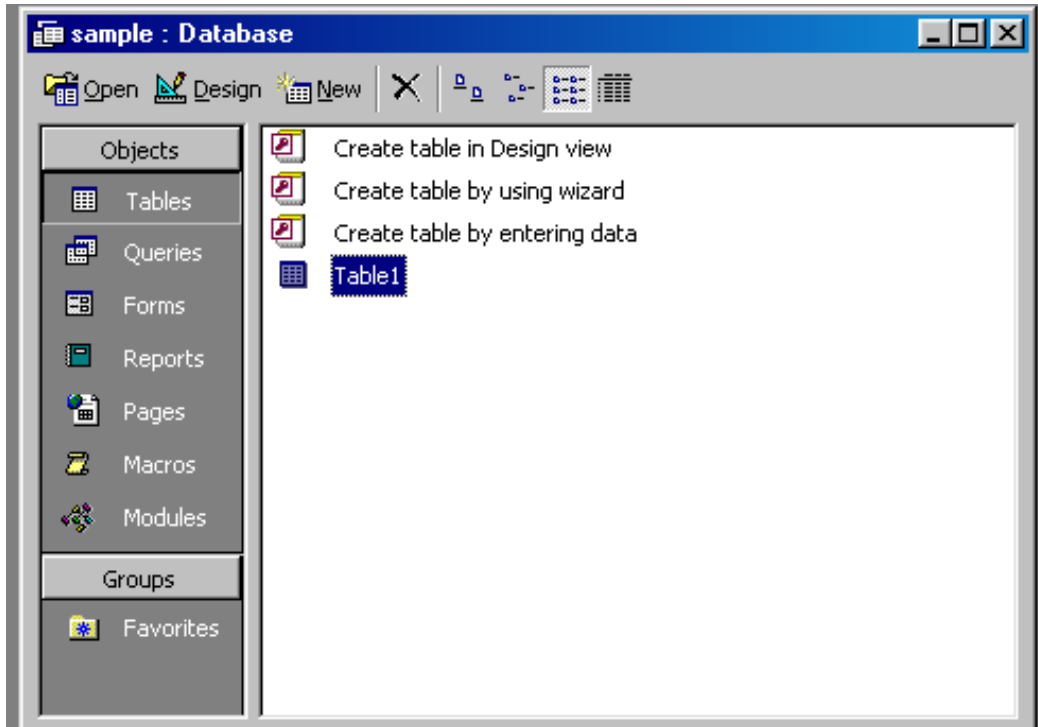


Access Day 2 Lesson Outline

Open up your database (presently saved to the network).

-Adding Fields to a table.



Right click on Table 1. In the menu that pops up, choose **Design View**.

Add two Field Names to the list of fields that you have so far.

Cel Phone
Birthday

For the Birthday, go to the Data Type box and click on the drop down arrow. Choose Date/Time for the Data Type.

Table1 : Table		
Field Name	Data Type	
Record	AutoNumber	
First Name	Text	
Last Name	Text	
Street	Text	
City	Text	
State	Text	
Zip	Text	
Phone	Text	
Cel Phone	Text	
▶ Birthday	Date/Time	

Field Properties

General **Lookup**

Format Short Date

Input Mask

Caption

Default Value

Validation Rule

Validation Text

Required No

Indexed No

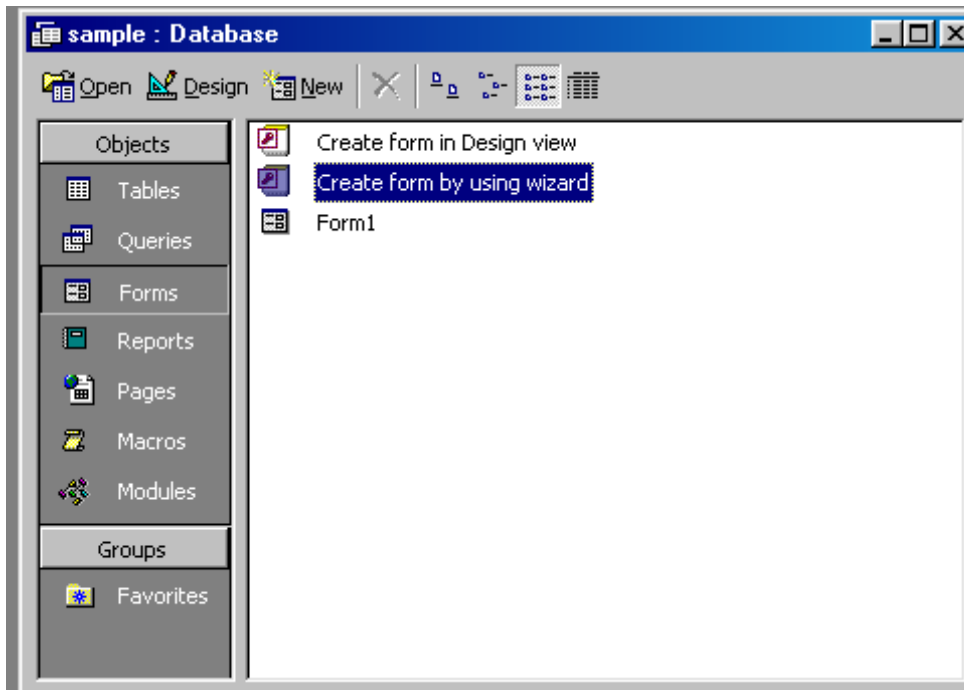
Below the Field Name area is a section called Field Properties. After you set the Data Type for Birthday to Date/Time, move down to the Format section in Field Properties. Click on the drop down menu for Format and choose Short Date format (which uses the example 6/19/94).

Close the table by clicking on the "X"; and choose "Yes" when asked if you want to save changes to the table.

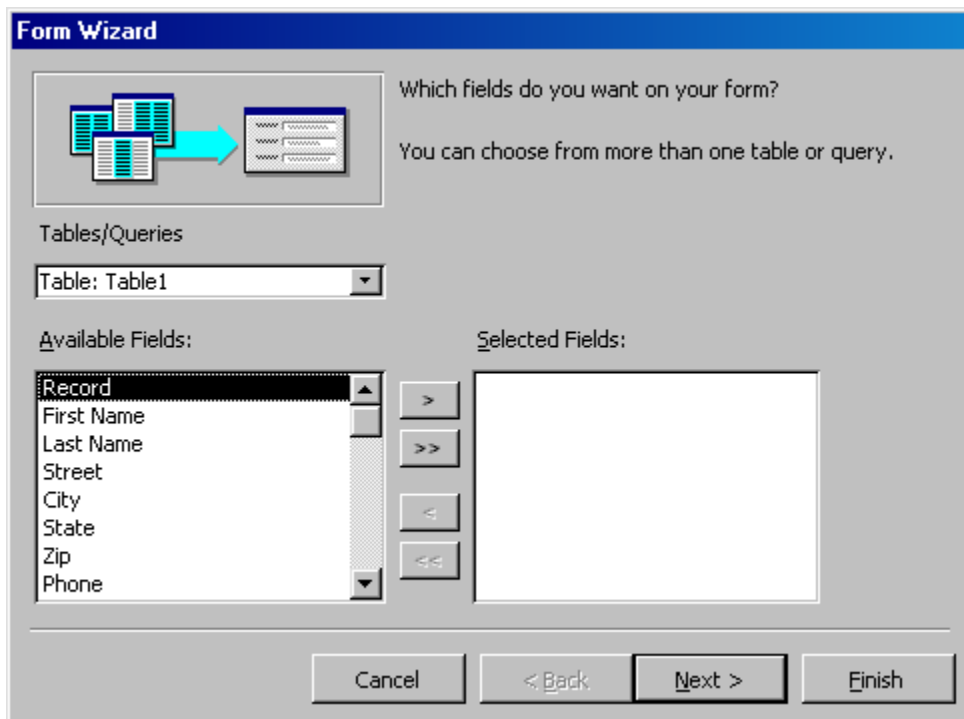
Objects

- Tables
- Queries
- Forms
- Reports
- Pages
- Macros
- Modules

Choose the Forms Object.



Double click on Create form by using wizard.



The Form wizard looks similar to the Report wizard. Select these fields: First name, last name, Birthday.

Form Wizard

Which fields do you want on your form?

You can choose from more than one table or query.

Tables/Queries
 Table: Table1

Available Fields:

- Record
- Street
- City
- State
- Zip
- Phone
- Cel Phone

Selected Fields:

- First Name
- Last Name
- Birthday

Buttons: Cancel, < Back, Next >, Finish

Click Next

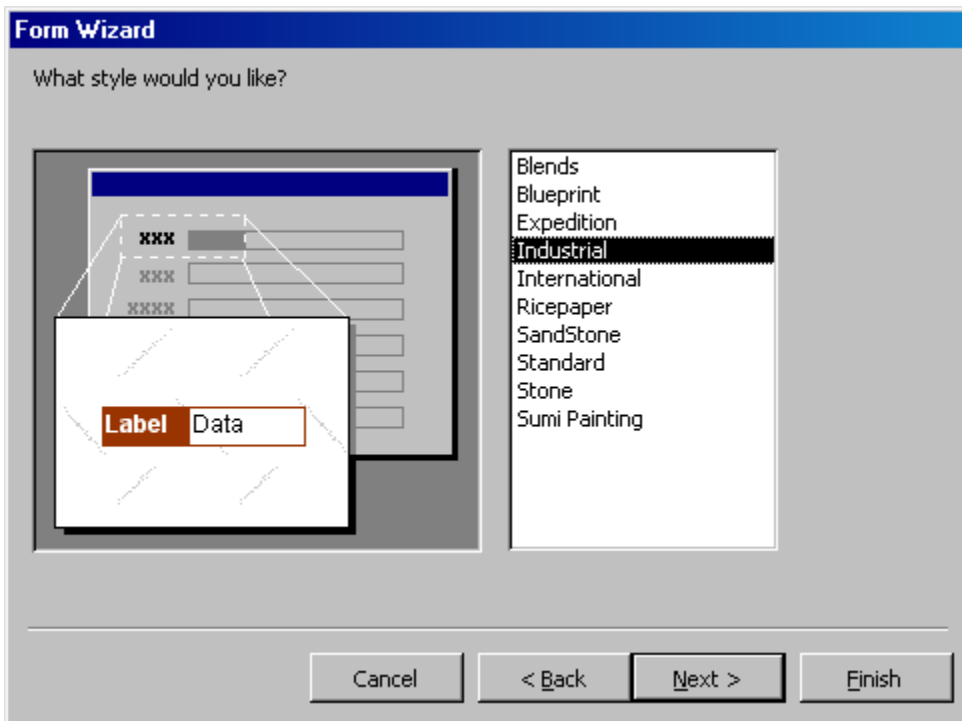
Form Wizard

What layout would you like for your form?

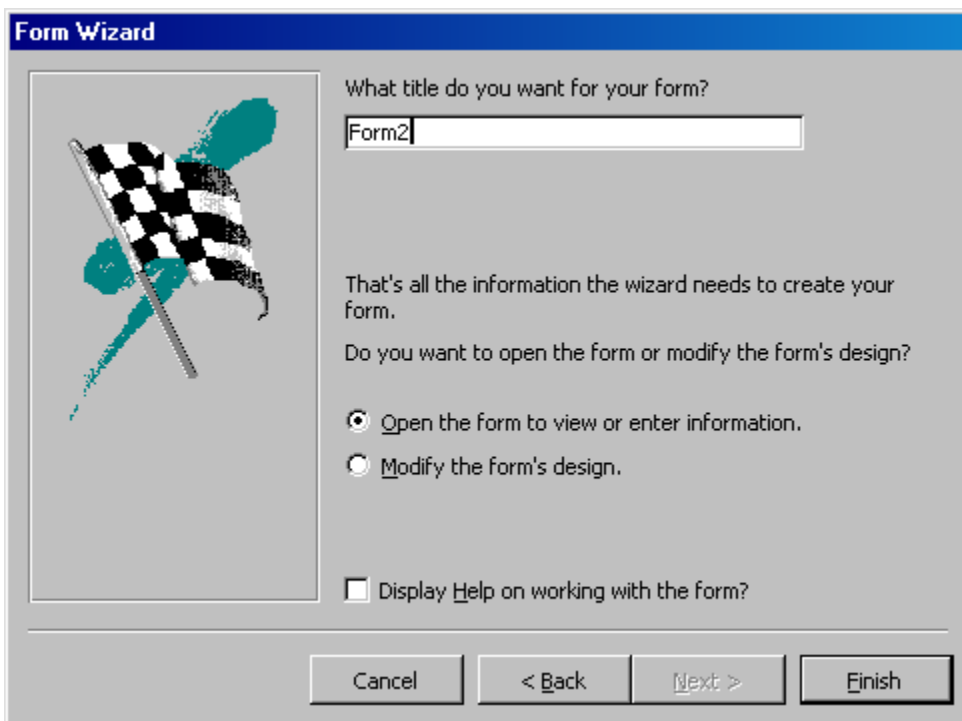
Columnar
 Tabular
 Datasheet
 Justified

Buttons: Cancel, < Back, Next >, Finish

Leave the layout set as Columnar and Click Next.



Choose a Style, then Click Next. (Standard is what the form you created on Day 1 looked like).



Change the form name to Form2 and then Click Finish.

The image shows a screenshot of a Microsoft Access form window titled "Form2". The form contains three data entry fields with brown headers: "First Name" with the value "Bryan", "Last Name" with the value "Drozd", and "Birthday" with the value "3/16/73". Below the fields is a record navigation bar that includes "Record:" followed by navigation icons, the number "1", and "of 2".

Your form has been created. Notice that unlike the AutoForm you made in the previous class, this form only has the fields that you chose.

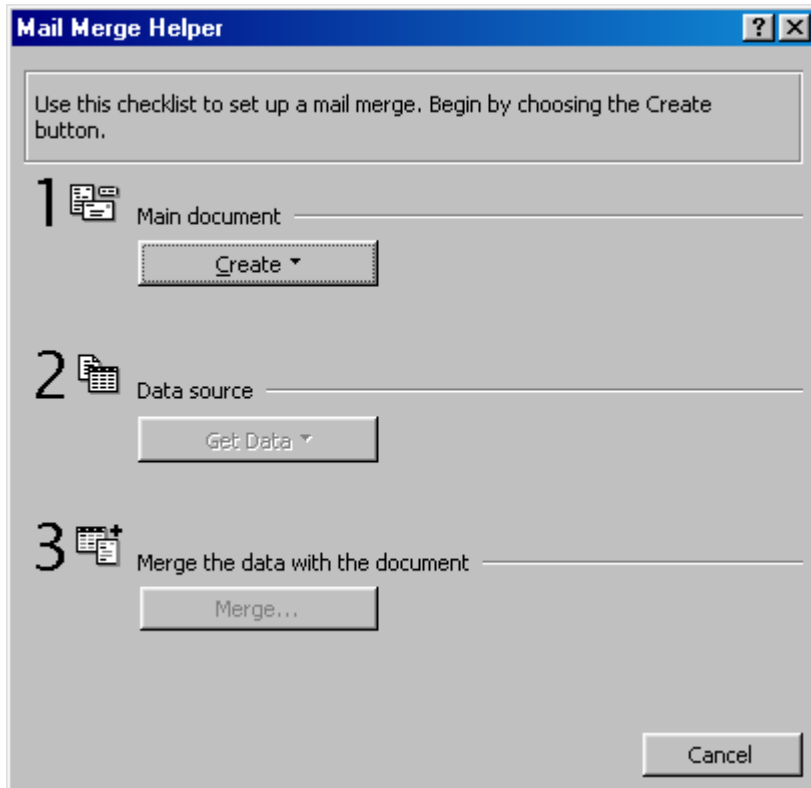
Take a moment to update the information in your address book database to include Birthdays.

When you are done, close Access.

Mail Merge in Word 2000 Using an Access database

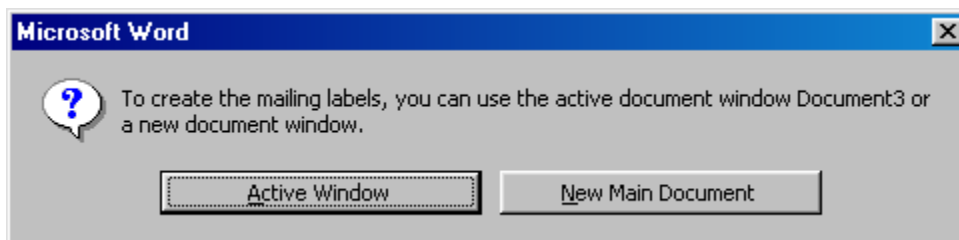
Start Word 2000

Go to the Tools menu.
Choose Mail Merge.

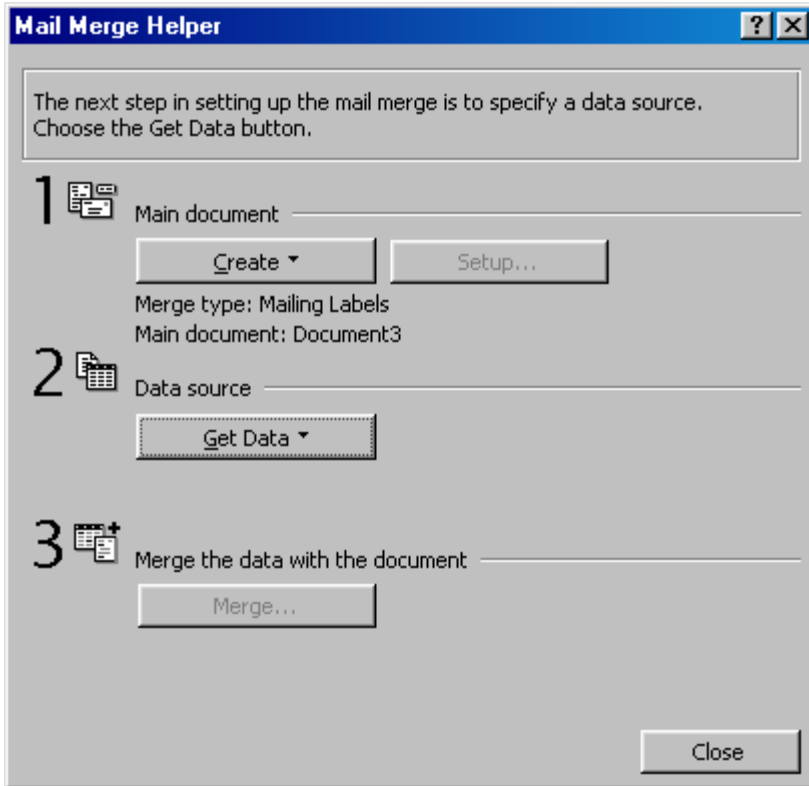


Click on Create.

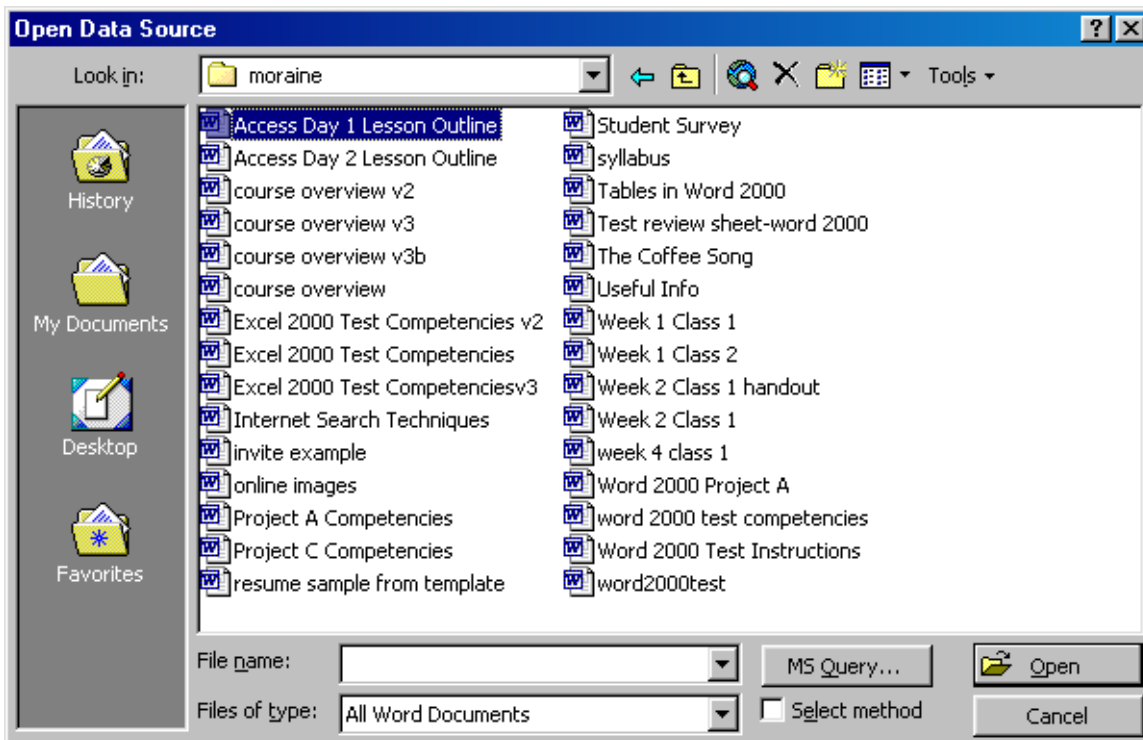
Choose Mailing Labels



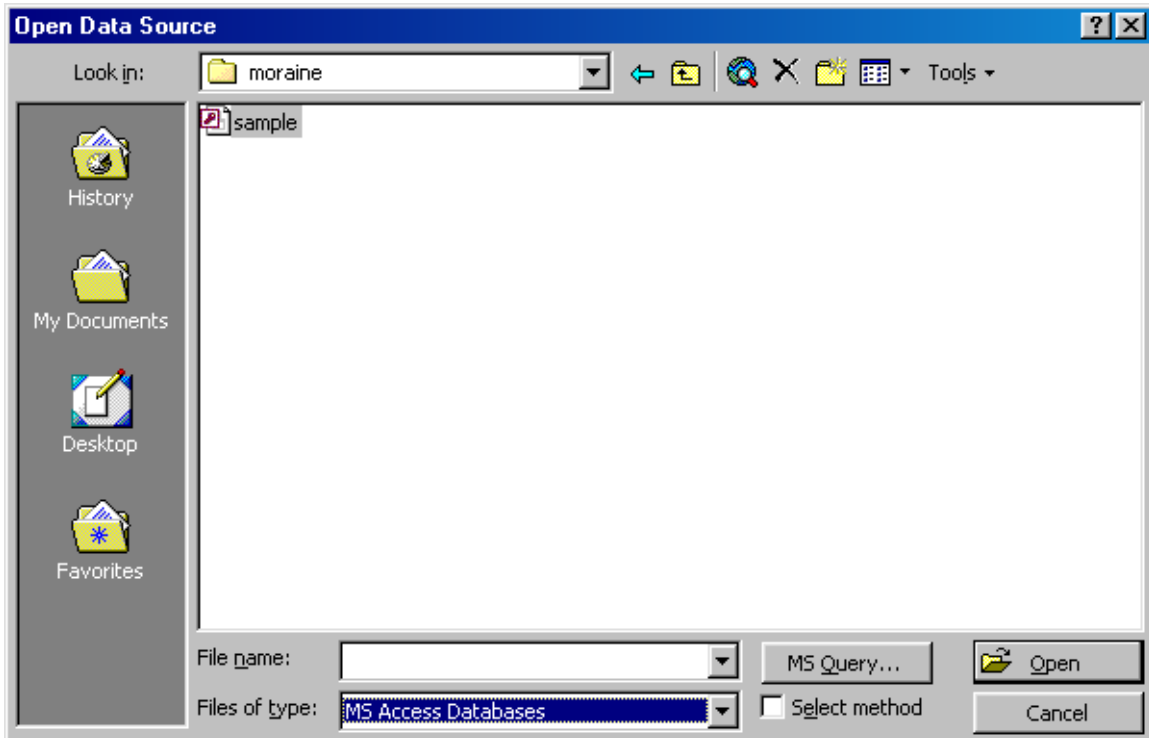
Click on Active Window.



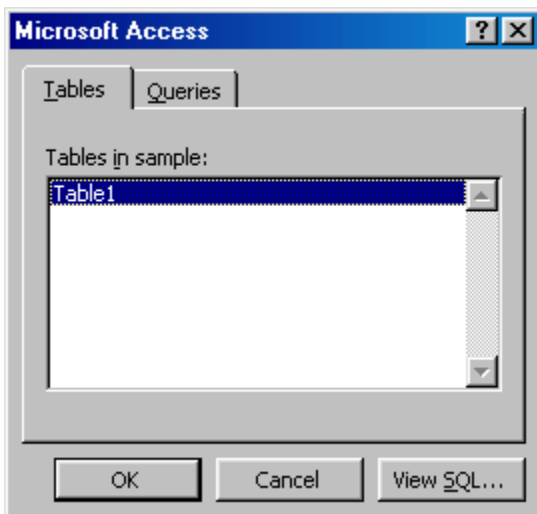
Under Data Source, click on Get Data.
Choose Open Data Source.
Go to your folder on the network. (Class/Moraine/your name)



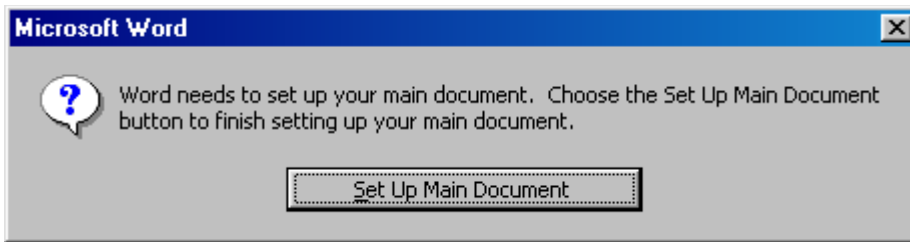
Next, click on the drop down menu that says "Files of type" (and reads "All Word Documents") and choose MS Access databases.



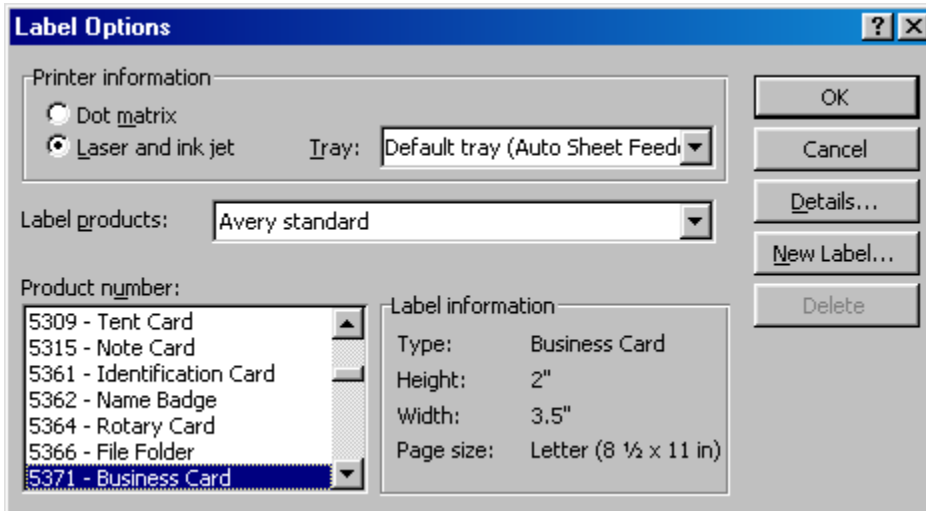
Choose the address file.



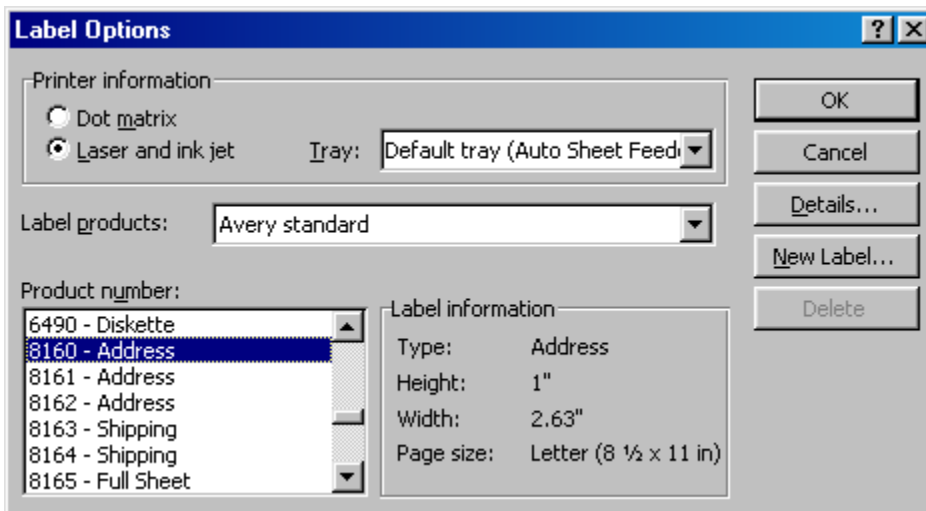
Access will open, and this screen should come up. Click OK.



This screen will pop up. Click on Set Up Main Document.

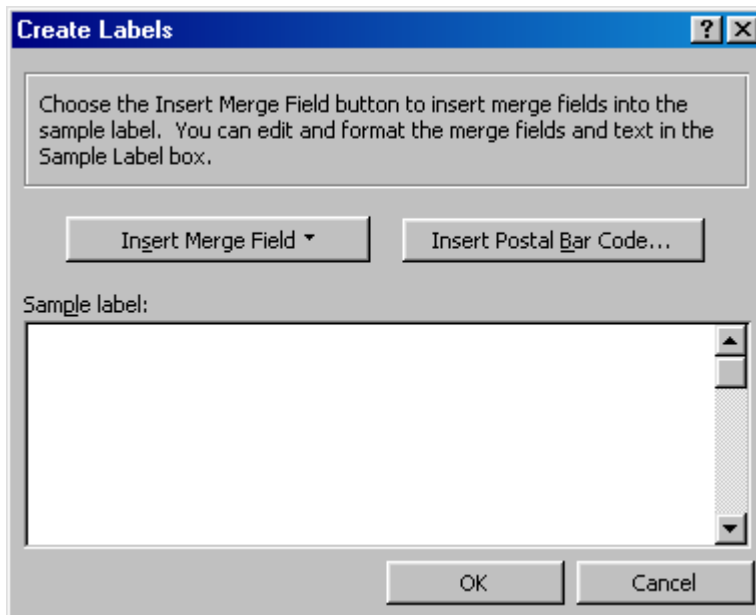


The bottom left area of the next screen is where you choose the type of label you are going to use. If you buy labels, they will usually have a number on the box indicating what type they are. For today's lesson, scroll down and find Product Number 8160, which is a standard address label.

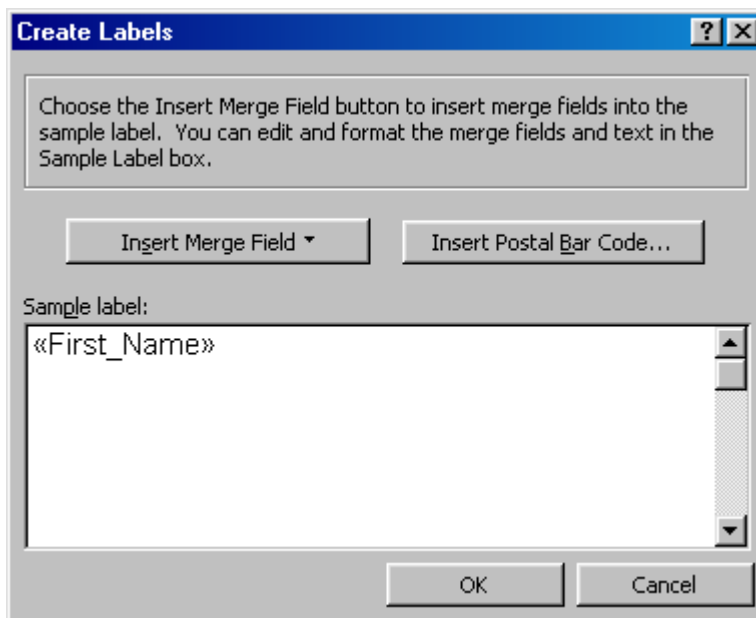


Next, Click OK.

Next is the Insert Merge Field screen.

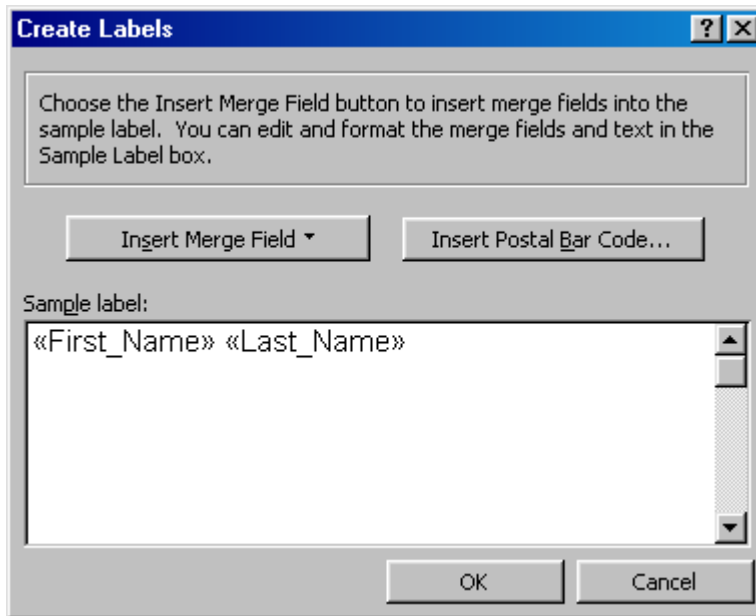


Click on Insert Merge Field and choose First Name.

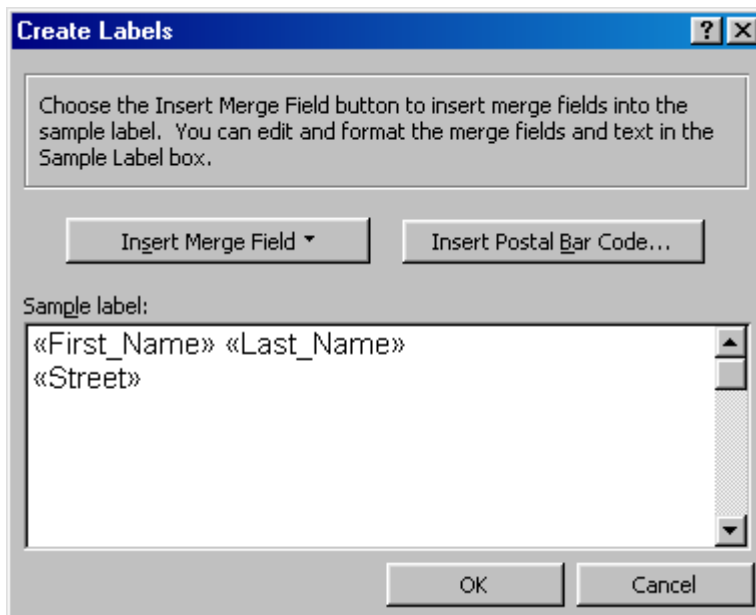


The cursor will be blinking in the box to the right of the <<First_Name>> field. Hit the spacebar once (this will put a space between the names, otherwise, they would run together).

Next, click on Insert Merge Field again and choose Last Name.

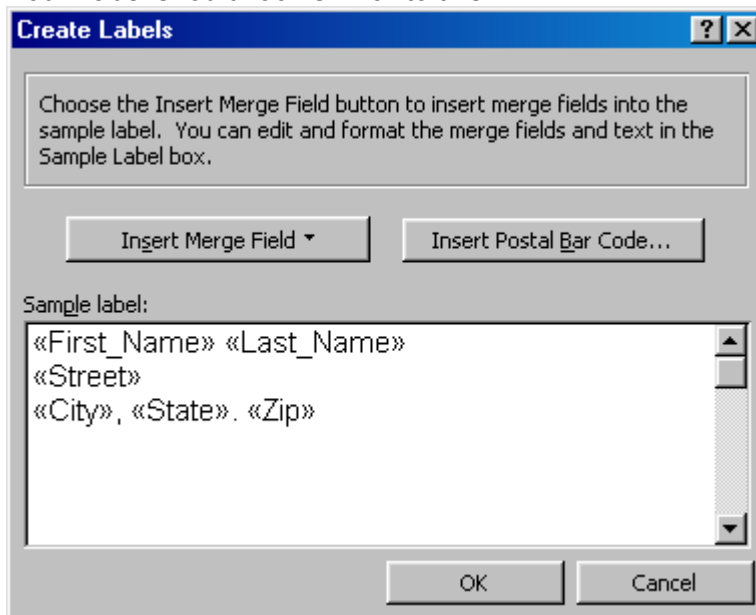


Hit Enter to go down to the next line.
Insert the Street field, then hit Enter.



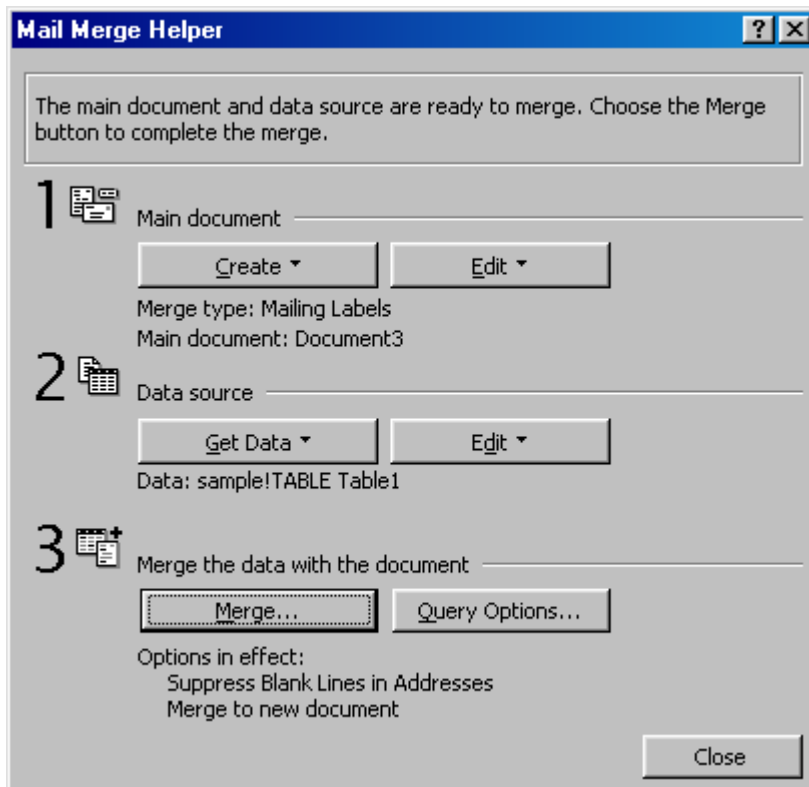
For the next line, you will put in the City, State, and Zip. Remember to put a comma after City and a period after State, and spaces as needed.

Your Label should look similar to this:

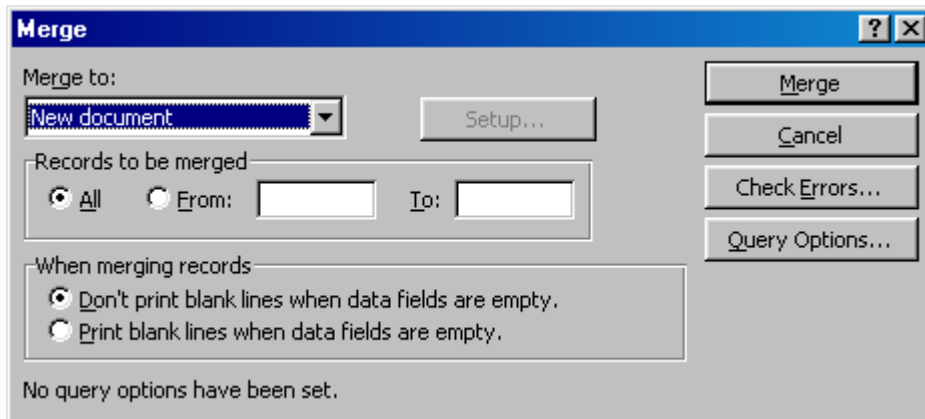


Click OK.

The document will be set up.



Next, Underneath where it says "Merge the data with the document" (step 3), Click on Merge.



In the Merge window, click on the Merge button.

Word will create a new document with your labels.

If everything looks okay, go ahead and print.

If you want to change the appearance of the font, the easiest way is to go to the Edit menu and choose Select All, then make any changes to the font. Be careful not to make the font size too large for the information to fit on the label properly.