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Ms Access Lab Manual

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Define the terms field, record, table, and database. • Start Microsoft Access; describe the Database window and the objects in an Access database. • Add, edit, and delete records within a table; use the Find command to locate a specific record.

ACCESS - inf293.cankaya.edu.tr

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Microsoft Access automatically creates a new table in the database called Table1. This is a temporary name until the table is saved. Understanding the Views There are 2 basic views when you work in a table: Design View and Datasheet View. Design View is used to set the data types, insert or delete fields, and set the Primary key.

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