

# Quick Reference Card – Get to know Access 2003

## Training

### Tables

**Products : Table**

Product Name	Category	Unit
Chai	Beverage	\$18

**Categories : Table**

Category Name	Description
Beverages	Soft drinks,
Condiments	Sweet and

**Shippers : Table**

Company Name
+ Speedy Express
+ United Package
+ Federal Shipping

Tables store data, so they're essential building blocks of any database.

A database should have a separate table for every major subject of information, such as employee records, customer orders, shipping methods, or suppliers. Data should not be duplicated in multiple tables.

Each table contains rows called records and columns called fields.

### Forms

**Employee Prices**

Product ID: 1    Product Name: Chai    Unit Price: \$18.00

**Employee Price:** \$13.50

Please pay the accounting clerk for your purchases.

Forms enable people to enter or view data in your database easily.

Forms control and simplify data input. As people enter data into a form, it is saved in an underlying table.

Forms make data from a table or a query easier to understand by presenting it in visually appealing designs.

### Queries

**[Employees in the UK : Select Query]**

Employee ID	Last Name	First Name	Country
5	Buchanan	Steven	UK
6	Suyama	Michael	UK
7	King	Robert	UK
9	Dodsworth	Anne	UK

Queries can answer questions by retrieving, filtering, assembling, and sorting data from your database.

When a query finds data and shows it to you, it can also process that data according to your instructions. A query can perform calculations using the data ("What is the sales total minus shipping costs?"), update the data, and combine data from different tables.

### Reports

**Products by Category**

Category: Beverages		Category: Condiments	
Product Name	Units In Stock	Product Name	Units In Stock
Chai	39	Chai	13
Chai	17	Chai	53
Chai	69	Chai	19
Chai	17	Chai	29
Chai	17	Chai	29
Chai	57	Chai	76
Chai	57	Chai	76
Chai	15	Chai	6
Chai	15	Chai	12
Chai	11	Chai	12
Chai	26	Chai	11
Number of Products:	11	Number of Products:	11

Reports convert data into documents. Reports come in various shapes and sizes, but they are all designed to present your data in print. Reports provide methods to format the appearance of your data in the ways that are most effective for your purpose.

Using reports, you can group your data, perform calculations on it, and add headings and other formatting to make it more meaningful and easier to read.



### More Microsoft Access Resources

Microsoft Office Online – Office 2003 training courses  
<http://office.microsoft.com/en-us/training/HA102262291033.aspx>

### Teacher Click Access 2003 Tutorial

<http://www.teacherclick.com/access2003/index.htm>

### Custom Guide – free Microsoft Quick Reference Guides

[http://www.customguide.com/quick\\_references.htm](http://www.customguide.com/quick_references.htm)