MICROSOFT ACCESS PART FOUR TRANSCRIPT

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# introduction

Hey guys, what is up? It’s your girl Thee Quinn here and I’m back with another video in the how to use Microsoft Access with NVDA series. Now this will be Part Four in which I’ll be teaching you guys how to create relationships and how to create forms. But before we get into this video, apparently I’ve been getting a lot of comments from persons about how you guys love these videos and you love these tutorials. I love the encouragement and it is what keeps me going and keeps me making these videos, so please guys, be sure to subscribe and to like the video and leave a comment below to let me know what you think and what you want me to do a tutorial on next. So let’s get right into the video.

# Start of Tutorial

So the first thing we want to get into is creating relationships. In Microsoft Access, relationships are created to link similar fields in different tables. This is handy when linking data from one table in another and also when running queries. So make sure you have your Access database open. Then I want you to go to your menu. So you’d press Alt then use your Right Arrow to go over to Database Tools. Then use your Tab key to go down into this ribbon until you hear Relationships. Then we’ll press Enter on here.

Now what it places you on is a list of all the different tables in your database. This is where you would choose the tables in which you have the common fields. So I only have two tables in my database, but these are the two tables that have the common fields. The column field which is Customer ID. So we need to add our tables first before we can create the relationship. So we’re currently in the list of tables, and it’s currently on a table right now, but it doesn’t announce it to you. So let me Down Arrow and Up Arrow again to hear which table I was on. OK, so I was on the Customers table. And I want to add that table to the list. So what I’ll do is press my Tab key until I hear the Add button. Then I’ll press Enter on it. Now it doesn’t say anything to you, but that table is added. In order to add the other table, which is my Orders table, I would have to Shift Tab back to the list then Down Arrow to Orders, then I would press my Tab key, then I would Enter on Add.

Now once you’re finished adding all your tables that you need to establish the relationship, you can press your Tab key again and Enter on Close.

Now it shows you the fields available for this view. The common field that we have is Customer ID, so I’m going to Down Arrow until I hear Customer ID. Then I’m going to Enter on it. Then you’d press your Tab until you get to the create new button. This is what we want, because we’re going to create a new relationship. So we would press Enter. OK. So let’s visualize this now. Microsoft access places out the tables, so they would have one table on the left and one table on the right. So this is what it’s asking you now. there are four different boxes here for you to fill out: What’s the name of the table that you want to be on the left and what’s the name of the table that would be on the right. Then it’s going to ask you what is the name of the field of the table on the left, and then what is the name of the field of the table on the right. So here, we’re select it on an option, but it wont tell us which one we’re selected on. So I’m going to press Tab, then I’m going to press Shift Tab to go back up to that one that I was currently selected on. OK. So it automatically puts orders into the left table name. So let me press Tab, and then it’s a collapsed box, so you can use your Alt plus Down Arrow to open it, then press the Down Arrow, then press Insert plus Tab to hear what you’re selected on. You can repeat the Down Arrow and Insert plus Tab step until you hear the name of the table that you want. Then you can Tab away.

Now, the left column name, we know that the left column name that we want is Customer ID, so we would use the same Alt plus Down Arrow to open this menu, then Down Arrow until you get to the field name that you want. Then we would Tab away, then we would do the same thing here at the right column name, Alt plus Down Arrow, then Down Arrow to the field name that you want. Then we would tab away. Then we’d Enter on OK. Then we would Tab to create, then Enter. Now we’re finished here.

So you can save the Relationship by using the Control plus S, then close it by using Control plus F4. Now we are in the object list. And Relationships wouldn’t show up in the Object list because, obviously, it isn’t an object. So we’re going to be using the Relationship that we just created when I’ll be teaching you how to run queries. This is how it works, because we have Customer ID in the Orders table as well, but we also have it as a primary key in the Customers table. What the primary key does is give each record that unique number. So if I were to run a query based on both tables, Microsoft Access will know, once you create the relationship, that that customer ID for that order information is related to whichever customer in the Customers table. So we’ll see that later on.

So that’s it for relationships, let’s move on now to forms.

A form is an object in which you can use to enter, edit, or display data from a table or a query. You can use forms to control access to data, such as which fields of data are displayed. Providing those users with forms with just fields that are necessary for them makes it easier for them. OK, so I have realized that creating a form with the form design and the Form Wizard, or creating a blank form is not very accessible for us blind users. So what I’ve done is a tutorial on how to create a form based on a table. So I’m going to create a form based on the Orders table so that employees can easily just enter the new records relating to orders that customers come in and make. Now while in the object list, I’ll Down Arrow to the Orders table that I need. Make sure it says Table button, because other objects are in orders grouping as well, so make sure you Down Arrow to the table. Then I’ll press Enter to open it. Now I want to create a form for this table. So I would have to go into the menu, so press Alt, then Right Arrow to Create, then Tab until you hear the first option that says Form. Then click Enter. OK, so what it does is places you in a form. The form is created, but it places you in a form in Layout view. I guess visual persons can go through right here and change the layout of their form, but I haven’t figured out how to do that with NVDA as yet. But if I do I’ll show you guys later on in another video. But you cannot actually edit the form in Layout view. What you would have to do is to first save your form, and then you go up into the menu and then go to Form view. So save your form first by using Control plus S. And let’s call it Order Form. And you can just press Enter. Then we’ll go to our menu. So Alt, then Tab, then Alt plus Down Arrow. Then Enter on Form view. And there you go. And here you’ll be able to edit your information, just like how you edit on the table. So if I do Control plus End to bring me to my last cell in the form, then I’ll press Tab to make a new record. And there you go. And you’ll be able to go through here and create the new records just like how we do it in a table.

There should also be a way to add your logo to the top of the form, but I haven’t figured out that part of it yet. But later on if I do I’ll definitely make a video of it. But that’s it for this video. And right now you can just go ahead and close your form using the Control plus F4.

And we can also close the Orders table by using Control plus F4. Now we’re in the Tables list and the Orders grouping. Let me show you that the form falls under the actual Orders grouping, because we created the form for the Orders table. So let me Down Arrow. And there you go.

So that’s it for this tutorial guys, and I ask you to stay tuned for the next tutorial in which we’ll be doing queries and reports.