PT3, PT4, PT5, PT6, PT7 and PT8 also include the task solutions).

UNIT 1 - FILE MANAGEMENT AND e-DOCUMENT PRODUCTION

(Using Windows XP and Word 2003)

UNIT 2 - CREATING SPREADSHEETS AND GRAPHS

(Using Excel 2003)

UNIT 3 - DATABASE MANIPULATION

(Using Access 2003)

UNIT 4 - e-PUBLICATION CREATION

(Using Publisher 2003)

UNIT 5 - CREATE AN e-PRESENTATION

(Using PowerPoint 2003)

UNIT 6 - e-IMAGE CREATION

(Using Publisher 2003 and Paint Shop Pro)

UNIT 7 - WEB PAGE CREATION

(Using FrontPage 2003)

UNIT 8 - ONLINE COMMUNICATION

(Using Internet Explorer and Outlook 2003/7)

LEARN, PRACTISE
AND PASS
CLAIT 2006 - LEVEL 1

UNIT 3
DATABASE
MANIPULATION

USING
MICROSOFT ACCESS 2003

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CLAIT 2006 – LEVEL 1 – UNIT 3

DATABASE MANIPULATION

USING MICROSOFT ACCESS 2003

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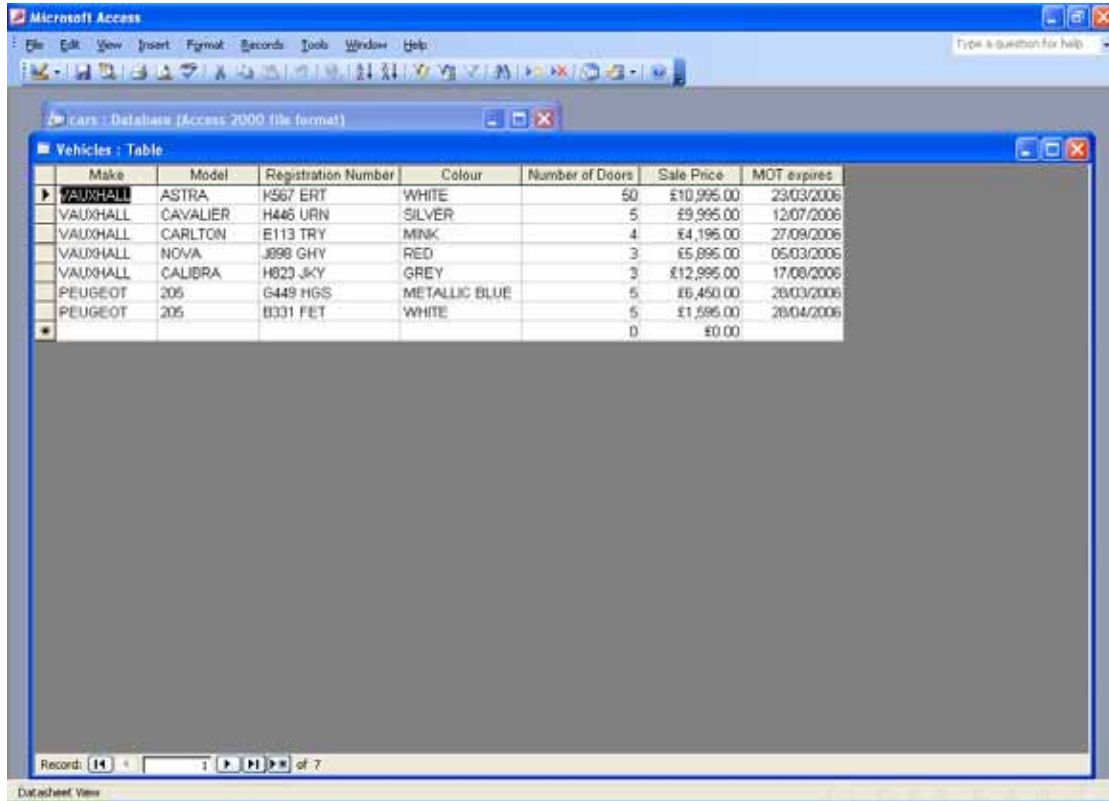
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PRINTING AND RENAMING A DATABASE TABLE

Action Ensure that the database **Cars** is open.

Action Open the database table **Vehicles**.



Action To print out the entire table simply point and click on the **Printer** icon on the toolbar.

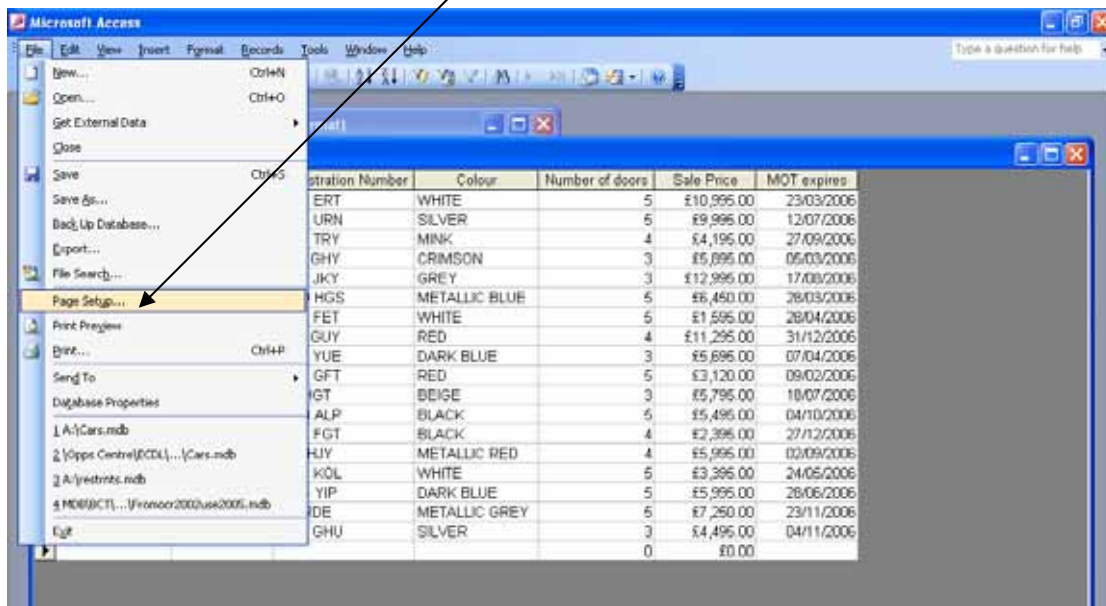


Note that when you print the table in this fashion, you are not able to modify any printer settings – if your printer is set up for A4 portrait printing, you may find that your table gets spread over two pages.

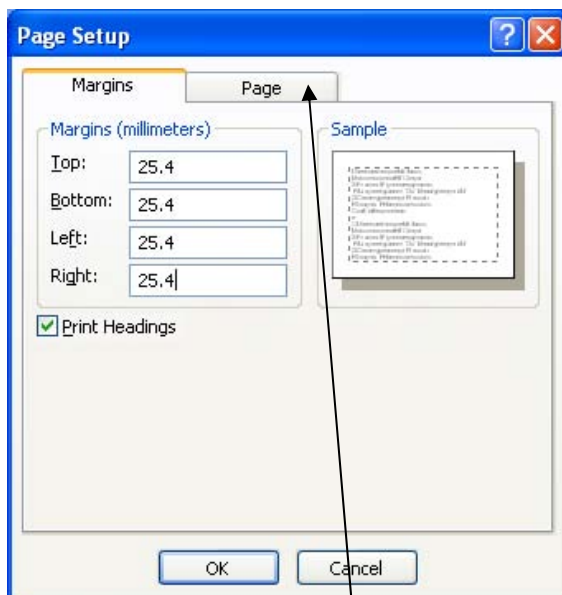
CHANGING THE PAGE ORIENTATION

If your table is too wide to fit onto a sheet of A4 paper in portrait orientation, you can print it out in landscape by changing the printer settings (assuming that your printer supports landscape printing).

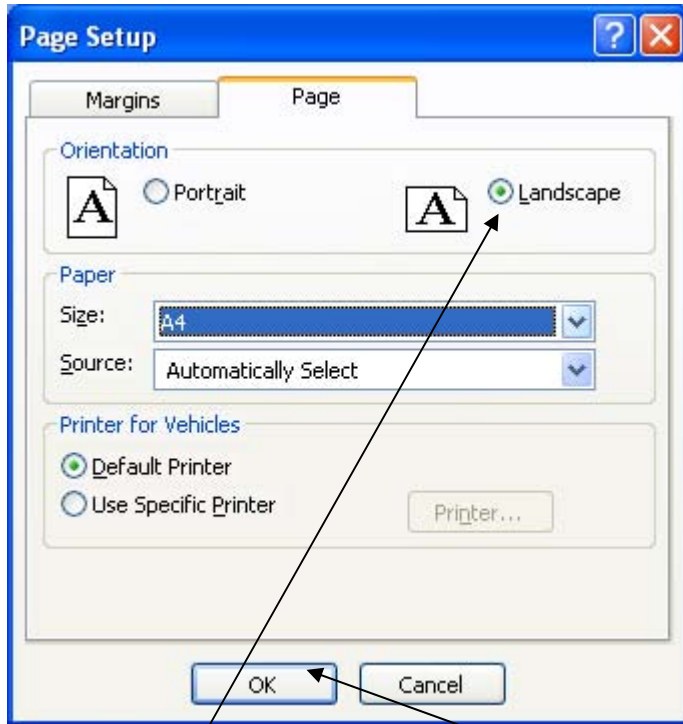
Action To achieve this, access the **Page Setup...** option on the **File** menu, as below.



The following dialogue box will appear:



Action Point and click on the **Page** tab to bring up the following dialogue box:



Action Select **Landscape** and then click on **OK**.

Action Print out the entire table again by pointing and clicking on the **Printer** icon on the toolbar as before.

Note that it may be necessary to change the Page setup each time that you generate a print – Access does not store the setting for future use.

If you examine the previous printout, you will see that the “header” section contains pre-defined information:

The name of the table is printed centrally, and the date is printed on the right hand side.

Vehicles

05/02/2008

Make	Model	Registration Number	Colour	Number of Doors	Sale Price	MDT expires
VAUXHALL	ASTRA	K967 BRT	WHITE	50	£10,995.00	23/03/2008
VAUXHALL	CAVALIER	H948 URN	SILVER	5	£9,995.00	12/07/2008
VAUXHALL	CARLTON	E113 TRY	MINK	4	£4,195.00	27/08/2008
VAUXHALL	NOVA	J898 GHY	RED	3	£5,895.00	05/02/2008
VAUXHALL	CALIBRA	H823 JKY	GREY	3	£12,995.00	17/08/2008
PEUGEOT	205	G449 HGS	METALLIC BLUE	5	£8,490.00	28/03/2008
PEUGEOT	205	B301 FET	WHITE	5	£1,995.00	28/04/2008

Page 1

You only have very limited facilities for changing the layout and content when printing a table, and do not have direct access to the header and footer sections like you do in other Microsoft applications.

One way of overcoming these limitations is to take advantage of the fact that the table name is automatically included on the printout. To get Access to include your personal details (i.e. Name and centre no.) on a table print, you can change the name of the table to something like:

Vehicles - Anne Green – 12345

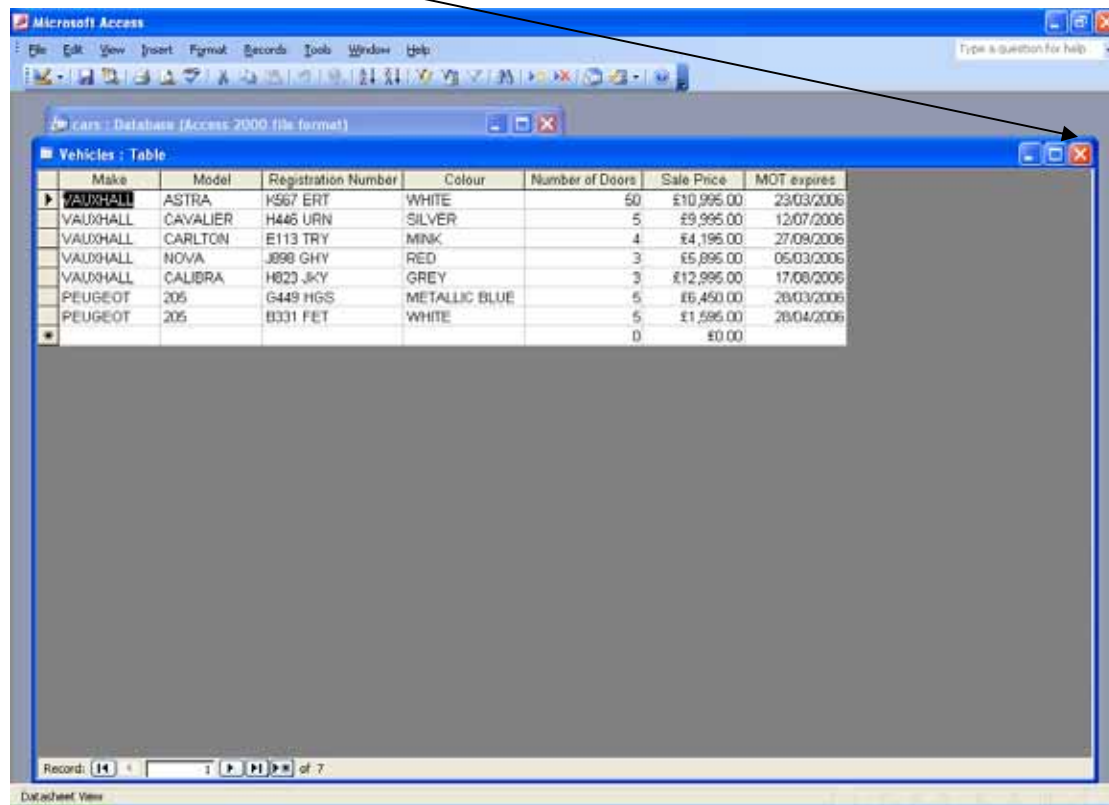
This table name will then be printed in the header section automatically.

To see this in action, you will now change the name of the table **Vehicles** to

Vehicles – Your name – 12345

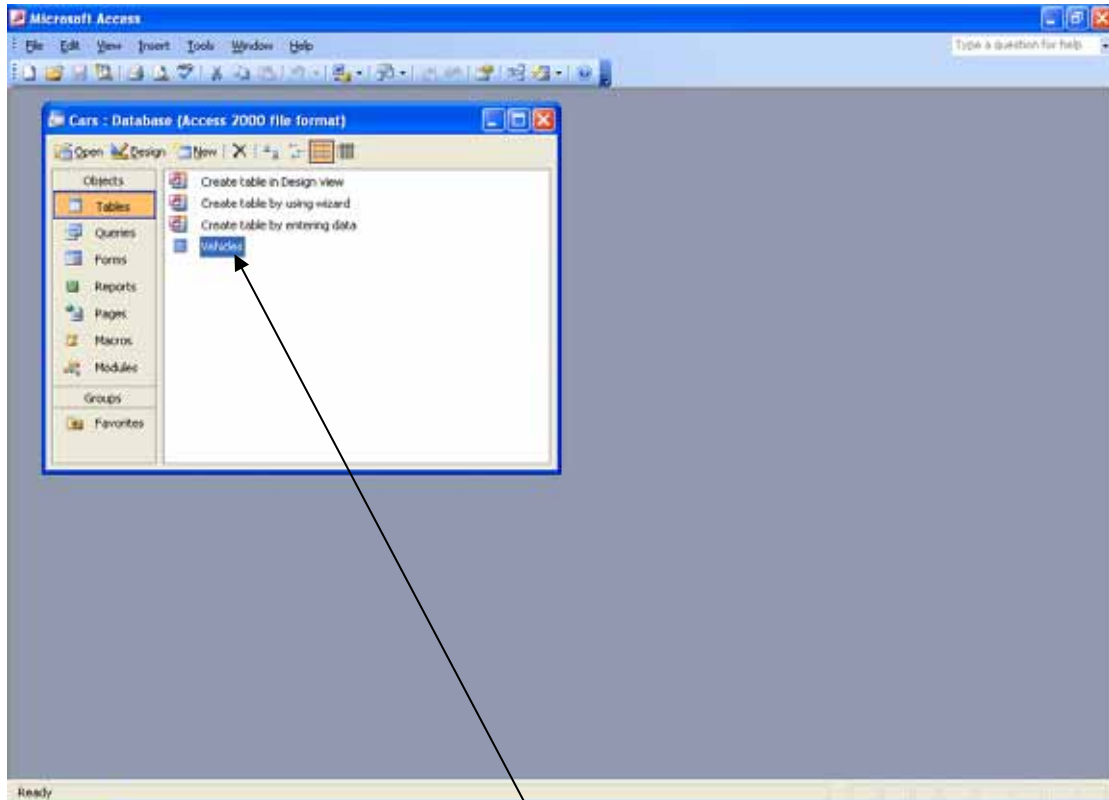
Action

To rename a table, you must first close the table by clicking on the close window button.

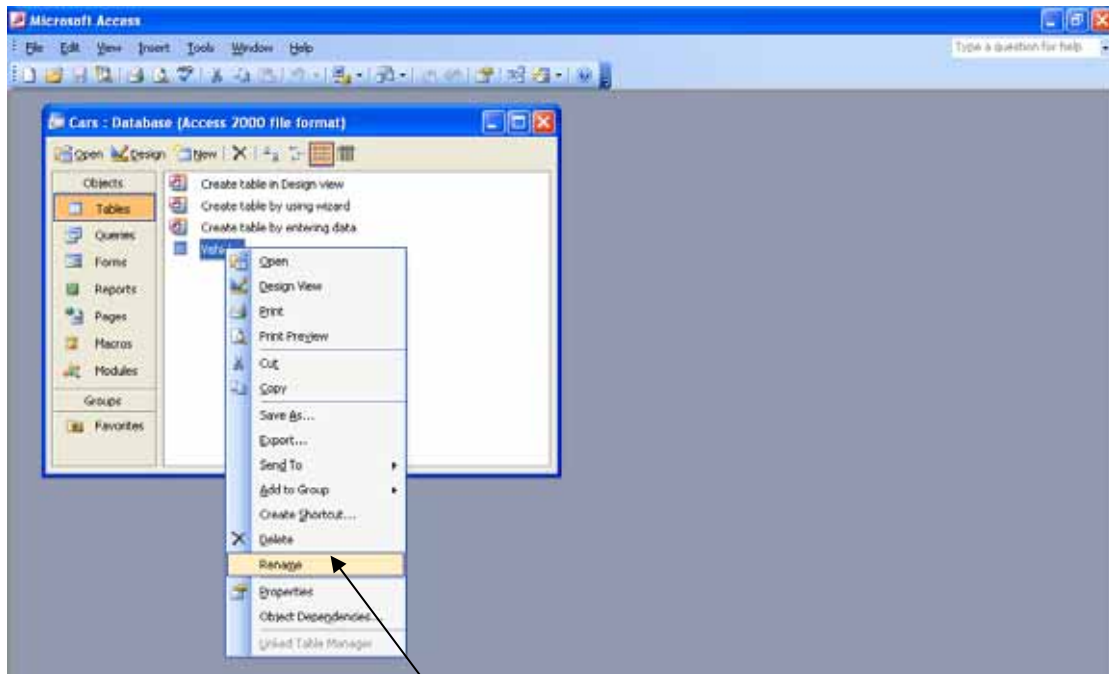


This will take you back to the main database window.

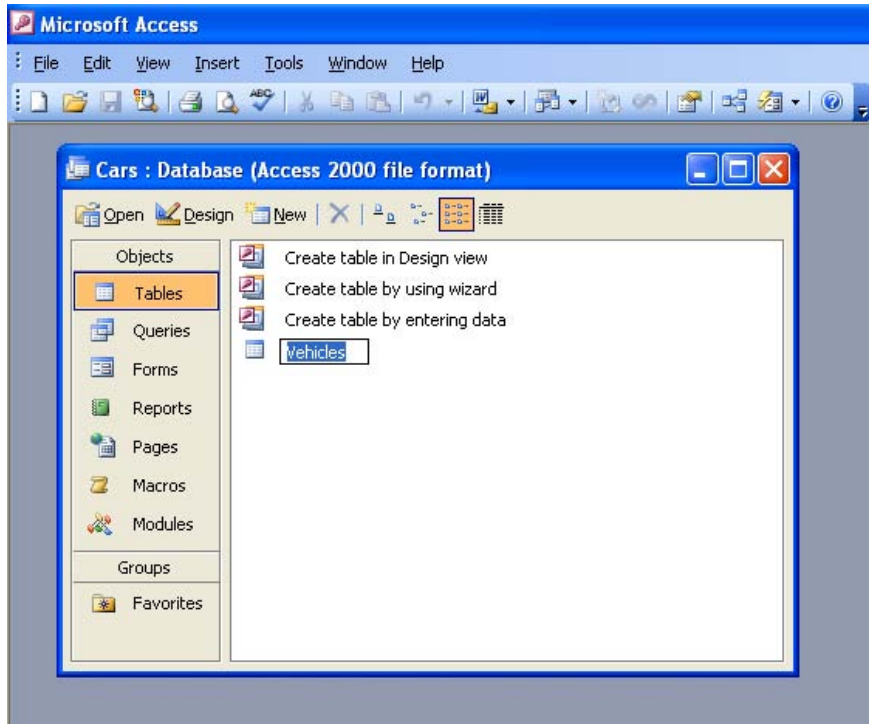
It is from this screen that you can change the names of the objects in the database.



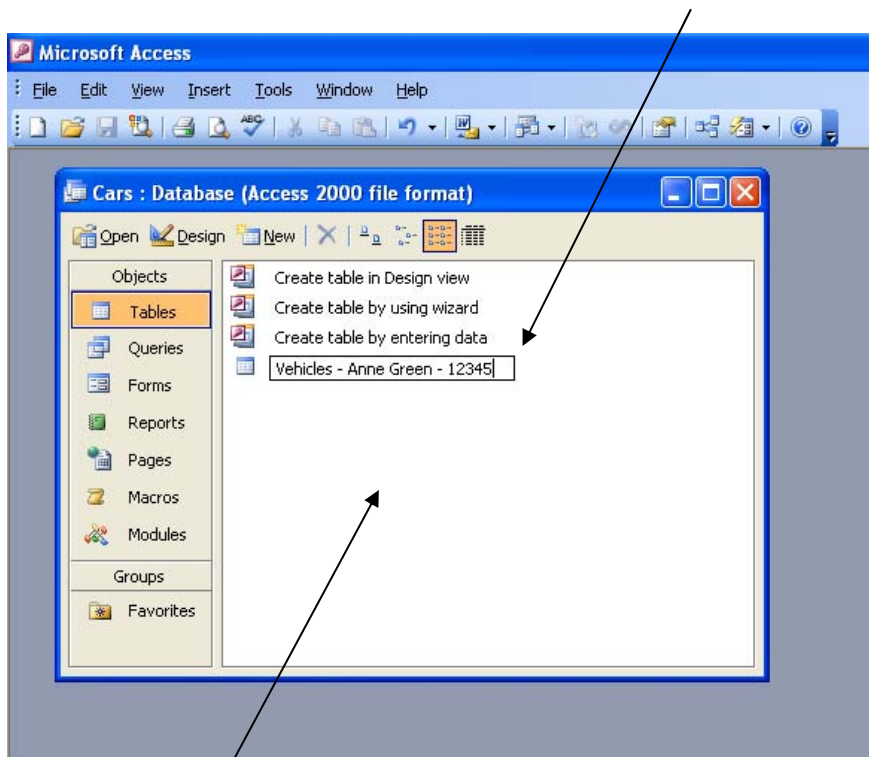
Action With the **Tables** tab selected your Vehicles table will be listed. Point and **right click** on the **Vehicles** table name, so that the screen appears as below:



Action Point and **left click** on the **Rename** option, so that the screen appears as overleaf:



Action Replace the table name **Vehicles** with **Vehicles – Your name – Centre No.**



Action Point and left click in a blank screen area to finalise the change.

Action Open and print out the table and see the effect of the change – the new name of the table will be printed at the top of the page.

Action Rename the table again as **Vehicles**, close the database and tackle the following three tasks.

Practice Task 1

**OPENING A DATABASE
RENAMING A TABLE
PRINTING A TABLE**

The data file required for this exercise is: **Crime3**

1. Switch on the computer
2. Login using your username and password
3. Load a database application
4. Open the database file **Crime3**
5. Rename the database table **Crime** as **Crimenew**
6. Print a single copy of the table **Crimenew** in **Landscape** orientation, ensuring that all data and headings are fully displayed on the printout
7. Close the database table
8. Close the database file
9. Close the database application

End of task

Practice Task 2

**OPENING A DATABASE
RENAMING A TABLE
PRINTING A TABLE**

The data file required for this exercise is: **Wait3**

1. Switch on the computer
2. Login using your username and password
3. Load a database application
4. Open the database file **Wait3**
5. Rename the database table **Wait** as **Waitnew**
6. Print a single copy of the table **Waitnew** in **Portrait** orientation, ensuring that all data and headings are fully displayed on the printout
7. Close the database table
8. Close the database file
9. Close the database application

End of task

Practice Task 3

**OPENING A DATABASE
RENAMING A TABLE
PRINTING A TABLE**

The data file required for this exercise is: **Happ3**

1. Switch on the computer
2. Login using your username and password
3. Load a database application
4. Open the database file **Happ3**
5. Rename the database table **Happ** as **Happnew**
6. Print a single copy of the table Happnew in Landscape orientation, ensuring that all data and headings are fully displayed on the printout
7. Close the database table
8. Close the database file
9. Close the database application

End of task

