

Study stream : Computer Science
Level: 2nd Year Bachelor's Degree
Module: DataBase
Instructor: Dr. Bouneb M.

Practical Work N°01

Objectives :

This practical session contains two parts:

Part One:

Discover the working environment of Access 2013.

- ☞ Launch Access.*
- ☞ Access 2013 interface.*
- ☞ How to exit Access 2013.*
- ☞ How to create a blank database.*
- ☞ The different tabs of Microsoft Access 2013.*
- ☞ The navigation pane.*
- ☞ How the navigation pane organizes objects.*
- ☞ Closing a database.*
- ☞ How to get help on Access 2013.*

Part Two:

Review questions.

Part 01:

1. Launching Access:

To launch Access, click on Start -> All Programs -> Microsoft Office -> Microsoft Office Access 2013.

2. Discovering the Access Interface:

3. Exiting Access:

To exit Access 2013, click on the File menu button -> click on the Exit Access button.

4. Creating a Blank Database:

Learn how to create a blank database.

5. Exploring the Navigation Pane:

Understand how the navigation pane organizes objects.

6. Discovering the Home Tab:

Explore the functions of the Home tab.

7. Discovering the Create Tab:

Learn about the Create tab.

8. Discovering the Database Tools Tab:

Understand the features available in the Database Tools tab.

9. Discovering the External Data Tab:

Explore the External Data tab.

10. Getting Help:

You can get help by pressing F1 or clicking the Help icon.

11. Closing a Database:

To close the database without exiting Access, click File -> Close.

Part 02:

Repeat the following tasks:

- *Launch Access 2013.*
- *Create a blank database.*
- *Explain the role of the tabs in Access 2013.*
- *Save the database.*
- *Exit Access.*

Important Note:

1. *Why is it important to save your database and exit Access before shutting down the computer?*
2. *For every lab session, bring your USB drives and save the database for every exercise completed.*