ACCESS 101

April Broome, Budget and Operations Manager for Union and Programs
Objectives

- Introduction
- Learning Outcomes
- What is Access?
- How to build an Access workbook
- How to run a query
- How to create a report
- How to create a form
- Summary
- Questions
Introduction

- April L Broome, Budget and Operations Manager for Union and Programs
- Bachelors in Construction Engineering, USM
- Masters in Geography, USM
- 10 years on campus directly working with the budget in my department and the last 5 budget years I have used Access
- AOP member
- Staff Council President
- Chapter Advisor for local sorority
- President of local Alumnae Association
Learning Outcomes

- For the audience to understand what the key words and phrases are within Access
- For the audience to be able to identify what to use Access for
- For the audience to understand how create a workbook, run queries, and create forms and reports
What is Access?

- **Access** is a database management system where you can create a database, add or change existing data, create queries, forms and reports.
- **Database** – a collection of data organized in a manner that allows access, retrieval, and use of that data. Record – rows in the table.
- **Field** – contains a specific piece of information within a record.
- **Relational data** – a collection of tables, each of which contains information on a specific subject.
- **Unique identifier** – a way to uniquely identify each record in a database. This is also known as the primary key.
- **Queries** – are simple questions about the data in a table.
- **Form** – a formatted document with fields that contain data.
- **Report** – includes the group calculations such as subtotals, but does not include the individual detail lines.

- (Microsoft Access 2010, 2011; page AC3-AC4, AC43, AC48, AC242)
How to build an Access workbook

- How to import and export data files
- How to create a query
- How to create a report
- How to create a form

*External example*
Summary

- Access is a database that can be used for a multitude of reasons
  - Budget tracking
  - Employee tracking
  - Sales tracking
  - Personal uses
  - Etc.
- Remember to identify your primary key early in creating your tables
- It is a fluid system that can be added or taken away from easily
- Queries are our friends! Use them along with reports to help display your information easily
Questions?