How to use Microsoft Access with NVDA – Part 2 (Creating and Importing Tables)

DISCLAIMER!: anything between asterisks(\*) is what is spoken by the screen reader.

# introduction

Hey guys, and welcome back to the second video in the series of how to use Microsoft Access with NVDA. Now, if you haven’t watch the first video in this series you need to go back. In that video I show you the basics of how to navigate the Access interface.

# Start of Tutorial

Now, the last time I showed you how to edit that table that you get on default when you start up Access. But I didn’t actually show you how to create a new table. In order to do that, you would have to go to the menu, so press Alt. Then use your right arrow to go through until you hear “Create”. Once you are on it, you will hear it say that you could have also pressed the keystroke Alt + C to get here quickly. Now that it says selected, let me press my tab until I hear it say “tables”. Then press enter on where it says “create a new blank table”. \*Grid\*, and you hear it say “grid”. That means that I am now in a blank table in datasheet view. Now I am going to enter the fields for this table, and I want you to stay tuned as I edit the fields for this table, because I will show you a bit more about the other datatypes.

Now, I want this table to list my orders. So that will be the t-shirt orders of my customers. Let me first save the table, so Ctrl + S. \*Save as dialog, table name: edit selected table1\*. And let me call it “orders”. Then after you are finished typing the name for your table, press enter. \*(new), grid\*. Now let us switch to design view. So press Alt to open the menu. Then press your tab until you hear “views grouping”, then press Alt + Down Arrow. \*Datasheet view checked\*. Then down arrow to “design view”. Then press enter, \*ID edit ID\*. Ok, so first I want an order ID, and I don’t necessarily want any unique ID for this one so I will leave it at auto number so that Access can automatically assign a number to it. So here I am going to type in “Order ID”. Then tab when you are finished, \*grid table, row 1 row not selected, row 1, column datatype, auto number collapsed\*. So I am going to leave it selected at that and tab until I get to row 2. \*row 2, column field name\*. I want the same Customer ID field that I have in the Customers table in this Orders table as well. This is so that I won’t have to type back out all of the customers’ names, emails, phone number etc. in this Orders table again. That is what is great about Access. But guess what, if I am going to do that, I will have to make sure that exactly how I typed the name for the Customer ID field in the Customers table, that is exactly how I have to type it here. So if I did “Customer\_ID” or “Customer ID” I would have to type it exactly like that in here. And if I had the “C” capitalized and the “ID” capitalize, I would have to do the exact same thing right here. So let me do that (in my case I will type in “Customer ID”. Then tab over to the datatype column when you are finished. \*short text edit short text\*. And my Customer ID field in the Customers table was set as short text, so let me leave it at that and tab to the next row to enter the next field. \*row 3, column field name\*. right here I want to list the amount of items ordered by the customer. So let me call it “Item Amount”. Then tab when you are finished typing that in. \*short text edit short text\*. And I want this datatype to be number, because it is just the number of items ordered, so let me change it by typing “Number”. Then let’s tab to the next row to add the next field. \*row 4, column field name\*. now here, I want to type in the total amount that the customer payed for their order. So I am going to call this “Total Amount”. Then tab to change the datatype. And of course, this will be a monetary value, so I will change my data type to “Currency”. Then tab to the next row to add the new field. \*row 5, column field name\*. now I want a field that will tell me if the items were delivered or if they were not delivered. So this would be like a true or false, so I would use the yes or no datatype. So let me call this field name “status”. Then tab to the datatype. \*short text edit short text\*. Then start typing “Yes” and then you can just tab away to the next row to add the next field name. now for the last field, I want to show you guys how you can use the calculated field. I want this to be “Cost per Tshirt”, so let me type that in. then let’s tab to change the datatype. \*short text edit short text\*. Now this will use the calculated datatype so I will just type in “Calc” then tab away. \*expression builder dialog(examples of expressions include[Field1]+[Field2] and [Field1]<5). Calculated column, expression editor edit multiline blank\*. And you realize that it gives you an option to enter the expression. Now, in order to figure out the cost per t-shirt, we will have to divide their total amount by the item amount. So I will type”[Total Amount]/[Item Amount]“. Remember to type in the field names just like how you did when creating the field. Then when you are finished typing in your expression, press tab and press enter on the Ok button. And now we are finished entering all the fields that I need for this table. So let me save it, so Ctrl + S. Then let’s go back to datasheet view, so press Alt. Then tab to “views”, then press Alt + down arrow. Then down arrow to “Datasheet View” and press enter. \*(new) edit (new)\*. And because we left Order ID as auto number, we don’t have to type in anything here so we can just go to the next column which should be Customer ID. Now, let’s say that the customer with the ID “3TQ”made an order, so let’s type that right here. Then I’ll go over to the next column. \*row 1, column Item Amount, 0 edit 0\*. And let’s say that person ordered 5 items, so let’s type the number 5. Then let’s right arrow to the next column. \*row 1, column Total Amount, $0 edit $0\*. Lets say they spent four hundred and fifty dollars, so I’ll type 450. Then right arrow to the next column. \*row 1, column status, unchecked checkbox\*. Now for the status, what you would use to check or uncheck is your spacebar. So let me check it because this item has been delivered. And if you left arrow and use right arrow to come back you would realize that the box is checked. \*row 1, column status, checked checkbox\*. now let's right arrow over to the next column. \*row 1, column Cost per Tshirt, 90 edit 90\*. And there it is! You realize that the calculated datatype automatically calculates the cost per shirt. Now that is it for creating tables but there is one more part of this tutorial.

# Importing tables

Other than creating tables, if you already have a table in Microsoft Excel or somewhere else, but for this tutorial I will use Microsoft Excel. You can actually import it over to Microsoft Access. You don’t necessarily have to type in all the data again. But the best thing to do with that data that you have in excel is to add a new column at the beginning of your data and give every record a unique number or ID. This is because Microsoft Access uses an ID as a primary key, which is a unique identifier for each record. So let me save this table and then I will show you how to import tables, so Ctrl plus S. And let me do Ctrl plus F4 to close it. \*Customers grouping expanded, Customers table button\*. And if you should down arrow in this list you would see that the Orders table has been added. Now, let’s import that table.

I have a test table in my documents. I am not really going to use it in this database, but I just want to show you guys an example of how to import a table. So you will go to your menu, so that’s Alt. Then Right Arrow until you hear external data, or use the shortcut key Alt plus X. So let’s tab through. \* import and link grouping, New data source collapsed\*. And this is what we want so press enter. \*from file collapsed\*. Then Enter on here once again. \*excel import data or link to data in a Microsoft Excel file\*. And Enter once again. \*get external data Excel spreadsheet dialog…\*. So you heard what that dialog said. That should be self-explanatory. So its best to have data with no calculations or anything in it, just some nice clean data. So just names or so, no formulas or functions in them. So from right here we would tab. \*browse\*. And you will Enter right here and choose the file from your computer. Whatever you saved your Excel file as, you will press Enter on here, browse for that file and Enter on it. So now, after you click enter on your file, it will bring you back into the dialog box, then you will press tab. \*import the source data into a new table in the current database, Radio button checked Alt plus I\*. now we want to import it into a brand new table. But I want to let you know that there is also another option in here. If you had started creating the table already, with the exact field names in the exact order, just like how you have it on your Excel sheet. And you just want to add some new records to it from your excel sheet. What you can do is down arrow from here to an option that says append, so let me do that. \*append a copy of the records to the table, radio button checked Alt plus A\*. and then you would tab to the next option. But I want it to be imported to a new table, so I will up arrow back to check that option. \*import the source data into a new table in the current database, Radio button checked Alt plus I\*. then I would tab. \*ok button\*. And Enter on ok. \*import spreadsheet wizard, grid\*. Now this is where it gets a little bit tricky. I realize that when it comes to importing tables, Microsoft Access is not very accessible with NVDA. But I have found a trick around it. Without this trick, you would have needed sighted help to help you import the table from here. But if I remember correctly, the Insert plus B keystroke reads out whatever is in the dialog box. So let’s use that keystroke right now. So what that is asking me is if the table that I want is on sheet one, which it is. And it is also asking me if it is just a range of data that I want to import. But I don’t want to change any of the options right here. But if you want to change the range, that little key tip that you hear after that option is announced, Alt plus whatever. You would have to press that keystroke to jump to that option, then you would edit that option and then press tab. \*Pane\*. And once you hear this pane, it means that we are on the next button, so you can press Enter. \*Pane\*. Now it says pane again. that means that we are on a different part of the dialog box. So we are going to do Insert plus B again. now here, in my Excel sheet, my first row does contain column headings, so I want to check this option. So I would do Alt plus I(which is the key tip for that option) and then I would press my spacebar to check it. Now let me use my Insert plus B again just to make sure that it is checked. Awesome, and note, if that doesn’t work try pressing Alt plus I again. probably press it twice this time and then use your spacebar to check it , and use your Insert plus B again and see if it checks. This is because it doesn’t always work on first try. Then we would press our tab.

\*pane\*. Then once you hear pane, you press enter. \*school ID edit\*. Now what this is asking me is if I want School ID, which is the primary key that I had in that Excel spreadsheet, to be the primary key. I want it to be primary key so I will press enter. \*pane\*. Now you hear pane again, so use your Insert plus B again. and if you didn’t follow my instructions earlier and made sure that you already had your primary key from your Excel sheet, you could always choose the button that says no primary key. Then you press tab. \*school ID edit\*. And you press enter here again. \*sheet 1 edit\*. Then do Insert plus B again. now what this is asking you is what you want the name of the table to be. Now this is just a test table for the database , so let me call it test. Then I’ll press tab. \*pane\*. And once I hear pane I’ll press Enter. And I will just check this to save the import steps. And press tab. Then tab again until you get to the save import button. Then press enter. And it has actually created the table. Now I realize that when we reach here, no matter which key you press, you wont hear it saying anything. So what I suggest you do is press your Alt key, then just press your escape. \*orders grouping expanded, orders table button\*. Now it takes me to the object list. Now let me down arrow until I hear the test table that I want. \*test grouping expanded, test table button\*. There it is. Now let me open it so I’ll press Enter. \*SG 1 edit\*. And there it is, my table has been imported.

So there you go guys. That’s it for today’s video. I hope you learned a lot. And remember if you found this video helpful, be sure to like, subscribe and turn on that notification bell to be notified when I post the next video. Be sure to also comment below and let me know what you think about this video. And if you have any enquiries, be sure to use my email which will be found down in the description below to contact me. Stay tuned for the next video, in which I will show you guys how to create relationships and forms. Thanks again for watching, and I’ll see you next time.