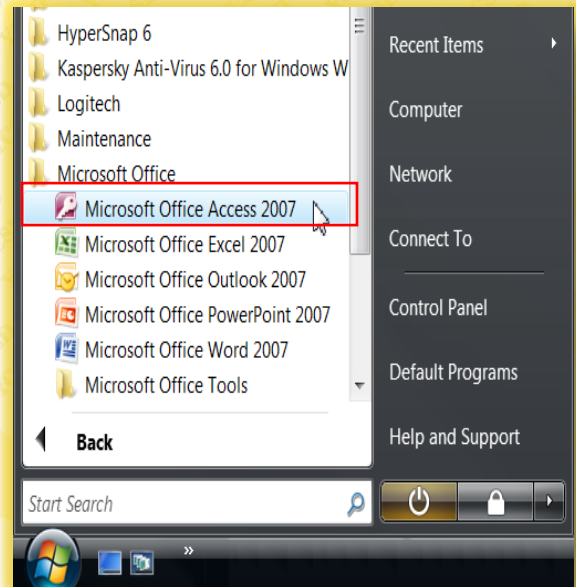


MICROSOFT ACCESS



How to Start MS Access

- ✓ Click on **Start Menu**
- ✓ Click on **All Programs**
- ✓ Click on **Microsoft Office**
- ✓ Click on **Microsoft Office Access**

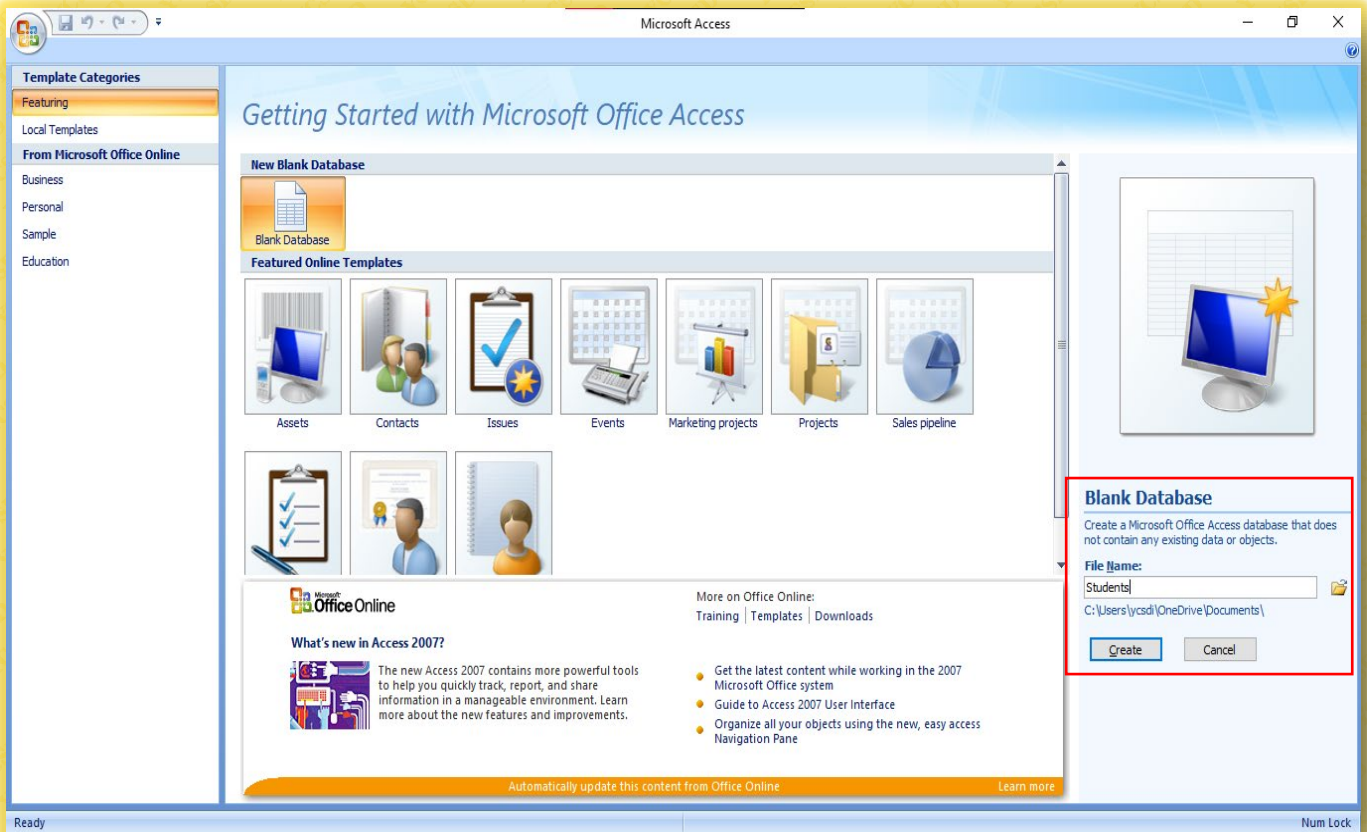


How to Create Database

- ✓ Click on **Blank Database** option

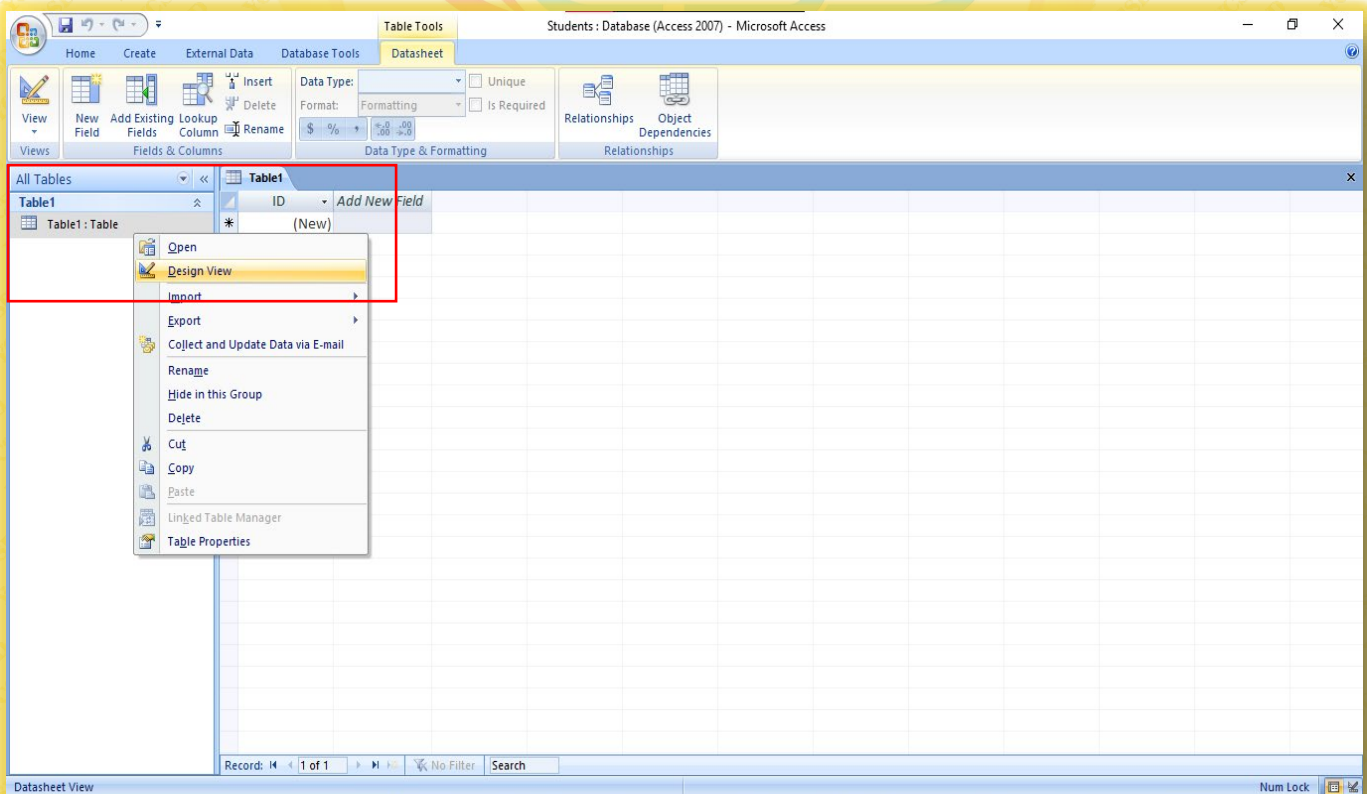


- ✓ Set file Name & File Location
- ✓ Click on **Create**

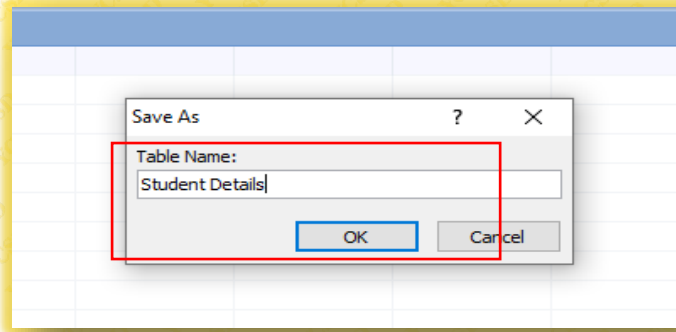


How to Create Table

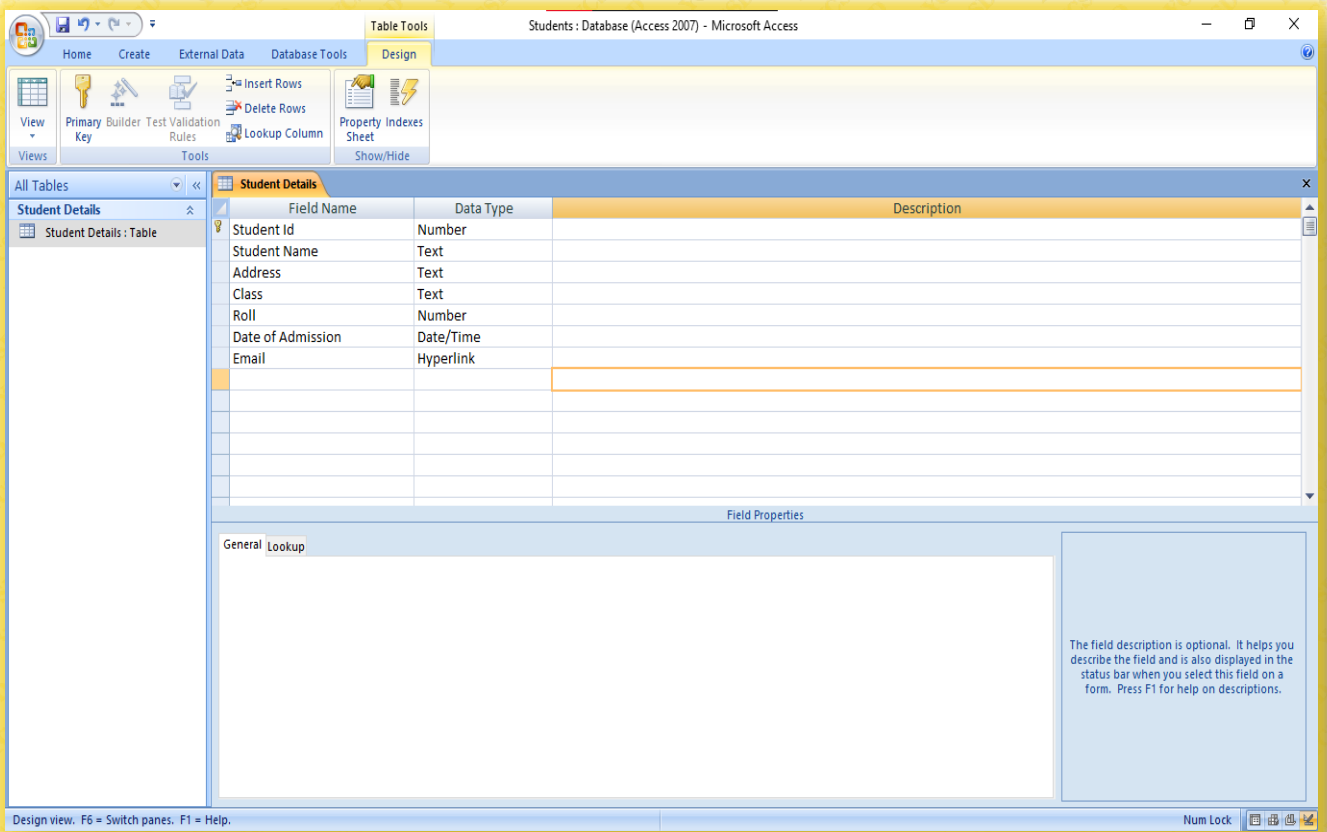
- ✓ Right click on **Table**
- ✓ Click on **Design View**



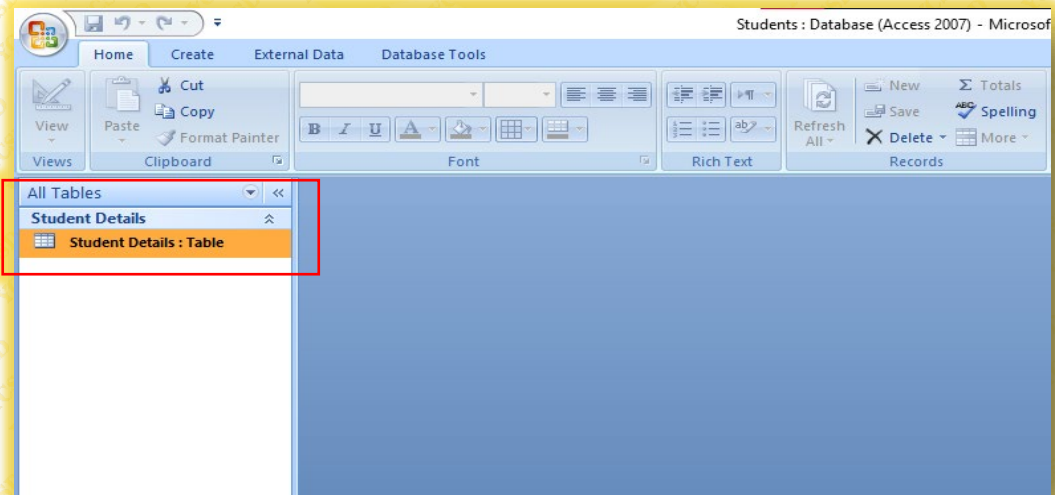
- ✓ Set Table Name
- ✓ Click on Ok



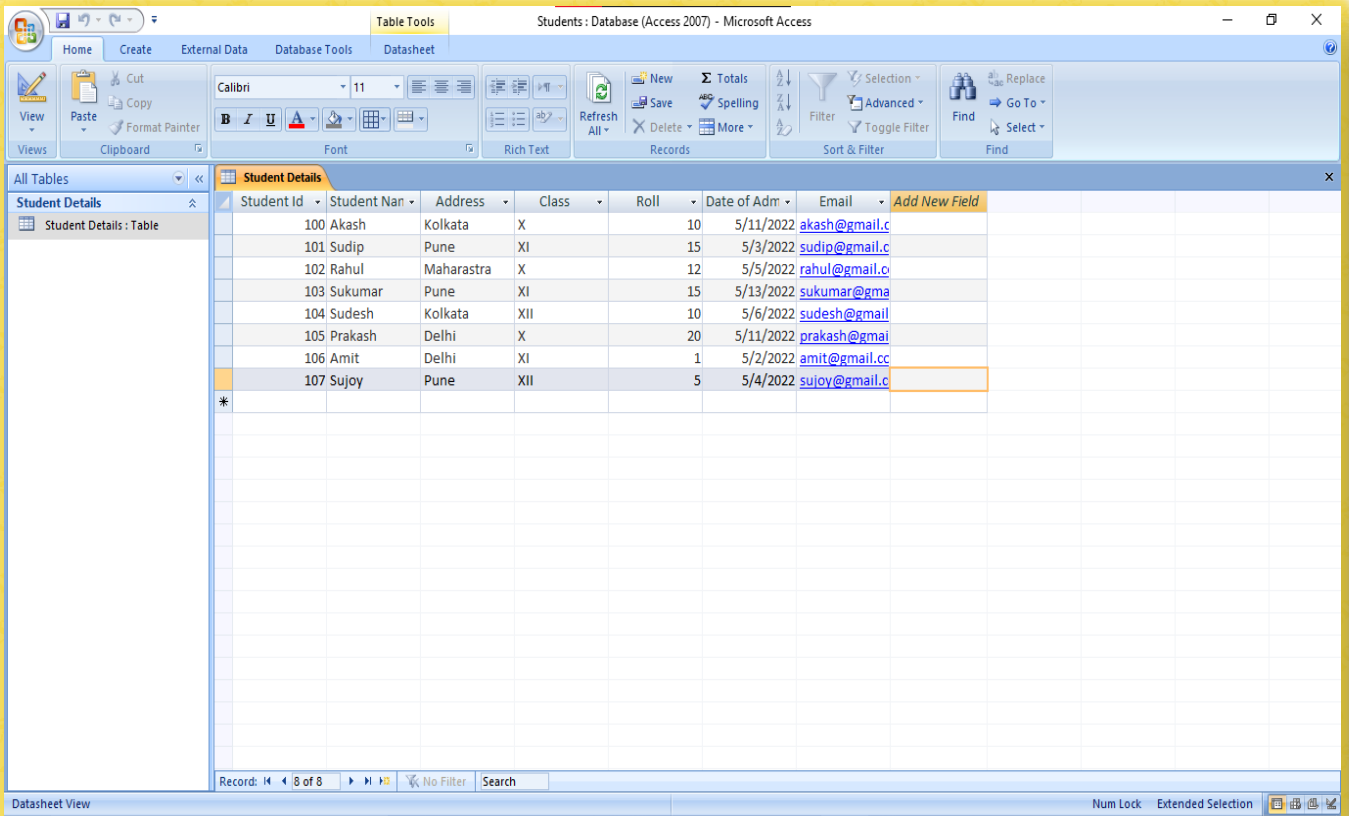
- ✓ Set field Name & Data Type
- ✓ Then Save



- ✓ Then Double Click on Table

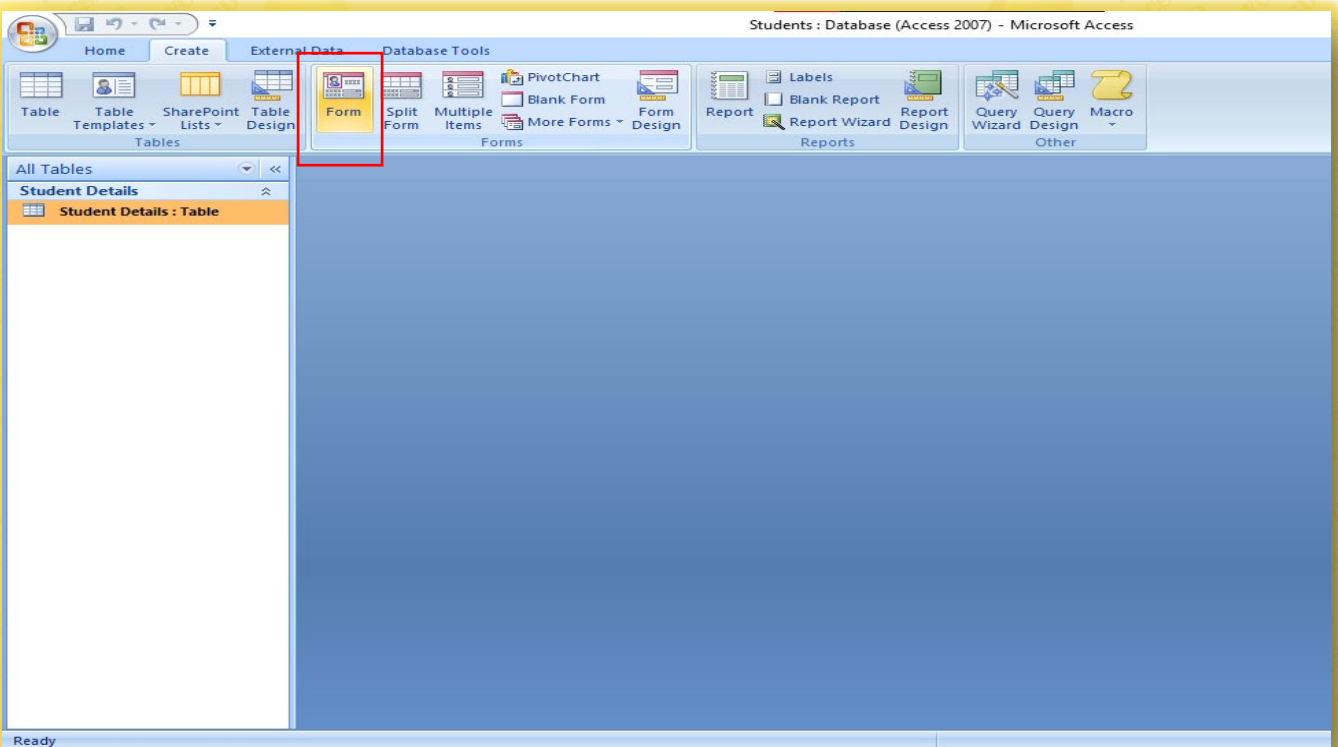


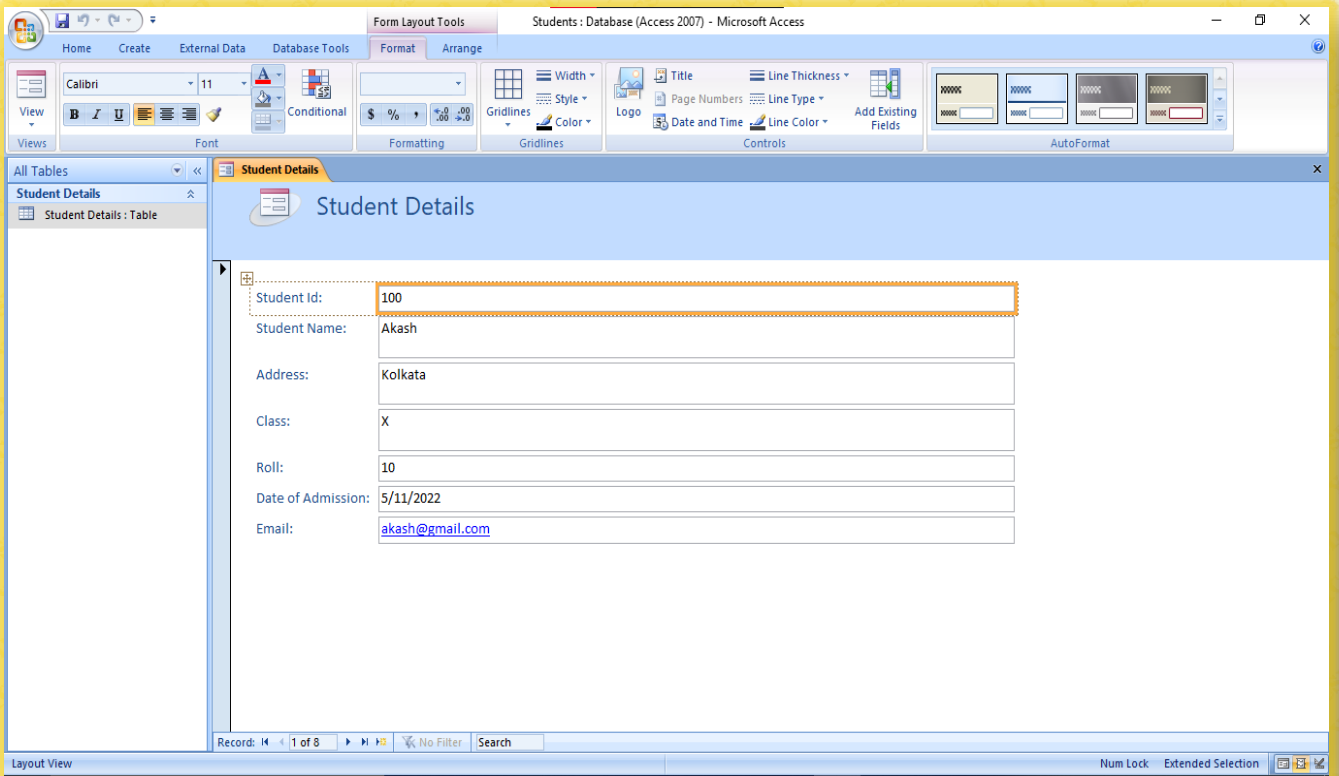
✓ **Insert Records**



How to Create Form

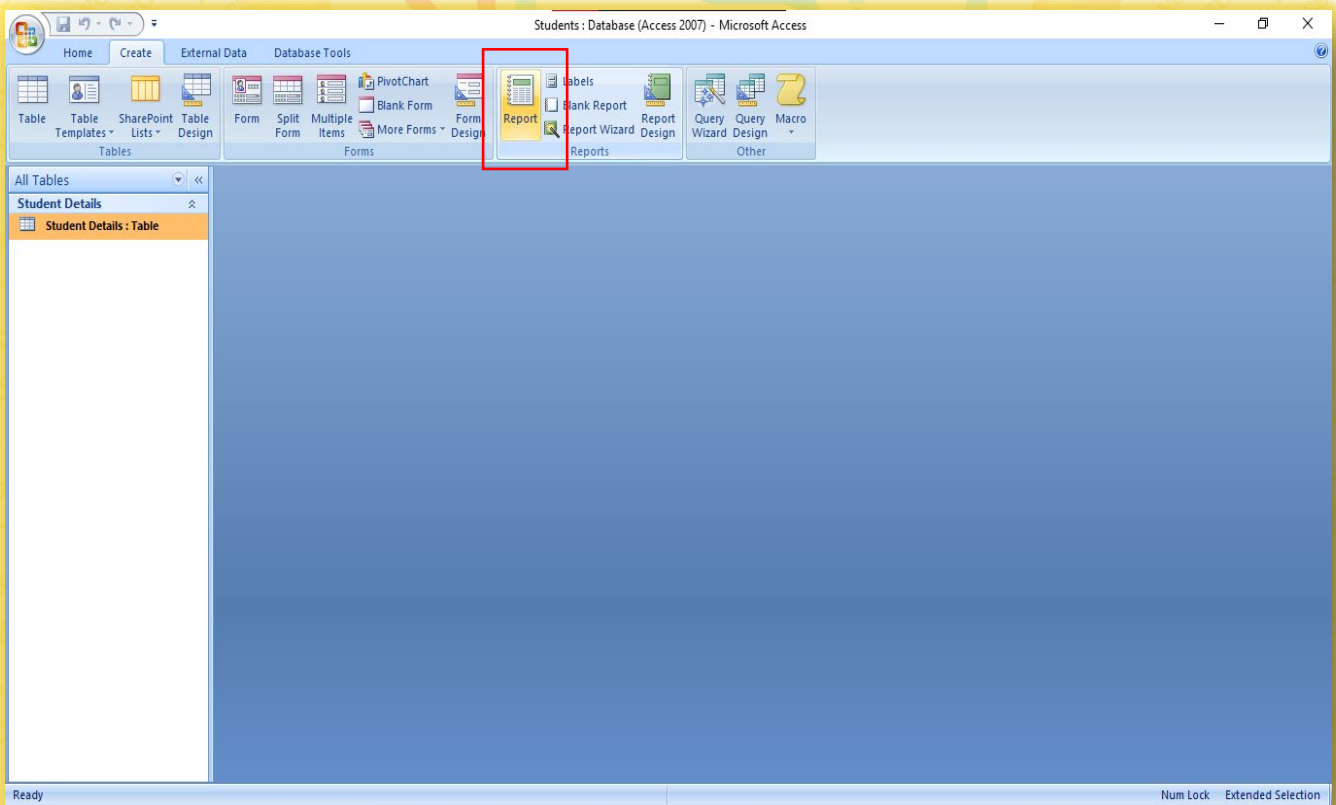
- ✓ Click on **Create**
- ✓ Then click on **Form** for readymade form
- ✓ And save the **Form**





How to Create Report

- ✓ Click on **Create**
- ✓ Then click on **Report** for readymade report
- ✓ And save the **Report**



Report Layout Tools: Student Details : Database (Access 2007) - Microsoft Access

Page Layout: Size, Portrait, Landscape, Margins, Show Margins, Print Data Only, Columns, Page Setup

Student Details

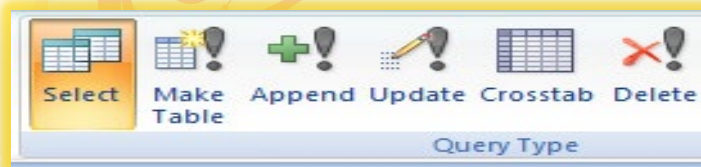
Tuesday, December 27, 2022
4:11:09 PM

Student Id	Student Name	Address	Class	Roll	Date of Admission	Email
100	Akash	Kolkata	X	10	5/11/2022	akash@gmail.com
101	Sudip	Pune	XI	15	5/3/2022	sudip@gmail.com
102	Rahul	Maharashtra	X	12	5/5/2022	rahul@gmail.com
103	Sukumar	Pune	XI	15	5/13/2022	sukumar@gmail.com
104	Sudesh	Kolkata	XII	10	5/6/2022	sudesh@gmail.com
105	Prakash	Delhi	X	20	5/11/2022	prakash@gmail.com
106	Amit	Delhi	XI	1	5/2/2022	amit@gmail.com
107	Sujoy	Pune	XII	5	5/4/2022	sujoy@gmail.com
8						

Page 1 of 1

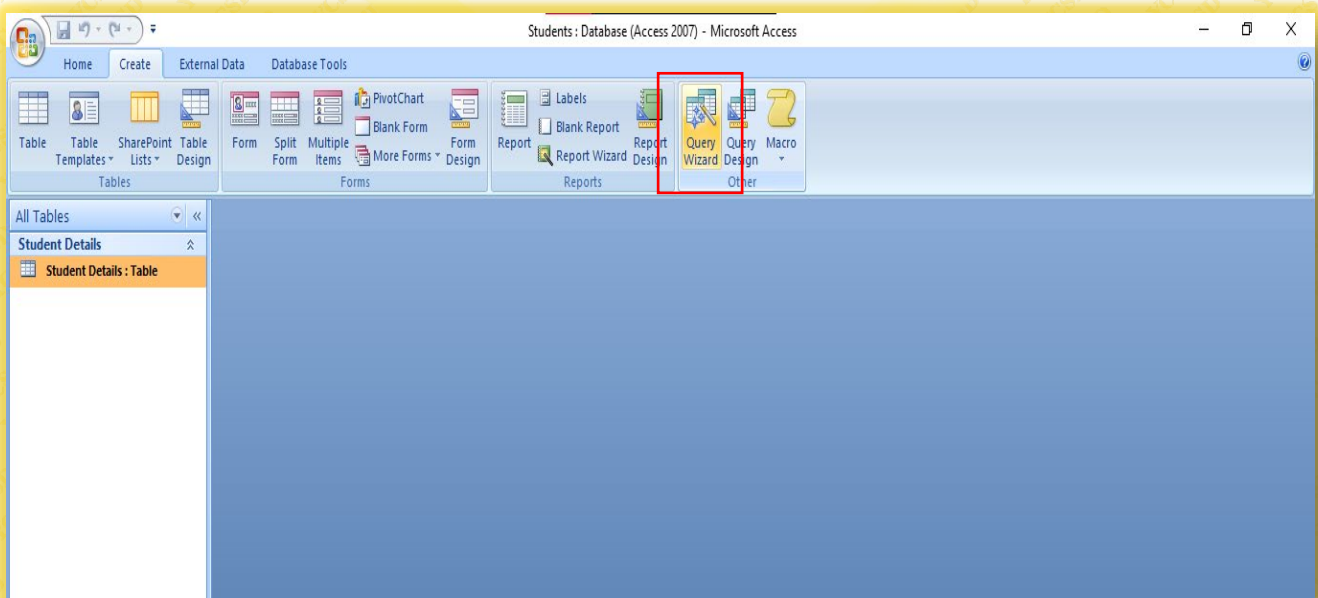
Access Query

- ✓ There are 6 types of query in MS Access

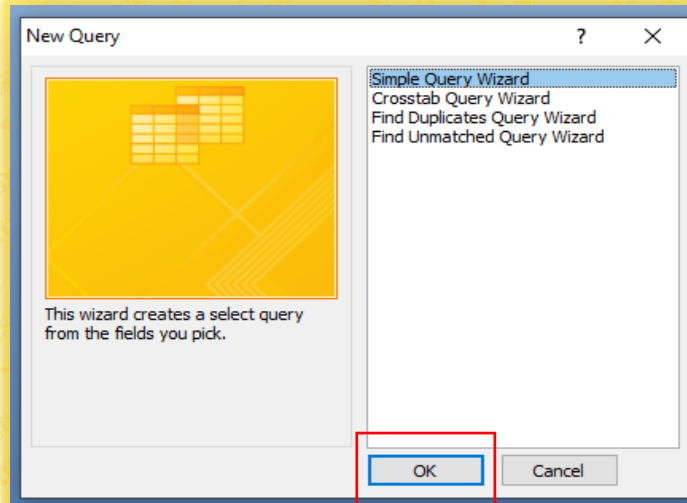


Select Query

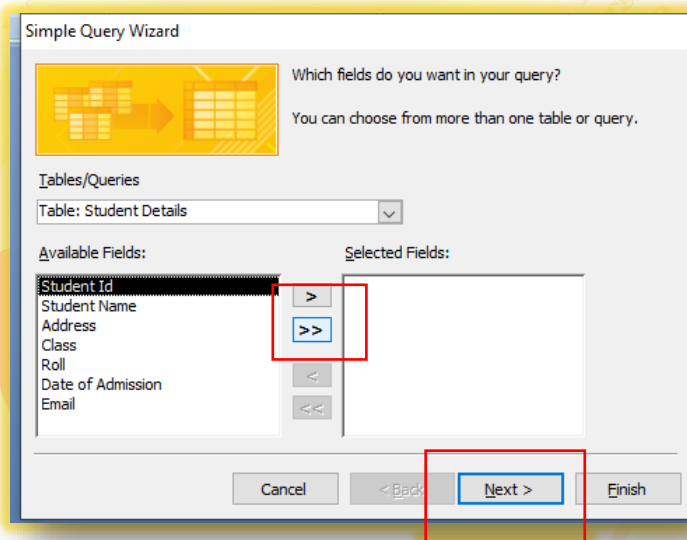
- ✓ Click on **Create**
- ✓ Then click on **Query Wizard**



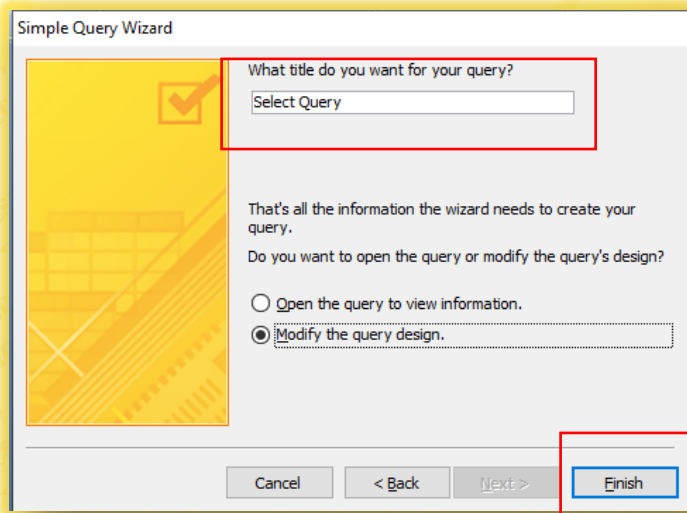
- ✓ Click on Ok



- ✓ Click on >>
- ✓ Click on Next



- ✓ Then Click on Next
- ✓ Set Query Name
- ✓ Click on Finish



Welcome In YCSD

For Access Entire Study Materials

For Student

Please Ensure Your Enrollment Verification

ENROLLMENT VERIFICATION

Student Registration No.

Date Of Birth

Check Now

For Franchise

Please Login Via Franchise Id & Password

CENTER LOGIN

User Name

Password

Login

Thank You for Visiting Us

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