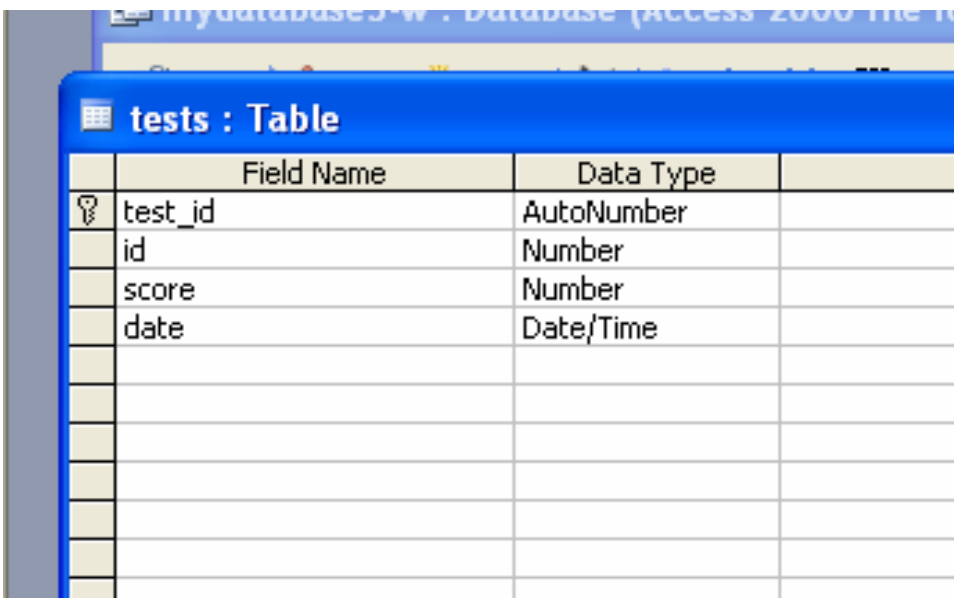


Microsoft Access III

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Creating table relationships


Create a table in design view with the following fields



The screenshot shows a Microsoft Access design view window titled "tests : Table". The window contains a table with the following fields and data types:

	Field Name	Data Type
PK	test_id	AutoNumber
	id	Number
	score	Number
	date	Date/Time

Save the table as "tests"



The screenshot shows a "Save As" dialog box with the following fields and buttons:

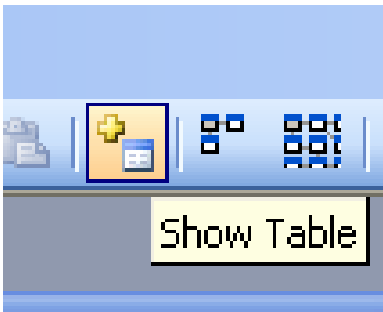
Table Name: tests

Buttons: OK, Cancel

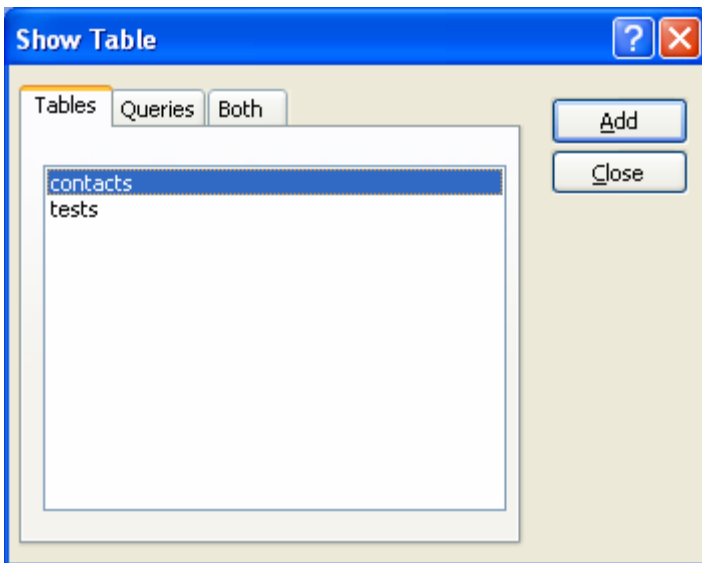
Press the "Relationships" button on the toolbar



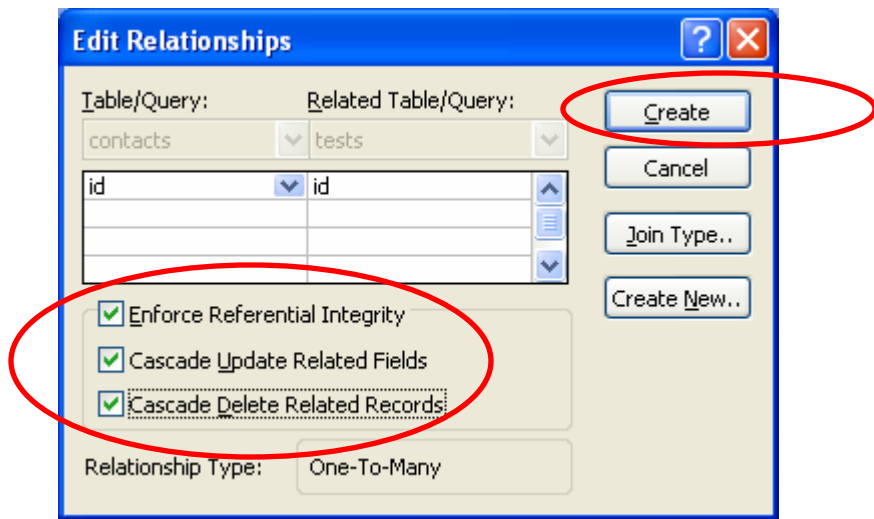
Press the "Show Table" button



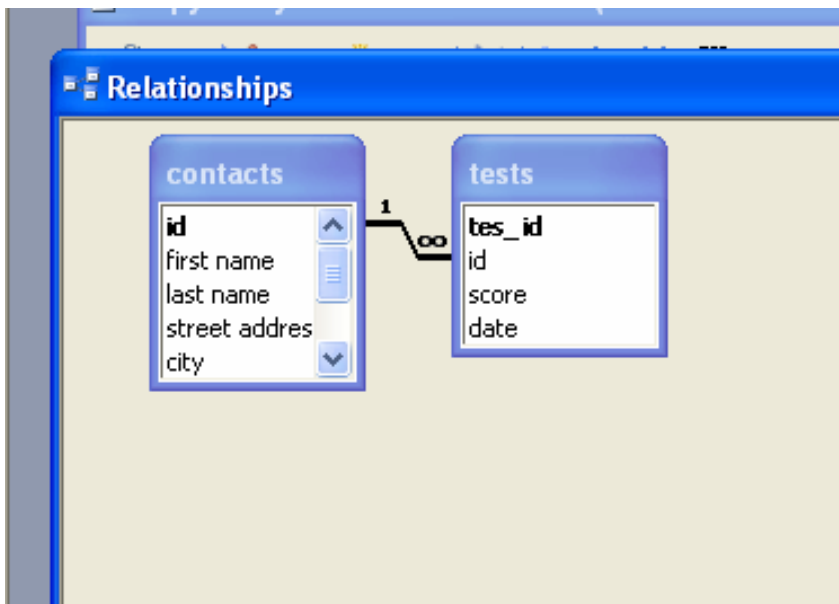
Add both tables



Drag the "id" field from "contacts" to the "id" field of "tests"
Place checks in the 3 boxes to keep your data synchronized
Press the "Create" button



Press the save button and close the Relationships screen

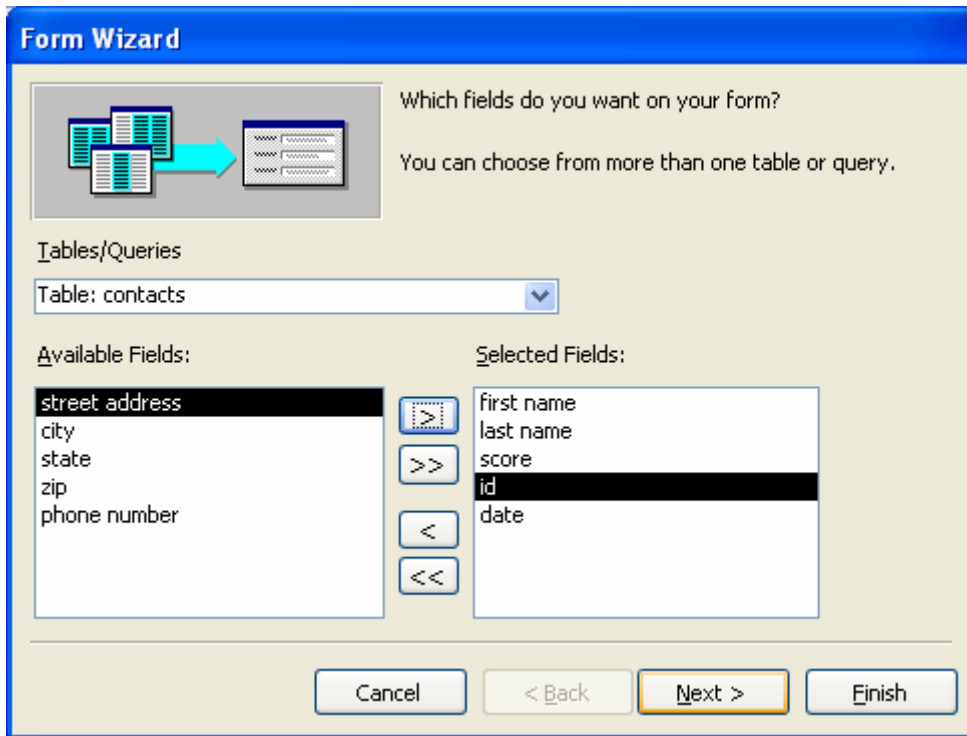


Creating Forms

Create a form with the design wizard

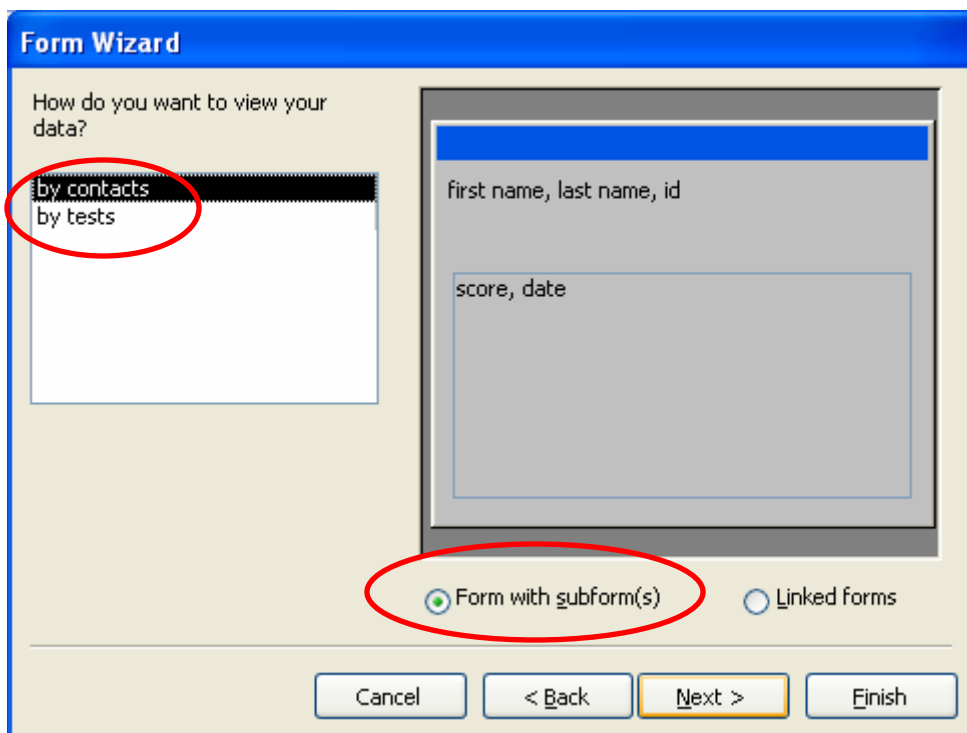
Select the **id**, **first name** and **last name** from the "contacts" table

Select the **score** and **date** from the "tests" table



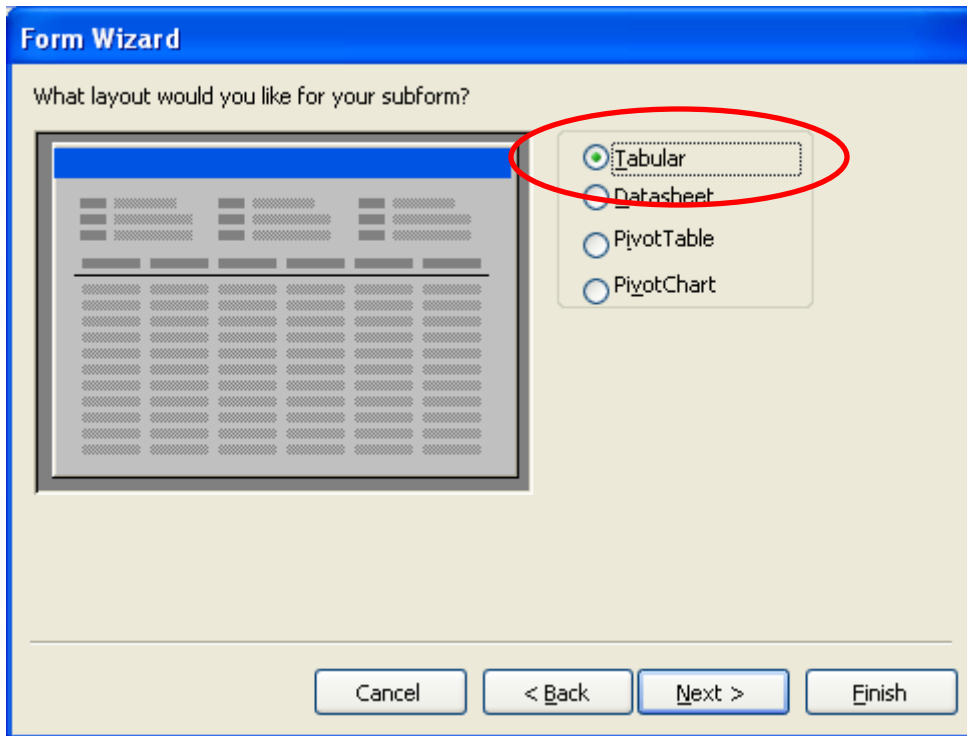
The screenshot shows the 'Form Wizard' dialog box. The title bar reads 'Form Wizard'. The main text asks 'Which fields do you want on your form?' and 'You can choose from more than one table or query.' Below this, there is a 'Tables/Queries' section with a dropdown menu set to 'Table: contacts'. To the right, there are two lists: 'Available Fields:' containing 'street address', 'city', 'state', 'zip', and 'phone number'; and 'Selected Fields:' containing 'first name', 'last name', 'score', 'id', and 'date'. Between these lists are five arrow buttons: a right-pointing arrow, a double right-pointing arrow, a left-pointing arrow, and a double left-pointing arrow. At the bottom, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

Choose the "by contacts" and "Form with subform(s)" options



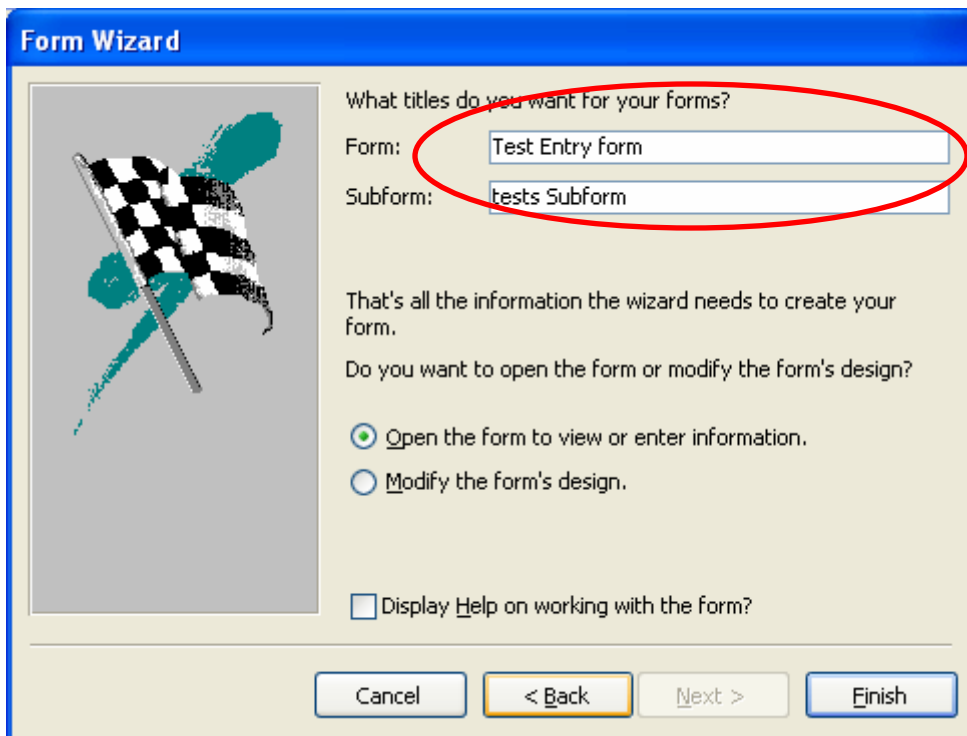
The screenshot shows the 'Form Wizard' dialog box at the second step. The title bar reads 'Form Wizard'. The main text asks 'How do you want to view your data?'. On the left, there is a list with two options: 'by contacts' and 'by tests'. The 'by contacts' option is highlighted with a red circle. On the right, there is a preview window showing a form layout with two sections: the top section contains 'first name, last name, id' and the bottom section contains 'score, date'. At the bottom of the dialog, there are two radio button options: 'Form with subform(s)' (which is selected and circled in red) and 'Linked forms'. At the very bottom, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

Select "Tabular"



The image shows a "Form Wizard" dialog box with the title "Form Wizard" in a blue header. The main text asks "What layout would you like for your subform?". On the left, there is a preview window showing a grid-like tabular layout. On the right, there are four radio button options: "Tabular" (which is selected and circled in red), "Datasheet", "PivotTable", and "PivotChart". At the bottom, there are four buttons: "Cancel", "< Back", "Next >", and "Finish".

Save your form as below and press "Finish"



The image shows a "Form Wizard" dialog box with the title "Form Wizard" in a blue header. The main text asks "What titles do you want for your forms?". On the left, there is a preview window showing a checkered flag. On the right, there are two text input fields: "Form:" with the text "Test Entry form" and "Subform:" with the text "tests Subform". These two fields are circled in red. Below the input fields, there is a message: "That's all the information the wizard needs to create your form. Do you want to open the form or modify the form's design?". There are two radio button options: "Open the form to view or enter information." (which is selected) and "Modify the form's design.". At the bottom, there is a checkbox labeled "Display Help on working with the form?". At the very bottom, there are four buttons: "Cancel", "< Back", "Next >", and "Finish".

A sample of the form

Test Entry form

first name: Bob
last name: Cagney
id: 1

score	date
-------	------

Record: 1 of 1

Record: 1 of 9

Enter tests scores for each person

Test Entry form

first name: Bob
last name: Cagney
id: 1

score	date
95	5/14/1992
87	6/9/2000

Record: 4 of 4

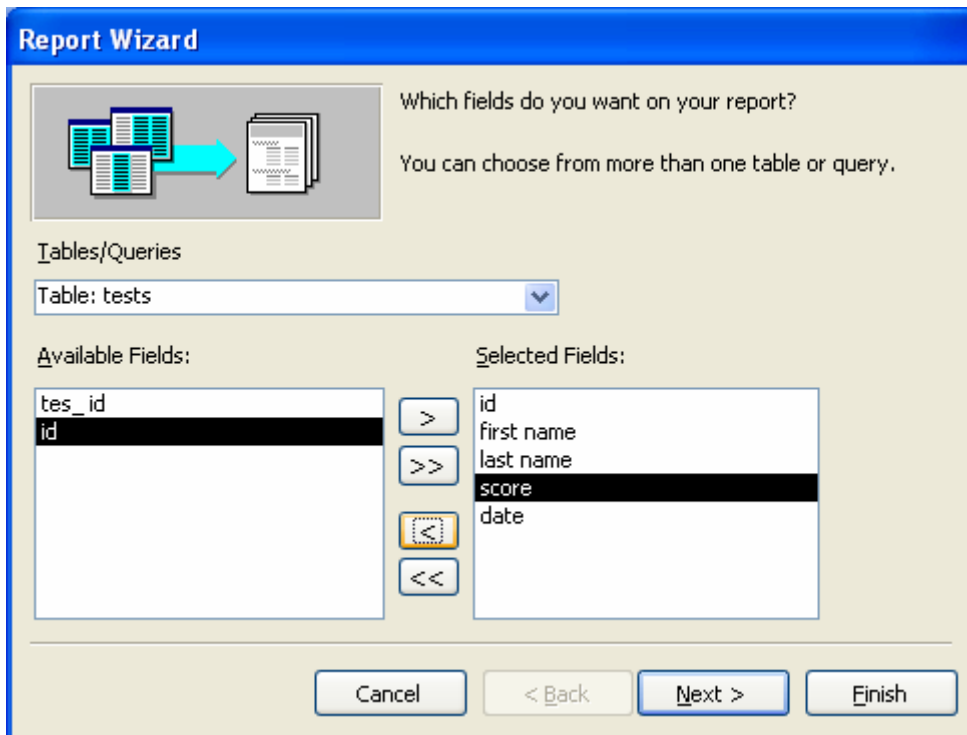
Record: 1 of 9

To search an ID just right-click in the id field and choose "Filter for" the ID you want (See the Access II tutorial on searching)

Creating Reports

Choose **id**, **first name** and last name from the "contacts" table

Choose **score** and **date** from the "tests" table



Report Wizard

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

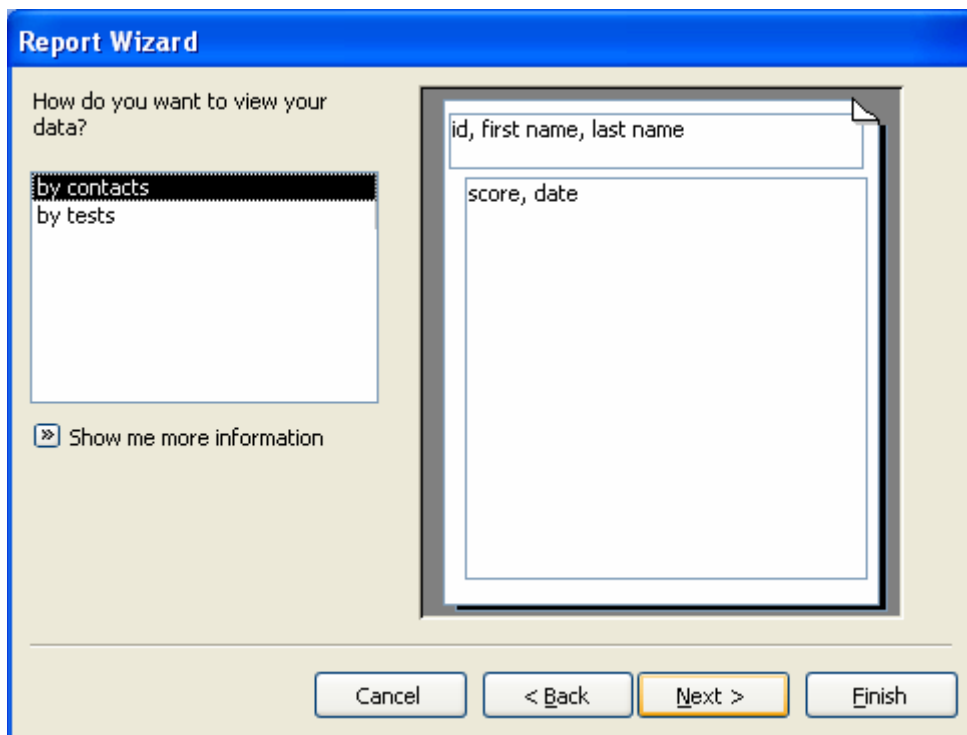
Tables/Queries
Table: tests

Available Fields:
tes_id
id

Selected Fields:
id
first name
last name
score
date

Buttons: Cancel, < Back, Next >, Finish

Choose the "by contacts" options



Report Wizard

How do you want to view your data?

by contacts
by tests


Show me more information

id, first name, last name
score, date

Buttons: Cancel, < Back, Next >, Finish

Press next until the end of the wizard and name your report "test report"

Report Wizard



What title do you want for your report?

test report

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.

Display Help on working with the report?

Cancel < Back Next > Finish

Press finish and view your report

test report

<i>id</i>	<i>first name</i>	<i>last name</i>	<i>score</i>	<i>date</i>
1	Bob	Cagney	87	6/9/2000
			95	5/14/1992
			85	3/4/1989
2	Horis	Menim	94	3/4/1991
			74	2/3/1990