

MS Access Biology Assignments

Table of Contents

Opening Access software-----	3
Mammals Database	
Create Database Structure and Table, TBL Identifier , using Design View-----	4-6
Entering Data into Table using Datasheet View-----	6
Sorting the database-----	6
Multi-tasking, Copy and Paste into MS Word-----	6
Filtering the database-----	7
Queries-----	8-15
Exiting Access software when finishing a session-----	15
Opening Access software (again)-----	15
Creating another Table, TBL Collection Data -----	16
Entering Data into Table-----	16-17
Queries linking tables using AND, OR, LIKE-----	18-23
Query Totals, Group By, Sum, Properties, Fixing decimal places, COUNT, Expression---	23-25
Creating a Form, FRM Collection Data using a wizard-----	25-27
Creating a Report using a Wizard, Grouping, Sorting, Summary Options (AVG)-----	27-29
Report Design View modifications, Fixing Decimals, Moving and Sizing Title Boxes-----	30-31
Creating another Table, TBL Viability Status -----	31
Create Report, RPT Status , create query with multiple sort-----	32-33
Create Report Design view, moving, sizing boxes-----	33-35
Create FRM Identifier with List Box, Combo Box, Properties (color)-----	37-41
Add Records to FRM Identifier -----	41
Create query and add calculated columns-----	42-43
Create RPT Sample Tags in Design View-----	44
Forestry Consultant Database	
Create a new database, use Like, Not Like, Delete Records Query-----	45-48
Create Forms, FRM Forestry Consultants , with List Boxes, Combo Boxes-----	48-53
Create a query with calculated columns-----	53
Biology Employee Payroll Database Assignments -----	54
Biology Office Supplies Database Assignments -----	55
Hospital Expense Database Assignments -----	56