

Fall 2015 Database Lab

Assignment: Database Application: Tracking Web Site Visits

Textbook: Valacich, Joseph S. and Schneider, Christoph. Information Systems Today: Managing in the Digital World. 6th Edition. Prentice Hall. ISBN: 9780132971218 (eText: 9780132971799).

Presentation Creator: Preuss

Presentation Date: 10/23/2015


Notes: This presentation shows most if not all the required steps in completing the assignment database. It is the student's responsibility to read and understand the assignment to insure the assignment is correctly done.

There is student responsibility that is not shown in this presentation.

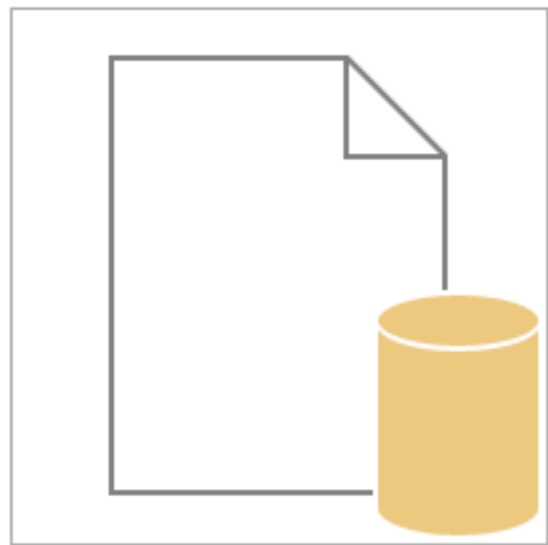
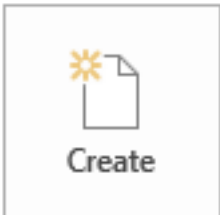
The presentation opens a blank database in Access 2013. The presentation gives the database an appropriate name.

Blank desktop database

Should I create an Access 2013 app or an Access 2013 database?

File Name: 

C:\Users\Tim\Documents\

Create

Access

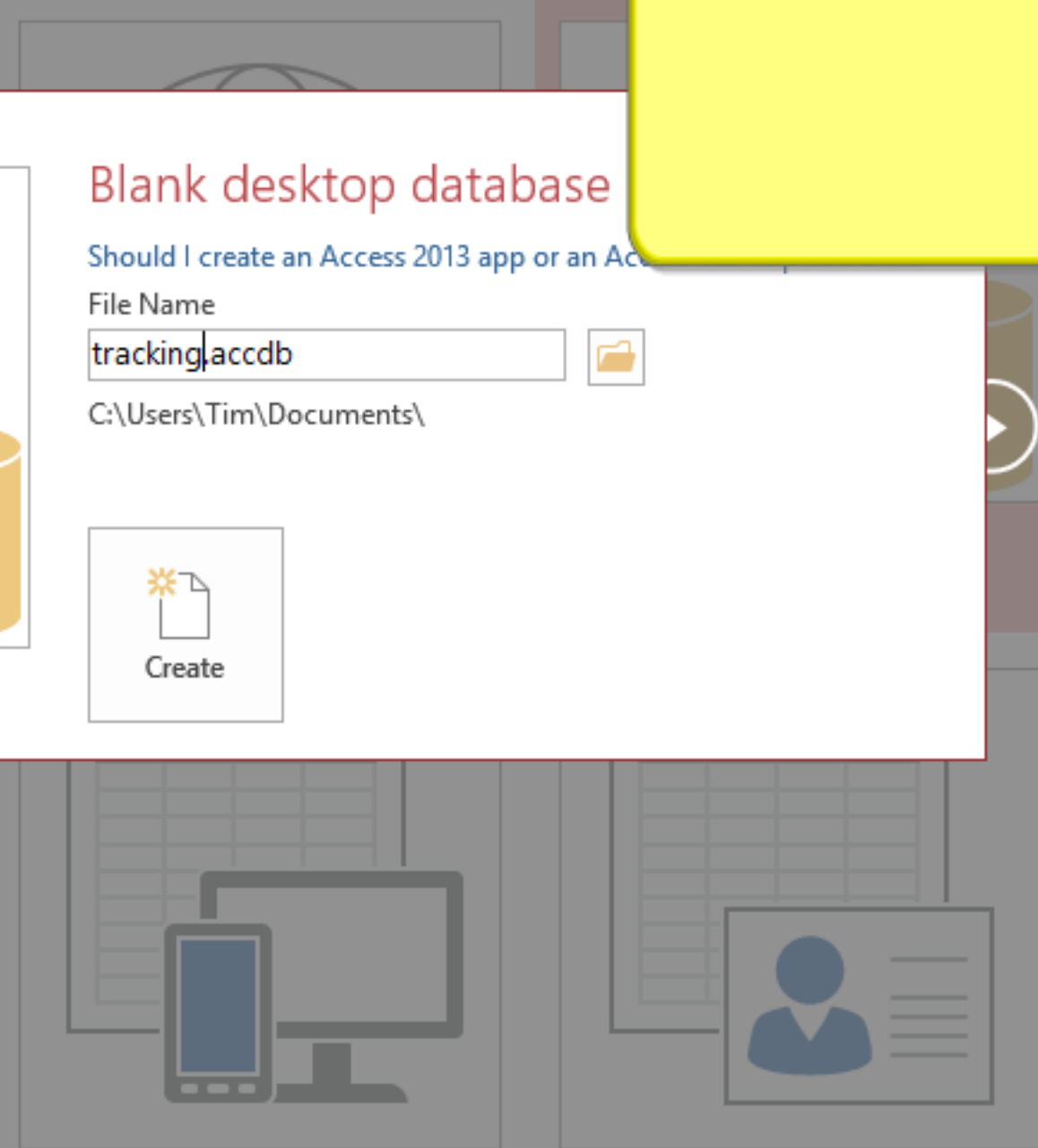
Recent

- tracking.accdb Documents
- agency01.accdb Documents
- agency.accdb Documents
- employeedata.accd Documents » cptr1138 »
- employeedata.accd Documents
- asset.accdb Documents » cptr1138 »
- Database1.accdb Documents
- database_lab02.accdb Documents » cptr1138 » Done » Lab02
- database_lab02.accdb Documents

Open Other Files

Search for online templates

Suggested searches: Database Business Logs Small Business Industry Lists Personal



Hasher

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (selected), FIELDS, TABLE. Tab: tracking : Database- C:\Users\Tim\Documen... User: Tim Preuss

Microsoft Access ribbon sub-sections: Views (AB, 12, Short Text, Number, Currency, More Fields, Add & Delete), Properties (Name & Caption, Default Value, Field Size, Memo Settings), Formatting (Formatting dropdown, \$, %, , ←.0, .00, →.0), Field Validation (Required, Unique, Indexed, Validation dropdown)

All Access Objects pane: Search..., Tables (Table1)

Table1 grid with context menu open: Save, Close, Close All, Design View (highlighted), Datasheet View. A yellow callout box points to 'Design View' with the text: 'The presentation right clicks on the tab to obtain the menu shown. The presentation selects "Design View".'

Table1 status bar: Record: 1 of 1, No Filter, Search

Microsoft Access status bar: Datasheet View, NUM LOCK, [Grid View Icon], [Print Icon]

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (selected), FIELDS, TABLE.

TABLE TOOLS ribbon sub-tabs: FIELDS, TABLE.

GROUPS: Views (Short Text, Number, Currency, Date & Time, Yes/No, More Fields), Add & Delete (Delete), Properties (Name & Caption, Default Value, Field Size, Memo Settings), Modify Lookups, Modify Expression, Memo Settings, Formatting (Currency symbols, Decimals), Field Validation (Required, Unique, Indexed).

All Access Objects pane:

Search: [Search...]

Tables:

- Table1

Table1 Datasheet View:

ID	Company Name
(New)	

Record: [Navigation icons] No Filter Search

Save As dialog box:

Table Name: company_info

Buttons: OK, Cancel

The presentation enters the appropriate table name. The presentation selects "OK".

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (DESIGN), tracking : Database- C:\Users\Tim\Documents\tracki..., Tim Preuss

Microsoft Access ribbon: View, Primary Key, Builder, Test Validation Rules, Insert Rows, Delete Rows, Modify Lookups, Property Indexes Sheet, Create Data Macros, Rename/Delete Macro, Relationships, Object Dependencies

All Access Objects pane: Search..., Tables (company_info)

Field Name	Data Type
company_name	Short Text

The presentation enters the field name as shown.

Field Properties pane: General, Lookup

Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	Yes (No Duplicates)
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.

Views: View, Primary Key, Builder, Test Validation Rules, Modify Lookups

Tools: Property Indexes Sheet, Show/Hide, Create Data Macros, Rename/Delete Macro, Relationships, Object Dependencies

All Access Objects

Search...

Tables

- company_info

Field Name	Data Type	Description (Optional)
company_name	Short Text	
company_URL	Hyperlink	

The presentation enters the field name as shown.

Field Properties

General | Lookup

Format	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General
Append Only	No

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.

TABLE TOOLS tracking : Database- C:\Users\Tim\Documents\tracki... ? - [Close] X

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN

Views Tools

Primary Key Builder Test Validation Rules

Insert Rows Delete Rows Modify Lookups

Property Indexes Sheet Show/Hide

Create Data Macros Rename/Delete Macro

Relationships Object Dependencies

All Access Obj...

Search...

Tables

company_info

	Data Type	Description (Optional)
comp	Short Text	
comp	Hyperlink	

- Save
- Close
- Close All
- Design View
- Datasheet View

The presentation right clicks on the tab to obtain the menu shown. The presentation selects "Datasheet View".

Field Properties

General Lookup

Format	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General
Append Only	No

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.

Design view. F6 = Switch panes. F1 = Help.

NUM LOCK [Icons]

TABLE TOOLS

DESIGN

Microsoft Access ribbon menu for the DESIGN tab:

- Views: View, Primary Key
- Tools: Builder, Test Validation Rules, Insert Rows, Delete Rows, Modify Lookups
- Show/Hide: Property Sheet, Indexes
- Field, Record & Table Events: Create Data Macros, Rename/Delete Macro
- Relationships: Relationships, Object Dependencies

All Access Objects pane:

Search...

Tables

- company_info

Field Name	Data Type	Description (Optional)
company_name	Short Text	
company_URL	Hyperlink	

Microsoft Access dialog box:

You must first save the table.

Do you want to save the table now?

The presentation selects "Yes" to save the current table.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS, FIELDS, TABLE. Window title: tracking : Database- C:\Users\Tim\Documen... User: Tim Preuss

Under the "Create" tab, the presentation selects "Table" to create a new table.

Microsoft Access ribbon: Application Parts, Table, Table Design, Table Templates, Report Wizard, Report Navigation, Report Wizard, Labels, Report, Report Design, Blank Report, Reports, Macro, Macros & Code

All Access Objects

Search...

Tables

- company_info

Company Name	Company ID	Click to Add
*		

Record: 1 of 1 | No Filter | Search

Datasheet View | NUM LOCK | [Grid View] [Print]

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (selected), FIELDS, TABLE. Sub-ribbons: Views, Add & Delete, Properties, Formatting, Field Validation.

All Access Objects pane showing Tables: company_info, Table1.

Table1 grid with columns: ID, Click to... (New). A context menu is open over the 'Click to...' cell, showing options: Save, Close, Close All, Design View (highlighted), Datasheet View.

The presentation right clicks on the tab to obtain the menu shown. The presentation selects "Design View".

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (selected), FIELDS, TABLE. Sub-ribbons: Views, Add & Delete, Properties, Formatting, Field Validation. Icons include Date & Time, Yes/No, More Fields, Name & Caption, Modify Lookups, Modify Expression, Memo Settings, Required, Unique, Indexed, Validation.

All Access Objects pane. Search: Search... Tables: company_info, Table1. Datasheet View: Hasher

Table1 Datasheet View

ID	Company Name
(New)	

Record: [Navigation icons] No Filter Search

Save As dialog box

Table Name: products

Buttons: OK, Cancel

The presentation enters the appropriate table name. The presentation selects "OK".

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, **TABLE TOOLS** (DESIGN), tracking : Database- C:\Users\Tim\Documents\tracki... | Tim Preuss

Table Tools - DESIGN ribbon items: View, Primary Key, Builder, Test Validation Rules, Insert Rows, Delete Rows, Modify Lookups, Property Indexes Sheet, Create Data Macros, Rename/Delete Macro, Relationships, Object Dependencies.

Navigation pane: All Access Objects, Tables: company_info, products

Context menu for 'Primary Key' icon:

- Primary Key
- Cut
- Copy
- Paste
- Insert Rows
- Delete Rows
- Properties

The presentation right clicks in the grey box with the key. The presentation select the "Primary Key" to toggle or turn off the primary key attribute for this field.

Table Design Grid:

Field Name	Field Type	Field Properties
Description (Optional)	Long Integer	Indexed: Yes (No Duplicates)

Field Properties pane:

Property	Value
Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Design view. F6 = Switch panes. F1 = Help.

NUM LOCK [Icons]

Microsoft Access Ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (DESIGN), tracking : Database- C:\Users\Tim\Documents\tracki... | Tim Preuss

Microsoft Access Ribbon: View, Primary Key, Builder, Test Validation Rules, Insert Rows, Delete Rows, Modify Lookups, Property Indexes Sheet, Create Data Macros, Rename/Delete Macro, Relationships, Object Dependencies

All Access Objects | Search... | Tables: company_info, products

Field Name	Data Type
company_name	Short Text

The presentation enters the field name as shown.

Field Properties

General	
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.

Design view. F6 = Switch panes. F1 = Help.

NUM LOCK [Icons]

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS **TABLE TOOLS** tracking : Database- C:\Users\Tim\Documents\tracki... ? - [Close]

DESIGN

View Primary Key Builder Test Validation Rules Insert Rows Delete Rows Modify Lookups Property Indexes Sheet Create Data Macros Rename/Delete Macro Relationships Object Dependencies

All Access Objects

Search...

Tables

- company_info
- products

Field Name	Data Type	Description (Optional)
company_name	Short Text	
product_name	Short Text	

The presentation enters the field name as shown.

Field Properties

General	
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS **TABLE TOOLS** tracking : Database- C:\Users\Tim\Documents\tracki... ? - [Close]

DESIGN

Tim Preuss

Views Tools

View Primary Key Builder Test Validation Rules

Insert Rows Delete Rows Modify Lookups

Property Indexes Sheet Show/Hide

Create Data Macros Rename/Delete Macro

Relationships Object Dependencies

All Access Objects

Search...

Tables

- company_info
- products

Field Name	Data Type	Description (Optional)
company_name	Short Text	
product_name	Short Text	
product_description	Long Text	

The presentation enters the field name as shown.

Field Properties

General Lookup

Format	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Format	Plain Text
Text Align	General
Append Only	No

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS, DESIGN. Tab: tracking : Database- C:\Users\Tim\Documents\tracki... User: Tim Preuss

Microsoft Access ribbon: View, Primary Key, Builder, Test Validation Rules, Insert Rows, Delete Rows, Modify Lookups, Property Indexes Sheet, Create Data Macros, Rename/Delete Macro, Relationships, Object Dependencies.

All Access Objects pane. Search... Tables: company_info, products.

Field Name	Data Type	Description (Optional)
company_name	Short Text	
product_name	Short Text	
product_description	Long Text	
product_price	Currency	

The presentation enters the field name as shown.

Field Properties

General	
Format	Currency
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.

TABLE TOOLS tracking : Database- C:\Users\Tim\Documents\tracki... Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN

View Primary Key Builder Test Validation Rules Insert Rows Delete Rows Modify Lookups Property Indexes Sheet Create Data Macros Rename/Delete Macro Relationships Object Dependencies

All Access Objects

Search...

Tables

- company_info
- products

Field Name	Data Type	Description (Optional)
company_name	Short Text	
product_name	Short Text	
product_description	Long Text	
product_price	Currency	
date_retrieved	Date/Time	

The presentation enters the field name as shown.

Field Properties

General	
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General
Show Date Picker	For dates

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.

Design view. F6 = Switch panes. F1 = Help.

NUM LOCK [Icons]

TABLE TOOLS tracking : Database- C:\Users\Tim\Documents\tracki... ? - [Close]

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN Tim Preuss

Views Tools Relationships

View Primary Key Builder Test Validation Rules Insert Rows Delete Rows Modify Lookups Property Indexes Sheet Create Data Macros Rename/Delete Macro Relationships Object Dependencies

All Access Objects company_info products

Field Name	Data Type	Description (Optional)
company_name		
product_name		
product_description		
product_price		
date_retrieved		

- Primary Key
- Cut
- Copy
- Paste
- Insert Rows
- Delete Rows
- Properties

The presentation right clicks in the grey box. The presentation select the "Primary Key" to toggle or turn on the primary key attribute for this field.

Field Properties

General	
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Design view. F6 = Switch panes. F1 = Help.

NUM LOCK [Icons]

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS **TABLE TOOLS** tracking : Database- C:\Users\Tim\Documents\tracki... ? - [Close]

DESIGN Tim Preuss

View Primary Key Builder Test Validation Rules Insert Rows Delete Rows Modify Lookups Property Indexes Sheet Create Data Macros Rename/Delete Macro Relationships Object Dependencies

All Access Objects

Search...

Tables

- company_info
- products

Field Name	Type	Description (Optional)
company_name		
product_name		
product_description		
product_price		
date_retrieved		

- Save
- Close
- Close All
- Design View
- Datasheet View

The presentation right clicks on the tab to obtain the menu shown. The presentation selects "Datasheet View".

Field Properties

General	
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	Yes (No Duplicates)
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN

tracking : Database - G:\Users\Tim\Documents\tracki... Tim Preuss

View Primary Key Builder Test Validation Rules Insert Rows Delete Rows Modify Lookups Property Indexes Sheet Create Data Macros Rename/Delete Macro Relationships Object Dependencies

All Access Objects

Search...

Tables

- company_info
- products

Field Name	Data Type	Description (Optional)
company_name	Short Text	
product_name	Short Text	
product_description	Long Text	
product_price	Currency	
date_retrieved	Date/Time	

Microsoft Access

General Lookup

Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	Yes (No Duplicates)
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

You must first save the table.

Do you want to save the table now?

Yes

The presentation selects "Yes" to save the current table.

Under the "Create" tab, the presentation selects "Table" to create a new table.

Microsoft Access ribbon options: Application Parts, Table, Table Design, Table Templates, Form Wizard, Report Wizard, Labels, Macro, Reports, Macros & Code.

All Access Objects

Search...

Tables

- company_info
- products

company_name	product_name	product_desc	product_price	date_retrieved	Click to Add
*			\$0.00		

Record: 1 of 1 | No Filter | Search

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS, FIELDS, TABLE. Title bar: tracking : Database- C:\Users\Tim\Documen... Tim Preuss

Under the "Create" tab, the presentation selects "Table" to create a new table.

Microsoft Access ribbon: Application Parts, Table, Table Design, Table Templates, Form Wizard, Report Wizard, Labels, Macro, Reports, Macros & Code.

All Access Objects

Search...

Tables

- company_info
- products

company_name	product_name	product_desc	product_price	date_retrieved	Click to Add
*			\$0.00		

Record: 1 of 1 | No Filter | Search

Datasheet View | NUM LOCK | [Grid View] [Print]

Microsoft Access interface showing the 'TABLE TOOLS' ribbon with 'FIELDS' and 'TABLE' tabs. The ribbon includes sections for 'Views', 'Add & Delete', 'Properties', 'Formatting', and 'Field Validation'. The 'All Access Objects' pane on the left shows a list of tables: 'company_info', 'products', and 'Table1'. The main workspace displays a table with columns 'ID' and 'Click to Add', and a new record '(New)'. A context menu is open over the table, listing options: 'Save', 'Close', 'Close All', 'Design View', and 'Datasheet View'. A yellow callout box with an arrow points to the 'Design View' option, containing the text: 'The presentation right clicks on the tab to obtain the menu shown. The presentation selects "Design View".'

Datasheet View

Hasher

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (selected), FIELDS, TABLE. Sub-ribbons: Views, Add & Delete, Properties, Formatting, Field Validation. Icons include Date & Time, Yes/No, More Fields, Name & Caption, Default Value, Field Size, Modify Lookups, Modify Expression, Memo Settings, Required, Unique, Indexed, Validation.

All Access Objects pane. Search... Tables: company_info, products, Table1.

Table1 datasheet view. Columns: ID, Company Name, City, State, Country, Phone Number. Row 1: (New). Record: 1 of 1. No Filter. Search.

Save As dialog box. Table Name: services. Buttons: OK, Cancel.

The presentation enters the appropriate table name. The presentation selects "OK".

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, **TABLE TOOLS** (DESIGN), tracking : Database- C:\Users\Tim\Documents\tracki... | Tim Preuss

Microsoft Access ribbon sub-sections: View, Primary Key, Builder, Test Validation Rules, Insert Rows, Delete Rows, Modify Lookups, Property Indexes Sheet, Create Data Macros, Rename/Delete Macro, Relationships, Object Dependencies.

Navigation pane: All Access Objects, Search..., Tables: company_info, products, services

Context menu for Primary Key:

- Primary Key
- Cut
- Copy
- Paste
- Insert Rows
- Delete Rows
- Properties

The presentation right clicks in the grey box with the key. The presentation select the "Primary Key" to toggle or turn off the primary key attribute for this field.

Table design grid showing field 'Description (Optional)' with a primary key icon in the grey box.

Field Properties

General	
Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Design view. F6 = Switch panes. F1 = Help.

NUM LOCK [Icons]

Microsoft Access Ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (DESIGN), tracking : Database- C:\Users\Tim\Documents\tracki... | Tim Preuss

Microsoft Access Ribbon: View, Primary Key, Builder, Test Validation Rules, Insert Rows, Delete Rows, Modify Lookups, Property Indexes Sheet, Create Data Macros, Rename/Delete Macro, Relationships, Object Dependencies

All Access Objects | Tables: company_info, products, services

Field Name	Data Type	Description (Optional)
company_name	Short Text	

The presentation enters the field name as shown.

Field Properties

General	
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.

TABLE TOOLS DESIGN

View Primary Key Builder Test Validation Rules Insert Rows Delete Rows Modify Lookups Property Indexes Sheet Create Data Macros Rename/Delete Macro Relationships Object Dependencies

All Access Objects

Tables

- company_info
- products
- services

Field Name	Data Type	Description (Optional)
company_name	Short Text	
service_name	Short Text	
service_description	Long Text	

The presentation enters the field names as shown.

Field Properties

General	
Format	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Format	Plain Text
Text Align	General
Append Only	No

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.

TABLE TOOLS DESIGN

Views: View, Primary Key, Builder, Test Validation Rules, Modify Lookups

Tools: Property Indexes Sheet, Show/Hide, Create Data Macros, Rename/Delete Macro, Relationships, Object Dependencies

All Access Objects

Search...

Tables

- company_info
- products
- services

Field Name	Data Type	Description (Optional)
company_name	Short Text	
service_name	Short Text	
service_description	Long Text	
service_price	Currency	

The presentation enters the field name as shown.

Field Properties

General Lookup

Format	Currency
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.

Views Tools

Primary Key Builder Test Validation Rules

Property Indexes Sheet Show/Hide

Create Data Macros Rename/Delete Macro

Relationships Object Dependencies

All Access Objects

Search...

Tables

- company_info
- products
- services

Field Name	Data Type	Description (Optional)
company_name	Short Text	
service_name	Short Text	
service_description	Long Text	
service_price	Currency	
date_retrieved	Date/Time	

The presentation enters the field name as shown.

Field Properties

General Lookup

Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General
Show Date Picker	For dates

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.

TABLE TOOLS tracking : Database- C:\Users\Tim\Documents\tracki... Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN

View Primary Key Builder Test Validation Rules Insert Rows Delete Rows Modify Lookups Property Indexes Sheet Create Data Macros Rename/Delete Macro Relationships Object Dependencies

All Access Objects company_info products services

Field Name	Data Type	Description (Optional)
company_name		
service_name		
service_description		
service_price		
date_retrieved		

The presentation right clicks in the grey box. The presentation select the "Primary Key" to toggle or turn on the primary key attribute for this field.

- Primary Key
- Cut
- Copy
- Paste
- Insert Rows
- Delete Rows
- Properties

Field Properties

General	
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Design view. F6 = Switch panes. F1 = Help.

NUM LOCK [Icons]

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN

tracking : Database - G:\Users\Tim\Documents\tracki... Tim Preuss

View Primary Key Builder Test Validation Rules Insert Rows Delete Rows Modify Lookups Property Indexes Sheet Create Data Macros Rename/Delete Macro Relationships Object Dependencies

All Access Objects

Search...

Tables

- company_info
- products
- services

Field Name	Data Type	Description (Optional)
company_name	Short Text	
service_name	Short Text	
service_description	Long Text	
service_price	Currency	
date_retrieved	Date/Time	

Microsoft Access

General Lookup

Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	Yes (No Duplicates)
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

You must first save the table.

Do you want to save the table now?

Yes

The presentation selected the option to switch to "Datasheet View". The presentation selects "Yes" to save the current table.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS, FIELDS, TABLE. Title bar: tracking : Database- C:\Users\Tim\Documen... | ? | - | □ | × | Tim Preuss

Under the "Database Tools" tab, the presentation selects "Relationships".

Database Tools ribbon group: Compact and Repair Database Tools, Visual Basic Macro, Relationships, Relationships (highlighted with yellow arrow), Relationships (disabled), Relationships (disabled).

All Access Objects pane: Search..., Tables: company_info, products, services.

company_na	service_nam	service_desi	service_pric	date_retriev	Click to Add
*			\$0.00		

Record: 1 of 1 | No Filter | Search | NUM LOCK | [Grid] | [Print]

Windows taskbar: Datasheet View, Hasher, [Taskbar Icons: File Explorer, Edge, etc.] | 12:56 PM 10/23/2015

Microsoft Access interface showing the 'RELATIONSHIP TOOLS' ribbon and 'DESIGN' view. The 'All Access Objects' pane on the left lists tables: company_info, products, and services. A 'Show Table' dialog box is open, displaying a list of tables with 'products' selected. The background shows a relationship diagram with tables like 'company_name' and 'product_name'.

The presentation adds all three tables.

Tools Relationships

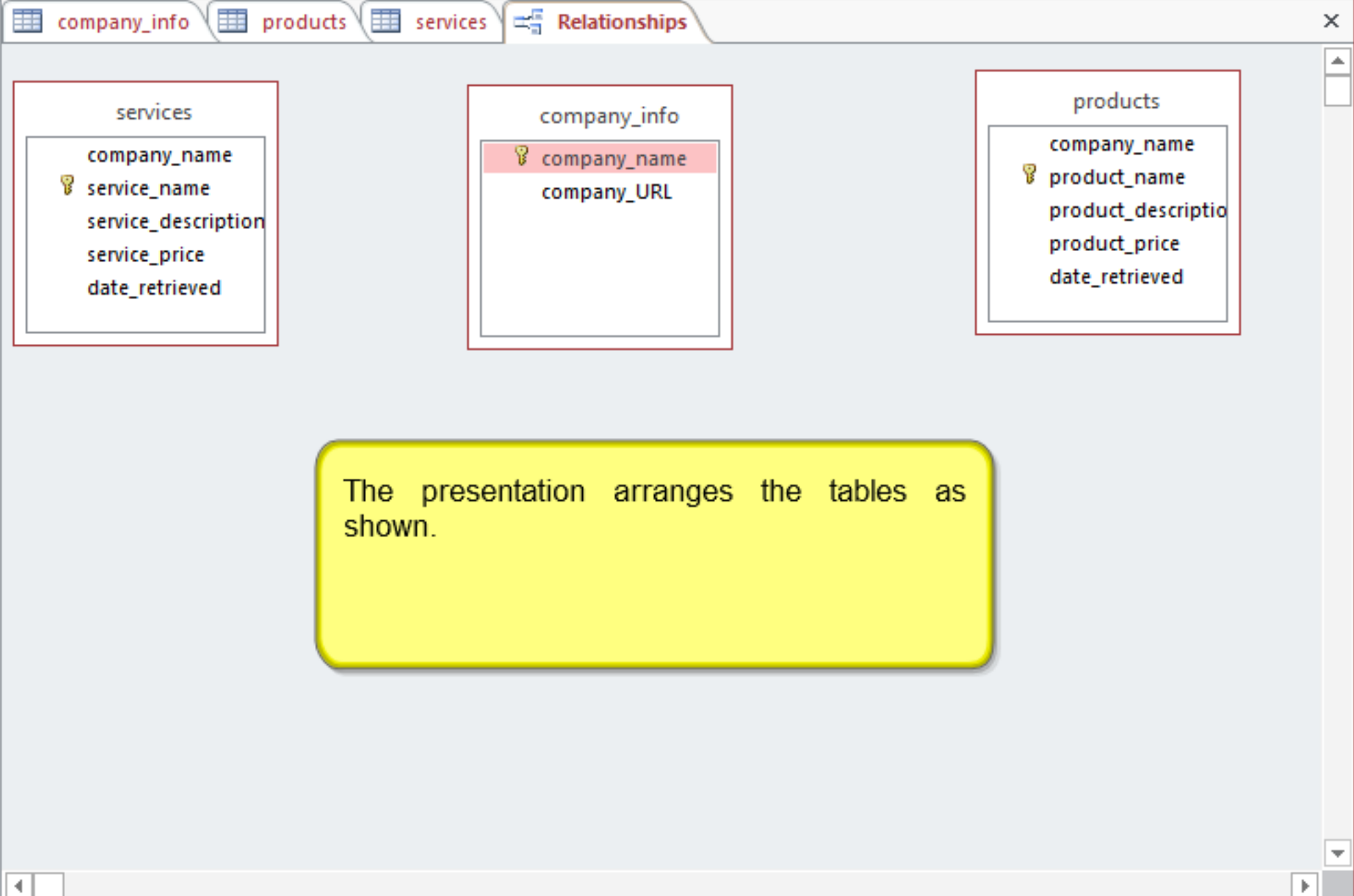
- Clear Layout
- Hide Table
- Direct Relationships
- All Relationships
- Show Table
- Close

All Access Objects

Search...

Tables

- company_info
- products
- services



The presentation arranges the tables as shown.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, DESIGN (selected), Tim Preuss

DESIGN ribbon groups: Views, Clipboard, Sort & Filter (Filter, Ascending, Descending, Remove Sort), Records (Refresh All, New, Save, Delete), Find, Text Formatting (B, I, U, A, text color, background color, bullet points, numbering, indent, decrease/increase indent, left-align, center-align, right-align, justify, link, unlink, insert link, insert picture, insert table, insert chart, insert form, insert report, insert macro, insert query, insert table of contents, insert index, insert page header, insert page footer, insert page number, insert page break, insert section break, insert table of contents, insert index, insert page header, insert page footer, insert page number, insert page break, insert section break)

All Access Objects pane

Search...

Tables

- company_info
- products
- services

Relationships pane

services table fields: company_name, service_name, service_description, service_price

company_info table fields: company_name, company_URL

products table fields: company_name, product_name, product_description, product_price, date_retrieved

The "company_name" field in the "company_info" table is highlighted in pink, with a yellow arrow pointing to it from the text box below.

The presentation selects "company_name" field in the "company_info" table.

While holding down the left button, the presentation moves the pointer/cursor to the "services" table on top of the "company_name" field.

The screenshot shows the Microsoft Access interface with the 'Edit Relationships' dialog box open. The dialog box is titled 'Edit Relationships' and has a close button (X) in the top right corner. It contains the following fields and options:

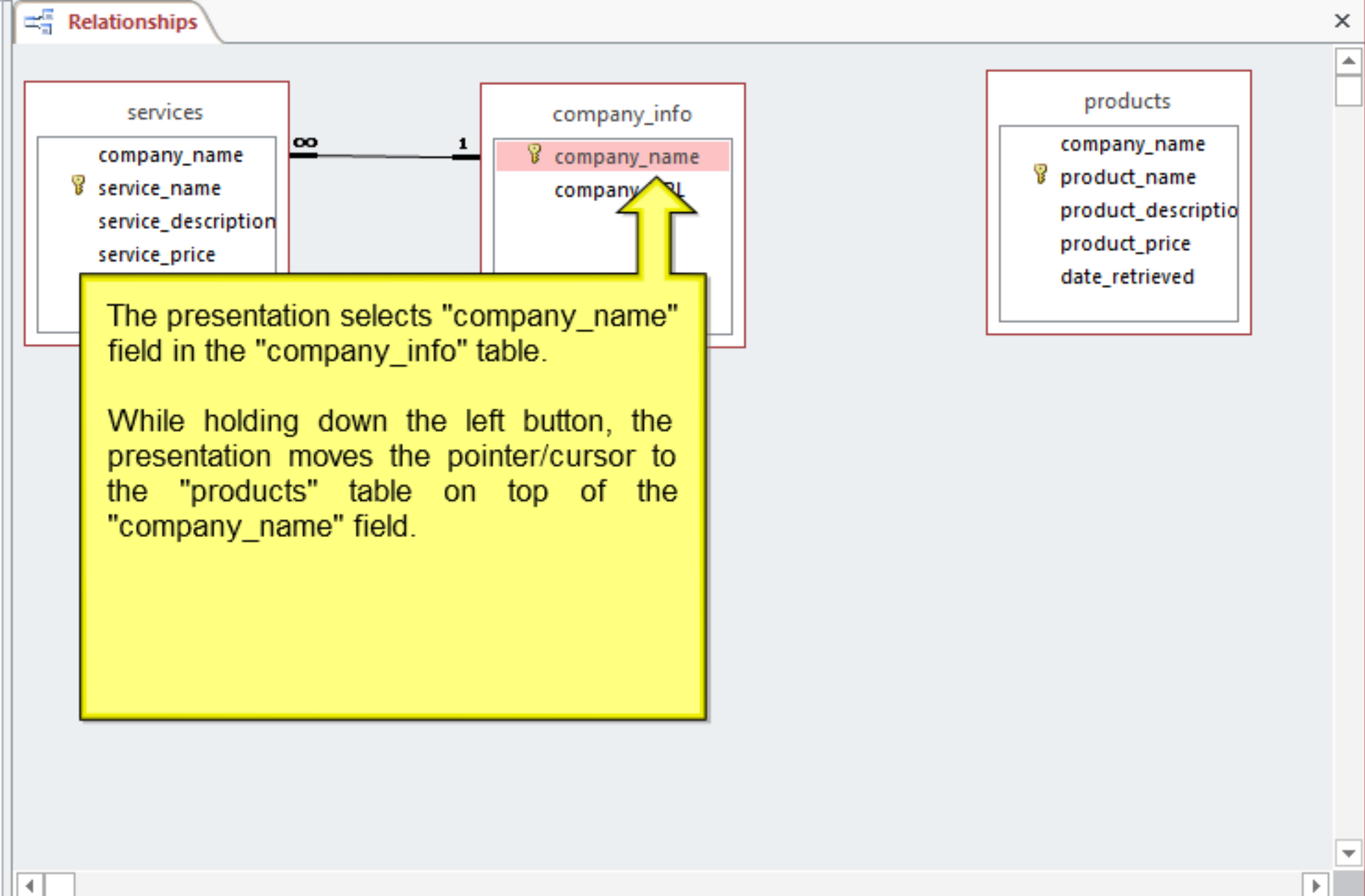
- Table/Query:** company_info
- Related Table/Query:** services
- Primary Key:** company_name (from company_info)
- Foreign Key:** company_name (from services)
- Relationship Type:** One-To-Many
- Options:**
 - Enforce Referential Integrity
 - Cascade Update Related Fields
 - Cascade Delete Related Records
- Buttons:** Create, Cancel, Join Type.., Create New..

In the background, the 'Relationships' task pane shows a diagram with two tables: 'company_info' and 'services'. The 'company_info' table has a primary key 'company_name' (indicated by a key icon) and a foreign key 'company_name' (indicated by a key icon with a line) that points to the 'company_name' field in the 'services' table. The 'products' table is also visible in the task pane but is not part of the current relationship being edited.

The presentation modifies the "Edit Relationships" as shown.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, DESIGN (RELATIONSHIP TOOLS).
 Ribbon groups: Views, Clipboard, Sort & Filter, Records, Find, Text Formatting.

All Access Objects pane: Search...
 Tables: company_info, products, services



The presentation selects "company_name" field in the "company_info" table.

While holding down the left button, the presentation moves the pointer/cursor to the "products" table on top of the "company_name" field.

Microsoft Access interface showing the 'RELATIONSHIP TOOLS' ribbon and 'DESIGN' view. The 'All Access Objects' pane on the left lists tables: company_info, products, and services. The 'Relationships' pane shows a relationship between 'company_info' and 'products' with the primary key 'company_name' in 'company_info' linked to 'company_name' in 'products'. The 'Edit Relationships' dialog box is open, showing the relationship type as 'One-To-Many' and options for 'Enforce Referential Integrity', 'Cascade Update Related Fields', and 'Cascade Delete Related Records'. The 'products' table structure is visible in the background, listing fields: company_name, product_name, product_description, product_price, and date_retrieved.

The presentation modifies the "Edit Relationships" as shown.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, DESIGN (selected), TRACKING: Database- C:\Users\Tim\Document... | Tim Preuss

Microsoft Access ribbon sub-sections: Views, Clipboard (Cut, Copy, Paste, Format Painter), Sort & Filter (Filter, Ascending, Descending, Remove Sort), Records (New, Save, Delete, Refresh All), Find, Text Formatting (B, I, U, A, text color, background color, bullet points, numbered list, indent, decrease indent, increase indent, decrease indent, increase indent, text color, background color, text background color, text background color).

All Access Objects pane: Search... Tables: company_info, products, services

