

ACCESS 2010

Introducción al diseño de base de datos con ACCESS

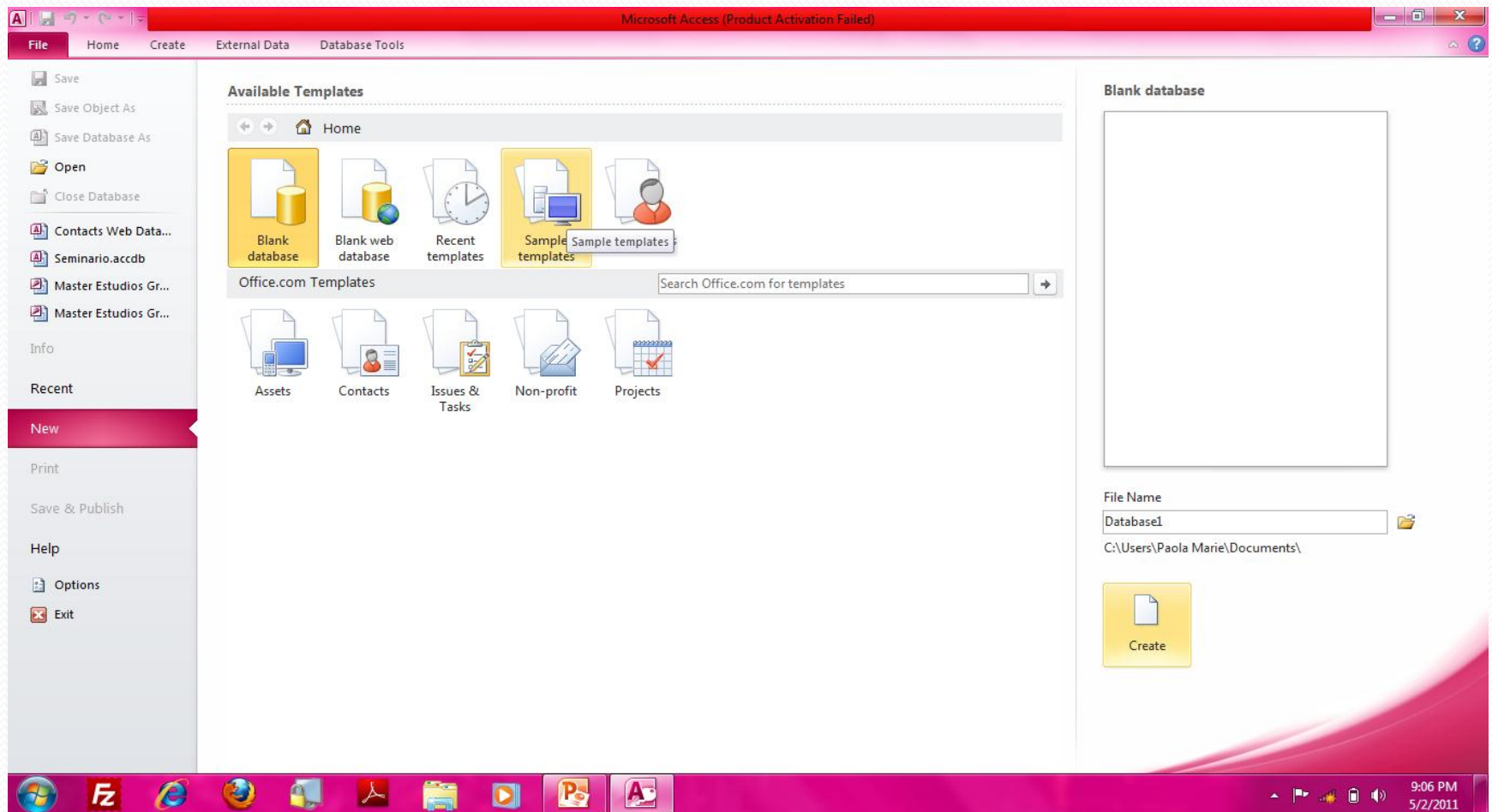
¿Que es una base de datos?

- Una **base de datos** es una colección de información organizada de forma que un programa o manejador de base de datos pueda seleccionar rápidamente los fragmentos de datos que necesite.
- Una base de datos es un sistema de archivos electrónico.
- Las bases de datos tradicionales se organizan por campos, registros y archivos.
- Un **campo** es una pieza única de información; un **registro** es un sistema completo de campos; y un **archivo** es una colección de registros.

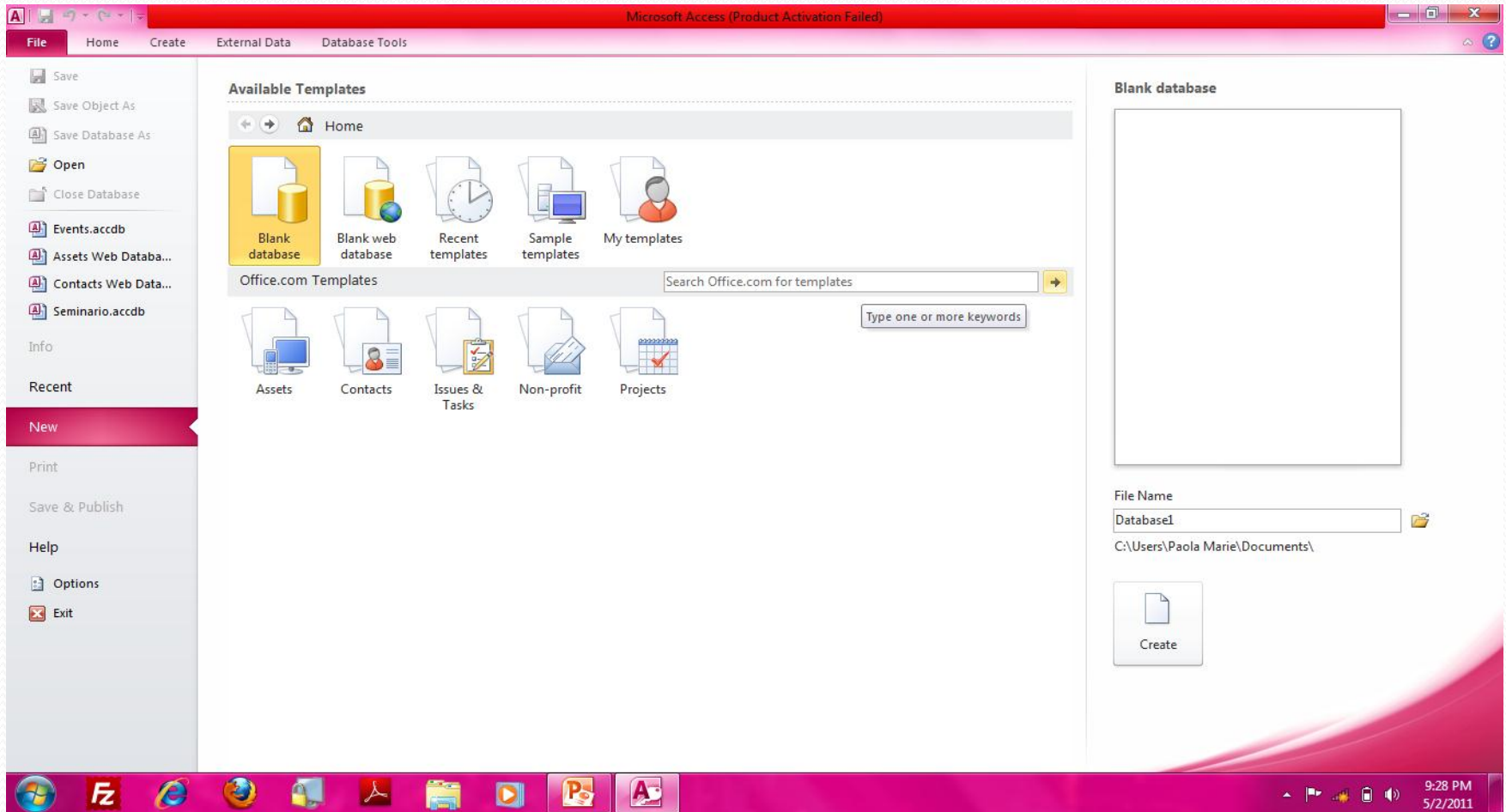
¿Que es Access?

- Es un programa, utilizado en los sistemas operativos Microsoft Windows, para la gestión de bases de datos.
- Creado y modificado por Microsoft.
- Orientado a ser usado en entornos personal o en pequeñas organizaciones.
- Es una herramienta gráfica sencilla.
- Permite manipular los datos en forma de tablas (formadas por filas y columnas), crear relaciones entre tablas, consultas, formularios para introducir datos e informes para presentar la información

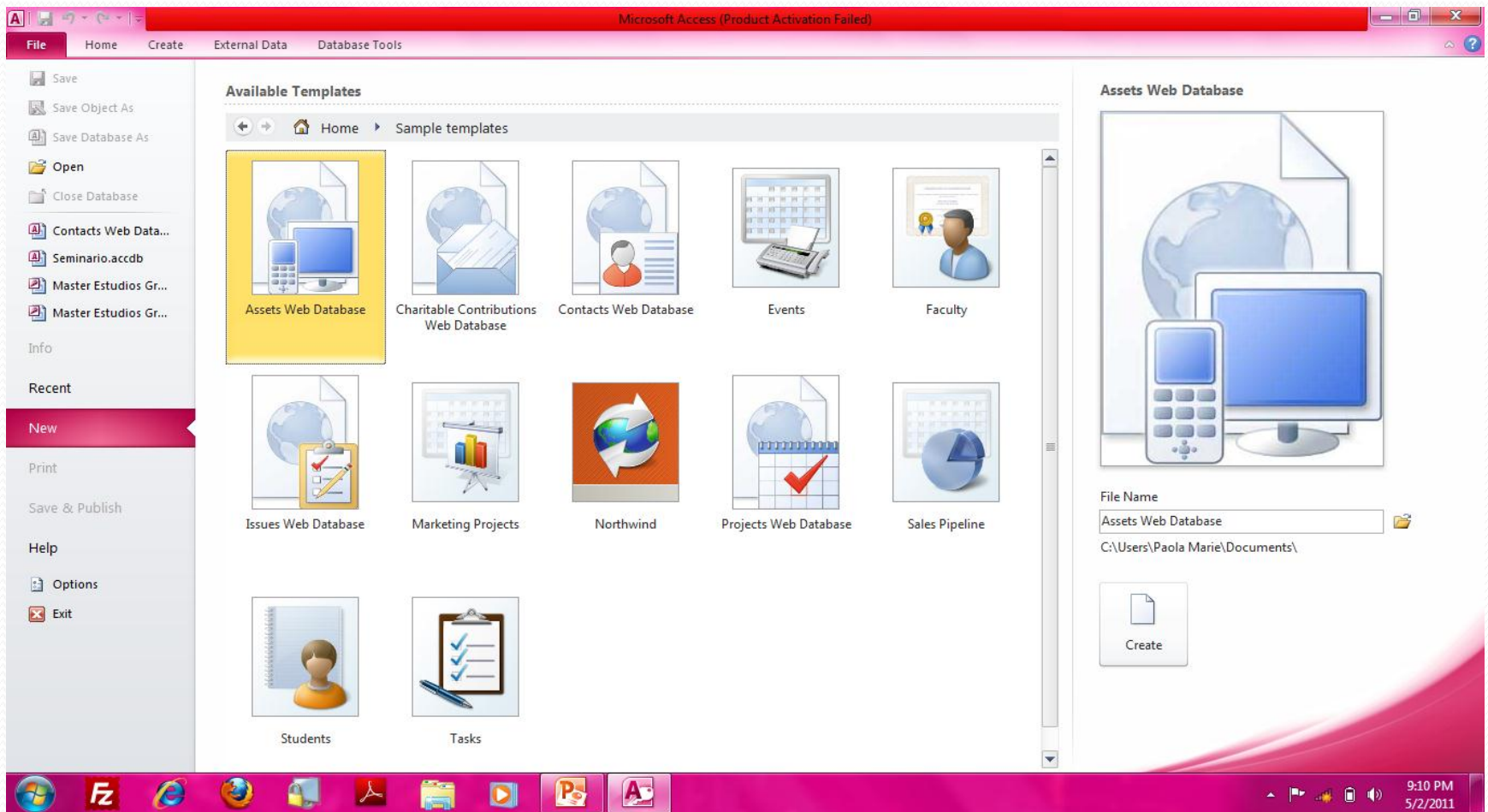
Crear base de datos de un “Template”



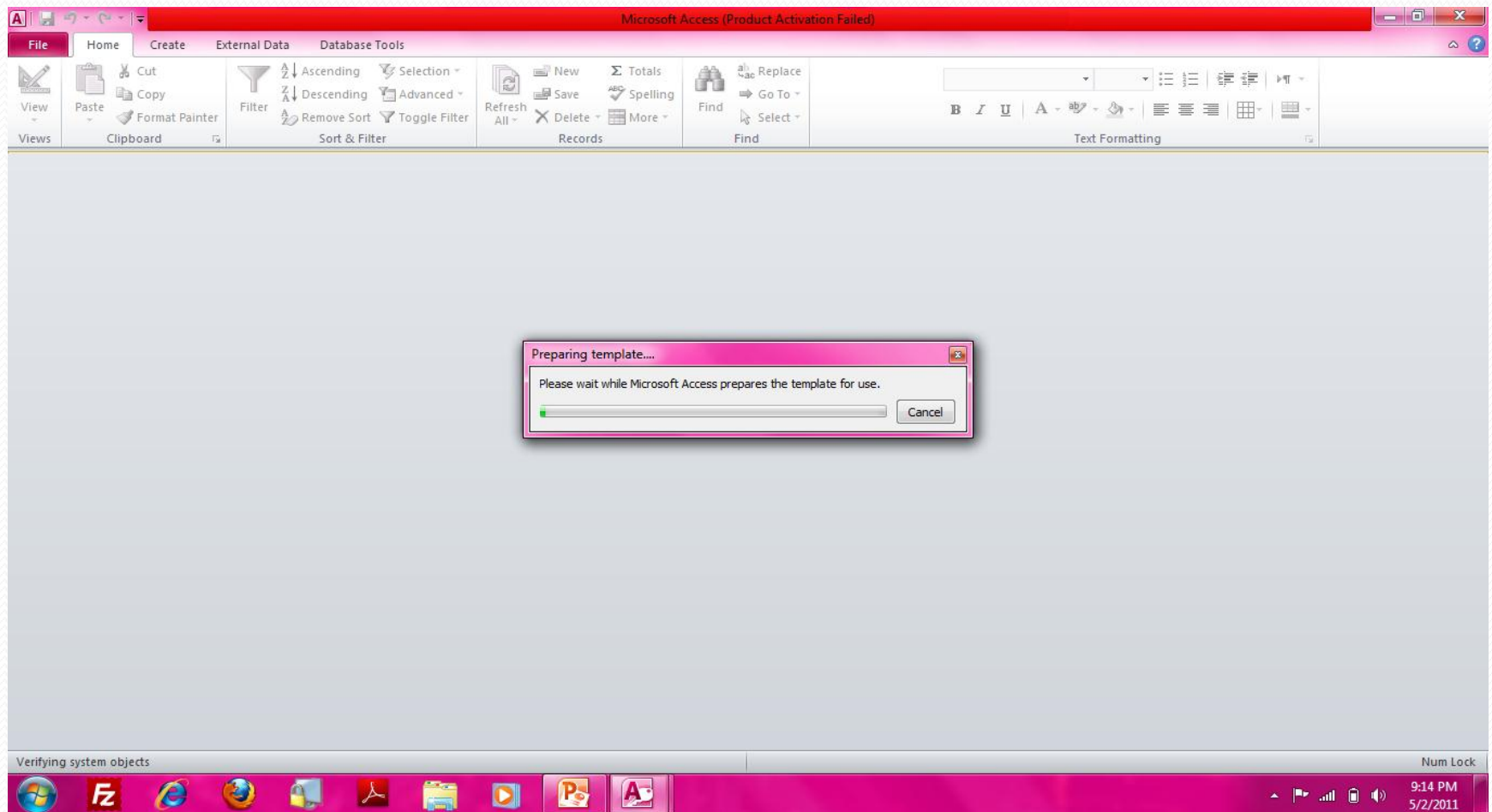
Buscar en Office.com por otros “templates”



Seleccione el "template" y presione "Create"



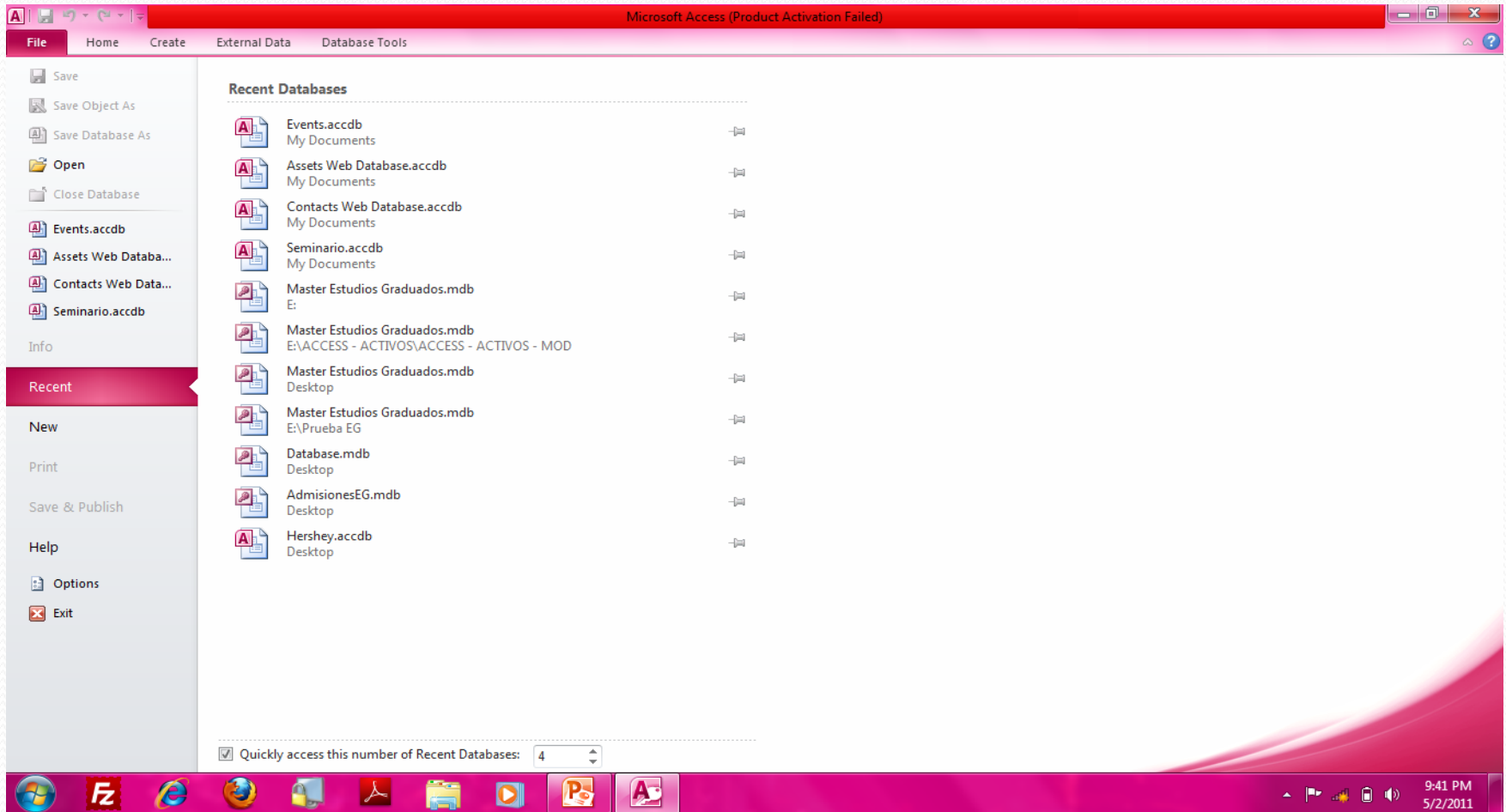
Aplicación prepara el “template”



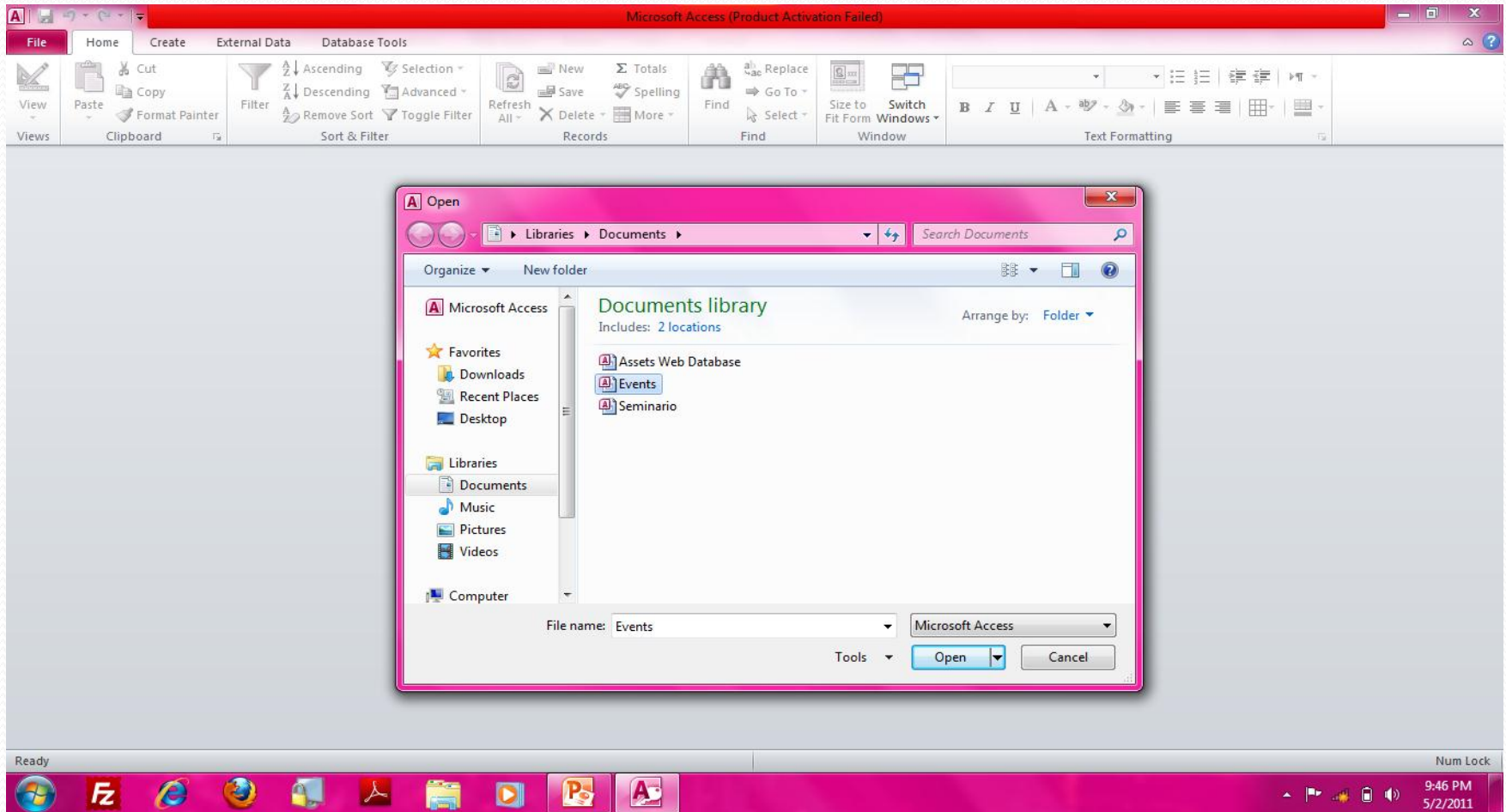
Comience a trabajar con la base de datos

The screenshot displays the Microsoft Access 2007 interface. The title bar reads "Events : Database (Access 2007) - Microsoft Access (Product Activation Failed)". The ribbon includes "Table Tools" with sub-tabs for "Fields" and "Table". The "Fields" tab is active, showing options like "New", "Save", "Delete", "Refresh All", "Totals", "Spelling", "More", "Find", "Replace", "Go To", and "Select". The "Table" tab shows "Text Formatting" options. The "All Access Objects" pane on the left shows a tree view with "Tables" > "Events" selected. The main area shows the "Events" table in Datasheet View with columns: ID, Title, Start Time, End Time, Location, Description, and a "Click to Add" button. A context menu is open over the "Click to Add" button, listing the following options: Text, Number, Currency, Date & Time, Yes/No, Lookup & Relationship, Rich Text, Memo, Attachment, Hyperlink, Calculated Field, and Paste as Fields. The status bar at the bottom indicates "Record: 1 of 1" and "No Filter". The Windows taskbar at the bottom shows the system tray with the time "9:36 PM" and date "5/2/2011".

Presione “Recent” para trabajar con base de datos ya creada



Presione “Open” para trabajar con base de datos ya creada



Cambiar campos en una tabla o añadir campos

The screenshot displays the Microsoft Access interface for a database named 'Events'. The 'Table Tools' ribbon is active, showing various options for field properties such as 'Name & Caption', 'Default Value', 'Field Size', 'Data Type', 'Format', 'Required', 'Unique', and 'Indexed'. A context menu is open over the 'Title' field, listing actions like 'Sort A to Z', 'Copy', 'Field Width', 'Hide Fields', 'Insert Field', and 'Delete Field'. The 'All Access Objects' pane on the left shows the 'Events' table selected. The status bar at the bottom indicates 'Record: 1 of 1' and 'No Filter'.

ID	Title	Start Time	End Time	Location	Description	Click to Add
(New)						

Trabajar tabla en “design view”

The screenshot displays the Microsoft Access 2007 interface in Design view for a table named 'Events'. The ribbon at the top shows the 'Table Tools' and 'Design' tabs. The 'All Access Objects' pane on the left lists various objects, with 'Events' selected under the 'Tables' category. The main workspace shows a table design grid with the following fields and data types:

Field Name	Data Type	Description
ID	AutoNumber	
Title	Text	
Start Time	Date/Time	
End Time	Date/Time	
Location	Text	
Description	Memo	
Attachments	Attachment	

Below the table design grid is the 'Field Properties' task pane, which is currently showing the 'Lookup' tab. The 'General' tab is also visible, showing various field properties such as 'Required', 'Allow Zero Length', 'Indexed', 'Unicode Compression', 'IME Mode', 'IME Sentence Mode', 'Smart Tags', 'Text Format', and 'Text Align'. A help message on the right side of the task pane states: 'The data type determines the kind of values that users can store in the field. Press F1 for help on data types.'

At the bottom of the window, the status bar indicates 'Design view. F6 = Switch panes. F1 = Help.' The Windows taskbar at the very bottom shows the system tray with the time '10:00 PM' and date '5/2/2011'.

Borrar campo de una tabla

The screenshot displays the Microsoft Access 2007 interface. The title bar indicates the current database is 'Events: Database (Access 2007) - Microsoft Access (Product Activation Failed)'. The ribbon is set to 'Table Tools' with the 'Fields' tab selected. The ribbon includes sections for 'Filter', 'Records', and 'Text Formatting'. The 'Records' section contains options like 'Refresh All', 'Delete', and 'More'. The 'Text Formatting' section includes font and text alignment options.

The main window shows a table named 'Events' in Datasheet View. The table has the following columns: ID, Title, Start Time, End Time, Location, Description, and Click to Add. A context menu is open over the 'Title' column header, listing various actions such as 'Sort A to Z', 'Copy', 'Field Width', and 'Delete Field'. The 'Delete Field' option is highlighted in yellow.

The left-hand pane shows 'All Access Objects' with categories for Tables, Queries, Forms, and Reports. The 'Tables' category is expanded, showing the 'Events' table. The bottom status bar indicates 'Record: 1 of 1' and 'No Filter'.

Añadir campos a tabla

The screenshot shows the Microsoft Access 2007 interface. The title bar reads "Events : Database (Access 2007) - Microsoft Access (Product Activation Failed)". The ribbon is set to "Table Tools" with the "Fields" tab selected. The ribbon includes groups for "Filter", "Sort & Filter", "Records", and "Find". The "Records" group contains the "Delete" button. A context menu is open over the "Events" table, listing various actions. The "Delete Field" option at the bottom of the menu is highlighted in yellow. The table has columns for ID, Title, Start Time, End Time, Location, Description, and Click to Add. The status bar at the bottom indicates "Record: 1 of 1" and "No Filter".

ID	Title	Start Time	End Time	Location	Description	Click to Add
*						

- Sort A to Z
- Sort Z to A
- Copy
- Paste
- Field Width
- Hide Fields
- Unhide Fields
- Freeze Fields
- Unfreeze All Fields
- Find...
- Insert Field
- Modify Lookups
- Modify Expression
- Rename Field
- Delete Field**

Añadir datos a la tabla

The screenshot shows the Microsoft Access 2007 interface. The title bar reads "Events : Database (Access 2007) - Microsoft Access (Product Activation Failed)". The ribbon is set to "Table Tools" with the "Table" tab selected. The ribbon includes sections for "Filter", "Sort & Filter", "Records", "Find", and "Text Formatting".

The "All Access Objects" pane on the left shows the following structure:

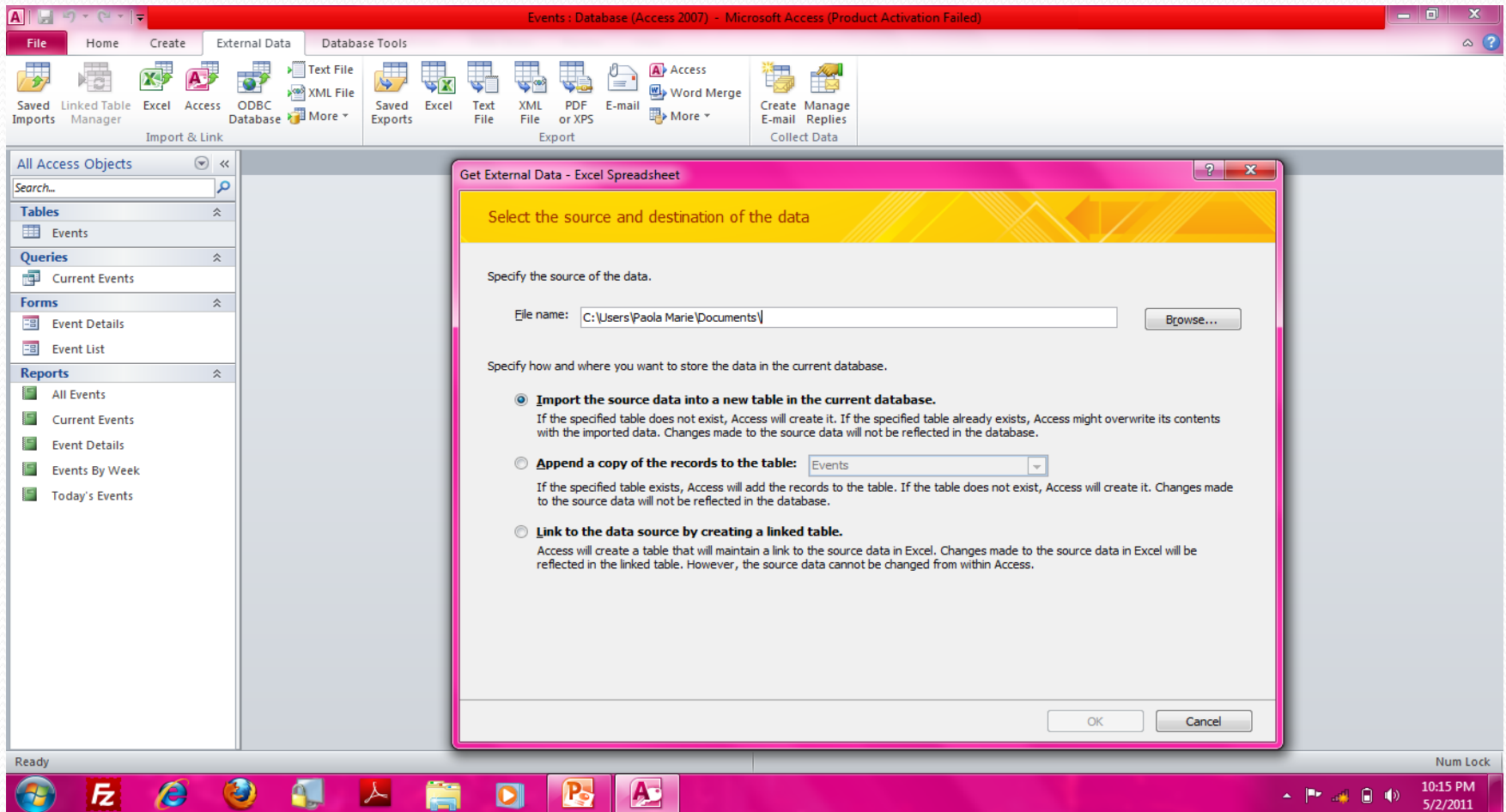
- Tables
 - Events
- Queries
 - Current Events
- Forms
 - Event Details
 - Event List
- Reports
 - All Events
 - Current Events
 - Event Details
 - Events By Week
 - Today's Events

The main window displays the "Events" table in Datasheet View. The table has the following columns: ID, Title, Start Time, End Time, Location, Description, and Click to Add. The first row contains the data: 1, Graduacion, 5/31/2011, 5/31/2011, Mayaguez, Graduacion. A second row is highlighted in blue, indicating a new record being added.

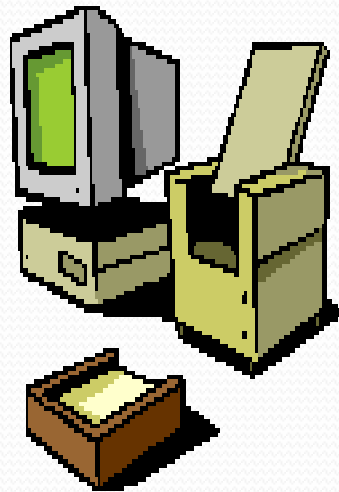
ID	Title	Start Time	End Time	Location	Description	Click to Add
1	Graduacion	5/31/2011	5/31/2011	Mayaguez	Graduacion	@()
*						@()

The status bar at the bottom shows "Record: 2 of 2", "No Filter", and "Search". The Windows taskbar at the bottom shows the system clock as 10:12 PM on 5/2/2011.

Seleccione “External Data” para importar información



¿Dudas?



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