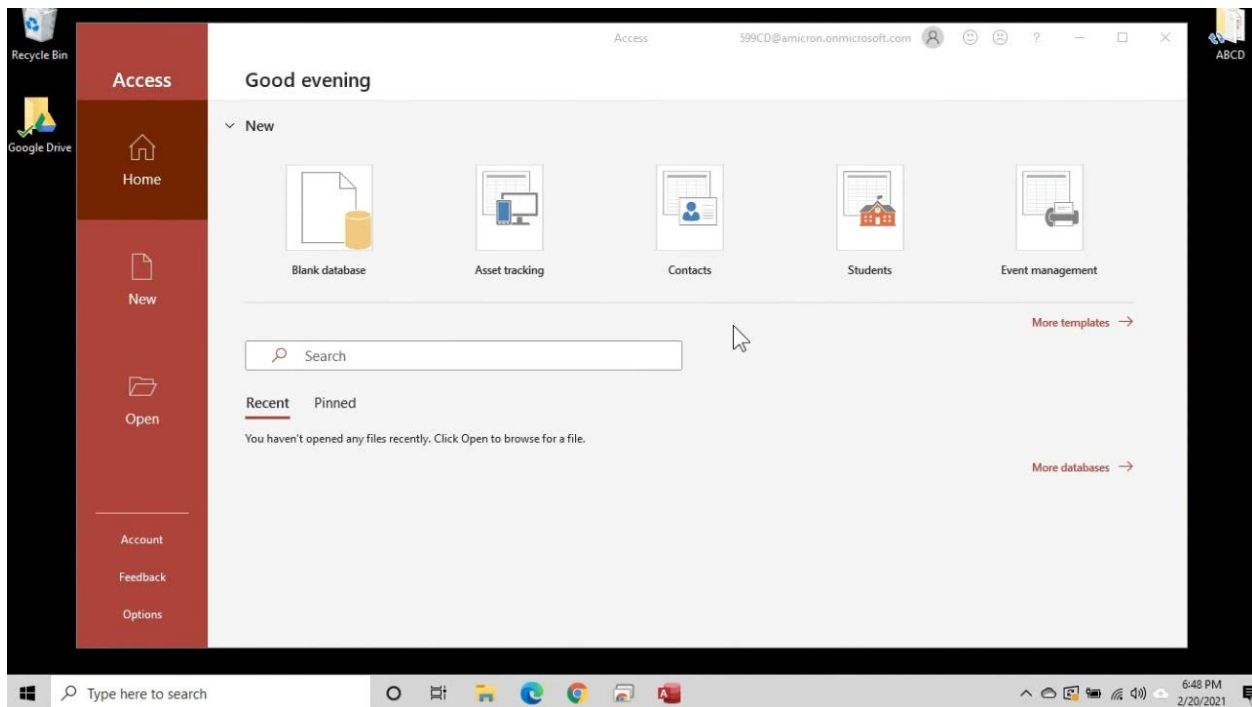




Microsoft Access Beginner 1

Lesson 3 Illustrated Handbook Prototype



Getting Started | By Richard Rost

This prototype restructures the lesson as an illustrated procedure instead of reproducing the narration verbatim. Screenshots were selected directly from the lesson video and matched to the action or result they explain.

Rick's Note: I plan on programming the AI to pick a more representative picture for the start of each lesson. Probably the actual screen from the beginning of the video that has the topics and stuff that's covered. Again, everything in this handbook the AI generated on its own, and it's only a first pass

Lesson Goals

By the end of this lesson, you will be able to start Microsoft Access, create a new database file, identify the main parts of the Access interface, and switch from tabbed documents to overlapping windows.

- Start Microsoft Access from Windows.
- Create and name the PCResale database.
- Recognize the Ribbon, Navigation Pane, Status Bar, and object workspace.
- Collapse interface elements when you need more working room.
- Configure Access to use overlapping windows.
- Understand the security warning shown when a database opens.

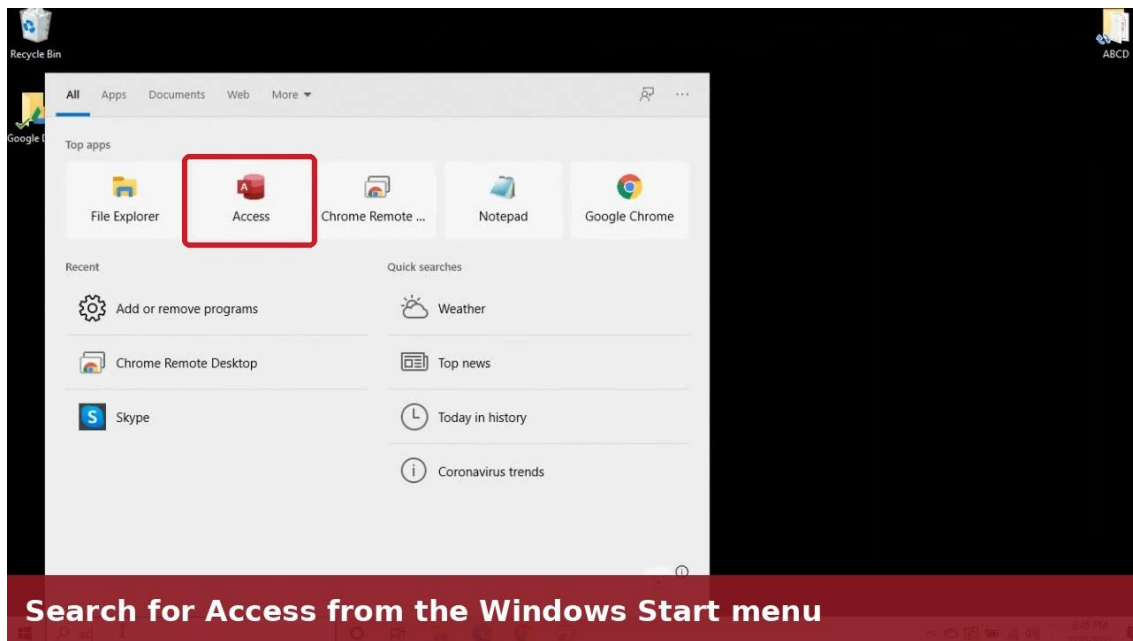
About this handbook: The video remains the complete lesson. This document is designed for following the procedure, reviewing the important concepts, and finding the exact screen you need without replaying the entire video.

Lesson Map

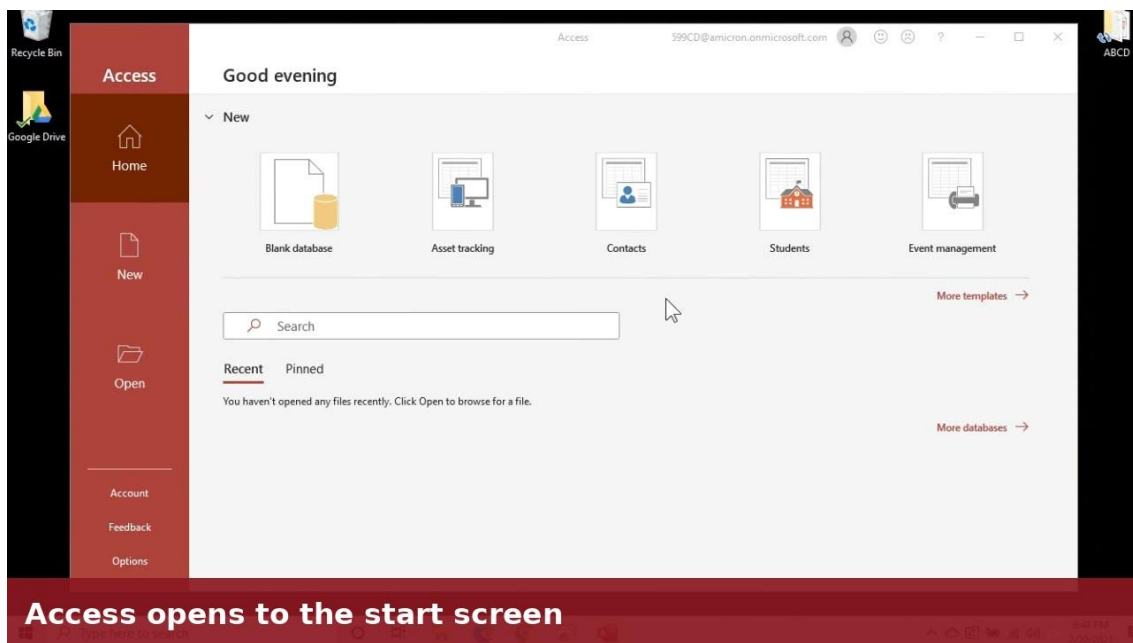
- Start Access
- Create PCResale.accdb
- Tour the Access interface
- Compare tabbed and overlapping windows
- Change the document window setting
- Reopen the database and review the security warning

1. Start Microsoft Access

1. Open the Windows Start menu.
2. Type Access in the search box.
3. Select Microsoft Access from the search results.



The Windows search result identifies the installed Access application.



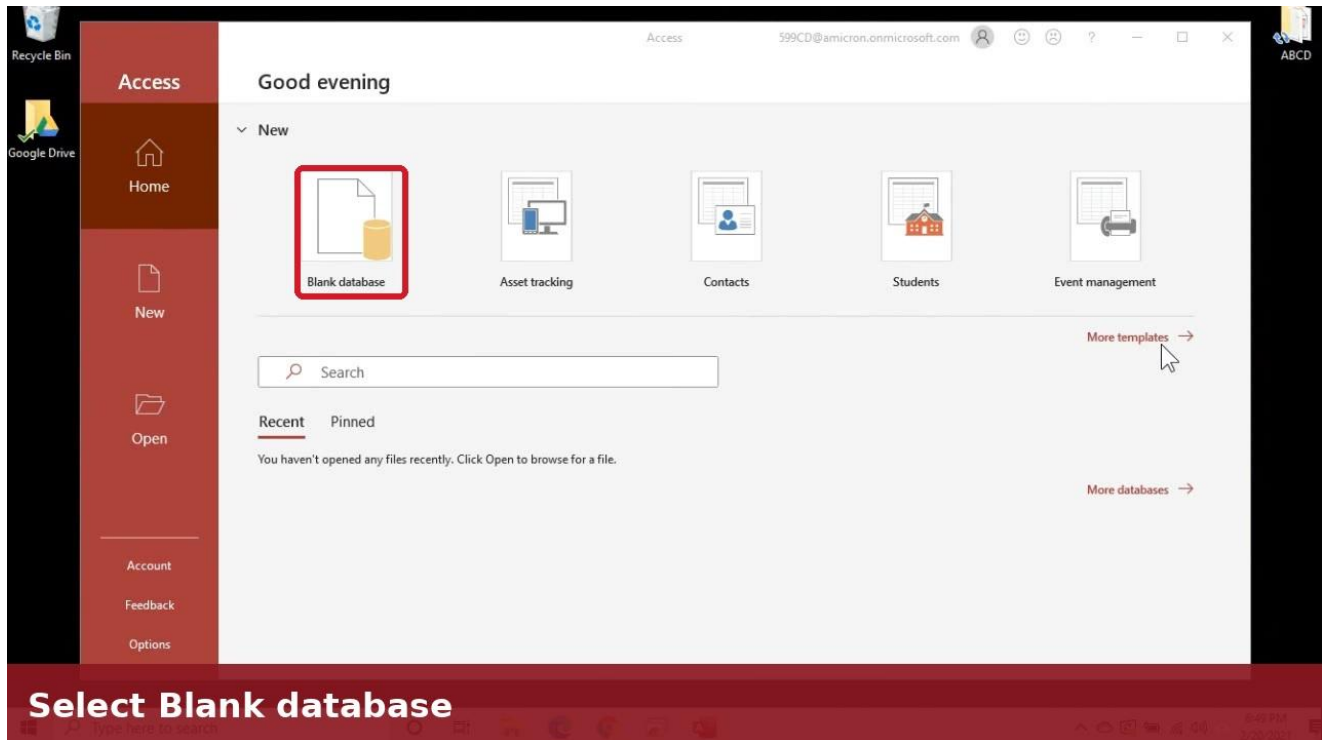
Access opens to its start screen rather than automatically creating a blank file.

Tip: Pin Access to the Start menu or taskbar if you use it frequently.

2. Create the PCResale Database

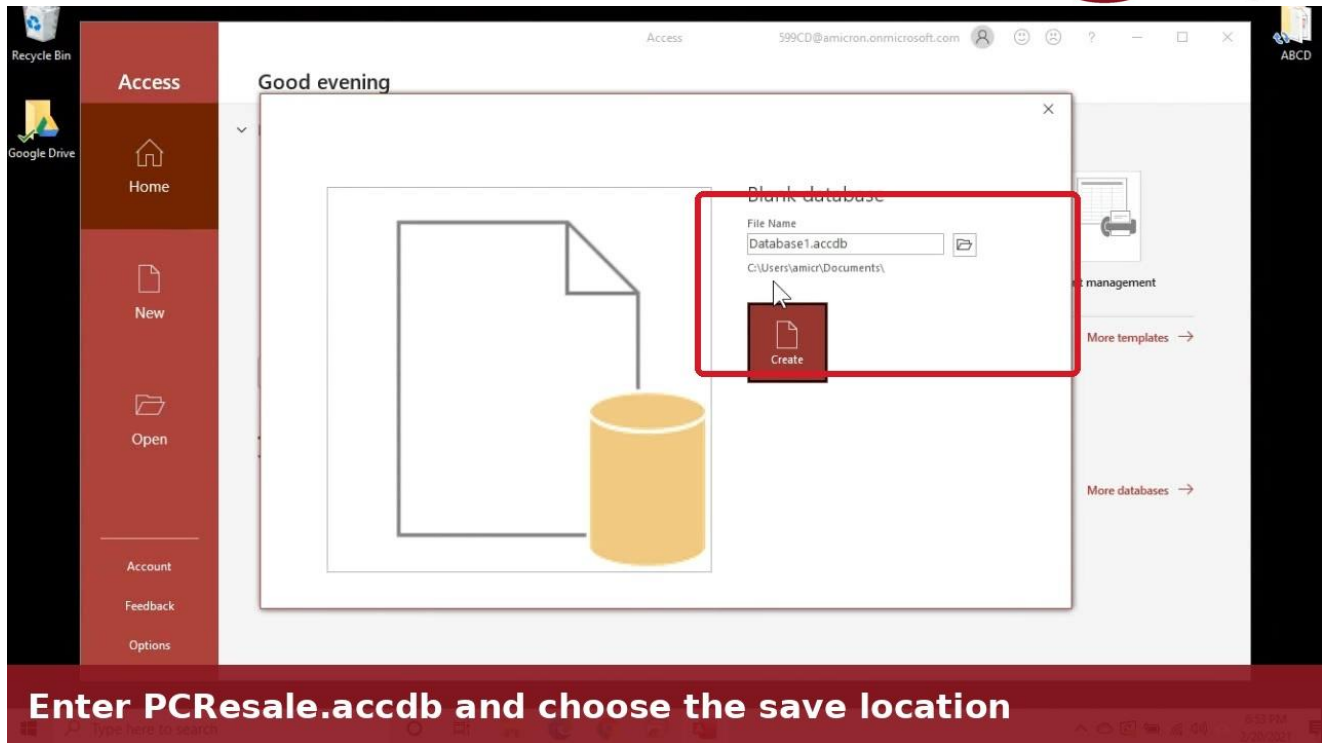
Access displays templates for common database projects. For this course, start with an empty file so every object is built from the beginning.

4. Select Blank database.
5. Enter PCResale as the file name. Access adds the .accdb extension automatically.
6. Use the folder button if you want to choose a different save location.
7. Click Create.



Select the Blank database template, not one of the prebuilt sample databases.

Rick's Note: I need to make sure it does the numbering correctly. It looks like it's continuing the numbered list from the previous set, so that's on my list



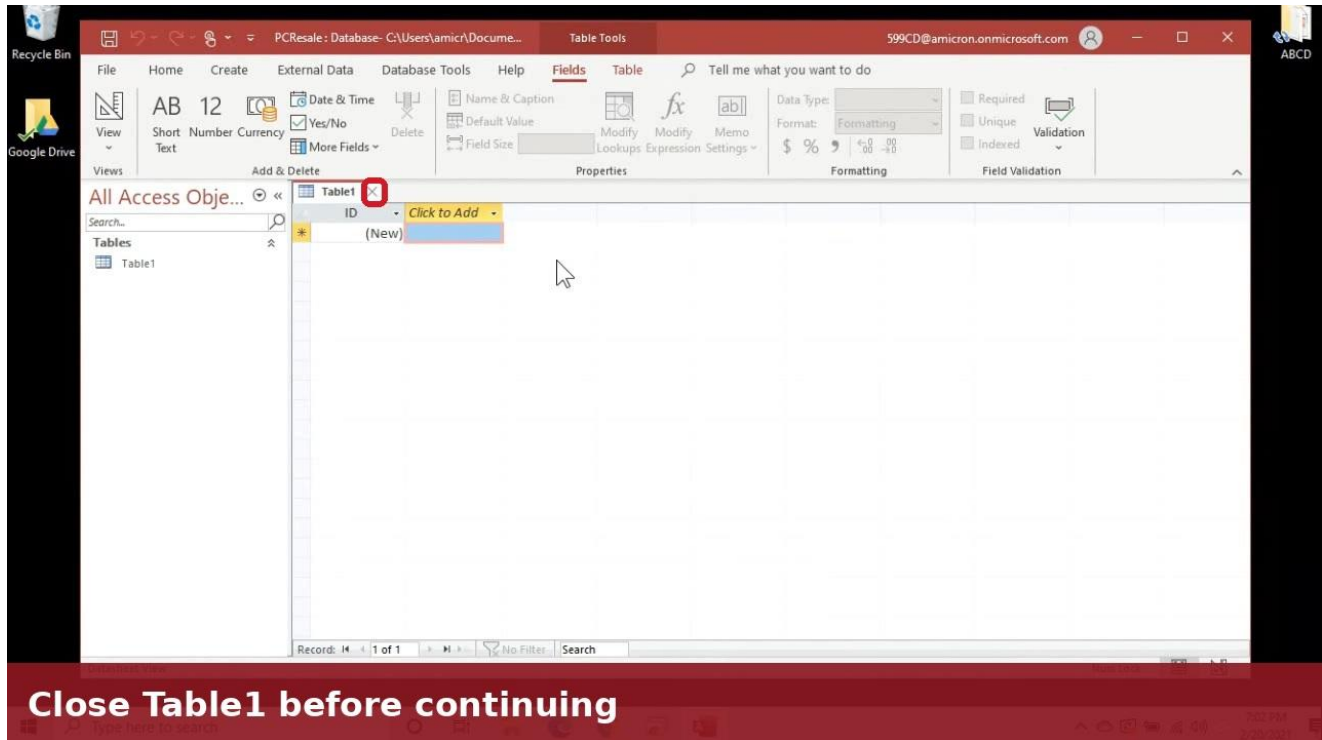
Name the file PCResale.accdb and confirm where it will be stored.

Important: Know where your database is stored. Backups are much easier when the file location is deliberate instead of mysterious.

3. Begin with a Clean Database Shell

Access initially opens Table1 in Datasheet View. This course builds tables in Design View, so close the temporary table without saving it.

8. Click the X on the Table1 object tab.
9. If Access asks whether you want to save Table1, choose No.
10. Leave the empty database shell open.



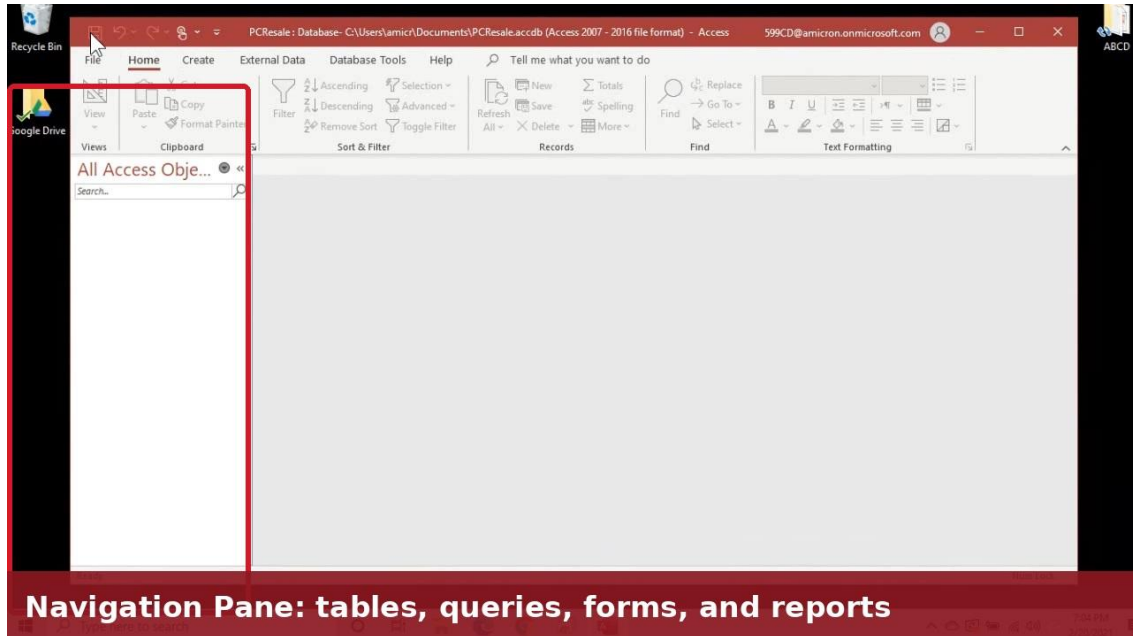
Close the temporary Table1 object. Do not close the entire Access application.

Why close Table1? Datasheet View encourages you to create fields while entering data. Design View provides better control over field names, data types, keys, and other table properties.

4. Tour the Access Interface

Navigation Pane

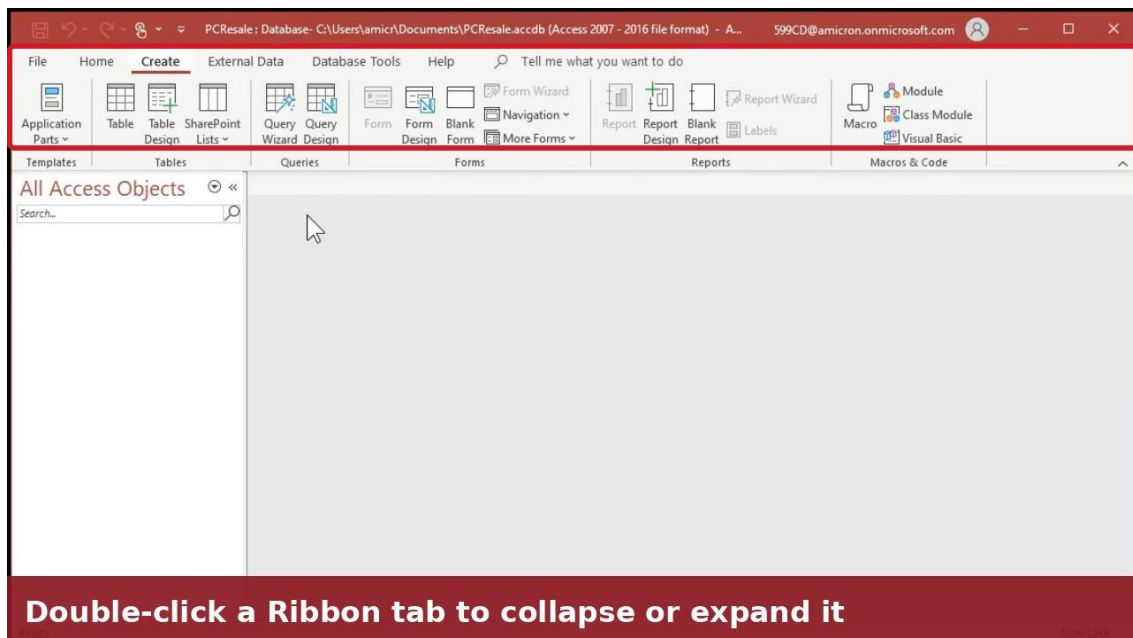
The Navigation Pane lists the objects stored in the current database. As the course progresses, this area will contain tables, queries, forms, and reports.



The Navigation Pane remains available while you work with objects in the main workspace.

Ribbon

The Ribbon is the main command system. Its available commands change according to the selected object and the view you are using.



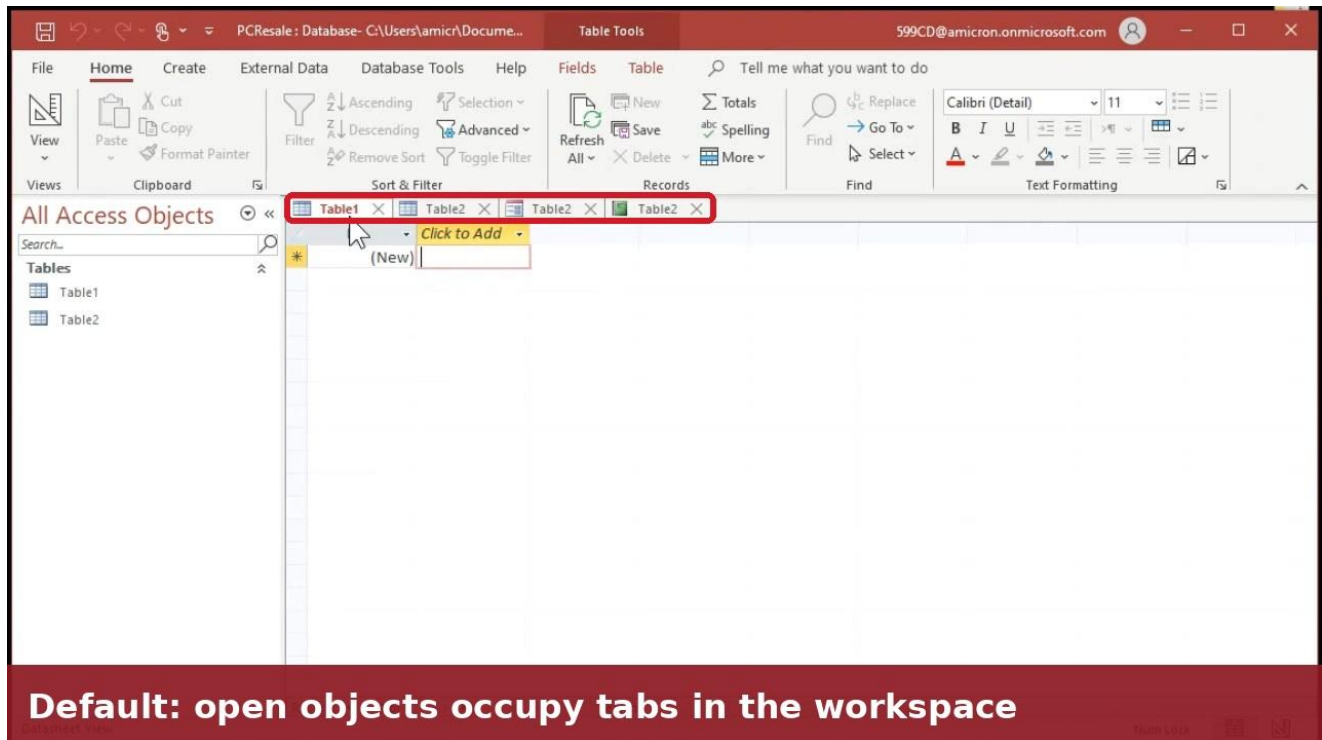
Double-click a Ribbon tab to collapse the commands. Double-click again to restore them.

5. Understand the Document Window

The document window is the large workspace where Access opens tables, queries, forms, and reports. Access supports two different window styles.

Tabbed Documents

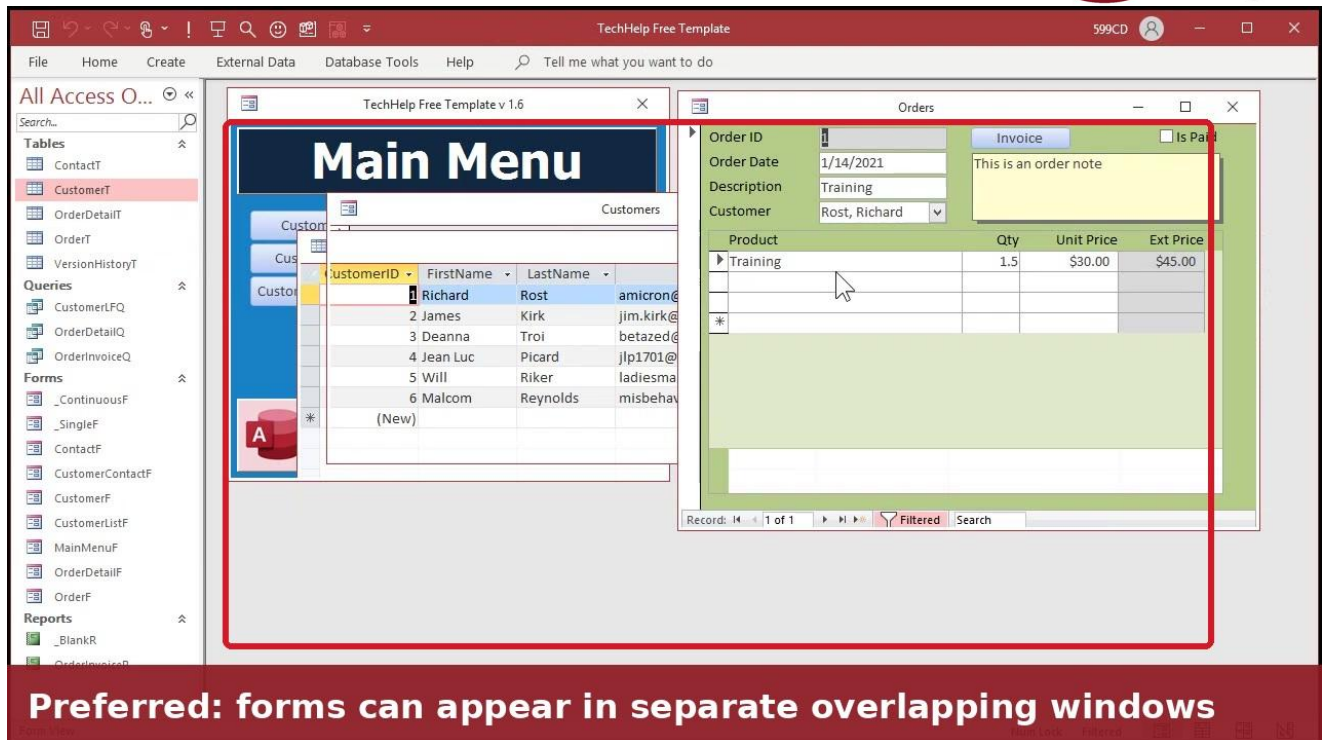
Tabbed Documents is the default. Each object fills the workspace and receives a tab. This is simple, but only one object is presented as the active full workspace at a time.



Tabbed Documents display open objects as tabs across the workspace.

Overlapping Windows

Overlapping Windows allows individual Access objects to appear in separate movable windows inside the Access application. This is useful when a menu, customer form, and related order form need to remain visible together.



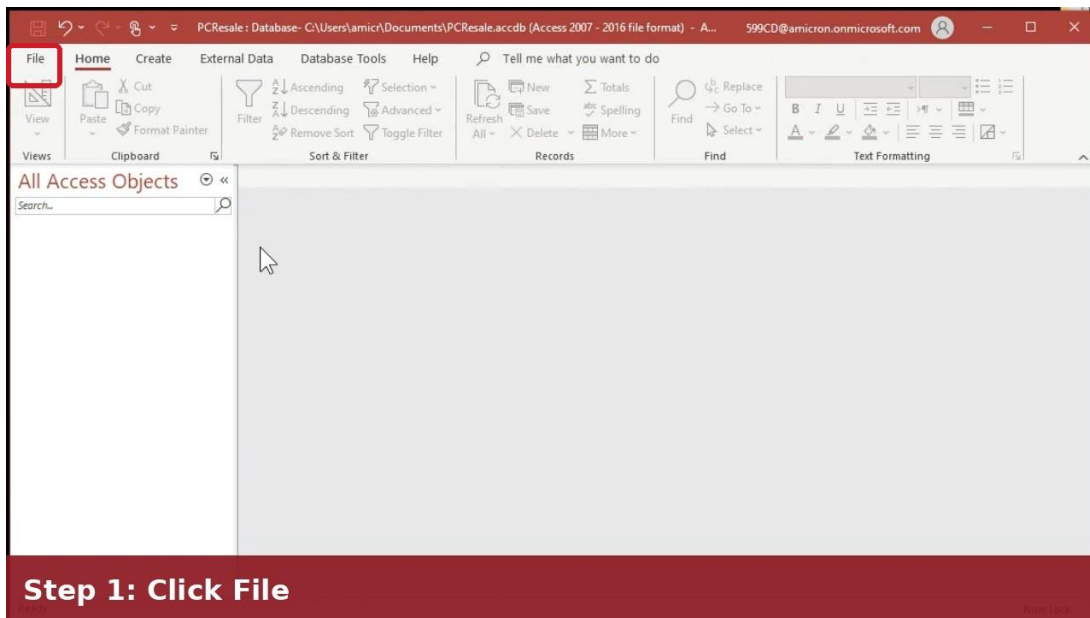
Preferred: forms can appear in separate overlapping windows

Overlapping windows allow related forms to remain visible side by side.

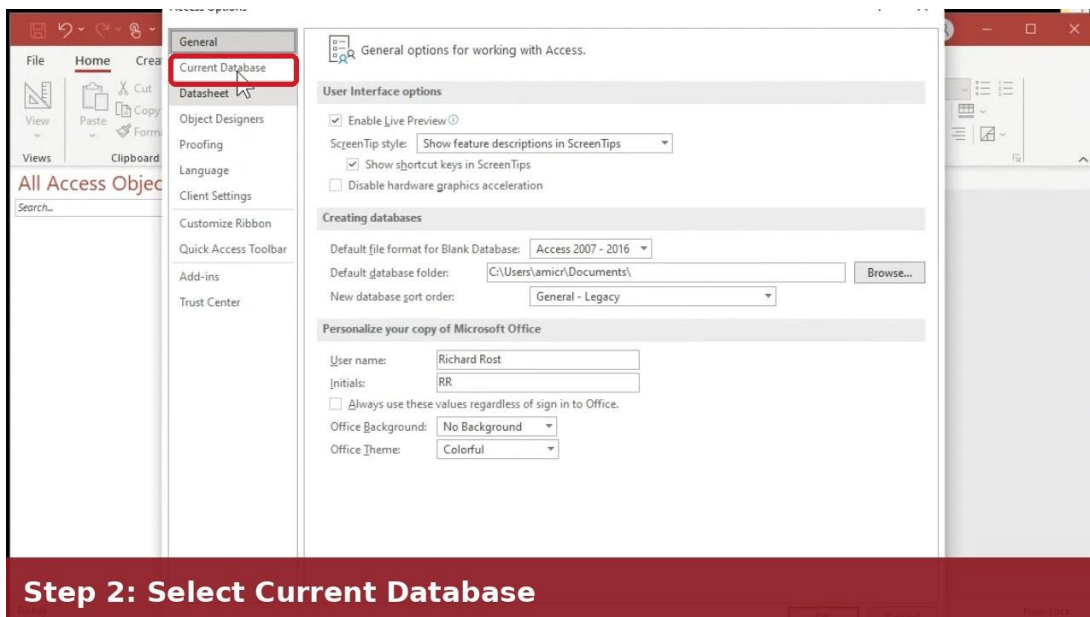
Course setting: Richard uses Overlapping Windows throughout the course. Matching this setting will make your screen behave like the demonstrations.

6. Enable Overlapping Windows

11. Click the File tab.
12. Choose Options from the left side of the Backstage view.
13. In the Access Options dialog, select Current Database.
14. Under Document Window Options, select Overlapping Windows.
15. Click OK.



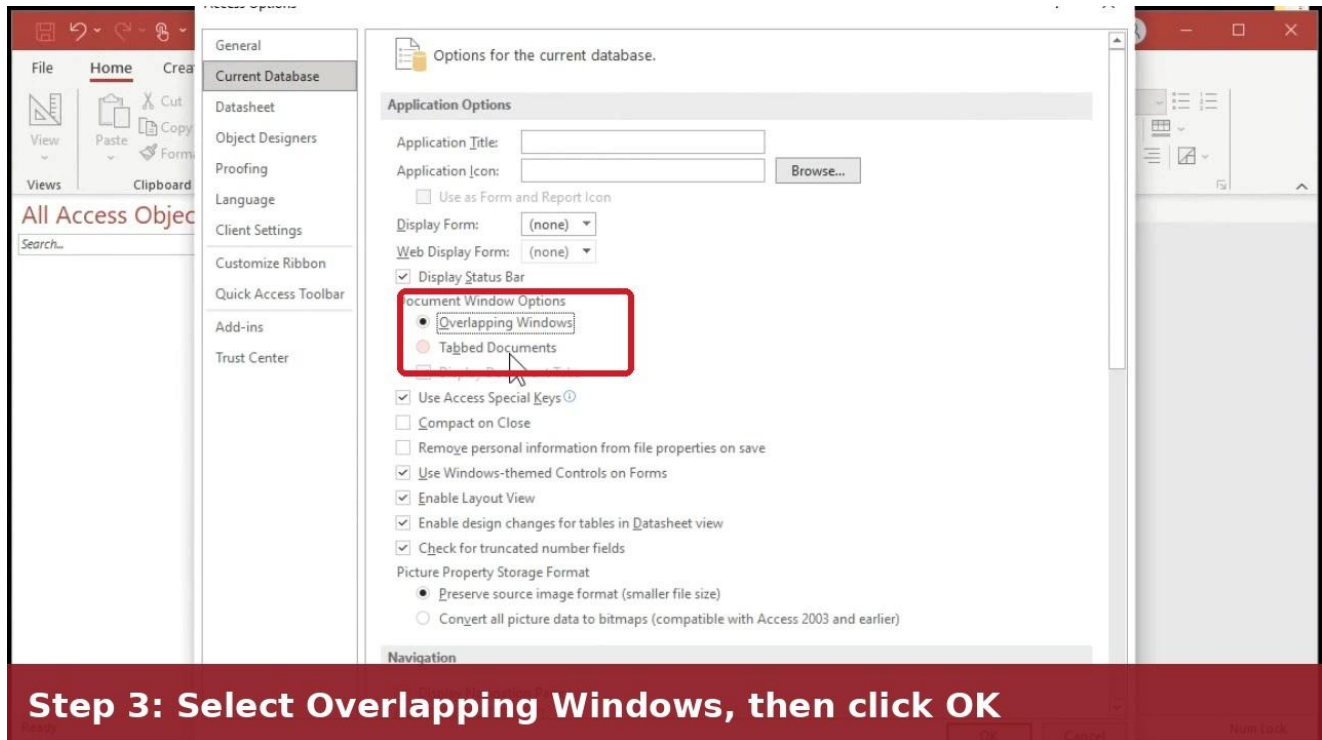
Begin from the File tab. This opens Access Backstage options for the application and current file.



Select Current Database because the document-window setting belongs to the open database.

Choose the Window Style

The setting is stored with the current database. Select Overlapping Windows and confirm the change with OK.



Choose Overlapping Windows under Document Window Options, then click OK.

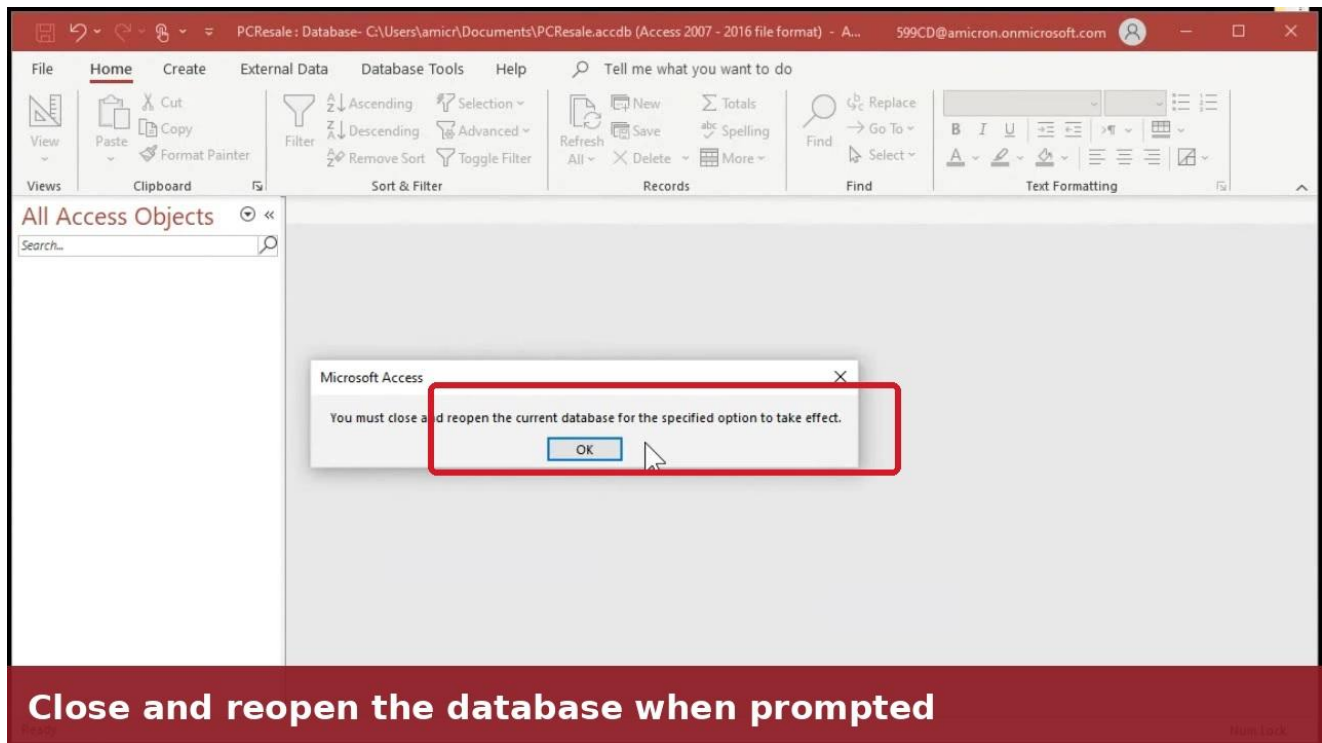
Database-specific setting: Changing this option affects the current database. Other Access databases can use a different document-window setting.

Rick's Note: I think it did a pretty good job at this section with the step-by-step follow-through. See how it knows exactly where to click and where to put the red boxes? It took screenshots at exactly the right moments

7. Close and Reopen the Database

Access cannot apply the document-window change while the database remains open. It displays a message explaining that the current database must be closed and reopened.

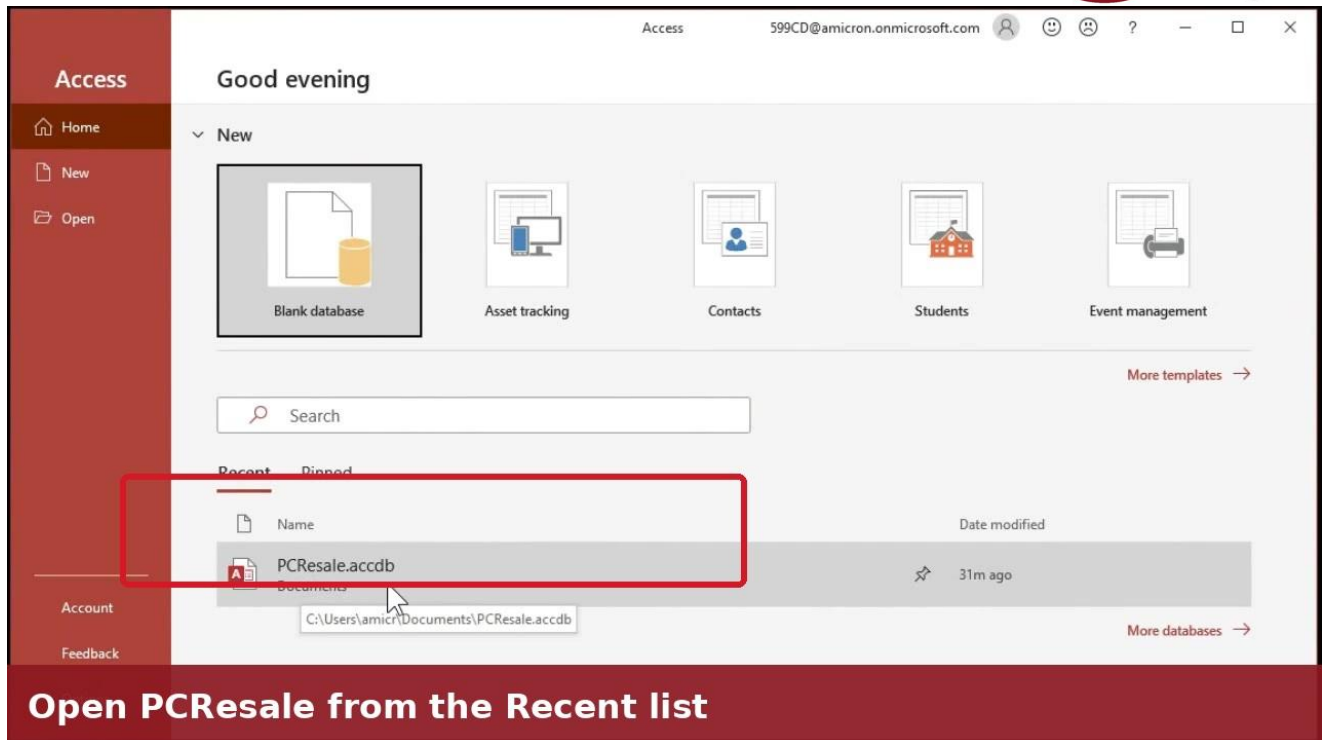
16. Click OK to dismiss the message.
17. Close Access.
18. Start Access again.
19. Select PCResale from the Recent list.



Close and reopen the database when prompted

The setting takes effect only after the current database is reopened.

Rick's Note: this is one of the things I need to perfect – making sure the AI knows where exactly to draw the red boxes, which I might switch to blue since so much of the Access interface is already red.

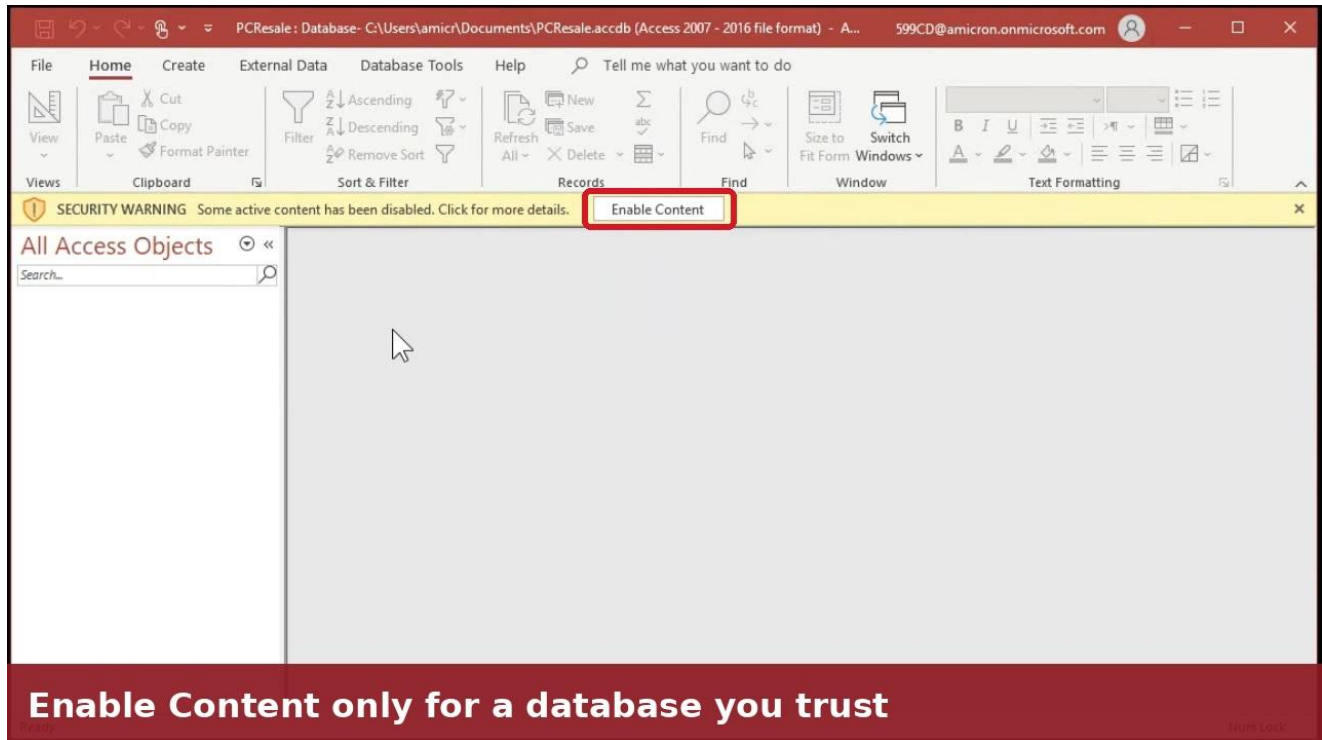


PCResale appears in the Recent list after it has been created and closed.

Verification: The empty database will not look dramatically different yet. The advantage becomes visible after you create and open forms, reports, and other objects.

8. Review the Security Warning

Access may display a yellow Security Warning bar when a database opens from a location that is not trusted. This protection prevents active database content from running automatically.



The yellow Message Bar appears beneath the Ribbon when active content has been disabled.

When should you enable content?

- Enable content when you created the database or obtained it from a source you trust.
- Do not enable content merely because a file claims that it is safe.
- For frequently used databases, a trusted folder can prevent the warning from appearing every time.

Security rule: Treat an unfamiliar Access database like any other executable content. If you do not trust the source, do not enable it.

Lesson 3 Review

You have created the PCResale database and configured the interface used throughout the rest of Access Beginner 1.

Completion Checklist

- PCResale.accdb exists in a known folder.
- The temporary Table1 object was closed without being saved.
- You can identify the Ribbon and Navigation Pane.
- Current Database is configured for Overlapping Windows.
- The database was closed and reopened after the setting changed.
- You understand why Access may display the Security Warning bar.

Key Terms

Navigation Pane: The list of database objects stored in the current file.

Ribbon: The command area whose tabs change according to the current object and view.

Tabbed Documents: A window style where open objects appear as tabs in one workspace.

Overlapping Windows: A window style where database objects can appear in separate movable windows.

Trusted Location: A folder Access considers safe for active database content.

Next lesson: In Lesson 4, you will begin building the customer table and define its fields in Design View.

Rick's Note: Overall, not bad. It's a pretty good first test. I'm pretty happy with it. It still needs some tweaking, and I can use your feedback, but what do you think? Do you think something like this will make a good companion for the videos, or do you guys like more of the full transcript effect? I personally think it took a little bit too much out as far as the explanations of stuff, but it's all a matter of deciding whether we want this to be a companion to the video or a replacement for the video. I can see that being two separate products. Give me your thoughts in the comments.