



Skills

- Create a table by adding records
- Change field names
- Insert and modify fields in Design view
- Create a table using Design view
- Set the primary key for a table
- Limit the number of characters allowed in a field
- Enter a default value in a field
- Verify data entry using a validation rule
- Restrict data entered into a field using an input mask
- Set the format for displaying data

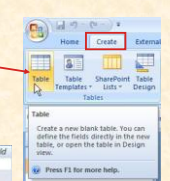
Skills

- Create a Lookup list in a field
- Move and delete fields
- Format a datasheet
- Create a one-to-many relationship between two tables
- Edit relationship options
- Create a one-to-one relationship between two tables
- Print a relationship report
- Display records from a related table in a subdatasheet

ACTIVITY 2.1

Creating a Table by Adding Records

- Open **WEmployees2.accdb** and enable content.
- Click **Create** tab.
- Click **Table** in **Tables** group.



- Type **Sam** then press **Tab** or **Enter** to move to next column.
- Type **Vestering** then press **Tab** or **Enter**.
- Type **October 2, 2009** then press **Tab** or **Enter**.
- Type **Sick day** then press **Tab** or **Enter**.

Field1	Field2	Field3	Field4	Add New Field
Sam	Vestering	10/2/2009	Sick day	

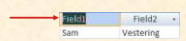
ACTIVITY 2.1

Creating a Table by Adding Records

- Press **Enter** to end record in **Add New Field** column then press **Enter** in second row to move to **Field1** after **ID**.
- Type data in next two rows as shown.

Field1	Field2	Field3	Field4	Add New Field
Sam	Vestering	10/2/2009	Sick day	
Hanh	Postma	10/5/2009	Funeral	
Terry	Yiu	10/7/2009	July duty	

- Move mouse pointer over column head **Field1** then double-click to select column heading.



ACTIVITY 2.1

Creating a Table by Adding Records

- Type **First_Name** then press **Enter**.

First_Name	Last_Name	Absent_Date	Absent_Reason
Sam	Vestering	10/2/2009	Sick day
Hanh	Postma	10/5/2009	Funeral
Terry	Yiu	10/7/2009	July duty

- Double-click **Field2**, type **Last_Name**, then press **Enter**.
- Double-click **Field3**, type **Absent_Date**, then press **Enter**.
- Double-click **Field4**, type **Absence_Reason**, then click in any field.

ACTIVITY 2.1

Creating a Table by Adding Records

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Best Fit *Absent_Date* and *Absence_Reason* columns.

- Click Save on Quick Access toolbar.

- At Save As box with *Table1* selected in *Table Name* box, type **Absence_Rpts** then press Enter or click OK.



- **Note:** The ID field may have assigned numbering beginning with 4 instead of 1 for the first record. This is a known issue at time of publication.

- Close *Absence_Rpts* table.



© Paradigm Publishing Inc.

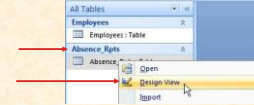
ACTIVITY 2.2

Inserting and Modifying Fields in Design View

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With *WEmployees2.accdb* open, right-click *Absence_Rpts*: Table in Navigation pane then click *Design View*.



© Paradigm Publishing Inc.

ACTIVITY 2.2

Inserting and Modifying Fields in Design View

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With insertion point positioned in first row in *Field Name* column and text *ID* already selected, type **Absence_ID** then press Tab twice to move to *Description* column.

Field Name	Data Type	Description
Absence_ID	AutoNumber	This field value is automatically assigned. Press Tab to move past this
First_Name	Text	

The key icon indicates this field is the primary key. A primary key is a field that stores unique information—no two records can have the same field value in this field.

The Property Update Options button appears whenever a field is changed.

- Type **This field value is automatically assigned.** Press Tab to move past this field. then press Enter.



© Paradigm Publishing Inc.

ACTIVITY 2.2

Inserting and Modifying Fields in Design View

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Move mouse pointer in field selector bar beside *First_Name* until pointer changes to a right-pointing black arrow.



- Click left mouse button to select field.

- Click Insert Rows in Tools group in Table Tools Design tab.



© Paradigm Publishing Inc.

ACTIVITY 2.2

Inserting and Modifying Fields in Design View

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click in *Field Name* column in new blank row then type **Employee_No**.

Field Name
Absence_ID
Employee_No
First_Name
Last_Name
Absent_Date
Absent_Reason

- Click Save button on Quick Access toolbar to save changes to table design.

- Click View in Views group in Table Tools Design tab to switch to Datasheet view.



© Paradigm Publishing Inc.

ACTIVITY 2.2

Inserting and Modifying Fields in Design View

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click in first row of *Employee_No* column, type **1000**, then press Down Arrow key to move to second row in same column.

Employee_No	First_Name	Last_Name
1000	Sam	Vestering
1010	Hanh	Postma
1045	Terry	Yiu

- Type **1010** in second row then press Down Arrow key.

- Type **1045** in third row then click in any field in first two rows to save changes.

- Best Fit *Employee_No* column.

- Close *Absence_Rpts* table and click Yes to save changes to table layout.



© Paradigm Publishing Inc.

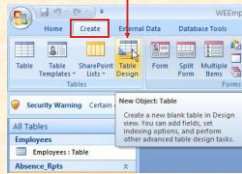
ACTIVITY 2.3

Creating a Table in Design View; Setting the Primary Key

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With **WEEmployees2.accdb** open, click Create tab then click Table Design in Tables group.



© Paradigm Publishing Inc.

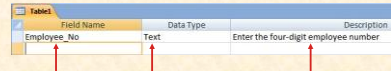
ACTIVITY 2.3

Creating a Table in Design View; Setting the Primary Key

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With insertion point in first row of *Field Name* column, type **Employee_No** then press Enter or Tab to move to next column.



- With *Text* entered in *Data Type* column, press Enter or tab to move to next column.
- Type **Enter the four-digit employee number** in *Description* column then press Enter to move to second row.



© Paradigm Publishing Inc.

ACTIVITY 2.3

Creating a Table in Design View; Setting the Primary Key

Links to Activities

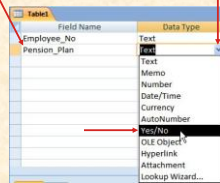
- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Type **Pension_Plan** in *Field Name* column in second field row then press Enter.

- Click down-pointing arrow at right of *Data Type* column, click **Yes/No**, then press Enter.

- Type **Click or press spacebar for Yes; leave empty for No** then press Enter.

- Enter remaining field names, data types, and descriptions as shown by completing steps similar to previous.



© Paradigm Publishing Inc.

ACTIVITY 2.3

Creating a Table in Design View; Setting the Primary Key

Links to Activities

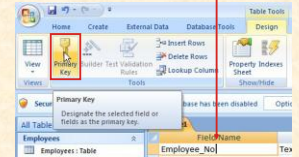
- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click insertion point in any character in *Employee_No* field row.

- Click **Primary Key** in Tools group in Table Tools Design tab.

- Click **Save** on Quick Access toolbar.

- At **Save As** dialog box, type **Employee_Benefits** in *Table Name* box then press Enter or click OK.
- Close **Employee_Benefits** table.



© Paradigm Publishing Inc.

ACTIVITY 2.3

Data Types

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- **Text**—Alphanumeric data up to 255 characters in length, such as a name, address, or value such as a telephone number or social security number that is used as an identifier and not for calculating.
- **Memo**—Alphanumeric data up to 64,000 characters in length.
- **Number**—Positive or negative values that can be used in calculations. Do *not* use for values that will calculate monetary amounts (see Currency).
- **Date/Time**—Use this type to ensure dates and times are entered and sorted properly.
- **Currency**—Values that involve money. Access will not round off during calculations.
- **AutoNumber**—Access automatically numbers each record sequentially (incrementing by 1) when you begin typing a new record.



© Paradigm Publishing Inc.

ACTIVITY 2.3

Data Types

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- **Yes/No**—Data in the field will be either Yes or No, True or False, On or Off.
- **OLE Object**—Used to embed or link objects created in other Office applications.
- **Hyperlink**—Field that will store a hyperlink such as a URL.
- **Attachment**—Use this data type to add file attachments to a record such as a Word document or an Excel workbook.
- **Lookup Wizard**—The Lookup Wizard can be used to enter data in the field from another existing table or display a list of values in a drop-down list for the user to choose from.



© Paradigm Publishing Inc.

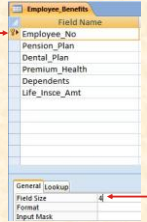
ACTIVITY 2.4

Modifying Field Size and Default Value Properties

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With **WEEmployees2.accdb** open, right-click Employee_Benefits table name in Navigation pane then click *Design View* at shortcut menu.
- With *Employee_No* already selected in *Field Name* column, double-click value 255 in *Field Size* property box in *Field Properties* section then type 4.



© Paradigm Publishing Inc.

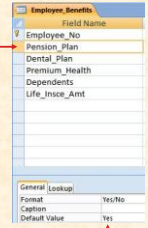
ACTIVITY 2.4

Modifying Field Size and Default Value Properties

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click in *Pension_Plan* row in *Field Name* column to display *Pension_Plan* properties in *Field Properties* section.
- Select current entry in *Default Value* field box then type **Yes**.
- Click Save.
- Click View in Table Tools Design tab to switch to Datasheet view.



© Paradigm Publishing Inc.

ACTIVITY 2.4

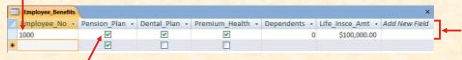
Modifying Field Size and Default Value Properties

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Type **1000111** in *Employee_No* field in first blank row of datasheet then press Enter.
- At *Pension_Plan* field, note a check mark in check box since default value was set to Yes. Press Enter to accept default value.
- Enter data in remaining fields in first row:

<i>Dental_Plan</i>	Yes
<i>Premium_Health</i>	Yes
<i>Dependents</i>	0
<i>Life_Inscce_Amount</i>	100000



© Paradigm Publishing Inc.

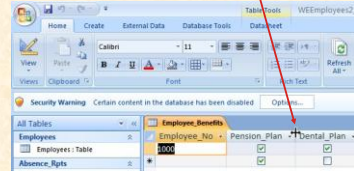
ACTIVITY 2.4

Modifying Field Size and Default Value Properties

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Adjust all column widths to Best Fit.



- Close Employee_Benefits table. Click Yes when prompted to save changes.



© Paradigm Publishing Inc.

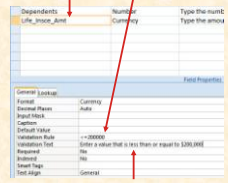
ACTIVITY 2.5

Validating Field Entries

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With **WEEmployees2.accdb** open, open Employee_Benefits table in Design view.
- Click in *Life_Inscce_Amt* field row to display associated field properties.
- Click in *Validation Rule* box, type **<=200000**, then press Enter.
- Type **Enter a value that is less than or equal to \$200,000** then press Enter.
- Click Save.



© Paradigm Publishing Inc.

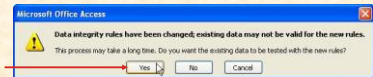
ACTIVITY 2.5

Validating Field Entries

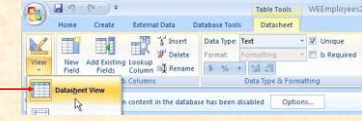
Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- At Microsoft Office Access box, click Yes to instruct Access to test data with new rules.



- Click View in Table Tools Design tab to switch to Datasheet view.



© Paradigm Publishing Inc.

ACTIVITY 2.5

Validating Field Entries

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Add following record to table:
Employee_No **1005**
Pension_Plan **Yes**
Dental_Plan **Yes**
Premium_Health **Yes**
Dependents **2**
Life_Inscce_Amt **210000**
- Click OK at Microsoft Office Access error message.



© Paradigm Publishing Inc.

ACTIVITY 2.5

Validating Field Entries

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Backspace to delete *210000*, type **200000**, then press Enter.

Employee_No	Pension_Plan	Dental_Plan	Premium_Health	Dependents	Life_Inscce_Amt
1000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	\$100,000.00
1005	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	\$200,000.00

- Close Employee_Benefits table.



© Paradigm Publishing Inc.

ACTIVITY 2.6

Creating Input Masks; Formatting a Field

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With **WEEmployees2.accdb** open, open Employee_Benefits table in Design view.
- Click in *Field Name* column in blank row below *Life_Inscce_Amt*, type **Pension_Eligible**, then press Enter.

Field Name	Data Type	Description
Employee_No	Text	Enter the four digit employee number
Pension_Plan	Yes/No	Click or press spacebar for Yes; leave empty for No
Dental_Plan	Yes/No	Click or press spacebar for Yes; leave empty for No
Premium_Health	Yes/No	Click or press spacebar for Yes; leave empty for No
Dependents	Number	Type the number of dependents related to this employee
Life_Inscce_Amt	Currency	Type the amount of life insurance subscribed by this employee
Pension_Eligible	Date/Time	Type date employee is eligible for pension plan in the format dd-mmm-yy (example: 12-Dec-09)

- Change data type to **Date/Time** then press Enter.
- Type **Type date employee is eligible for pension plan in the format dd-mmm-yy (example: 12-Dec-09)**.



© Paradigm Publishing Inc.

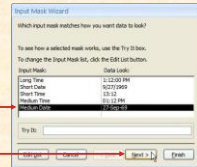
ACTIVITY 2.6

Creating Input Masks; Formatting a Field

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click Save.
- With *Pension_Eligible* active, click in *Input Mask* box in *Field Properties* section then click Build
- Click *Medium Date* at first Input Mask Wizard box then click Next.



© Paradigm Publishing Inc.

ACTIVITY 2.6

Creating Input Masks; Formatting a Field

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click Next at second Input Mask Wizard box.



- Click Finish at last Input Mask Wizard box to complete entry in *Input Mask* box then press Enter.



© Paradigm Publishing Inc.

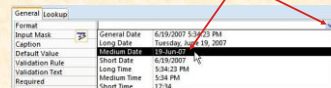
ACTIVITY 2.6

Creating Input Masks; Formatting a Field

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click in *Format* box.
- Click down-pointing arrow at end of box then click *Medium Date* at drop-down list.



- Click Save then switch to Datasheet view.



© Paradigm Publishing Inc.

ACTIVITY 2.6

Creating Input Masks; Formatting a Field

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click in *Pension_Eligible* column for first row in datasheet.
- Type **22jul01** then press Down Arrow key.
- Type **150801**.
- Type **aug01** then press Enter.
- Adjust column width of *Pension_Eligible* to Best Fit.
- Close Employee_Benefits table. Click Yes when prompted to save changes to layout.

Life_Income_Amt	Pension_Eligible
\$100,000.00	22-Jul-01
\$200,000.00	15-Aug-01



© Paradigm Publishing Inc.

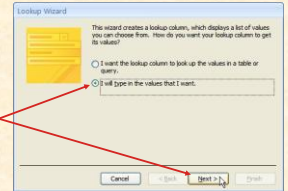
ACTIVITY 2.7

Creating a Lookup List

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With **WEEmployees2.accdb** open, open Employee_Benefits table in Design View.
- Click in *Field Name* column in blank row below *Pension_Eligible*, type **Vacation**, then press Enter.
- Change Data Type to **Lookup Wizard**.
- At first Lookup Wizard dialog box, click *I will type in the values that I want*, then click Next.



© Paradigm Publishing Inc.

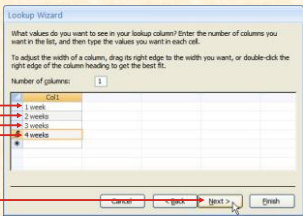
ACTIVITY 2.7

Creating a Lookup List

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click in blank row below *Col1*, type **1 week**, then press Tab or Down Arrow key.
- Type **2 weeks** then press Tab.
- Type **3 weeks** then press Tab.
- Type **4 weeks** then click Next.



© Paradigm Publishing Inc.

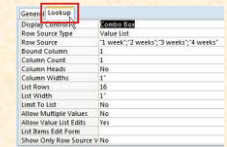
ACTIVITY 2.7

Creating a Lookup List

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click Finish in last Lookup Wizard dialog box to accept default label *Vacation*. No entry is required in *Description* column.
- Click Lookup tab in *Field Properties* section and view entries made to each property by Lookup Wizard.
- Click in *Limit To List* box, click down-pointing arrow, then click Yes.



© Paradigm Publishing Inc.

ACTIVITY 2.7

Creating a Lookup List

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click in *Allow Value List Edits* box, click down-pointing arrow, then click **No**.
- Click Save then click View to switch to Datasheet view.
- If necessary, scroll datasheet right, click in *Vacation* column in first row, click down-pointing arrow, then click **4 weeks**.
- Press Down Arrow key to move to *Vacation* column in second row, type **6 weeks**, then press Enter.

Pension_Eligible	Vacation
22-Jul-01	1 week
15-Aug-01	2 weeks
	3 weeks
	4 weeks



© Paradigm Publishing Inc.

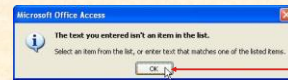
ACTIVITY 2.7

Creating a Lookup List

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click OK at message informing you that text entered isn't an item in list, click **3 weeks**, then press Enter.



- Display datasheet in Print Preview, change page orientation to landscape, change left and right margins to 0.5 inch, then print.
- Close Print Preview then close Employee_Benefits table.



© Paradigm Publishing Inc.

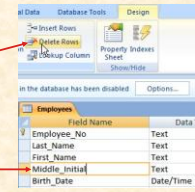
ACTIVITY 2.8

Moving and Deleting Fields; Formatting the Datasheet; Inserting Totals

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With **WEmployees2.accdb** open, open Employees table in Design view.
- Click insertion point in any text in *Middle_Initial* row.
- Click Delete Rows in Table Tools Design tab.



© Paradigm Publishing Inc.

ACTIVITY 2.8

Moving and Deleting Fields; Formatting the Datasheet; Inserting Totals

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- At Microsoft Office Access message asking to confirm permanent deletion of selected field(s) and all data in field(s), click Yes.



- Move mouse pointer in field selector bar beside *Annual_Salary* until pointer changes to a right-pointing black arrow then click left mouse button to select field.



© Paradigm Publishing Inc.

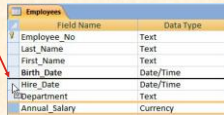
ACTIVITY 2.8

Moving and Deleting Fields; Formatting the Datasheet; Inserting Totals

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With pointer still in field selector bar beside *Annual_Salary*, drag pointer up between *Birth_Date* and *Hire_Date* fields then release left mouse button.
- Click any field to deselect *Annual_Salary* row then click Save.
- Switch to Datasheet view.
- Adjust all column widths to Best Fit.
- Click down-pointing arrow to right of Fill Color in Home tab.



© Paradigm Publishing Inc.

ACTIVITY 2.8

Moving and Deleting Fields; Formatting the Datasheet; Inserting Totals

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click **Access Theme 4**.
- Click Gridlines in Font group then click *Gridlines: None*.
- Click down-pointing arrow next to Font Size in Font group then click 12 at drop-down list.



© Paradigm Publishing Inc.

ACTIVITY 2.8

Moving and Deleting Fields; Formatting the Datasheet; Inserting Totals

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click Totals Σ Totals in Home tab.
- Click in *Total* row at bottom of *Annual_Salary* column, click down-pointing arrow, then click *Sum*.
- Display datasheet in Print Preview, change page orientation to landscape, then print datasheet.
- Close Print Preview window then close Employees table. Click Yes when prompted to save changes.

1050	Zakowski	Carl	5/9/1967	None
1055	Thurston	Edward	1/3/1965	Sum
1060	McKnight	Donald	1/6/1965	Average
1065	Liszewski	Norm	11/16/1967	Count
1070	Riawar	Balfour	9/9/1967	Maximum
1075	Fitchett	Mike	4/18/1967	Minimum
1080	Couture	Leo	1/8/1967	Standard Deviation
Total				



© Paradigm Publishing Inc.

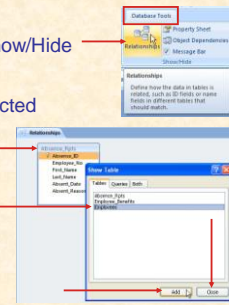
ACTIVITY 2.9

Creating a One-to-Many Relationship; Editing a Relationship

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With **WEmployees2.accdb** open, click Database Tools tab.
- Click Relationships in Show/Hide group.
- With *Absence_Rpts* selected at Show Table box with *Tables* tab selected, click Add.
- Click *Employees* then click Add.
- Click Close to close Show Table box.



© Paradigm Publishing Inc.

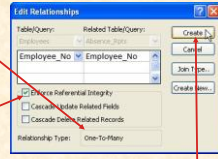
ACTIVITY 2.9

Creating a One-to-Many Relationship; Editing a Relationship

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Position mouse pointer over *Employee_No* in Employees field list box, hold down left mouse button, drag pointer left to *Employee_No* in Absence_Rpts field list box, then release mouse button.
- Note *One-To-Many* is in *Relationship Type* section of Edit Relationships box.
- Click *Enforce Referential Integrity* box at Edit Relationships box then click Create.



© Paradigm Publishing Inc.

ACTIVITY 2.9

Creating a One-to-Many Relationship; Editing a Relationship

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Click Save.
- Close Relationships window.
- Open Absence_Rpts table.
- Click New in Records group, press Tab to move past *Absence_ID* column, type **1099** in *Employee_No* column, then press Enter.



Join line illustrating the relationship that links the tables at the common field in each table.

Absence_ID	Employee_No	First_Name	Last_Name	Absent_Date	Absent_Reason
4	1000	Sam	Vestering	10/2/2009	Sick day
5	1010	Harth	Postma	10/5/2009	Funeral
7	1043	Terry	Yiu	10/7/2009	Juny duty
9	1099				



© Paradigm Publishing Inc.

ACTIVITY 2.9

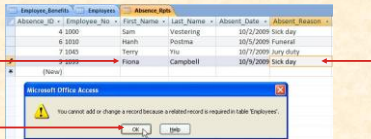
Creating a One-to-Many Relationship; Editing a Relationship

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Type entries in next three fields as follows:

First_Name **Fiona**
Last_Name **Campbell**
Absent_Date **October 9, 2009**



- Type **Sick day** at *Absence_Reason* column then press Tab or Enter.
- Click OK at Microsoft Office Access message box.



© Paradigm Publishing Inc.

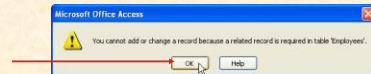
ACTIVITY 2.9

Creating a One-to-Many Relationship; Editing a Relationship

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Close Absence_Rpts table then click OK at Microsoft Office Access error message that appears again.
- Click Yes at second error message box to close table and confirm data changes will be lost.



© Paradigm Publishing Inc.

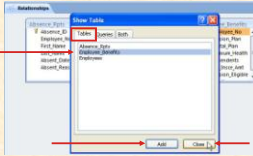
ACTIVITY 2.10

Creating a One-to-One Relationship; Printing a Relationship Report

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- With **WEEmployees2.accdb** open, click Database Tools tab.
- Click Relationships in Show/Hide group.
- Click Show Table in Relationships group in Relationship Tools Design tab.
- At Show Table box with Tables tab selected, click *Employee_Benefits*, click Add, then click Close.



© Paradigm Publishing Inc.

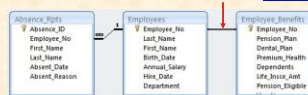
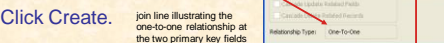
ACTIVITY 2.10

Creating a One-to-One Relationship; Printing a Relationship Report

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Position mouse pointer over *Employee_No* in Employees field box, hold down left mouse button, drag pointer to *Employee_No* in Employee_Benefits field box, then release mouse button.
- Note *One-To-One* displays in *Relationship Type* section of Edit Relationships box.
- Click Create.



© Paradigm Publishing Inc.

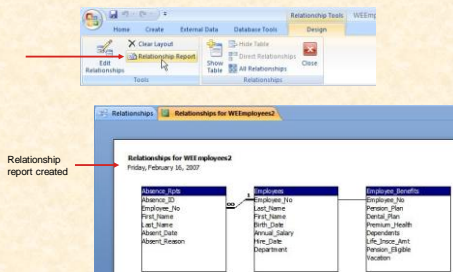
ACTIVITY 2.10

Creating a One-to-One Relationship; Printing a Relationship Report

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click Relationship Report in Relationship Tools Design tab.



© Paradigm Publishing Inc.

ACTIVITY 2.10

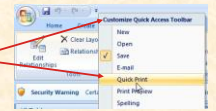
Creating a One-to-One Relationship; Printing a Relationship Report

Links to Activities

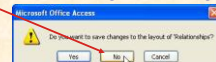
- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With Relationships for WEEmployees2 report active, click Print on Quick Access toolbar.

Note: If Print button is not displayed on Quick Access toolbar, click Customize Quick Access Toolbar then click Quick Print.



- Close Relationships for WEEmployees2 report then click No when prompted to save changes to design.
- Close Relationships window.



© Paradigm Publishing Inc.

ACTIVITY 2.11

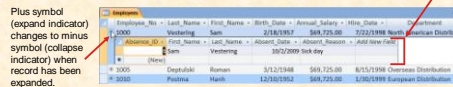
Displaying Records in a Subdatasheet

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With WEEmployees2.accdb open, open Employees table.

- Click plus symbol between record selector bar and 1000 in first row of datasheet.



- Click expand indicator for Employee_No 1010.
- Click minus symbol for Employee_No 1000.
- Click collapse indicator for Employee_No 1010.

© Paradigm Publishing Inc.

ACTIVITY 2.11

Displaying Records in a Subdatasheet

Links to Activities

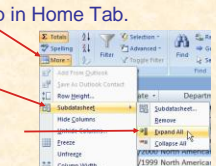
- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click More in Records group in Home Tab.

- Point to Subdatasheet then click Expand All.

- Click More, point to Subdatasheet, then click Collapse All.

- Click More, point to Subdatasheet, then click Subdatasheet.



© Paradigm Publishing Inc.

ACTIVITY 2.11

Displaying Records in a Subdatasheet

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- At Insert Subdatasheet box with Tables tab selected, click Employee_Benefits then click OK.



- Expand record for Employee_No 1000.

© Paradigm Publishing Inc.

ACTIVITY 2.11

Displaying Records in a Subdatasheet

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Drag across \$100,000.00 in Life_Inscce_Amt field then type 190000.



- Press Enter to complete entry.
- Close Employees table and click Yes to save design changes.
- Reopen Employees table and expand all records.
- Close Employees table and click Yes if prompted to save changes.
- Close WEEmployees2.accdb.

© Paradigm Publishing Inc.