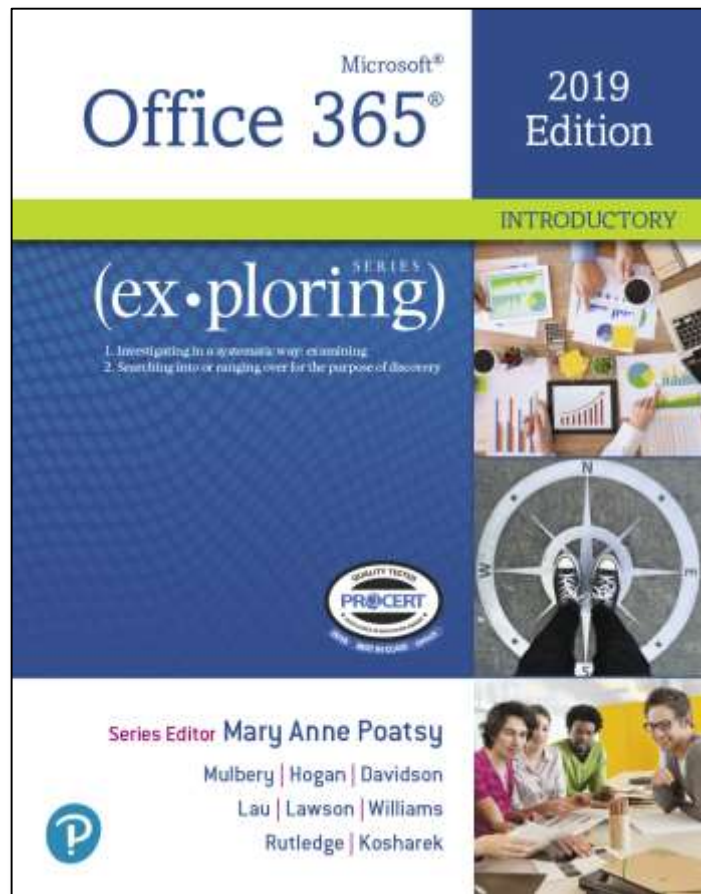


Exploring Microsoft Office 365

Introductory



Chapter 1

Introduction to Access

Learning Objectives

1.1 Open, Save, and Enable Content in a Database

1.2 Recognize Database Object Types

1.3 Modify, Add, and Save Data

1.4 Use Database Utilities

1.5 Work with Filters

1.6 Perform Sorts

1.7 Create a Database

Introduction (1 of 2)

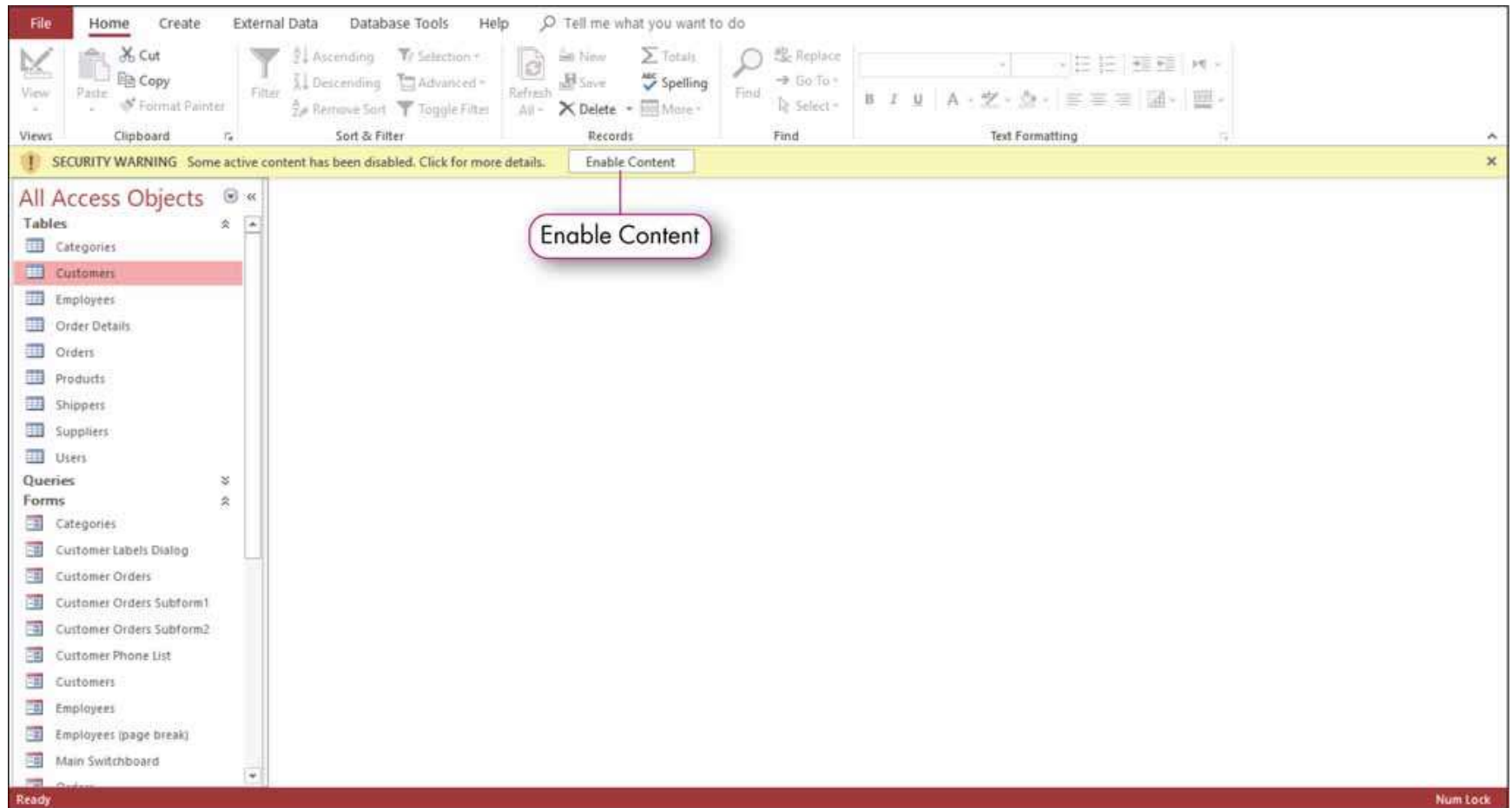
Database—a collection of data organized as meaningful information that can be:

- Accessed
- Managed
- Stored
- Queried
- Sorted
- Reported

Introduction (2 of 2)

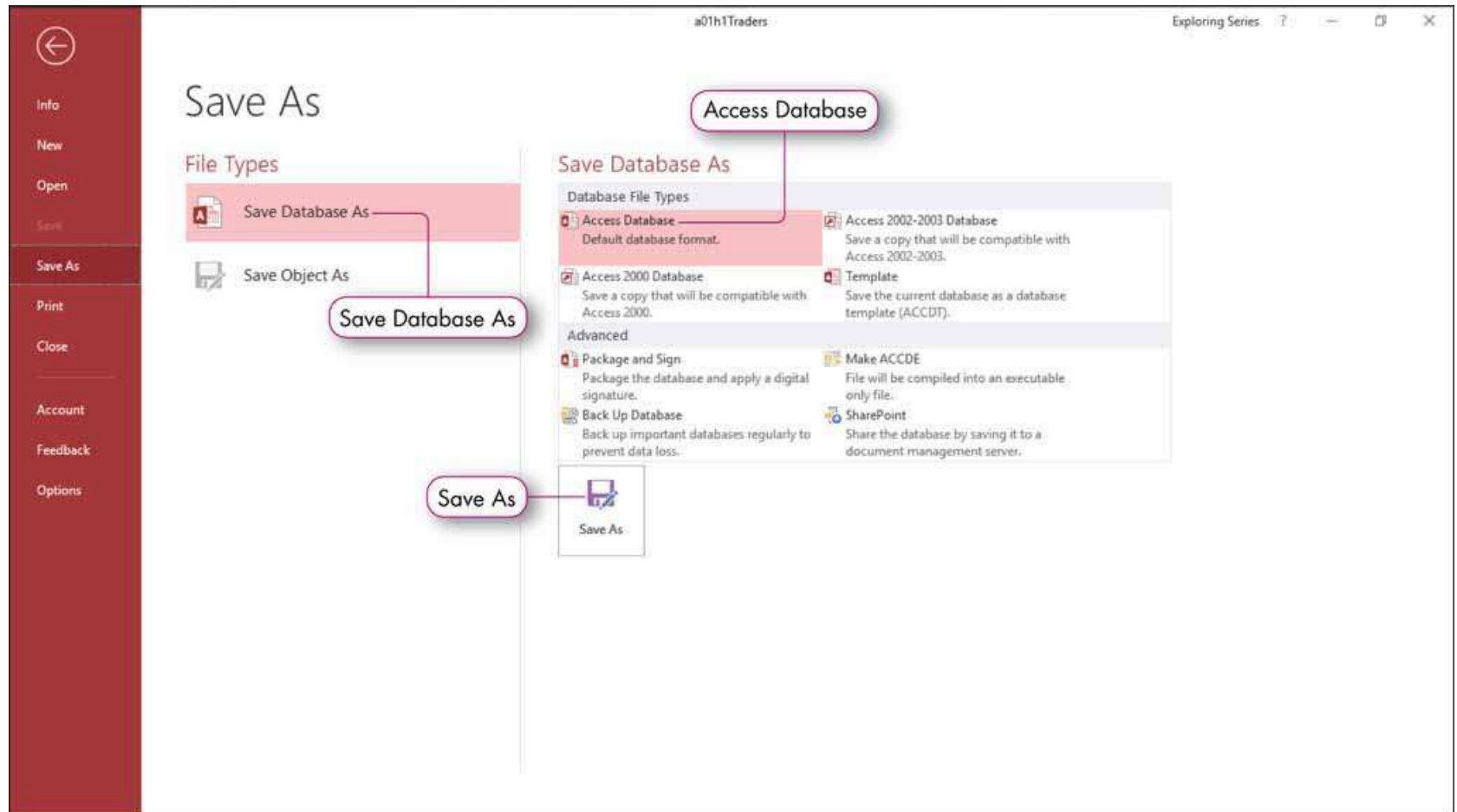
- Database management system—software system that provides the tools needed to create, maintain, and use a database
- Microsoft Access—database management system included in professional editions of Office 2019

Opening, Saving, and Enabling Content in a Database (1 of 2)



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Opening, Saving, and Enabling Content in a Database (2 of 2)



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Recognizing Database Object Types

(1 of 11)

Access objects

- Tables
- Queries
- Forms
- Reports

Recognizing Database Object Types

(2 of 11)



Recognizing Database Object Types

(3 of 11)

Records Fields

Customer i	Company Name	Contact Name	Contact Title	Address	
ALFKI	Alfreds Futterkiste	Maria Anders	Sales Representative	Obere Str. 57	Ber
ANATR	Ana Trujillo Emparedados y helados	Ana Trujillo	Owner	Avda. de la Constitución 2222	Mé
ANTON	Antonio Moreno Taquería	Antonio Moreno	Owner	Mataderos 2312	Mé
AROUT	Around the Horn	Thomas Hardy	Sales Representative	120 Hanover Sq.	Lon
BERGS	Berglund snabbköp	Christina Berglund	Order Administrator	Berguvsvägen 8	Lule
BLAUS	Blauer See Delikatessen	Hanna Moos	Sales Representative	Forsterstr. 57	Mar
BLONP	Blondel père et fils	Frédérique Citeaux	Marketing Manager	24, place Kléber	Str
BOLID	Bólido Comidas preparadas	Martín Sommer	Owner	C/ Araquil, 67	Mar
BONAP	Bon app'	Laurence Lebihan	Owner	12, rue des Bouchers	Mar
BOTTM	Bottom-Dollar Markets	Elizabeth Lincoln	Accounting Manager	23 Tsawassen Blvd.	Tsa
BSBEV	B's Beverages	Victoria Ashworth	Sales Representative Trainee	Fauntleroy Circus	Lon
CACTU	Cactus Comidas para llevar	Patricio Simpson	Sales Agent	Cerrito 333	Bue
CENTC	Centro comercial Moctezuma	Francisco Chang	Marketing Manager	Sierras de Granada 9993	Mé
CHOPS	Chop-suey Chinese	Yang Wang	Owner	Hauptstr. 29	Ber
COMMI	Comércio Mineiro	Pedro Afonso	Sales Associate	Av. dos Lusíadas, 23	São
CONSH	Consolidated Holdings	Elizabeth Brown	Sales Representative	Berkeley Gardens	Lon
DRACD	Drachenblut Delikatessen	Sven Ottlieb	Order Administrator	Walservweg 21	Aac
DUMON	Du monde entier	Janine Labrune	Owner	67, rue des Cinquante Otages	Nar
EASTC	Eastern Connection	Ann Devon	Sales Agent	35 King George	Lon
ERNSH	Ernst Handel	Roland Mendel	Sales Manager	Kirchgasse 6	Gra
FAMIA	Familia Arquibaldo	Aria Cruz	Marketing Assistant	Rua Orós, 92	São
FISSA	FISSA Fabrica Inter. Salchichas S.A.	Diego Roel	Accounting Manager	C/ Moralzarzal, 86	Mar
FOLIG	Folies gourmandes	Martine Rancé	Assistant Sales Agent	184, chaussée de Tournai	Lille
FOLKO	Folk och få HB	Maria Larsson	Owner	Åkergatan 24	Brä
FRANK	Frankenversand	Peter Franken	Marketing Manager	Berliner Platz 43	Mü
FRANR	France restauration	Carine Schmitt	Marketing Manager	54, rue Royale	Nar

Navigation Pane

Record: 1 of 91 | No Filter | Search

Unique five-character code based on customer name.

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Recognizing Database Object Types

(4 of 11)

Customers in Madrid						
Company Name	Contact Name	Country	City	Region	Phone	
Bólido Comidas preparadas	Martín Sommer	Spain	Madrid		(91) 555 22 82	
FISSA Fabrica Inter. Salchichas S.A.	Diego Roel	Spain	Madrid		(91) 555 94 44	
Romero y tomillo	Alejandra Camino	Spain	Madrid		(91) 745 6200	
*						

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Recognizing Database Object Types

(5 of 11)

The screenshot displays a web-based form titled 'Customers' within a tabbed interface. The form contains the following fields and values:

Field	Value
CustomerID	0001
Customer Name	Abel & Young
Contact	Jeff Jones
E-mail Address	
Address1	5000 Jefferson Lane
Address2	Suite 2000
City	Miami
State	FL
Zip Code	33131-
Phone	(305) 375-6442
Fax	(305) 375-6443
Service Start Date	1/3/2016
Credit Rating	B
Sales Rep ID	S001

At the bottom of the form, there is a navigation bar with the text 'Record: 1 of 14', a 'No Filter' button, and a 'Search' button.

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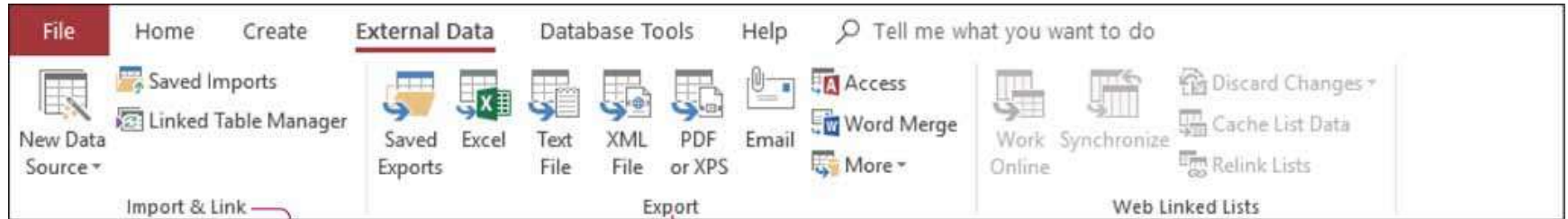
Recognizing Database Object Types

(6 of 11)

Contact Name	Company Name	Contact Title	Phone	City	Region	Country
Alejandra Camino	Romero y tomillo	Accounting Manager	(91) 745 6200	Madrid		Spain
Alexander Feuer	Morgenstern Gesundkost	Marketing Assistant	0342-023176	Leipzig		Germany
Ana Trujillo	Ana Trujillo Emparedados y helados	Owner	(5) 555-4729	México D.F.		Mexico
Anabela Domingues	Tradição Hipermercados	Sales Representative	(11) 555-2167	São Paulo	SP	Brazil
André Fonseca	Gourmet Lanchonetes	Sales Associate	(11) 555-9482	Campinas	SP	Brazil
Ann Devon	Eastern Connection	Sales Agent	(171) 555-0297	London		UK
Annette Roulet	La maison d'Asie	Sales Manager	61.77.61.10	Toulouse		France
Antonio Moreno	Antonio Moreno Taquería	Owner	(5) 555-3932	México D.F.		Mexico
Aria Cruz	Familia Arquibaldo	Marketing Assistant	(11) 555-9857	São Paulo	SP	Brazil
Art Braunschweiger	Split Rail Beer & Ale	Sales Manager	(307) 555-4680	Lander	WY	USA
Bernardo Batista	Que Delícia	Accounting Manager	(21) 555-4252	Rio de Janeiro	RJ	Brazil
Carine Schmitt	France restauration	Marketing Manager	40.32.21.21	Nantes		France
Carlos González	LILA-Supermercado	Accounting Manager	(9) 331-6954	Barquisimeto	Lara	Venezuela
Carlos Hernández	HILARIÓN-Abastos	Sales Representative	(5) 555-1340	San Cristóbal	Táchira	Venezuela
Catherine Dewey	Maison Dewey	Sales Agent	(02) 201 24 67	Bruxelles		Belgium
Christina Berglund	Berglund snabbköp	Order Administrator	0921-12 34 65	Luleå		Sweden
Daniel Tonini	La corne d'abondance	Sales Representative	30.59.84.10	Versailles		France

Recognizing Database Object Types

(7 of 11)

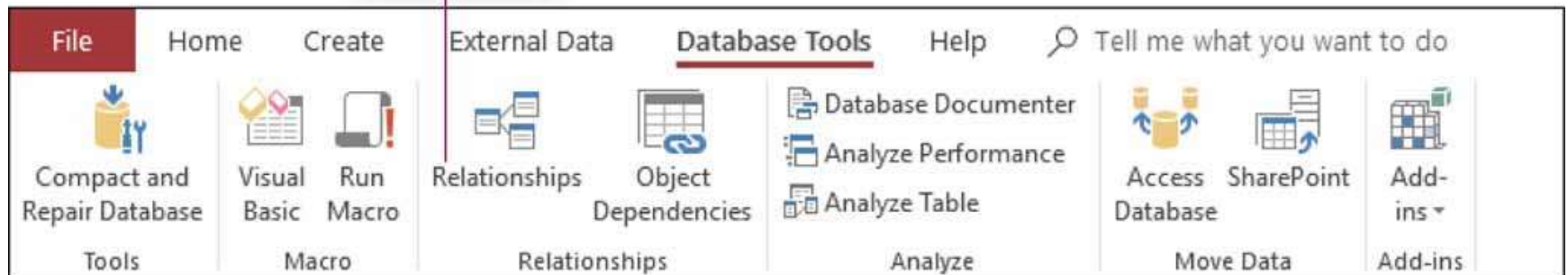


Importing features

Exporting features

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Relationships



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Recognizing Database Object Types

(8 of 11)

- Datasheet view
 - Default view and is a grid containing fields (columns) and records (rows)
 - Used to add, edit, and delete records
- Design view
 - Displays a detailed view of the table's structure
 - Used to create and modify a table's design

Recognizing Database Object Types

(9 of 11)

- Datasheet view
 - Default view and is a grid containing fields (columns) and records (rows)
 - Used to add, edit, and delete records
- Design view
 - Displays a detailed view of the table's structure
 - Used to create and modify a table's design

Recognizing Database Object Types

(10 of 11)

Primary key field

Design view

Datasheet view

Field names

Data types

Field properties

Navigation Pane

Field Name

Data Type

Description (Optional)

Field Properties

General

Lookup

Field Size

Format

Decimal Places

Input Mask

Caption

Default Value

Validation Rule

Validation Text

Required

Indexed

Text Align

Long Integer

Auto

Yes

Yes (No Duplicates)

General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

OrderID

Field1

CustomerID

EmployeeID

OrderDate

RequiredDate

ShippedDate

ShipVia

Freight

ShipName

ShipAddress

ShipCity

ShipRegion

ShipPostalCode

ShipCountry

Number

Date/Time

Short Text

Number

Date/Time

Date/Time

Date/Time

Number

Currency

Short Text

Short Text

Short Text

Short Text

Short Text

Short Text

Short Text

Long Integer

Auto

Yes

Yes (No Duplicates)

General

OrderID

Field1

CustomerID

EmployeeID

OrderDate

RequiredDate

10248

VINET

5

3/25/2015

4/22/2015

10249

TOMSP

6

11/27/2013

12/25/2013

10250

HANAR

4

1/27/2015

2/24/2015

10251

VICTE

3

2/6/2014

3/6/2014

10252

SUPRD

4

2/1/2015

3/1/2015

10253

HANAR

3

7/30/2014

8/27/2014

10254

CHOPS

5

11/4/2014

12/2/2014

10255

RICSU

9

2/12/2015

3/12/2015

10256

WELLI

3

8/12/2014

9/23/2014

10257

HILAA

4

3/19/2015

4/16/2015

10258

ERNSH

1

12/4/2013

1/1/2014

10259

CENTC

4

3/18/2015

4/15/2015

10260

OTTIK

4

8/28/2013

9/25/2013

10261

QUEDE

4

2/2/2015

2/16/2015

10262

RATTC

8

4/1/2015

4/29/2015

10263

ERNSH

9

2/5/2015

3/5/2015

10264

FOLKO

6

4/22/2015

5/20/2015

10265

BLONP

2

2/26/2014

3/12/2014

10266

WARTH

3

4/28/2015

5/26/2015

10267

FRANK

4

11/6/2013

12/4/2013

10268

GROSR

8

6/2/2015

6/30/2015

10269

WHITC

5

11/11/2013

12/23/2013

10270

WARTH

1

12/5/2013

1/2/2014

10271

SPUR

6

12/23/2014

1/20/2015

10272

RATTC

6

10/22/2014

11/19/2014

10273

QUICK

3

4/29/2015

5/13/2015

Record: 1 of 830

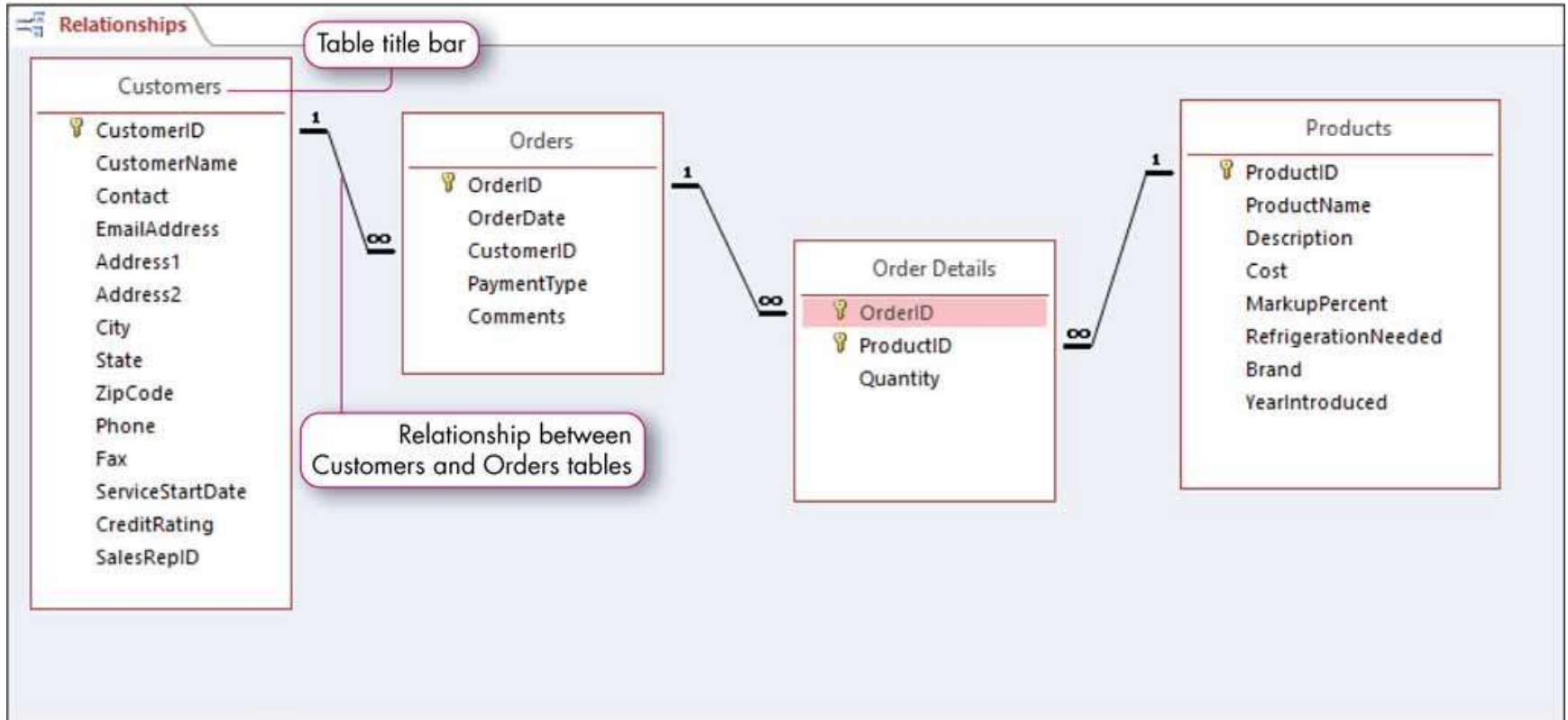
No Filter

Search

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Recognizing Database Object Types

(11 of 11)



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Modifying, Adding, and Saving Data (1 of 2)

The screenshot shows the Microsoft Access interface with the 'Customers' table open. The 'Fields' tab is selected in the ribbon, and a 'New record' callout points to the 'New' button. The 'Navigation Pane' on the left shows the 'Customers' table, and a 'Pencil icon' callout points to the pencil icon next to the table name. The table data is as follows:

Customer ID	Company Name	Contact Name	Contact Title	Address
SUPRD	Suprêmes délices	Pascale Cartrain	Accounting Manager	Bouleva
THEBI	The Big Cheese	Liz Nixon	Marketing Manager	89 Jeffe
THECR	The Cracker Box	Liu Wong	Marketing Assistant	55 Grizz
TOMSP	Toms Spezialitäten	Karin Josephs	Marketing Manager	Luisens
TORTU	Tortuga Restaurante	Miguel Angel Paolino	Owner	Avda. A
TRADH	Tradição Hipermercados	Anabela Domingues	Sales Representative	Av. Inês
TRAIH	Trail's Head Gourmet Provisioners	Helvetius Nagy	Sales Associate	722 DaV
VAFFE	Vaffeljernet	Palle Ibsen	Sales Manager	Smagslo
VICTE	Victuailles en stock	Mary Saveley	Sales Agent	2, rue d
VINET	Vins et alcools Chevalier	Paul Henriot	Accounting Manager	59 rue d
WANDK	Die Wandernde Kuh	Rita Müller	Sales Representative	Adenau
WARTH	Wartian Herkku	Pirkko Koskitalo	Accounting Manager	Torikatu
WELLI	Wellington Importadora	Paula Parente	Sales Manager	Rua do I
WHITC	White Clover Markets	Karl Jablonski	Owner	305 - 14
WILMK	Wilman Kala	Matti Karttunen	Owner/Marketing Assistant	Keskusk
WOLZA	Wolski Zajazd	Zbyszek Piestrzeniewicz	Owner	ul. Filtre
ABCDE				

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Modifying, Adding, and Saving Data (2 of 2)

Step d: Record selector fifth record

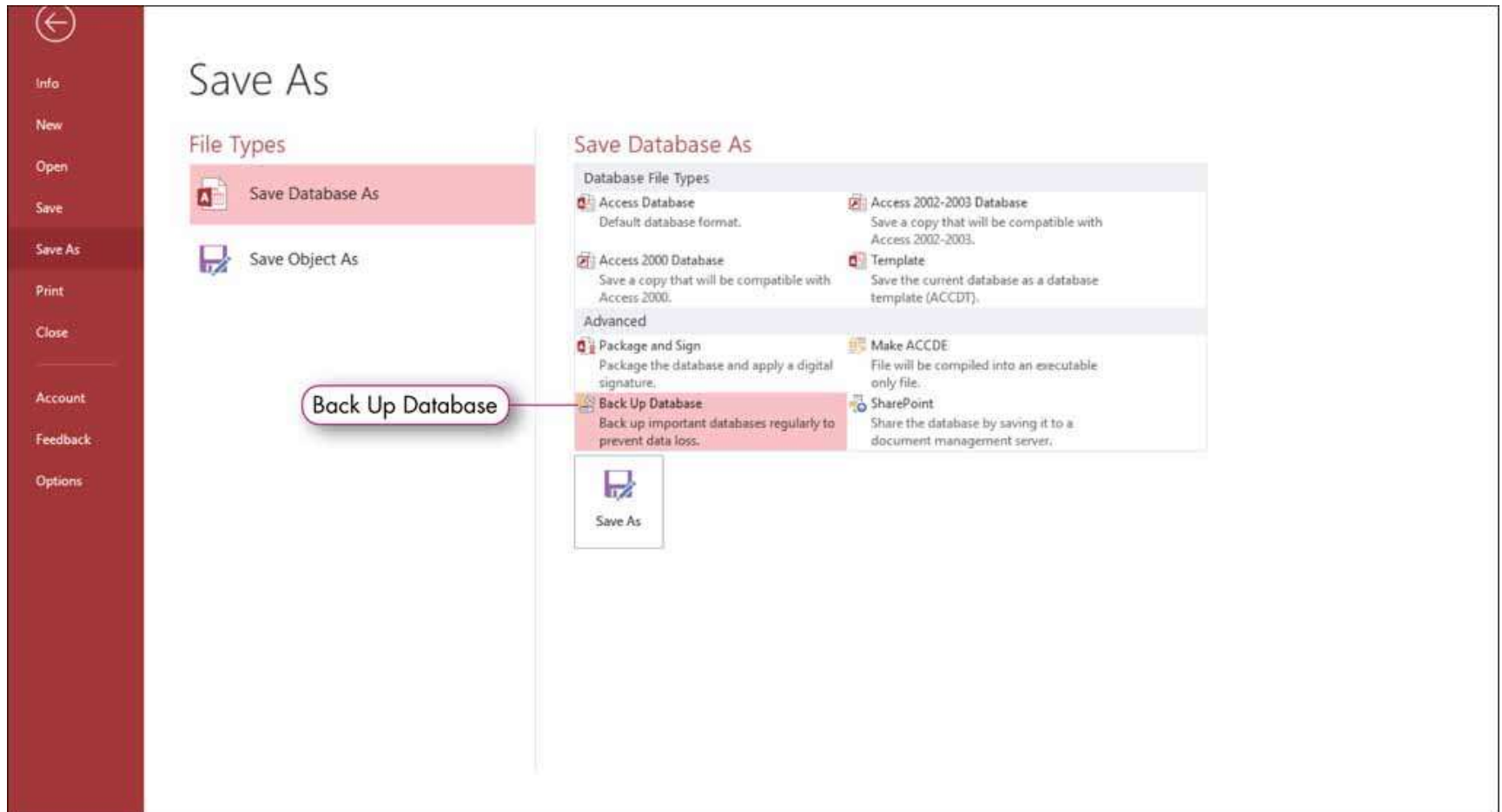
Step g: Deletion error message

Step c: Last record

Product ID	Product Name	Supplier	Category	Quantity Per Unit	Unit Price	Unit Cost	Units In Stock	Units On Order	Reorder Level
1	Chai	Exotic Liquids	Beverages	10 boxes x 20 bags	\$18.00	\$9.60	39	0	10
2	Chang	Exotic Liquids	Beverages	24 - 12 oz bottles	\$19.00	\$1.80	17	40	25
3	Aniseed Syrup	Exotic Liquids	Condiments	12 - 550 ml bottles	\$10.00	\$3.50	13	70	25
4	Chef Anton's Cajun Seasoning	New Orleans Cajun Delights	Condiments	48 - 6 oz jars	\$22.00	\$12.75	53	0	0
5	Chef Anton's Gumbo Mix	New Orleans Cajun Delights	Condiments	36 boxes	\$21.35	\$8.80	0	0	0
6	Grandma's Boysenberry Spread	Grandma Kelly's Homestead	Condiments	12 - 8 oz jars	\$25.00	\$10.50	120	0	25
7	Uncle Bob's Organic Dried Pears	Grandma Kelly's Homestead	Produce	12 - 1 lb pkgs.	\$30.00	\$18.00	15	0	10
8	Northwoods Cranberry Sauce	Grandma Kelly's Homestead	Condiments	12 - 12 oz jars	\$6.00	\$12.00	6	0	0
9	Mishi Kobe Niku	Tokyo Mito	Meat/Poultry	18 - 1 kg pkgs.	\$66.00	\$29.00	29	0	0
10	Ikura	Tokyo Mito	Seafood	12 - 100 g pkgs.	\$21.00	\$31.00	31	0	0
11	Queso Cabrales	Cooper's Cheese Company	Dairy	10 - 100 g pkgs.	\$14.00	\$14.00	22	30	30
12	Queso Manchego La Pastora	Cooper's Cheese Company	Dairy	10 - 100 g pkgs.	\$13.85	\$13.85	86	0	0
13	Konbu	Mayumi's	Produce	40 - 100 g pkgs.	\$2.25	\$2.25	24	0	5
14	Tofu	Mayumi's	Produce	40 - 100 g pkgs.	\$15.80	\$15.80	35	0	0
15	Genen Shouyu	Mayumi's	Condiments	24 - 250 ml bottles	\$15.50	\$9.00	39	0	5
16	Pavlova	Pavlova, Ltd.	Confections	32 - 500 g boxes	\$17.45	\$9.00	29	0	10
17	Alice Mutton	Pavlova, Ltd.	Meat/Poultry	20 - 1 kg tins	\$39.00	\$22.50	0	0	0
18	Carnarvon Tigers	Pavlova, Ltd.	Seafood	16 kg pkg.	\$62.50	\$45.90	42	0	0
19	Teatime Chocolate Biscuits	Specialty Biscuits, Ltd.	Confections	10 boxes x 12 pieces	\$9.20	\$1.87	25	0	5
20	Sir Rodney's Marmalade	Specialty Biscuits, Ltd.	Confections	30 gift boxes	\$81.00	\$43.00	40	0	0
21	Sir Rodney's Scones	Specialty Biscuits, Ltd.	Confections	24 pkgs. x 4 pieces	\$10.00	\$4.00	3	40	5
22	Gustaf's Knäckebröd	PB Knäckebröd AB	Grains/Cereals	24 - 500 g pkgs.	\$21.00	\$11.00	104	0	25
23	Tunnbröd	PB Knäckebröd AB	Grains/Cereals	12 - 250 g pkgs.	\$9.00	\$3.00	61	0	25
24	Guaraná Fantástica	Refrescos Americanas LTDA	Beverages	12 - 355 ml cans	\$4.50	\$2.00	20	0	0
25	NuNuCa Nuß-Nougat-Creme	Hell Süßwaren GmbH & Co. KG	Confections	20 - 450 g glasses	\$14.00	\$7.50	76	0	30
26	Gumbär Gummibärchen	Hell Süßwaren GmbH & Co. KG	Confections	100 - 250 g bags	\$31.23	\$18.00	15	0	0

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Using Database Utilities



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Work with Filters (1 of 5)

- Filter—specifies conditions that need to be met in order to display the desired records
- These conditions are known as criteria, and can be:
 - A number
 - A text phrase
 - An expression

Work with Filters (2 of 5)

The screenshot shows the Microsoft Access interface with the 'Customers' table open in Datasheet View. The 'Selection' dropdown menu is open, showing filter options. The 'Owner' record is highlighted. A callout box points to the 'Owner' cell in the 'Contact Title' column, stating 'Information selected'. Another callout box at the bottom left indicates '91 records shown'.

Company Name	Contact Name	Contact Title	Address	City	Region
FRANK Frankensand	Peter Franken	Marketing Manager	Berliner Platz 43	München	
FRANR France restauration	Carine Schmitt	Marketing Manager	54, rue Royale	Nantes	
CENTC Centro comercial Moctezuma	Francisco Chang	Marketing Manager	Sierras de Granada 9993	México D.F.	
THEBI The Big Cheese	Liz Nixon	Marketing Manager	89 Jefferson Way	Portland	OR
TOMSP Toms Spezialitäten	Karin Josephs	Marketing Manager	Luisenstr. 48	Münster	
MAGAA Magazzini Alimentari Riuniti	Giovanni Rovelli	Marketing Manager	Via Ludovico il Moro 22	Bergamo	
SPECD Spécialités du monde	Dominique Perrier	Marketing Manager	25, rue Lauriston	Paris	
DRACD Drachenblut Delikatessen	Sven Ottlieb	Order Administrator	Walsenweg 21	Aachen	
BERGS Berglund snabbköp	Christina Berglund	Order Administrator	Berguvsvägen 8	Luleå	
GROSR GROSELLA-Restaurante	Manuel Pereira	Owner	5ª Ave. Los Palos Grandes	Caracas	DF
WOLZA Wolski Zajazd	Zbyszek Piastzeniewicz	Owner	ul. Filtrowa 68	Warszawa	
LINOD LINO-Delicateses	Felipe Izquierdo	Owner	Ave. 5 de Mayo Porlamar	I. de Margarita	Nueva Es
ANATR Ana Trujillo Emparedados y helados	Ana Trujillo	Owner	Avda. de la Constitución 2222	México D.F.	
BOLID Bólido Comidas preparadas	Martin Sommer	Owner	C/ Araquil, 67	Madrid	
CHOPS Chop-suey Chinese	Yang Wang	Owner	Hauptstr. 29	Bern	
ANTON Antonio Moreno Taqueria	Antonio Moreno	Owner	Mataderos 2312	México D.F.	
FOLKO Folk och få HB	Maria Larsson	Owner	Åkergatan 24	Bräcke	
BONAP Bon app'	Laurence Lebihan	Owner	12, rue des Bouchers	Marseille	
DUMON Du monde entier	Janine Labruno	Owner	67, rue des Cinquante Otages	Nantes	
TORTU Tortuga Restaurante	Miguel Angel Paolino	Owner	Avda. Azteca 123	México D.F.	
PARIS Paris spécialités	Marie Bertrand	Owner	265, boulevard Charonne	Paris	
WHITC White Clover Markets	Karl Jablonski	Owner	305 - 14th Ave. S.	Seattle	WA
LETSS Let's Stop N Shop	Jaime Yorres	Owner	87 Polk St.	San Francisco	CA
SIMOB Simons bistro	Jytte Petersen	Owner	Vinbæltet 34	København	
SANTG Santé Gourmet	Jonas Bergulfsen	Owner	Erling Skakkes gate 78	Stavern	
OTTIK Ottiles Käseladen	Henriette Pfalzheim	Owner	Mehrheimerstr. 369	Köln	

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Work with Filters (3 of 5)

Toggle Filter

17 records shown

Contact titles all contain Owner

Customer ID	Company Name	Contact Name	Contact Title	Address	City	Region	Postal Code	Country
ANATR	Ana Trujillo Emparedados y helados	Ana Trujillo	Owner	Avda. de la Constitución 2222	México D.F.		05021	Mexico
ANTON	Antonio Moreno Taquería	Antonio Moreno	Owner	Mataderos, 2312	México D.F.		05023	Mexico
BOLID	Bóldo Comidas preparadas	Martin Sommer	Owner	C/ Araquil, 67	Madrid		28023	Spain
BONAP	Bon app'	Laurence Leblanc	Owner	12, rue des Bouchers	Marseille		13008	France
CHOPS	Chop-suey Chinese	Yang Wang	Owner	Hauptstr. 29	Bern		3012	Switzerland
DUMON	Du monde entier	Janine Labrune	Owner	67, rue des Cinquante Otages	Nantes		44000	France
FOLKO	Folk och få HB	Maria Larsson	Owner	Åkergatan 24	Bräcke		S-844 67	Sweden
GROSR	GROSELLA-Restaurante	Manuel Pereira	Owner	5ª Ave. Los Palos Grandes	Caracas	DF	1081	Venezuela
LETSS	Let's Stop N Shop	Jaime Yorres	Owner	87 Polk St.	San Francisco	CA	94117	USA
LINOD	LINO-Delicateses	Felipe Izquierdo	Owner	Ave. 5 de Mayo Porlamar	I. de Margarita	Nueva Esparta	4980	Venezuela
OTTIK	Ottillies Käseladen	Henriette Pfalzheim	Owner	Mehrheimerstr. 369	Köln		50739	Germany
PARIS	Paris spécialités	Marie Bertrand	Owner	265, boulevard Charonne	Paris		75012	France
SANTG	Santé Gourmet	Jonas Bergulfsen	Owner	Erling Skakkes gate 78	Stavern		4110	Norway
SIMOB	Simons bistro	Jytte Petersen	Owner	Vinbæltet 34	København		1734	Denmark
TORTU	Tortuga Restaurante	Miguel Angel Paolino	Owner	Avda. Azteca 123	México D.F.		05033	Mexico
WHITC	White Clover Markets	Karl Jablonski	Owner	305 - 14th Ave. S.	Seattle	WA	98128	USA
WOLZA	Wolski Zajazd	Zbyszek Piastrowicz	Owner	ul. Filtrowa 68	Warszawa		01-012	Poland

Records: 1 of 17 Filtered Search

Unique five-character code based on customer name.

Num Lock Filtered

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Work with Filters (4 of 5)

- Filter By Form
 - Displays records based on multiple criteria
 - Can use comparison operators
 - equal (=)
 - not equal (<>)
 - greater than (>)
 - less than (<)
 - greater than or equal to (>=)
 - less than or equal to (<=)

Work with Filters (5 of 5)

The screenshot displays the Microsoft Access interface with the 'Customers: Filter by Form' table view. The table has columns: Customer ID, Company Name, Contact Name, Contact Title, Address, City, Region, Postal Code, and Country. The 'Contact Title' dropdown is open, showing a list of job titles. The 'Country' column is filtered to 'Austria'. The 'Contact Title' dropdown is set to 'Sales Manager'. The 'Look for' field at the bottom left shows the 'Or' logical operator.

Annotations in the image include:

- Choosing Filter By Form (pointing to the Filter button in the ribbon)
- Toggle filter (pointing to the Toggle Filter button in the ribbon)
- Sample criteria (Sales Manager and Austria) (pointing to the 'Sales Manager' selection in the dropdown and the 'Austria' value in the Country column)
- Or logical operator (pointing to the 'Or' button in the 'Look for' field)

Form View Num Lock Filtered

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Performing Sorts

Navigation Pane

Customer	Company Name	Contact Name	Contact Title	Address	City	Country	Region	Postal Cod
DRACD	Drachenblut Delikatessen	Sven Ottlieb	Order Administrator	Walsenweg 21	Aachen	Germany		52066
RATTC	Rattlesnake Canyon Grocery	Paula Wilson	Assistant Sales Representative	2817 Milton Dr.	Albuquerque	USA	NM	87110
OLDWO	Old World Delicatessen	Rene Phillips	Sales Representative	2743 Bering St.	Anchorage	USA	AK	99508
VAFFE	Vaffeljernet	Palle Ibsen	Sales Manager	Smagsløget 45	Århus	Denmark		8200
GALED	Galeria del gastrónomo	Eduardo Saavedra	Marketing Manager	Rambla de Catalunya, 23	Barcelona	Spain		08022
LILAS	LILA-Supermercado	Carlos González	Accounting Manager	Carrera 52 con Ave. Bolívar #65-98 Llano Largo	Barquisimeto	Venezuela	Lara	3508
MAGAA	Magazzini Alimentari Riuniti	Giovanni Rovelli	Marketing Manager	Via Ludovico il Moro 22	Bergamo	Italy		24100
ALFKI	Alfreds Futterkiste	Maria Anders	Sales Representative	Obere Str. 57	Berlin	Germany		12209
CHOPS	Chop-suey Chinese	Yang Wang	Owner	Hauptstr. 29	Bern	Switzerland		3012
SAVEA	Save-a-lot Markets	Jose Pavarotti	Sales Representative	187 Suffolk Ln.	Boise	USA	ID	83720
FOLKO	Folk och få HB	Maria Larsson	Owner	Åkergatan 24	Bräcke	Sweden		S-844 67
KOENE	Königlich Essen	Philip Cramer	Sales Associate	Maubelstr. 90	Brandenburg	Germany		14776
MAISD	Maison Dewey	Catherine Dewey	Sales Agent	Rue Joseph-Bens 532	Bruxelles	Belgium		B-1180
CACTU	Cactus Comidas para llevar	Patricio Simpson	Sales Agent	Cerrito 333	Buenos Aires	Argentina		1010
OCEAN	Océano Atlántico Ltda.	Yvonne Moncada	Sales Agent	Ing. Gustavo Moncada 8585	Buenos Aires	Argentina		1010
RANCH	Rancho grande	Sergio Gutiérrez	Sales Representative	Av. del Libertador 900	Buenos Aires	Argentina		1010
THECR	The Cracker Box	Liu Wong	Marketing Assistant	55 Grizzly Peak Rd.	Butte	USA	MT	59801
GOURL	Gourmet Lanchonetes	André Fonseca	Sales Associate	Av. Brasil, 442	Campinas	Brazil	SP	04876-786
GROSR	GROSELLA-Restaurante	Manuel Pereira	Owner	5ª Ave. Los Palos Grandes	Caracas	Venezuela	DF	1081
SUPRD	Suprêmes délices	Pascale Cartrain	Accounting Manager	Boulevard Tirou, 255	Charleroi	Belgium		B-6000
HUNGO	Hungry Owl All-Night Grocers	Patricia McKenna	Sales Associate	8 Johnstown Road	Cork	Ireland	Co. Cork	
ISLAT	Island Trading	Helen Bennett	Marketing Manager	Garden House	Cowes	UK	Isle of Wight	PO31 7PJ
QUICK	QUICK-Stop	Horst Kloss	Accounting Manager	Taucherstraße 10	Cunewalde	Germany		01307
HUNGC	Hungry Coyote Import Store	Yoshi Latimer	Sales Representative	City Center Plaza	Elgin	USA	OR	97827
GREAL	Great Lakes Food Market	Howard Snyder	Marketing Manager	2732 Baker Blvd.	Eugene	USA	OR	97403
LEHMS	Lehmanns Marktstand	Renate Messner	Sales Representative	Magazinweg 7	Frankfurt a.M.	Germany		60528

Record: 1 of 91 | No Filter | Search

Unique five-character code based on customer name.

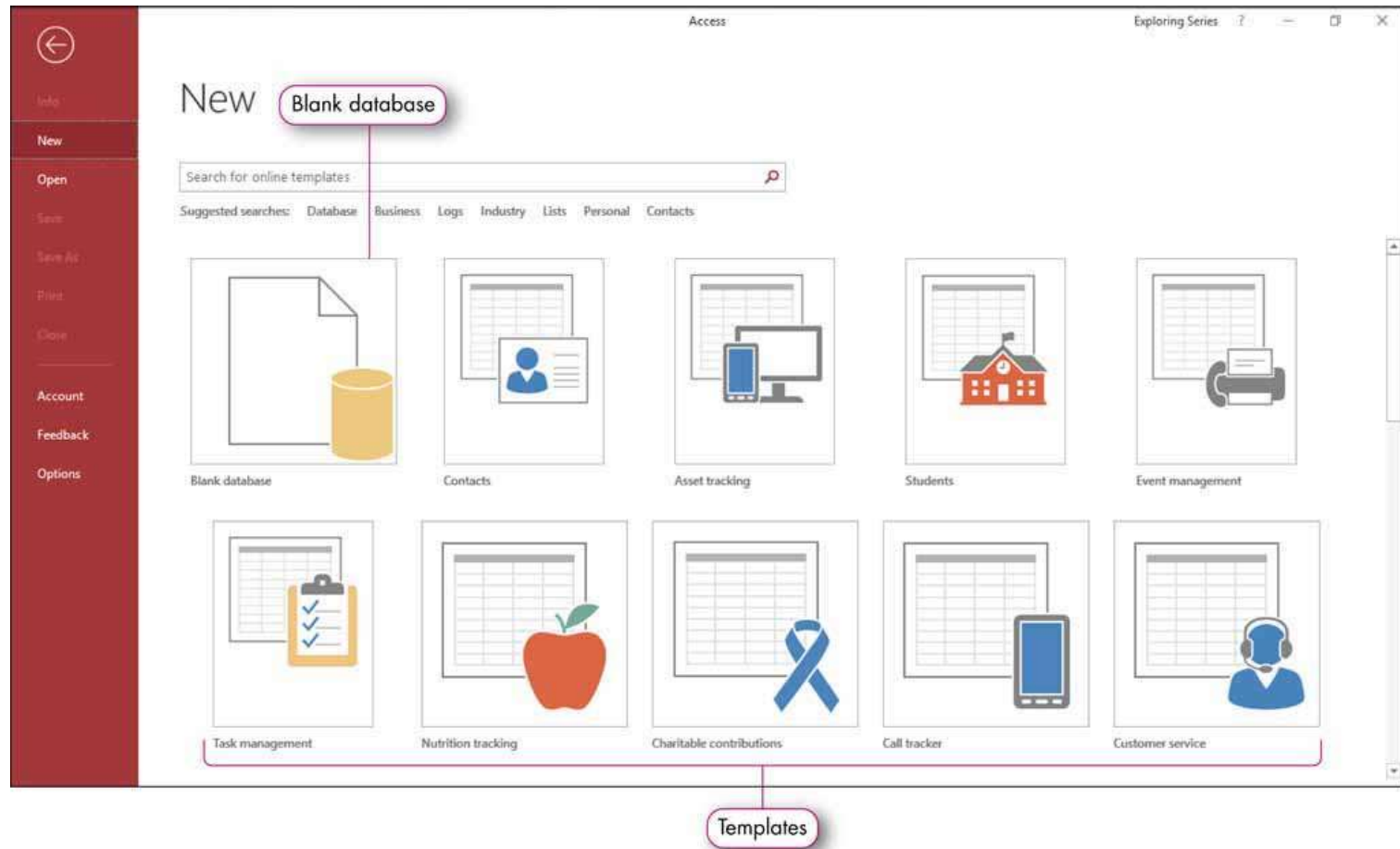
Records sorted by City value

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Create a Database (1 of 3)

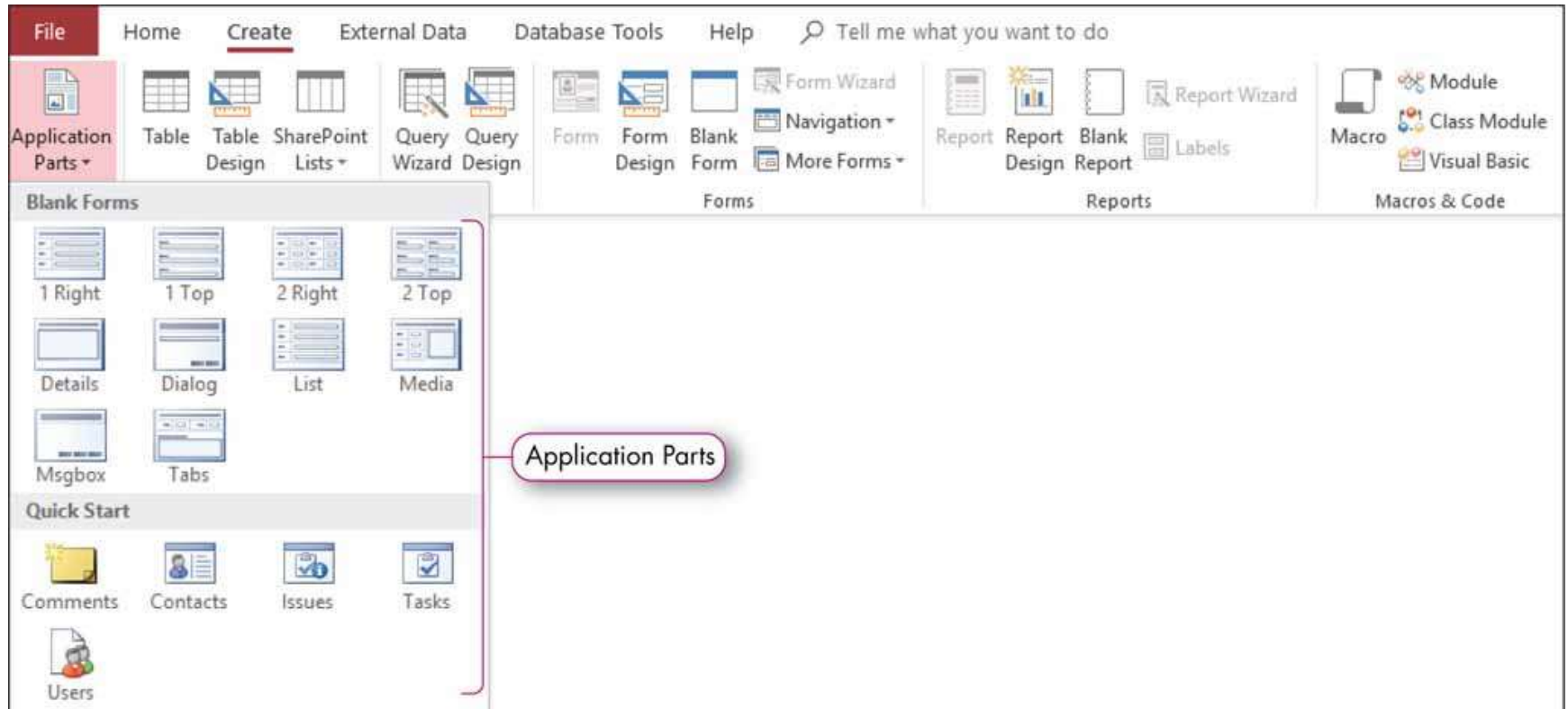
- An Access database is created using a:
 - Blank database
 - Database from a template
- Blank database—created specific to your requirements
- Template—predefined database that includes professionally designed objects

Create a Database (2 of 3)



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Create a Database (3 of 3)



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