



Microsoft®

# Access™ 2000

## Quick Reference Guide

### Starting Access 2000

**Databases** are stores of information, such as supplier names and product inventories, that allow you to sort and extract individual pieces of information on demand. The **Database** window, shown below, is the control center from which you build, modify or access database components. Whenever you want to return to this window, click , or press F11 or ALT+F1. The diagram below outlines the three ways to get started.

#### Start Microsoft Access

From the Microsoft Access dialog box, choose one of the following three options, then click OK.



#### Blank Access database

1. In the **File New Database** dialog box, choose a folder for your database.
2. In the **File name** box, type a name for your database.
3. Click to create and save your database.



#### Access database wizards, pages, and projects

1. In the **New** dialog box, click the **Databases** tab, select a database template, then click **OK**.
2. In the **File New Database** dialog box, choose a folder for your database.
3. In the **File name** box, type a name for your database.
4. Click . The database wizard appears. See *Creating a Database*, page 2.



#### Open an existing file

Scroll through the list to find the database, then click **OK**. If your file isn't listed, double-click **More Files** and use the **Open** dialog box to locate that file. Click .

### The Database Window

- Tables** ..... store information in columns (fields) and rows (records). See page 2.
- Queries** ..... sort and extract user-defined information from a database. See page 5.
- Forms** ..... are data input screens in which you add or edit info. See page 4.
- Reports** ..... are printed summaries of specific information. See page 4.
- Pages** ..... are Web pages that are connected to a database. See page 6.

**NEW!** You can create a customized group (e.g. ) of tables, forms, queries, etc. Click and drag any database object to the group name. To create a group, right-click the Object bar, choose **New Group**, type a name for the group and click **OK**.

### Creating Databases & Tables ..... Page 2

- Creating a Database
- Working with Switchboards
- Creating a Table
- Table Wizards
- Modifying Table Design



### Entering Data & Relationships ..... Page 3



- Entering Data into a Table
- Navigating in Tables
- Importing Excel Data
- Table Relationships
- NEW!** Using Subdatasheets

### Forms, Reports & Design Tools ..... Page 4

- Creating Forms
- Creating Reports
- Entering Data into Forms
- Design View
- Design Tools



### Help Desk & Using Queries ..... Page 5



- Customizing the Office Assistant
- Creating a Chart
- Merging Information
- Using Autocorrect
- Printing Databases
- Creating a Query

### Web Pages, Hyperlinks & Security ..... Page 6

- Creating Web Pages **NEW!**
- Publishing Interactive Data
- Publishing Static Data
- Inserting Hyperlinks **NEW!**
- Setting Passwords
- Locking Records

