Access Basics

In this chapter you will learn:

- How to create and print tables
- How to create and print queries
- How to create and print forms
- How to create and print reports

Case: **What SUP, Inc.**

Kyle explains to Nathan, Meagan, and you that the key to understanding how to create and use a database is to understand a database's elements: tables, queries, forms, and reports.

Tables store like information together. Once a table is designed with fields and attributes, information is then collected into tables for later queries, forms, and reports.

Queries allow the database user to ask questions of the information stored in tables. For example, a database user might want to know what inventory balances are for each item as of a particular date or how many units of a particular item were sold to a particular customer.

Forms allow the database user to view, update, add, and delete information stored in tables but organized in traditional forms or source documents like sales invoices, inventory cards, purchase orders, and so forth. Change management experts agree that users of databases prefer information presented in traditional formats even though the raw data might be stored in a different manner (i.e., in tables).

Reports allow the database user to communicate information stored in the database in more usable formats. This might include sorting the information in a certain way—for example, from largest value to smallest value. It might also include grouping the information in a certain way: by customer, salesperson, or product. Finally, reports allow us to "filter" the information and so view only what is needed; examples include sales for a particular month, inventory balances as of a particular date, and accounts receivables for certain specified customers.

Kyle suggests you practice by creating some tables, queries, formats, and reports for What SUP's inventory system.

Tables

Step 1 in the creation of any database is developing an understanding of the business and its information needs. Initially, this will take the form of table

creation and separation. Rather than placing all information in one table, it's important to separate information into manageable "chunks," or tables. In our inventory example, What SUP has information about its products, product suppliers, and product categories that could be combined. However, since every product has one supplier but some suppliers provide more than one product, a one-to-many relation exists between suppliers and products. Likewise, every product falls under one category, but most categories include many products. Thus, we should separate product, supplier, and category information into three separate tables with the common relationship being the supplier identification (ID) number and category ID number.

Step 2 is deciding what information we need for each table, what form (or data type) that information takes, and what properties exist for each field. This means that, for each table (product, supplier, and category), we must identify fields where information is to be stored. A common technique in database creation is to establish a unique ID number field for each record. This field will also be identified as our *Primary Key* field, which by definition holds data that uniquely identifies each record in a table. Thus, our first field, common to all information entered into the table, is a product ID. Next would be a product name, description, and so on. For each field, a corresponding data type (number, text, currency, etc.) must be established and, depending on the data type, properties for each field must be identified (field size, format, caption, etc.).

Step 3 is inputting the information into the tables. This is where we gather information about each product, supplier, and category. "How about running all that by me one more time?" you ask.

"I'll do you one better," responds Kyle. "I'll let you watch me create the product table."

Creating the Product Table

Kyle explains that—in addition to creating fields for a product ID, name, and description—he will create fields that link the product to a specific inventory category supplier and that identify the product's serial number, unit price, reorder level, and required lead time.

To create the product table:

1 Start Access.

2 Click the **File** tab, then click **New**, and then double-click **Blank desktop database** to create a new database file.

3 Type **ch9-01_student_name** (replacing "student_name" with your name, as before) into the File Name: text box as shown in Figure 9.1. (In the figure, the file is being saved into the Documents folder on a computer's "C" drive in a folder called My Databases. You should place your newly created file into a folder and drive you will be able to access later. Do this by clicking the folder icon next to the text box and navigating to your desired location.
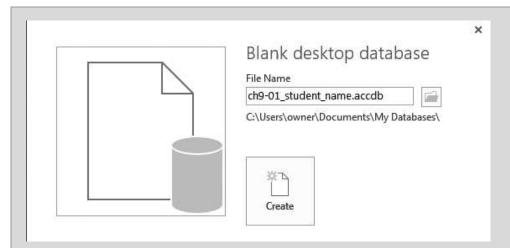
Figure 9.1

Creating a New Blank Database

4   Click **Create**. A new blank database should open with a new table and with the table tools showing in the ribbon, as shown in Figure 9.2.
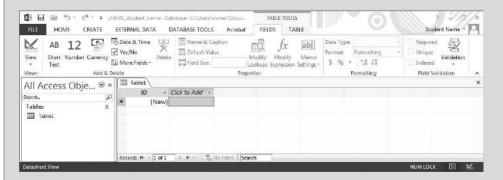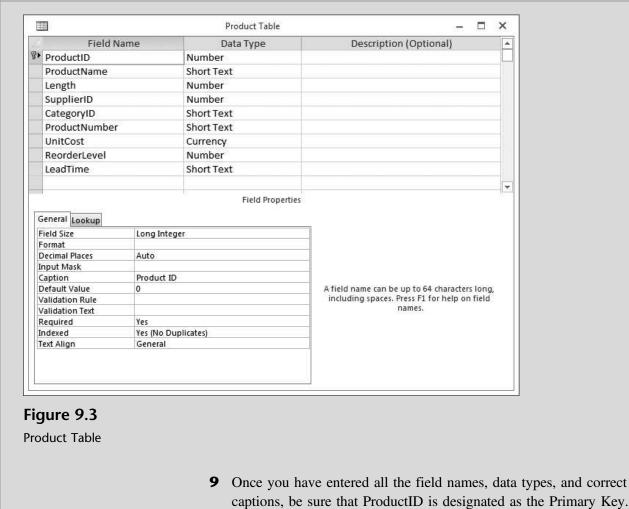

Figure 9.2

New Database Window

5   Click **View** and then click **Design View**.

6   Type **Product Table** as the name of the new table you are about to create and then click **OK**.

7   Change the first field name from ID to ProductID, leaving the data type as AutoNumber.

8   Enter the additional field information shown in Figure 9.3 exactly as typed. (*Note:* Each data type has different field property characteristics, but all allow you to specify a caption. Be sure to separate the field name for clarification and enter it as each field's caption; see Figure 9.3, Product ID, for an example.) Continue with the rest of the fields, changing captions ProductName to Product Name, SupplierID to Supplier ID, et cetera. *Note:* When adding field name Length as a data type number you'll need to specify the field size property as Singe, and the decimal places property as 2.

Field Name	Data Type	Description (Optional)
ProductID	Number	
ProductName	Short Text	
Length	Number	
SupplierID	Number	
CategoryID	Short Text	
ProductNumber	Short Text	
UnitCost	Currency	
ReorderLevel	Number	
LeadTime	Short Text	

Field Properties

General Lookup

Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	Product ID
Default Value	0
Validation Rule	
Validation Text	
Required	Yes
Indexed	Yes (No Duplicates)
Text Align	General

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

Figure 9.3

Product Table

9 Once you have entered all the field names, data types, and correct captions, be sure that ProductID is designated as the Primary Key. If it is not, select the field and then click the **Primary Key** tool from the Tools group on the Design ribbon.

10 Click the **File** tab and then click **Save**.

You have created a placeholder for product information. Now it's time to create a placeholder for supplier information.

Creating the Supplier Table

As with the product table creation, once again several fields will be required to capture information about each supplier. A supplier ID, supplier name, and contact name are just a few of the critical pieces of information necessary. In addition, Kyle suggests you should also include information about the contact's title, address, and phone and fax numbers.

To create the supplier table:

1 Click the **Create** tab on the ribbon.

2 Click **Table Design** from the Tables group on the ribbon.

3 Enter the information shown in Figure 9.4 exactly as typed. (*Note:* Each data type has different field property characteristics, but all allow you to specify a caption. Be sure to separate the field name for clarification and enter it as each field's caption.) Continue with the rest of the fields, changing SupplierName to Supplier Name, ContactName to Contact Name, and so forth. (Observe that changing a field's caption does not change the field's name.)

Figure 9.4

Supplier Table

4 Once you have entered all the field names, data types, and correct captions, click the **SupplierID** field name and then click the **Primary Key** tool on the ribbon.

5 Click the **File** tab and then click **Save**.

6 Type **Supplier Table** as the table name in the Save As text box and then click **OK**.

You have now created a placeholder for supplier information. All that is left is to create a table with category information so that you can separate products into identifiable categories.

Creating a Category Table

The final table necessary to complete the inventory database is a category table, which will consist of only two fields: a category ID and a category name. "Why not just add the category to each product in the product table?" you ask.

"Because," Kyle responds, "in a relational database we try to conserve space and eliminate redundancy."

To create a category table:

1 Click the **Create** tab on the ribbon.

2 Click **Table Design** from the Tables group on the ribbon.

3 Create two fields: CategoryID as Short Text data type and CategoryName as a Short Text data type.

4 Set the CategoryID field as the primary field

5 Click the **File** tab and then click **Save** and then type **Category Table** in the Save As text box and then click **OK**.

Your table structure is complete. All you need now is information.

Entering Data into Tables

With the table structure complete, you volunteer to enter information about the company's products, suppliers, and categories. Nathan provides the information for each category, product, and supplier.

To enter data into the three tables:

1 Double-click the **Category Table**.

2 Type **A** as the first Category ID and then type **Flatwater** as the first Category Name. After you type each record, press the [**Enter**] key to begin a new category.

3 Type additional categories as shown below in Figure 9.5.

Figure 9.5

Completed Category Table

Category ID	Category Name
A	Flatwater
B	Inflatable
C	Race
D	Surf
E	River
F	Paddles

Record: 1

4 Close the Category Table window after you have typed all the information.

5 Click **Yes** if asked to save changes.

6 Click the **Supplier Table** tab and then click **View** and then **Datasheet** View from the Ribbon.

7 Enter the information as specified in Table 9.1. After you type each record, press the [**Enter**] key to begin a new supplier.

Table 9.1   Supplier Table Information

Supplier ID	1	2	3	4	5
Supplier Name	Boardworks	Naish	Bark	Infinity	Ron House
Contact Name	Ben Nimitz	Sara Munoz	Nancy Bearfoot	Paul Moo	Kelly O'Leary
Contact Title	VP Sales	Sales director	Western sales	Salesman	Regional sales
Address	100 8th Ave.	909 S. Washington	111 Macarthur Blvd.	24382 Del Prado	571 Mount Pleasant
City	New York	Pilot Pt.	Mahwah	Dana Point	Dover
Postal Code	10035	76258	07430	92629	07801
State Or Province	NY	TX	NJ	CA	NJ
Country	USA	USA	USA	USA	USA
Phone Number	212-555-1354	940-555-0817	201-555-5730	949-555-4166	201-555-3215
Fax Number	212-555-6874	940-555-1187	201-555-3872	949-555-9718	201-555-8741

8 Close and save the Supplier Table after you have typed all the information.

9 Double-click the **Product Table**.

10 Enter the information as specified in Table 9.2. After you type each record, press the [**Enter**] key to begin a new product.

11 Close and save the Product Table window after you have typed all the information.

"Remember," Kyle says, "in this case every product has one category, but every category may have multiple products. Thus we have a one-to-many relationship."

Next up: establishing relationships among the three tables.

Establishing Table Relationships

One final step is necessary when you create multiple tables: creating relationships between the tables. Recall our previous discussion (see Chapter 8) about one-to-one, one-to-many, and many-to-many relationships. In the What SUP database you created three tables, and now you must define each relationship. For example, every product belongs in a particular category and has a supplier. Thus, there is a one-to-many relationship between the supplier table and the product table and a one-to-many relationship between the category table and the product table.
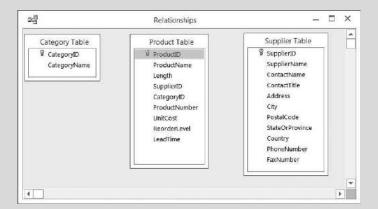
Kyle suggests you establish those relationships using Access's relationship tool.

To establish relationships between tables:

1 Select the **Relationships** tool from the Database Tools tab on the Ribbon.

2 Click each table in the Show Table window and click the **Add** button so that all three tables appear in the Relationships window.

Table 9.2 Product Table Information

Product ID	101	102	103	104	105	106	107	108	109	110	111	112	113	114
Product Name	Veneer Raven	Nalu	Shubu X	Nalu Air	Candice Appleby	Glide GS	Slater Trout	Hollow Carbon	Joy Ride	Badfish	Badfish 2	Clear Wood	Makani	BW Hybrid
Length	11.5	12.5	10	10	12.5	12.5	10	14	11	7	9	12.5	8	9
Supplier ID	1	2	1	2	3	2	4	5	1	3	3	4	2	1
Category ID	A	A	B	B	C	C	D	C	E	D	E	C	F	F
Product Number	136305	NA321	137814	NA841	CA392	GS233	ST23141	234	514102	BD741	BD241	CW94355	NA112	415333
Unit Cost	700.00	800.00	500.00	625.00	1,150.00	810.00	690.00	1,700.00	626.00	410.00	685.00	975.00	135.00	110.00
Reorder Level	5	2	2	2	2	1	2	2	2	2	3	1	10	20
Lead Time	10	11	14	10	15	30	30	25	18	10	7	12	3	2

3 Click **Close** in the Show Table window.

4 Resize the Product table and the Supplier Table so that all fields are visible and the vertical scroll bars disappear, as shown in Figure 9.6.

Figure 9.6
Relationships Window

5 Click on the **Category ID** field in the Category Table. Hold the mouse button down and drag to the **Category ID** field in the Product Table, and then release the mouse button.

6 When the Edit Relationships window appears, click **Create**.

7 Click on the **Supplier ID** field in the Supplier Table. Hold the mouse button down and drag to the **Supplier ID** field in the Product Table; then release the mouse button.

8 When the Edit Relationships window appears, click **Create**. The Relationships window should now show lines connecting the common fields between each table, as shown in Figure 9.7.

9 Click the **Relationship Report** tool in the Tools group of the Design tab on the Ribbon. Click **Open** if a Microsoft Access Security Notice appears.

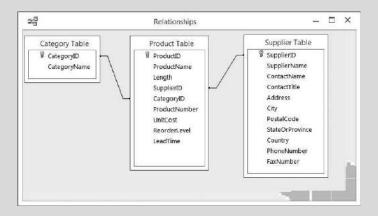**10** Click **Print** and then click **OK** to print the relationships report.

Figure 9.7
Established Relationships

11 Close the Relationships report and click **No** when asked if you want to save changes to the report.

> **12** Close the Relationships window and click **Yes** if asked to save the changes to the relationships.

Now that relations have been established, you can create queries, reports, and forms that use information from one or more tables. However, it is always important to have a physical copy of your tables for backup and reference.
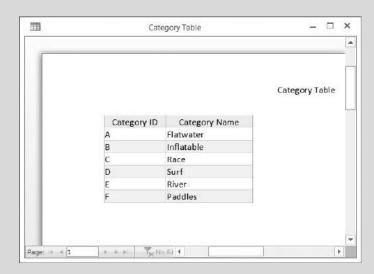
Printing Tables

Occasionally you may want to print the tables to make sure information has been entered correctly. Later you will use the report feature of Access to print specific information available in the tables in a format that more effectively provides the needed information.

To print all three tables:

1 Double-click the **Category Table**.

2 Click the **File** tab and then click **Print** and then click **Print Preview** to view a reduced-size version of the table to be printed.

3 Click once in the table to zoom to a larger size. (*Note:* You may have to move the scroll bars around to find the table to be printed.) Your screen should look like Figure 9.8.

4 Click the **Print** button on the Print Preview tab to print a copy of the table, and then click **OK** to print.

5 Click the **Close Print Preview** button and then close the Category Table window.

Figure 9.8

Print Preview of the Category Table

6 Double-click the **Product Table**.

7 Click the **File** tab and then click **Print** and then click **Print Preview** to view a reduced-size version of the table to be printed.

8 Click the **Print** button on the Print Preview tab to print a copy of the table, and then click **OK** to print.

9 Click the **Close Print Preview** button and then close the Product Table window.

10 Double-click the **Supplier Table**.

11 Click the **File** tab and then click **Print** and then click **Print Preview** to view a reduced-size version of the table to be printed.

12 Click the **Print** button on the Print Preview tab to print a copy of the table, and then click **OK** to print.

13 Click the **Close Print Preview** button and then close the Supplier Table window.

Queries

Queries are essentially questions about the information stored in the database, such as: What products do we sell? From whom do we buy products? For any query, it is important to identify where the information can be found, what information is required, what criteria have been established, and how the information is reported.
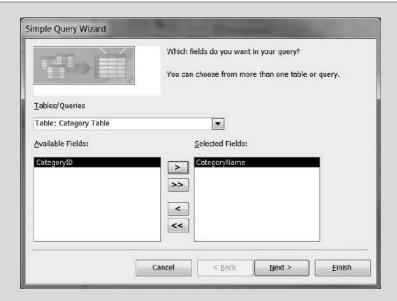
Creating a Query

Kyle explains that, for each query, tables are identified that contain the information to be requested. He suggests you create a query to list all products. Specifically, he wants you to provide the category name, product name, unit price, supplier name, and supplier phone number.

To create a query:

1 Click the **Create** tab on the Ribbon.

2 Click **Query Wizard** from the Queries group on the Create tab.

3 Select **Simple Query Wizard** from the New Query window and then click **OK**. Click **Open** if a Microsoft Access Security Notice appears.

4 Select **Table: Category Table** from the Table/Queries drop-down list.

5 Click the field **Category Name** from the list of available fields, then click the > button. This action will place the field CategoryName into the list of selected fields; see Figure 9.9.

Figure 9.9

Simple Query Wizard

Trouble? If you select the wrong field or click the wrong buttons, you can use the > or < buttons to move fields back and forth between the list of available fields and the list of selected fields.

6 Select **Table: Product Table** from the Table/Queries drop-down list.

7 Click the field **Product Name** from the list of available fields, then click the > button. This action will place the field ProductName into the list of selected fields.

8 Click the field **Unit Cost** from the list of available fields, then click the > button. This action will place the field UnitCost into the list of selected fields.

9 Select **Table: Supplier Table** from the Table/Queries drop-down list.

10 Click the field **Supplier Name** from the list of available fields, then click the > button. This action will place the field SupplierName into the list of selected fields.

11 Click **Next** in the Simple Query Wizard window.

12 Make sure the Detail button is selected in the window presented, and then click **Next**.

13 Type **Products Query** as the title, click the **Open the query to view information** button, and then click **Finish**.

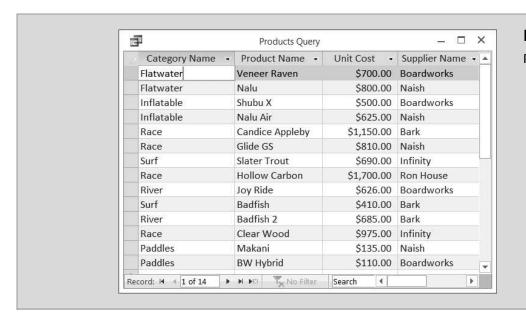**14** The resulting query lists all products, as shown in Figure 9.10.

Figure 9.10

Products Query

Printing a Query

Occasionally you may want to print the query to make sure information has been properly selected. Later you will use the report feature of Access to print specific information available from a query in a format that more effectively provides the needed information.

To print a query:

1 Double-click **Products Query**.

2 Click the **File** tab and then click **Print** and then click **Print Preview** to view a reduced-size version of the query to be printed.

3 Click the **Print** button on the Print Preview tab to print a copy of the table, and then click **OK** to print.

4 Click the **Close Print Preview** button, and then close the Products Query window.

Access has another helpful feature, called *forms*, for capturing or viewing information in a database.

Forms

Forms have a variety of purposes. One purpose is to provide a dialog box for access to predesigned queries, other forms, or reports. Another purpose is to provide a dialog box to capture new information and use it to carry out an action.

Creating a Form

Kyle suggests that you use a form to capture information about additional What SUP's products. He reminds you that entering information into a form automatically updates the table containing such information. The form itself is just a means to update the table either by editing existing information or by adding new information like a new record.

To create a form to capture additional products:

1 Click the **Create** tab on the Ribbon.

2 Click **Form Wizard**

3 Select **Table: Product Table** from the Table/Queries drop-down list.

4 Click the >> button to select all the fields available, and then click **Next**.

5 Select the **Columnar** layout, and then click **Next**.

6 Type **Product Form** as the new form title, and then click **Finish**. The resulting form should look like Figure 9.11.

7 Do not close this form.

Figure 9.11

Products Form

Next record button   New record button

Using a Form to View, Edit, or Add Information

This newly created form can be used to enter new information, edit existing information, and view existing information for each product. Nathan offers to try out the new form by viewing each record. He also volunteers to enter a new product and edit a reorder level for one product.

To use a form to view and edit existing products and add an additional product:

1 Click the **Next record** button (the right arrow) at the bottom of the Products form and view each product. Continue to view each record until you reach record 5, Product ID 105.

2 Click in the **Reorder Level** edit box and change the reorder level from 2 to 3.

3 Click the **New record** button (the right arrow with the asterisk).

4 Click in the Product Name field.

5 Type **115** as the Product ID and then type **Blaster** as the Product Name.

6 Complete the form as shown in Figure 9.12.

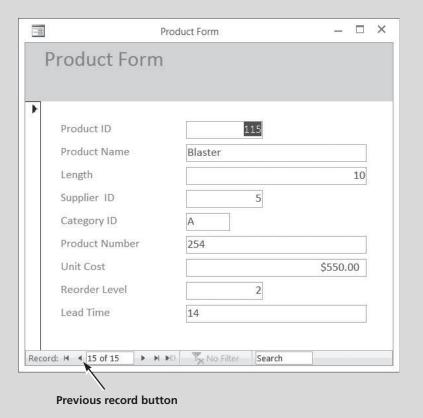**Figure 9.12**

Product Form with New Record

Previous record button

7 Do not close this form.

Nathan has completed the form and, in so doing, has edited an existing record and added a new one. This new product is now a part of the product table and will be present for future queries or reports. Most of the information in a form comes from an underlying record source. For What SUP this includes some of the product information derived from the product table. Using graphical objects called *controls*, Nathan created a link between the form and its record source, the product table. He used the most common type of control used to display and enter data: a text box.

Other information in the form is stored in the form's design. In the What SUP form just created, this includes the descriptive text (such as headers and footers) as well as graphic elements (such as the horizontal rule). In other forms this might include a calculation that comes from an expression stored in the form's design.

Printing a Form

Occasionally you may want to print a single form.

To print a single form:

1 Click the **Previous record** button until you reach Record 2.

2 Click the **File** tab, click **Print**, and then click **Print** again.

3 Click **Selected Record(s)** to print the form of record 2. Note that only record 2 will be printed, because you were in record 2 when you activated the Print window.

4 Click **OK** to print the selected record.

5 Close the Products form.

"How do I get a report of the information in my new database?" asks Nathan. "Good question," Kyle answers. "Let's generate a report for you now."

Reports

Reports are a way for a user to get information out of a database in a format that helps the analytical process. To be useful, reported information needs to be properly formatted, sorted, and/or grouped. Reports are more than listings of information. For instance, a user may want to create mailing labels, which would require a different level of formatting than a report of items grouped in particular categories. Your report may need a chart, a logo, subtotals, or grand totals. It may need a date, a special title, headers and footers by item or category, et cetera. Finally, your requirements may necessitate the reporting of only certain items in your database that meet specific criteria, such as those items that cost more than a certain dollar amount or those items from a particular category only.
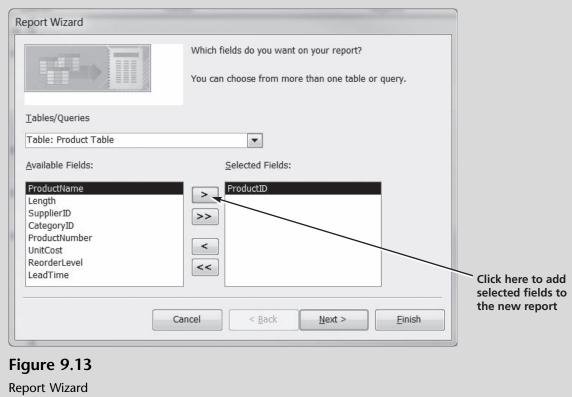
Creating a Report

Kyle suggests that your first report utilize Access's Reports Wizard and simply list, by product number, all the products together with their product ID, product name, and unit price. There are five steps to creating a report:
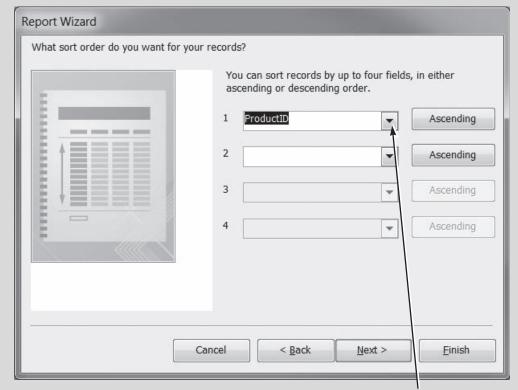
- Identify which fields you want in your report and in what tables those fields are present.

- Specify grouping levels, if any.

- Specify sort order, if any.

- Specify a report layout.

- Specify a report style.

To create a report of all products listed by product number:

1 Click the **Create** tab on the Ribbon.

2 Click **Report Wizard** from the Reports group. Click **Open** if a Microsoft Access Security Notice appears.

3 Click **Table: Product Table** from the list of Tables/Queries.

4 Click **Product ID** from the list of Available Fields; then click the > button to move ProductID from the list of Available Fields to the list of Selected Fields. Your screen should look like Figure 9.13.
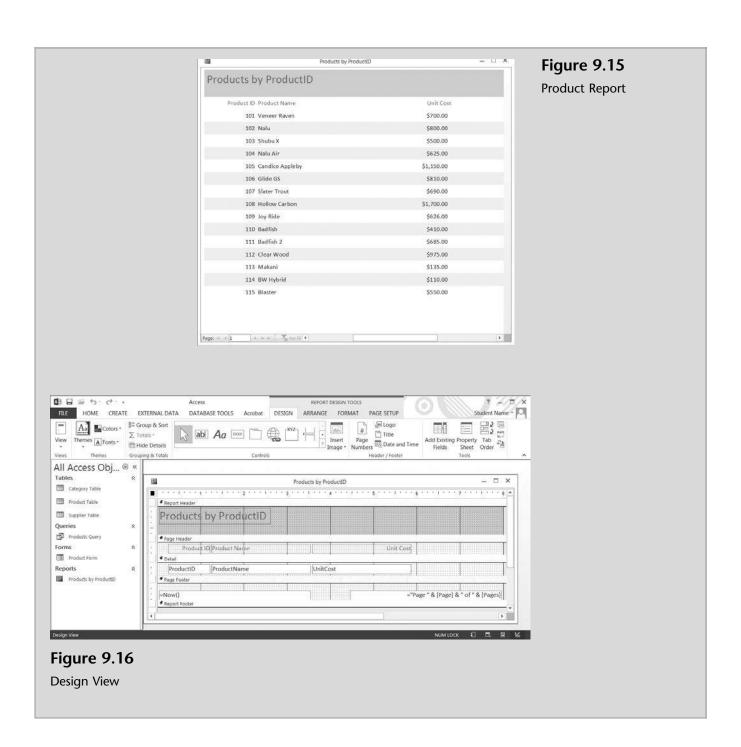

Figure 9.13

Report Wizard

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5 Click **Product Name** from the list of Available Fields, then click the > button to move ProductName from the list of Available Fields to the list of Selected Fields.

6 Click **Unit Cost** from the list of Available Fields, then click the > button to move UnitCost from the list of Available Fields to the list of Selected Fields.

7 Click the **Next** button.

8 Click the **Next** button again, since no grouping is required for this report.

9 Select **Product ID** in the first sort order list box. Make sure the sort order is Ascending, as shown in Figure 9.14, and then click **Next**.

10 Click **Tabular** Layout, **Portrait** Orientation, and make sure the **Adjust the field width so that all fields fit on a page** check box is checked; then click **Next**.

11 Type **Products by Product ID** as the name of the report. Select the **Preview the Report** option button, and then click **Finish**. Your window should look like the one shown in Figure 9.15.

12 Click **Close Print Preview** to reveal the report's design view, as shown in Figure 9.16.

13 Leave the resulting report design view window open.

Click here to select sort order

Figure 9.14

Selecting the Sort Order for a New Report

Figure 9.15

Product Report

Figure 9.16

Design View

Editing a Report

You can edit this report at any point and change its characteristics. When you closed the Report window, a Design View window appeared. You can switch between Report, Layout, and Design view by clicking on the View tool.

The *Design view* gives you a more detailed view of the structure of your report. You can see the header and footer bands for the report, page, and groups. The report is not actually running in Design view, so you cannot see the underlying data while working; however, there are certain tasks you can perform more easily in Design view than in Layout view. You can add a wider variety of controls to your report, such as labels, images, lines, and rectangles. You can also edit text-box control sources in the text boxes themselves (without using the property sheet) and change certain properties that are not available in Layout view.
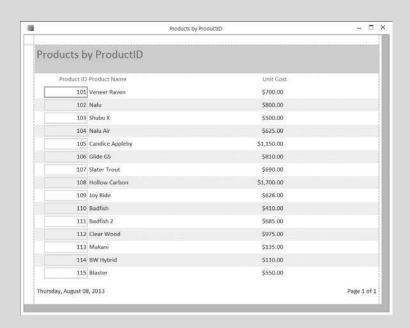
The *Layout view* is the most intuitive view to use for report modification, and it can be used for nearly all the changes you would want to make to a report in Office Access 2013. In Layout view the report is actually running, so you can see your data much as it will appear when printed. Nonetheless, you can still make changes to the report design in this view. Because you can see the data while you are modifying the report, it's a useful view for setting column widths, adding grouping levels, or performing almost any other task that affects the appearance and readability of the report.

Meagan suggests that the report just generated could be improved be centering the product ID title and data, narrowing the width of the unit price field, and narrowing the horizontal rule. You offer to make the changes she has suggested by using the Design view.

To edit the "Products by Product ID" report:

1 Change to the Layout view by clicking the **View** button tool and clicking **Layout View**. Note the differences between the Layout view shown here in Figure 9.17 below and the Design view shown previously in Figure 9.16. (More on this later.)

Figure 9.17

Layout View

2 Change back to the Design view by clicking the **View** button tool and clicking **Design View**.

3 Click **Product ID** (located in the Page Header section), then click the **Center** tool in the Text Formatting group in the Home tab of the Ribbon.

4 Click **Product ID** (in the Detail section) and then click the **Center** tool.

5 Click ProductName (in the Page Header section). Hold the Shift key down and click ProductName in the Detail section as well. (*Note:* Holding the Shift key down allows you to select both the header and the detail field at the same time.)

6 Click the right side on the ProductName field and drag to the left until the rightmost edge of both the ProductName field and header are lined up with the 3-inch marker on the ruler. Repeat the same process for the UnitCost field and header so that they are lined up as shown in Figure 9.18.
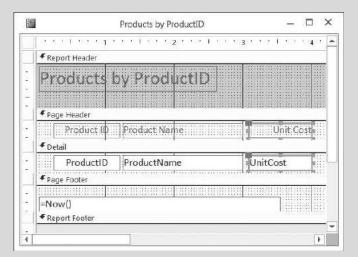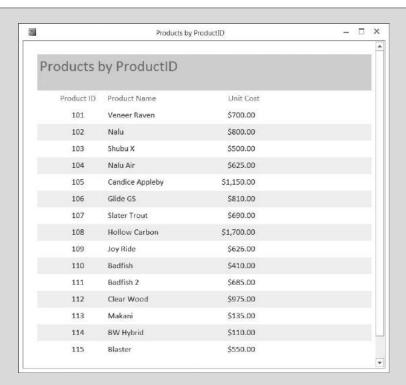

Figure 9.18

Resizing Fields in a Report

7 Click anywhere in the Report window to unselect the Unit Cost fields.

8 Scroll to the far lower right-hand side of the report and then click the **Pages** text box located in the Page Footer.

9 Click the right side of the **Pages** text box and drag to the left until the rightmost edge of text box is lined up with the 5½-inch marker on the ruler.

10 Click the right side of the report and drag to the left until the rightmost edge of the report is lined up with the 6-inch marker on the ruler.

11 Click the **View** tool and then click **Report View** to see the effects of these changes on the final report. Your report should now look like Figure 9.19.

Figure 9.19

Resized Report in Print Preview

12 Close the Products by ProductID report.

13 When prompted, click **Yes** to save the changes in the Products by ProductID report.

Printing a Report

Often you will want to print the reports created.

To print the "Products by Product ID" report:

1 Double-click the **Products by Product ID** report.

2 Click the **File** tab, click **Print**, and then click **Print Preview**.

3 Click the **Print** button and then click **OK** to print the report. Your report should look like Figure 9.20.

Figure 9.20

Printed Products by
Product ID Report

Products by ProductID

Product ID	Product Name	Unit Cost
101	Veneer Raven	$700.00
102	Nalu	$800.00
103	Shubu X	$500.00
104	Nalu Air	$625.00
105	Candice Appleby	$1,150.00
106	Glide GS	$810.00
107	Slater Trout	$690.00
108	Hollow Carbon	$1,700.00
109	Joy Ride	$626.00
110	Badfish	$410.00
111	Badfish 2	$685.00
112	Clear Wood	$975.00
113	Makani	$135.00
114	BW Hybrid	$110.00
115	Blaster	$550.00

4 Close the Products by ProductID report window.

Nathan and Meagan are both pleased with your changes and impressed with your skills. They recognize that they have just scratched the surface of what Access can do for their business and are anxious to learn more.

End Note

In this chapter you have learned about some basics of the Access program, some features of the help system, and how to work with tables, queries, forms, and reports. There is much more to the Access program and much more to know about tables, queries, forms, and reports. The following four chapters will elaborate on each of these, bringing you a keener understanding of how Access is used in accounting.