

## Lesson 2

# Viewing and Modifying Records

### OBJECTIVES

#### MCAS OBJECTIVES

##### In this lesson:

AC07\_3.1  
AC07\_3.2  
AC07\_3.4  
AC07\_5.5  
AC07\_5.6

*After completing this lesson, you will be able to:*

1. Modify recordsets in a table.
2. Modify recordsets through a query.
3. Use Office editing tools.
4. View and modify recordsets through a form.
5. Manage attachments.
6. Preview, print, and save data using a report.

Estimated Time: 1½ hours

In Lesson 1, you learned about the database environment including major objects such as tables, queries, forms, and reports. In this lesson, you learn to add, edit, delete, and print data. You learn how to use time-saving edit commands like duplicate, copy, and paste. You also learn how to store images in tables.

You will work directly with data in a table or as a recordset through a query, form, or report. A query creates a recordset based upon an entire table, a portion of a table, or a combination of one or more tables. Although you can look at an entire table in Datasheet View, more often it is easier to use a query and form.

#### OBJECTIVE 1

## Modifying Recordsets in a Table

Records are routinely added to a database. For example, when a new student enrolls in your school, a record is added to your school's database. If a new employee begins working at Carolina Critters, the company must add the person's information to the database. On other occasions, a record might be deleted if the information will no longer be used.



#### PREPARE

Point out to students that the learning objectives show what they will learn in the lesson. Each heading in the lesson correlates to a learning objective.  
Required Files: CC02.accdb, Lin003.jpg, Lin003c.jpg



#### TEACH

##### Teaching Resources:

This text is supported by Classroom Presentations in a PowerPoint format. For this lesson, use Access Classroom Presentation 2.

## Exercise 2-1 OPEN A DATABASE

1

In addition to the database file, in this lesson you will use several text and image files. These files are located in the **Lesson 02** folder. Before opening the Access database, you must move and rename the file.

2

1. Locate the folder **Lesson 02**. Double-click the folder **Lesson 02** to see its contents.
2. Right-click the file **CC02** and, from the shortcut menu, choose **Rename**. On the keyboard, press **[Home]** to move to the beginning of the file name. Key your initials and then a hyphen. Press **[Enter]** to accept the new name.



### TIP

If a Read only message appears in the Message Bar, you will need to close the database, deselect the Read-only property, and reopen the file.

3. Double-click *[your initials]-CC02* to open the database.
4. In the **Security Warning** message bar, click the **Option** button. The **Microsoft Office Security Options** dialog box appears.
5. Click **Enable this content** and click **OK**.

## Exercise 2-2 EDIT FIELDS IN A TABLE

You do not need to “save” when you make changes to a record. Access automatically saves your changes as soon as you move the insertion point to another record.

You can determine if a record has been saved by the shape of the Pointer in the Record Selector. Two shapes can appear in the Record Selector:

- A pencil icon appears while you are adding or editing text. This indicates the record changes have not been saved.
- An asterisk marks a new record.

3

4



### NOTE

Notice the pencil icon in the Record Selector indicates that the record has been modified.

1. In the Navigation Pane, expand the **Tables** group and double-click **tblCustomers** to open it in Datasheet View.
2. In the first record, click in the **Company Name** field. This places the insertion point in the field.
3. Press **[End]** to move the insertion point to end of the data in the field.
4. Press **[Ctrl]+[Backspace]** to delete “Inc.”

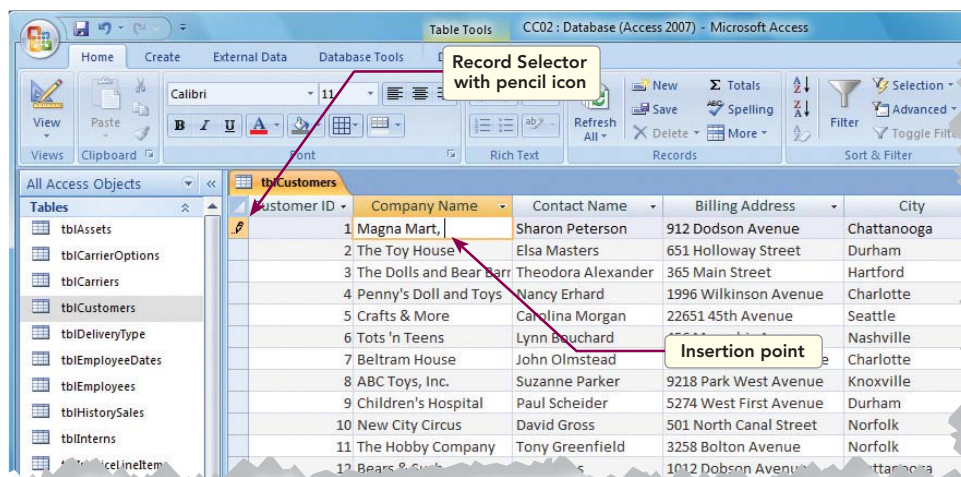
**1** Review class procedures to remind students where the database files are located.

**2** Review the purpose and meaning of the security alert.

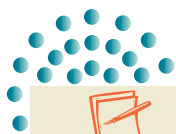
**3** Remind students of the location and purpose of the Navigation Pane.

**4** Explain that the **[End]** key works differently when in Edit mode versus Navigation mode.

**Figure 2-1**  
Modifying a record  
CC02.accdb  
tblCustomers



5. Key **LLC**.
6. In the **Contact Name** field of the first record, double-click on “Peterson” to select the word.
7. Key **Butler** to change the last name.
8. In the **Billing Address** field for **Customer ID #7**'s record, click between the “7” and the “6.”
9. Press **Delete** once and key **1**. You have changed “2876” to “2871.”
10. Press **Tab** to move to the field **City**. Press the space bar to delete the data.
11. Press **Esc** to undo the deletion of the data.
12. Press **↓** to save the changes to the record. Notice that the pencil icon has disappeared from the Record Selector.





#### NOTE

**Esc** function acts as an undo, but only for the changes in the current field.

## Exercise 2-3 ADD A RECORD IN A TABLE

When adding records in Datasheet View, you add the records to the end of the table. The last row of the table in which the new record will be added is marked by an asterisk in the Record Selector. You move to the new record row by any of the following steps:

- Right-click the selected record and, on the shortcut menu, select **New Record**.
- Click the New Record command .
- From the **Home** command tab, in the command group **Records**, select the New command .
- **Ctrl**+**+**.





1. From the command tab **Home**, in the command group **Records**, click the New command . This moves the insertion point to the empty record at the bottom of the table.

1

2. Key the customer information below to create a new record. Press **Tab** to move from one field to the next.



#### NOTE

The first column lists field names. The second column contains data to be entered along with special characters and instructions. **Red** text is entered exactly as shown. **Black** symbols automatically appear and do not need to be keyed. *Orange italic* indicates specific instructions for the field.

<b>Customer ID:</b>	<b>21</b>
<b>Company Name:</b>	<b>Checker Toys</b>
<b>Contact Name:</b>	<b>Kathy Prince</b>
<b>Billing Address:</b>	<b>8854 Elm Street</b>
<b>City:</b>	<b>Knoxville</b>
<b>State:</b>	<b>TN</b>
<b>ZIP Code:</b>	<b>39725-6458</b>
<b>Region Name:</b>	<b>1</b>
<b>Phone Number:</b>	<b>(423)555-3456</b>
<b>Fax Number:</b>	<b>(423)555-3457</b>
<b>After Hours:</b>	<i>Press <b>Tab</b></i>
<b>Tax Exempt:</b>	<i>Press <b>Spacebar</b> to add a checkmark</i>
<b>Initial Order:</b>	<b>8/5/07</b>

2



#### TIP

In a check box field, you can toggle back and forth from "checked" to "not checked" by pressing the space bar.

3. Press **Enter** to leave the new record, which will save the changes.

4. Press **Ctrl**+**PageUp** to return to the first field in the record.

## Exercise 2-4 DELETE A RECORD IN A TABLE

There are times when you find that records are no longer needed and should be removed from a table. An example might be that you find a record that was entered into the wrong table.

To delete one or more records, you must first select the record(s) that you intend to delete. After selecting the record(s), you can use one of four methods:

- Select a record and press **Delete**.
- Right-click a selected record and, on the shortcut menu, select **Delete Record**.
- From the command tab **Home**, in the command group **Records**, select the Delete command .
- **Ctrl**+**-**.



#### REVIEW

The Record Selector is the narrow gray column to the left of the first field in the **Datasheet View** of a table or query.

1. In the **Datasheet View** of the table **tblCustomers**, click on the Record Selector to select the record for "Crafts & More."

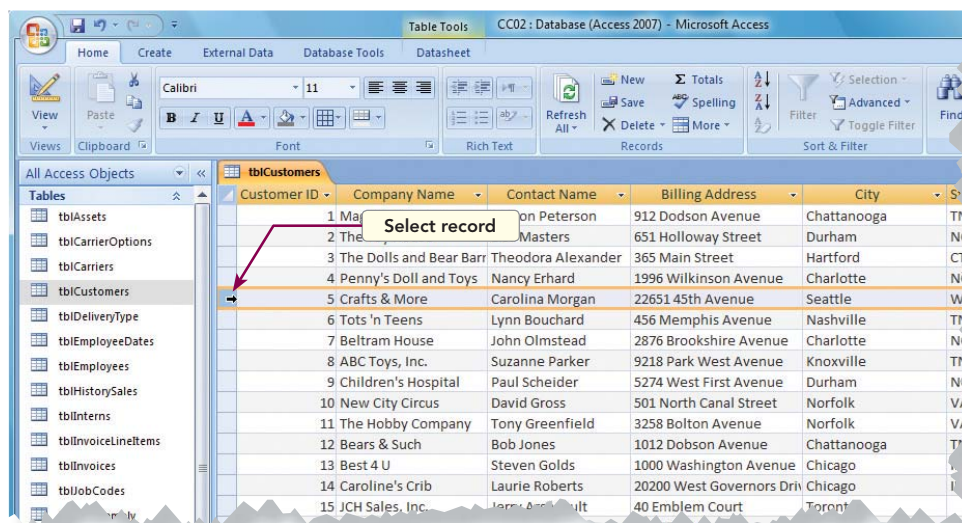
1

Review how the Ribbon functions.

2

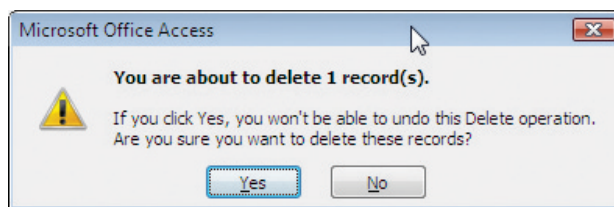
Students can click in the check box field or use the space bar.

**Figure 2-2**  
Selecting a record  
for deletion  
CC02.accdb  
tblCustomers



- Press **Delete**. The record disappears, and a dialog box opens asking you to confirm the deletion.

**Figure 2-3**  
Dialog box  
confirming deletion  
CC02.accdb  
tblCustomers



- Click **Yes**. Access deletes the record.
- Click anywhere in the **Company Name** field for “New City Circus” to make it the current record.
- Press **Ctrl**+**-** and then click **Yes** to confirm the deletion.
- In the Navigation Pane, collapse the **Tables** group.

## OBJECTIVE 2

## Modifying Recordsets through a Query

When you use a query to make changes to data, you are making changes to the recordset. Although the records display in a query, the data are actually stored in a table. When you edit a record in a query, the data in the underlying table are changed automatically.

Although records can be added directly into a table, more often queries are used to enter data. An advantage to editing through a query over a table is that the recordset of a query does not have to display all the records or fields in the table. Using a query allows you to view only the relevant fields and records.



## Exercise 2-5 EDIT FIELDS THROUGH A QUERY

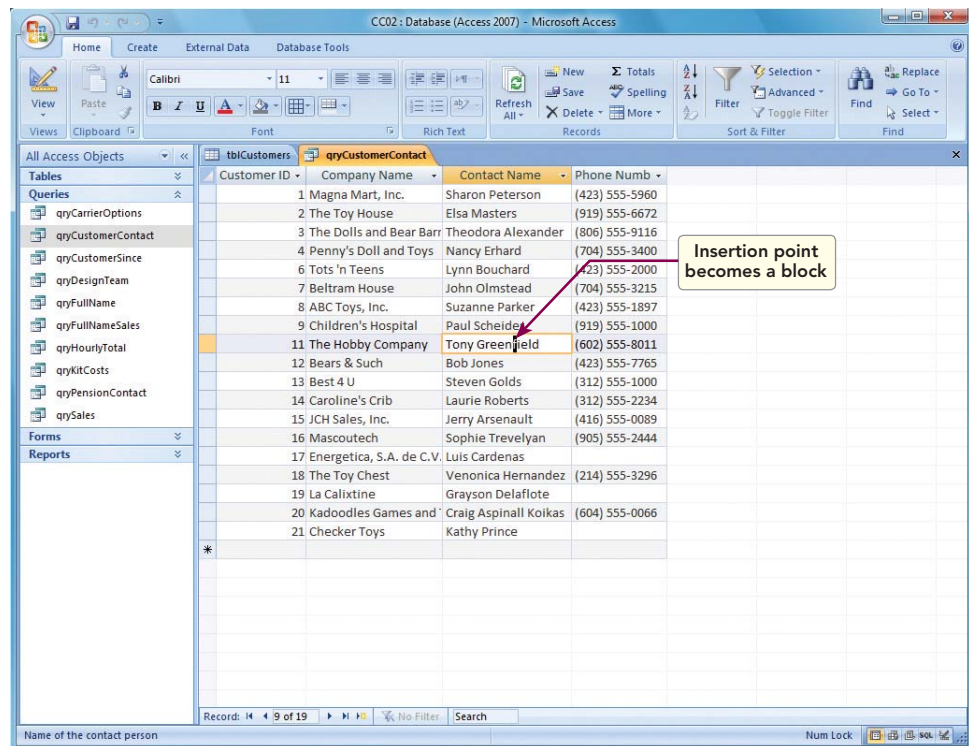
1

When editing a record, you can insert text or use the **Overtyp** mode to key over existing text. Use **Insert** to switch between **Insert** and **Overtyp** mode.

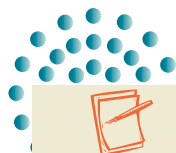
- In the **Queries** group of the Navigation Pane, double-click the **qryCustomerContact**. Notice that there are only 19 records.
- In the record for **Customer ID #11**, in the field **Contact Name**, click to the right of the “n” in Greenfield.
- Press **Insert** to switch to **Overtyp** mode.

2

**Figure 2-4**  
Overtyp mode  
CC02.accdb  
qryCustomerContact



- Key **stein**.
- In the “Tots ‘n Teens” record, in the **Contact Name** field, select “B” of “Bouchard.”
- Key **Leachman** over the old name.
- Press **Insert** to return to **Insert** mode.
- Press **Ctrl+S** to save the record.
- Click the **tblCustomers** tab to see the changes made through the query.



### NOTE

Overtyp mode stays on until **Insert** is pressed, even when the query is closed.

1

Review the appropriate uses of **Insert** versus **Overtyp** mode.

2

You can customize the status bar to display the overtyp indicator. Right-click the status bar to view the status of the settings.



Access Classroom Presentation 2.

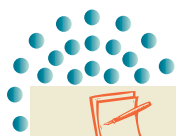
## Exercise 2-6 ADD A RECORD THROUGH A QUERY

The additions made in the query's recordset are simultaneously made to the underlying table. The corresponding fields in a table are updated through a query even when the query recordset does not include all the fields in the source table.

1. Click on the **qryCustomerContact** tab and press **Ctrl**+**+** to move to a new record.
2. Key the customer information below to create a new record. Press **Tab** to move from one field to the next.

**Customer ID:** 22  
**Company Name:** New City Circus  
**Contact Name:** Key [your full name]  
**Phone Number:** (602) 555-1800


3. Press **Shift**+**Enter** to save the record.
4. Click the **tblCustomers** tab and look for the New City Circus record.



### NOTE

In this text, to help identify your work, you often are asked to key an identifier such as your name or initials.



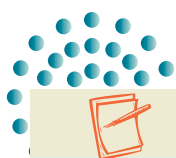
5. From the command tab **Home**, in the command group **Records**, click the Refresh All command .
6. You should now see **Customer ID** "22." Because the query did not use all the fields in the table, the record is incomplete.

## Exercise 2-7 DELETE A RECORD THROUGH A QUERY




Similarly to adding a record through a query, you can delete a record through a query.

1. Click the **qryCustomersContact** tab and click the record selector for New City Circus.
2. Right-click the selected record. From the shortcut menu, select **Delete Record**. Click **Yes** to confirm the deletion.



### NOTE

When you deleted the record while in the query **qryCustomersContact**, Access automatically refreshed the query. By selecting **Refresh All**, you tell Access to refresh the data being displayed in all open objects.

3. Click the **tblCustomer** tab. Notice that the record for New City Circus has "#Deleted" in each cell.
4. From the command tab **Home**, in the command group **Records**, click the Refresh All command .
5. Right-click the **tblCustomer** tab. From the shortcut menu, select **Close All**.
6. In the Navigation Pane, collapse the **Queries** group.



Point out that many businesses would never delete records. Most often records are moved to other tables or databases and stored for historical purposes.

OBJECTIVE 3

## Using Office Editing Tools

Similar to Word and Excel, Access uses AutoCorrect. *AutoCorrect* is an application feature that automatically corrects commonly misspelled words. The AutoCorrect Options button appears next to text being automatically corrected. Choices within the button allow you to customize the correction process. You can undo the correction, cancel future automatic corrections for this error, or turn off the AutoCorrect option completely.

The Office Clipboard is a feature available in Microsoft Word, Excel, PowerPoint, Access, and Outlook. You can use this clipboard to collect and paste multiple items. The contents of the Office Clipboard are deleted when you close Access. If you have multiple Office programs running, the contents of the Office Clipboard are deleted after you close the last Office program. You can copy items while using any program that provides copy and cut functionality, but you can only paste items into a Microsoft Office application.


### Exercise 2-8 USE AUTOCORRECT

Text edit commands are used to make changes to the data within a record. AutoCorrect corrects commonly misspelled words as you key text. For example, if you type “teh,” AutoCorrect will change it to “the.” AutoCorrect also can fix many capitalization errors.

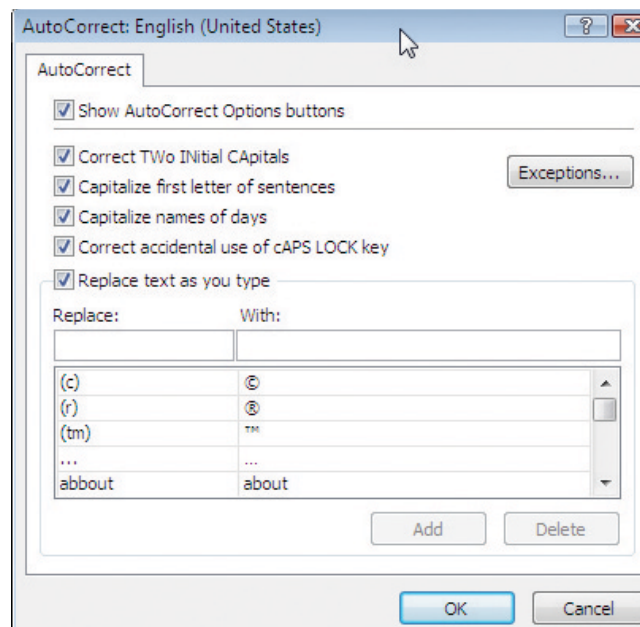


#### NOTE

Microsoft Office products share **AutoCorrect**. Changes you make in Access affect Word, Excel, and PowerPoint.

1. Click the Office Button  and choose Access Options button.
2. In the left pane, click **Proofing**.
3. In the right pane, click the **AutoCorrect Options** button. This opens the AutoCorrect dialog box.

**Figure 2-5**  
AutoCorrect dialog box  
CC02.accdb



**Objective 2 Startup File:**  
You can use the file Obj3-CC02 to start from this point in the Lesson.



Access Classroom  
Presentation 2.

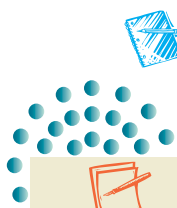




4. Make sure all check boxes are checked.
5. Scroll down the list of entries to see which words are in the **AutoCorrect** dictionary.

**TABLE 2-1** AutoCorrect Options

Options	Description
Show AutoCorrect Option buttons	Option button appears after a word was automatically corrected.
Correct TWo INitial CAPitals	Corrects words keyed with two initial capital letters, such as "THis."
Capitalize first letter of sentences	Capitalizes the first letter in a sentence.
Capitalize names of days	Capitalizes days of the week and months.
Correct accidental use of cAPS LOCK key	Corrects words keyed with Caps Lock on but <b>[Shift]</b> key pressed, such as cAPS.
Replace text as you type	Makes corrections as you work.


**NOTE**

The field **VenderID** has been set to assign a unique sequential number automatically. This unique number helps identify individual records.



6. Click **OK** to close the **AutoCorrect Options** dialog box.
7. Click **OK** to close the **Access Options** dialog box.
8. In the **Tables** group of the Navigation Pane, double-click the table **tblVenders**.
9. Press **[Ctrl]+[+]** to add a new record.
10. Press **[Tab]** to move to the **Vender Name** field.
11. Key **ACN**.
12. Press the space bar. Notice that "ACN" changed to "CAN."
13. Place your pointer over the corrected word. Click the **AutoCorrect Options** icon when it appears and select **Change back to ACN**.
14. Key **Inc.** to complete the field.
15. Press **[Tab]** to move to the **Contact Name** field.
16. Key **Tim Herat**. Press **[Tab]**. Notice that AutoCorrect corrected the name to "Tim Heart."
17. Press **[↑]** to save changes to the record.
18. Click the Close command **[X]** for the table.





You may want to show students how to add and delete AutoCorrect entries. You can add "CCI" as an AutoCorrect entry to change the keyed letters to "Carolina Critters, Inc."



Access Classroom  
Presentation 2.

## Exercise 2-9 USE COPY, PASTE, AND THE OFFICE CLIPBOARD

You can copy a block of text from one part of a table to another. There are three ways to copy and paste text:

- From the Ribbon, click the Copy command  and Paste command  buttons.
- Press **Ctrl**+**C** (copy) and **Ctrl**+**V** (paste).
- Right-click and, from the shortcut menu, choose **Copy** and **Paste**.



### TIP

Unlike the Office Clipboard, the Windows Clipboard only stores the last item copied. On both Clipboards, text can be pasted repeatedly. However, when you copy new information using the Windows Clipboard, the old information on the Windows Clipboard is replaced by the new information.

When you copy the second text block, the Office Clipboard pane opens. You can use the Office Clipboard to paste multiple blocks of text. From that pane, you can select the item you want to paste.

You can duplicate the data from a field in the previous record to the same field in the current record by pressing **Ctrl**+**'** (apostrophe). The Duplicate command copies one field at a time.

You can also paste an entire record from one location to another by using the Paste Append command.



### NOTE

**F2** selects an entire content of a field.

1. In the Navigation Pane, double-click the query **qryCustomerSince**.
2. Find the record for “Energetica” and click in the field **Company Name**.
3. Press **F2** to select the whole field.
4. Press **Ctrl**+**'** to copy the content field from the previous record.
5. Double-click the word “Hospital” and key **Corner**.
6. Press **Tab** to move to the next field.
7. Press **Ctrl**+**:** to replace the old date with today’s date. Press **Tab** to save the changes.
8. From the command tab **Home**, in the lower-right corner of the command group **Clipboard**, click the Dialog Box Launcher to open the **Clipboard** pane.



### NOTE

When you press **Ctrl**+**:**, Access will enter the current system date, according to your computer.

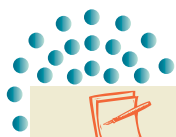
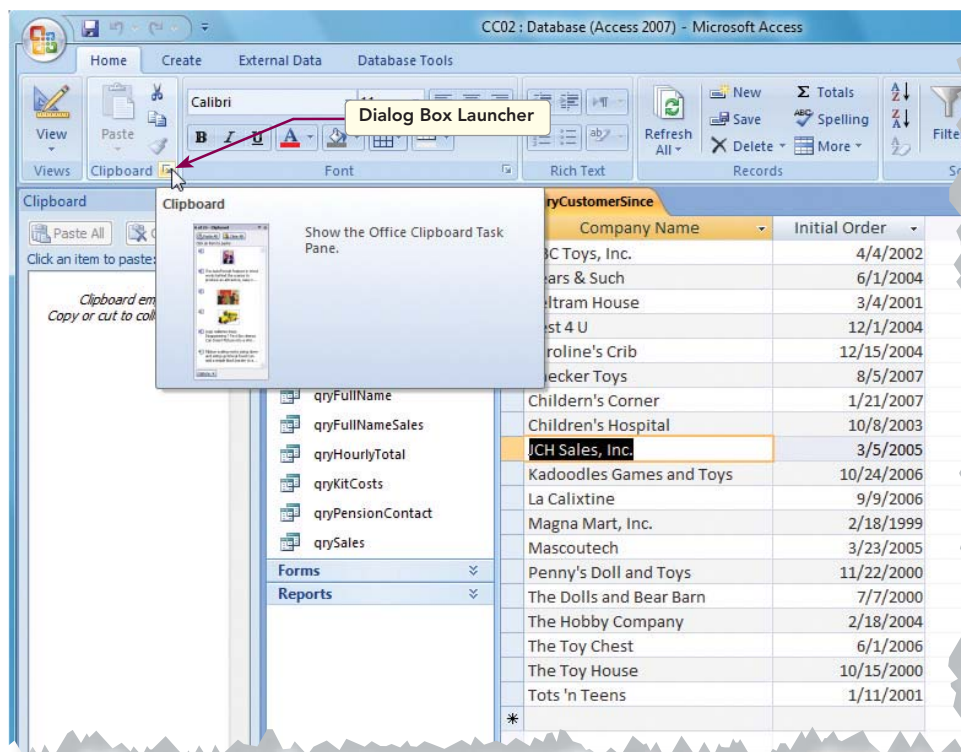


The Office Clipboard allows you to copy text from non-Office applications such as Netscape; however, you can only paste items to Microsoft Office applications.

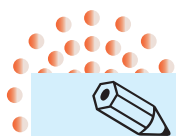


The current system time is the time identified by the workstation being used. It may or may not be accurate.

**Figure 2-6**  
Clipboard group  
CC02.accdb  
qryCustomerSince

**NOTE**

The Office Clipboard holds up to 24 copied items.


**TIP**

In the Clipboard, the icon next to each copied item indicates the application from which the item was copied.




9. In the first record's **Company Name** field, click between the "s" and ",". Press **[Shift]+[End]** to select ", Inc."
10. Click **[Ctrl]+[C]** to copy. Notice that the selected text has been added to the **Clipboard**.
11. In the 16th record's (The Hobby Company) **Company Name** field, double-click the word "Company" to select it.
12. From the command tab **Home**, in the command group **Clipboard**, click the Copy command . There are now two items in the **Clipboard**.
13. In the 13th record's (Mascoutech) **Company Name** field, click to the right of the data and press the spacebar to add a space.
14. Press **[Ctrl]+[V]** to paste the last text copied.
15. In the 17th record's (The Toy Chest) **Company Name** field, click to the right of the data.
16. From the Clipboard pane, click ", Inc." to paste the text.
17. In the 18th record's (The Toy House) **Company Name** field, click to the right of the data.




18. From the Clipboard pane, click “, Inc.” to paste the text.
19. Click the **Clipboard** Close command .
20. Right-click the **qryCustomerSince** tab. From the short-cut menu, select **Close**.
21. In the Navigation Pane, collapse the **Queries** group.

## Exercise 2-10 USE UNDO

In a previous exercise you used **[Esc]** to cancel changes in a field. You will now use the Undo command , which can affect fields, records, or even major objects.

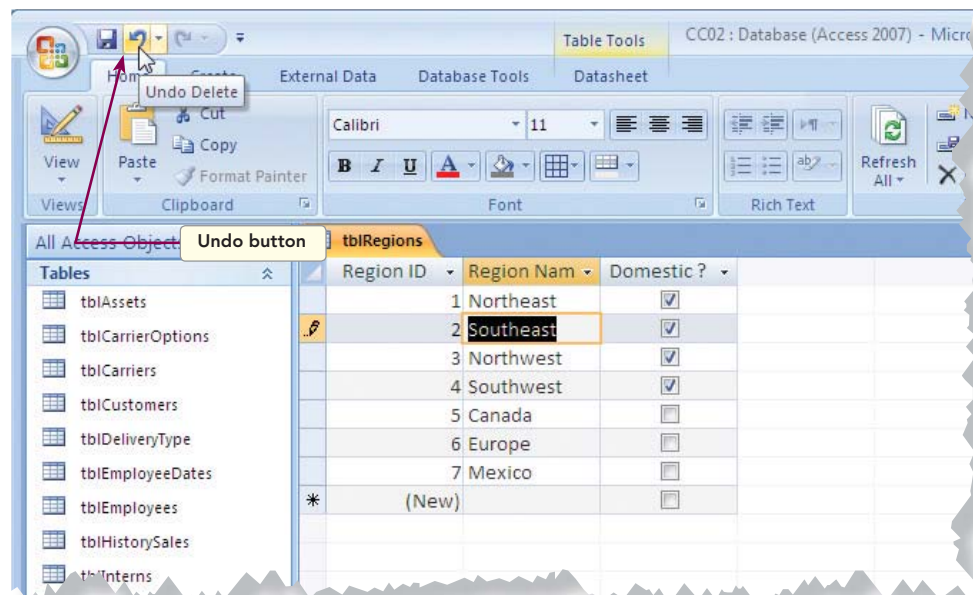
Access remembers changes to the record and lets you undo most edits. If you accidentally delete text in a field, you can use the Undo command to reverse the action. One exception to this is if you delete a record, it can't be undone. There are two ways to undo an action:

- From the **Quick Access Toolbar**, click the Undo command .
- Press **[Ctrl]+[Z]**.

1. In the Navigation Pane, double-click the table **tblRegions**.
2. In the field **Region Name**, double-click “Southeast.”
3. Press **[Delete]** to delete the data.
4. From the **Quick Access Toolbar**, click the Undo command .



**Figure 2-7**  
Undo a deletion  
CC02.accdb  
tblRegions



1

5. Click the Record Selector for Region ID “2” and press **Delete**.
6. Read the dialog box, and then click **Yes** to confirm the deletion.
7. Press **Ctrl+Z** to attempt to undo the deletion. Nothing happens because once a record is deleted, it can't be undone.
8. Right-click the **tblRegions** tab. From the shortcut menu, select **Close**.
9. In the Navigation Pane, click the table **tblRegions** to select it. Do not open the table.
10. From the command tab **Home**, in the command group **Records**, click the Delete command **X**.
11. In the dialog box, click **Yes**. The table is deleted.
12. Press **Ctrl+Z** to undo the deletion.
13. In the Navigation Pane, collapse the **Tables** group.

#### OBJECTIVE 4

## Viewing and Modifying Recordsets through a Form

A form is a major Access object. A form is designed to be used on a computer screen. Through a form, you can enter, view, sort, edit, and print data. Most often when making changes to records, it is easier to use a form rather than a table. A form uses the same navigation buttons, scroll bars, and text editing features as a table.

### Exercise 2-11 NAVIGATE THROUGH FORMS

A form is linked to a recordset. The fields displayed through a form are the same as in the table or query from which they originate.

2

1. In the **Forms** group of the Navigation Pane, double-click the form **frmInternList**. This form is using the Continuous Form view to display data.
2. In the **Forms** group of the Navigation Pane, double-click the form **frmInterns**. This form is using the Single Form view.
3. In the **Forms** group of the Navigation Pane, double-click the form **frmInternSplit**. This form is using the Split Form view.

1

Deleted records cannot be saved in the Office Clipboard. Remind students this is why most businesses move records to inactive status rather than delete them.



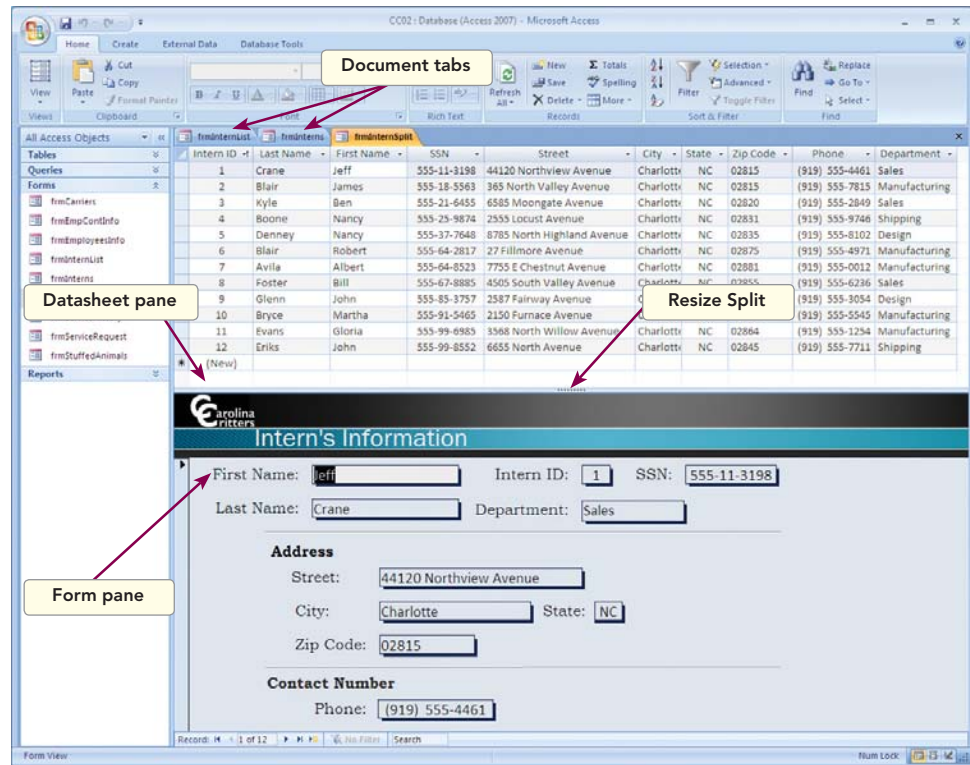
#### Objective 4 Startup File:


You can use the file Obj4-CC02 to start from this point in the Lesson.

2

Remind students that although the forms display the fields differently, they are all tied to the same table.

**Figure 2-8**  
Multiple open  
documents  
CC02.accdb  
frmInternSplit




4. Click the document tab for the form **frmInternList**.
5. Press **Tab** to move the cursor to the second field (**SSN**) in the first record.
6. Press **Ctrl+PageDown** to move to the second record.
7. Press **Ctrl+End** to move to the last field in the last record.
8. Click the document tab for the form **frmInterns**.
9. Press **Tab** 5 times. Notice the selected field order is not always left to right or top down.
10. Press **PageDown** to move to the next record. Notice that the field **Street** is still selected.
11. In the Record Navigation tool, click the Last Record button . The record for John Eriks is now visible.
12. Click the document tab for the form **frmInternSplit**.
13. Press **Tab** to move through the first record. Notice that the fields in the form are not in the same order as in the datasheet.
14. Press **PageDown** to move to the next record. Notice that the information in the selected record and the form are the same.



## Exercise 2-12 EDIT FIELDS THROUGH A FORM

You can edit data in a form with the same shortcuts you use in a table or a query. For example, **[Backspace]** deletes a single character and the keyboard combination **[Ctrl]+[Delete]** deletes everything to the right of the insertion point.

The data displayed in each field of a form are stored in a table. Just as you can change the data stored in a table through the table's Datasheet View, you can change the data through a form.

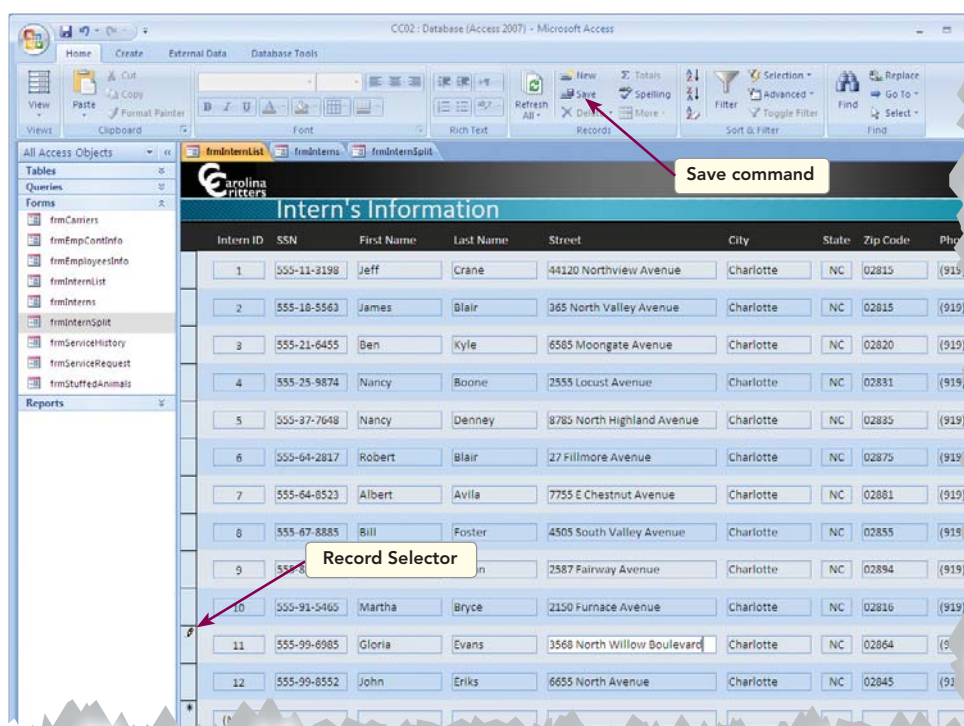
1. Click the document tab for the form **frmInternList**.
2. Click the Previous Record button  until you get to the "Gloria Evens" (**Intern ID 11**) record.
3. In the **Street** field, click to the left of "Avenue" and press **[Ctrl]+[Delete]**.
4. Key **Boulevard**. Notice the pencil icon in the Record Selector.

1


### NOTE

Record Selectors in forms are the same as in tables and queries.

**Figure 2-9**  
Edit data in a form  
CC02.accdb  
frmInternList



Save

5. From the command tab **Home**, in the command group **Records**, click the Save command . Notice the pencil icon is no longer in the Record Selector.
6. Click the document tab for the form **frmInternSplit**.
7. In the datasheet at the top of the form, click anywhere in the record for "Nancy Boone" (**Intern ID 4**.)



Demonstrate the difference between **[Ctrl]+[Delete]** and **[Ctrl]+[Backspace]**.




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8. Double-click the **City** field for the selected record to select all content.
9. Key **Garner** and press **[Enter]**. Notice that the data in the **City** field have changed in the lower part of the form.
10. Press **[↓]** to save the changes to the record.
11. Click in any field in the form (lower half).

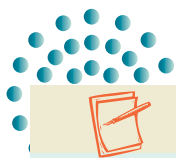
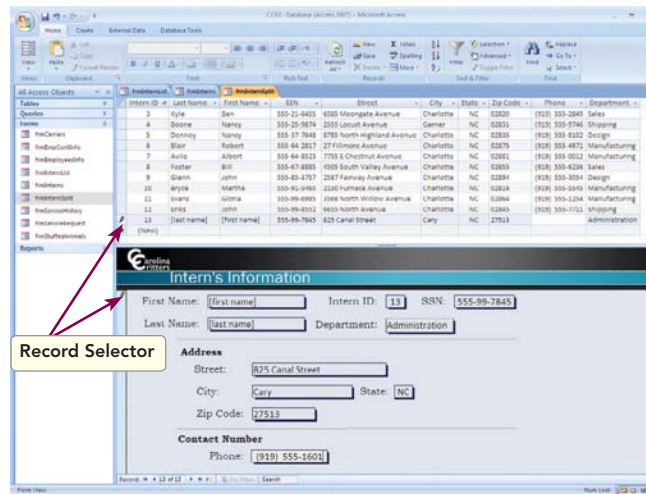
### Exercise 2-13 ADD RECORDS THROUGH A FORM

A form can make it easier for you to add records. A well-designed form utilizes field placement to improve the efficiency of data entry.

1. From the command tab **Home**, in the command group **Records**, click the New command . The Record Selector will display an asterisk until you key new data.
2. Key the following new record, pressing **[Tab]** between entries:

**First Name:** *Key [your first name]*  
**Last Name:** *Key [your last name]*  
**SSN:** **555-99-7845**  
**Department:** **Administration**  
**Street:** **825 Canal Street**  
**City:** **Cary**  
**State:** **NC**  
**Zip Code:** **27513**  
**Phone:** **(919) 555-1601**

**Figure 2-10**  
Adding a new record  
CC02.accdb  
frmInternSplit



**NOTE**



In the split view of a form, data can be edited or added in either section.

3. Press **[Ctrl]+[S]**.



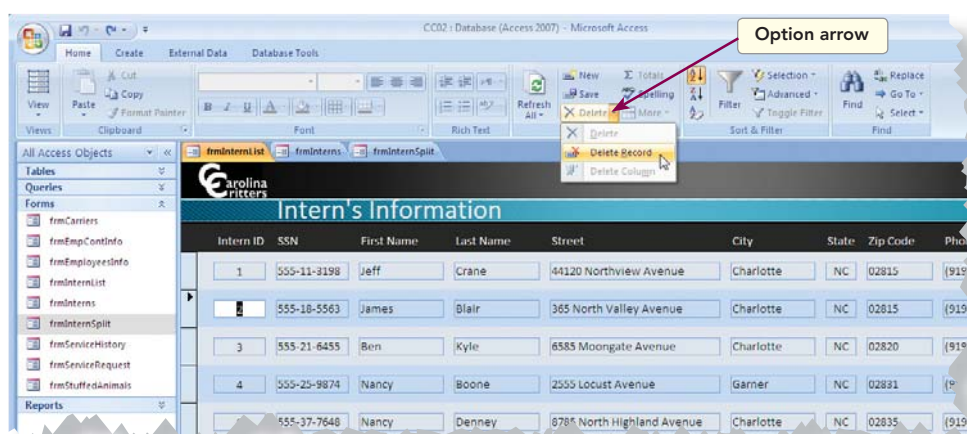
## Exercise 2-14 DELETE RECORDS THROUGH A FORM


You can delete the current record by using the same methods you used when deleting a record in a table.

1. Click the document tab for the form **frmInternList**.
2. Click in any field for the intern “James Blair” (**Intern ID 2**).
3. From the command tab **Home**, in the command group **Records**, click the Delete command  option arrow and choose the Delete Record command .



**Figure 2-11**  
Delete options  
CC02.accdb  
frmInternList



4. Click **Yes** to confirm the deletion.
5. Click the document tab for the form **frmInternSplit**. Notice that there is a row with “#Deleted” in each field.
6. From the command tab **Home**, in the command group **Records**, click the command Refresh All .
7. Right-click the **frmInternSplit** tab. From the shortcut menu, select **Close All**.
8. In the Navigation Pane, collapse the **Forms** group.

### OBJECTIVE 5

## Managing Attachments

Some tables include an image with each record. The Stuffed Animals table includes a field with an illustration of the product. The Employees table includes a field with a photograph of the employee. Both the illustration and the photograph are images attached to a field. All attachment fields display as a paperclip in Datasheet View.



A deleted record can be restored by clicking the Undo button only if no additional field or record deletions have been made.



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Refresh All will affect all opened objects.

**Objective 5 Startup File:** You can use the file Obj5-CC02 to start from this point in the Lesson.

In addition to images, you can attach certain types of data files such as documents, worksheets, or text files. The **Attachments** window allows you to add, remove, open, or save an attachment. Attached files cannot be larger than 256 megabytes or be nondata files such as programs, system files, or batch files.

1

## Exercise 2-15 ATTACH AN IMAGE

When attaching an image, you must know the location of the file and in which record the file will be stored.

2

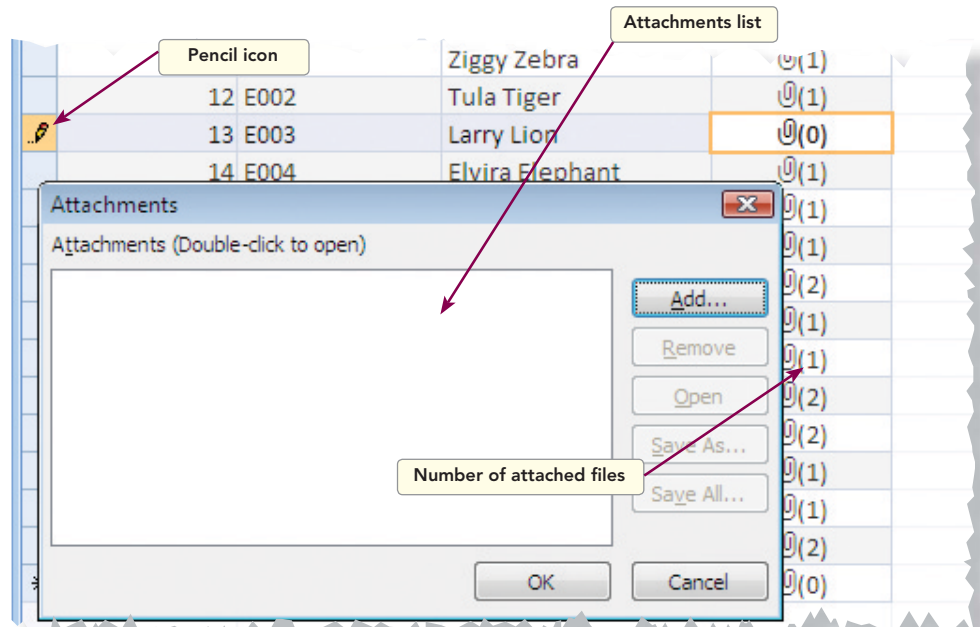
1. In the **Tables** group of the Navigation Pane, double-click the table **tblStuffedAnimals**.

3

2. Locate the record for “Larry Lion” (**Product ID** 13.)

3. Double-click the attachment field. The **Attachments** dialog box appears.

**Figure 2-12**  
Adding an attachment  
CC02.accdb  
tblStuffedAnimals



4. The names of attached files appear in the Attachments list. Click **Add**.

5. Locate the **Lesson 02** folder. Double-click the file **Lin003**.

6. Click **OK**.

7. Press **Ctrl+S** to save the changes in the record.

8. Close the table by right-clicking the table’s document tab and choosing **Close**.

1

An Access database cannot exceed 2 gigabytes in size.

2

If the program used to create the attached file is installed on the computer, you can edit the attached file through that program.

3

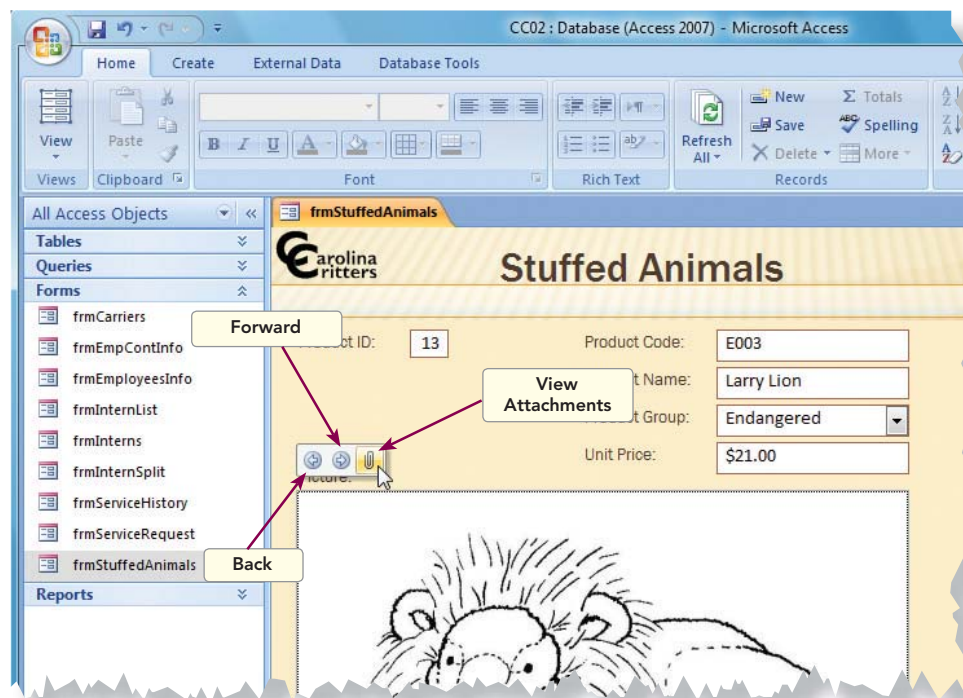
Access automatically compresses the attachment unless the file is already compressed.





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9. In the Navigation Pane, collapse the **Tables** group.
10. In the **Forms** group of the Navigation Pane, double-click the form **frmStuffedAnimals**.
11. Press **PageDown** until you get to the “Larry Lion” record.
12. Click the picture. A Mini toolbar appears above the image.

**Figure 2-13**  
Attachments in a  
form  
CC02.accdb  
frmStuffedAnimals



13. On the Mini toolbar, click the **View Attachments** button .
14. In the **Attachments** dialog box, click **Add**.
15. In the **Lesson 02** folder, double-click the file **Lin003c**. You now have two files attached to this record.
16. Click **OK**.
17. Click the picture to open the Mini toolbar.
18. On the Mini toolbar, click the Forward button  to see the second file.



## Exercise 2-16 EXTRACT AN IMAGE FROM THE DATABASE



Extracting is different than removing an image. When you remove an image, you delete that image from the record. When you extract an image, you save a copy of the image as an external file without affecting the original image.



1. Press **PageDown** until the data for “Theodore Bear” (**Product ID 22**) is displayed in the form.
2. Double-click the image of the product. This opens the **Attachment** dialog box.
3. Click **Save As**.
4. In the **Save Attachment** dialog box, change the **File name** to **Theodore Bear.bmp**.
5. Check the file path in the location bar. Change if needed.
6. Click **Save** to save a copy of the image outside of the database.
7. Click **OK** to close the **Attachment** dialog box.
8. Close the form by right-clicking the form’s document tab and choosing **Close**.
9. In the Navigation Pane, collapse the **Forms** group.

**REVIEW**

Closing a major object after modifying or adding a record will save the changes.

**OBJECTIVE 6**

## Previewing, Printing, and Saving Data Using a Report

Just as forms are designed to view data on a screen, reports are designed to view data on paper. A form is designed to fit on a standard computer screen, while a report is designed to fit on a sheet of paper.

Use the Microsoft Office Button or keyboard methods to open the Print dialog box. From the Print dialog box, you can set a print range or change the page orientation.

### Exercise 2-17 PREVIEW A REPORT

Print Preview shows you how the selected report prints on paper. *Print Preview* is a method for displaying on the screen how an object will appear if printed on paper.


1




1. In the **Reports** group of the Navigation Pane, double-click the report **rptInternsByDept**.

2. Right-click the report’s document tab and choose **Print Preview**.

3. From the command tab **Print Preview**, in the command group **Page Layout**, click the command **Portrait** .

4. In the lower-right corner is the zoom control. Click the Plus button  twice to zoom to 120%.

**TIP**

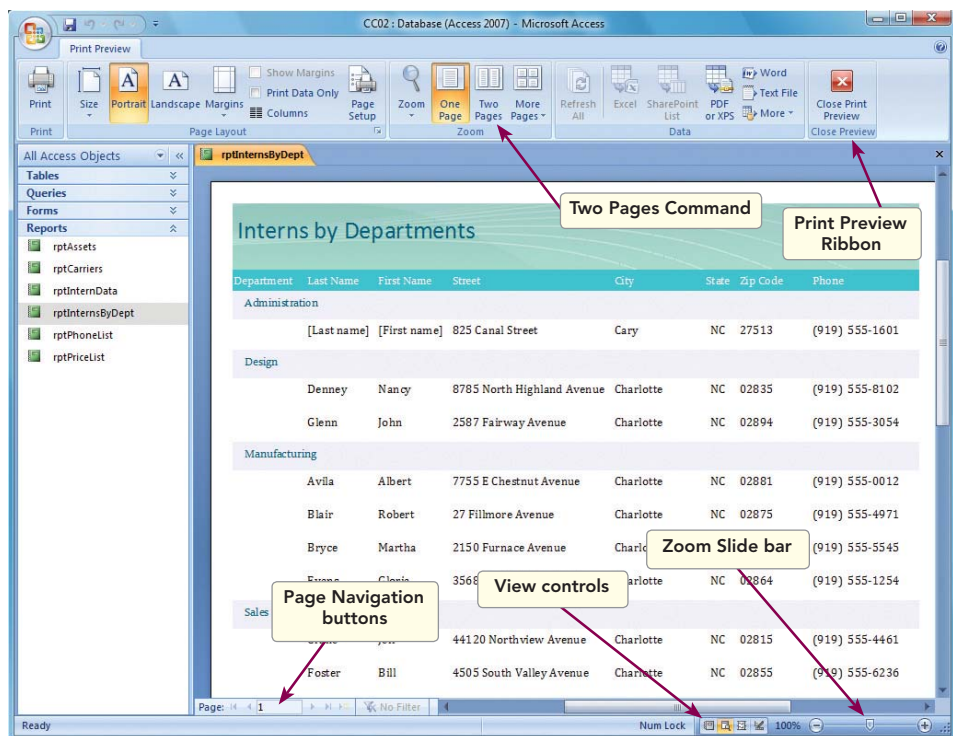
To use the Print Preview Ribbon for tables, queries, and forms, you must click the Office Button  and click the **Print** option arrow.

 **Objective 6 Startup File:**  
You can use the file Obj6-CC02 to start from this point in the Lesson.

1

Demonstrate to students how to use the zoom control.

**Figure 2-14**  
Print Preview  
CC02.accdb  
rptInternsByDept



5. Click the Two Pages command . Notice that this report fits onto one page.

## Exercise 2-18 PRINT A REPORT

Depending on the size of the report, you may need to change the page orientation or the margins. You can set the print orientation to landscape for a report similar to when printing a datasheet. You most often change the page orientation when records contain more fields than can print in portrait orientation.

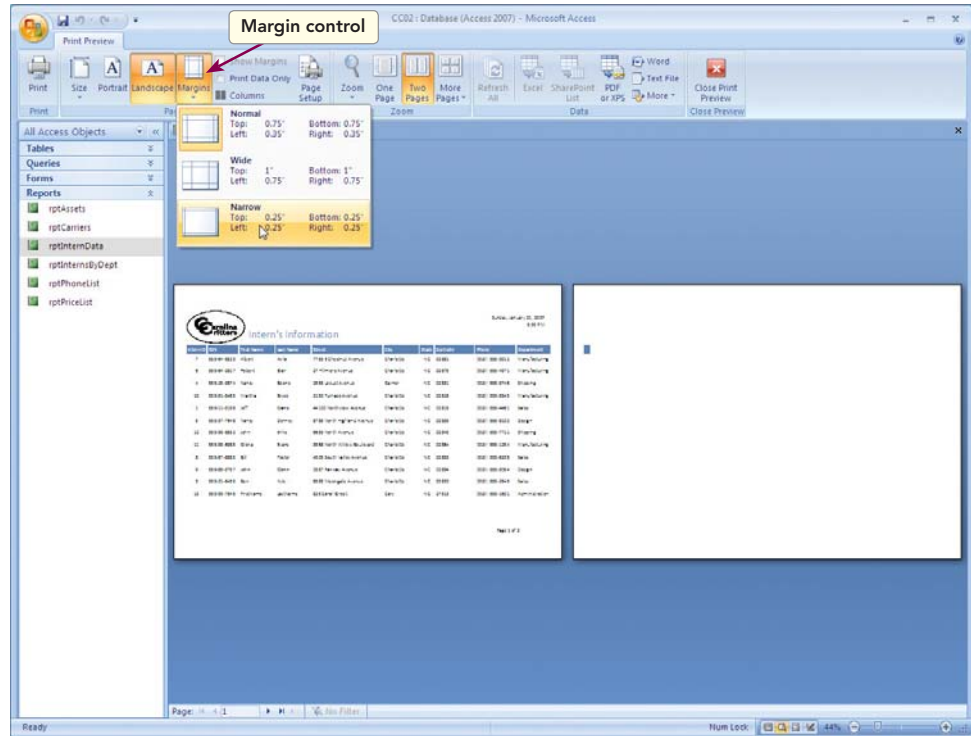
1



1. In the **Reports** group of the Navigation Pane, double-click the report **rptInternData**.
2. At the right end of the status bar are the Change View buttons. Click the **Print Preview** button .
3. Click the Two Pages button . Notice that this report has information on a second page.
4. From the command tab **Print Preview**, in the command group **Page Layout**, click the Margins command option arrow and choose **Narrow**.



**Figure 2-15**  
Changing margin  
settings  
CC02.accdb  
rptInternData



- From the command tab **Print Preview**, in the command group **Print**, click the **Print** command . The **Print** dialog box opens.
- Based upon your classroom procedure, you can either print the report or cancel the print process. To cancel, click **Cancel**. To print the report, click **OK**. If you are uncertain, ask your instructor.

### Exercise 2-19 SAVE A REPORT TO A FILE

You can publish a report as an electronic XPS file just like when you publish a datasheet. A published report can be viewed or printed through Microsoft Internet Explorer.

1



- From the command tab **Print Preview**, in the command group **Data**, click the **PDF or XPS** command .
- Change the location to the location where you will be storing your homework.



**TIP**

Use the **Browse Folder** button to help you store files in nondefault locations.

- Click to the right of the filename and key a hyphen and your initials.
- Click the **Open file after publishing** check box.

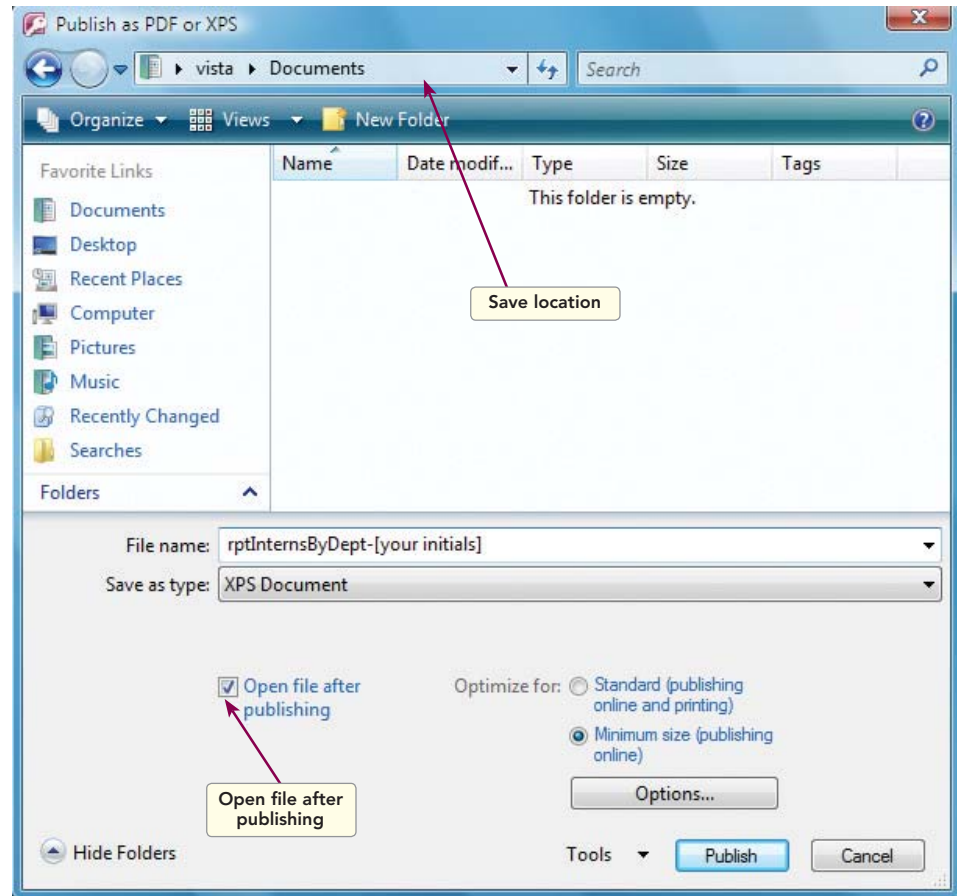


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1

An electronic XPS file can be viewed through Internet Explorer.

**Figure 2-16**  
Save a report  
to a file  
CC02.accdb  
rptInternDat



5. Click **Publish** to create the XPS file. Your file has been opened in Internet Explorer.
6. Close the Internet Explorer.
7. Right-click the **rptInternData** tab. From the shortcut menu, select **Close All**.



#### REVIEW


Optimizing the file for on-line publishing and printing increases the size of the file.

8. In the Navigation Pane, collapse the **Reports** group.
9. Click the **Office Button**.
10. Click **Exit Access**.











## Lesson 2 Summary

1

- Access automatically saves changes to a record when you move the insertion point to another record.
- Records are stored in tables.
- Records can be added, edited, and deleted in a table, through a query, or through a form.
- You can delete records from a table by clicking on the Record Selector and pressing **Delete**.
- When editing a record, you can insert text or use the Overtyping mode to key over existing text.
- AutoCorrect corrects commonly misspelled words.
- Press **Ctrl+D** to duplicate the contents in the field from the previous record.
- Press **Ctrl+;** to enter the current system date into a field.
- Press **Ctrl+C** to copy and **Ctrl+V** to paste text.
- Click the Undo button  to restore the previously deleted text.
- You can attach an image or document file to a record.
- Print Preview displays on the screen how an object will be printed.
- A published object can be viewed or printed at a later time.

2

LESSON 2		Command Summary	
Feature	Button	Task Path	Keyboard
Add record		Home, Records, New	<b>Ctrl++</b>
Copy		Home, Clipboard, Copy	<b>Ctrl+C</b>
Delete record		Home, Records, Delete	<b>Ctrl+-</b>
Duplicate field			<b>Ctrl+D</b>
Insert current date			<b>Ctrl+;</b>
Paste		Home, Clipboard, Paste	<b>Ctrl+V</b>
Print			<b>Ctrl+P</b>
Save		Office Button, Print Preview, Data, XPS	
Refresh All		Home, Records, Refresh All	
Save record		Home, Records, Save	<b>Ctrl+Enter</b>
Undo		Edit, Undo	<b>Ctrl+Z</b>

1 Encourage students to use the Lesson Summary to review the important concepts in this lesson.

2 Point out that the Command Summary lists a variety of ways to accomplish a specific task. Students can decide which method they prefer to use.