

eLearning

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education

# EliteCertify

LEADING THE WAY TO SUCCESS

MOUSAC ACCESS 2000 CORE DEMO

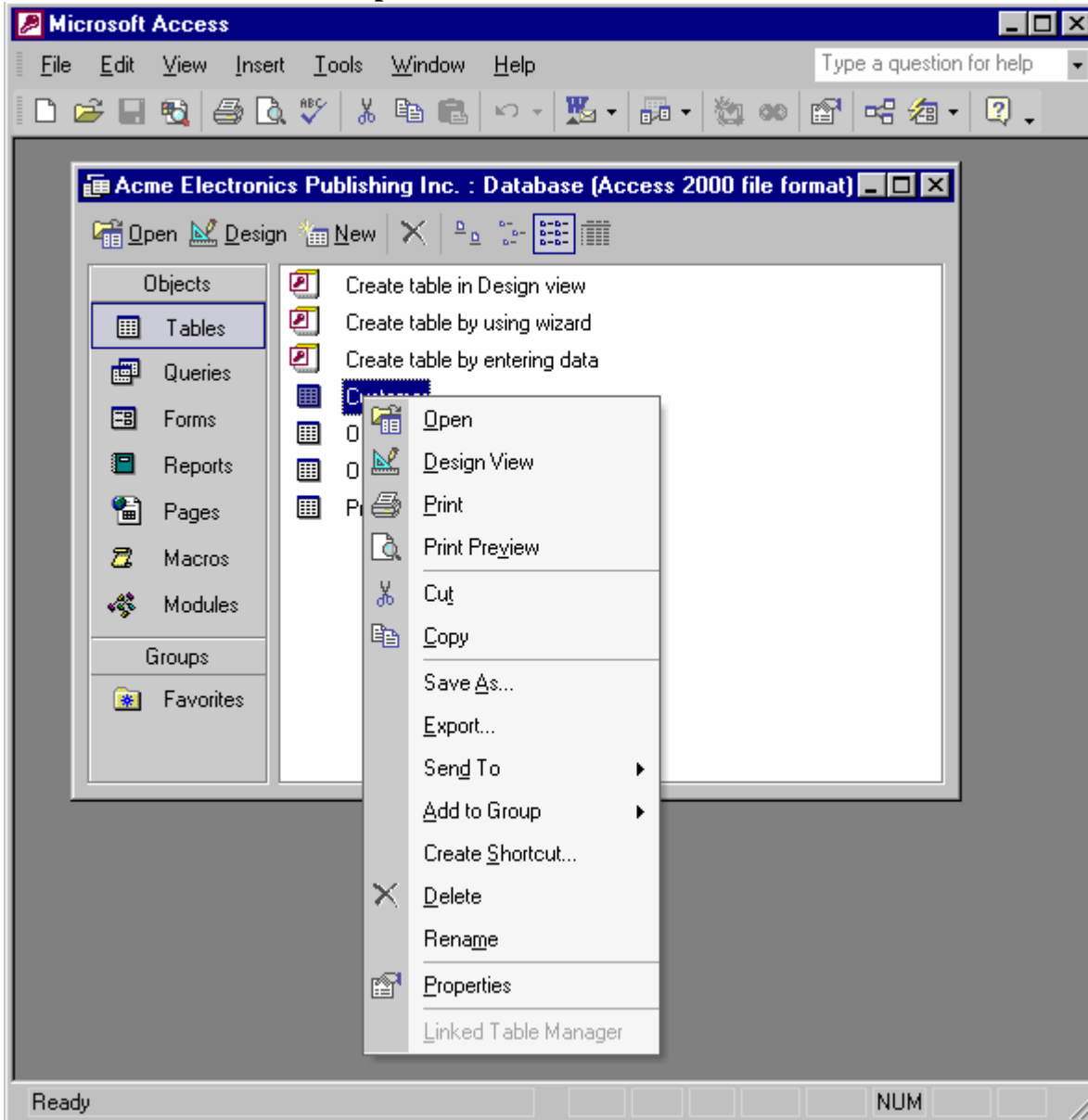


Elite Certify LLC.

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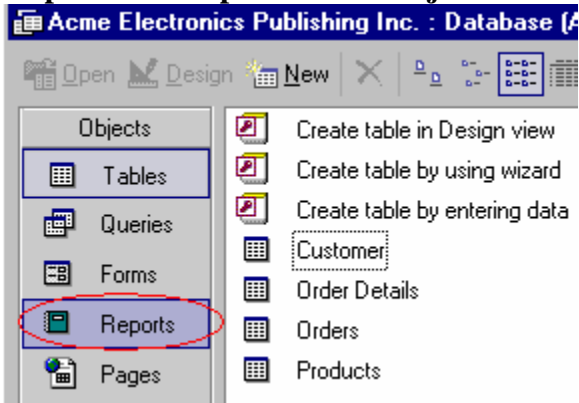
*MOUS Access 2000 Core*

**Print the *Customer Invoice* report.**



**Answer:**

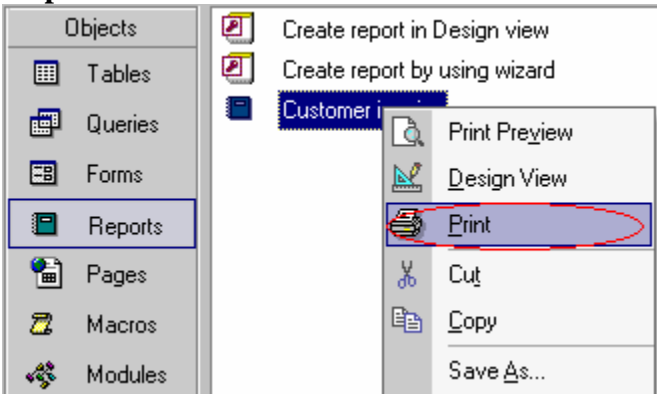
**Step 1:** Click **Reports** on the **Object** bar.



**Note:** We must choose the **Reports** object. We cannot print reports when we are working with tables.

**Step 2:** Right-click the **Customer Invoice** report.

**Step 3:** Select **Print** from the context menu.



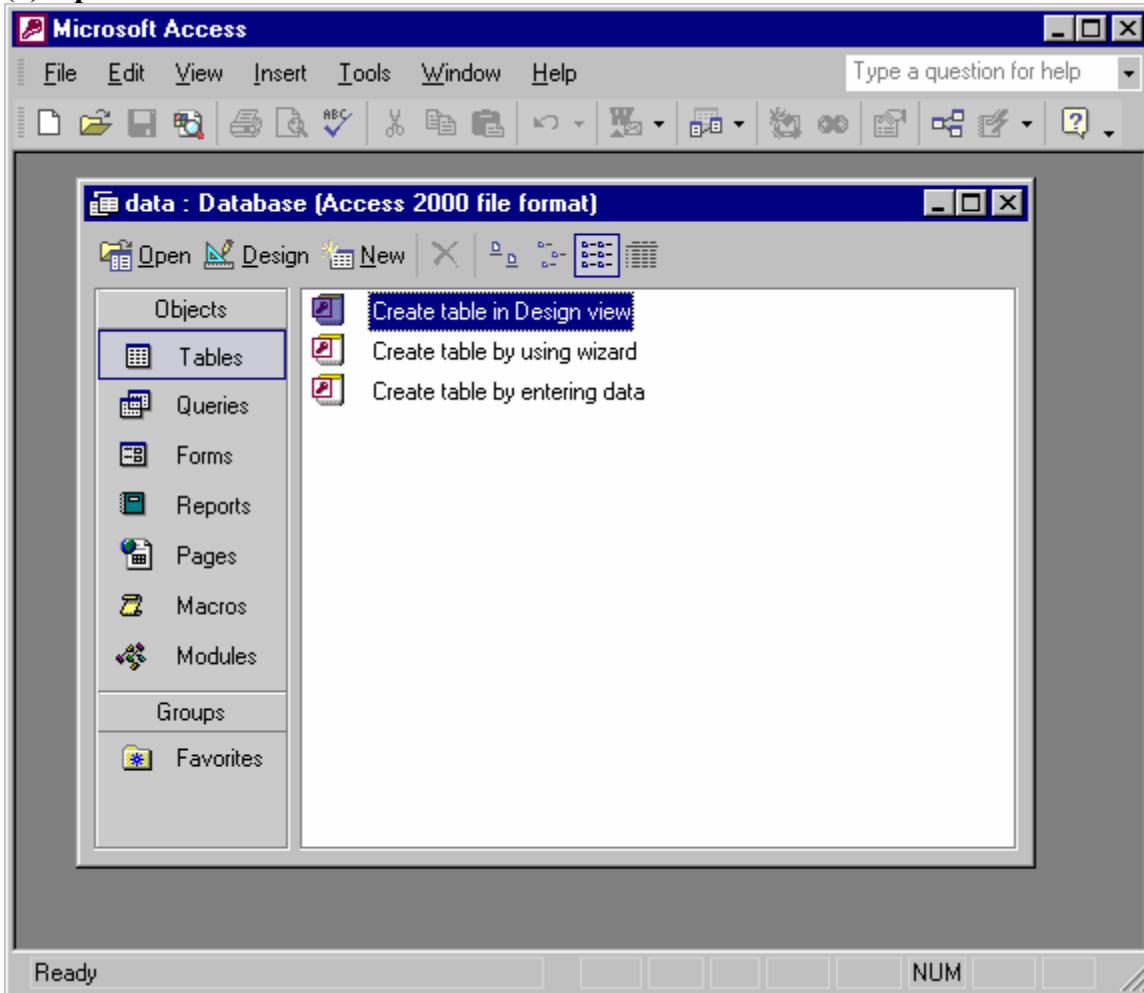
## MOUS Access 2000 Core

The existing database contains no tables.

(1) Add a table named **Products** by importing the *Products.xls* Excel worksheet from the current directory.

(2) Use all default settings, set *ProdID* as the primary key, and import the data to the *Products* table.

(3) Open the table in Datasheet View and close it.



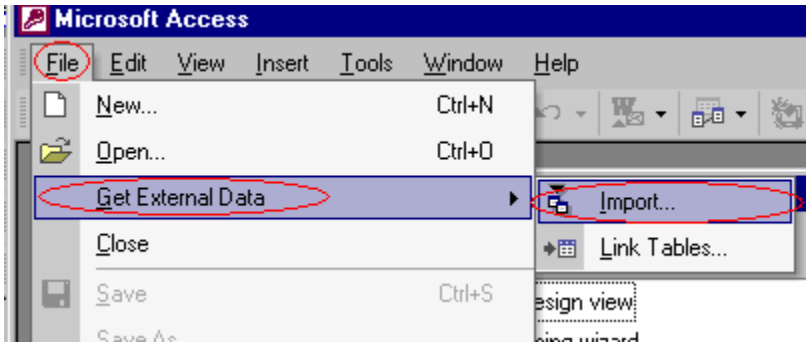
*MOUS Access 2000 Core*

**Answer:**

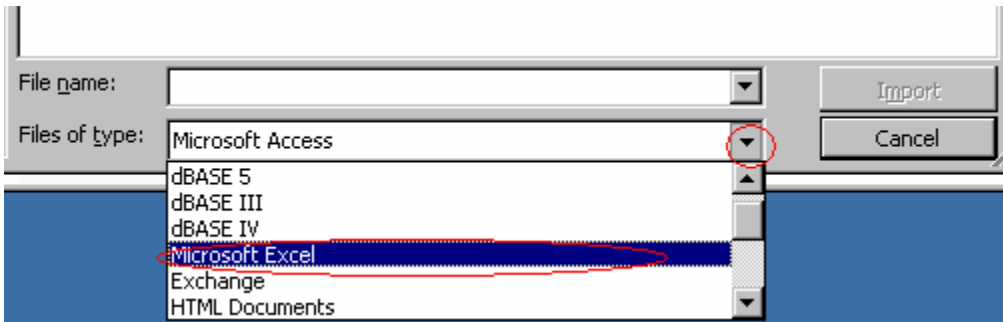
**Step 1:** Select the **File** menu.

**Step 2:** Select the **Get External Data** command.

**Step 3:** Select the **Import** subcommand



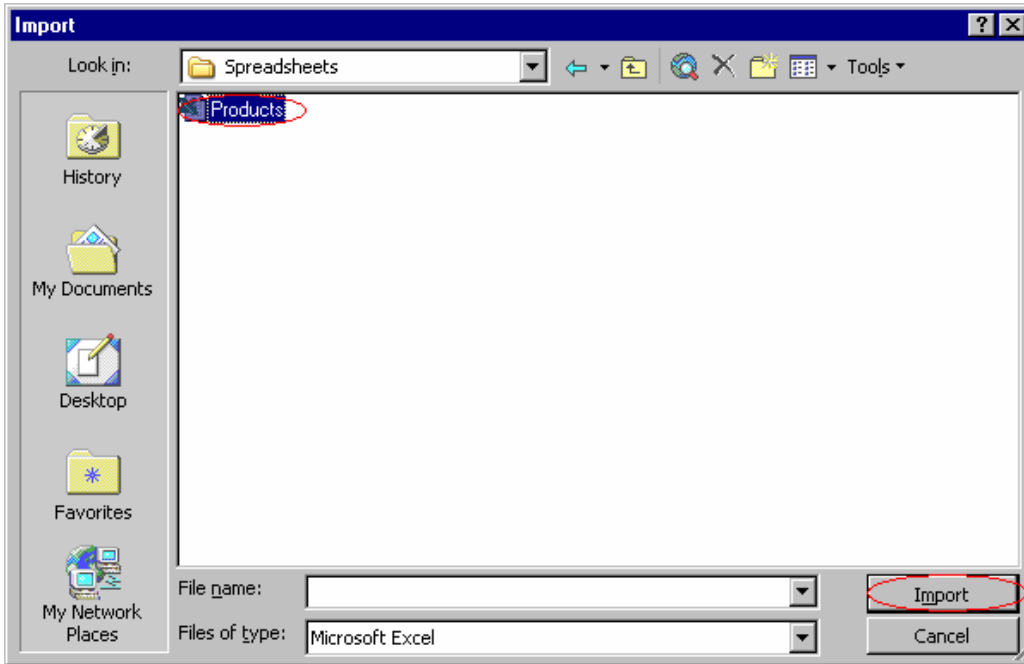
**Step 4:** Change the file format to **Microsoft Excel**.



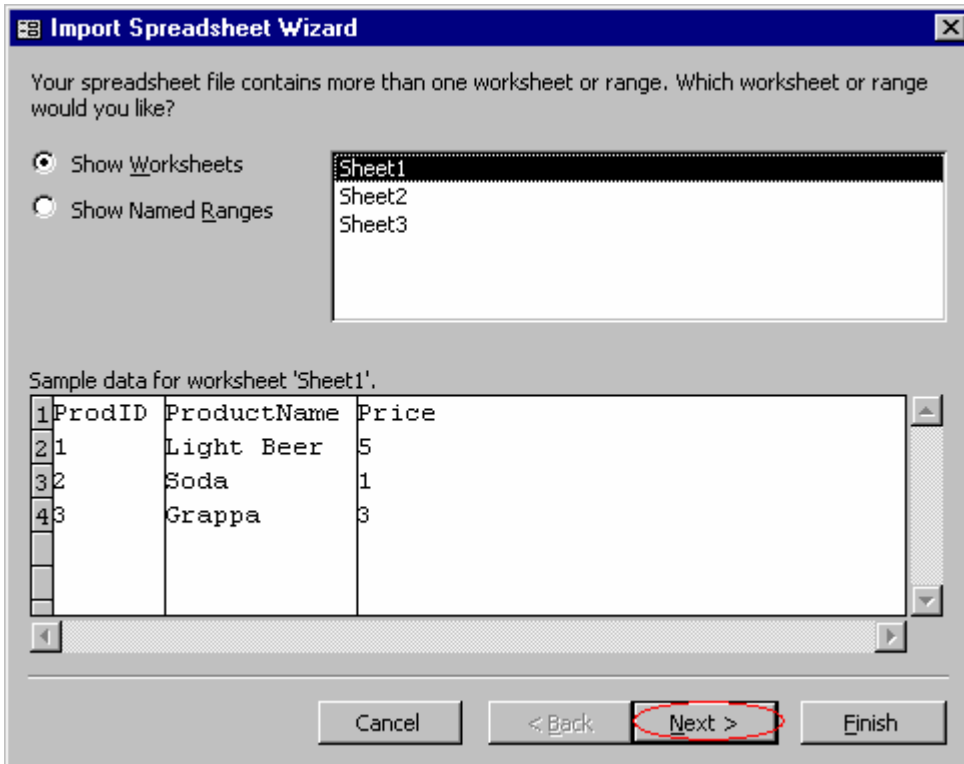
**Step 5:** Click the **Products** spreadsheet.

**Step 6:** Click the **Import** button.

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**Step 7:** In the **Import Spreadsheet Wizard** click the **Next** button.



**Step 8:** Click the **Next** button again (the first row contains column headings – we use the default settings).

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**Import Spreadsheet Wizard**

Microsoft Access can use your column headings as field names for your table. Does the first row specified contain column headings?

First Row Contains Column Headings

	ProdID	ProductName	Price
1	1	Light Beer	5
2	2	Soda	1
3	3	Grappa	3

Cancel < Back **Next >** Finish

**Step 9:** Again click the **Next** button (we want to create a new table).

**Import Spreadsheet Wizard**

You can store your data in a new table or in an existing table.

Where would you like to store your data?

In a New Table

In an Existing Table:

	ProdID	ProductName	Price
1	1	Light Beer	5
2	2	Soda	1
3	3	Grappa	3

Cancel < Back **Next >** Finish

## MOUS Access 2000 Core

**Step 10:** Again click the **Next** button (we use default settings).

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name:  Data Type:

Indexed:   Do not import field (Skip)

ProdID	ProductName	Price
11	Light Beer	5
22	Soda	1
33	Grappa	3

Buttons: Cancel, < Back, **Next >**, Finish

**Step 11:** Select **Choose my own primary key**. Select **ProdID** (see below)

**Step 12:** Click the **Next** button.