

Početak rada sa programom Access (upoznavanje programskog okruženja)

Elementi programskog okruženja programa Access:

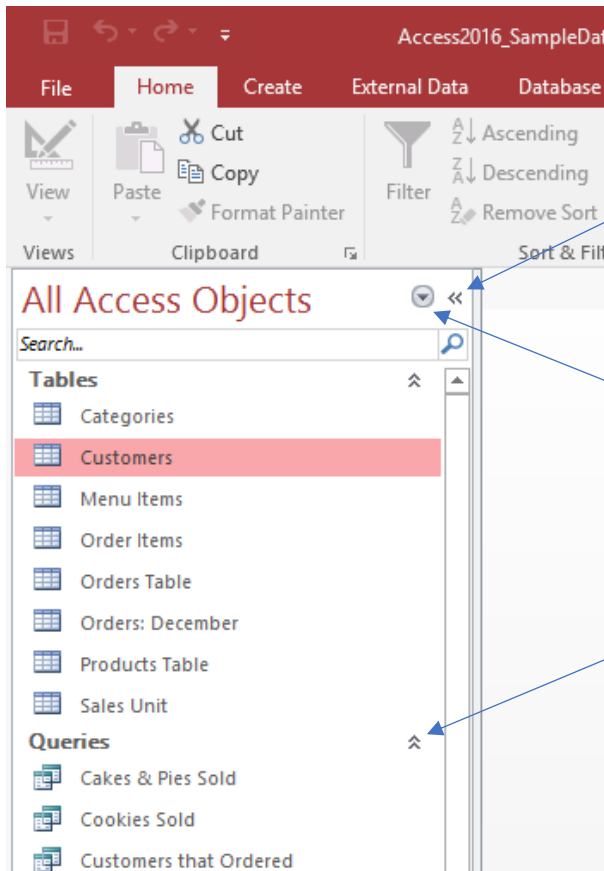
- Ribbon (traka sa alatkama)
- Backstage view (File tab)
- Navigacioni panel
- Linija kartica otvorenih objekata
- Linija navigacije kroz tabelu

Podešavanja i svojstva Ribbona i Backstage view su na već poznata iz ostalih Office programa.

Navigacioni panel

Navigacioni panel je lista koja sadrži svaki objekat u vašoj bazi podataka. Radi boljeg pregleda, objekti su organizovani u grupe prema tipu objekta (tabela, upit, obrazac, izvještaj)

Pomoću navigacionog panela pristupamo željenom objektu, možemo ga obrisati ili preimenovati.



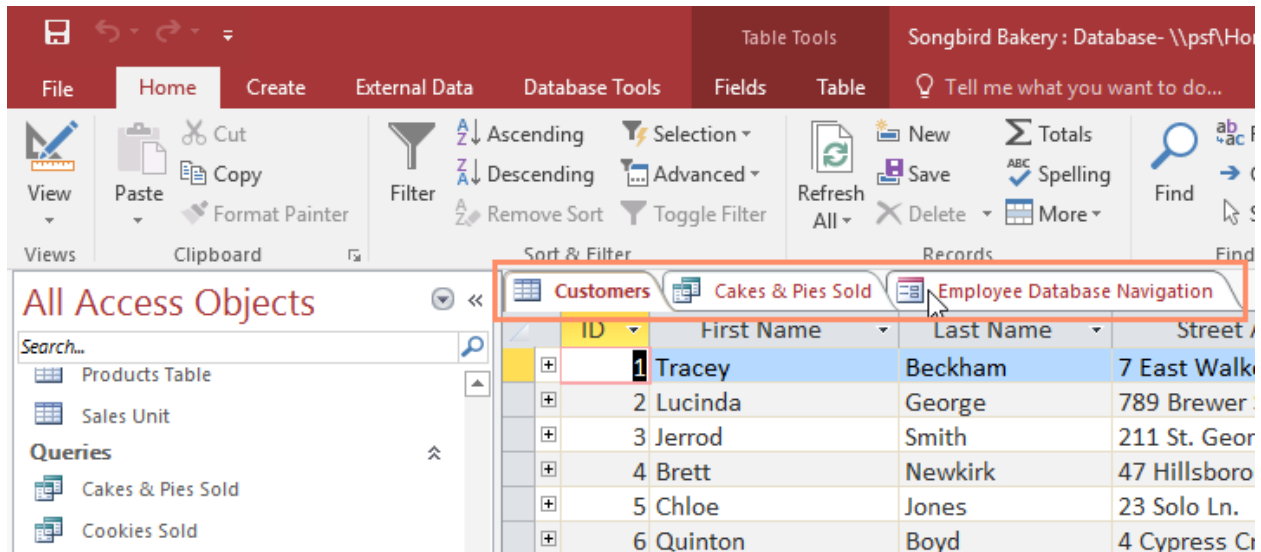
Navigacioni panel može se ukloniti ili prikazati klikom na << ili >> znak

Pomoću ove komande biramo način sortiranja navigacionog panela

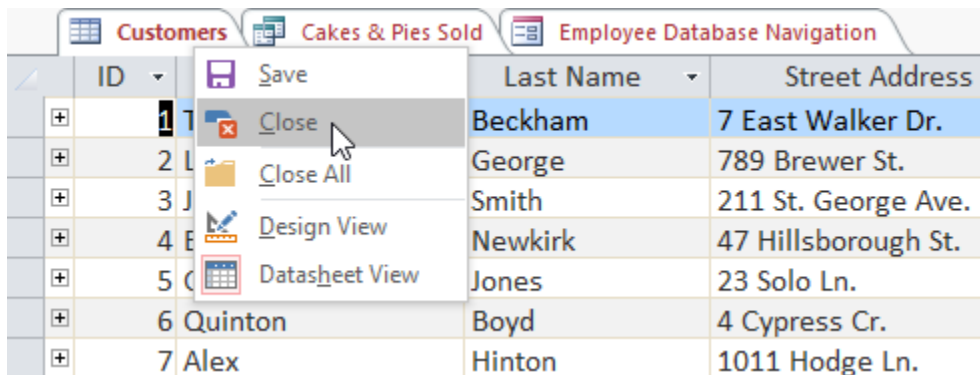
Komanda za prikazivanje ili sakrivanje grupe objekata

Bazu podataka posmatramo kao skup objekata u kojima se čuvaju podaci. Access svaki od tih objekata tretira kao zaseban dokument, pa je neophodno otvarati ih i čuvati pojedinačno.

Dvostrukim klikom na objekat otvaramo ga, a kada se unesu neke izmjene, ako ih želimo sačuvati moramo izvršiti komandu SAVE. U Accessu može biti otvoreno više objekata i svima pristupamo pomoću **linije kartica otvorenih objekata**



Otvorene objekte zatvaramo biranjem komande Close



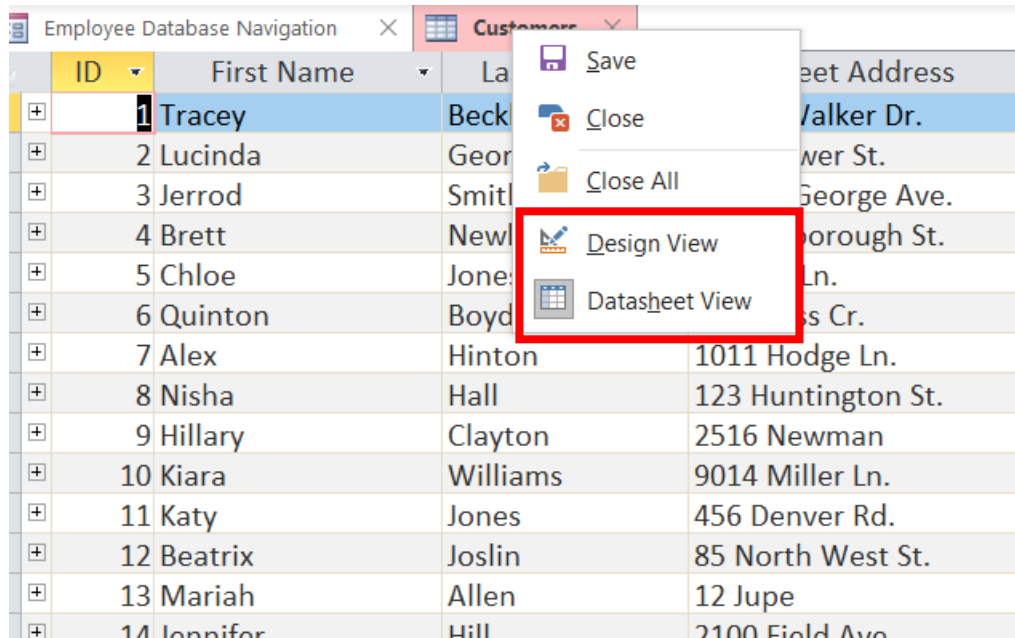
Ne zaboraviti sačuvati izmjene prije zatvaranja dokumenta!

Osnovni prikazi dokumenata (objekata) u ACCESS-u

Access omogućuje dva osnovna prikaza objekata.

Kod tabela to su:

- Dizajnerski prikaz (Design View)
- Radni prikaz (Datasheet View)



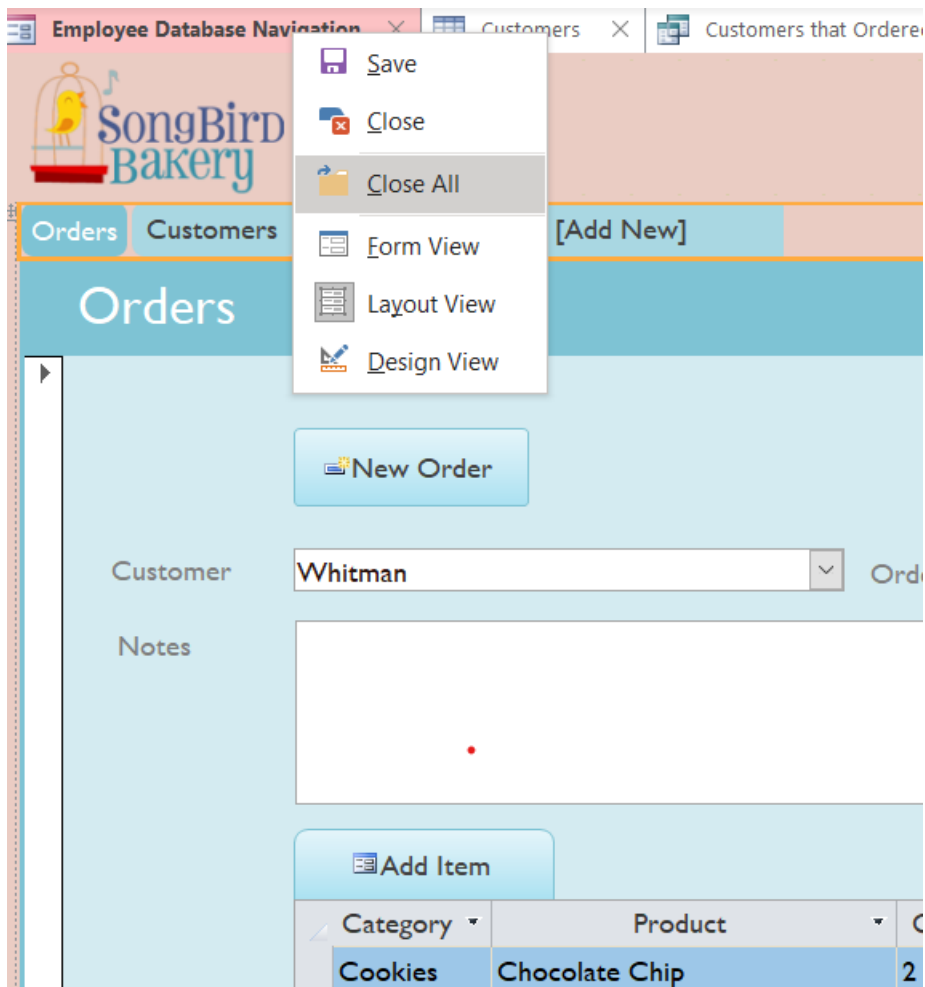
The screenshot shows a Microsoft Access window with a table named 'Customers' in Datasheet View. The table has columns for ID, First Name, Last Name, and Street Address. A context menu is open over the table, showing options: Save, Close, Close All, Design View, and Datasheet View. The 'Design View' and 'Datasheet View' options are highlighted with a red rectangle.

ID	First Name	Last Name	Street Address
1	Tracey	Beck	Walker Dr.
2	Lucinda	Geor	wer St.
3	Jerrold	Smith	George Ave.
4	Brett	Newl	orough St.
5	Chloe	Jone	Ln.
6	Quinton	Boyd	ss Cr.
7	Alex	Hinton	1011 Hodge Ln.
8	Nisha	Hall	123 Huntington St.
9	Hillary	Clayton	2516 Newman
10	Kiara	Williams	9014 Miller Ln.
11	Katy	Jones	456 Denver Rd.
12	Beatrix	Joslin	85 North West St.
13	Mariah	Allen	12 Jupe
14	Jennifer	Hill	2100 Field Ave

Dizajnerski prikaz tabele služi za izradu/dizajn tabele, definisanje tipova podataka, dok Datasheet view prikazuje tabelu sa podacima.

Kod obrazaca, postoje prikazi:

- Design view – omogućava izradu i dizajn obrasca (dodavanje raznih elemenata)
- Layout view- omogućava podešavanje rasporeda elemenata u obrascu
- Form view – izgled i funkcionalnosti izrađenog obrasca



Tabele

Tabela se sastoji od ćelija. Ćelija je najmanja jedinica u svakoj vrsti i koloni tabele.

Podsjetimo se, u Accessu su vrste rekordi (slogovi) a kolone polja (fields). Pomoću polja, informacije se organizuju prema tipu.

Slog je jedna cjelovita informacija.

Navigacija (kretanje kroz tabelu) može se obavljati pomoću miša, strelica i pomoću Linije navigacije kroz tabelu.

ID	First Name	Last Name	Street Address
1	Tracey	Beckham	7 East Walker Dr.
2	Lucinda	George	789 Brewer St.
3	Jerrold	Smith	211 St. George Ave.
4	Brett	Newkirk	47 Hillsborough St.
5	Chloe	Jones	23 Solo Ln.
6	Quinton	Boyd	4 Cypress Cr.
7	Alex	Hinton	1011 Hodge Ln.
8	Nisha	Hall	123 Huntington St.
9	Hillary	Clayton	2516 Newman
10	Kiara	Williams	9014 Miller Ln.
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12	Beatrix	Joslin	85 North West St.
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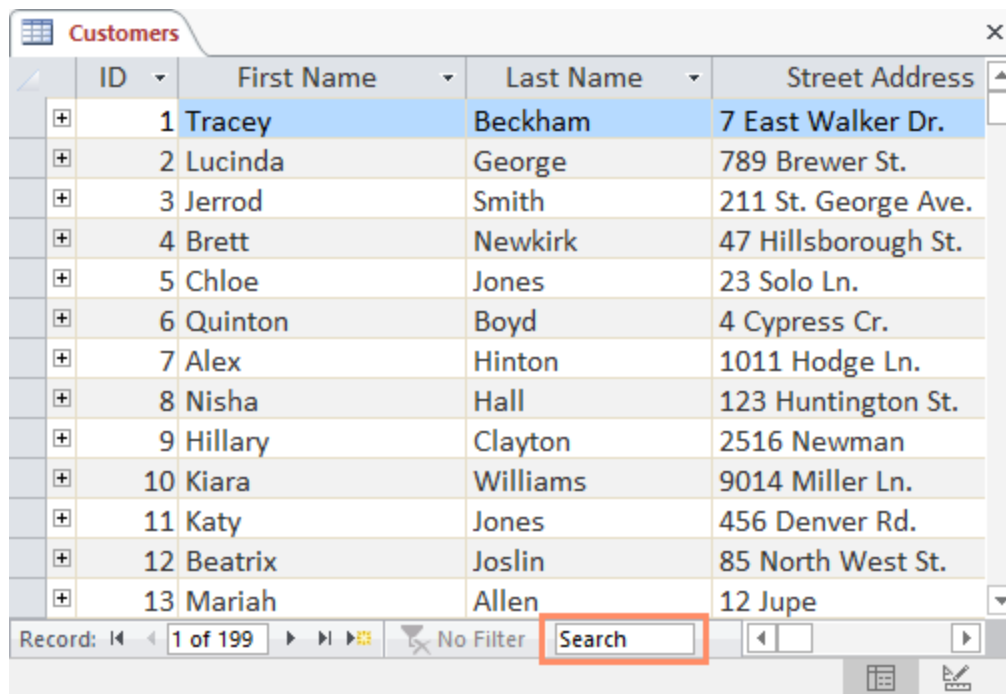
Record: 1 of 199

Svakom slogu iz trenutno otvorene tabele može se pristupiti pomoću ove navigacije, a takođe se može kreirati prazan, novi slog.

ID	First Name	Last Name	Street Address
1	Tracey	Beckham	7 East Walker Dr.
2	Lucinda	George	789 Brewer St.
3	Jerrold	Smith	211 St. George Ave.
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Record: 1 of 199

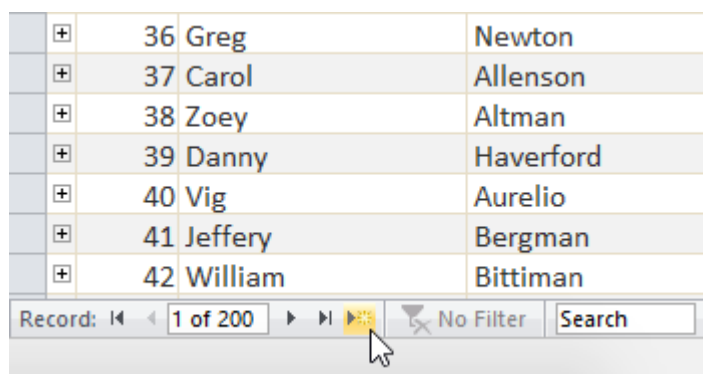
Postoji i pretraga tabele (polje Search)



ID	First Name	Last Name	Street Address
1	Tracey	Beckham	7 East Walker Dr.
2	Lucinda	George	789 Brewer St.
3	Jerrold	Smith	211 St. George Ave.
4	Brett	Newkirk	47 Hillsborough St.
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13	Mariah	Allen	12 Jupe

Record: 1 of 199 No Filter Search

Dodavanje novih slogova tabeli



36	Greg	Newton
37	Carol	Allenson
38	Zoey	Altman
39	Danny	Haverford
40	Vig	Aurelio
41	Jeffery	Bergman
42	William	Bittiman

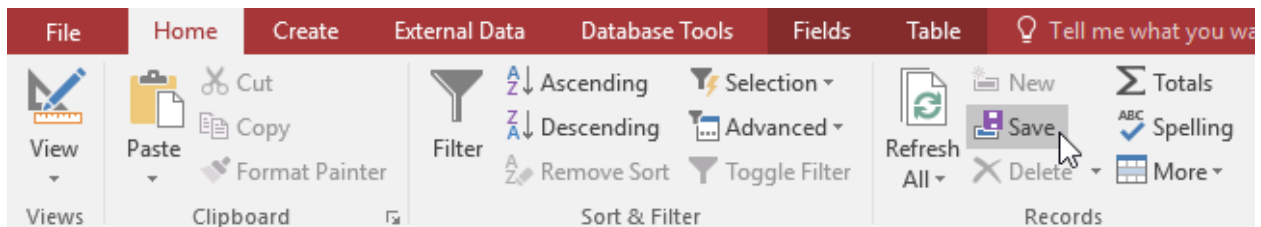
Record: 1 of 200 No Filter Search

Klikom na označenu komandu tabela će otvoriti novi red za unos podataka:

ID	First Name	Last Name	Street Address	City
204	Tobias	Inman	34 Peace St.	Raleigh
205	Teyonah	Lamb	321 Home Dr.	Raleigh
206	Gregoire	Pick	604 Hatsy Way	Charlotte
207	Mallary	Pont	91 Julianna Way	Charlotte
208	Rajeev	Parthasarathy	1009 Raleigh Street	Hillsborough
209	Will	Good	38 Learnfree St.	Raleigh
212	David	Barrett	434 Hill St.	Raleigh
*	(New)			

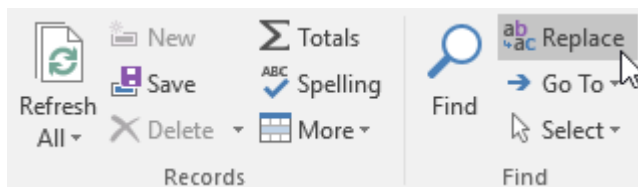
Polja u tabeli mogu imati definisanu validaciju - ograničenja koja onemogućavaju nepravilan unos podataka.

Nakon unosa novog sloga, Access ih ne čuva automatski. Potrebno je zadati komandu da se unešeni slog sačuva.



Izmjena i brisanje slogova

Find and Replace – komanda koja omogućava traženje i automatsku zamjenu pretraživane riječi drugom. Nalazi se na Home kartici



Brisanje se može obaviti označivanjem sloga i na Home tabu pritisnemo komandu Delete

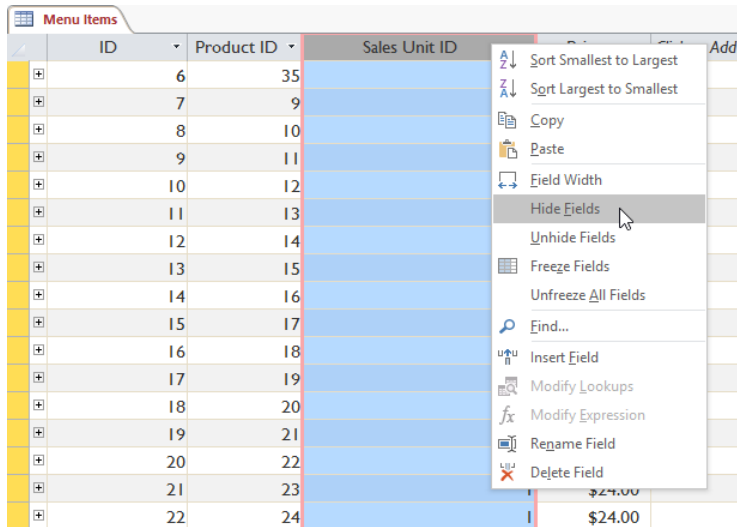
Izmjena izgleda tabele

Kolone i vrste se podešavaju slično kao u excelu (širina kolone, visina vrste).

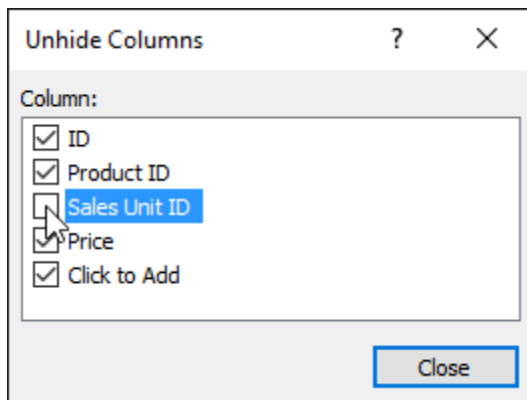
ID	Product Name	Description
22	Cheesecake, strawberry	Our NY-style classic, but now you can count it as a fruit serving.
23	Easter Creme Cake- Spring	Like a Chocolate Crème Egg, except a three layer cake. Topped with icing bunnies and marshmallow chicks.
24	Lemon Blueberry -	Summer sunshine, ripe blueberries and sugary lemonade. Takes you back to the good ol' days.
25	Triple Berry Shortcake -	Strawberries, raspberries, and blueberries. May turn your lips and teeth purple, but probably worth it.
26	Hummingbird - Summer	Made out of actual hummingbirds. No, not really. But this pineapple and banana cake may attract a few.
27	Pumpkin Spice - Autumn	Spicy and sweet-- the best thing about Autumn. Bring it to Thanksgiving, or kick off the holiday season by eating the
28	Apple Spice - Autumn	Much easier to eat than bobbing for apples, but the caramel icing will still leave you sticky.

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Polja se mogu sakriti, da se ne prikazuju (desni klik i Hide).



Ako ih želimo ponovo otkriti, desnim klikom na bilo koju kolonu pojavljuje se prozor sa opcijama koja polja prikazujemo a koja ne.



Kreiranje nove tabele

Nova tabela u bazi se dodaje komandom Table ili Table Design u kartici Create

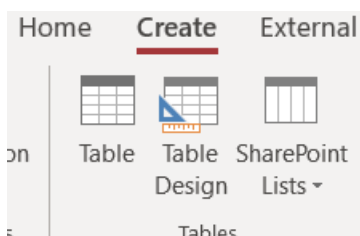


Table komanda omogućava kreiranje tabele definisanjem i dodavanjem polja i unosom podataka u tabelu. Jedino polje u novo kreiranoj tabeli je polje ID, sva ostala dodajemo.

Table Design omogućava kreiranje tabele u Design prikazu, što znači da tu definišemo polja, tipove podataka polja, a ne unosimo podatke.