

Kreiranje baze  
podataka iz  
postojećeg  
šablona

Baze podataka

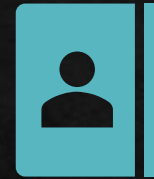
# Otvaranje šablona



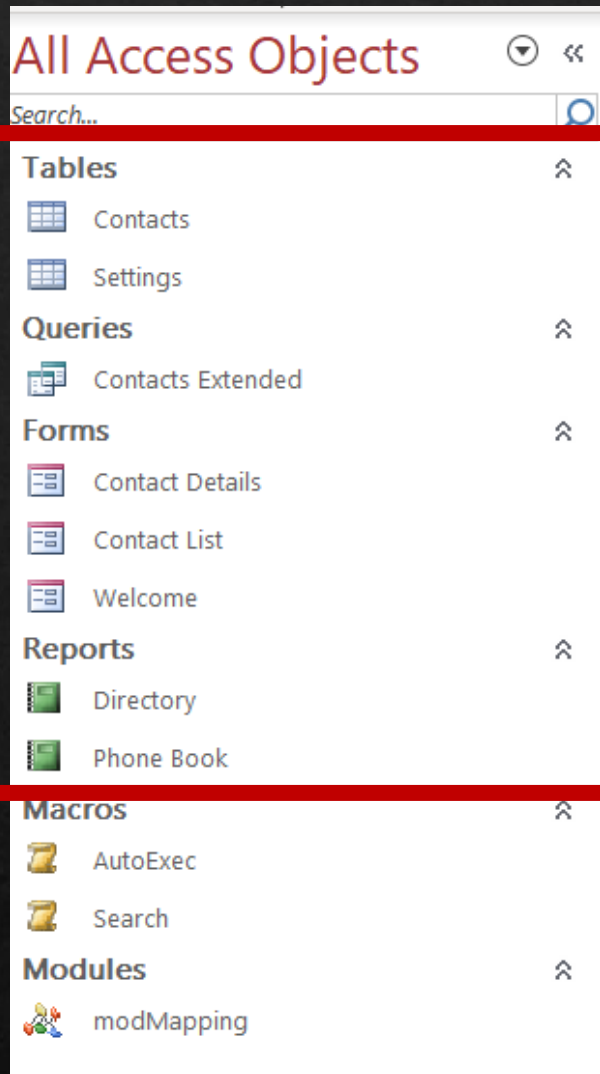
**Pokrenuti program Access**



**Odabрати opciju New**



**Odabрати šablon Contacts  
ili Contact List**



# Pregled elemenata baze

Analizirati Navigation Pane :

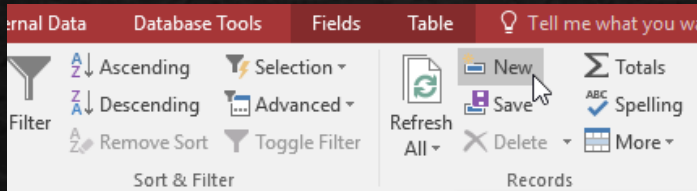
- ◆ Koje 4 grupe objekata (dokumenata) se nalaze u Navigation pane?
- ◆ Ovoriti po jedan objekat iz svake od 4 grupe objekata (dvostruki klik)





# Dodavanje novog sloga vrši se na tri načina:

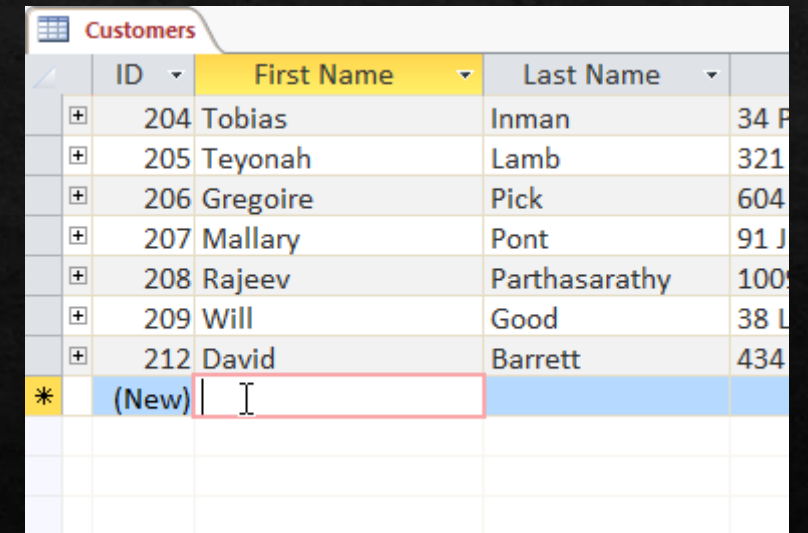
Sa home taba u grupi  
Records kliknemo na  
komandu NEW



Na navigacionom baru  
tabele kliknemo dugme  
New



Direktnim unosom u  
tabelu



The screenshot shows the Microsoft Access 'Customers' table. The table has columns for ID, First Name, Last Name, and a fourth column. A new record is being added, indicated by a yellow star icon in the first column and the text '(New)' in the First Name column. The cursor is positioned in the First Name field.

ID	First Name	Last Name	
204	Tobias	Inman	34 P
205	Teyonah	Lamb	321
206	Gregoire	Pick	604
207	Mallary	Pont	91 J
208	Rajeev	Parthasarathy	100
209	Will	Good	38 L
212	David	Barrett	434
*	(New)		

# Upit (query)

Čemu služe sledeći prikazi upita:

◇ Design view

◇ SQL view

◇ Datasheet view

\* SQL – Structured Query Language

# Forms (obrasci)

Analizirati sva tri prikaza obrasca:

- ◇ Design view
- ◇ Layout view
- ◇ Form view

\*Promijeniti nešto u dizajnu i rasporedu, sačuvati



# Izvještaji (Reports)

Analiza sva četiri prikaza:

- ◇ Report view
- ◇ Layout view
- ◇ Design view
- ◇ Print preview

