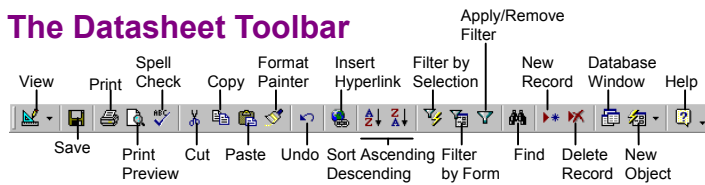


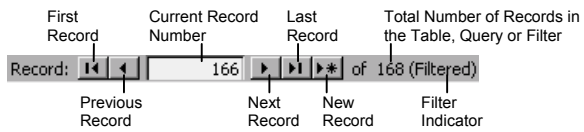
Working with Data

The Datasheet Toolbar



The Navigation Bar

(Found on the horizontal scrollbar near the bottom of most windows)



- Database information can be directly added and modified from Tables and some Queries and Forms.
- To Add a New Record:** Click the **New Record button** on the Navigation bar.
- To Select a Record:** Click the **Record selector** to the right of the record or select **Edit** → **Select Record** from the menu.
- To Delete a Record:** Select the record and click the **Delete Record button** on the toolbar or select **Edit** → **Delete Record** from the menu.
- To Spell Check:** Click the **Spell Check button** on the toolbar.
- To Find Information in a Table:** Place the cursor in the field that contains the value you want to search for, click the **Find button** on the toolbar or press **<Ctrl> + <F>**, type the value you want to search for in the **Find What box** and click **Find First**. Click **Find Next** until you've found what you're looking for.
- To Replace Information in a Table:** Place the cursor in the field that contains the value you want to replace, select **Edit** → **Replace** from the menu or press **<Ctrl> + <H>**, type the value you want to search for in the **Find What box** and the new value in the **Replace With box**. Click **Find Next** until you've found what you're looking for and then click **Replace** or click **Replace All** to replace every instance of the value.
- To Sort Information:** Place the cursor in the field that contains the value you want to sort by and click either the **Sort Ascending** or **Sort Descending button** on the toolbar.
- To Filter by Selection:** Place the cursor in the record and field that matches the selection criterion and click the **Filter By Selection button** on the toolbar.
- To Filter by Form:** Click the **Filter by Form button** on the toolbar. Click the **down arrow** next to the field that contains the selection criterion and select the value you want the filtered records to match. You can use more than one field to filter data.
- To Remove a Filter:** Click the **Form button** on the toolbar.

Forms and Reports

- To Create a Form Using a Wizard:** Click **Forms** from the Objects bar and double-click the **Create form by using wizard icon**. Follow the on-screen instructions.
- To Create a Report Using a Wizard:** Click **Reports** from the Objects bar and double-click the **Create report by using wizard icon**. Follow the on-screen instructions.
- To Toggle between Form/Report and Design View:** Click the **View button** on the toolbar.

Creating and Designing Tables

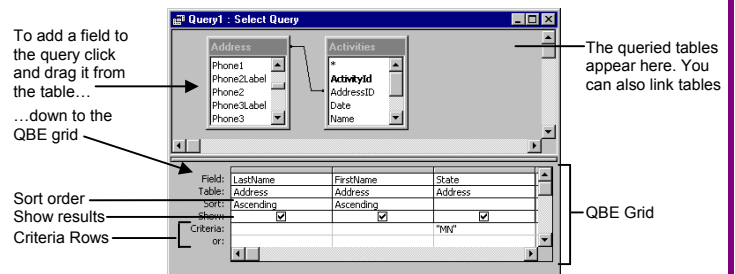
- To Create a New Table Using a Wizard:** Click **Tables** from the Objects bar and double-click the **Table using wizard icon**.
- To Create a New Table from Scratch:** Click **Tables** from the Objects bar and double-click the **Create table in Design view icon**. Type a field name for the first column you want to create in the **Field Name column**, press **<Tab>** click the **Data Type drop down arrow** and select the data type for the field. Repeat as necessary to add new fields to the table. Close the table window, click **Yes** to save the table, enter a table name and click **OK**.

Data Types

Data Type	Description
Text (Default)	Stores text, numbers, or a combination of both, up to 255 characters long
Memo	Stores long text entries—up to 64,000 characters long
Number	Stores numbers that can be used in calculations
Currency	Stores numbers and symbols that represent money
AutoNumber	Automatically fills in a unique number for each record
Date/Time	Stores dates, times, or both
Yes/No	Stores only one of two values, such as Yes or No
OLE Object	Stores objects created in other programs such as a graphic, Excel spreadsheet, or Word document
Hyperlink	Stores clickable links to web pages on the Internet or file on a network
Lookup Wizard	A wizard that helps you create a field whose values are selected from another table, query or list of values

Queries

The Design Query Window



- To Create a Select Query:** Click **Queries** from the Objects bar and double-click the **Create query in Design view icon**. Select the table you want to query and click **Add**. Repeat for all the tables you want to add to the query. Click **Close** when you're finished. Find the tables field you want to query (use the scroll bars) and drag the field down to the QBE grid. Repeat until you have added all the fields you want to include in the query. If you want to filter records, enter the criteria in the Criteria row. Close the query window, click **Yes** to save the query, enter a query name and click **OK**.
- To Switch Views:** Click the **View button** on the toolbar.
- To Total Calculate or Total Values:** Open the Query in Design View, select **View** → **Totals** from the menu, find the query field you want to calculate or group by and select a calculation from the field's drop-down list.

Criteria Example	Description
"London"	Displays records where the field equals London
Between #1/#1/00 and 12/31/00	Displays records where the date is between 1/1/00 and 12/31/00
NOT USA or <>"USA"	Displays records where the field is does not contain the text "USA"
Like "S"	Displays records where the field text starts with an S
IS NULL	Displays records where the field is blank
IS NOT NULL	Displays records where the field is not blank
>100	Displays records whose field value is greater than 100