جامعة الفرات الاوسط التقنية /المعهد التقني سماوة
قسم تقنيات المحاسبة

المحاضرة 22 , 21

العنوان: Microsoft Access

اسم المادة / تطبيقات الحاسوب

المرحلة الدراسية / الثانية

العام الدراسي / 2022 -2023

استاذ ة المادة

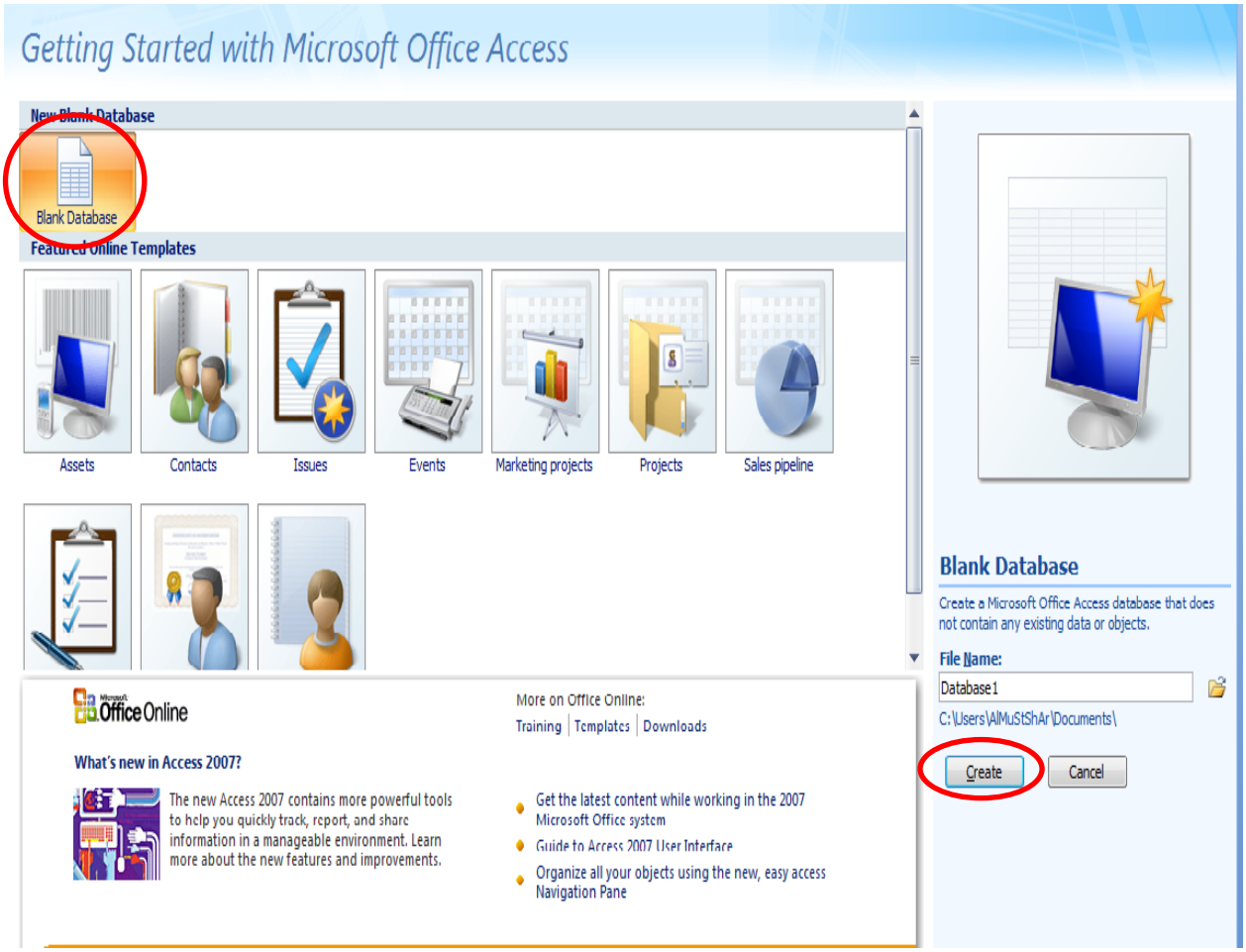
طارق سمير

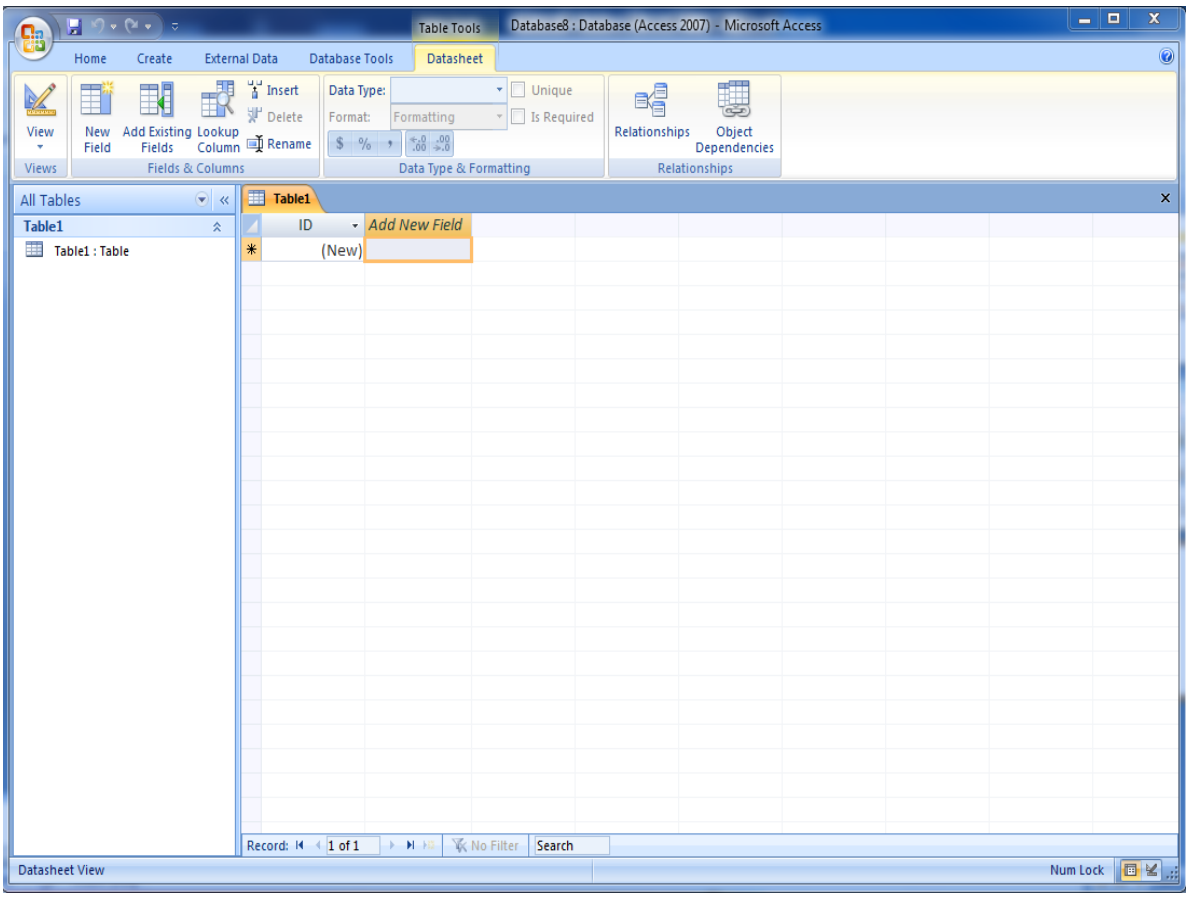
Microsoft Access

Start Access :

- Click on the **Start** button and choose **All Programs**
- From the sub-menu choose **Microsoft Office**
- then **Microsoft Office Access 2007**

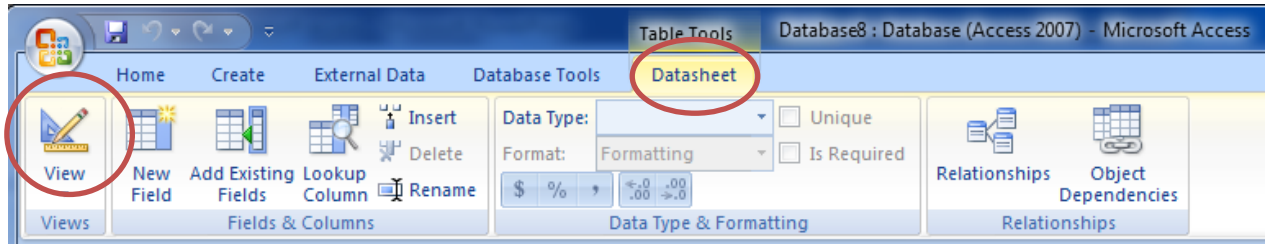
Start → All Programs → Microsoft Office → Microsoft Office Access 2007



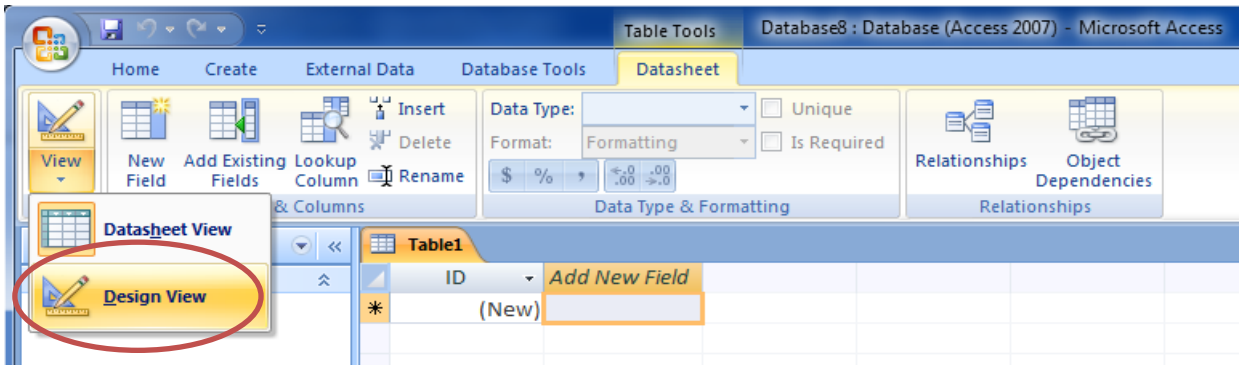


CREATE TABLES :

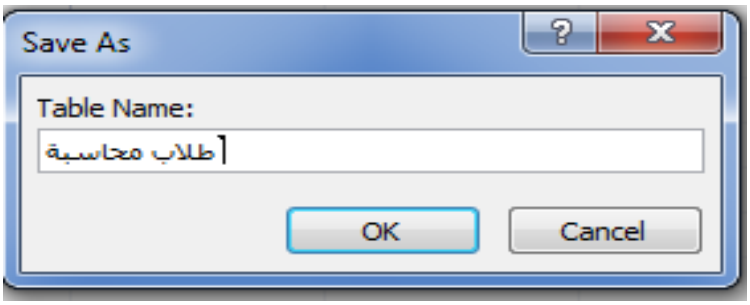
- Click the **Datasheet tab.**
- In the Ribbon, click **View.**



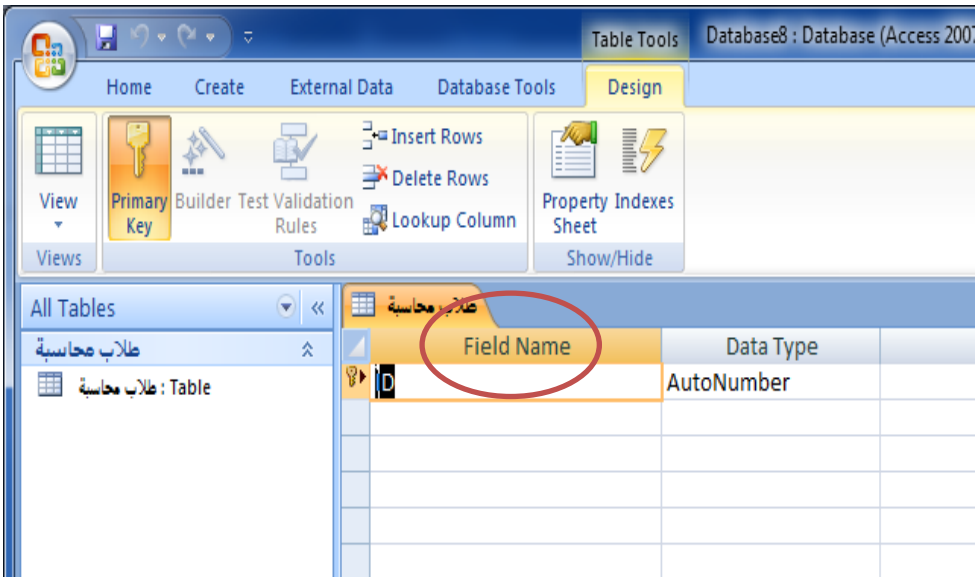
- From the menu, click **Design View.**



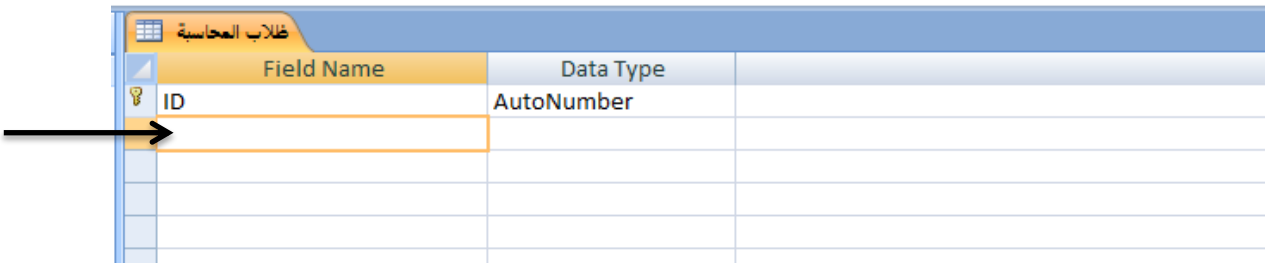
- When the **Save As window appears, type: طلاب محاسبة in the Table Name box.**



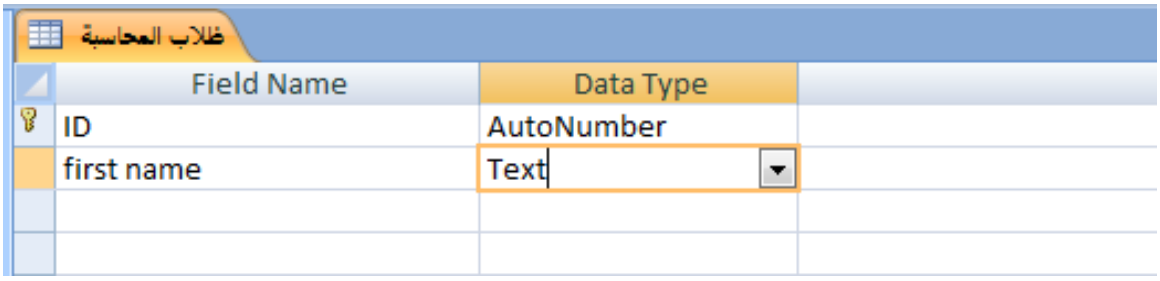
NAME FIELDS:



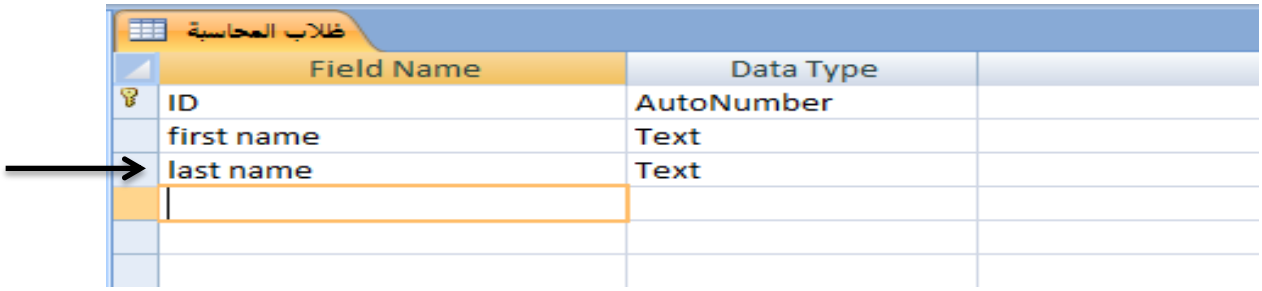
- Click in the second box under **Field Name.**

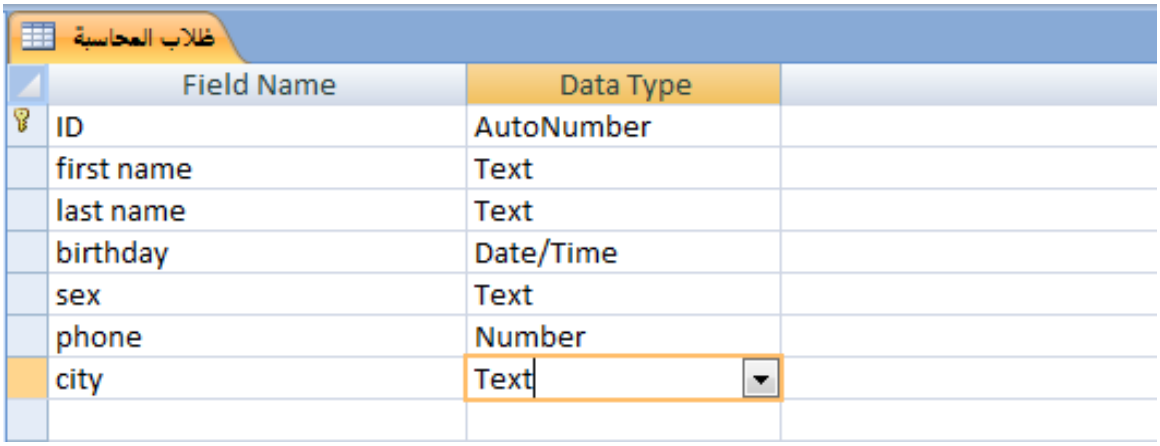


- Type: **First Name**
- Press the **ENTER key or Arrow key on your keyboard.**



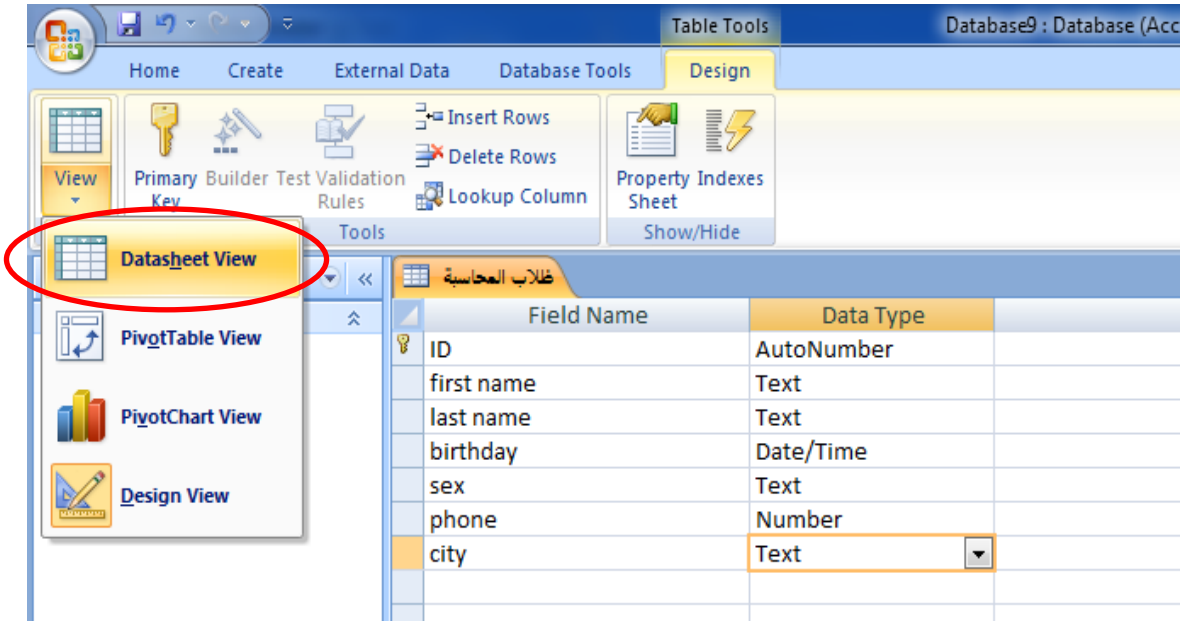
- Type: **Last Name**

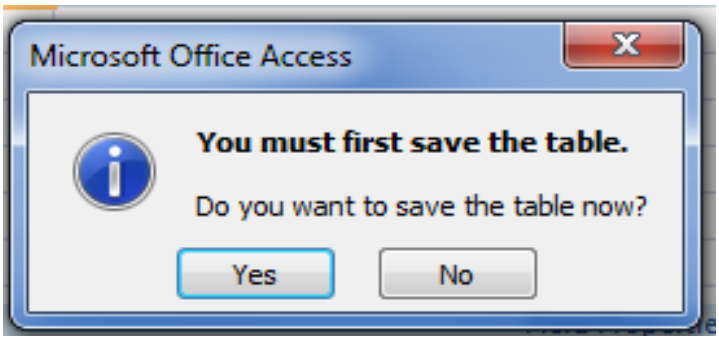


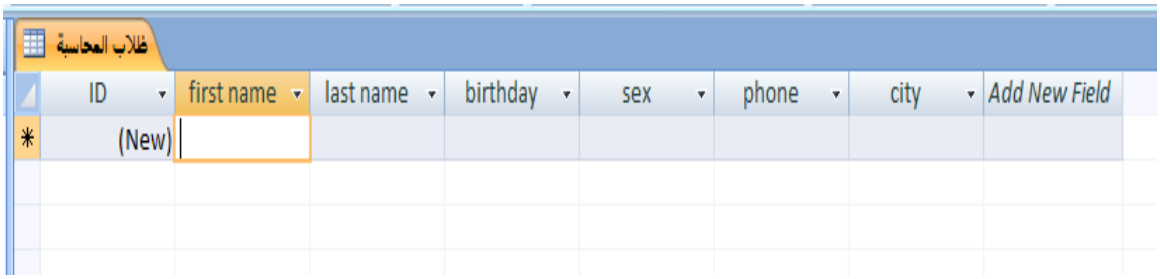


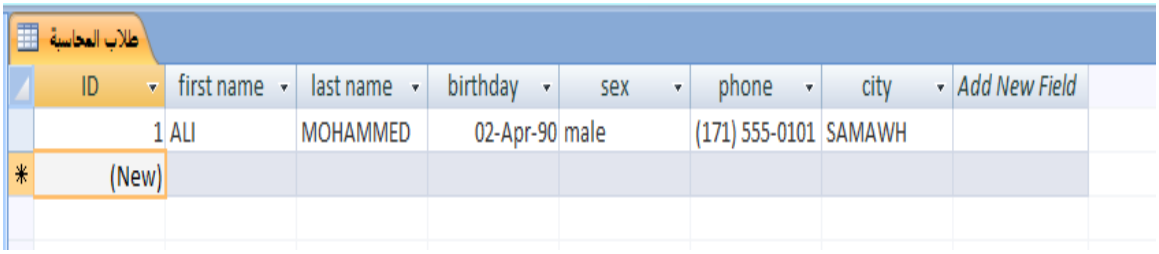
CREATE RECORDS:

- In the Ribbon, click **View, then Datasheet View.**



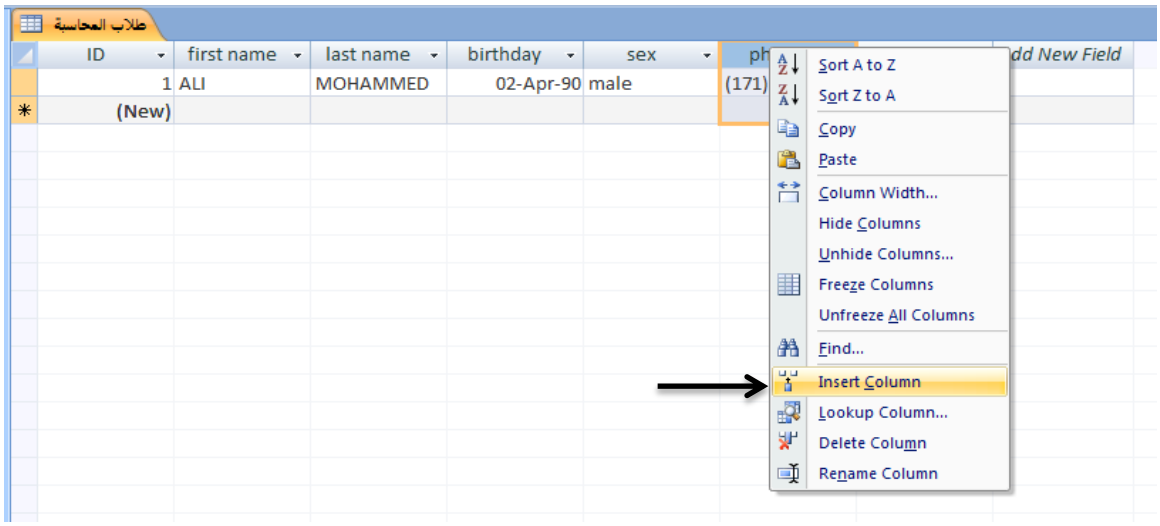


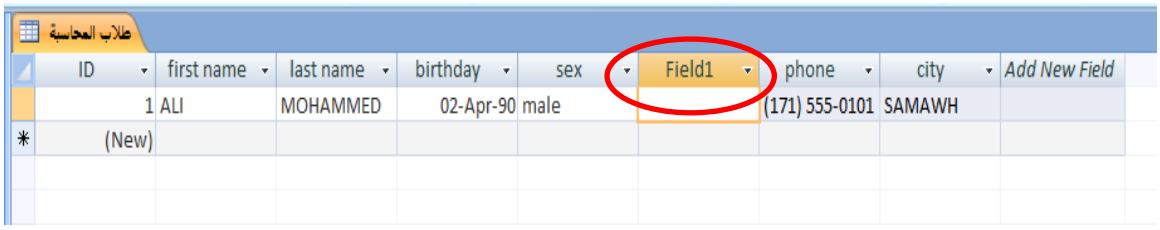


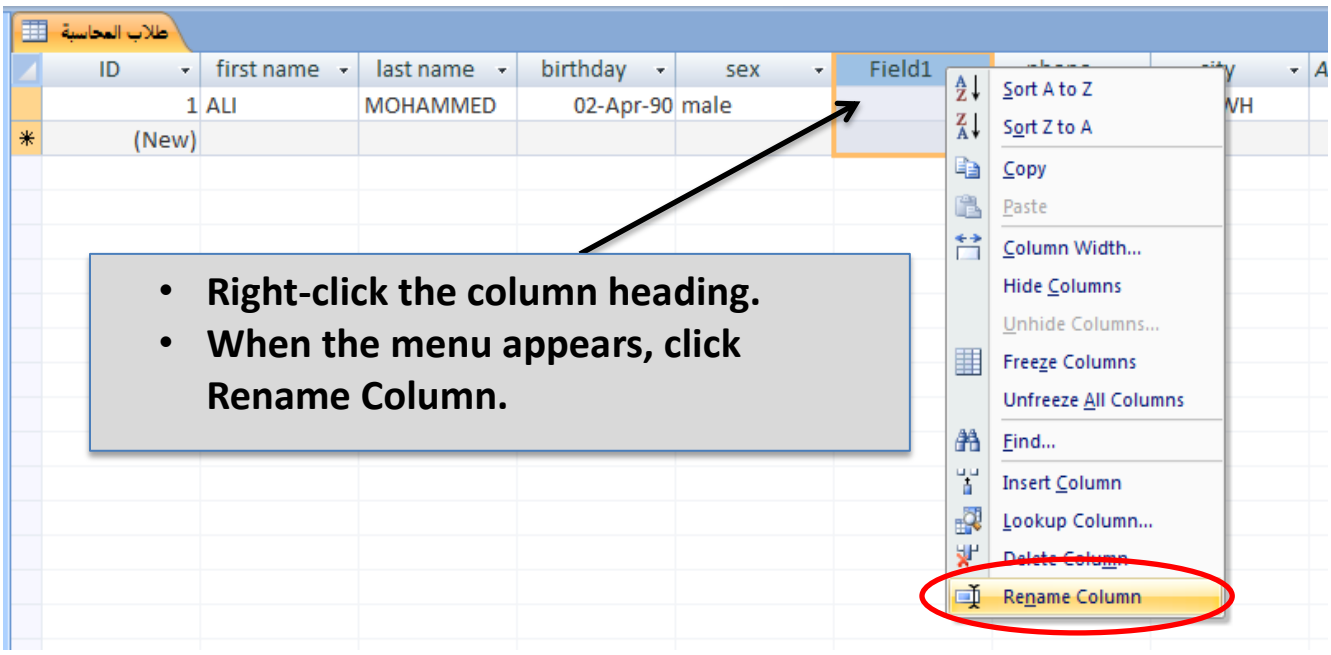


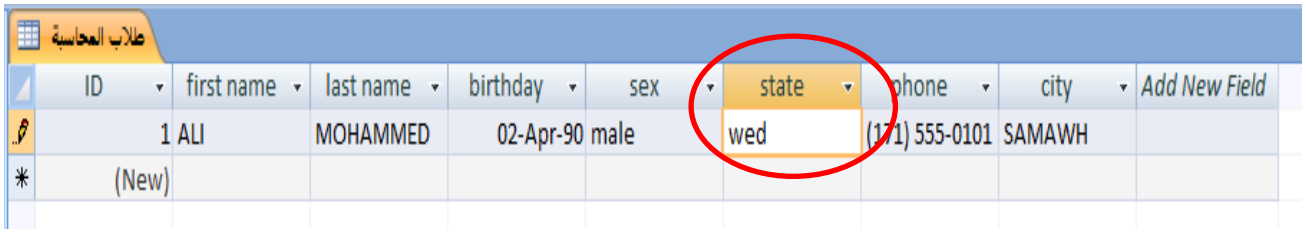
ADD NEW FIELDS:

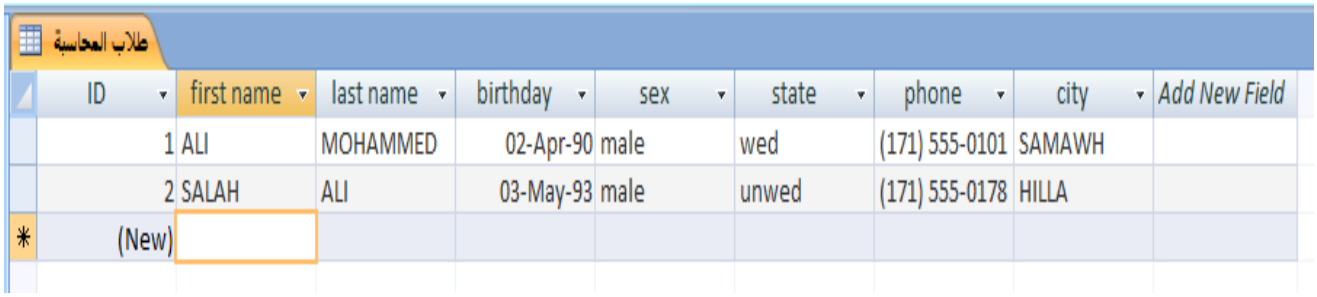
- Right-click the **phone column heading.**
- When the menu appears, click **Insert Column.**

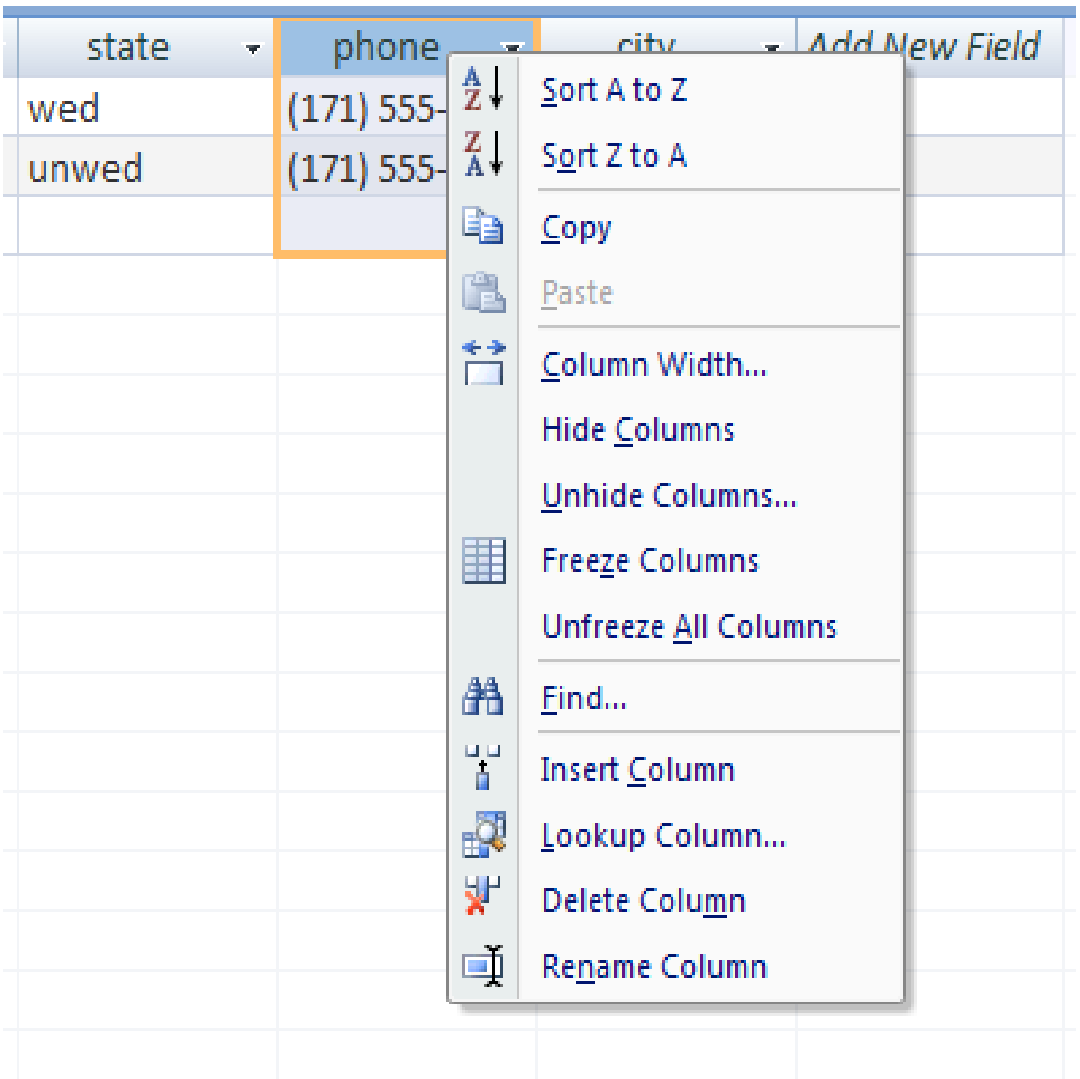





طلاب المحاسبة
ID
first name
last name
birthday
sex
Field1
1 ALI MOHAMMED 02-Apr-90 male
(New)
Sort A to Z
Sort Z to A
Copy
Paste
Column Width...
Hide Columns
Unhide Columns...
Freeze Columns
Unfreeze All Columns
Find...
Insert Column
Lookup Column...
Delete Column
Rename Column
• Right-click the column heading.
• When the menu appears, click Rename Column.


طلاب المحاسبة
ID
first name
last name
birthday
sex
state
phone
city
Add New Field
1 ALI MOHAMMED 02-Apr-90 male wed (171) 555-0101 SAMAWH
(New)


طلاب المحاسبة
ID
first name
last name
birthday
sex
state
phone
city
Add New Field
1 ALI MOHAMMED 02-Apr-90 male wed (171) 555-0101 SAMAWH
2 SALAH ALI 03-May-93 male unwed (171) 555-0178 HILLA
(New)


state
phone
city
Add New Field
wed
(171) 555-
unwed
(171) 555-
Sort A to Z
Sort Z to A
Copy
Paste
Column Width...
Hide Columns
Unhide Columns...
Freeze Columns
Unfreeze All Columns
Find...
Insert Column
Lookup Column...
Delete Column
Rename Column