

## Directions for creating a Quick & Simple MS Access Data Base

1. **Launch (Open) MS Access** from either the **Start Button** or a **Desktop Icon**.
2. At **MS Access** window, **Click File** then **New** then on right side **Click Blank Database**.
3. At the **File New Data Base** window select an appropriate **Storage Folder** or **My Documents**.  
then enter an appropriate **name** for entire Data Base of Data Files (Tables) such as: **DB ##**  
( ## means your initials ) **then** **Click Create Button** at the bottom right corner.
4. At the MS Access Data Base Window: **DB## : Database ( Access 2000 File Format )**  
**Double Click:** **Create table in Design View**.
5. When the blank form for **Table One** appears,  
enter the basic **Headings ( listed below )** for the table to be created. ( **CAPS LOCK** )  
Use these suggested headings below **and** press **enter (3) times** after each one.  
Also, notice the **data type** is **text** for all entries **except** ZIP. ( Change Zip to **Number** )  
**FIRST \* LAST \* ADDRESS \* CITY \* STATE \* ZIP**
6. After entering all of the Heading (categories) ( Make sure to change ZIP to Number! )  
**then** **Click X** to close the **Table 1 Window**. **Not X** to close **MS Access Window!**
7. When prompted to **save changes** for **Table 1** click **YES** button.
8. When prompted for an **appropriate name** for **Table 1**  
**then** leave it as **Table 1** **then** **Click the OK** Button.
9. When prompted: **There is No Primary Key defined. Read the Explanation!**  
Click the **NO** button at this time **since** we are only practicing.
10. When the MS Access Data Base window re-appears  
a **listing** for **Table One** should appear below options provided at **beginning of activity**.
11. **Double Click** on the **Table 1** that has recently appeared and was created  
**then** enter **unique but similar information** for each of the Headings (categories).
12. After entering sufficient data or information at each of the Headings (categories)  
**then** **Click X** to close the **Table 1 Window**. **Not X** to close **MS Access Window!**
13. Now Again, **Double Click** on the **Table 1** that has **again** appeared  
**and** verify that all the information has been saved in **Table 1**. **Whew... What a relief!** 😊
14. To get a Hard Copy **or** Print Out of Data File called Table 1, **Click File** **then** **Print** **then** **OK!**  
**Print Outs of DBs** should be in **Multiple Record View** as seen below at **bottom of page!**  
**All information in the Multiple Record View must be seen in the **Print Out!****

The **DB below** with Headings as well as **entries** is **Only an Example**. **Change to unique Entries!**  
Complete this assigned DB with **at least ( 10 ) records** with simple information as below!  
**Note:** All Street Addresses are **colors** with **NO** numbers **with** either Avenue or Street.  
**To be able to view all Data** changing of **Column Widths** of **Multiple Record View** is needed!  
( If you don't know how then Click **HELP** **then** **Microsoft Access Help** **then**  
on the right side at the top enter **column width** and Help will appear! )

- @ **Submit Multiple View DB of (10) records which is similar to the one on bottom next page!** @  
@ **Make Sure all** data / information is visible when Clicking **View > DataSheet View.** @

**Headings (Categories) and Information (Items) are represented below as a data file.**

**Data Base:** A Collection of related data files

**Data File:** An array or table of data e.g. related information

**Data Record:** A row of related information

**Data Item:** A cell of related information (column )

Examples of data / information is **Single Record View** shows headings & **Multiple Record View** in table below:

FIRST                   Pete  
 LAST                    Jones  
 ADDRESS               Orange Street  
 CITY                    Canton  
 STATE                  Ohio  
 ZIP                      44709

FIRST                   Sue  
 LAST                    Frazer  
 ADDRESS               Purple Avenue  
 CITY                    Alliance  
 STATE                  Ohio  
 ZIP                      44411

FIRST                   Joe  
 LAST                    Banana  
 ADDRESS               Blue Street  
 CITY                    Louisville  
 STATE                  Ohio  
 ZIP                      44541

FIRST                   Mary  
 LAST                    Smith  
 ADDRESS               White Avenue  
 CITY                    Massillon  
 STATE                  Ohio  
 ZIP                      44646

**Part #1 MS Access Project: Submit DB for Student Project must have contain ( 10 ) Data Records!**

This <b>Multiple Record</b> view or array of the simple data file above!					
First	Last	Address	City	State	Zip
Pete	Jones	Orange Street	Canton	Ohio	44709
Sue	Frazer	Purple Avenue	Alliance	Ohio	44601
Joe	Banana	Blue Street	Louisville	Ohio	44641
Mary	Smith	White Avenue	Massillon	Ohio	44646
Tom	Henry	Green Street	Rootstown	Ohio	44272
Patty	Jordan	Black Avenue	Navarre	Ohio	44662

## Directions for creating Mailing Labels from provided MS Access Database

**@@@@@** There are ( 3 ) ways to obtain the DB to create Mailing Labels **@@@@@**

- #1 **Download** provided DB at Doc Sharing! At Doc Sharing locate: “DBfor MailingLabels.mdb”  
**Right Click: DBforMailingLabels.mdb** and **Save Target As...** Save DB to Desktop for Project use!
- #2 **If On Campus** then access **R Drive** then **TLove** then **MSOffice** then Copy **DBforMailingLabels.mdb** to **Desktop** for use in activity. #3 **If Not Campus** then **DBforMailingLabels.mdb** sent via Email.

1. After you have **Copied and Pasted** **DBforMailingLabels.mdb** to Desktop  
**Double Click** it to **Launch or Open** this provided Data File for Mailing Labels.
2. At the **DBforMailingLabels ( Database: Microsoft 2000 File Format )** window,  
**Double Click** **employees** a provided DB will appear. At Top change “Ed 362 Student Record”  
To your **First and Last Name**. Yes, I know it is in an **Address Field** and that is OK...  
**then Click X** to close **Table 1 Window**. **Not X** to close **MS Access Window!**
3. Your **First and Last Name** will be automatically saved. **Double Click** **employees** to check!!!  
Now with **employees closed**, in the **Left Column** of the Database Click on **Reports**  
and at the top of the Window click **New** button.
4. When the **New Report** appears  
click on the **Label Wizard** at the bottom use **Drop Down Arrow**  
to select the **Table** to be used ( **which should be employees** ) for labels then click **OK**.
5. **Label Wizard** window appears to select the type of **Labels** to be used. ( All below may be done! )  
Check circle in front of **English** then Click **drop down arrow** for **Avery ( Avery might appear! )**  
Above **Avery** in window! (**Scroll way down!**) Select **5160 1” by 2 5/8” 3** (columns) then **Next**.
6. When **Label Appearance** appears all are **Default** thus **Click Next for NO Changes!**  
**Font (Arial)** **Size (8)** **Weight (Light)** **Color (Black)**
7. When asked (What would you like on your Mailing Label?) meaning **Headings (GO VERY SLOW!)**  
Click **First** then click (>) button then (**Space Bar**) then Click **Last** then Click (>) button  
then Hit **Enter Key** for next line! Click **Address** then Click (>) button then **Enter Key**  
for next line! Don’t forget to hit **Space Bar** between each of the **next** Headings or Categories!  
Click **City** then (>) **SBar** **State** then (>) **SBar** **Zip Code** then (>) **Now, Click Finish!**
9. When prompted that some of the Data might not appear then **Click OK!!!**  
All the Data ( 28 ) Labels and your First and Last Name should appear.
8. **WOW!!!** It should be done and appear. Your First and Last Name should appear at the TOP!  
Sorry, If it does not then you must do it over ... You only get Credit if your Name appears at Top!  
There should be a FULL Page of Labels which might be around 29.... I think....
- 10 Again, Mailing Labels should ALL appear on one MS Word Page (3) in each Row & Column!  
**If they do not then** **Close** and **Do Not Save** and **Do the ML activity over!!!**

Click white X in Red Box to close the Mailing Label View **window** and return to the Data Base.  
**Double Click** on MailingLabels ## (## means Initials)! **Print Out** for evidence of completion.

**Note: The first entry in the Mailing Labels** must be **your First & Last Name!**

**@** **Submit the “DBforMailingLabels.mdb”** since it now contains the Mailing Labels! **@**  
**@** **Make Sure all** data / information is visible **when Clicking** **View > DataSheet View**. **@**

**First (entry) in DB is: “Ed 362 Student Record” Change to First & Last Name Evidence of completion!**

**Complete change of first entry then Close DB window with changes for later use in Mailing Labels!**

**Note this specific example of a database has three columns and five rows! Avery 5160**  
**“Ed 362 Student Record change to First & Last Name”**

Ed 362 Student Record

JamesBennett  
203 Wooster Street  
CantonOHIO44312

BeckyBennett  
203 Wooster Street  
CantonOHIO44312

MarionBarnes  
12 Wales Avenue  
CantonOHIO44312

MarshallBarnes  
12 Wales Avenue  
CantonOHIO44312

AlanRubert  
6671 First Street  
CantonOHIO44701

AdamRubins  
990 Fourth Avenue  
AkronOHIO44701

CindyHoot  
454 Market Avenue  
MassillonOHIO44701

SusanTrump  
113 Cleveland Street  
MassillonOHIO44701

JoeTrump  
113 Cleveland Street  
MassillonOHIO44701

CindyHoot  
454 Market Avenue  
MassillonOHIO44701

AdamRubins  
990 Fourth Avenue  
AkronOHIO44701

SamRubert  
6671 First Street  
CantonOHIO44701

LynneMarsh  
14 Frost Avenue  
WoosterOHIO44702

MarionKenny  
71 Robin Street  
CantonOHIO44702

LynneMarsh  
14 Frost Avenue  
WoosterOHIO44702

MaryKenny  
71 Robin Street  
CantonOHIO44702

TomCarnes  
209 Fifth Avenue  
AkronOHIO44703

TerryReynolds  
109 Second Street  
AkronOHIO44703

JanetJones  
657 Alcan Street  
WoosterOHIO44703

BenSimpson  
1201 Alan Avenue  
MassillonOHIO44703

TerryReynolds  
109 Second Street  
AkronOHIO44703

TomCarnes  
209 Fifth Avenue  
AkronOHIO44703

HaroldSimpson  
1201 Alan Avenue  
MassillonOHIO44703

HarryJones  
657 Alcan Street  
WoosterOHIO44703

WayanWaits  
12 Frazer Avenue  
WoosterOHIO44709

WarrenWaits  
12 Frazer Avenue  
WoosterOHIO44709

WaltWilkins  
514 Seventh Street  
AkronOHIO44709

WilliamWilkins  
514 Seventh Street  
AkronOHIO44709

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