

G Databases Competency 7.00

Objective 7.01 Demonstrate basic database concepts and functions.



An Effective Database . . .

- Can be _____ frequently.
 - Add/remove fields
 - Add/delete records
 - Edit entries
- Can be _____ to arrange files in logical _____.
 - Ascending
 - Descending
 - Primary sort
 - Secondary sort
- Can be _____ to retrieve relevant records.
 - Filter by selection of similar data
 - Filter by exclusion of data
- Can be _____ to select particular records according to specific criteria.

Edit Entry

- To _____ (update/change) data within a field, click in the field that needs changing and key the data.
- To correct a _____ mistake, press the BACKSPACE key.
- To cancel changes in the current field, press ESC.
- To _____ changes in the entire record, press ESC again before moving out of the field.
- The Function Key (F2) allows editing within a cell.

Editing (Adjusting) Field Size

- Can be accomplished by “double-clicking” _____ fields or _____ with mouse
- Can also be accomplished by using program’s Menu commands

Adding Fields: Design View

- Use the _____ rows button from toolbar to insert fields above existing fields.
- Or, key in the new field below the last field listed.

Removing Fields Design View

- Use the _____ rows button from the toolbar or select the *Delete* command from the *Edit* menu.

Adding Records

- Key data in the last empty _____/row in the datasheet to input a new record.

Deleting Records Using the Toolbar

- Use the “*record _____ button*” to select the record to delete; then click the “*delete record*” button on the toolbar.

Deleting Records Using Edit Menu

- Records can also be deleted using the *Delete* command on the _____ menu.

Sorting

- To sort is to _____ the _____ of data/records in the database.
 - _____: A to Z or 0 to 9
 - _____: Z to A or 9 to 0
 - _____: first field considered in sorting order
 - _____: second field considered in the sorting order
- Sort using the Sort command on the Records menu, or the Sorting _____ on the toolbar.

Filter Records

Filter: Displays selected records in a database that match specified _____.

Advantages of using filters

- Easier to use than _____ method
- Fast

Disadvantages of filters

- All _____ are displayed when using a filter
- Cannot _____ filters like queries

Types of filters

- *By _____* (key criteria into a form; more flexible because criteria can be set for more than one field)
- *By _____* (quick/easy option by highlighting a cell as criteria)
- _____ *Selection* (excludes data highlighted in cell)
- _____ *Filter/Sort* (works like a query)

Advanced Filters

An advanced filter gives one the ability to _____ and set multiple _____ to be met for selection of data/records.

Queries

- Query – a database object that requests information from a database and creates a dataset (list of selected records) _____ the _____ information
- Query Design View – a window that allows one to choose the fields in a query, to sort, and to set criteria.
- Query Design Grid – the lower half of the Query Design view that shows the field name, table name, sort order, show box, and criteria rows for selecting records.

Queries – Questions

- Queries are like advanced filters except a query can be _____ and stored in the database window.
- Queries also perform specialized operations like performing _____ on field values and placing the results in a new column in a datasheet.
- Similar to advanced filters, queries allow _____ and defining of criteria to select the records desired.

Selecting Fields in a Query

Choose the fields from the table or from the grid below.

Select Fields and Set Criteria

Step 1: Select *queries*.

Step 2: Select *Create query*.

Step 3: *Select fields; Set criteria* and/or sorting requirements.

Step 4: _____ *the query*.

Query Results

Records displayed included:

*Genre = “Classical”

*Artist name sorted in ascending order

*CD Title

Printing Tables – Portrait View

Always check printouts using *PRINT PREVIEW* before printing.

Use the menu bar and select *File/Page, Setup/Page* to change the orientation.

Printing Tables – Landscape View

Landscape – _____ than tall view

Printing Forms

- Remember to choose the “*Selected Record(s)*” option in the *Print Dialog Box* when printing one or selected forms.
- The default will print forms for all records in the database.