

Fall 2015 Database Lab

Assignment: Database Application: Building a Special Needs Database for Campus Travel

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.

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Access

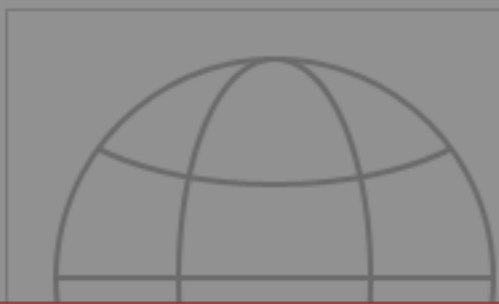


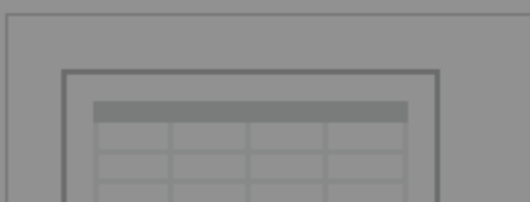
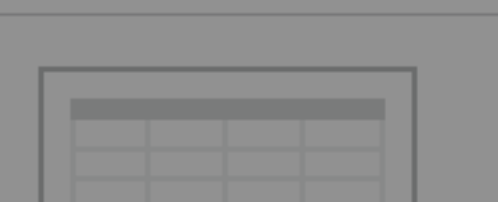
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- Destinations.accdb
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Search for online templates


Suggested searches: Database Business Small Business Industry Lists Personal

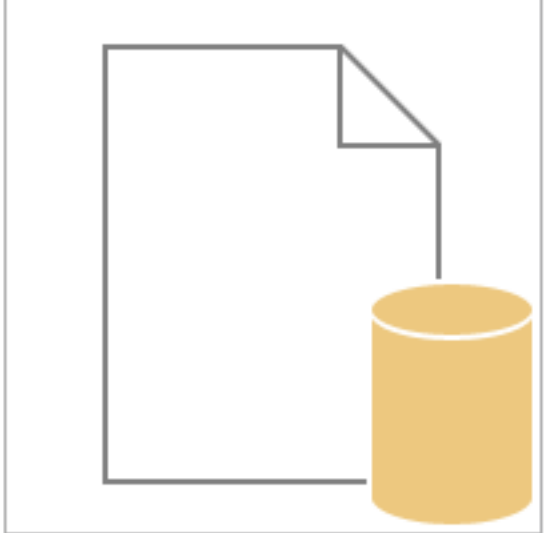

The presentation opens a blank database in Access 2013. The presentation gives the database an appropriate name.

Blank desktop database

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

File Name: 

C:\Users\Tim\Documents\

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

File Name: special_requirements : Database- C:\Users\Tim\Documents... | User: Tim Preuss

Table Tools - TABLE ribbon: View (Short Text, Number, Currency), Add & Delete, Properties (Name & Caption, Default Value, Field Size), Formatting (Data Type, Format, Currency symbols), Field Validation (Required, Unique, Indexed)

Left Pane: All Access Objects | Tables | Table1

Table1 Context Menu: Save, Close, Close All, Design View, Datasheet View

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

Status Bar: Record: 1 of 1 | No Filter | Search | Datasheet View | NUM LOCK

Microsoft Access interface showing the 'TABLE TOOLS' ribbon with 'FIELDS' and 'TABLE' tabs. The ribbon includes sections for 'Add & Delete', 'Properties', 'Formatting', and 'Field Validation'. A 'Save As' dialog box is open over a table named 'Table1', with 'Table1' entered in the 'Table Name' field. A yellow callout box points to the 'Table Name' field with the text: 'The presentation enters the appropriate table name. The presentation selects "OK". Ooops, the name should be "Handicap".'

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

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

special_requirements : Database- C:\Users\Tim\Documents\cptr113... | Tim Preuss

Field Name	Data Type	
Handicap ID	AutoNumber	← The presentation enters the field name as shown.

Field Properties

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

special_requirements : Database- C:\Users\Tim\Documents\cptr113...
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FILE

View

Views

HOME

Primary Key

CREATE

Builder

EXTERNAL DATA

Test Validation Rules

DATABASE TOOLS

Insert Rows

Delete Rows

Modify Lookups

DESIGN

Property Indexes Sheet

Show/Hide

Create Data Macros

Rename/Delete Macro

Field, Record & Table Events

Relationships

Object Dependencies

All Access Objects

Search...

Tables

- Handicap

Handicap

Field Name	Data Type	Description (Optional)
Handicap ID	AutoNumber	
Handicap Name	Short Text	

Field Properties

General | Lookup

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 presentation enters the field name as shown.

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. Sub-ribbons: Views, Tools, Show/Hide, Field, Record & Table Events, Relationships.

Navigation pane: All Access Objects, Tables, Handicap.

Field Properties table:

Property	Value
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

Field Properties description: 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.

Context menu: Save, Close, Close All, Design View, Datasheet View. A yellow callout box points to 'Close' with the text: 'The presentation selects "Close" and saves the database.'

Status bar: Design view. F6 = Switch panes. F1 = Help. NUM LOCK [Icons]

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (FIELD, TABLE), Relationships, Object Dependencies.

Left sidebar: This PC, Recycle Bin, Alternate HASH-Gen..., Google Chrome, Mozilla Firefox, Mozilla Thunderbird.

Navigation pane: All Access Objects, Search..., Tables: Handicap, Table1.

Table1 Datasheet View: ID, Click to Add, (New).

Save As dialog box: Table Name: Location, OK, Cancel.

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

Status bar: Record: [Navigation], No Filter, Search, Datasheet View, NUM LOCK, [Icons].

Views: 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

- Handicap
- Location

Field Name	Data Type	Description (Optional)
Location ID	AutoNumber	
Location Name	Short Text	
Distance To Medical Facility	Number	

The presentation enters the field name as shown.

Field Properties

General	
Field Size	Long Integer
Format	
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.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS, DESIGN. The DESIGN ribbon includes options like Primary Key, Insert Rows, Delete Rows, Modify Lookups, Property Indexes Sheet, Create Data Macros, Rename/Delete Macro, Relationships, and Object Dependencies.

Database window: special_requirements : Database- C:\Users\Tim\Documents\cptr113... | Tim Preuss

Table: Location_Handicap

Field Name	Data Type	Description (Optional)
Location ID	Number	
Handicap ID	Number	

Field Properties (General tab):

Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	Yes
Indexed	Yes (No Duplicates)
Text Align	General

Design view. F6 = Switch panes. F1 = Help. NUM LOCK [Icons]

Microsoft Access - special_requirements : Database- C:\Users\Tim\Documents\cptr113...

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TABLE TOOLS - DESIGN

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

All Access Objects

Tables

- Handicap
- Location
- Location_Handicap

Location_Handicap Table Design

Field Name	Data Type	Description (Optional)
Location ID	Number	
Handicap ID	Number	

Field Properties

Property	Value
Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	No
Indexed	No
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. The DESIGN ribbon includes options like Primary Key, Insert Rows, Delete Rows, Modify Lookups, Property Indexes Sheet, Create Data Macros, Rename/Delete Macro, Relationships, and Object Dependencies.

Left sidebar: All Access Objects, Search..., Tables (Handicap, Location, Location_Handicap).

Table Design View: Location_Handicap table with fields: Location ID (Number), Handicap ID (Number).

Field Properties for Location ID:

Property	Value
Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	Yes
Indexed	No
Text Align	General

Microsoft Access dialog box: "Do you want to save changes to the design of table 'Location_Handicap'?" with Yes, No, and Cancel buttons.

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

Bottom status bar: "Design view. F6 = Switch panes. F1 = Help." and "NUM LOCK" indicator.

Microsoft Access interface showing the 'TABLE TOOLS' ribbon with the 'TABLE' tab selected. The ribbon includes options like 'Table Properties', 'Before Change', 'After Insert', 'Named Macro', 'Relationships', and 'Object Dependencies'.

The 'All Access Objects' pane on the left shows a list of tables: Handicap, Location, Location_Handicap, and Table1.

The main window displays a table named 'Table1' with columns 'ID' and 'Click to Add'. A 'Save As' dialog box is open, with the 'Table Name' field containing 'Location_Pet_Accommodation'. A yellow callout box with an arrow pointing to the text field contains the text: 'The presentation enters the appropriate table name. The presentation selects "OK".'

At the bottom, the status bar shows 'Record: 1', 'No Filter', and 'Search'.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS, DESIGN. Sub-ribbons: Views, Tools, Show/Hide, Field, Record & Table Events, Relationships, Object Dependencies.

Navigation pane: All Access Objects, Tables: Handicap, Location, Location_Handicap, Location_Pet_Accommodation.

Field Name	Data Type	Description (Optional)
Location ID	Number	
Pet Accommodation ID	Number	

Field Properties (General):

Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	No
Indexed	Yes (Duplicates OK)
Text Align	General

Annotation: A yellow box with an arrow points to the empty description cell for 'Pet Accommodation ID' with the text: "The presentation enters the field name as shown."

Field Properties (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.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS, DESIGN. Sub-ribbons: Views, Tools, Property Indexes Sheet, Create Data Macros, Relationships, Object Dependencies.

Navigation pane: All Access Objects, Tables: Handicap, Location, Location_Handicap, Location_Pet_Accommodation.

Table Design View: Location_Pet_Accommodation

Field Name	Data Type	Description (Optional)
Location ID	Number	
Pet Accommodation ID	Number	

Field Properties (General tab):

Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	No
Indexed	Yes (Duplicates OK)
Text Align	General

Design view. F6 = Switch panes. F1 = Help. NUM LOCK [Icons]

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS, DESIGN. Ribbon items include 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.

Database window: special_requirements : Database- C:\Users\Tim\Documents\cptr113... (Tim Preuss)

Table: Location_Pet_Accommodation

Field Name	Data Type	Description (Optional)
Location ID	Number	
Pet Accommodation ID	Number	

Field Properties:

Property	Value
Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	No
Indexed	Yes (Duplicates OK)
Text Align	General

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

NUM LOCK [Icons]

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

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS, DESIGN. The DESIGN ribbon includes options like Primary Key, Insert Rows, Delete Rows, Modify Lookups, Property Indexes Sheet, Create Data Macros, Rename/Delete Macro, Relationships, and Object Dependencies.

Navigation pane: All Access Objects. Tables: Handicap, Location, Location_Handicap, Location_Pet_Accommodation.

Table Design View: Location_Pet_Accommodation

Field Name	Data Type	Description (Optional)
Location ID	Number	
Pet Accommodation ID	Number	

Field Properties (General tab):

Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	Yes
Indexed	Yes (Duplicates OK)
Text Align	General

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

NUM LOCK [Icons: Grid, Print]

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

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS, DESIGN. Ribbon items include: 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: Handicap, Location, Location_Handicap, Location_Pet_Accommodation.

Table Design View: Location_Pet_Accommodation

Field Name	Data Type	Description (Optional)
Location ID	Number	
Pet Accommodation ID	Number	

Field Properties (General tab):

Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	Yes
Indexed	Yes (Duplicates OK)
Text Align	General

Microsoft Access dialog box: Do you want to save changes to the design of table 'Location_Pet_Accommodation'? [Yes] [No] [Cancel]

Footer: Design view. F6 = Switch panes. F1 = Help. NUM LOCK [Icons]

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

Microsoft Access - special_requirements: Database- C:\Users\Tim\Documents...

Tim Preuss

TABLE TOOLS | FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS | **FIELDS** | TABLE

Table Properties | Before Change | Before Delete | After Insert | After Update | After Delete | Named Macro | Relationships | Object Dependencies

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Table1

Table1

ID	Click to Add
*	(New)

Record: [Navigation] [No Filter] [Search]

Datasheet View | NUM LOCK

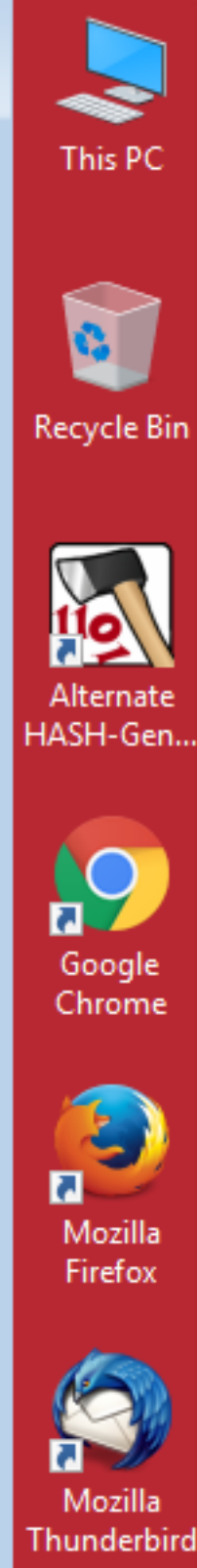
Save As

Table Name:

Pet_Accommodation

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

special_requirements : Database- C:\Users\Tim\Documents\cptr113... | Tim Preuss

Microsoft Access ribbon (DESIGN view):

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

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Field Name	Data Type
Pet Accommodation ID	AutoNumber

The presentation enters the field name as shown.

Field Properties

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

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

Left sidebar: All Access Objects, Search..., Tables list (Handicap, Location, Location_Handicap, Location_Pet_Accommodation, Pet_Accommodation)

Table Design View for 'Pet_Accommodation' table. Columns: Field Name, Data Type, Description (Optional). Rows: Pet Accommodation ID (AutoNumber), Pet Accommodation Name (Short Text).

Microsoft Access dialog box: Do you want to save changes to the design of table 'Pet_Accommodation'? [Yes] [No] [Cancel]

Field Properties pane (General tab): 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.

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Edit Relationships Clear Layout Relationship Report Show Table Hide Table Direct Relationships All Relationships Close

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Relationships

Show Table

Tables | Queries | Both

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Add Close

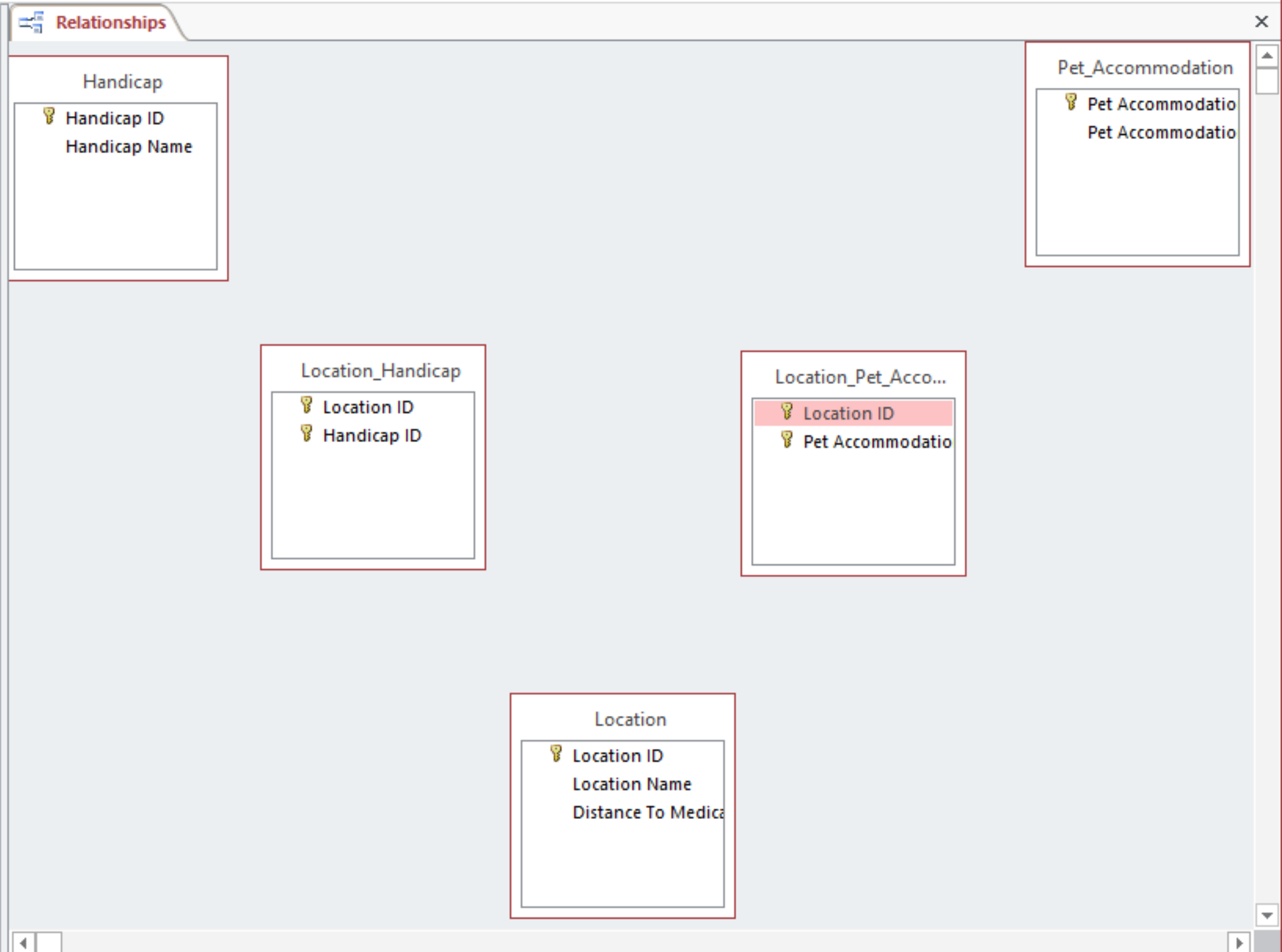
Clear Layout Hide Table Close
Edit Relationships Relationship Report Show Table Direct Relationships All Relationships

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation



Tools Relationships

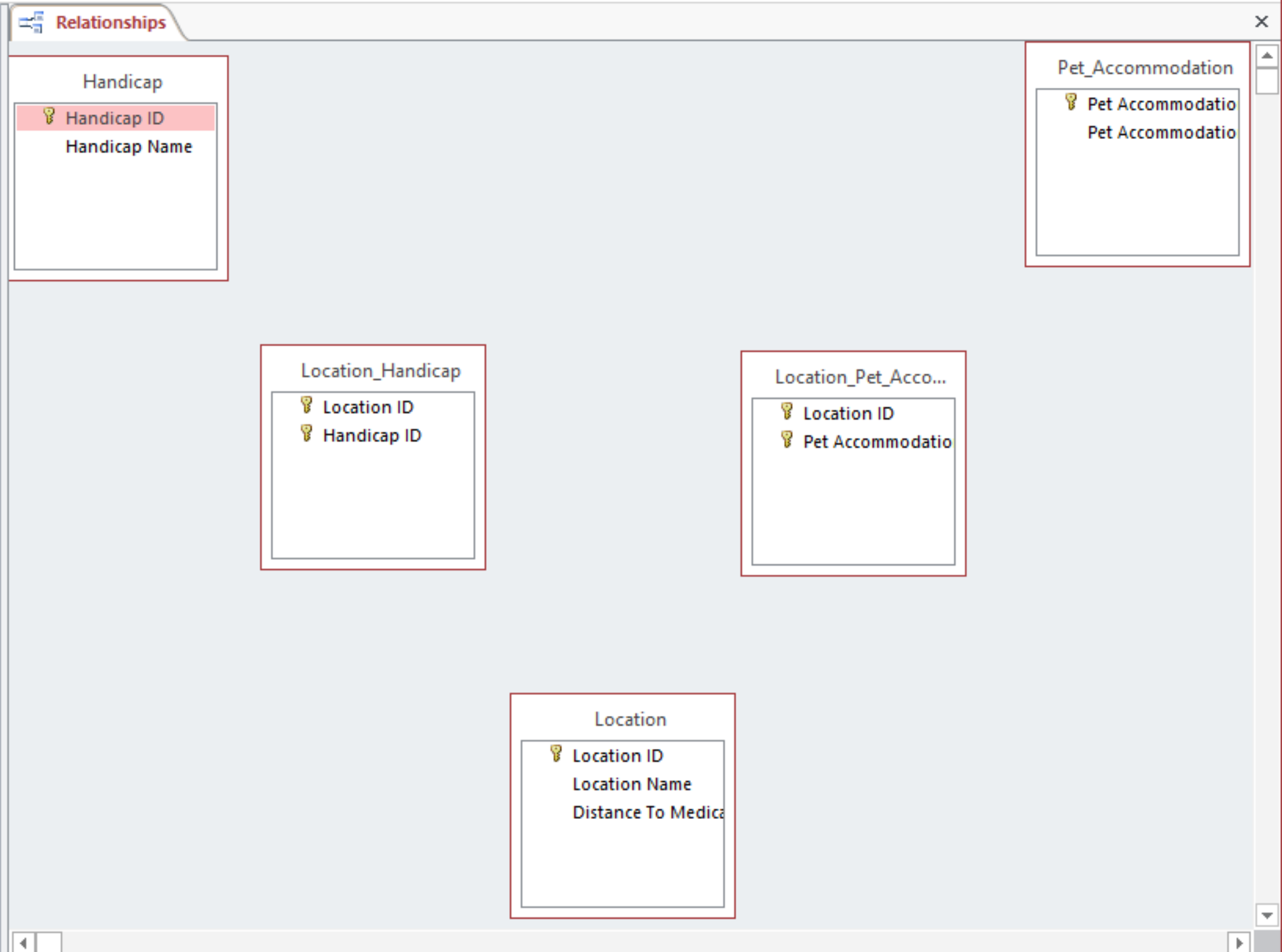
- Clear Layout
- Relationship Report
- Show Table
- Hide Table
- Direct Relationships
- All Relationships
- Close

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation



Tools

- Edit Relationships
- Clear Layout
- Relationship Report
- Show Table
- Hide Table
- Direct Relationships
- All Relationships
- Close

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Relationships

Handicap

Pet_Accommodation

Location_Pet_Acco...

Location

Relationships

Handicap ID

Handicap Name

Pet Accommodation

Pet Accommodation

Location ID

Pet Accommodation

Location ID

Location Name

Distance To Medication

Edit Relationships

Table/Query:	Related Table/Query:
Handicap	Location_Handicap
Handicap ID	Handicap ID

Enforce Referential Integrity
 Cascade Update Related Fields
 Cascade Delete Related Records

Relationship Type: One-To-Many

Buttons: Create, Cancel, Join Type.., Create New..

Tools

- Edit Relationships
- Relationship Report
- Clear Layout
- Relationships
- Show Table
- Hide Table
- Direct Relationships
- All Relationships
- Close

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Relationships

Handicap

- Handicap ID
- Handicap Name

Pet_Accommodation

- Pet Accommodation ID
- Pet Accommodation Name

Location

- Location ID
- Location Name
- Distance To Medical

Location_Pet_Accommodation

- Location ID
- Pet Accommodation ID

Edit Relationships

Table/Query: Location

Related Table/Query: Location_Handicap

Location ID

Location ID

Enforce Referential Integrity

Cascade Update Related Fields

Cascade Delete Related Records

Relationship Type: One-To-Many

Create

Cancel

Join Type..

Create New..

Tools

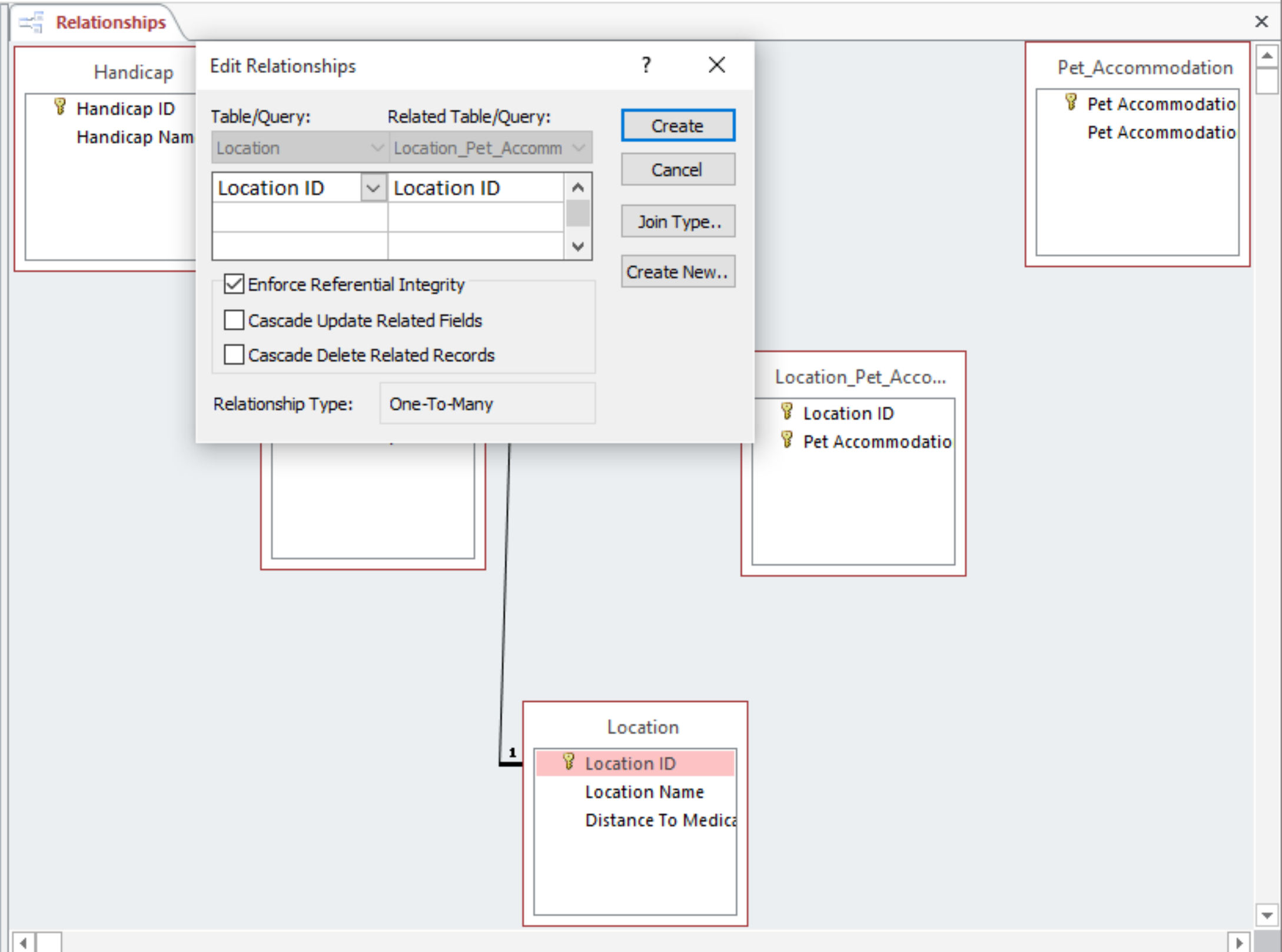
- Edit Relationships
- Clear Layout
- Relationship Report
- Show Table
- Hide Table
- Direct Relationships
- All Relationships
- Close

All Access Objects

Search...

Tables

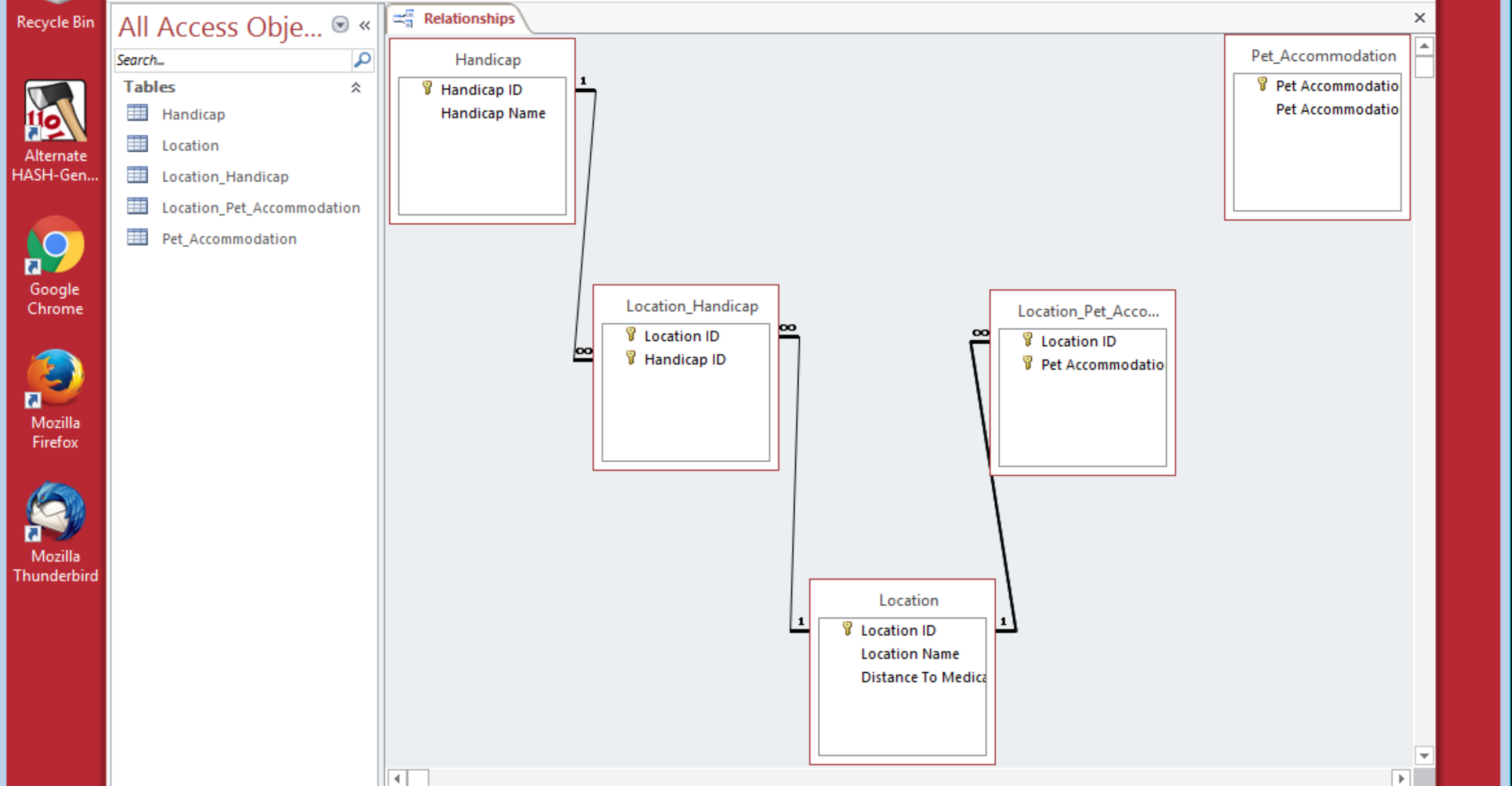
- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation



Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, DESIGN. Title bar: special_requirements : Database- C:\Users\Tim\Documents\... | Tim Preuss

Access ribbon - DESIGN tab:

- Tools: Edit Relationships, Clear Layout, Relationship Report
- Relationships: Show Table, Hide Table, Direct Relationships, All Relationships, Close



Microsoft Access - special_requirements : Database- C:\Users\Tim\Documents\... | Tim Preuss

FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS | DESIGN

Tools: Edit Relationships, Clear Layout, Relationship Report

Relationships: Hide Table, Direct Relationships, All Relationships, Show Table, Close

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Relationships

```

    erDiagram
        Handicap ||--o{ Location_Handicap : "1 to many"
        Location ||--o{ Location_Handicap : "1 to many"
        Location ||--o{ Location_Pet_Accommodation : "1 to many"
        Location_Handicap ||--o{ Location : "many to 1"
        Location_Pet_Accommodation ||--o{ Location : "many to 1"
    
```

Handicap

- Handicap ID (PK)
- Handicap Name

Location_Handicap

- Location ID (FK)
- Handicap ID (FK)

Location_Pet_Accommodation

- Location ID (FK)
- Pet Accommodation (FK)

Location

- Location ID (PK)
- Location Name
- Distance To Medication

Pet_Accommodation

- Pet Accommodation ID (PK)
- Pet Accommodation Name

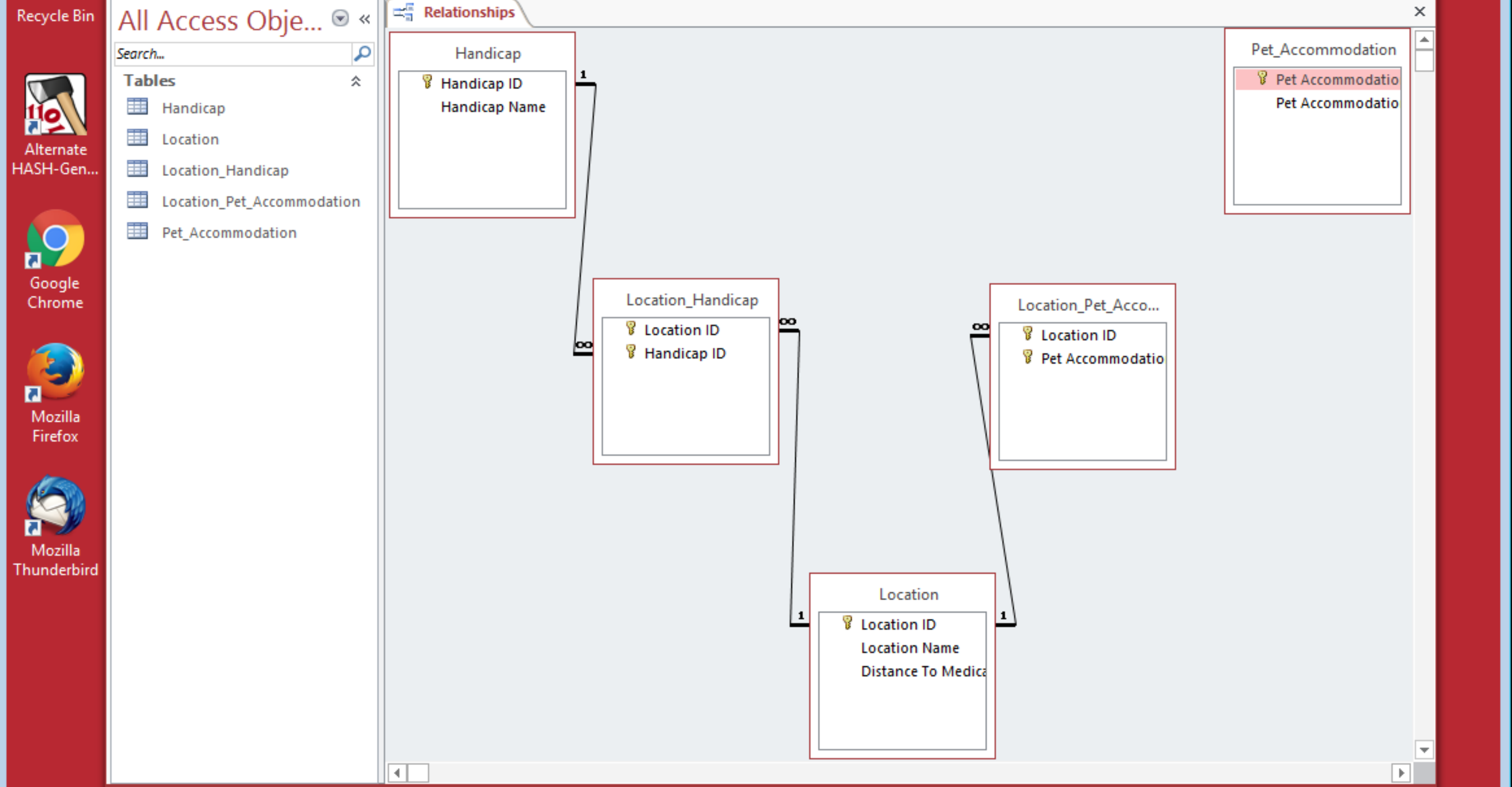
Ready | NUM LOCK

Microsoft Access ribbon: FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS | DESIGN

RELATIONSHIP TOOLS | special_requirements : Database- C:\Users\Tim\Documents\... | Tim Preuss

Tools: Edit Relationships, Clear Layout, Relationship Report

Relationships: Hide Table, Direct Relationships, All Relationships, Show Table, Close



Tools

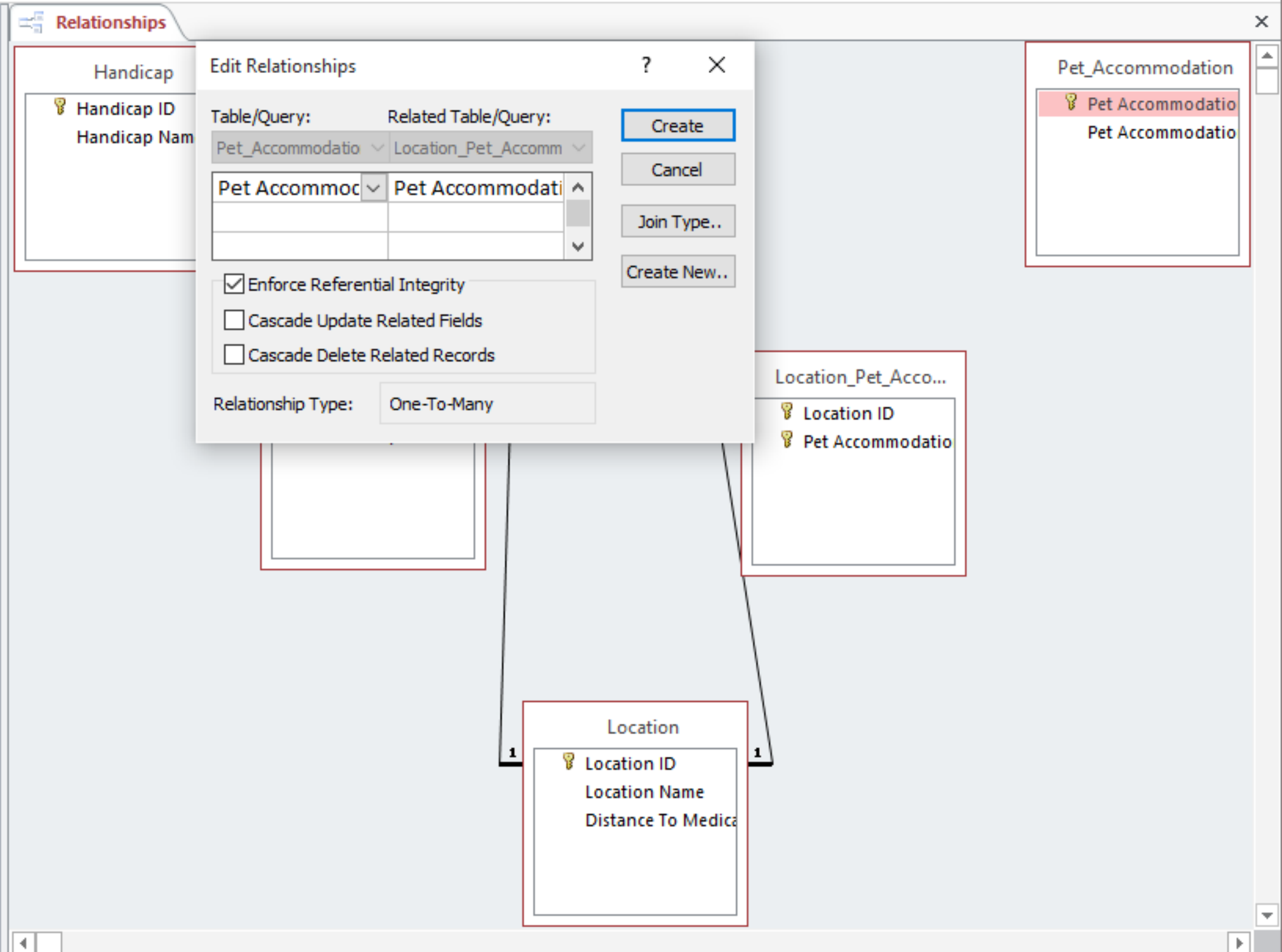
- Edit Relationships
- Clear Layout
- Relationship Report
- Show Table
- Hide Table
- Direct Relationships
- All Relationships
- Close

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation



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

special_requirements : Database- C:\Users\Tim\Documents... | Tim Preuss

Font: Calibri (Detail), Size: 11

Clipboard: Paste, Copy, Format Painter

Sort & Filter: Filter, Ascending, Descending, Remove Sort, Selection, Advanced, Toggle Filter

Records: Refresh All, New, Save, Delete, Totals, Spelling, More

Find: Find

Text Formatting: Bold, Italic, Underline, Paragraph, Styles

Handicap Table:

Handicap ID	Handicap Name	Click to Add
1	Hearing	
2	Sight	
3	Walking	
4	Running	
*	(New)	

Record: 4 of 4 | No Filter | Search

Datasheet View | NUM LOCK

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Microsoft Access - special_requirements : Database- C:\Users\Tim\Documents...

Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS TABLE TOOLS

VIEW PASTE CUT COPY FORMAT PAINTER

Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter

Refresh New Save Delete

Totals Spelling

Find

Calibri (Detail) 11

B I U

Text Formatting

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Location

Location ID	Location Name	Distance To Medical Facility	Click to Add
1	Oslo	5	
2	Lisboa	7	
3	Athens	1	
4	Rome	4	
5	Barcelona	5	
6	Milano	15	
7	Copenhagen	8	
8	Toulouse	32	
9	Marseille	4	
10	Munich	3	
11	Porto	12	
12	Paris	8	
13	Frankfurt	4	
14	Hamburg	1	
*	(New)	0	

Record: 14 of 14 | No Filter | Search

Datasheet View

NUM LOCK

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

special_requirements : Database- C:\Users\Tim\Documents... | Tim Preuss

Font: Calibri (Detail), Size: 11

Buttons: View, Paste, Copy, Format Painter, Filter, Sort & Filter (Ascending, Descending, Remove Sort), Selection, Advanced, Toggle Filter, Refresh All, New, Save, Delete, Records (Totals, Spelling, More), Find, Text Formatting (Bold, Italic, Underline, Paragraph, Styles)

Navigation Pane: All Access Objects, Tables (Handicap, Location, Location_Handicap, Location_Pet_Accommodation, Pet_Accommodation)

Location ID	Handicap ID	Click to Add
1	2	
2	3	
3	1	
3	2	
3	3	
4	2	
4	3	
5	1	
5	2	
5	3	
6	1	
6	3	
7	2	
8	3	
9	1	
9	2	
9	3	
10	1	
10	3	
11	2	
11	3	
12	1	
12	3	
13	2	
13	3	
14	2	
*	0	

Record: 28 of 28 | No Filter | Search

Datasheet View | NUM LOCK

special_requirements : Database- C:\Users\Tim\Documents... Tim Preuss

TABLE TOOLS | FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS | FIELDS | TABLE

View | Paste | Cut | Copy | Format Painter | Filter | Sort & Filter | Records | Find | Text Formatting

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation**

Pet Accomm	Pet Accomm	Click to Add				
+	1 Dogs					
+	2 Cats					
+	3 Other					
*	(New)					

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

special_requirements : Database- C:\Users\Tim\Documents... | Tim Preuss

Calibri (Detail) | 11

Font settings: B, I, U, A, [Color], [Background Color], [Text Color]

Clipboard: Paste, Copy, Format Painter

Sort & Filter: Filter, Ascending, Descending, Remove Sort, Selection, Advanced, Toggle Filter

Records: Refresh All, New, Save, Delete, Totals, Spelling, More

Find: Find

Table: Location_Pet_Accommodation

Location ID	Pet Accom	Click to Add
1	1	
1	2	
1	3	
2	1	
2	2	
2	3	
3	3	
4	2	
5	2	
5	3	
6	1	
6	2	
7	1	
7	2	
8	1	
8	2	
9	2	
10	1	
10	2	
10	3	
11	1	
11	2	
12	2	
13	1	
14	1	
14	2	
*	0	

Record: 26 of 26 | No Filter | Search

Datasheet View | NUM LOCK

special_requirements : Database- C:\Users\Tim\Documents\cptr1138\Lab09\special_requirements.accdb (Access 2007 - 2013 file fo... ? - □ ×

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FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts ▾ Templates

Table Design Tables

Table Design Lists ▾

SharePoint Lists ▾

Query Wizard Queries

Query Design

Form Design Forms

Form

Blank Form

Form Wizard

Navigation ▾

More Forms ▾

Report Design Reports

Report

Blank Report

Report Wizard

Labels

Macro

Module

Class Module

Visual Basic

Macros & Code

All Access Obj... ◂ ◃ ◂ ◃

Search...

Tables ⌵

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Ready NUM LOCK

special_requirements : Database- C:\Users\Tim\Documents\cptr1138\Lab09\special_requirements.accdb (Access 2007 - 2013 file fo... ? - [Max] [Close] [User: Tim Preuss]

FILE | HOME | **CREATE** | EXTERNAL DATA | DATABASE TOOLS

Application Parts > | Table | Table Design | SharePoint Lists > | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation > | More Forms > | Report | Report Design | Blank Report | Report Wizard | Labels | Macro | Module | Class Module | Visual Basic


Templates | Tables | Queries | Forms | Reports | Macros & Code

All Access Objects [Search] [Filter]

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation**
- Pet_Accommodation

New Query [?] [X]



This wizard creates a select query from the fields you pick.

- Simple Query Wizard**
- Crosstab Query Wizard
- Find Duplicates Query Wizard
- Find Unmatched Query Wizard

[OK] [Cancel]

Ready | NUM LOCK

Microsoft Access ribbon tabs: Application Parts, Tables, Query Wizard, Form, Report, Macro, Module, Class Module, Visual Basic, Macros & Code.

Microsoft Access interface showing the 'All Access Objects' pane on the left with 'Location_Pet_Accommodation' selected, and the 'Simple Query Wizard' dialog box in the center. The wizard shows 'Table: Location' selected and 'Distance To Medical Facility' chosen in the 'Selected Fields' list.

Application Parts, Templates, Tables, Query Wizard, Form Wizard, Report Wizard, Macro, Module, Class Module, Visual Basic, Macros & Code

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation**
- Pet_Accommodation

Simple Query Wizard

Would you like a detail or summary query?

Detail (shows every field of every record)

Summary

Summary Options ...

Cancel < Back **Next >** Finish

special_requirements : Database- C:\Users\Tim\Documents\cptr1138\Lab09\special_requirements.accdb (Access 2007 - 2013 file fo... ? - □ ×

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FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts ▾ | Table | Table Design | SharePoint Lists ▾ | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation ▾ | More Forms ▾ | Report | Report Design | Blank Report | Report Wizard | Labels | Macro | Module | Class Module | Visual Basic | Macros & Code

All Access Objects Search... Tables: Handicap, Location, Location_Handicap, Location_Pet_Accommodation, Pet_Accommodation

Simple Query Wizard

What title do you want for your query?

That's all the information the wizard needs to create your query.

Do you want to open the query or modify the query's design?

Open the query to view information.
 Modify the query design.

Cancel < Back Next > Finish

Simple Query Wizard NUM LOCK

special_requirements : Database- C:\Users\Tim\Documents\cptr11... Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS **QUERY TOOLS** DESIGN

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Builder Insert Columns Delete Columns Return: All Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

All Access Objects

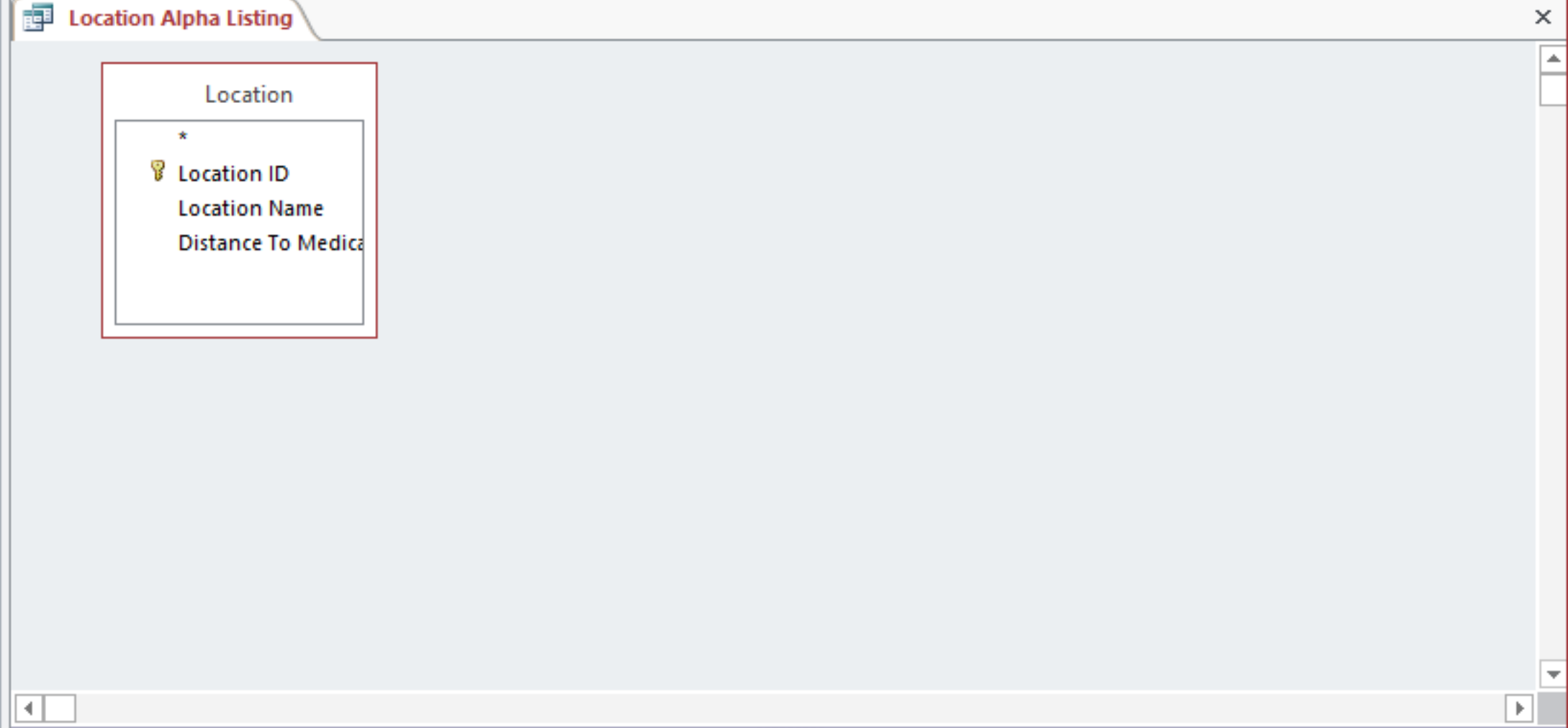
Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing



Field:	[Location ID]	[Location Name]	[Distance To Medical I			
Table:	Location	Location	Location			
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:						
or:						

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, QUERY TOOLS (DESIGN)

special_requirements : Database- C:\Users\Tim\Documents\cptr11... | Tim Preuss

Query Design View ribbon: View, Run, Select, Make Table, Append, Update, Crosstab, Delete, Union, Pass-Through, Data Definition, Insert Rows, Delete Rows, Builder, Insert Columns, Delete Columns, Return: All, Totals, Parameters, Property Sheet, Table Names

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing

Location Alpha Listing

Location

- * Location ID (Primary Key)
- Location Name
- Distance To Medical

Field:	[Location ID]	[Location Name]	[Distance To Medical I			
Table:	Location	Location	Location			
Sort:		Ascending				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:						
or:						

Microsoft Access Ribbon: Results, Query Type, Query Setup, Show/Hide

All Access Objects sidebar: Search, Tables (Handicap, Location, Location_Handicap, Location_Pet_Accommodation, Pet_Accommodation), Queries (Location Alpha Listing)

Location Alpha Listing query design view showing fields: Location ID, Location Name, Distance To Medical

Microsoft Access dialog box: Do you want to save changes to the design of query 'Location Alpha Listing'? [Yes] [No] [Cancel]

Table with columns: Field, Table, Sort, Show, Criteria, or

FILE | HOME | **CREATE** | EXTERNAL DATA | DATABASE TOOLS


Application Parts ▾ | Table | Table Design | SharePoint Lists ▾ | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation ▾ | More Forms ▾ | Report Wizard | Labels | Report | Report Design | Blank Report | Macro | Module | Class Module | Visual Basic

Templates | Tables | Queries | Forms | Reports | Macros & Code

All Access Objects

- Search...
- Tables**
- Handicap
 - Location
 - Location_Handicap
 - Location_Pet_Accommodation
 - Pet_Accommodation
- Queries**
- Location Alpha Listing

New Query [?] [X]



This wizard creates a select query from the fields you pick.

- Simple Query Wizard**
- Crosstab Query Wizard
- Find Duplicates Query Wizard
- Find Unmatched Query Wizard

[OK] [Cancel]

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates Table Table Design Tables SharePoint Lists Query Wizard Query Design Form Form Design Blank Form Form Wizard Navigation More Forms Report Report Design Blank Report Report Wizard Labels Macro Module Class Module Visual Basic

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing

Simple Query Wizard

Which fields do you want in your query?
You can choose from more than one table or query.

Tables/Queries
Table: Location

Available Fields:
Distance To Medical Facility

Selected Fields:
Location ID
Location Name

Cancel < Back Next > Finish

Microsoft Access ribbon tabs: Application Parts, Tables, Query Wizard, Form, Report, Macro, Module, Class Module, Visual Basic, Macros & Code.

Main workspace showing 'All Access Objects' pane with Tables (Handicap, Location, Location_Handicap, Location_Pet_Accommodation, Pet_Accommodation) and Queries (Location Alpha Listing). A 'Simple Query Wizard' dialog box is open, showing 'Table: Pet_Accommodation' selected, with 'Available Fields' (Pet Accommodation ID) and 'Selected Fields' (Location ID, Location Name, Pet Accommodation Name).

Application Parts, Templates, Tables, Query Wizard, Form Wizard, Report Wizard, Macro, Module, Class Module, Visual Basic, Macros & Code

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing

Simple Query Wizard

Would you like a detail or summary query?

Detail (shows every field of every record)

Summary

Summary Options ...

Cancel < Back Next > Finish

special_requirements : Database- C:\Users\Tim\Documents\cptr1138\Lab09\special_requirements.accdb (Access 2007 - 2013 file fo... ? - □ ×

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FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts ▾ Templates Table Table Design SharePoint Lists ▾ Tables Query Wizard Query Design Form Form Design Blank Form Navigation ▾ More Forms ▾ Form Wizard Report Report Design Report Wizard Labels Macro Module Class Module Visual Basic Macros & Code ^

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing

Simple Query Wizard

What title do you want for your query?

Locations With Cat Friendly Facilities

That's all the information the wizard needs to create your query.

Do you want to open the query or modify the query's design?

Open the query to view information.

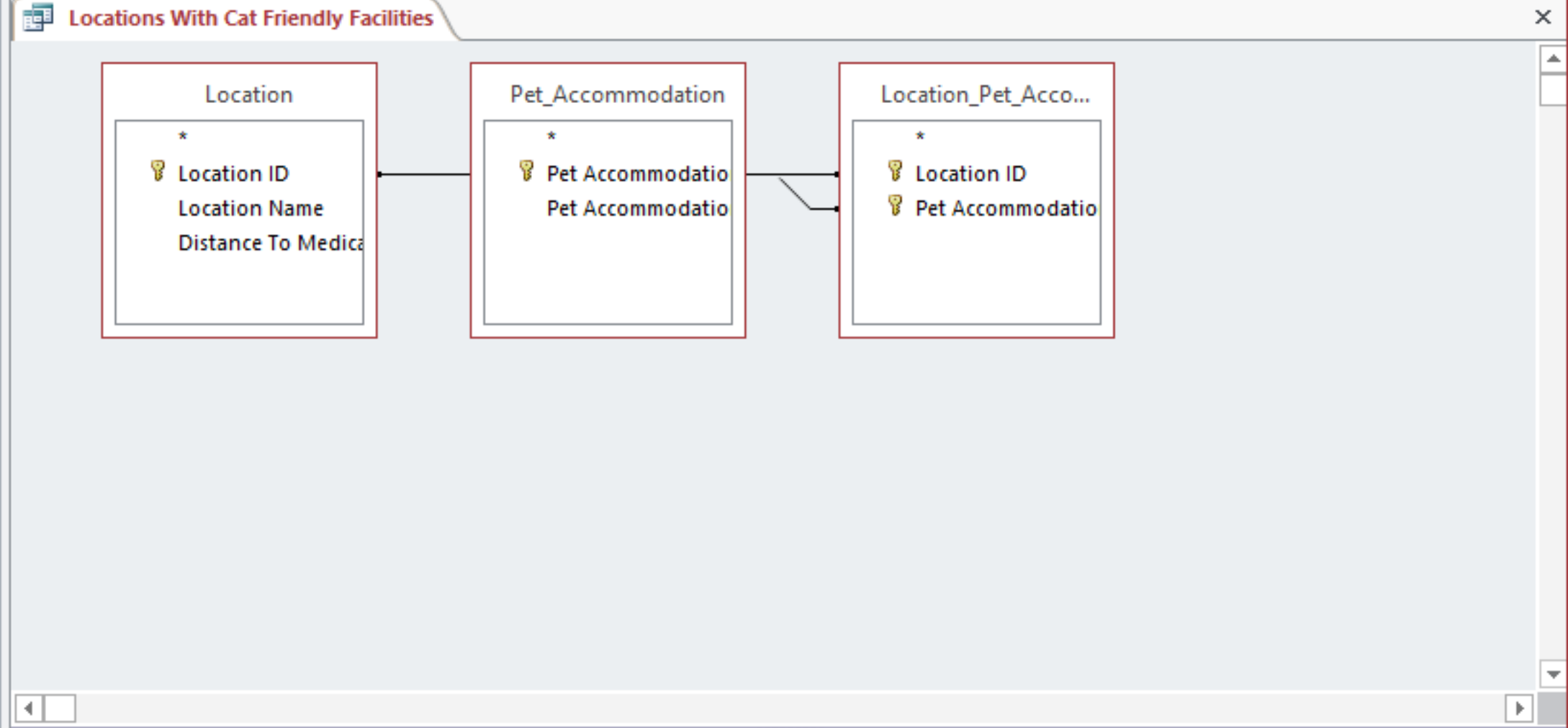
Modify the query design.

Cancel < Back Next > Finish

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, QUERY TOOLS (DESIGN).
 special_requirements : Database- C:\Users\Tim\Documents\cptr11...
 Tim Preuss

Query Tools ribbon: Results, Query Type, Query Setup, Show/Hide.
 Results: View, Run, Select, Make Table, Append, Update, Crosstab, Delete.
 Query Type: Union, Pass-Through, Data Definition.
 Query Setup: Show Table, Insert Rows, Delete Rows, Builder, Insert Columns, Delete Columns, Return: All.
 Show/Hide: Totals, Parameters, Property Sheet, Table Names.

All Access Objects pane:
 Search...
 Tables:
 - Handicap
 - Location
 - Location_Handicap
 - Location_Pet_Accommodation
 - Pet_Accommodation
 Queries:
 - Location Alpha Listing
 - Locations With Cat Friendly F...



Field:	Location ID	Location Name	Pet Accommodation Name				
Table:	Location	Location	Pet_Accommodation				
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:			"Cats"				
or:							

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts > Templates | Table | Table Design | SharePoint Lists > | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation > | More Forms > | Report | Report Design | Blank Report | Report Wizard | Labels | Macro | Module | Class Module | Visual Basic

Macros & Code

This PC

Recycle Bin

Alternate HASH-Gen...

Google Chrome

Mozilla Firefox

Mozilla Thunderbird

Ready

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing
- Locations With Cat Friendly F...

New Query

Simple Query Wizard

Crosstab Query Wizard

Find Duplicates Query Wizard

Find Unmatched Query Wizard

This wizard creates a select query from the fields you pick.

OK Cancel

Microsoft Access Ribbon: Application Parts, Tables (Table, Table Design, SharePoint Lists), Query Wizard, Query Design, Form, Form Design, Blank Form, Navigation, More Forms, Report, Report Design, Blank Report, Report Wizard, Labels, Macro, Module, Class Module, Visual Basic, Macros & Code.

Left sidebar: This PC, Recycle Bin, Alternate HASH-Gen..., Google Chrome, Mozilla Firefox, Mozilla Thunderbird. 'All Access Objects' pane showing Tables (Handicap, Location, Location_Handicap, Location_Pet_Accommodation, Pet_Accommodation) and Queries (Location Alpha Listing, Locations With Cat Friendly F...).

Simple Query Wizard dialog box. Title: Simple Query Wizard. Text: Which fields do you want in your query? You can choose from more than one table or query. Tables/Queries: Table: Location. Available Fields: Distance To Medical Facility. Selected Fields: Location ID, Location Name. Buttons: Cancel, < Back, Next >, Finish.

Main workspace area of Microsoft Access, currently blank.

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts, Table Design, SharePoint Lists, Query Wizard, Query Design, Form Design, Blank Form, Form Wizard, Navigation, More Forms, Report Wizard, Labels, Macro, Module, Class Module, Visual Basic, Macros & Code

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing
- Locations With Cat Friendly F...

Simple Query Wizard

Which fields do you want in your query?
You can choose from more than one table or query.

Tables/Queries
Table: Handicap

Available Fields:		Selected Fields:
Handicap ID	>	Location ID
	>>	Location Name
	<	Handicap Name
	<<	

Cancel < Back Next > Finish

Application Parts, Templates, Tables, Query Wizard, Form Wizard, Report Wizard, Macro, Module, Class Module, Visual Basic, Macros & Code

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing
- Locations With Cat Friendly F...

Simple Query Wizard

Would you like a detail or summary query?

Detail (shows every field of every record)

Summary

Summary Options ...

Cancel < Back Next > Finish

special_requirements : Database- C:\Users\Tim\Documents\cptr1138\Lab09\special_requirements.accdb (Access 2007 - 2013 file fo... ? - □ ×

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FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts ▾ Templates

Table Table Design SharePoint Lists ▾ Tables

Query Wizard Query Design Qu

Form Form Design Blank Form

Form Wizard Navigation ▾ More Forms ▾

Report Report Design Blank Report

Report Wizard Labels

Macro Module Class Module Visual Basic

Macros & Code

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing
- Locations With Cat Friendly F...

Simple Query Wizard

What title do you want for your query?

Locations With Walking Handicap Facilities

That's all the information the wizard needs to create your query.

Do you want to open the query or modify the query's design?

Open the query to view information.

Modify the query design.

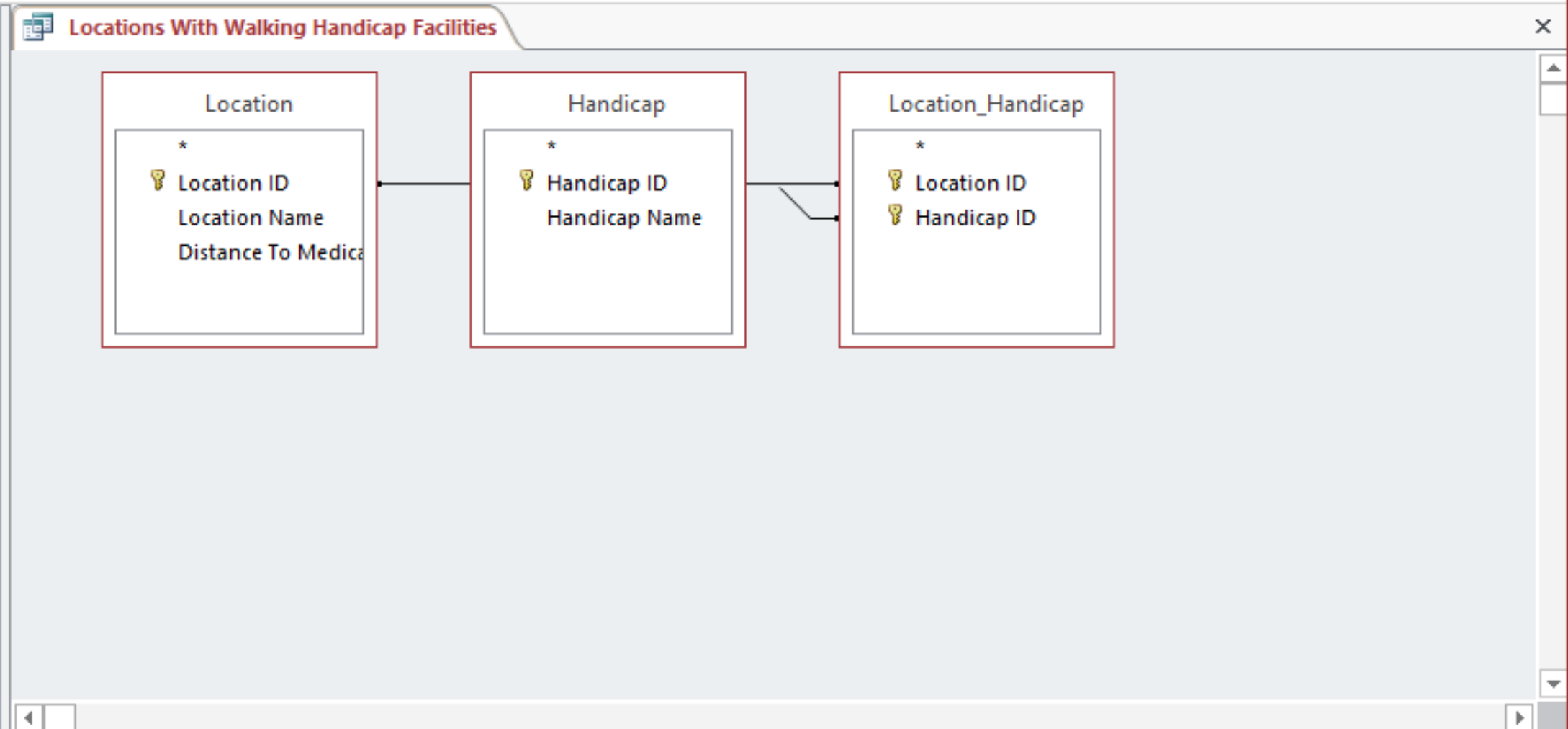
Cancel < Back Next > Finish

Microsoft Access ribbon tabs: Application Parts, Tables, Query Wizard, Form, Report, Macro, Module, Class Module, Visual Basic.

Main workspace showing 'All Access Objects' pane with Tables and Queries, and a 'Simple Query Wizard' dialog box. The dialog asks for a title ('Locations With Walking Handicap Facilities') and offers options to 'Open the query to view information' or 'Modify the query design'.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, QUERY TOOLS (DESIGN).
 Ribbon options: View, Run, Select, Make Table, Append, Update, Crosstab, Delete, Union, Pass-Through, Data Definition, Show Table, Insert Rows, Delete Rows, Builder, Insert Columns, Delete Columns, Return: All, Totals, Parameters, Property Sheet, Table Names.

Left sidebar: All Access Objects, Search..., Tables (Handicap, Location, Location_Handicap, Location_Pet_Accommodation, Pet_Accommodation), Queries (Location Alpha Listing, Locations With Cat Friendly F..., Locations With Walking Han...).



Field:	Location ID	Location Name	Handicap Name				
Table:	Location	Location	Handicap				
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:			"Walking"				
or:							

Microsoft Access ribbon tabs: Application Parts, Tables, Query Wizard, Form, Report, Macro, Module, Class Module, Visual Basic.

Main workspace showing 'All Access Objects' pane with Tables and Queries, and a 'Report Wizard' dialog box. The dialog asks 'Which fields do you want on your report?' and shows 'Location ID' selected in the 'Available Fields' list.

special_requirements : Database- C:\Users\Tim\Documents\cptr1138\Lab09\special_requirements.accdb (Access 2007 - 2013 file fo... ? - □ ×

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FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts ▾ | Table | Table Design | SharePoint Lists ▾ | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation ▾ | More Forms ▾ | Report Wizard | Labels | Report | Report Design | Blank Report | Macro | Module | Class Module | Visual Basic

Templates | Tables | Qu | Macros & Code

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing
- Locations With Cat Friendly F...
- Locations With Walking Han...

Report Wizard

Which fields do you want on your report?
You can choose from more than one table or query.

Tables/Queries
Query: Location Alpha Listing

Available Fields:	Selected Fields:
	Location ID
	Location Name
	Distance To Medical Facility

Buttons: Cancel, < Back, Next >, Finish

Microsoft Access ribbon tabs: Application Parts, Tables, Query Wizard, Query Design, Form, Form Design, Blank Form, Report, Report Design, Blank Report, Labels, Macro, Module, Class Module, Visual Basic.

Left sidebar: This PC, Recycle Bin, Alternate HASH-Gen..., Google Chrome, Mozilla Firefox, Mozilla Thunderbird. Object Explorer: All Access Objects, Tables (Handicap, Location, Location_Handicap, Location_Pet_Accommodation, Pet_Accommodation), Queries (Location Alpha Listing, Locations With Cat Friendly F..., Locations With Walking Han...).

Report Wizard dialog box. Question: "Do you want to add any grouping levels?". Source table: "Location ID, Location Name, Distance To Medical Facility". Fields in list: Location ID, Location Name, Distance To Medical Facility. Buttons: Grouping Options..., Cancel, < Back, Next >, Finish.

Main workspace area showing a blank report design view.

Microsoft Access ribbon options:

- Application Parts > Templates
- Table Design > Tables
- SharePoint Lists > Lists
- Query Wizard > Query Design
- Form Wizard > Form Design > More Forms >
- Report Wizard > Report Design > Labels
- Macro > Module > Class Module > Visual Basic

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing
- Locations With Cat Friendly F...
- Locations With Walking Han...

Report Wizard

What sort order do you want for your records?

You can sort records by up to four fields, in either ascending or descending order.

1	Location Name	Ascending
2		Ascending
3		Ascending
4		Ascending

Buttons: Cancel, < Back, Next >, Finish

special_requirements : Database- C:\Users\Tim\Documents\cptr1138\Lab09\special_requirements.accdb (Access 2007 - 2013 file fo... ? - □ ×

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FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts ▾ | Table | Table Design | SharePoint Lists ▾ | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation ▾ | More Forms ▾ | Report Wizard | Labels | Report | Report Design | Blank Report | Macro | Module | Class Module | Visual Basic

Templates | Tables | Qu | Macros & Code

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing
- Locations With Cat Friendly F...
- Locations With Walking Han...

Report Wizard

What sort order do you want for your records?

You can sort records by up to four fields, in either ascending or descending order.

1	<input type="text"/>	Ascending
2	<input type="text"/>	Ascending
3	<input type="text"/>	Ascending
4	<input type="text"/>	Ascending

Cancel < Back Next > Finish

Application Parts, Tables, Query Wizard, Form Wizard, Report Wizard, Macro, Module, Class Module, Visual Basic

Report Wizard dialog box: How would you like to lay out your report?

Layout options: Columnar, Tabular, Justified

Orientation options: Portrait, Landscape

Adjust the field width so all fields fit on a page.

Buttons: Cancel, < Back, Next >, Finish

special_requirements : Database- C:\Users\Tim\Documents\cptr1138\Lab09\special_requirements.accdb (Access 2007 - 2013 file fo... ? - □ ×

Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts ▾ | Table | Table Design | SharePoint Lists ▾ | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation ▾ | More Forms ▾ | Report Wizard | Labels | Report | Report Design | Blank Report | Macro | Module | Class Module | Visual Basic | Macros & Code

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing
- Locations With Cat Friendly F...
- Locations With Walking Han...

Report Wizard

What title do you want for your report?

Location Alpha Listing

That's all the information the wizard needs to create your report.

Do you want to preview the report or modify the report's design?

Preview the report.

Modify the report's design.

Cancel < Back Next > Finish

Report Wizard NUM LOCK

Microsoft Access ribbon tabs: Application Parts, Tables, Query Wizard, Form, Report, Macro, Module, Class Module, Visual Basic, Macros & Code.

Left sidebar: This PC, Recycle Bin, Alternate HASH-Gen..., Google Chrome, Mozilla Firefox, Mozilla Thunderbird. 'All Access Objects' pane showing Tables (Handicap, Location, Location_Handicap, Location_Pet_Accommodation, Pet_Accommodation) and Queries (Location Alpha Listing, Locations With Cat Friendly F..., Locations With Walking Han...).

Report Wizard dialog box. Title: Report Wizard. Text: Which fields do you want on your report? You can choose from more than one table or query. Tables/Queries: Query: Location Alpha Listing. Available Fields: (empty). Selected Fields: Location ID, Location Name, Distance To Medical Facility. Buttons: Cancel, < Back, Next >, Finish.

Main workspace area of Microsoft Access, currently blank.

special_requirements : Database- C:\Users\Tim\Documents\cptr1138\Lab09\special_requirements.accdb (Access 2007 - 2013 file fo... ? - □ ×

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FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts ▾ | Table | Table Design | SharePoint Lists ▾ | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation ▾ | More Forms ▾ | Report Wizard | Labels | Report | Report Design | Blank Report | Macro | Module | Class Module | Visual Basic | Macros & Code

All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing
- Locations With Cat Friendly F...
- Locations With Walking Han...

Report Wizard

Which fields do you want on your report?
You can choose from more than one table or query.

Tables/Queries
Query: Location Alpha Listing

Available Fields:		Selected Fields:
	>	Location Name
	>>	Location ID
	<	Distance To Medical Facility
	<<	

Cancel < Back Next > Finish

Microsoft Access ribbon tabs: Application Parts, Tables, Query Wizard, Query Design, Form, Form Design, Blank Form, Navigation, More Forms, Report, Report Design, Blank Report, Report Wizard, Labels, Macro, Module, Class Module, Visual Basic, Macros & Code.

Left sidebar: This PC, Recycle Bin, Alternate HASH-Gen..., Google Chrome, Mozilla Firefox, Mozilla Thunderbird. 'All Access Objects' pane showing Tables (Handicap, Location, Location_Handicap, Location_Pet_Accommodation, Pet_Accommodation) and Queries (Location Alpha Listing, Locations With Cat Friendly F..., Locations With Walking Han...).

Report Wizard dialog box. Question: 'Do you want to add any grouping levels?'. Source table: 'Location'. Fields: 'Location Name', 'Location ID', 'Distance To Medical Facility'. The 'Location Name' field is selected and moved to the 'Grouping Levels' box. Buttons: Grouping Options..., Cancel, < Back, Next >, Finish.

Main workspace area of Microsoft Access, currently blank.

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FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

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All Access Objects

Search...

Tables

- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing
- Locations With Cat Friendly F...
- Locations With Walking Han...

Report Wizard

What sort order do you want for your records?

You can sort records by up to four fields, in either ascending or descending order.

1	<input type="text"/>	Ascending
2	<input type="text"/>	Ascending
3	<input type="text"/>	Ascending
4	<input type="text"/>	Ascending

Cancel < Back Next > Finish

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FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

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Templates | Tables | Qu | Macros & Code

This PC

Recycle Bin

Alternate HASH-Gen...

Google Chrome

Mozilla Firefox

Mozilla Thunderbird

All Access Objects

Search...

Tables

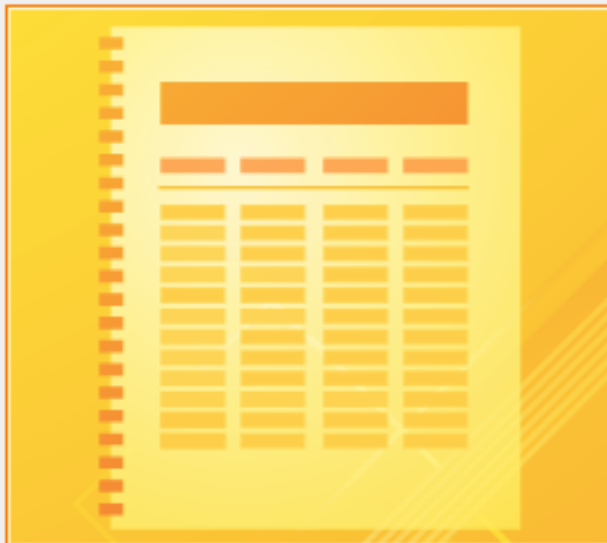
- Handicap
- Location
- Location_Handicap
- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing
- Locations With Cat Friendly F...
- Locations With Walking Han...

Report Wizard

How would you like to lay out your report?



Layout

- Columnar
- Tabular
- Justified

Orientation

- Portrait
- Landscape

Adjust the field width so all fields fit on a page.

Cancel < Back Next > Finish

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FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

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All Access Objects

Search...

Tables

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- Location_Handicap
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- Pet_Accommodation

Queries

- Location Alpha Listing
- Locations With Cat Friendly F...
- Locations With Walking Han...

Report Wizard

What title do you want for your report?

Location Alpha Listing

That's all the information the wizard needs to create your report.

Do you want to preview the report or modify the report's design?

Preview the report.

Modify the report's design.

Cancel < Back Next > Finish

special_requirements : Database- C:\Users\Tim\Documents\cptr1138\Lab09\special_requirements.accdb (Access 2007 - 2013 file fo... ? - □ ×

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FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

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- Location_Pet_Accommodation
- Pet_Accommodation

Queries

- Location Alpha Listing
- Locations With Cat Friendly F...
- Locations With Walking Han...

Reports

- Location Alpha Listing

Report Wizard

Which fields do you want on your report?
You can choose from more than one table or query.

Tables/Queries

Query: Locations With Cat Friendly Facilities

Available Fields:

Selected Fields:

- Location Name
- Location ID

Cancel < Back Next > Finish

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FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

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- Locations With Walking Han...

Reports

- Location Alpha Listing

Report Wizard

Do you want to add any grouping levels?

Location Name, Location ID

Location Name
Location ID

Priority

Grouping Options ... Cancel < Back Next > Finish

Report Wizard NUM LOCK

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All Access Objects

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Report Wizard

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1	<input type="text"/>	Ascending
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Cancel < Back Next > Finish

special_requirements : Database- C:\Users\Tim\Documents\cptr1138\Lab09\special_requirements.accdb (Access 2007 - 2013 file fo... ? - [Icons]

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Macros & Code ^

This PC

Recycle Bin

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All Access Objects

Search...

Tables

- Handicap
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- Pet_Accommodation

Queries

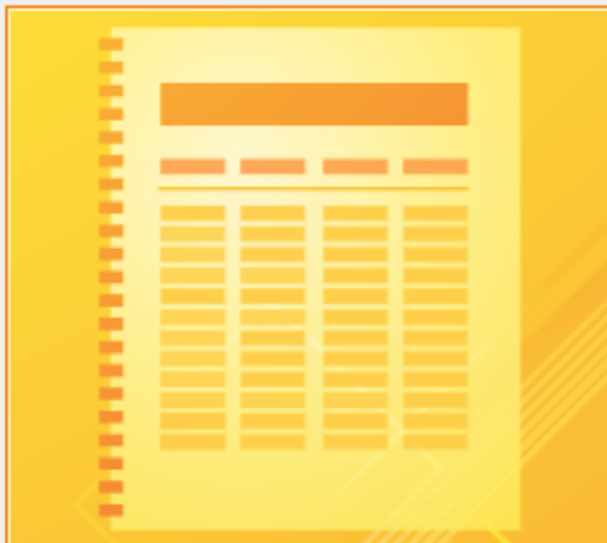
- Location Alpha Listing
- Locations With Cat Friendly F...
- Locations With Walking Han...

Reports

- Location Alpha Listing

Report Wizard

How would you like to lay out your report?



Layout

- Columnar
- Tabular
- Justified

Orientation

- Portrait
- Landscape

Adjust the field width so all fields fit on a page.

Cancel < Back Next > Finish

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

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- Pet_Accommodation

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- Locations With Walking Han...

Reports

- Location Alpha Listing

Report Wizard

What title do you want for your report?

Locations With Cat Friendly Facilities

That's all the information the wizard needs to create your report.

Do you want to preview the report or modify the report's design?

Preview the report.

Modify the report's design.

Cancel < Back Next > Finish

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Queries ^

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- Locations With Cat Friendly F...
- Locations With Walking Han...

Reports ^

- Location Alpha Listing
- Locations With Cat Friendly F...

Report Wizard

Which fields do you want on your report?
You can choose from more than one table or query.

Tables/Queries
Query: Locations With Walking Handicap Facilities ▾

Available Fields: | Selected Fields:

	>	Location Name
	>>	Location ID
	<	
	<<	

Cancel | < Back | Next > | Finish

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- Locations With Walking Han...

Reports

- Location Alpha Listing
- Locations With Cat Friendly F...

Report Wizard

Do you want to add any grouping levels?

Location Name, Location ID

Location Name
Location ID

> < ↑ ↓ Priority

Grouping Options ... Cancel < Back Next > Finish

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FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

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- Location Alpha Listing
- Locations With Cat Friendly F...

Report Wizard

What sort order do you want for your records?

You can sort records by up to four fields, in either ascending or descending order.

1	Location Name	Ascending
2		Ascending
3		Ascending
4		Ascending

Cancel < Back Next > Finish

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

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All Access Objects

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- Pet_Accommodation

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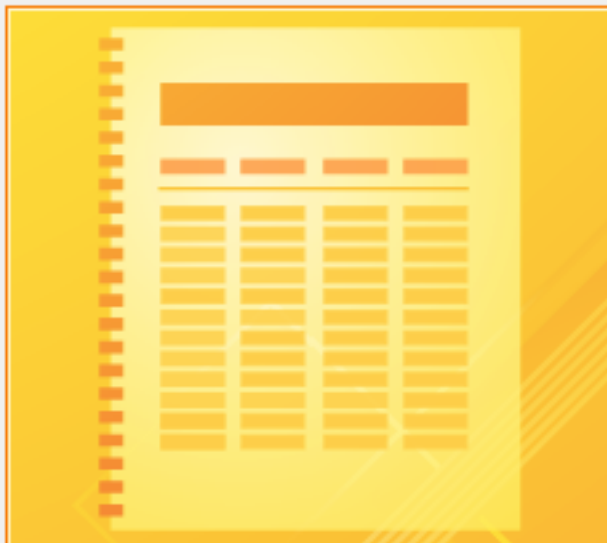
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Reports

- Location Alpha Listing
- Locations With Cat Friendly F...

Report Wizard

How would you like to lay out your report?



Layout

- Columnar
- Tabular
- Justified

Orientation

- Portrait
- Landscape

Adjust the field width so all fields fit on a page.

Cancel < Back Next > Finish

Report Wizard

NUM LOCK

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- Locations With Walking Han...

Reports

- Location Alpha Listing
- Locations With Cat Friendly F...

Report Wizard

What title do you want for your report?

Locations With Walking Handicap Facilities

That's all the information the wizard needs to create your report.

Do you want to preview the report or modify the report's design?

Preview the report.

Modify the report's design.

Cancel < Back Next > Finish

FILE PRINT PREVIEW

Print Size Margins Show Margins Print Data Only

Portrait Landscape Columns Page Setup Zoom One Page Two Pages More Pages Refresh All Excel Text File PDF or XPS Email More Close Print Preview

Print Page Size Page Layout Zoom Data Close Preview

All Access Objects

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Reports

- Location Alpha Listing
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- Locations With Walking Han...

Locations With Walking Handicap Facilities

Location Name	Location ID
Athens	3
Barcelona	5
Frankfurt	13
Lisboa	2
Marseille	9
Milano	6
Munich	10
Paris	12
Porto	11
Rome	4
Toulouse	8

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FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Cut Copy Format Painter Filter Filter Sort & Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All New Save Delete Records Totals Spelling More Find Find Text Formatting

All Access Obj...

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- Locations With Walking Han...

[Empty table area]