

University of Mohamed Khider Biskra  
Faculty of Economic, Commercial, and Management Sciences  
Department of Financial Sciences and Accounting

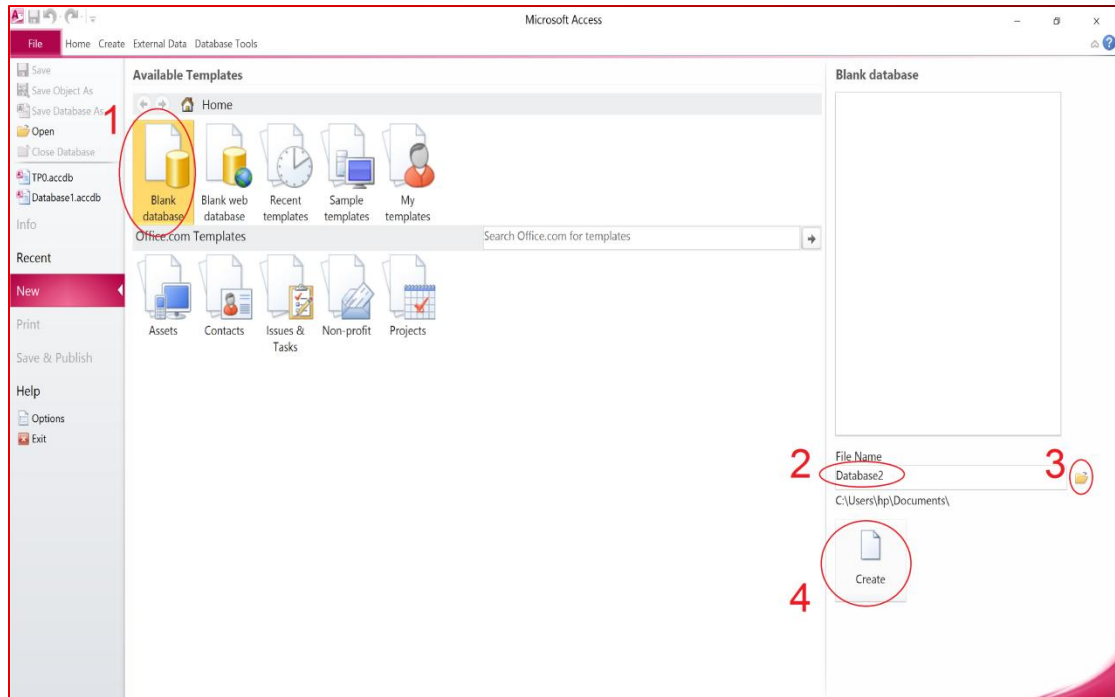
## **Guide of Using Microsoft access**

**Module**  
Computer Science (L2)

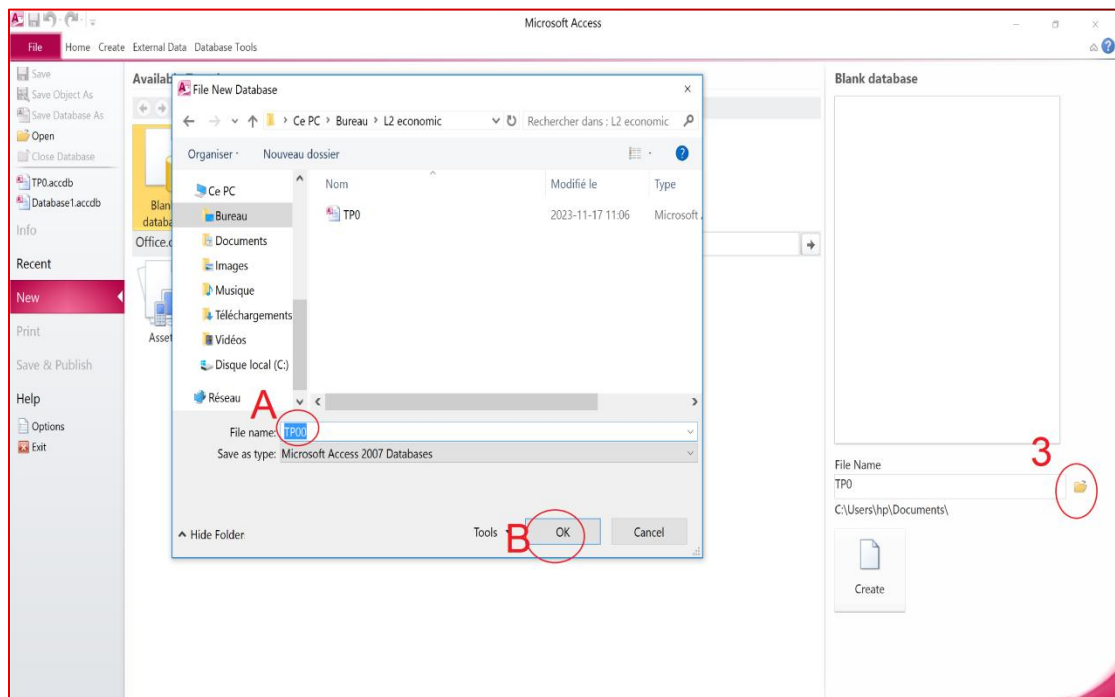
Ms. Dounia CHEBANA  
chebanadounia.univ.biskra@gmail.com

Years 2023/2024

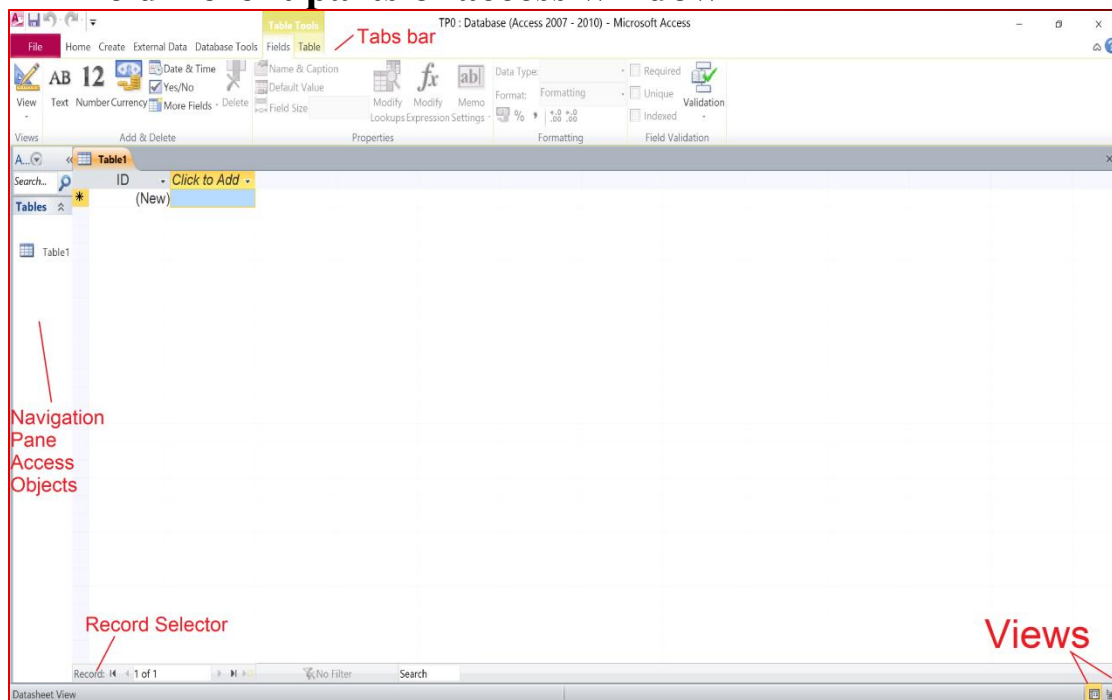
## 1- Create a new database (blank DB)



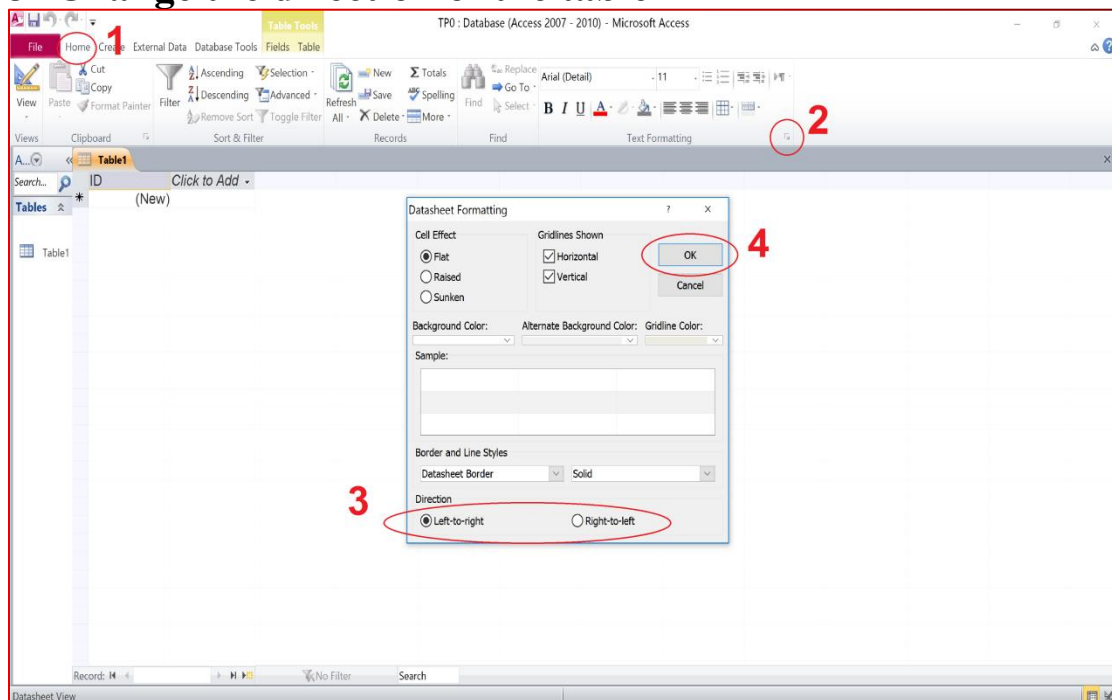
How to change the DB name and the location where we want to save our DB:



## 2- The different parts of access window

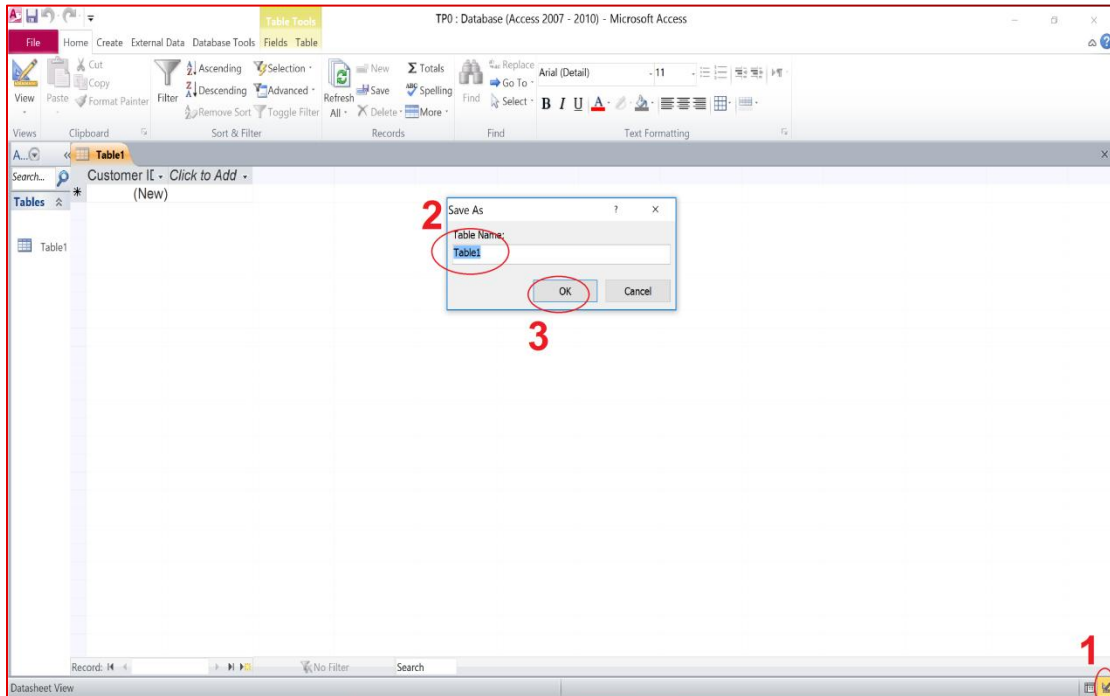


## 3- Change the direction of the table

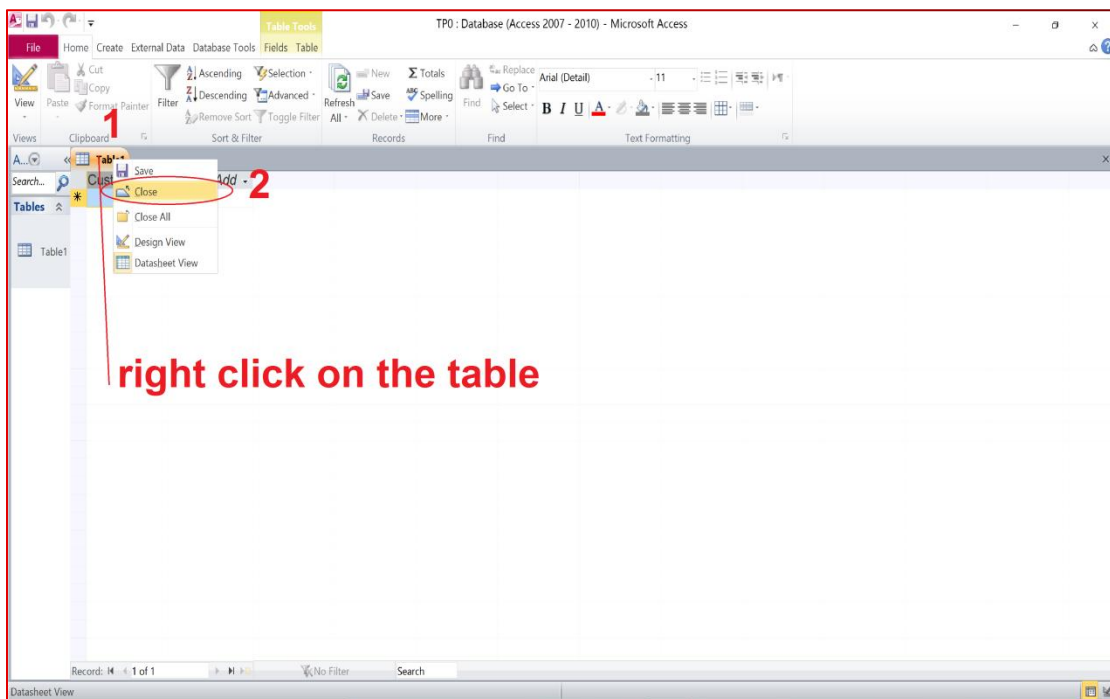


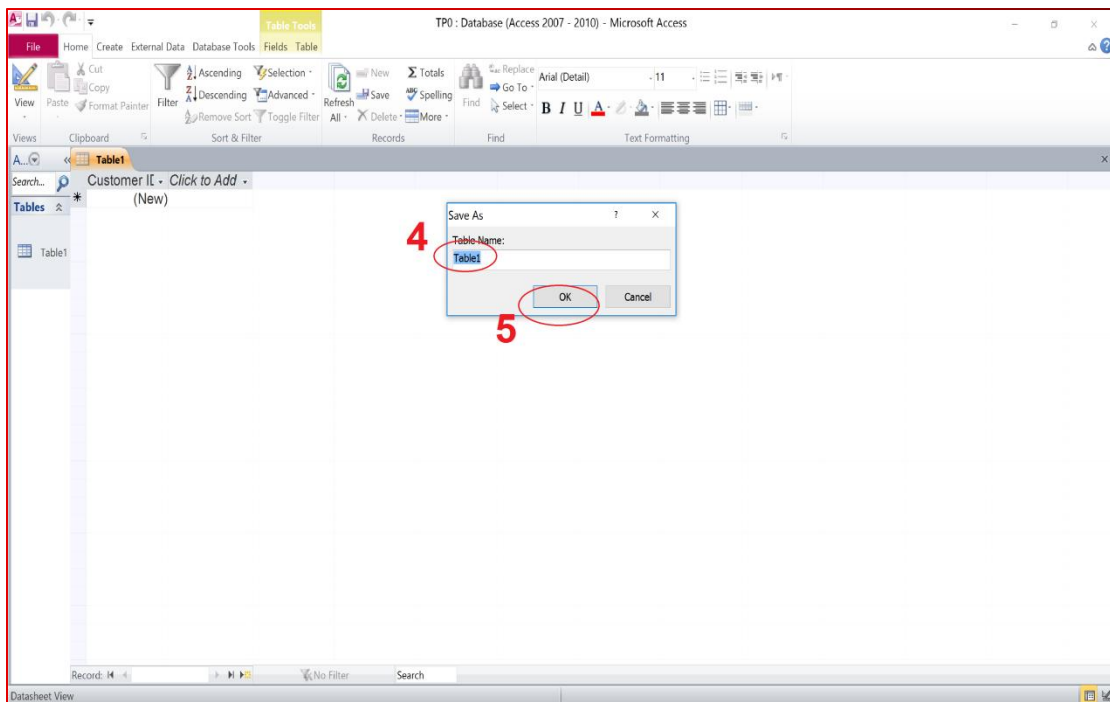
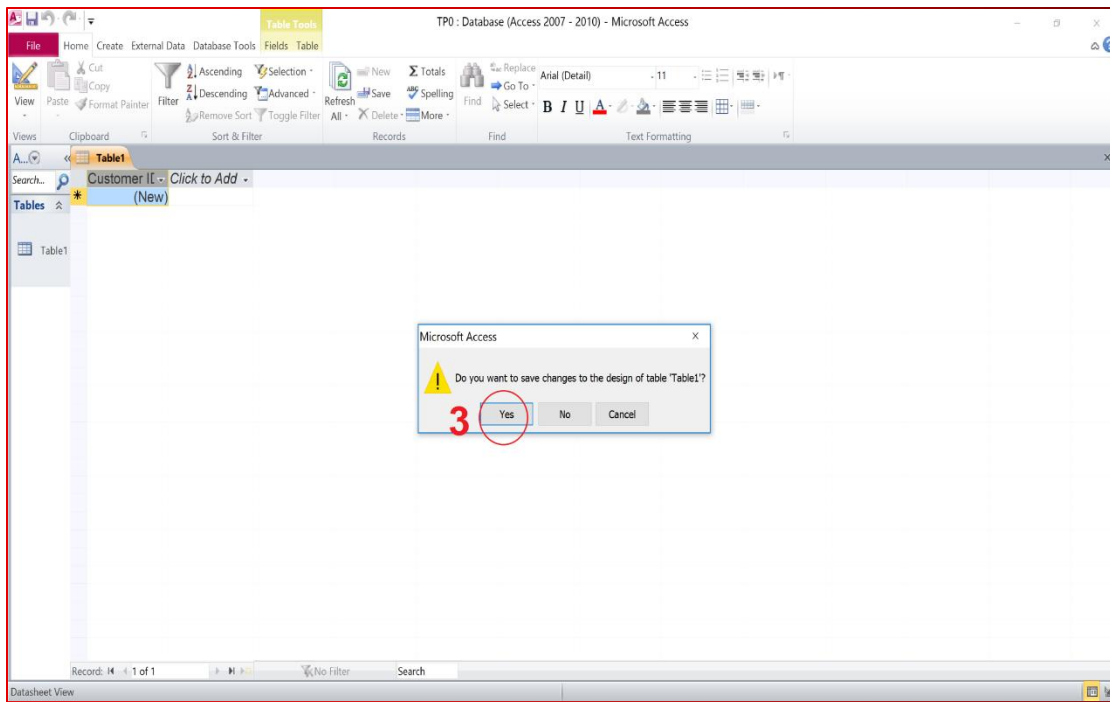
## 4- Save the table and change its name

### 4-1- First Way

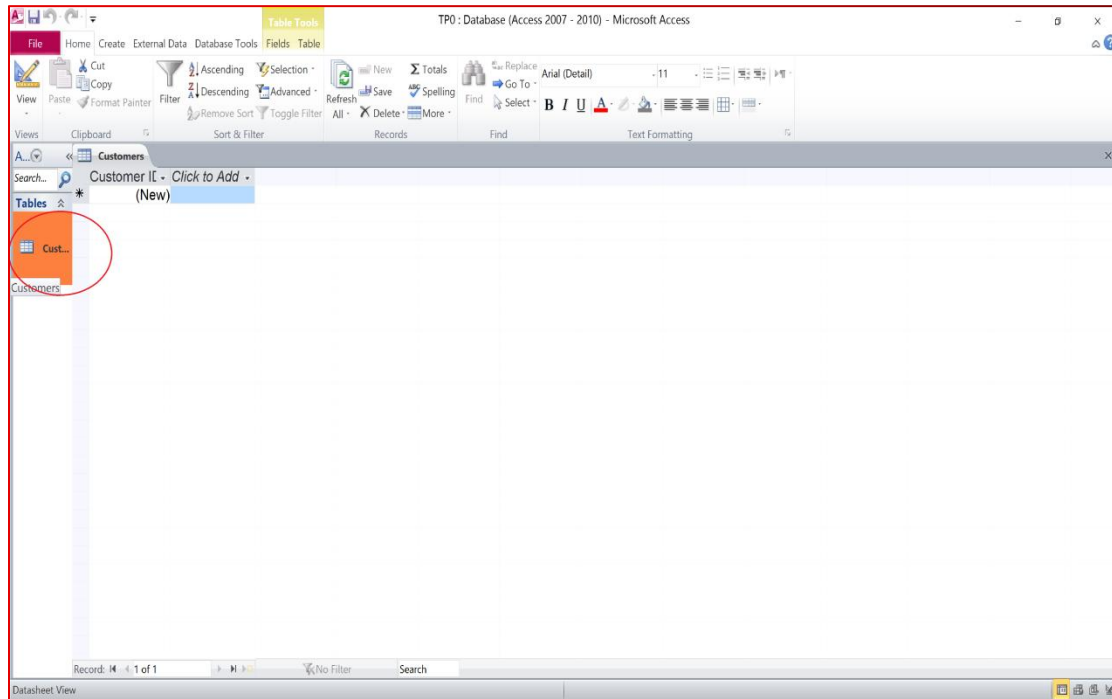


### 4-2- Second Way

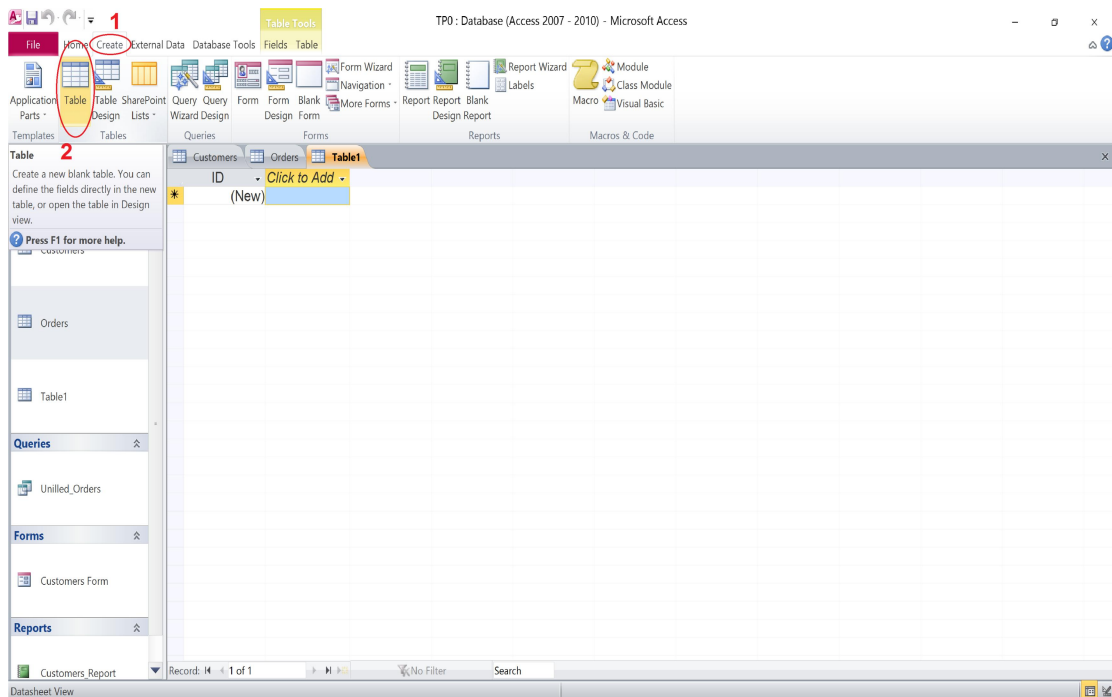




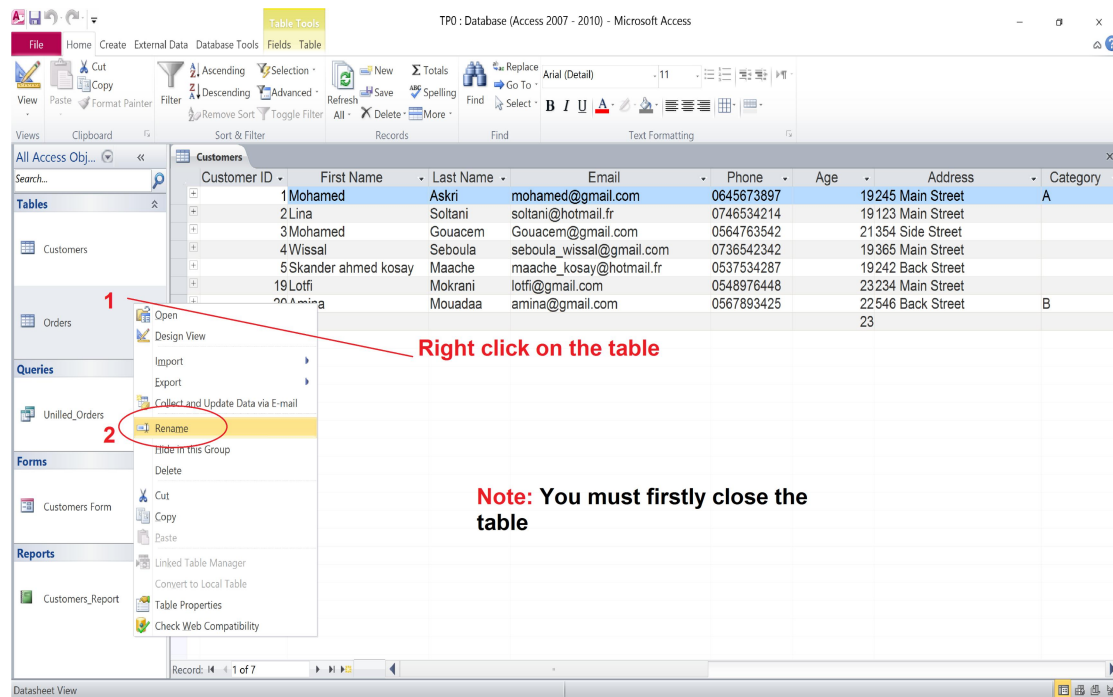
## 5- Open an existing table



## 6- Create a new table

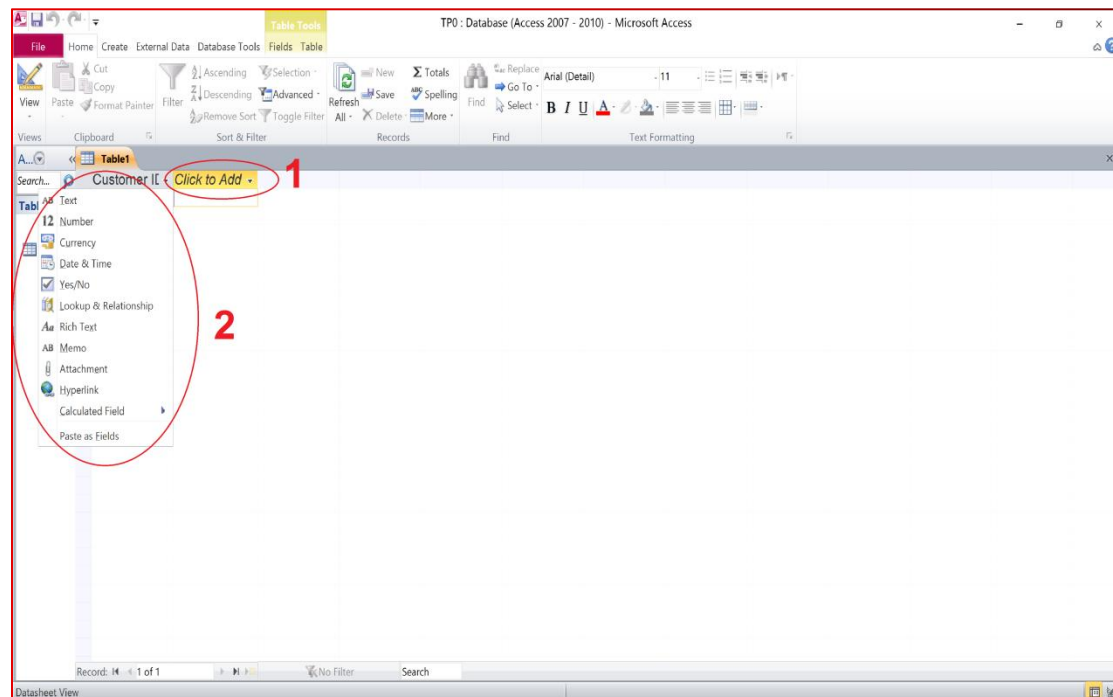


## 7- Rename a table

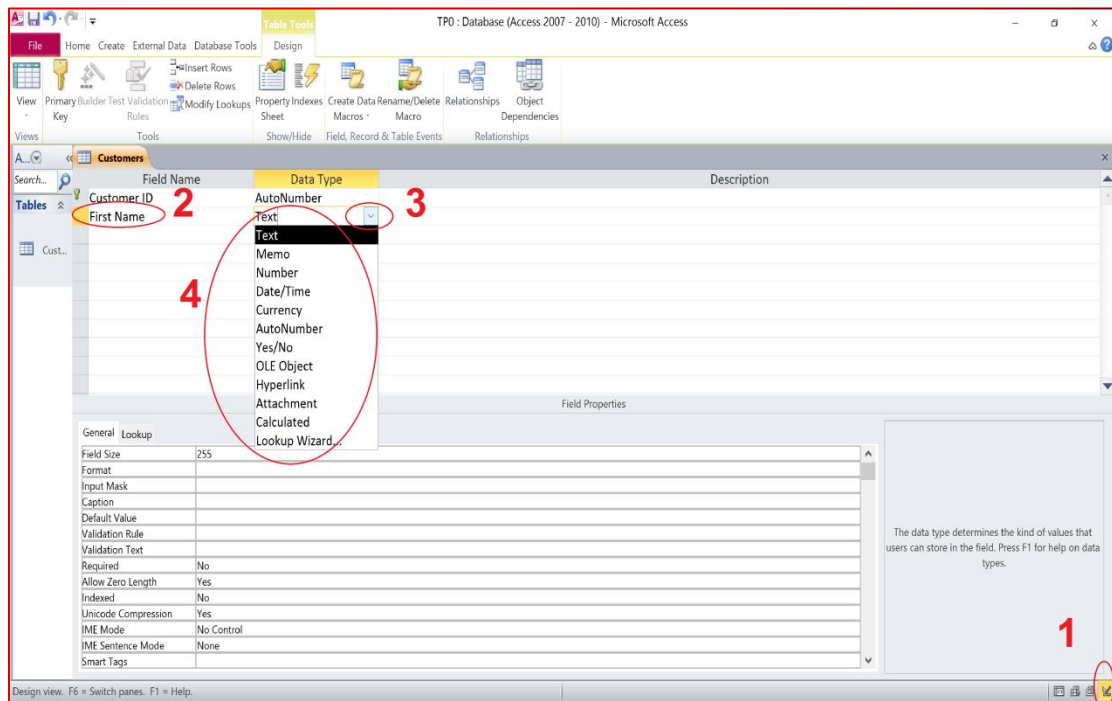


## 8- Create a new field

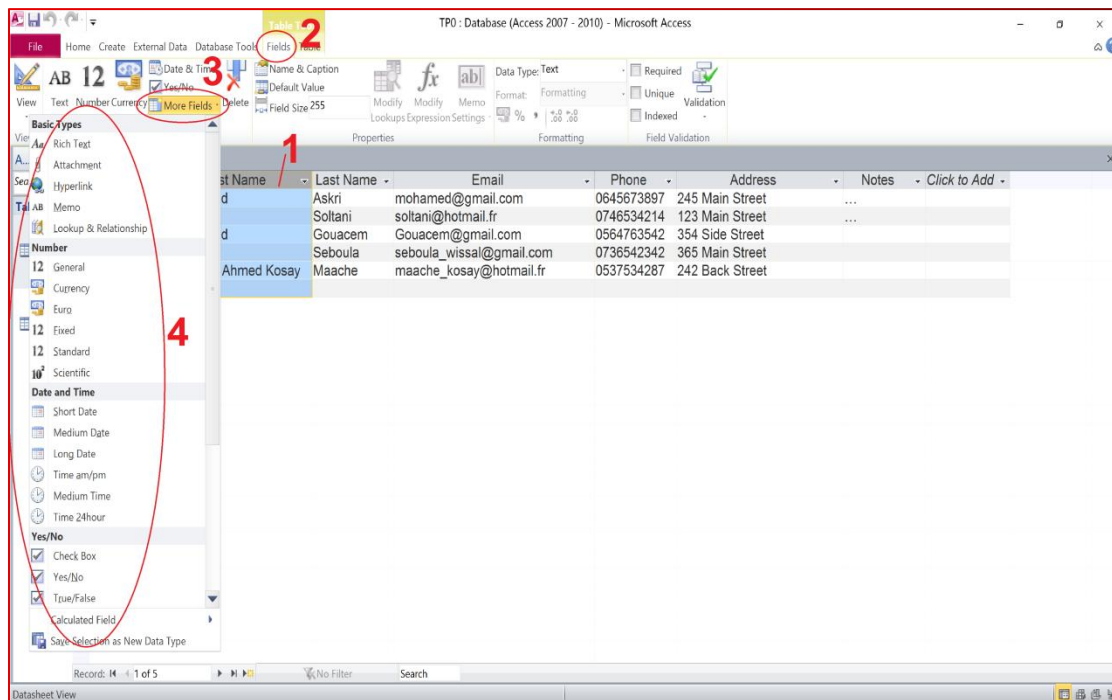
### 6-1- First Way



### 6-2- Second Way

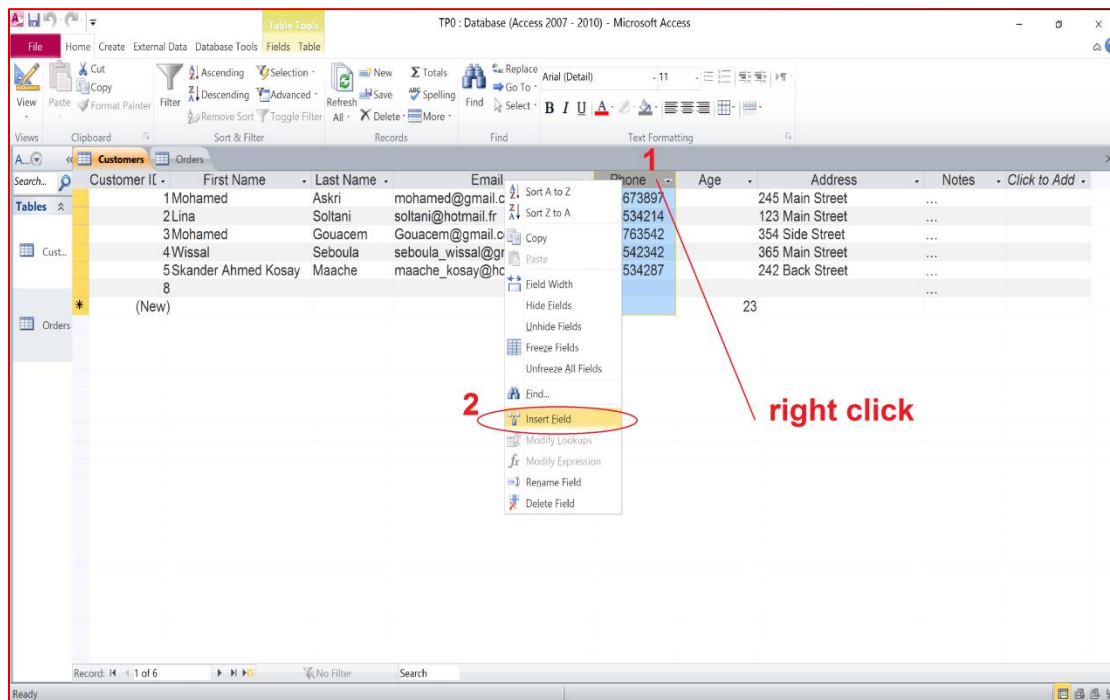


### 6-3 Third Way

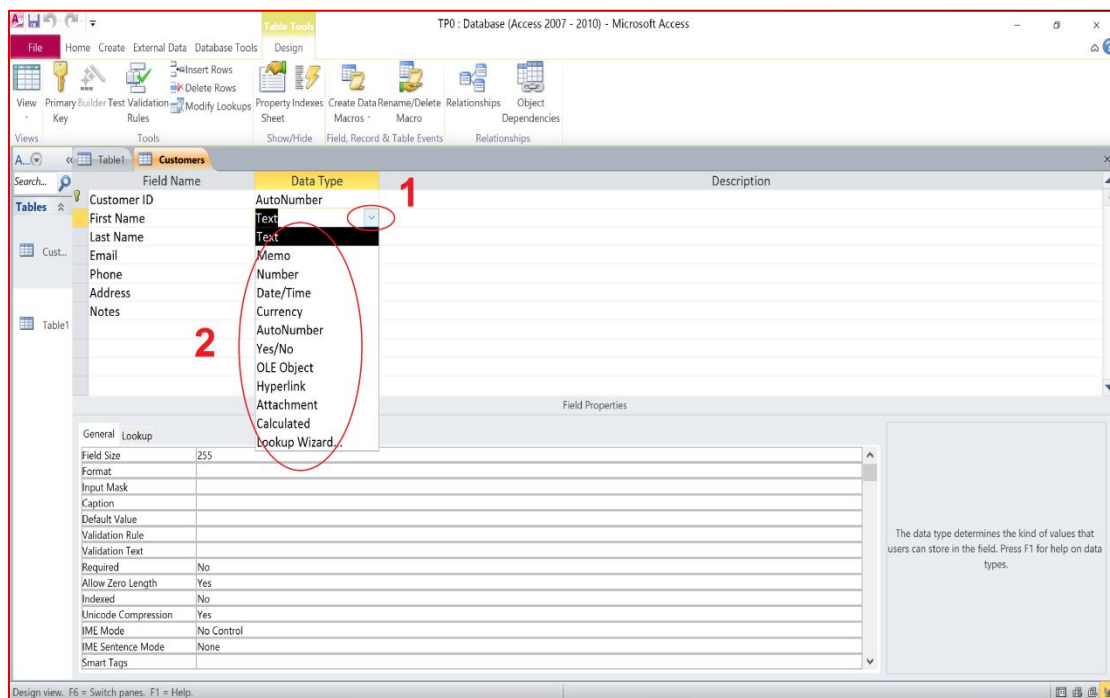




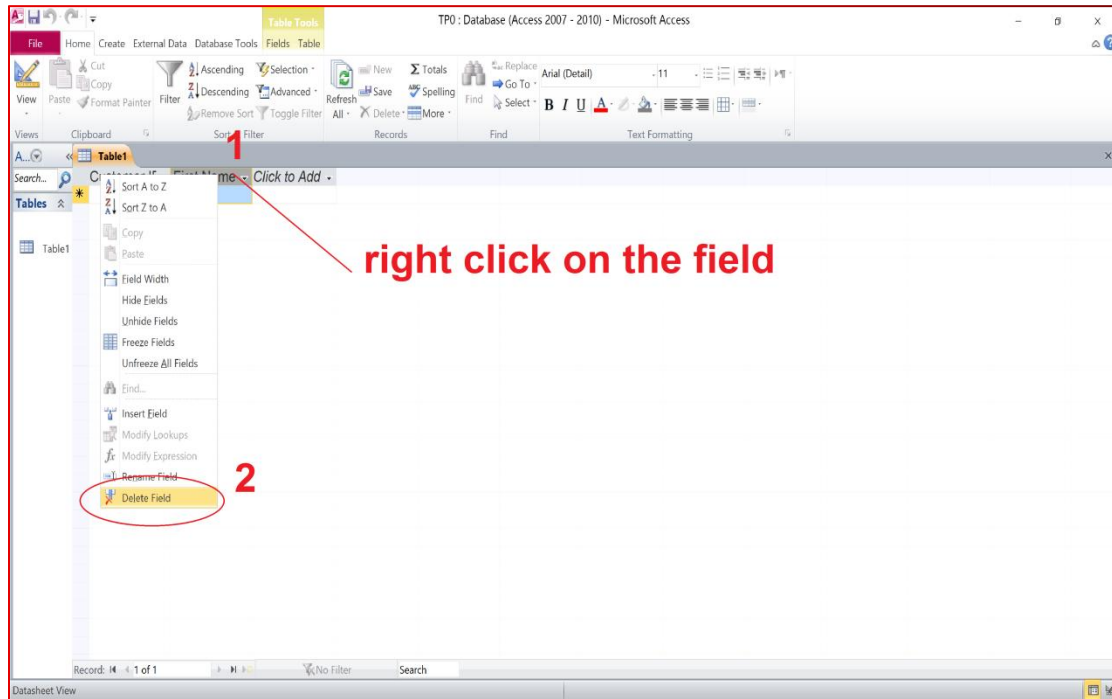
## 9- Insert a new field in an wanted position



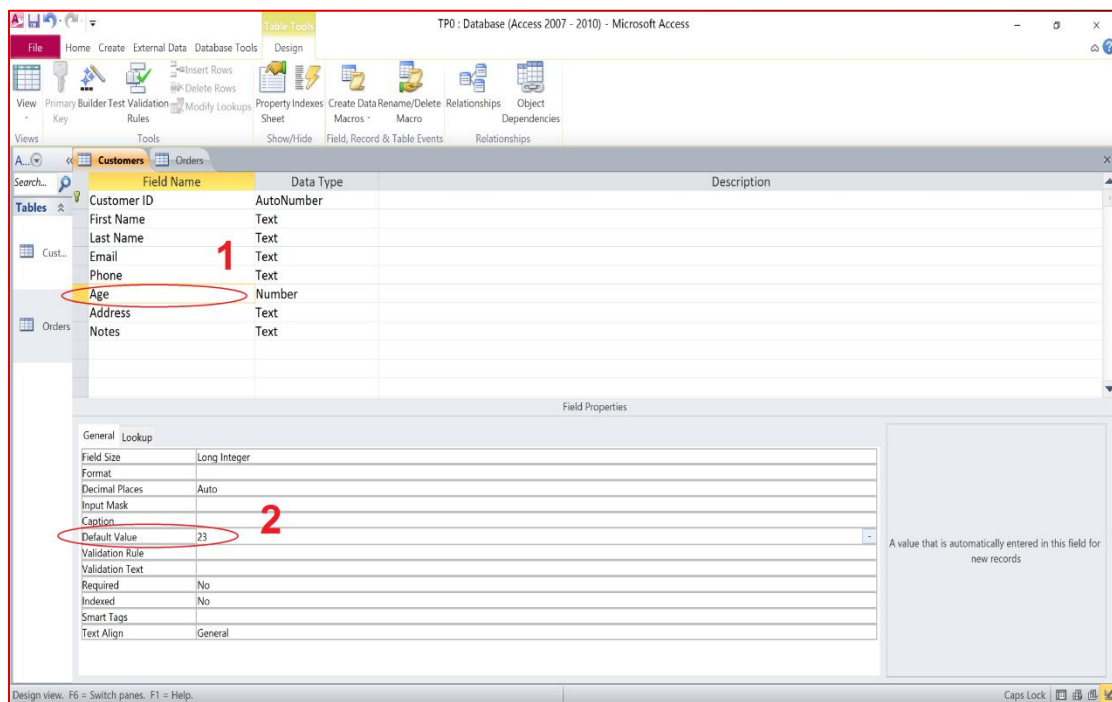
## 10- Change a data type of a field



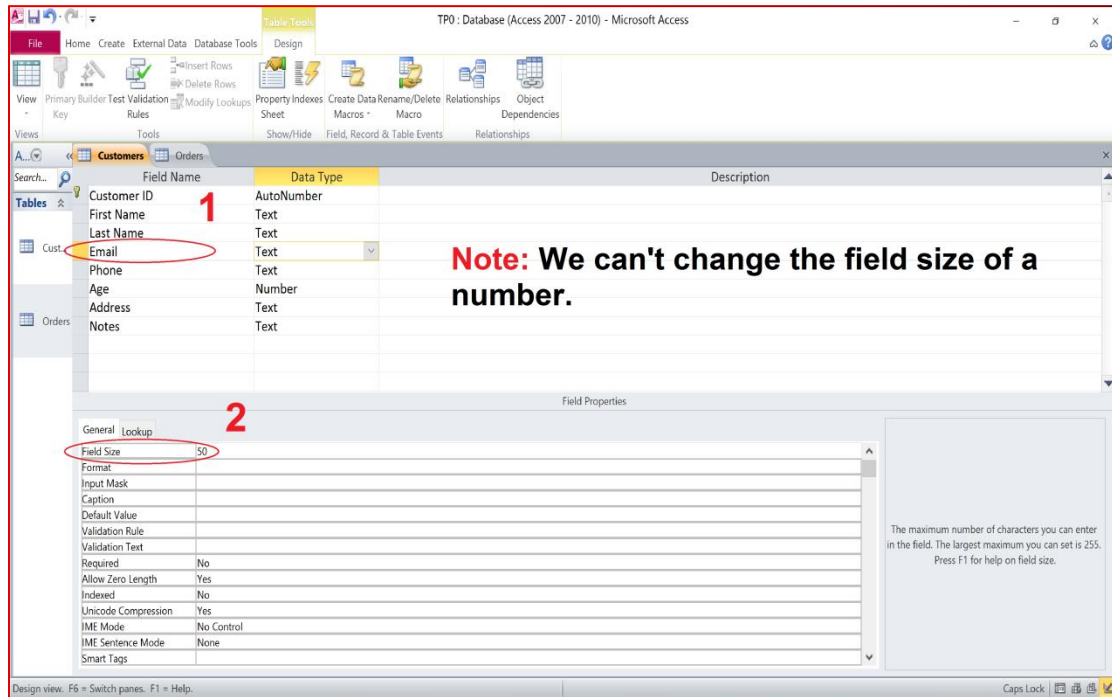
## 11- Delete an existing field



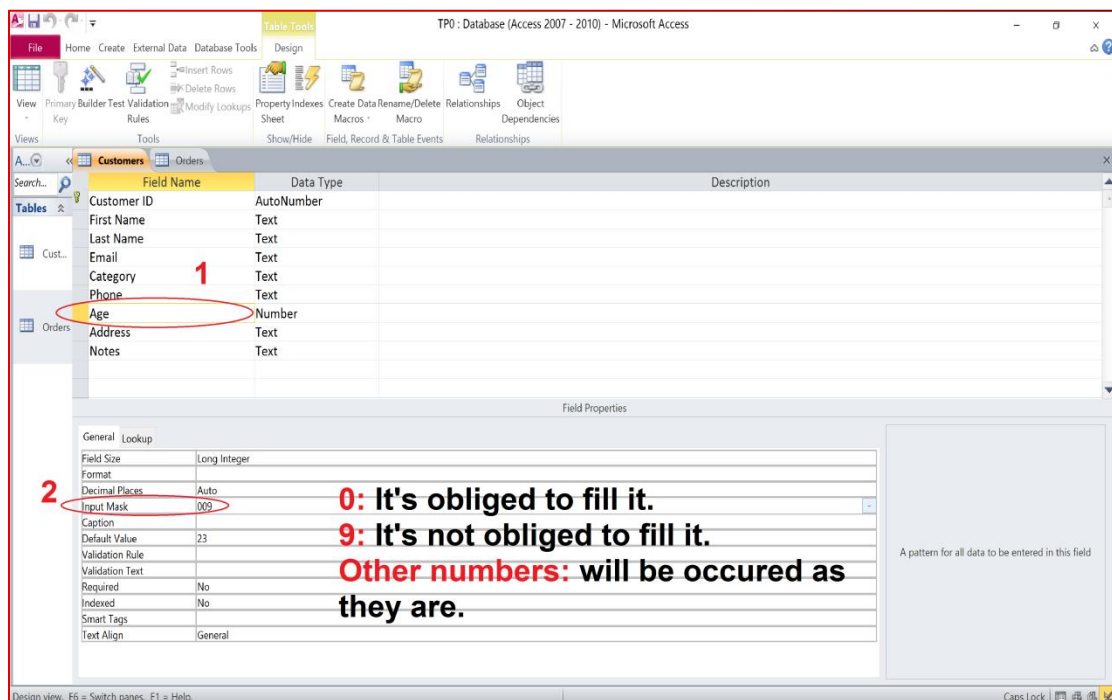
## 12- Put a default value for a certain field



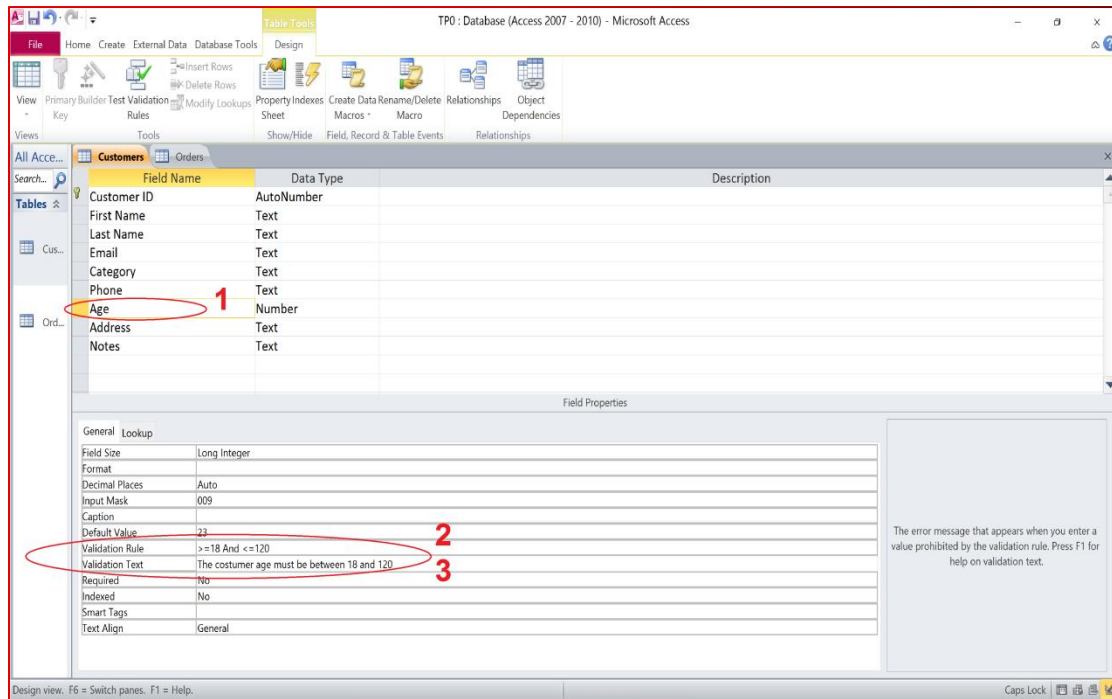
### 13- Change the field size



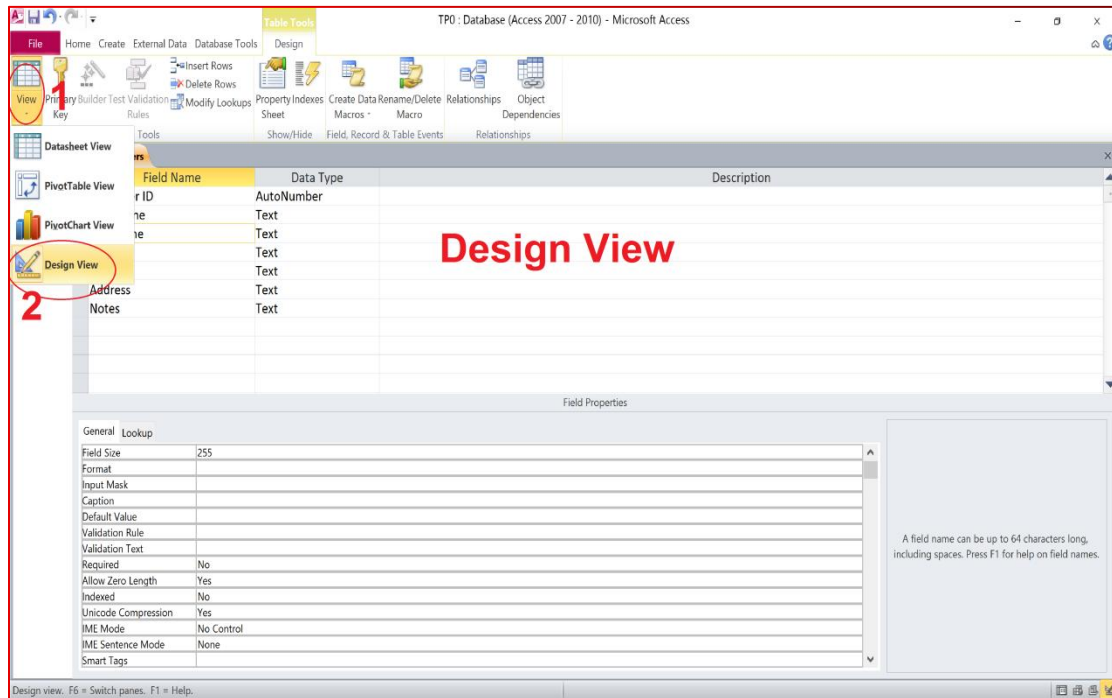
### 14- Change the number of digits of a field



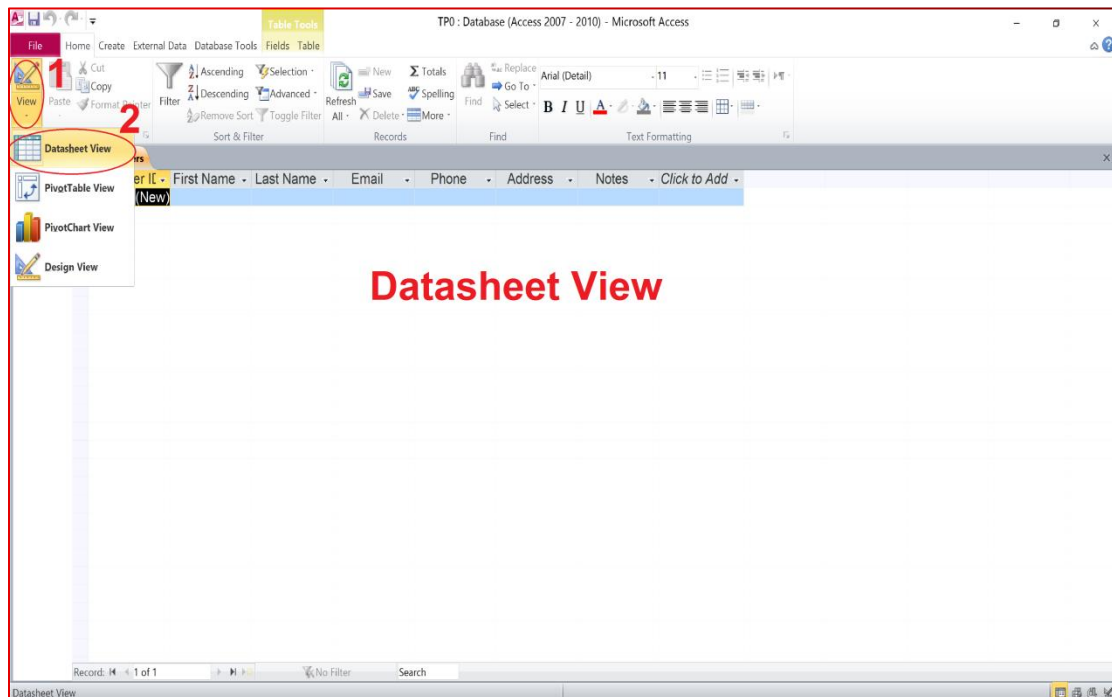
## 15- Add validation rules and error text to a field



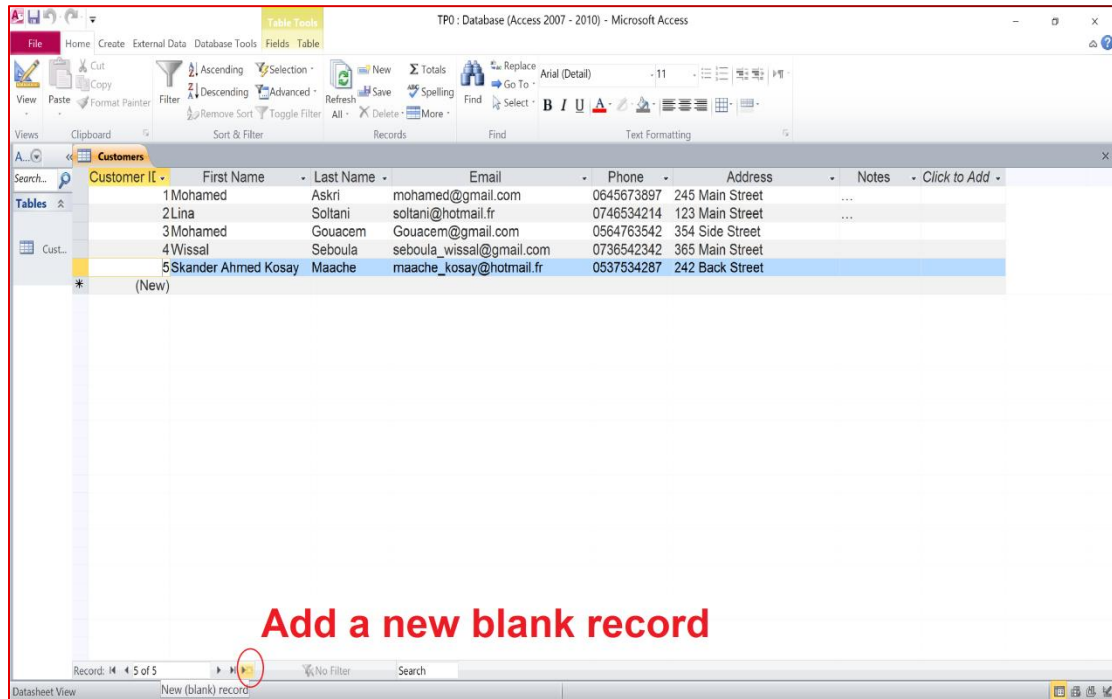
## 16- Design View



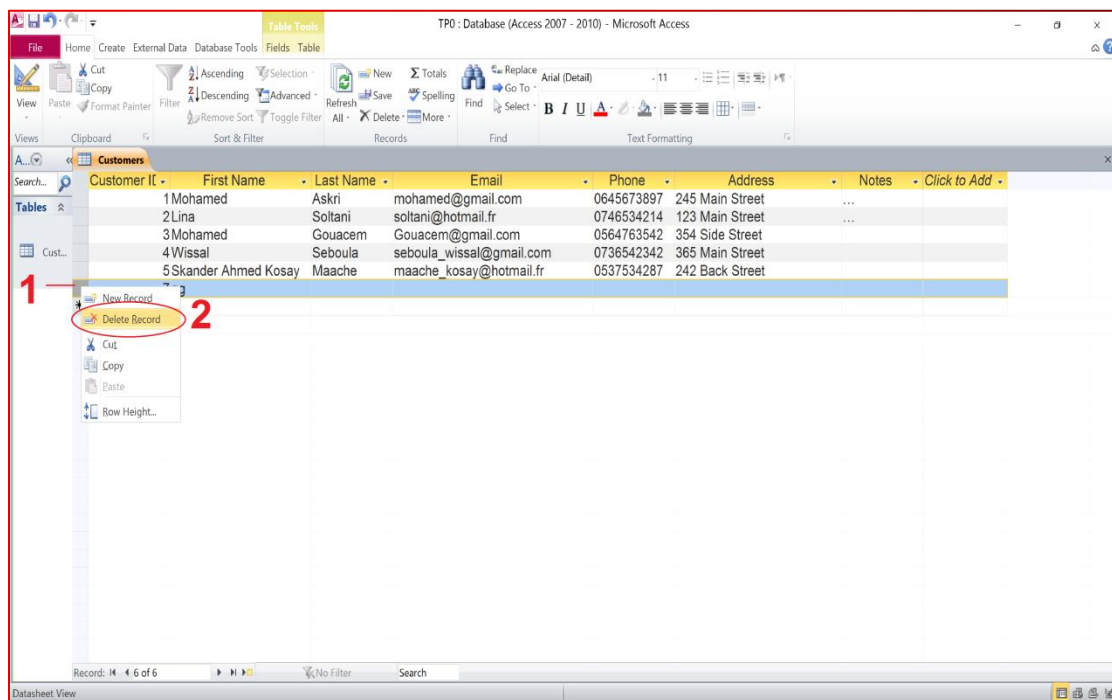
## 17- Datasheet View

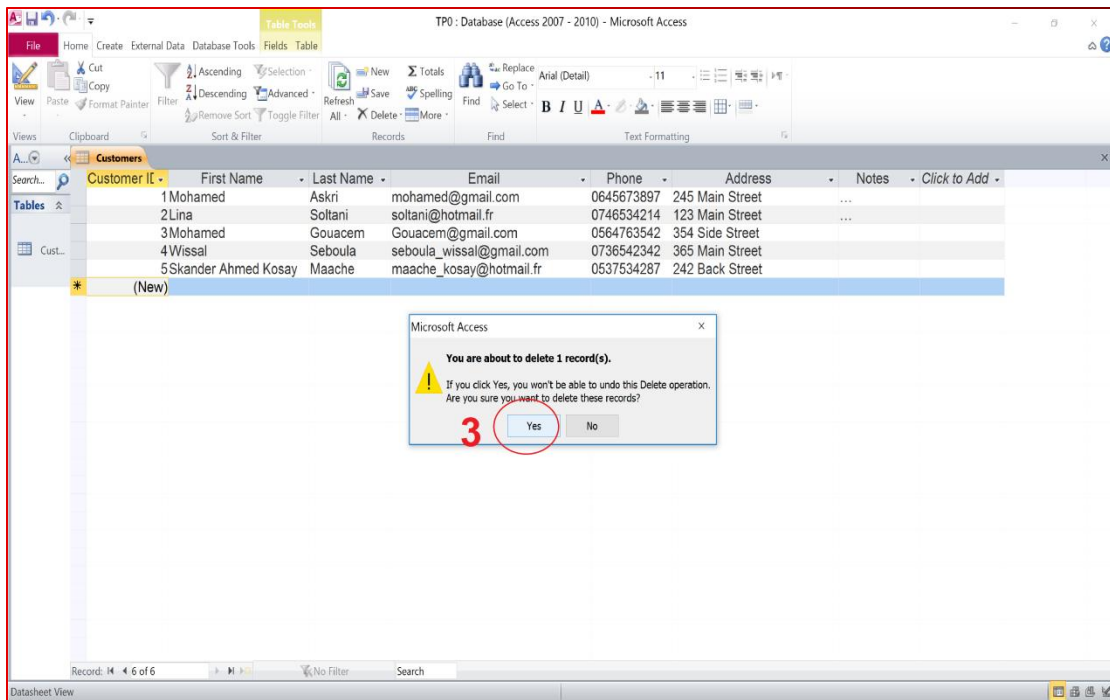


## 18- Add record

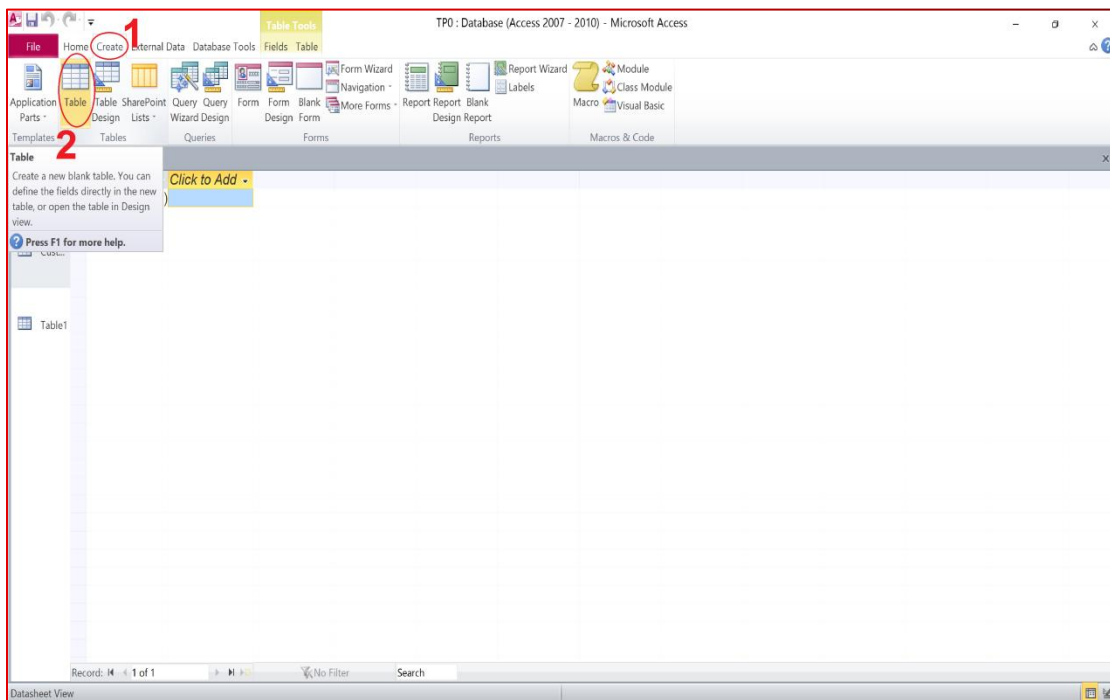


## 19- Delete an existing record

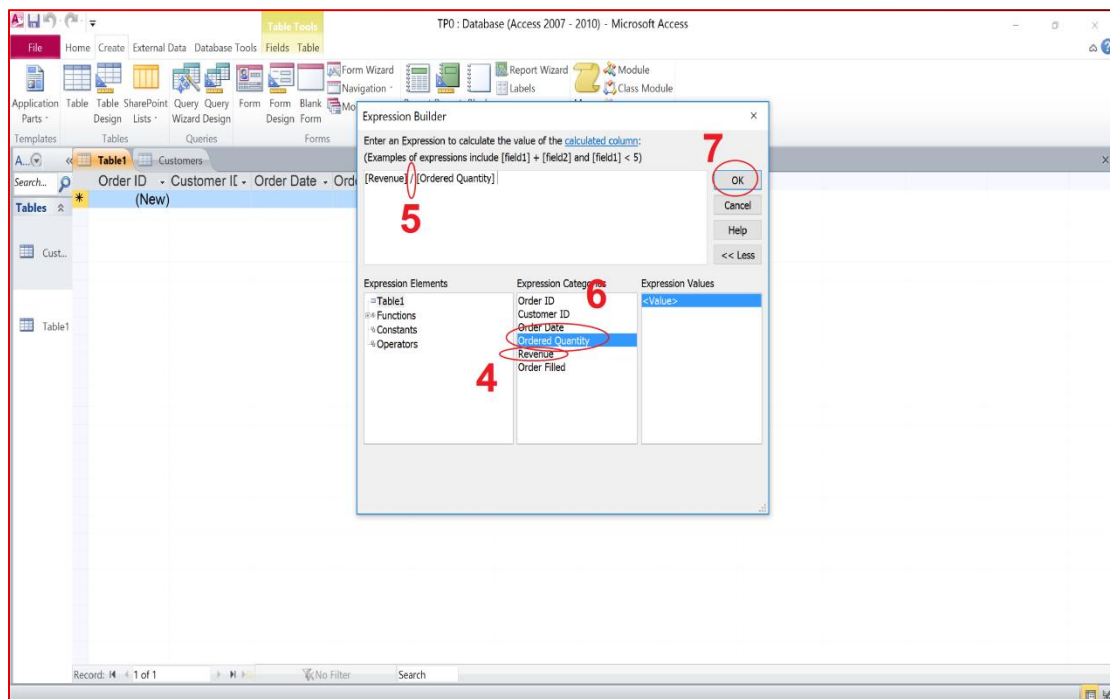
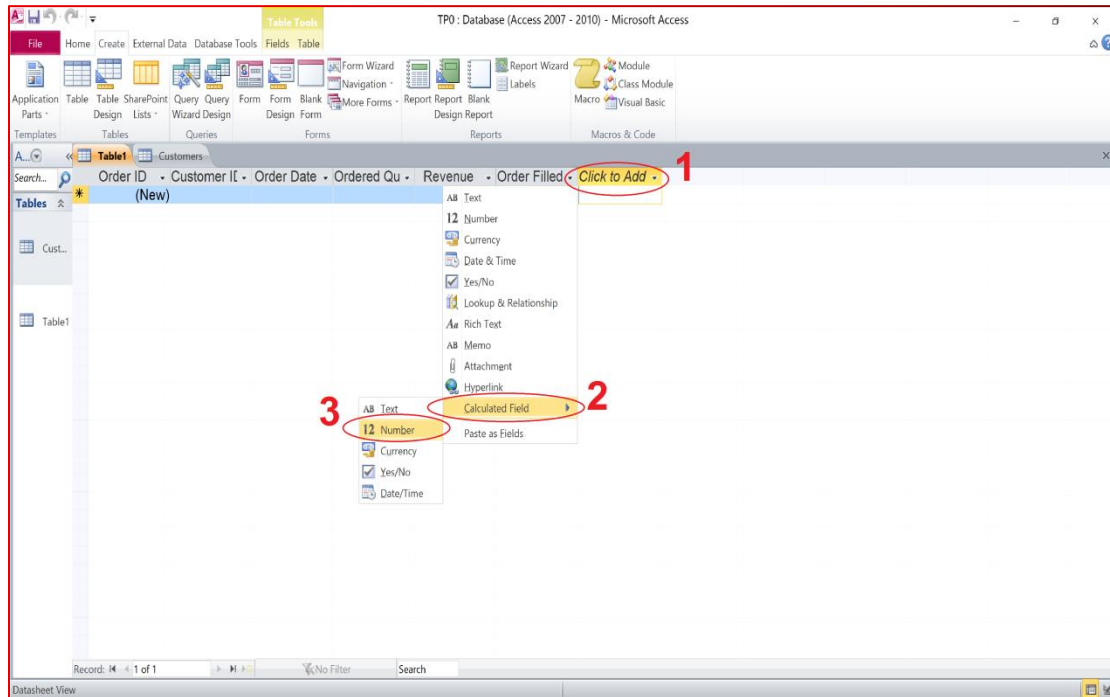




## 20- Create a new table

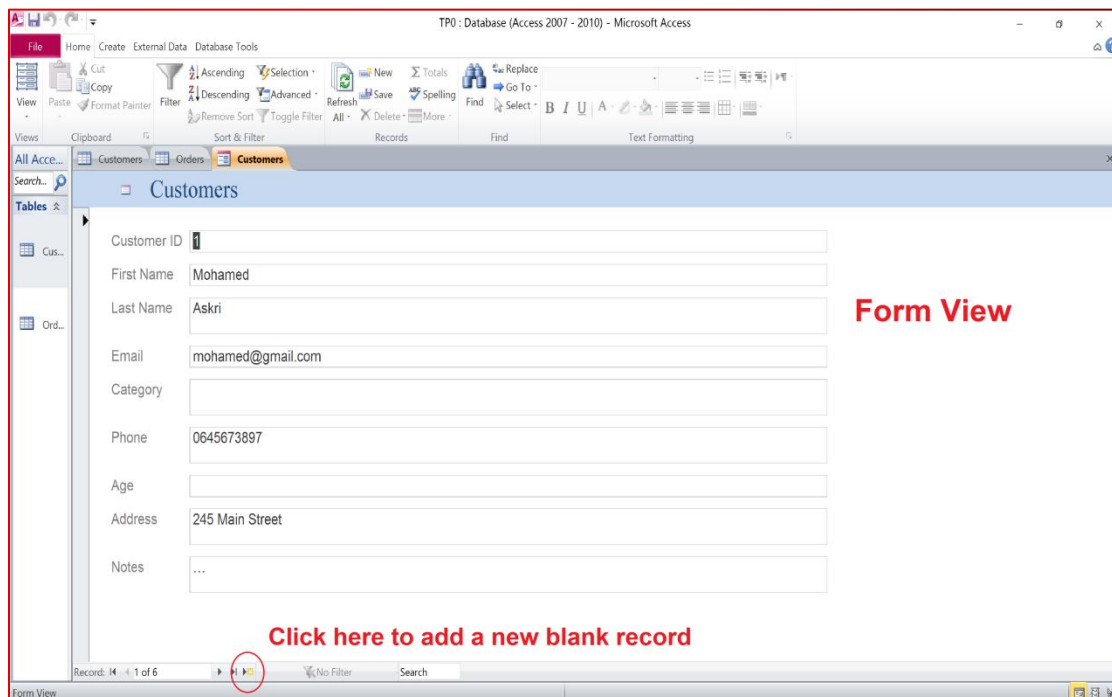
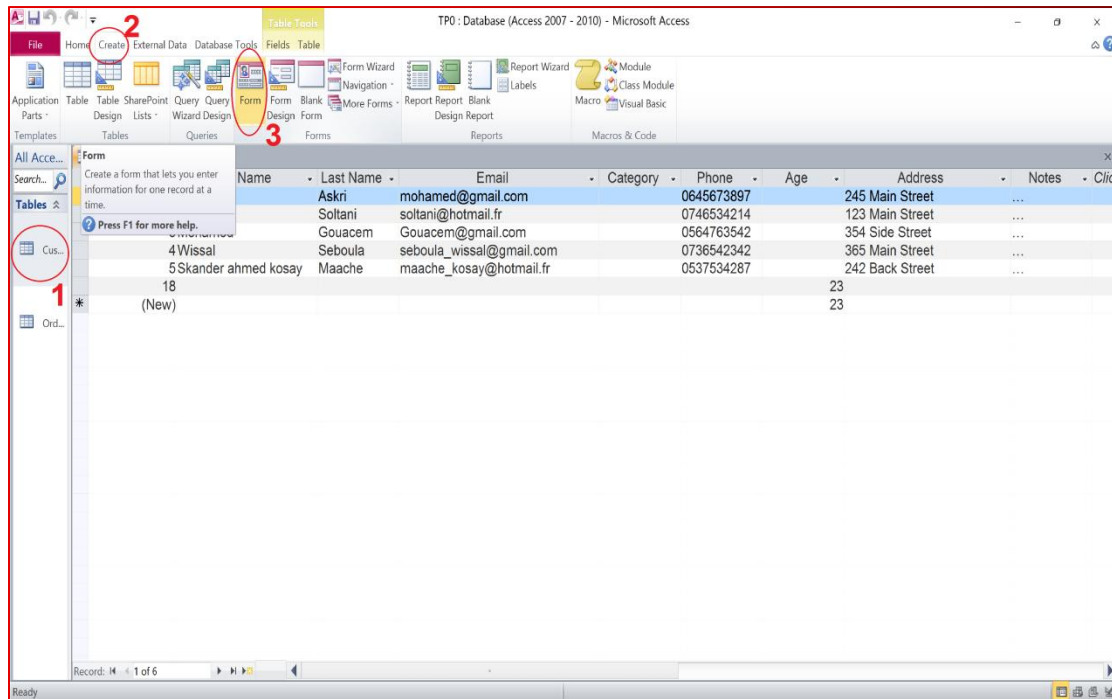


## 21- Add a calculated field to the table

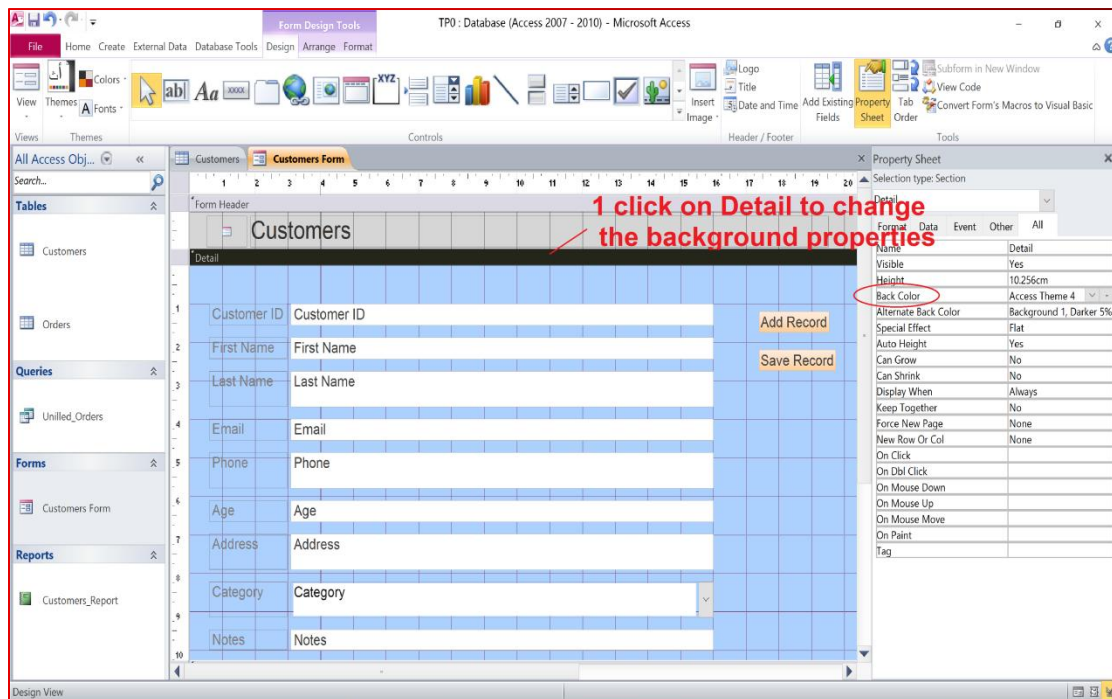




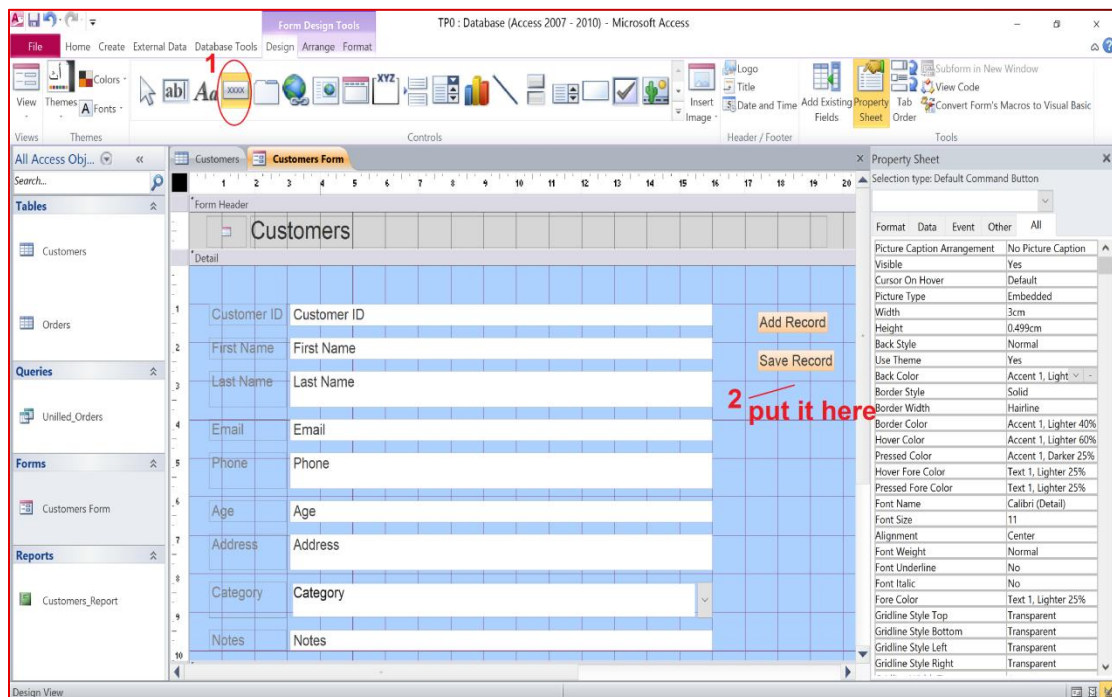
## 22- Create a form for a table

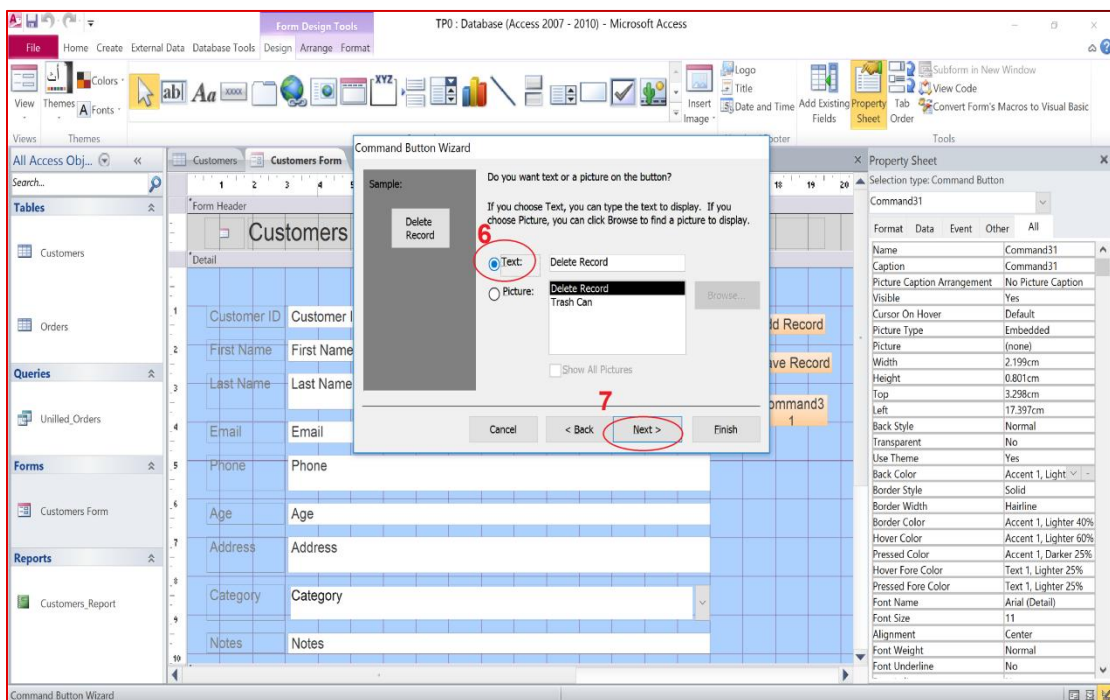
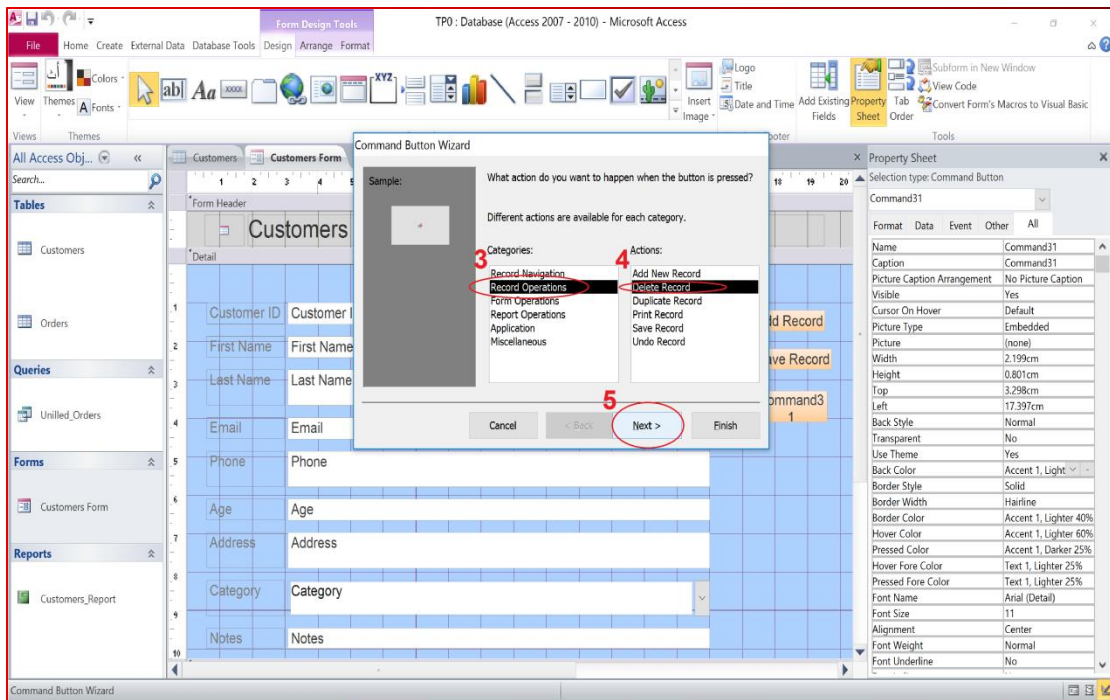


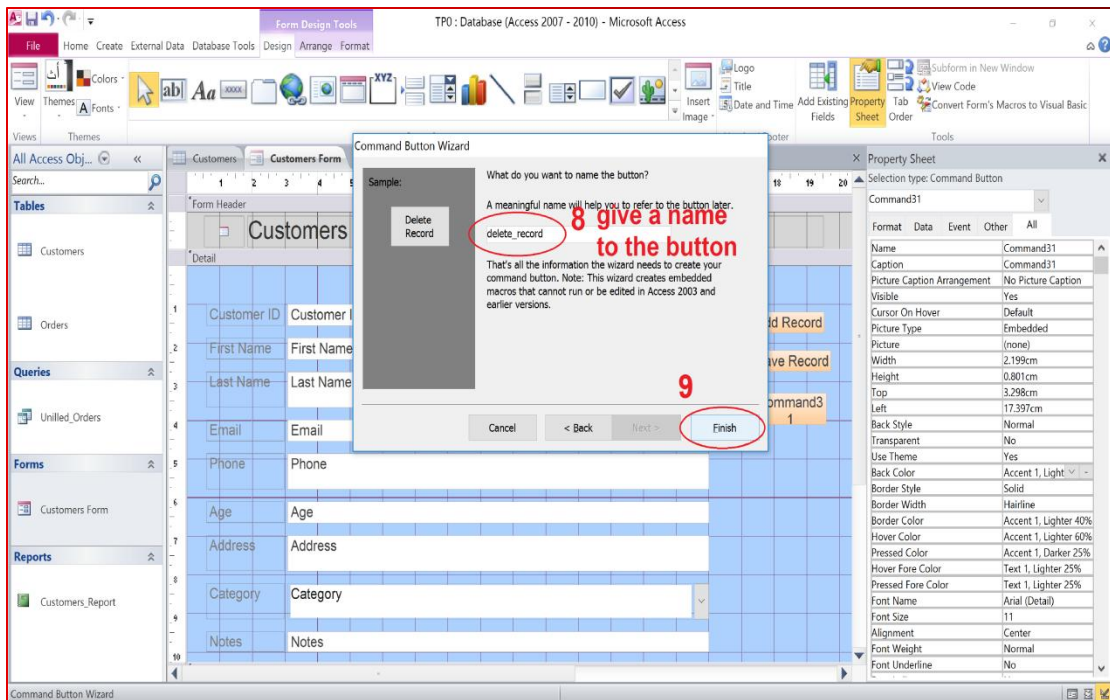
## 23- Change the form background properties



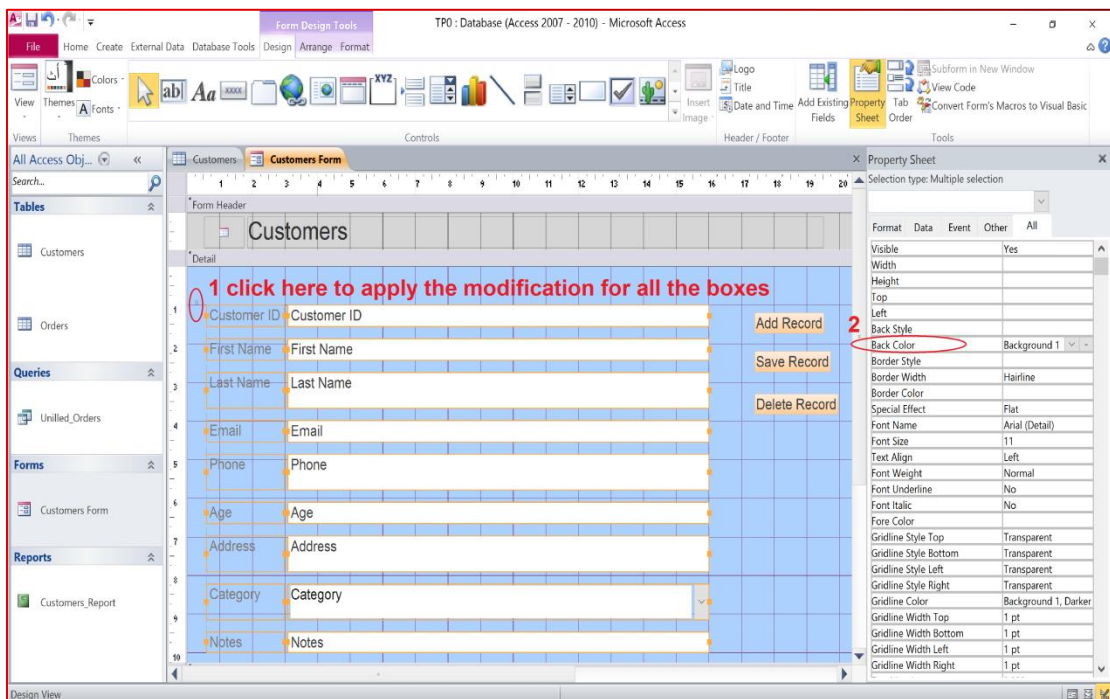
## 24- Add a button to a form

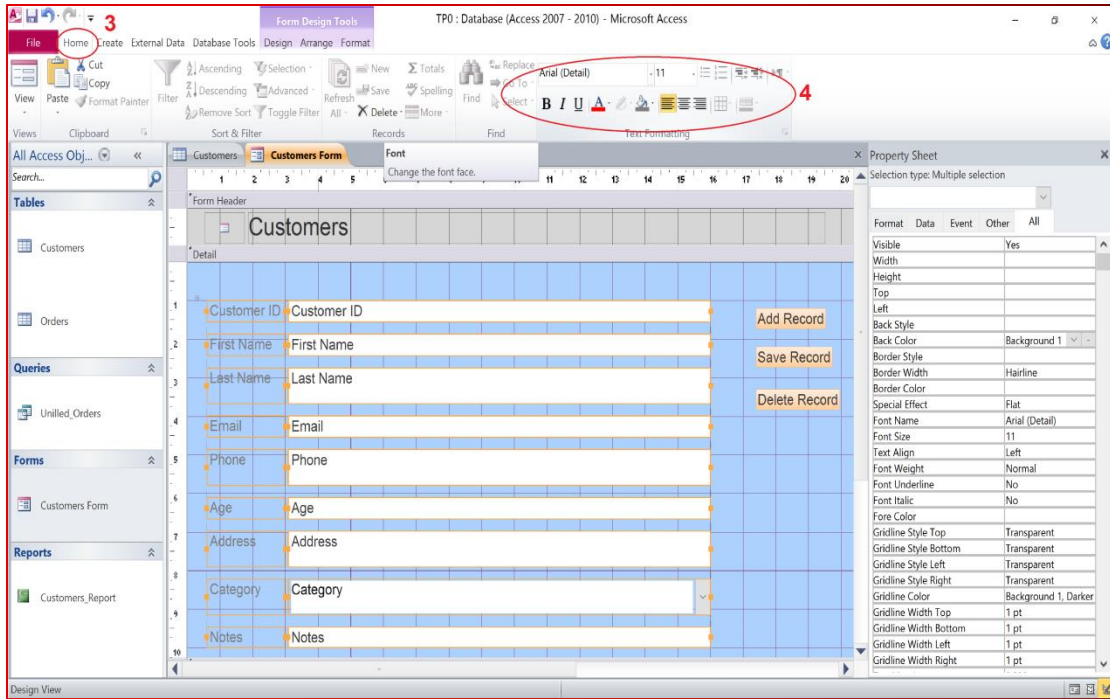




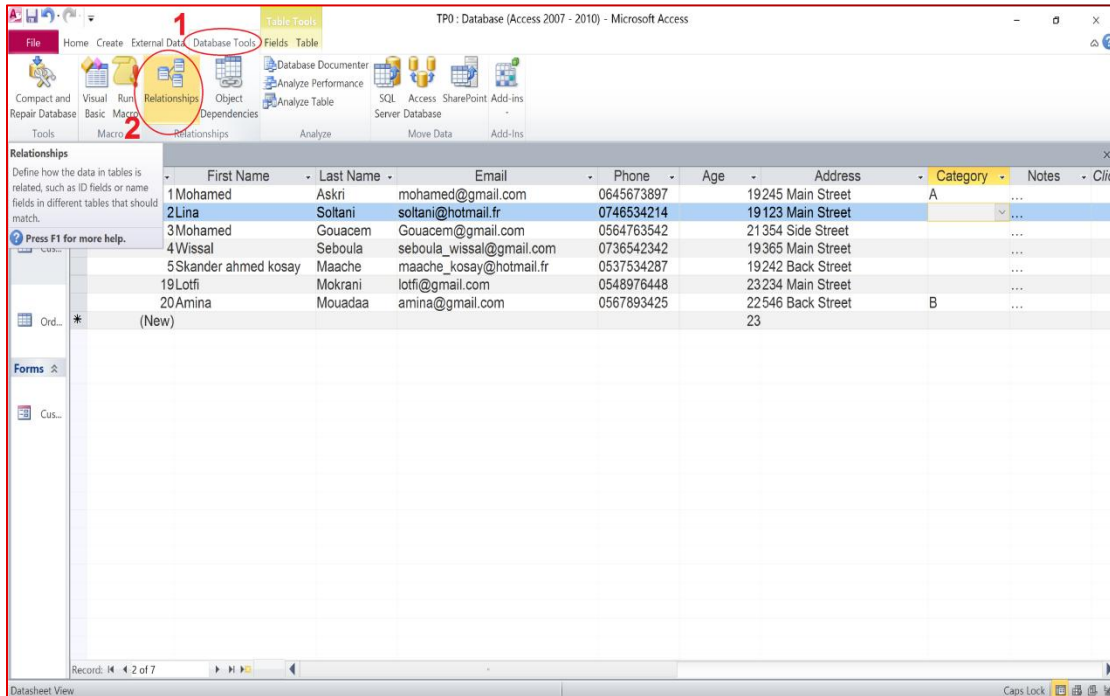


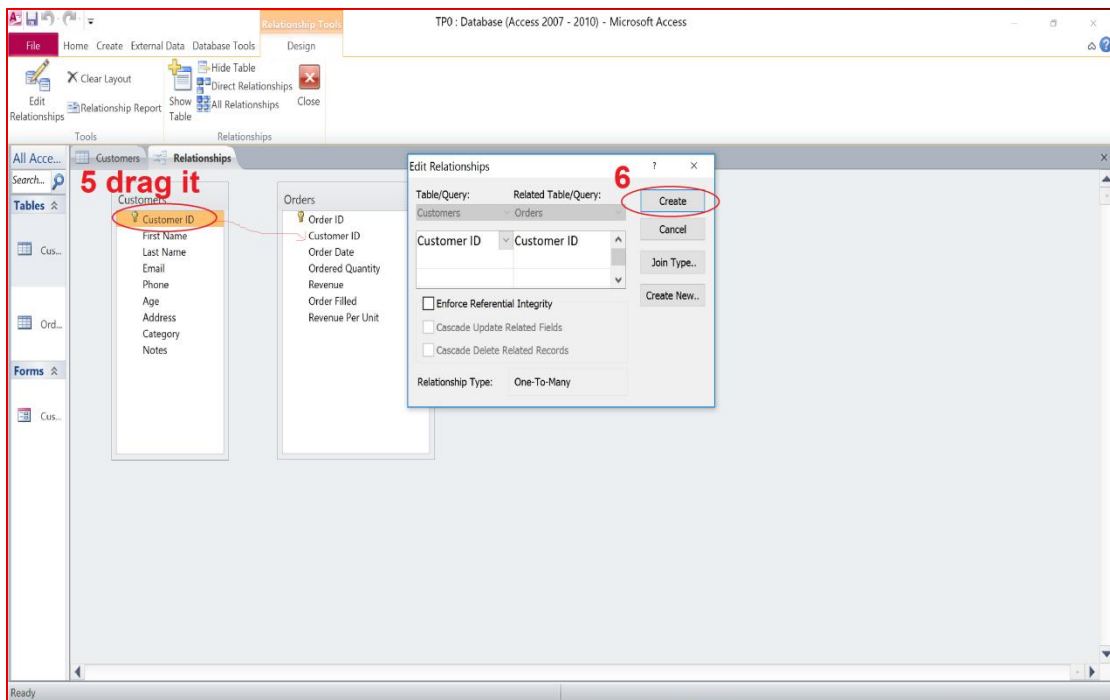
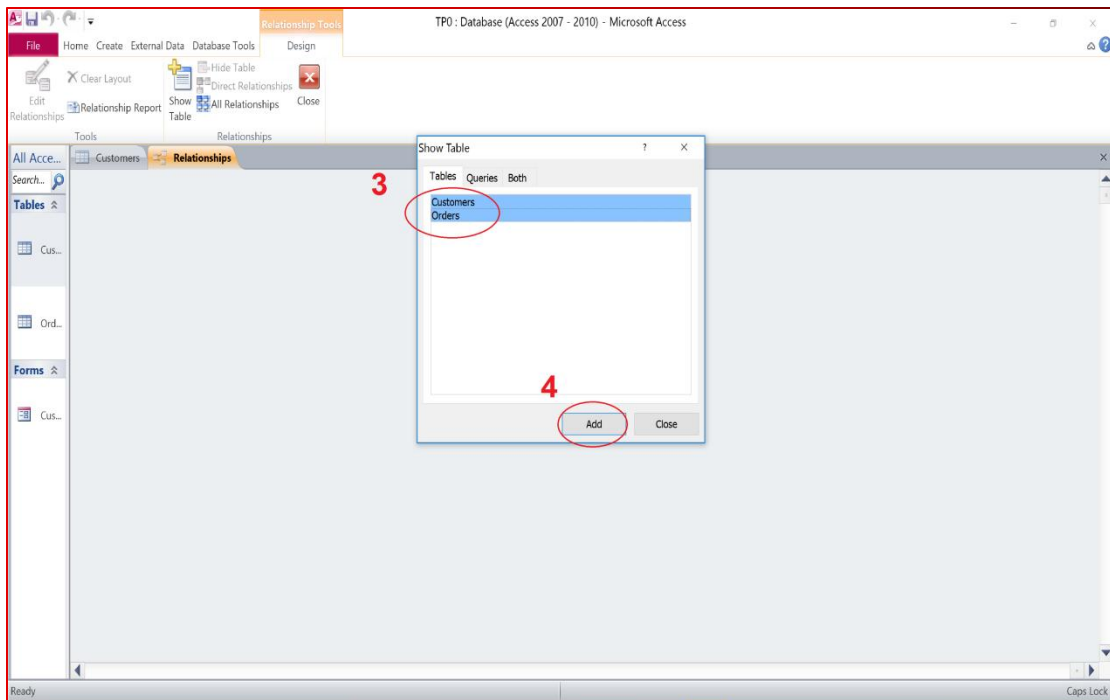
## 25- Change the boxes properties

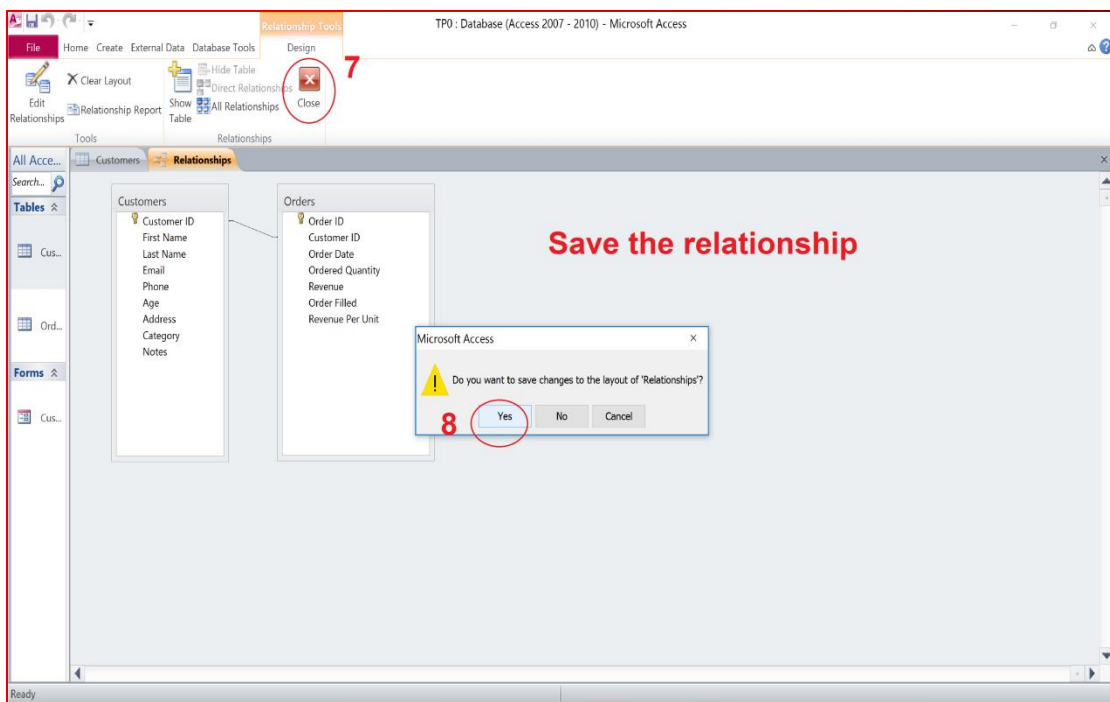
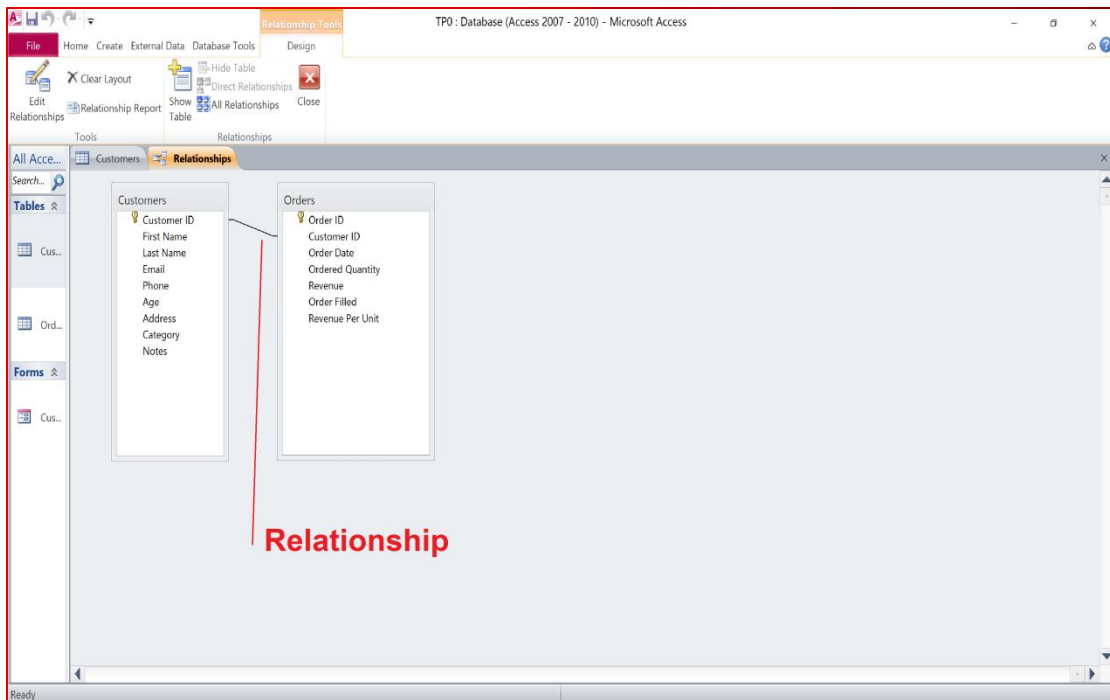




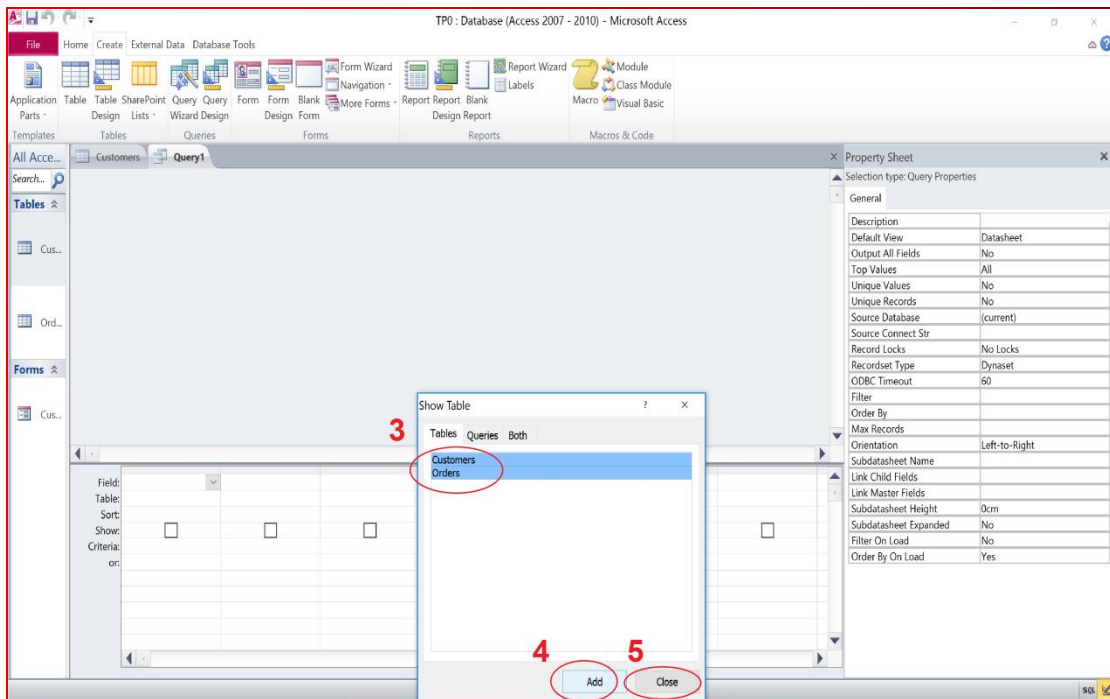
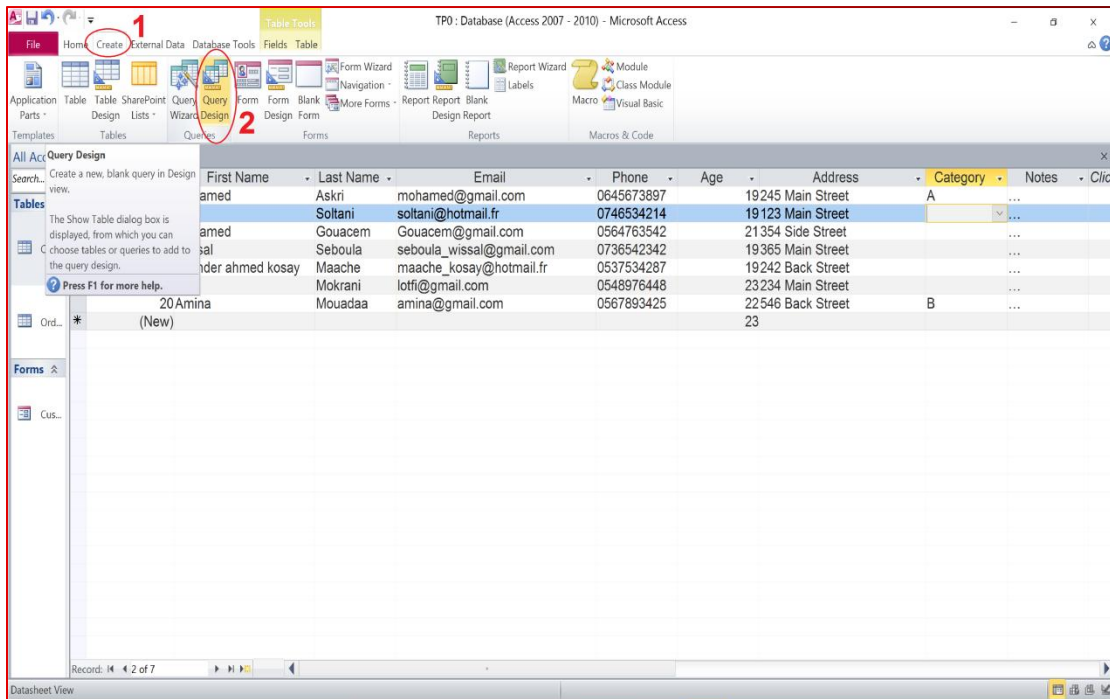
## 26- Create a relationship



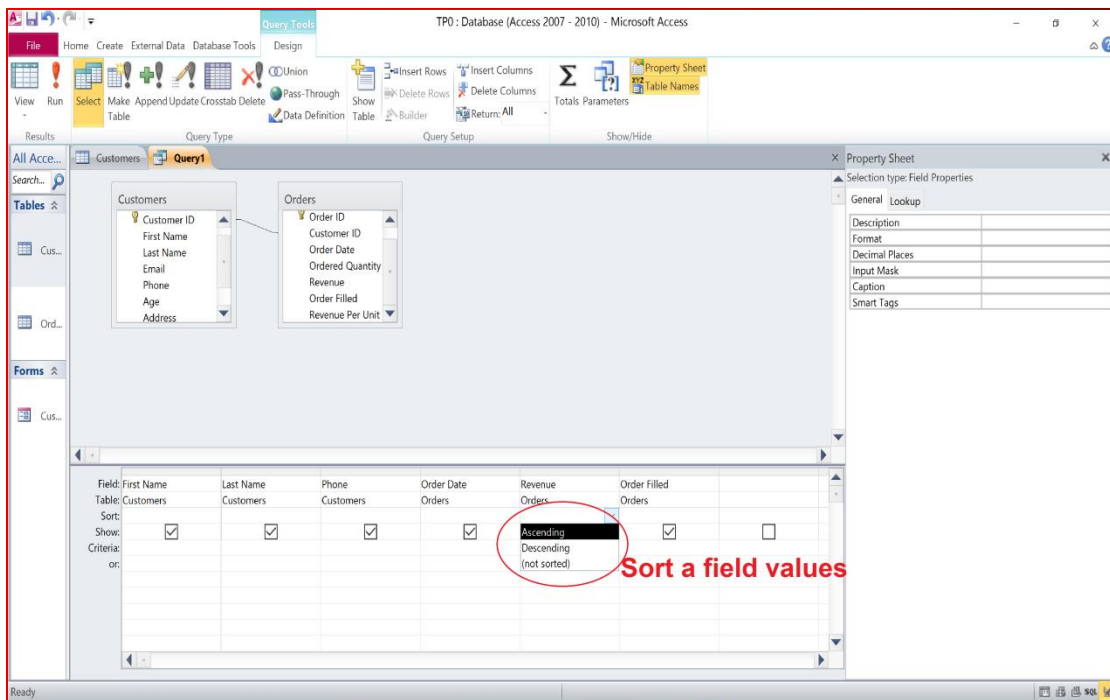
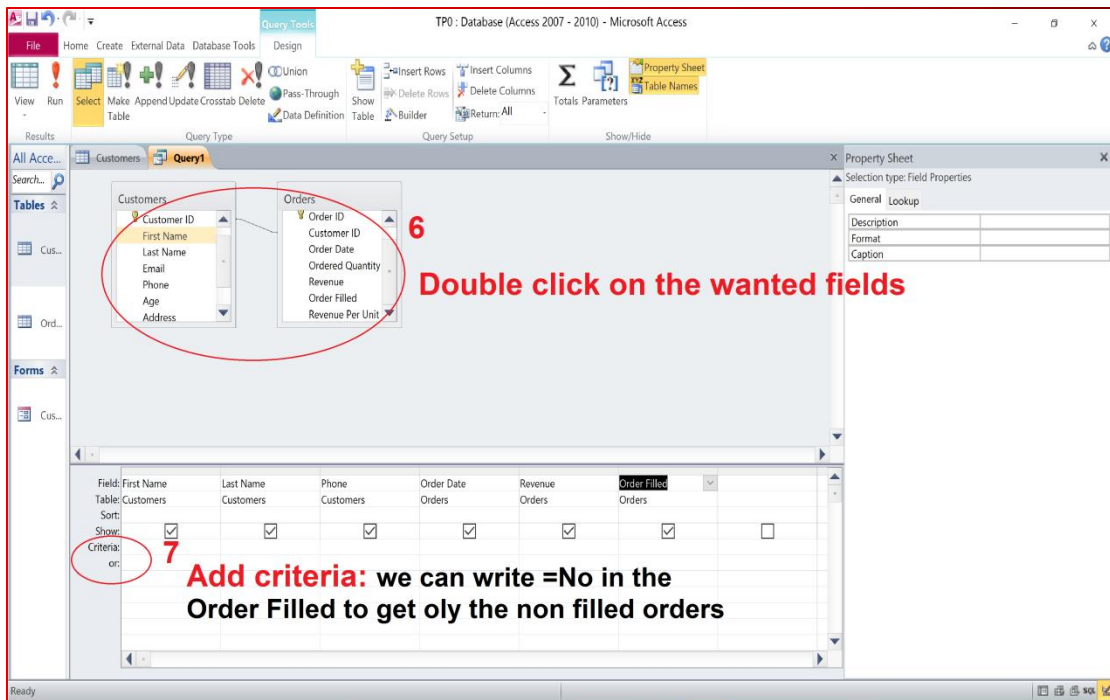




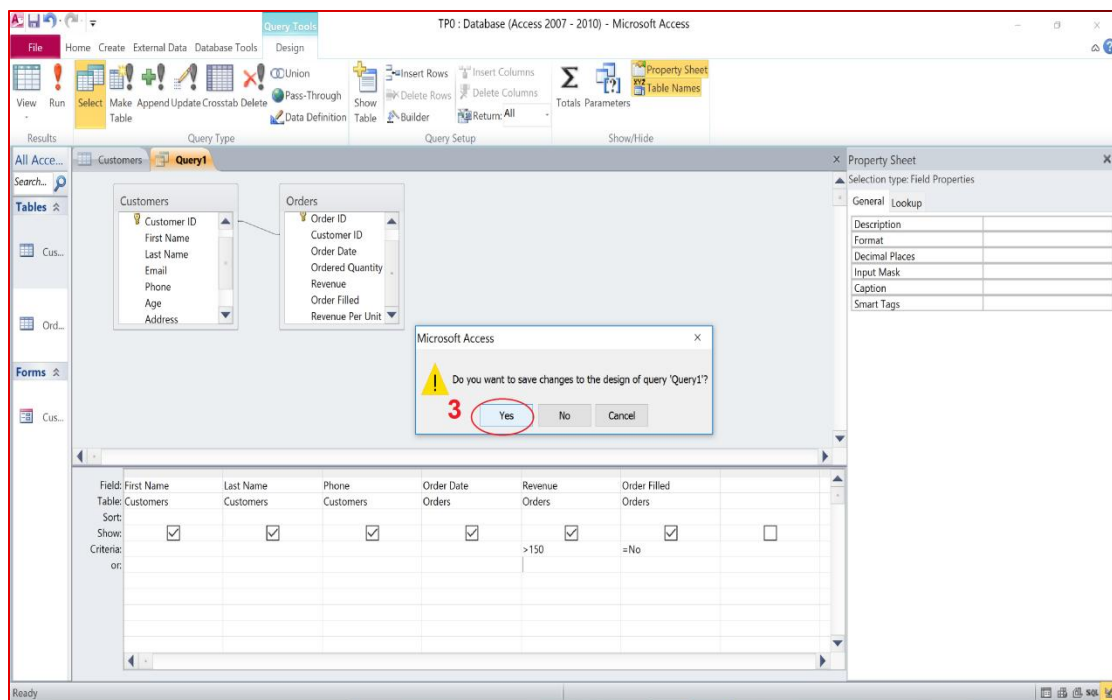
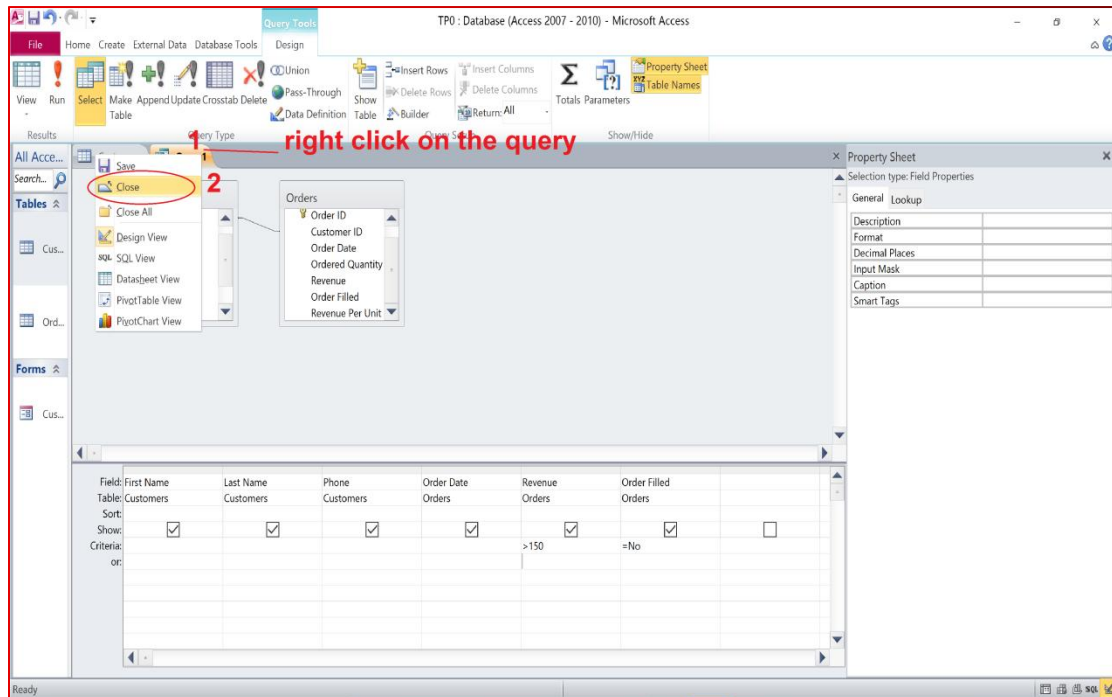
## 27- Create a query

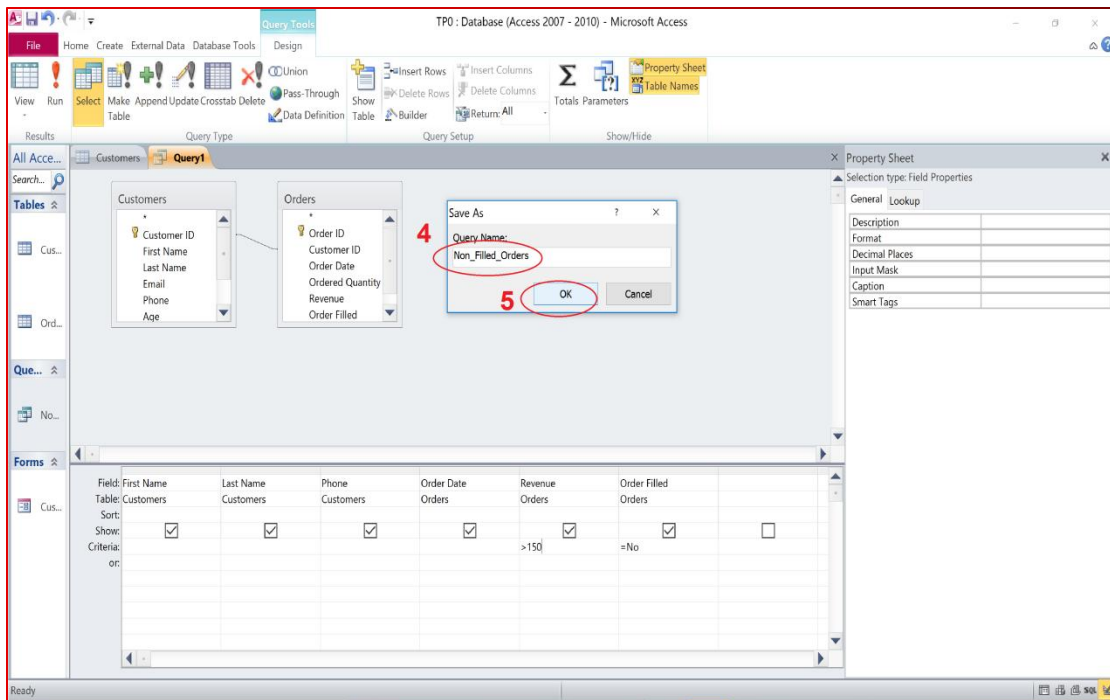




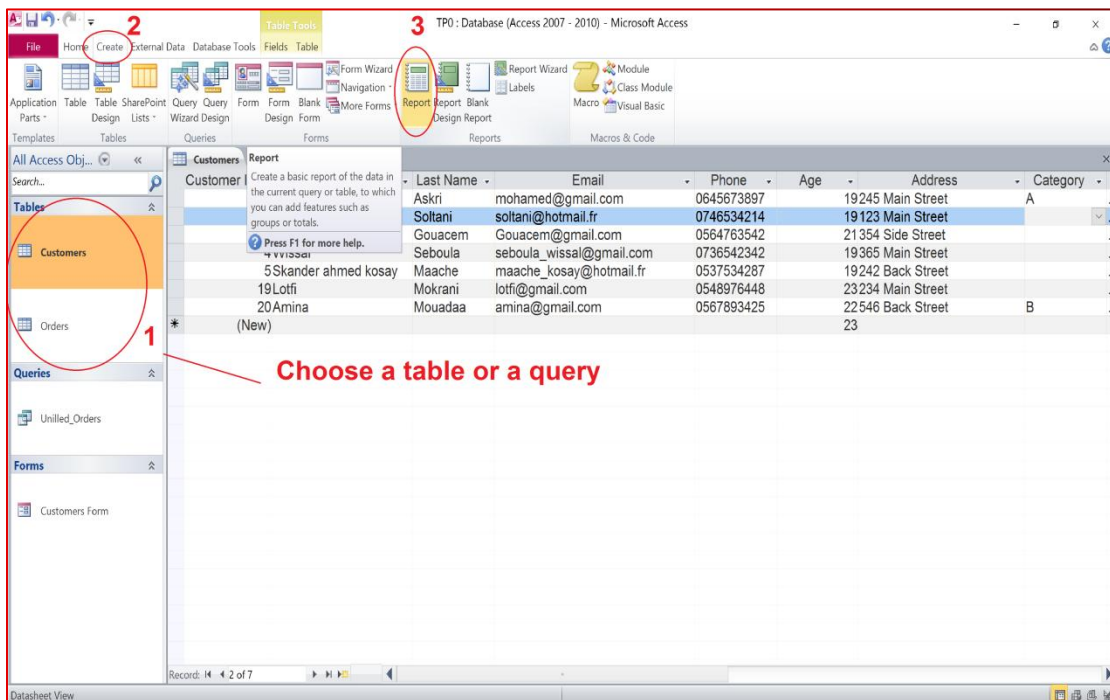


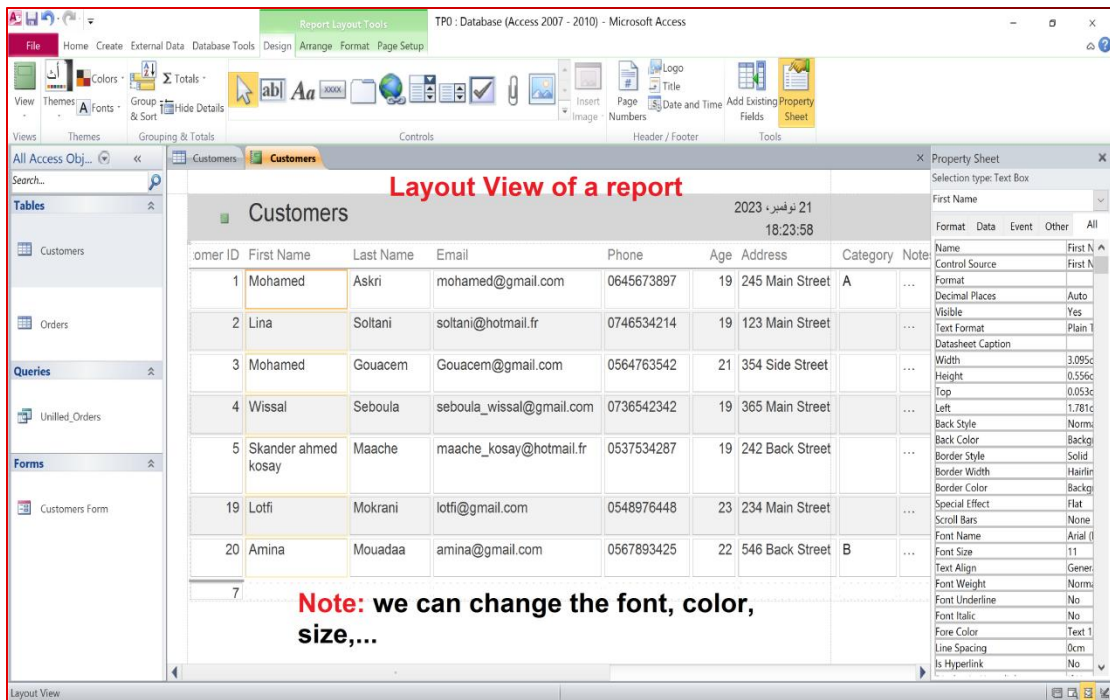
## 28- Save a query





## 29- Create a report for a table or a query





### 30- Save a report

