

## Criteria

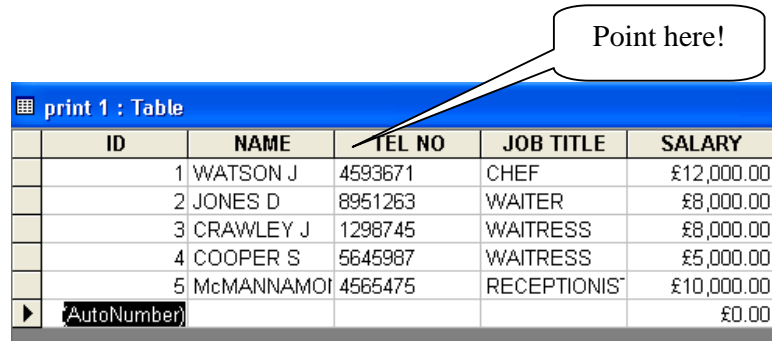
### CHANGE COLUMN WIDTH

Notice how the NAME column is too narrow to display McMANNAMON W correctly.

Also the JOB TITLE column is too narrow to display RECEPTIONIST correctly.

We are now going to change the width of the column so that the data is displayed in full.

*Point* the mouse to the top of the columns, at the point where two columns are split, like in the picture below. If you are pointing in the right place, your mouse will *change* to a black arrow pointing to both the left and right.



The screenshot shows a table titled "print 1 : Table" with the following data:

ID	NAME	TEL NO	JOB TITLE	SALARY
1	WATSON J	4593671	CHEF	£12,000.00
2	JONES D	8951263	WAITER	£8,000.00
3	CRAWLEY J	1298745	WAITRESS	£8,000.00
4	COOPER S	5645987	WAITRESS	£5,000.00
5	McMANNAMON W	4565475	RECEPTIONIST	£10,000.00
(AutoNumber)				£0.00

A callout box with the text "Point here!" points to the vertical line between the "TEL NO" and "JOB TITLE" columns.

*Hold down* the mouse button and *drag* to the right to adjust the column, so that the longest data in the column is all displayed. *Release* the mouse button.

*Point* between the columns JOB TITLE and SALARY. *Hold down* the mouse button and *drag* to the right to adjust the JOB TITLE column. *Release* the mouse button.

**Ask your tutor to give you a demonstration if you fail to carry out the above from these instructions.**

You can also *double-click* at the point where two columns are split. This will automatically adjust the column width to fit the longest entry.

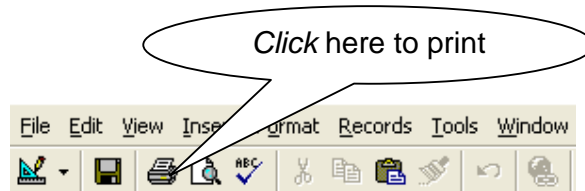
These processes are different ways to get the same result. You will probably adopt the one that is the easiest for you.

**PRINT A DATABASE**  
**CLOSE A DATABASE**  
**EXIT A DATABASE**

Criteria

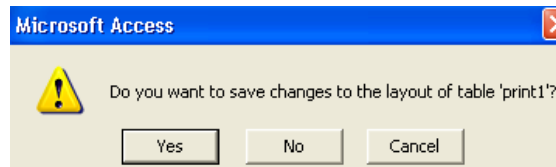
*PRINT A DATABASE*

- 7.1 *Print your work by clicking on the **printer icon** on the toolbar at the top of the screen.*



*CLOSE A DATABASE*

*Close the database by clicking on File, then clicking on Close. This closes the database file, but leaves the program Microsoft Access open. Click Yes to this message.*



*EXIT MICROSOFT ACCESS*

*Exit the program Microsoft Access by clicking on File, then clicking on Exit. This closes the program and you should be back at the desktop (the screen you see when you first switch on the computer).*

Before moving on, please ensure you write on your printout:

Your name, today's date and criteria numbers 1.1abd 1.2 4.1  
7.1

## RETRIEVE AN EXISTING FILE

### Criteria

You are now going to open the file you have already created (**print1**).

1.1a

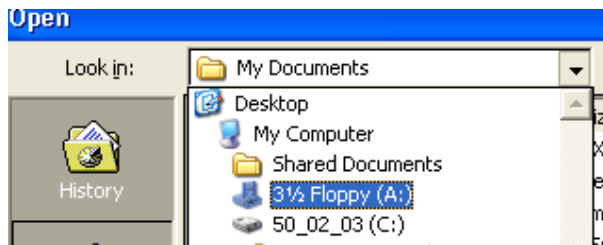
Open Microsoft Access by *clicking* on Start, Programs, Microsoft Access.

Make **sure Open an existing file** is the selected option (has the black dot in the circle).

Click on OK.



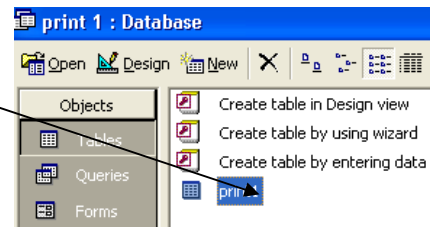
The **Open** window will now appear. In the **Look in:** section *make sure 3½ Floppy A:* is showing, if not (like the picture below) *click* on the ▼ and choose 3½ Floppy A: from the list that appears (this is where you saved your work).



1.1c  
3.1

Click on the file you called **print1**, to select it, then *click* on the **Open** button. The database file you created earlier now opens.

Double click on **print1** to open the table.

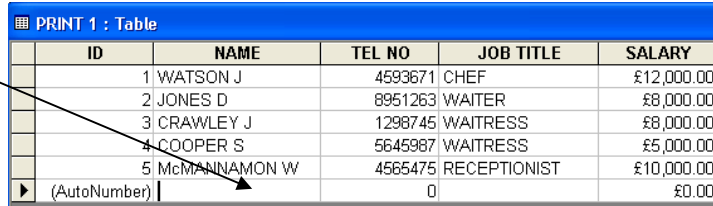


## ADDING RECORDS

### Criteria

5.1 We are now going to add some more records to the table.

Click in the empty cell in the NAME column.



ID	NAME	TEL NO	JOB TITLE	SALARY
1	WATSON J	4593671	CHEF	£12,000.00
2	JONES D	8951263	WAITER	£8,000.00
3	CRAWLEY J	1298745	WAITRESS	£8,000.00
4	COOPER S	5645987	WAITRESS	£5,000.00
5	McMANNAMON W	4565475	RECEPTIONIST	£10,000.00
(AutoNumber)		0		£0.00

Enter the following data:

SURNAME	TEL NO	JOB TITLE	SALARY
JOHNSON G	5269453	RECEPTIONIST	10000
SPEIGHT N	2546897	MANAGER	16000
BARTON S	1265789	DOMESTIC	7000
LILLEY G	2569874	DOMESTIC	7000

5.4

Save the data by *clicking* on the  icon on the toolbar at the top of the screen.

7.1

*Print* a copy of the file.

1.1e

*Close* the file.

*Exit* from the program Access.

Before moving on, please ensure you write on your printout:

Your name, today's date and criteria numbers 1.1ace 3.1 5.1  
5.4 7.1

## DELETING RECORDS

### Criteria

1.1a *Open* the database **print1**. Don't forget - you need to load Access first.

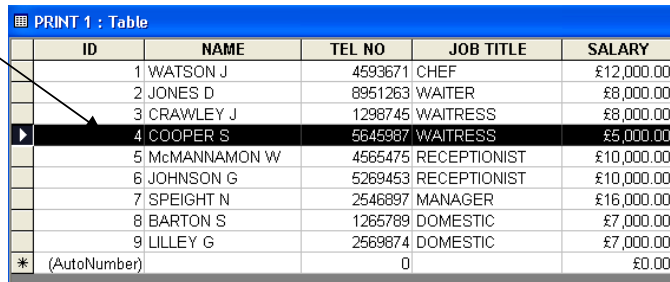
1.1c  
3.1

*Open* the table containing the records.

5.2

We are now going to delete a record from the table. COOPER S has now left the company, so her record is no longer needed.

*Click* in the grey area at the left of the line containing the record for COOPER S.



ID	NAME	TEL NO	JOB TITLE	SALARY
1	WATSON J	4593671	CHEF	£12,000.00
2	JONES D	8951263	WAITER	£8,000.00
3	CRAWLEY J	1298745	WAITRESS	£8,000.00
4	COOPER S	5645987	WAITRESS	£5,000.00
5	McMANNAMON W	4565475	RECEPTIONIST	£10,000.00
6	JOHNSON G	5268453	RECEPTIONIST	£10,000.00
7	SPEIGHT N	2546897	MANAGER	£16,000.00
8	BARTON S	1265789	DOMESTIC	£7,000.00
9	LILLEY G	2569874	DOMESTIC	£7,000.00
*	(AutoNumber)	0		£0.00

If you have clicked in the right place the whole row containing the record should be highlighted (goes black).

*Click* on Edit, then from the options, *click* on Delete Record.

A message will appear to make sure you really do want to delete this record. *Click* on Yes.

5.4

Save the data by *clicking* on the  icon on the toolbar at the top of the screen.

7.1

1.1e *Print* a copy of the file.

*Close* the file and *exit* from the program Access.

Before moving on, please ensure you write on your printout:


Your name, today's date and criteria numbers 1.1ace 3.1 5.2  
5.4 7.1

## AMEND DATA

### Criteria

- 1.1a *Open* the database **print1**.
- 1.1c
- 3.1 *Open* the table containing the records.
- 5.3 Some errors were made when entering the data. We are now going to make some amendments. We will try 3 different ways of deleting.


The telephone number for WATSON J should be 2593671 not 4593671. *Amend* the data – *click* at the beginning of the number 4 (the cursor should be to the left side of the 4). *Press* the Delete key (found in the centre of the keyboard with keys Insert, Home, End etc) to delete the number 4. *Type* the number 2.

BARTON S has been entered incorrectly. The initial should be L not S. *Amend* the data – *click* at the end of the S, *press* the Backspace key  on the keyboard once (found above the Enter key) to delete the letter S. *Type* the letter L.

JOHNSON G has recently reduced the hours he works. His salary should be 7,500 not 10,000. *Amend* the data – *click* at the beginning of the £ and *holding the mouse button down, drag* to the right until you have highlighted the whole number £10,000.00. *Release* the mouse button. *Type* 7500. *Press* the Tab key to move out of the cell.


---

Dragging across the whole of a cell allows you to re-type over the whole of the existing data.

The Backspace key  deletes one letter or number to the left (backwards) each time you press it.

The Delete key deletes one letter or number to the right (forwards) each time you press it.

---

- 5.4 These are 3 different methods of deleting – you can use the one you find the easiest, or you may use them all.
- 7.1
- 1.1e *Save* the data by *clicking* on the  icon on the toolbar at the top of the screen.

*Print* a copy of the file.

*Close* the file and *exit* from the program Access.

Before moving on, please ensure you write on your printout:

Your name, today's date and criteria numbers 1.1ace 3.1 5.3  
5.4 7.1

