



University Information  
Technology Services

# Microsoft Access 2010

Level 2

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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# University Information Technology Services

## Access 2010 Level 2

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## **Introduction**

Microsoft Access allows people to effectively and efficiently organize data. This document, Level 2, has been developed to show you how to use multiple tables in Access. The various sections presented in this document will help you build a solid knowledge foundation of the software.

When you have mastered the objectives in this document, you can expand upon your knowledge of Microsoft Access by checking out the Level 3 documentation.

## **Objectives**

The following objectives are covered in this document:

- Understanding the concept of relationships as they relate to tables.
- Knowing how to define data types for relationships.
- Having the ability to create a relationship.
- Understanding relationships and forms.
- Knowing how to create a form for a two table relationship.
- Knowing how to create a tab form for a multi-table relationship.

## Relationships and Tables

The power of Access is the software's ability to create and maintain multiple tables. Access allows multiple tables to work together thereby giving you strong database management capabilities.

### Level 1 Booklet/Workshop

In the Level 1 booklet/workshop, a foundation was created by presenting the use of one table in Access. In Level 1, the following table was created for an airline:

<b><u>Airline Reservation System</u></b>
<i>Transaction Number</i>
<i>Transaction Date</i>
<i>First Name</i>
<i>Last Name</i>
<i>Departure City</i>
<i>Destination City</i>
<i>Meal</i>
<i>Ticket Cost</i>
<i>Departure Date</i>
<i>Departure Time</i>

Figure 1 – Table for an Airline Reservation System

### Using Multiple Tables in the Access Database

Users of Access begin to utilize the full strength of the system when they use multiple tables to manage data. For example, the following are two tables that could be used by a retail store that sells products to customers.

<b><u>Customer Information</u></b>	<b><u>Purchases</u></b>
<i>Customer Number</i>	<i>Purchase ID</i>
<i>First Name</i>	<i>Customer Number</i>
<i>Last Name</i>	<i>Product Name</i>
<i>Address</i>	<i>Quantity</i>
<i>City</i>	<i>Unit Price</i>
<i>State</i>	
<i>Zip Code</i>	
<i>Phone Number</i>	
<i>Email</i>	

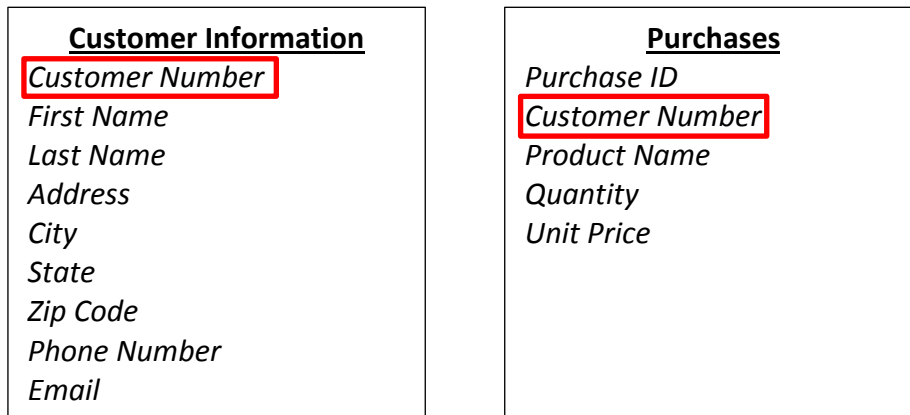
Figure 2 – Two Tables for a Retail Store Database

It would be ineffective to attempt to include all of the fields presented in *Figure 2* in one table. It is much more efficient to create two tables and categorize the various fields within these tables.

An effective database used in the “real world” by a business, educational facility, governmental agency, etc. would ultimately have many tables.

### Relationships Explained

When developing a database with multiple tables, it is important to understand relationships. Relationships allow the different tables to communicate with each other. When creating different tables, there must be one field that is common to the different tables. *Figure 3* shows that the *Customer Number* field is common to both tables.



*Figure 3 – Two Tables for a Retail Store Database*

### Relationships and Data Types

When developing multiple tables, the *Data Type* for the common field will be defined differently in the various tables. For example, *Figure 4* shows that the *Data Type* for *Customer Number* is defined as *AutoNumber* in the *Customer Information* table because this table is where the number is created. Notice that this number is also the *Primary Key*.

The screenshot shows a table definition for "Customer Information". The table has two columns: "Field Name" and "Data Type". The "Customer Number" field is highlighted with a red box, and its data type is "AutoNumber". The other fields and their data types are: First Name (Text), Last Name (Text), Address (Text), City (Text), State (Text), Zip Code (Text), Phone Number (Text), and Email (Text).

Field Name	Data Type
Customer Number	AutoNumber
First Name	Text
Last Name	Text
Address	Text
City	Text
State	Text
Zip Code	Text
Phone Number	Text
Email	Text

*Figure 4 – Customer Number Defined as an AutoNumber*

**This is a sample, click download link to get the full Tutorial**

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