



University Information  
Technology Services

# Microsoft Office Access 2013

Intro to Access 2013

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

---

**Copyright © 2014 KSU Department of University Information Technology Services**

This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Department (UITs), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITs Department. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITs Department is expressly prohibited.

**Published by Kennesaw State University – UITs 2014**

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from its use.

Microsoft product screenshot(s) reprinted with permission from Microsoft Corporation.

Microsoft, Microsoft Office, and Microsoft Access are trademarks of the Microsoft Corporation.

---

# University Information Technology Services

## Microsoft Office Access 2013

### Intro to Access 2013

#### Table of Contents

Introduction .....	4
Learning Objectives.....	4
The Office 2013 Interface .....	5
The Backstage View .....	5
The Ribbon .....	7
Creating the Database .....	8
Creating a Table .....	9
Things to Remember When Creating a Table.....	11
Primary Key .....	11
Error Traps .....	12
Descriptions .....	14
Adding Fields.....	15
Default Values.....	16
Creating a Drop-Down List.....	18
Opening and Closing the Table .....	20
Entering Data into the Table.....	20
Additional Assistance .....	23

## **Introduction**

Microsoft Access 2013 allows people to effectively and efficiently organize data. The various sections presented in this document will help you to build a solid knowledge foundation of the software.

This booklet is the companion document to the Intro to Access 2013 workshop. It includes an introduction to the Microsoft Access 2013 interface and covers the various aspects of database creation and management in Access 2013.

## **Learning Objectives**

After completing the instructions in this booklet, you will be able to:

- Identify the components of the Access 2013 interface.
- Create a new database.
- Understand how to create a table.
- Know the purpose of the primary key.
- Implement error traps.
- Enter descriptions for fields.
- Understand how to add fields.
- Know how to enter various types of data into the table.

# The Office 2013 Interface

The Office 2013 interface is very similar to the Office 2010 interface, with a few minor changes. The following describes the Office 2013 interface.

## The Backstage View

The Backstage view is more prominent in Access 2013. When first opening the program, the user will be presented with options to open recent documents, start a new blank database, or select from a number of database templates (see Figure 1).

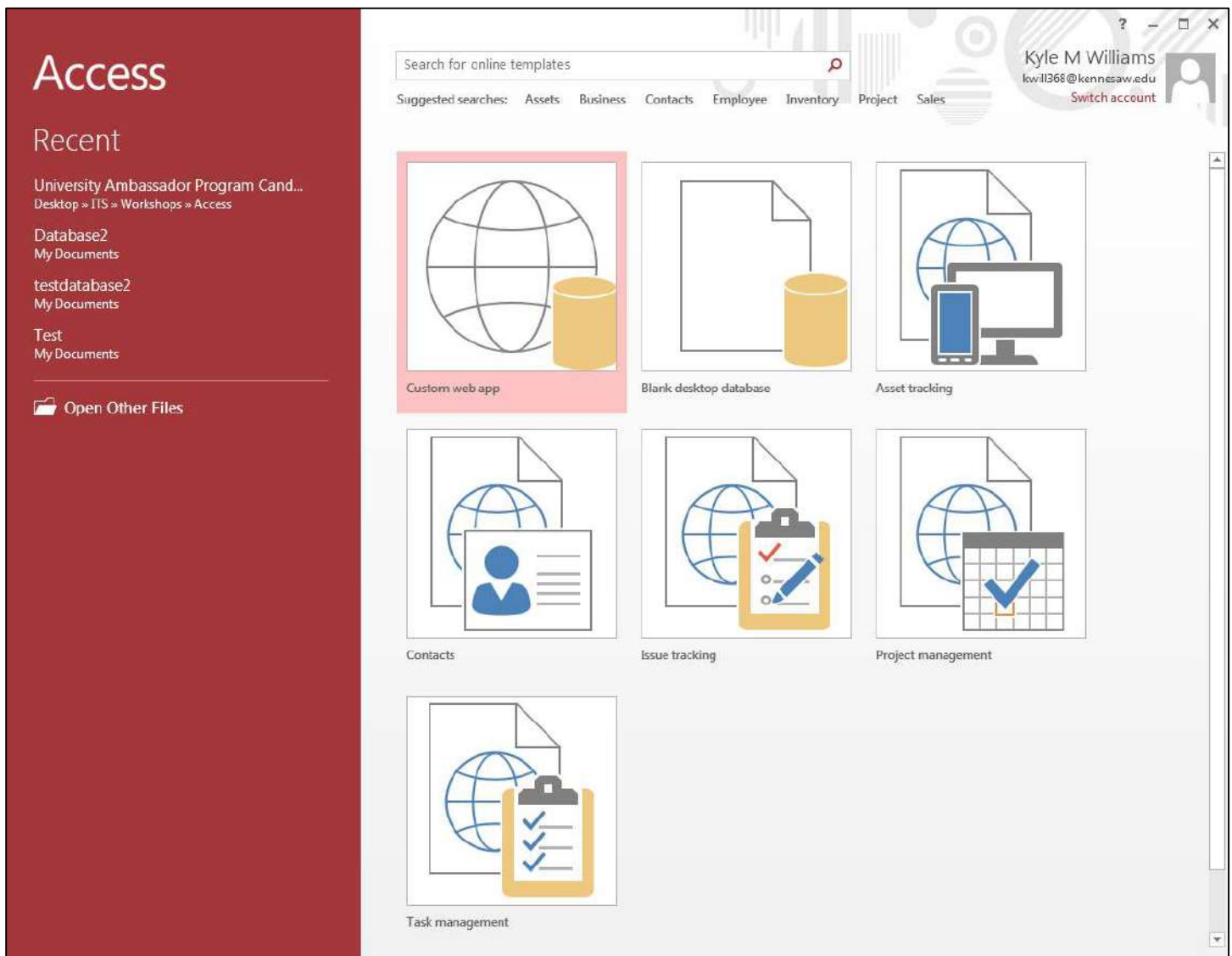


Figure 1 - Backstage View (First opening Access 2013)

1. To enter the *Backstage view* after creating your database, click the *File* tab (see Figure 2).

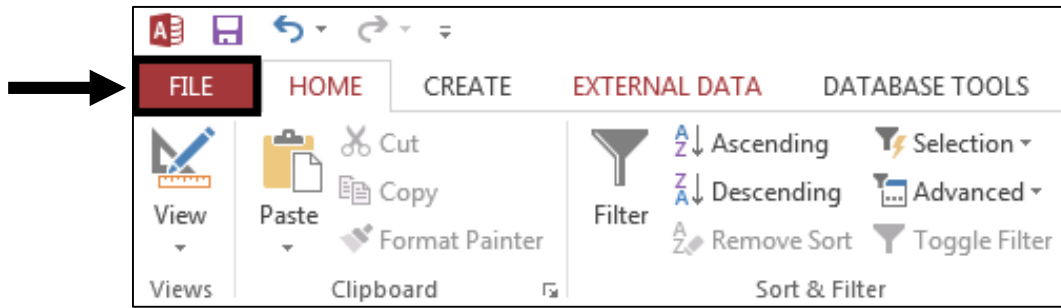


Figure 2 - Access Backstage via File Tab

2. The *Backstage view* will open (see Figure 3).

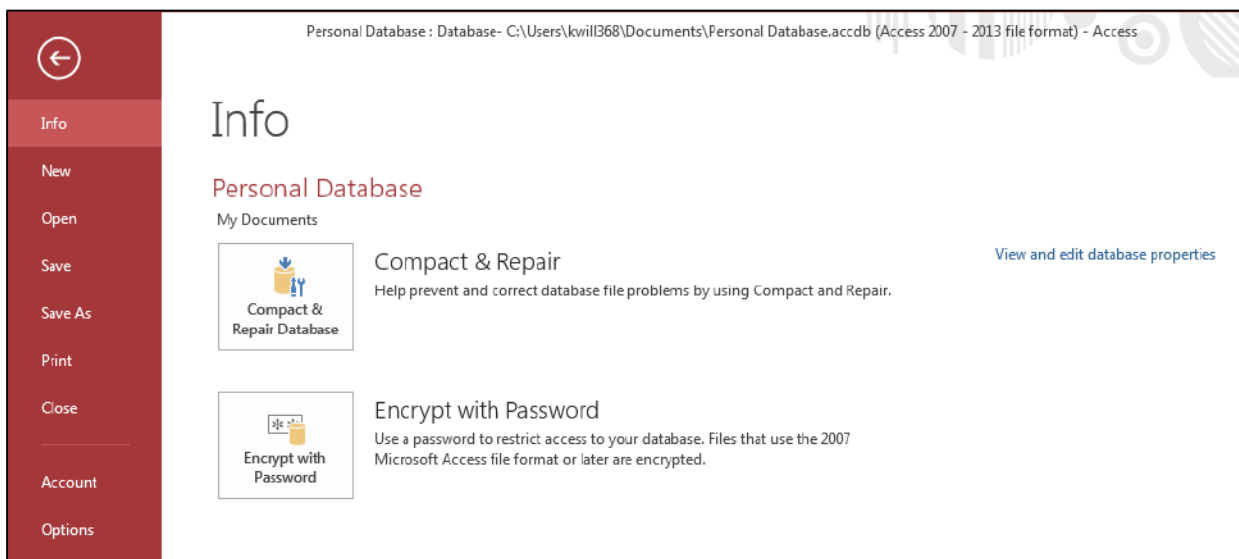


Figure 3 - Backstage View

3. From the *Backstage View*, you can perform the following actions:

- Obtain information about your databases
- Create new databases and templates
- Open existing databases
- Save and close databases
- Print and/or preview of your databases
- Access your Microsoft Office 2013 account information
- Obtain help
- Close *Access 2013*

4. To leave the *Backstage View* and return to your document, click on the **arrow** button above *Info* (see Figure 4).

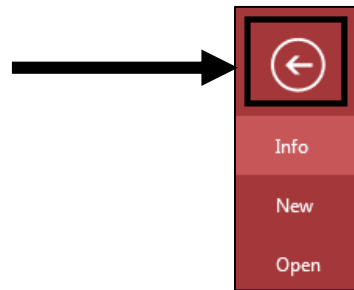


Figure 4 - Leave Backstage View

## The Ribbon

The *Ribbon* is a panel that contains groupings of buttons and drop-down lists organized by tabs. Each application in the Office Suite has a different set of tabs that pertain to the functionality of that particular application. Each tab is further divided into *groups*, such as the *Sort & Filter* and *Find* groups (see Figure 5).

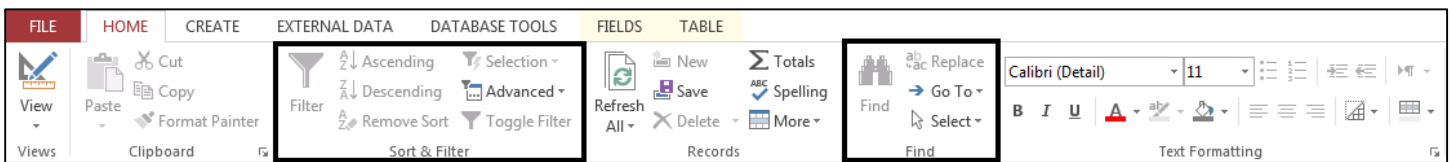


Figure 5 - The Ribbon

At the bottom right-hand corner of some groups is the **Dialog Box Launcher**. Clicking this button opens a dialog box for that group containing further option selections for the group (see Figure 6).

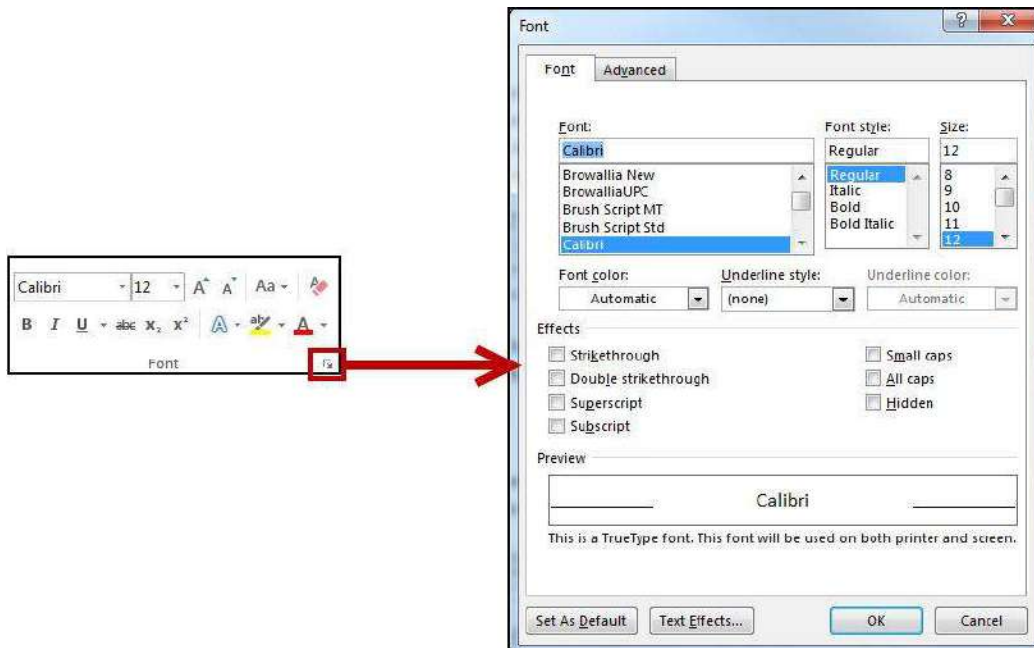


Figure 6 - Dialog Box Launcher

Contextual tabs will appear depending on what you are working on. For example, if you are working in a table, the *Table Tools* tab appears (See Figure 7).

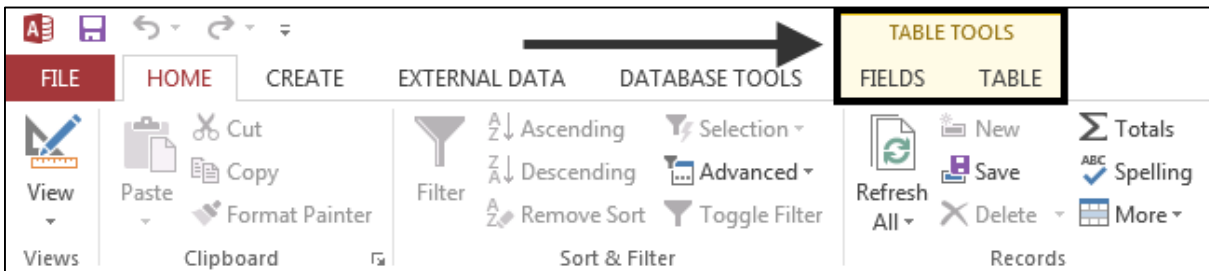


Figure 7 - Contextual Tab

## Creating the Database

When you open Microsoft Access 2013, you have the option to create a blank database. Using this database, you will be able to create tables, forms and enter data. The following describes how to create a database in Microsoft Access 2013.

1. Click on **Blank desktop database** (see Figure 8).

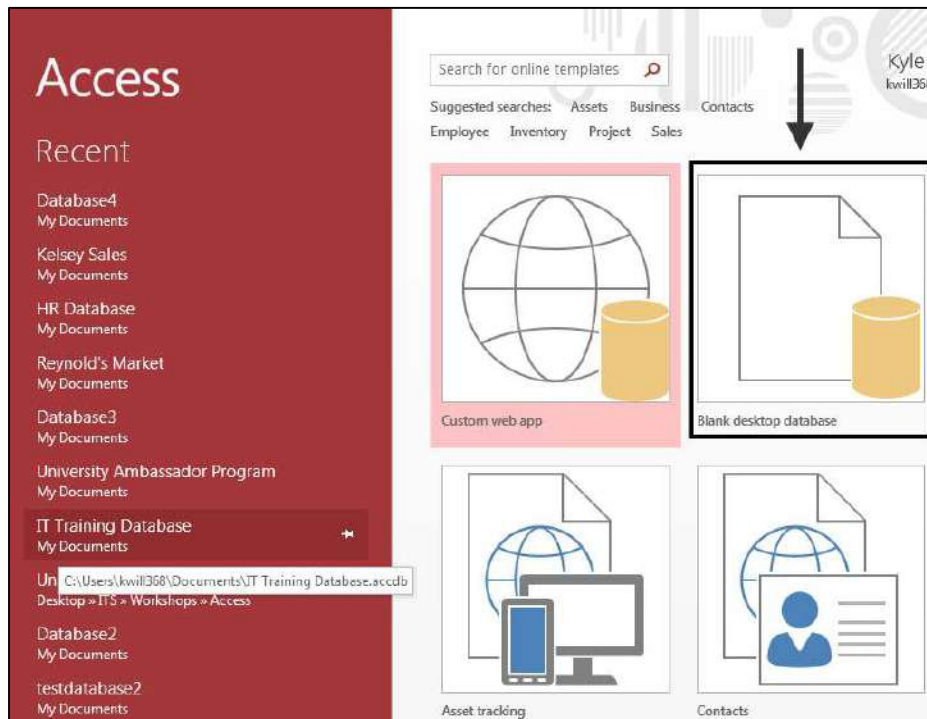


Figure 8 - Blank Desktop Database



2. Enter the **name** of the database in the *File Name* text box (see Figure 9).

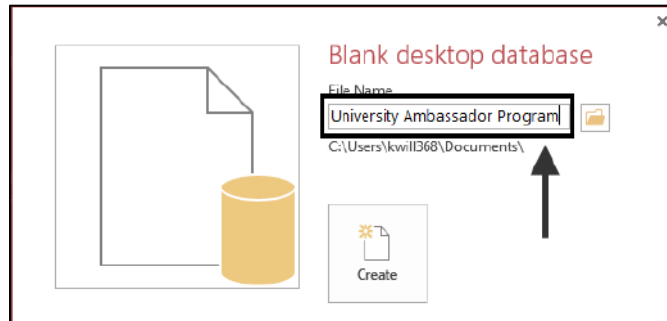


Figure 9 - File Name Box

3. Click on the **Create** button (see Figure 10).

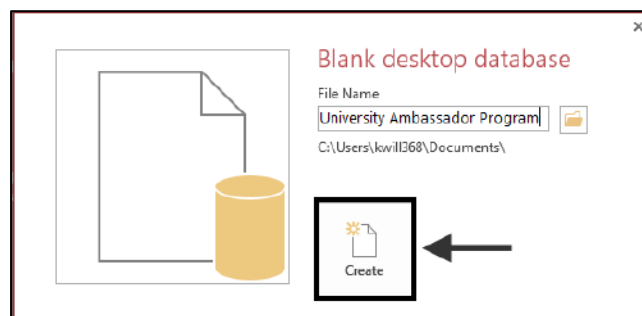


Figure 10 - Create Button

4. You will be taken to your *new database*.

## Creating a Table

Upon creating a database, it is recommended that you create a table that will house relevant data. The following instructions explain how to create a table within your database.

1. Click on the **View** button (see Figure 11).

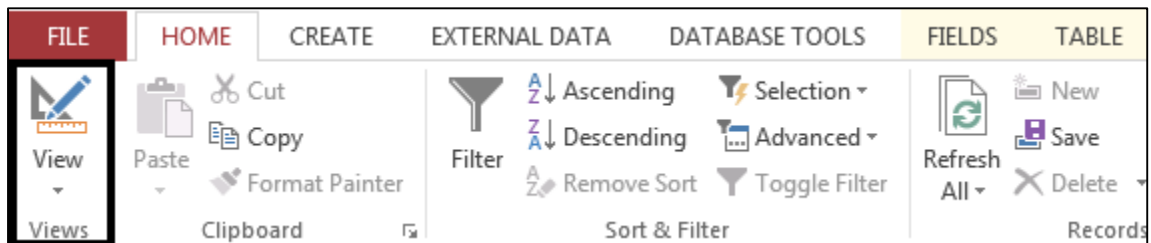


Figure 11 - View Button

2. In the menu that appears, select **Design View** (see Figure 12).

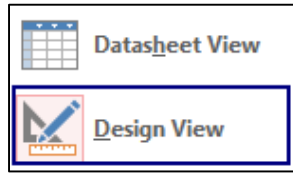


Figure 12 - Design View

3. Enter the **name** of the table that you are about to create in the *Save As* dialogue box (see Figure 13).

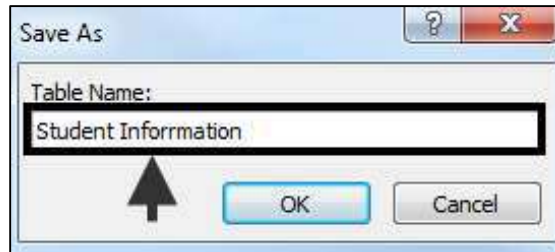


Figure 13 - Table Name

4. Click **Ok**.
5. Enter the *Field Names and Data Types* (see Figure 14).

Field Name	Data Type
ID	AutoNumber
First Name	Short Text
Last Name	Short Text
Hometown	Short Text
Campus	Short Text
Date of Birth	Date/Time
Application Recieved	Yes/No
Account Balance Due	Currency

Figure 14 - Field Names and Data Types

The following explains the different data types that could be used for the table:

- a. **AutoNumber** – *The database will create a unique number for each record that is entered.*
- b. **Short Text** – *Use for fields that contain letters and numbers. This option can contain up to 255 characters.*
- c. **Long Text** – *Use for fields requiring long entries. Both letters and numbers can be created in this field. This option can hold up to 65,536 characters.*
- d. **Number** – *Define the field as this choice when calculable numbers will be required for the field.*
- e. **Date/Time** – *Select this choice when you need to enter a date or time.*
- f. **Currency** – *This option is chosen when dollars and cents need to be entered into the field.*
- g. **Yes/No** – *This appears as a check-mark box. Use this choice when the field requires a yes or no entry.*
- h. **OLE Object** – *When this is selected, the field can contain a picture or sound clip.*
- i. **Hyperlink** – *Use when an email addresses and hyperlinks are required.*
- j. **Attachment** – *This option allows the user to attach one or more pictures to the record.*

- k. **Lookup** – This option helps the user create a drop-down list for the field. When this option is selected, the Lookup Wizard will begin.

## Things to Remember When Creating a Table

It is important to remember the following when creating a table.

### Primary Key

Records in Access can be organized by a unique, identifying number. The primary key is used to ensure that no two records have the same number. For example, in the table created for student information, it is important that each student has a unique *Student ID* (see Figure 15).

Field Name	Data Type
Student ID	AutoNumber
First Name	Short Text
Last Name	Short Text
Hometown	Short Text
Campus	Short Text
Date of Birth	Date/Time
Application Recieved	Yes/No
Account Balance Due	Currency

Figure 15 - Primary Key Field

The primary key can be used for the following data types: *Auto Number, Number, and Text*.

The primary key can be toggled on and off by clicking on the **Primary Key** button located on the *Design* tab (see Figure 16).

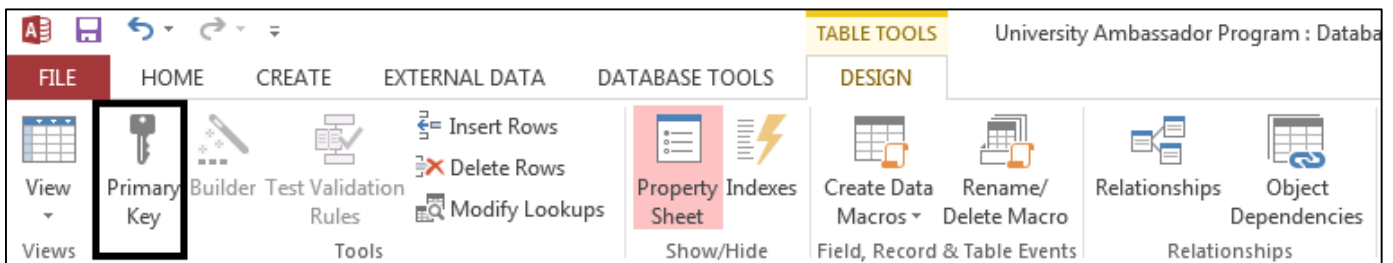


Figure 16 - Primary Key Button

When the *Primary Key* is active, it will appear as a key icon to the left of the field name (see Figure 17).


Field Name	Data Type
Student ID	AutoNumber
 First Name	Short Text
Last Name	Short Text
Hometown	Short Text
Campus	Short Text
Date of Birth	Date/Time
Application Recieved	Yes/No
Account Balance Due	Currency

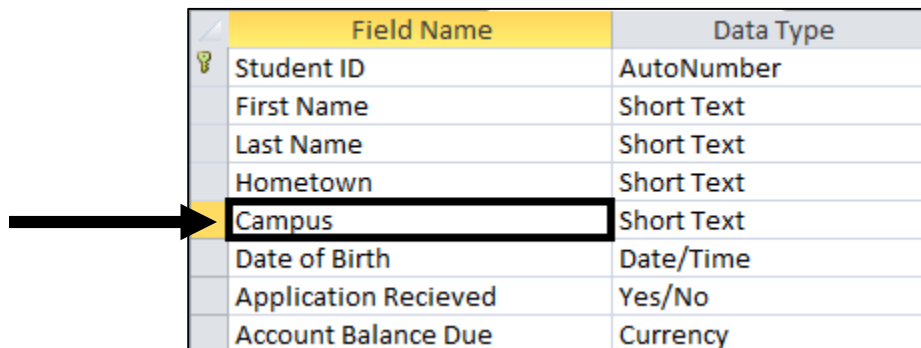
Figure 17 - Primary Key Icon

## Error Traps

Error traps help to make certain that correct data is entered into the database by users. With an error trap, we can have an error message appear in the event that incorrect data is entered. For example, for the field *Campus*, perhaps the only two campuses that should be entered are *East* and *West Campus*.

The following explains how to create an error trap for this field.

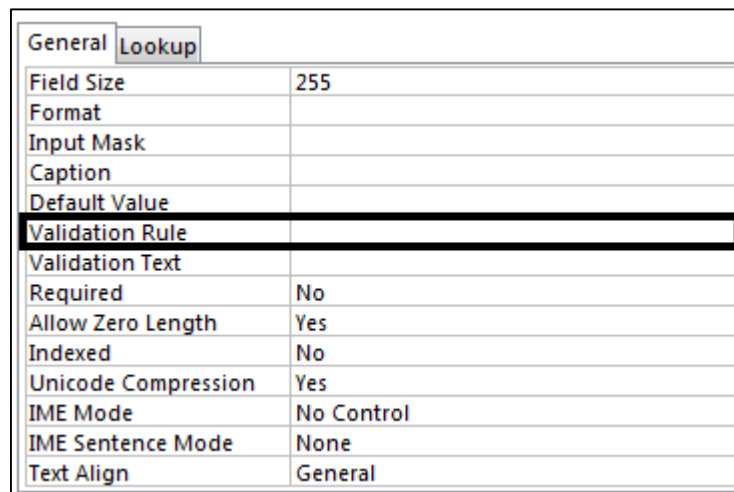
1. Click to select the field **Campus** (see Figure 18).



	Field Name	Data Type
🔑	Student ID	AutoNumber
	First Name	Short Text
	Last Name	Short Text
	Hometown	Short Text
	<b>Campus</b>	Short Text
	Date of Birth	Date/Time
	Application Recieved	Yes/No
	Account Balance Due	Currency

Figure 18 - Selecting the Field

2. Click **Validation Rule**, located under the *Field Properties* section (see Figure 19).



General		Lookup
Field Size	255	
Format		
Input Mask		
Caption		
Default Value		
<b>Validation Rule</b>		
Validation Text		
Required	No	
Allow Zero Length	Yes	
Indexed	No	
Unicode Compression	Yes	
IME Mode	No Control	
IME Sentence Mode	None	
Text Align	General	

Figure 19 - Validation Rule

3. To make certain that the user enters only *West Campus* or *East Campus*, enter the following: **“West Campus”** or **“East Campus”** (see Figure 20).

General		Lookup
Field Size	255	
Format		
Input Mask		
Caption		
Default Value		
Validation Rule	"West Campus" Or "East Campus"	
Validation Text		
Required	No	
Allow Zero Length	Yes	
Indexed	No	
Unicode Compression	Yes	
IME Mode	No Control	
IME Sentence Mode	None	
Text Align	General	

Figure 20 - Entering the Validation Rule

**Note:** If you were working with numbers, you could also enter a formula to make certain that only a specific range of numbers are entered. For example, if you wanted to make sure that only numbers from 0 to 100 are entered, you would enter the following: **>= 0 and <= 100**

4. Next, select **Validation Text** (see Figure 21).

General		Lookup
Field Size	255	
Format		
Input Mask		
Caption		
Default Value		
Validation Rule	"West Campus" Or "East Campus"	
Validation Text		
Required	No	
Allow Zero Length	Yes	
Indexed	No	
Unicode Compression	Yes	
IME Mode	No Control	
IME Sentence Mode	None	
Text Align	General	

Figure 21 - Validation Text

- Whatever appears in *Validation Text* is the message that will appear if a user attempts to enter data that violates the *Validation Rule* that was entered in *Step 3*. For example, the following is an example of a message that could be entered: **Invalid Entry! Please enter one of the following campuses: West Campus or East Campus** (see Figure 22).

General	Lookup
Field Size	255
Format	
Input Mask	
Caption	
Default Value	...
Validation Rule	"West Campus" Or "East Campus"
Validation Text	Invalid Entry! Please enter one of the follo
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

Figure 22 - Validation Text String

## Descriptions

The description area is a place where you can provide instructions to the users (see Figure 23).

Field Name	Data Type	Description (Optional)
Student ID	AutoNumber	
First Name	Short Text	
Last Name	Short Text	
Hometown	Short Text	
Campus	Short Text	
Date of Birth	Date/Time	
Application Recieved	Yes/No	
Account Balance Due	Currency	

Figure 23 - Description Field

The following explains how to create a *description* for a field.

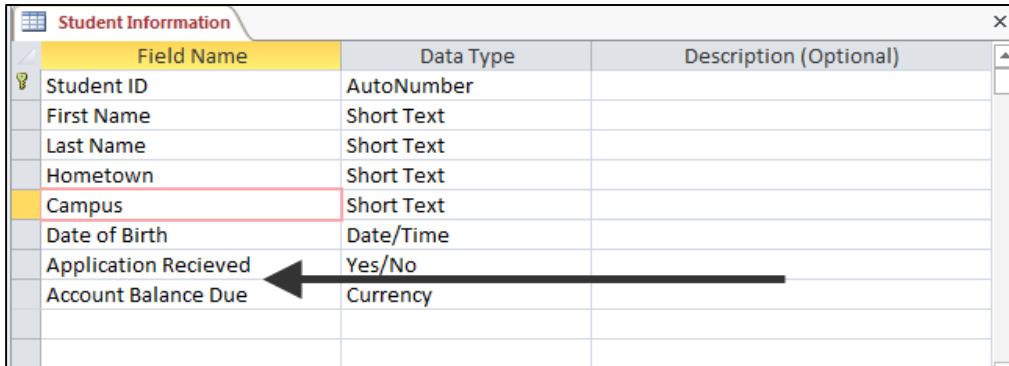
- Place your cursor in the *Description* column next to the field of your choice.
- Enter a description (see Figure 24).

Field Name	Data Type	Description (Optional)
Student ID	AutoNumber	
First Name	Short Text	
Last Name	Short Text	
Hometown	Short Text	Please indicate the City as well as State.
Campus	Short Text	
Date of Birth	Date/Time	
Application Recieved	Yes/No	
Account Balance Due	Currency	

Figure 24 - Enter a Description

## Adding Fields

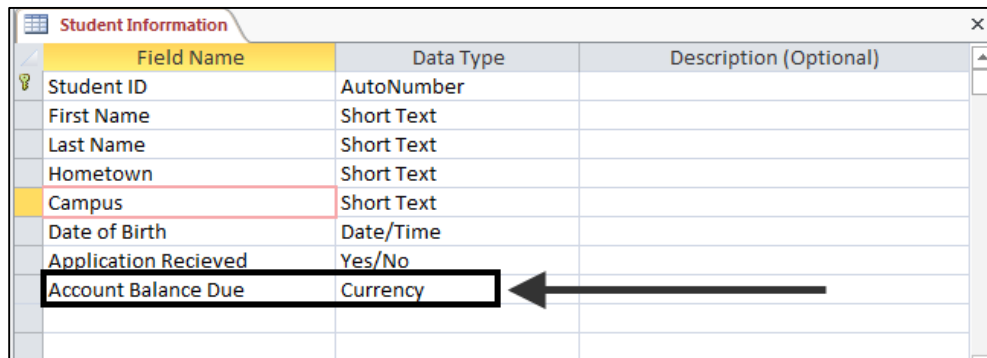
Once the table has been completed for the database, it is possible to add fields. The following explains how to add the field *Expected Graduation Date* between *Application Received* and *Account Balance due* (see Figure 25).



Field Name	Data Type	Description (Optional)
Student ID	AutoNumber	
First Name	Short Text	
Last Name	Short Text	
Hometown	Short Text	
Campus	Short Text	
Date of Birth	Date/Time	
Application Recieved	Yes/No	
Account Balance Due	Currency	

Figure 25 - Adding a field

1. Hover over the field *Account Balance Due* and **right-click** (see Figure 26).



Field Name	Data Type	Description (Optional)
Student ID	AutoNumber	
First Name	Short Text	
Last Name	Short Text	
Hometown	Short Text	
Campus	Short Text	
Date of Birth	Date/Time	
Application Recieved	Yes/No	
Account Balance Due	Currency	

Figure 26 - Right Clicking on the Field

2. Select *Insert Rows*. If you wish to delete a field, you may alternatively select *Delete Rows* (see Figure 27).

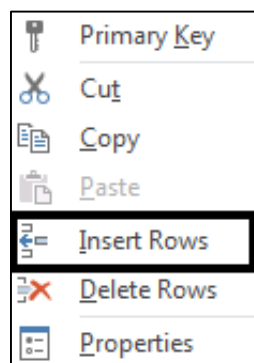


Figure 27 - Inserting/Deleting Rows

3. A row will be available for you to enter the field *Expected Graduation Date* (see Figure 28).

Field Name	Data Type
Student ID	AutoNumber
First Name	Short Text
Last Name	Short Text
Hometown	Short Text
Campus	Short Text
Date of Birth	Date/Time
Application Recieved	Yes/No
Expected Graduation Date	Short Text
Account Balance Due	Currency

Figure 28 - New Row

4. In the *Data Type* dropdown, located next to *Expected Graduation Date*, select the **Date/Time** option (see Figure 29).

Field Name	Data Type
Student ID	AutoNumber
First Name	Short Text
Last Name	Short Text
Hometown	Short Text
Campus	Short Text
Date of Birth	Date/Time
Application Recieved	Yes/No
Expected Graduation Date	Date/Time
Account Balance Due	Short Text
	Long Text
	Number
	Date/Time
	Currency
	AutoNumber
	Yes/No
	OLE Object
	Hyperlink
	Attachment
	Calculated
	Lookup Wizard...

General		Lookup
Format		
Input Mask		
Caption		
Default Value		
Validation Rule		
Validation Text		
Required	No	
Indexed	No	
IME Mode	No Control	

Figure 29 - Date/Time

## Default Values

As the database designer, you have the option of including *Default Values*. For example, in the table below, suppose that 75% of the entries for *Campus* will be *East Campus*. You could include a default value of *East Campus* to make the data entry easier for the user. The following explains how to include the default value of *East Campus* for *Campus*.



1. Select the field **Campus** (see Figure 30).

Field Name	Data Type
Student ID	AutoNumber
First Name	Short Text
Last Name	Short Text
Hometown	Short Text
<b>Campus</b>	Short Text
Date of Birth	Date/Time
Application Recieved	Yes/No
Expected Graduation Date	Date/Time
Account Balance Due	Currency
Photo	Attachment

Figure 30 - Select the Campus Field

2. Click on **Default Value**, located under *Field Properties* (see Figure 31).

General		Lookup
Field Size	255	
Format		
Input Mask		
Caption		
Default Value		
Validation Rule		
Validation Text		
Required	No	
Allow Zero Length	Yes	
Indexed	No	
Unicode Compression	Yes	
IME Mode	No Control	
IME Sentence Mode	None	
Text Align	General	

Figure 31 - Click on Default Value

3. Enter the *Default Value* that you wish to appear in the *Default Value field*. In this case, we will enter **East Campus** (see Figure 32).

General		Lookup
Field Size	255	
Format		
Input Mask		
Caption		
Default Value	East Campus	
Validation Rule		
Validation Text		
Required	No	
Allow Zero Length	Yes	
Indexed	No	
Unicode Compression	Yes	
IME Mode	No Control	
IME Sentence Mode	None	
Text Align	General	

Figure 32 - Enter the Default Value

- When the user opens a form, *East Campus* will appear as a default for the field *Campus*. This will make the job of the data entry person easier.

However, another value can be entered for *Campus*, if desired. For example, *West Campus* could be entered in place of *Campus*.

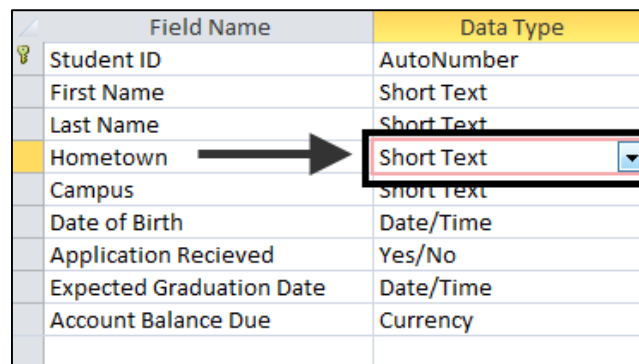
### Creating a Drop-Down List

A drop-down list can make the job of the data entry person easier. When a drop-down list is available, the user simply clicks the list and selects the option of his or her choice.

For example, we can set a drop-down list for *Hometown* if there only a certain number of cities that are to be selected. If the cities for the *Hometown* field were *Atlanta*, *Kennesaw*, and *Macon*, the user would simply click the list and select the city of his or her choice. This eliminates a lot of typing for the user.

The following steps explain how to create a drop-down list for the field *Hometown*.

- For *Hometown*, select the **drop-down arrow** (see Figure 33).



Field Name	Data Type
Student ID	AutoNumber
First Name	Short Text
Last Name	Short Text
Hometown	Short Text
Campus	Short Text
Date of Birth	Date/Time
Application Recieved	Yes/No
Expected Graduation Date	Date/Time
Account Balance Due	Currency

Figure 33 - Select the down-arrow

- From the menu that appears, select **Lookup Wizard** (see Figure 34).

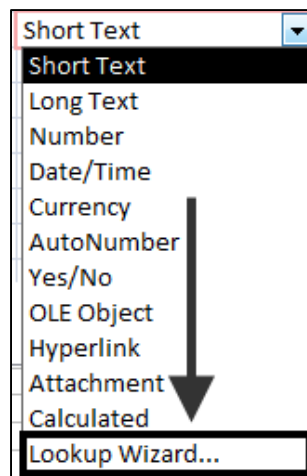


Figure 34 - Lookup Wizard

3. The *Lookup Wizard* dialogue box will appear. Select the option “**I will type in the values that I want**” (see Figure 35).

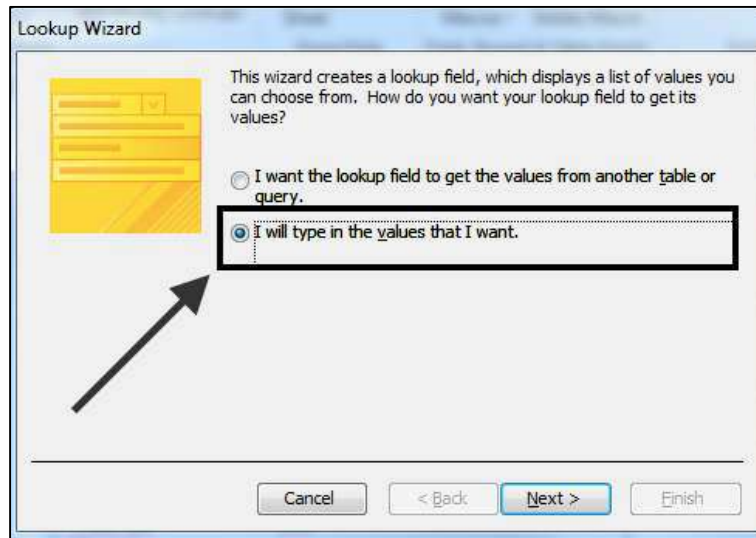


Figure 35 - I will type in the values I wan

4. Click the **Next** button.
5. Under *Col 1*, type the **values** that you want to appear (see Figure 36).

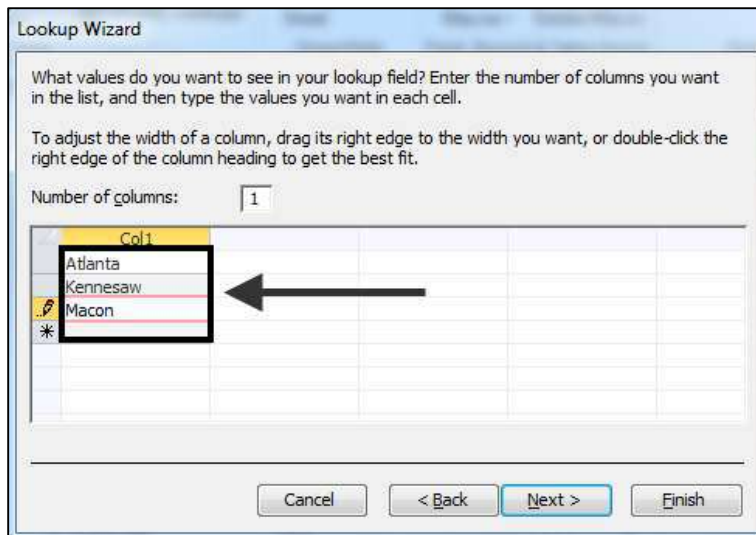
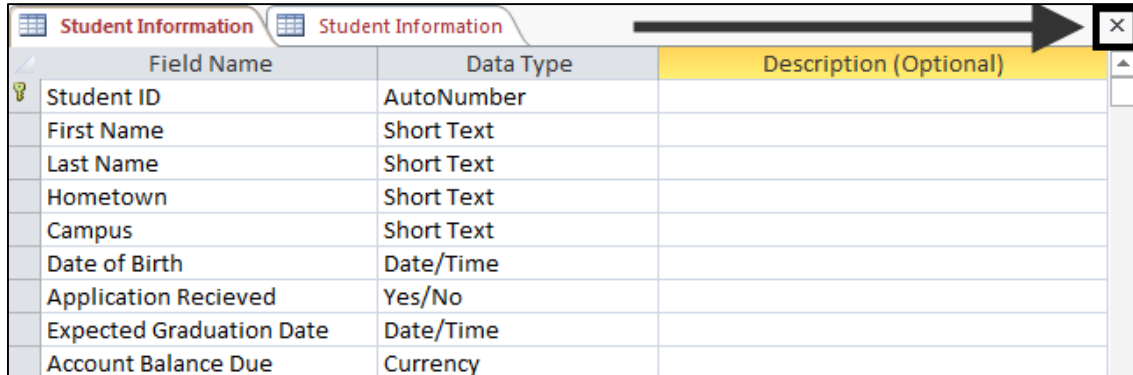


Figure 36 - Type the values you want to appear

6. In the next window, click **Finish**.

## Opening and Closing the Table

When you are finished creating the table, it can be closed by clicking the “X” in the upper-right area of the table (see Figure 37).



Field Name	Data Type	Description (Optional)
Student ID	AutoNumber	
First Name	Short Text	
Last Name	Short Text	
Hometown	Short Text	
Campus	Short Text	
Date of Birth	Date/Time	
Application Received	Yes/No	
Expected Graduation Date	Date/Time	
Account Balance Due	Currency	

Figure 37 - Clicking on the 'X' icon

To open the table again, double-click the **name of the table** that you want to open. The name of the table will appear on the left area of the window (see Figure 38).

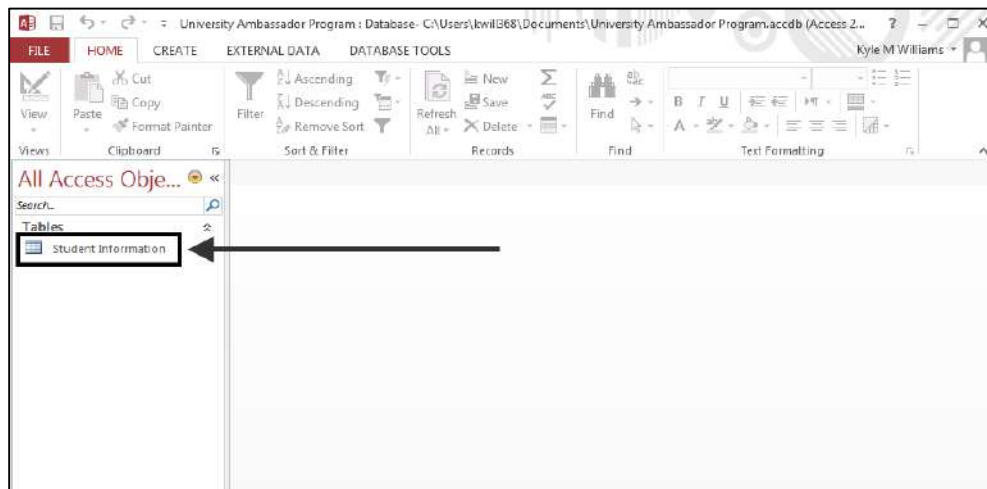


Figure 38 - Re-opening the Table

## Entering Data into the Table

Upon opening your table, you will have the ability to enter your data. The following explains how to enter data into your table.

1. Click on the first blank cell (see Figure 39).

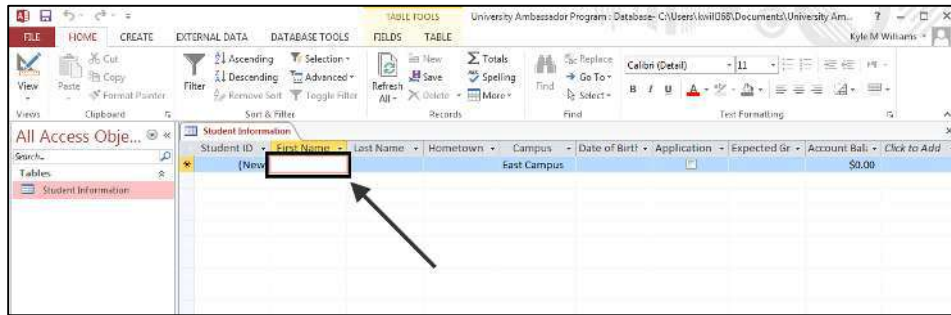


Figure 39 - Click on the Cell

2. Begin typing your data into the cell
3. When you have finished typing your data into the cell, press the *Tab* key on your keyboard to move to the next cell.
4. Continue entering data into the cells (see Figure 40).

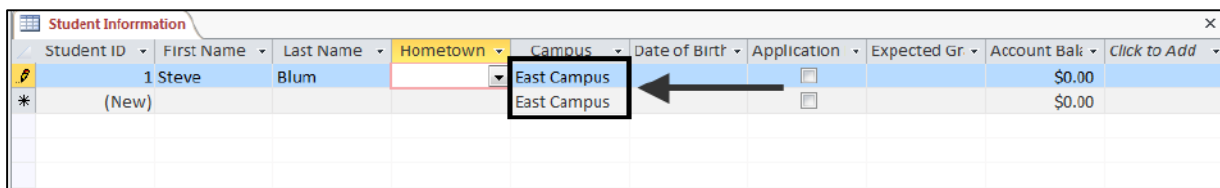


Figure 40 - Default Values

**Note:** For Cells that have *Default Values*, you will see data pre-populate the cell. You may leave the data as is or enter different data should you require.

5. For cells that have a *Lookup Value*:
  - 5.1. Click on the **appropriate cell**. A *Dropdown menu arrow* will appear (see Figure 41).

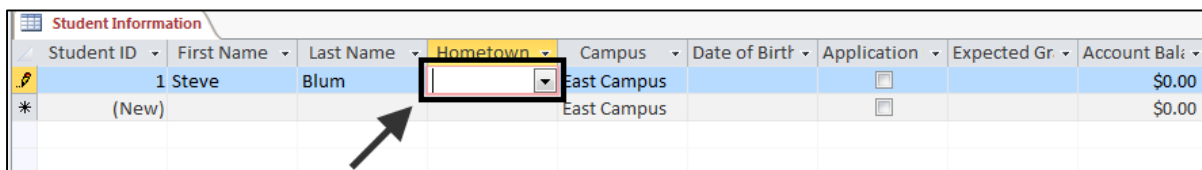


Figure 41- Dropdown Menu

- 5.2. Click on the **Dropdown menu arrow** (see Figure 42).

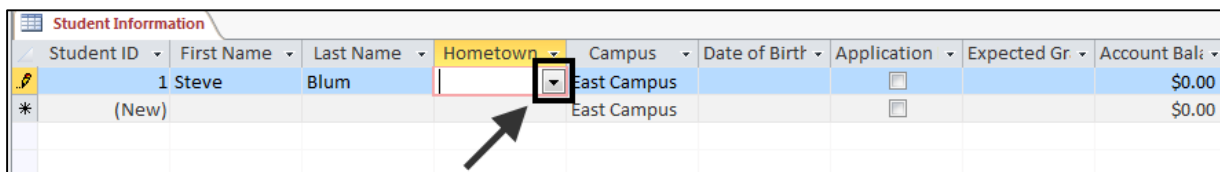


Figure 42 - Click on the Dropdown Menu

5.3. Select the appropriate **Lookup Value** (see Figure 43).

Student ID	First Name	Last Name	Hometown	Campus	Date of Birth	Application	Expected Gr	Account Bal	Click to Add
1	Steve	Blum	Atlanta	East Campus		<input type="checkbox"/>		\$0.00	
*	(New)		Kennesaw	East Campus		<input type="checkbox"/>		\$0.00	
			Macon						

Figure 43 - Select the Lookup Value

6. For cells that are based on *Date/Time*:

6.1. Click on the **appropriate cell**. The *Calendar Icon* will appear next to the cell (see Figure 44).



Student ID	First Name	Last Name	Hometown	Campus	Date of Birth	Application	Expected Gr	Account Bal	Click to Add
1	Steve	Blum	Kennesaw	East Campus		<input type="checkbox"/>		\$0.00	
*	(New)			East Campus		<input type="checkbox"/>		\$0.00	

Figure 44 - Calendar Icon

6.2. Click on the **Calendar Icon**. The *Calendar* will appear (see Figure 45).

Student ID	First Name	Last Name	Hometown	Campus	Date of Birth	Application	Expected Gr	Account Bal	Click to Add
1	Steve	Blum	Kennesaw	East Campus		<input type="checkbox"/>		\$0.00	
*	(New)					<input type="checkbox"/>		\$0.00	

August, 2014

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today

Figure 45 - Calendar

6.3. Select the appropriate **date**. Alternatively, you may manually type in a date into the cell.

7. For Data based on *Yes/No*, simply click on the **checkbox** to indicate the *yes/no* value. An unchecked check box indicates a *No* value. A checked check box indicates a *Yes* value (see Figure 46).

Student ID	First Name	Last Name	Hometown	Campus	Date of Birth	Application	Expected Gr	Account Bal	Click to Add
1	Steve	Blum	Kennesaw	East Campus	1/13/1992	<input checked="" type="checkbox"/>	12/4/2014	\$0.00	
*	(New)			East Campus		<input type="checkbox"/>		\$0.00	

Figure 46 - Yes/No

8. For the Account balance, based on *currency*, simply enter the **value**. Your number will automatically be entered as currency (see Figure 47).

Student ID	First Name	Last Name	Hometown	Campus	Date of Birth	Application	Expected Gr	Account Bal	Click to Add
1	Steve	Blum	Kennesaw	East Campus	1/13/1992	<input checked="" type="checkbox"/>	12/4/2014	\$500.00	
*	(New)			East Campus		<input type="checkbox"/>		\$0.00	

Figure 47 - Currency

## **Additional Assistance**

If you need additional assistance with Microsoft Office Access 2013, contact University Information Technology Services (UITs) at:

### **Faculty and Staff Service Desk**

Phone: 470-578-6999

Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)

### **Students Help Desk**

Phone: 470-578-3555

Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)