



Using Microsoft Access 2007 for PCs (BRB 4th Floor Lab)


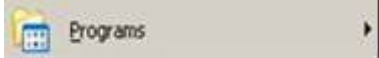
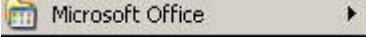
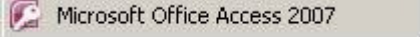
Quick review on how to log in to a session

1. Make sure the monitor is set to '2' (DVI - D), i.e. the number '2' is lit up on bottom panel of the monitor. If it is not, press the leftmost button on the bottom panel of the monitor (it looks like a box with an arrow going into it) repeatedly until the number 2 is lit up on the bottom pane of the monitor. For PCs, you need to use the **DELL (black) keyboard** and **DELL (black) mouse**.
2. Press <ALT> <CTRL> or **left click** on the button named **Logon**. To log in, use your **UT EID** and **corresponding password**.


Quick review on how to download the files needed for the lab

1. Open a browser such as **Internet Explorer** or **Mozilla Firefox**. One way to do this is by **Double Left Clicking** on the relevant icon (**Internet Explorer**  or **Mozilla Firefox** ) at the bottom left of the screen next to the Start button.
2. Go to the class website at <http://www.eco.utexas.edu/compeco/Courses/index363.html>
3. Find the lab of interest (labs are organized by date) in the program archive table on the website. The first column has the date, the second has the name of the topics, the third contains links to download the code, the fourth contains links for software documentation and the fifth contains links to related handouts.
4. Download the files in the code column by Right-Clicking on the file name and choosing "Save Link As..." (Firefox) or "Save Target As..." (Explorer). Left-clicking on the file name may only display the codes but you need to save the files in order to run them from your account. Save the files in any directory (you can make your own, if you wish) of your choice. It might help to save the files on the "Desktop" or in "My Documents" as you can access or view your files readily from these locations.

Launching Excel on the PCs

Click on the **Start** button , click on **Programs** , click on **Microsoft Office** , click on **Microsoft Office Access 2007** 

U.S. Economy database in Access


1. To open the useco2000.mdb from MS Access, **left click the 'Office Button'**  on the top left of your menu bar in the Excel window. **Click Open** and navigate to your file location by clicking on Desktop or My Documents on the left panel and/or by double clicking on the relevant folder(s) in the window that pops up. Highlight useco2000.mdb and click OK.
2. **You will see a security warning just below the menu pane on top. Click on the button labeled Options... right next to the warning.**

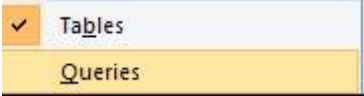
 A pop up window should open. In the window select **'Enable this content'**


Help protect me from unknown content (recommended)
 Enable this content

and hit **Ok**.

3. In the left panel you can view the list of tables (relationships) which make up the relational database. You should see fourteen tables (relationships). Double clicking on each of these tables to view the relationship represented by the table. You may close the tables.


4. To view previously created Queries, click on the downward arrow next to the title **'Tables'** in the left pane. . In the pull down menu that appears,

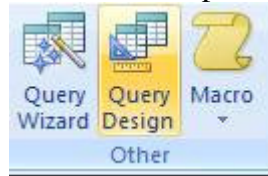
choose **Queries**. . Double click on any of the queries to view the table created by the table. In order to see how the query was designed or to modify the query,

click on the **View** button on the menu bar on top of the screen  and then choose



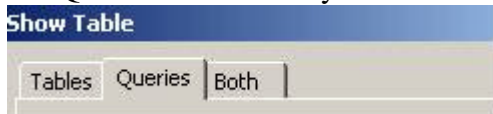
5. You can now modify the query by adding or removing fields, tables and constructing your own 'joins' by dragging a field on one of tables to the corresponding field on another table. For detailed instructions, please refer to the textbook.

6. To create your own query click on **Create** on the top menu bar  and then click on



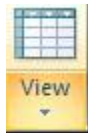
Query Design in the sub section **Other**.

7. A query design layout can be seen. In the window titled '**Show Table**' 'Add' the Tables and Queries from which you wish to create the Query.



8. You can now create the query by adding or removing fields, tables and constructing your own 'joins' by dragging a field on one of tables to the corresponding field on another table. For detailed instructions, please refer to the textbook.

9. To view the Query, click on the View button on the menu bar on top of the screen






and then choose **Datasheet View**.



Ending a Session

To end your session, close all your currently active processes and then perform the following action:

Click on the box named 'Log Out, Printing & Help'  at the bottom left of the screen, on the taskbar close to the Start button and then click on Logout . Choose 'Yes'  to confirm that you want to Log out.

Very Important Note:

If you are using PCs in the 4th floor lab, remember to **save your work on a flash drive**, or **email the modified files to yourself**, or **upload the files on to Webspaces**, or **use SSH file transfer** or any other storage option in order to keep your files after you have logged out.

Once you log out, all your saved work will be lost.