

Information Systems and Technology

IENG372 / MANE372

Access LAB – Part 2

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Look up wizard and Relationships

- ❑ A relationship can be one-to-one, one-to-many, or many-to-many.
- ❑ You cannot change the data type or the **Field Size** property of a field that is involved in a table relationship. You can temporarily delete the relationship to change the **Field Size** property.
- ❑ However, if you change the data type, you won't be able to re-create the relationship without first also changing the data type of the related field.

Look up wizard

The screenshot shows the Microsoft Access interface in Design view for the 'suppliers' table. The ribbon includes File, Home, Create, External Data, Database Tools, Acrobat, and Design. The Design ribbon has groups for Views, Tools, Show/Hide, Field, Record & Table Events, and Relationships. The 'All Access Objects' pane on the left shows a search bar and a list of tables: accounting, book details, and suppliers. The main area displays the 'suppliers' table structure with the following fields:

Field Name	Data Type	Description
ID	AutoNumber	
supplier code	Text	
name	Text	
surname	Text	
birth day	Text	
tel	Text	
email	Hyperlink	
website	Hyperlink	

Open the suppliers table in design view

The screenshot shows the Microsoft Access Design view of a table. The ribbon is set to 'Design', and the 'Insert Rows' button is highlighted with a red arrow. The table design grid is as follows:

Field Name	Data Type	Description
ID	AutoNumber	
supplier code	Text	
name	Text	
surname	Text	
birth day	Text	
tel	Text	
email	Hyperlink	
website	Hyperlink	

The 'Field Properties' pane at the bottom shows the 'Lookup' tab with the following settings:

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

Insert new field (row for design view) : City

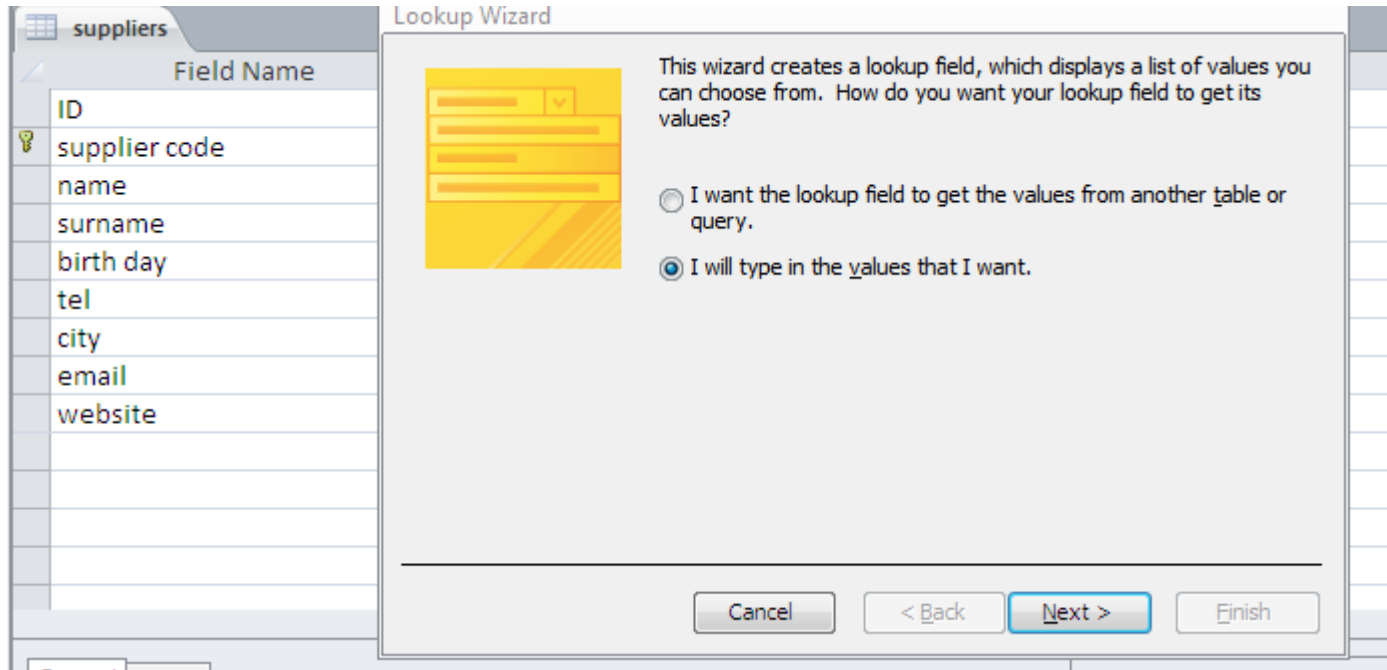
Microsoft Access interface showing the 'Table Tools' ribbon and the 'suppliers' table design view. The 'Table Tools' ribbon is active, and the 'Design' tab is selected. The 'suppliers' table is open, and the 'city' field is selected. The 'Data Type' dropdown menu is open, showing various options, with 'Lookup Wizard...' highlighted.

Field Name	Data Type	Description
ID	AutoNumber	
supplier code	Text	
name	Text	
surname	Text	
birth day	Text	
tel	Text	
city	Text	
email	Text	
website	Memo	

Field Properties:

Property	Value
Field Size	255
Format	
Input Mask	
Caption	
Default Value	

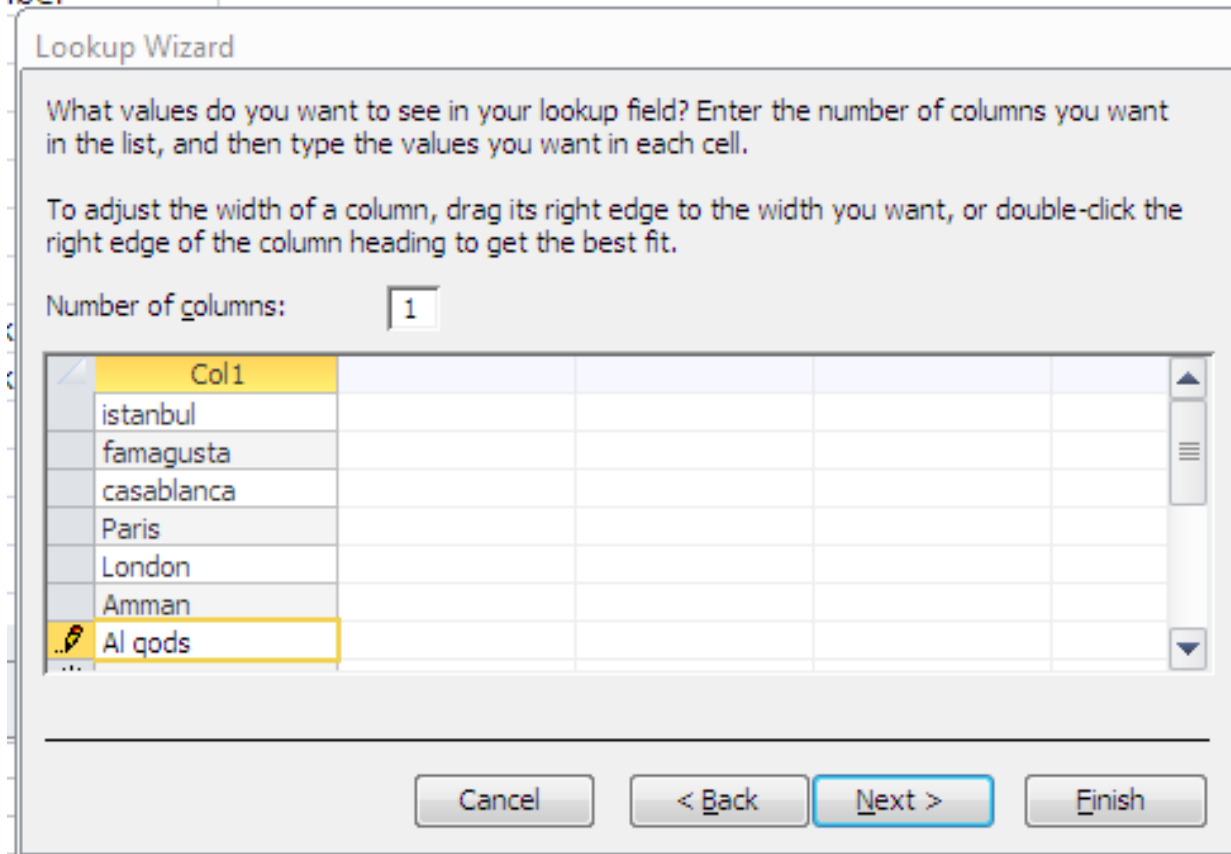
Select lookup wizard type



Two options :

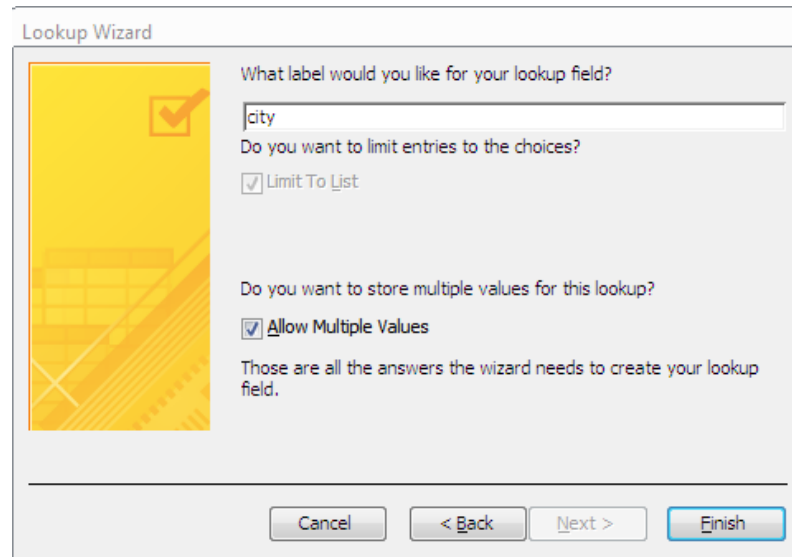
- 1-values from an existing table
- 2-values types manually

(select option 2 ,later we will see option 1)



- 1-Chose the number of colums (in the table only the first value is displayed)
- 2-Enter the desired choices for the lookup (cities here)

If you select the option : allow multiple values ,you will obtain :



ID	supplier code	name	surname	birth day	tel	city	email	website
1	AA01	ahmad	alawi	16.04.1980	(0212)-661-145-84-24		alawi@hotmail.com	ketab.ma
2	AP	antonio	patino	30.06.1988	(0090)-588-352-14-45		to@yahoo.fr	book.com
3	BH	Bernard	hugo	05.10.1978	(0232)-661-457-85-12		ardo@gmail.com	lire.com
5	SG	serena	gonza	03.12.1995	(0852)-147-963-15-78		na@gmail.com	knowledge.fr
4	TB	Tessa	blair	18.09.1981	(0475)-842-158-96-31		ssa@yahoo.fr	read.com
*	(New)							

Add a new field : Payment ,and redo the same previous steps, this time we will select another option

The screenshot shows the Microsoft Access interface. On the left, the 'suppliers' table is displayed with the following fields:

Field Name	Data Type
ID	AutoNumber
supplier code	Text
name	Text
surname	Text
birth day	Text
tel	Text
payment	Text
city	Text
email	Hyperlink
website	Hyperlink

On the right, the 'Lookup Wizard' dialog box is open. It contains the following text:

What values do you want to see in your lookup field? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

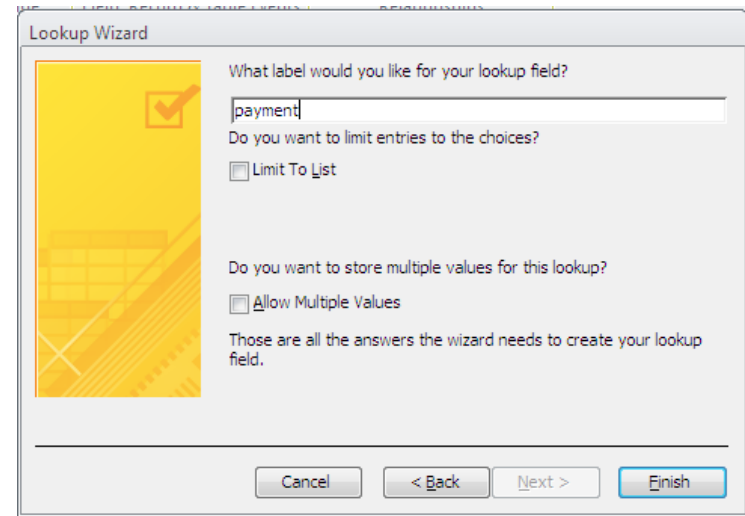
Number of columns:

Col1
cash
credit card
on line
*

At the bottom of the dialog box, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

NO OPTION SELECTED

We don't have multiple values for one record, but we can enter values that are not in the list, The value "other" is not in the choices, but I can type it.



surname	birth day	tel	city	email	website	payment
alawi	16.04.1980	(0212)-661-145-84-24	casablanca; istanbul	alawi@hotmail.com	ketab.ma	
patino	30.06.1988	(0090)-588-352-14-45	famagusta	anto@yahoo.fr	book.com	cash
hugo	05.10.1978	(0232)-661-457-85-12	Al qods	bernardo@gmail.com	lire.com	credit card
gonza	03.12.1995	(0852)-147-963-15-78	London; Paris	serena@gmail.com	knowledge.fr	on line
blair	18.09.1981	(0475)-842-158-96-31	London	tessa@yahoo.fr	read.com	

Microsoft Access - Database (Access 2007 - 2010) - Microsoft Access

Table Tools: Fields, Table

Filter, Sort & Filter, Records, Find

Text Formatting

All Access Objects: Tables (accounting, book details, suppliers)

ID	supplier code	name	surname	birth day	tel	payment	city	email
1	AA01	ahmad	alawi	16.04.1980	(0212)-661-145-84-24	credit card	casablanca; istanbul	alawi@hotmail.com
2	AP	antonio	patino	30.06.1988	(0090)-588-352-14-45	on line	famagusta	anto@yahoo.fr
3	BH	Bernard	hugo	05.10.1978	(0232)-661-457-85-12	other	Al qods	bernardo@gmail.com
5	SG	serena	gonza	03.12.1995	(0852)-147-963-15-78	cash	London; Paris	serena@gmail.com
4	TB	Tessa	blair	18.09.1981	(0475)-842-158-96-31	credit card	London	tessa@yahoo.fr
(New)						on line		

Now ,we repeat the same steps
(payment field) and we select
limit to list

Lookup Wizard

What label would you like for your lookup field?
payment

Do you want to limit entries to the choices?
 Limit To List

Do you want to store multiple values for this lookup?
 Allow Multiple Values

Those are all the answers the wizard needs to create your lookup field.

Cancel < Back Next > Finish

When we type a value that doesn't
exist in the list, we have this message :

birth day	tel	payment	city
16.04.1980	(0212)-661-145-84-24	credit card	casablanca; istanbul
30.06.1988	(0090)-588-352-14-45	on line	famagusta
05.10.1978	(0232)-661-457-85-12	other	Al qods
03.12.1995	(0852)-147-963-15-78	other	London; Paris
18.09.1981	(0475)-842-158-96-31		London

Microsoft Access

The text you entered isn't an item in the list.

Do you want to edit the items in the list?

Yes No

[Was this information helpful?](#)

If we chose yes ,we can edit our list,if we want to keep the previous values we select no.

birth day	tel	payment	city
16.04.1980	(0212)-661-145-84-24	credit card	casablanca; istanbul
30.06.1988	(0090)-588-352-14-45	on line	famagusta
05.10.1978	(0232)-661-457-85-12	other	Al qods
03.12.1995	(0852)-147-963-15-78	other	London; Paris
18.09.1981	(0475)-842-158-96-31		London

Edit List Items

Type each item on a separate line:

cash
credit card
on line
other
dept

Default Value:

OK Cancel

Hide Unhide fields

Too many fields in the table ?
We can hide them without deleting.

The screenshot shows the Microsoft Access interface with the 'suppliers' table open. The 'name' field is selected, and a context menu is displayed with 'Hide Fields' highlighted. The table data is as follows:

ID	supplier code	name	surname	birth day	tel	payment	city	email
1	AA01	al		16.04.1980	(0212)-661-145-84-24	credit card	casablanca; istanbul	alawi@hotmail.com
2	AP	an		30.06.1988	(0090)-588-352-14-45	on line	famagusta	anto@yahoo.fr
3	BH	Be		05.10.1978	(0232)-661-457-85-12	dept	Al qods	bernardo@gmail.com
5	SG	se		03.12.1995	(0852)-147-963-15-78	other	London; Paris	serena@gmail.com
4	TB	T		18.09.1981	(0475)-842-158-96-31	cash	London	tessa@yahoo.fr
*	(New)							

Some fields are hidden now, in order to unhide :

The screenshot shows the Microsoft Access interface with the 'Table Tools' ribbon selected. The 'Fields' group on the ribbon is active, and a context menu is open over a table grid. The table grid displays the following data:

ID	supplier code	tel	payment	city
1	AA01	(0212)-661-145-84-24	credit card	casablanca; istanbul
2	AP	(0090)-588-352-14-45	on line	famagusta
3	BH	(0232)-661-457-85-12	dept	Al qods
5	SG	(0852)-147-963-15-78	other	London; Paris
4	TB	(0475)-842-158-96-31	cash	London
*	(New)			

The context menu is open over the 'city' column header, showing options such as 'Sort A to Z', 'Copy', 'Field Width', 'Unhide Fields', and 'Delete Field'. The 'Unhide Fields' option is highlighted in yellow.

ID	supplier code	tel	payment	city	website
1	AA01	(0212)-661-145-84-24	credit card	casablanca; istanbul	ketab.ma
2	AP	(0090)-588-352-14-45	on line	famagusta	book.com
3	BH	(0232)-661-457-85-12	dept	Al qods	lire.com
5	SG	(0852)-147-963-15-78	other	London; Paris	knowledge.f
4	TB	(0475)-842-158-96-31	cash	London	read.com
*	(New)				

? ☒

Unhide Columns

Column:

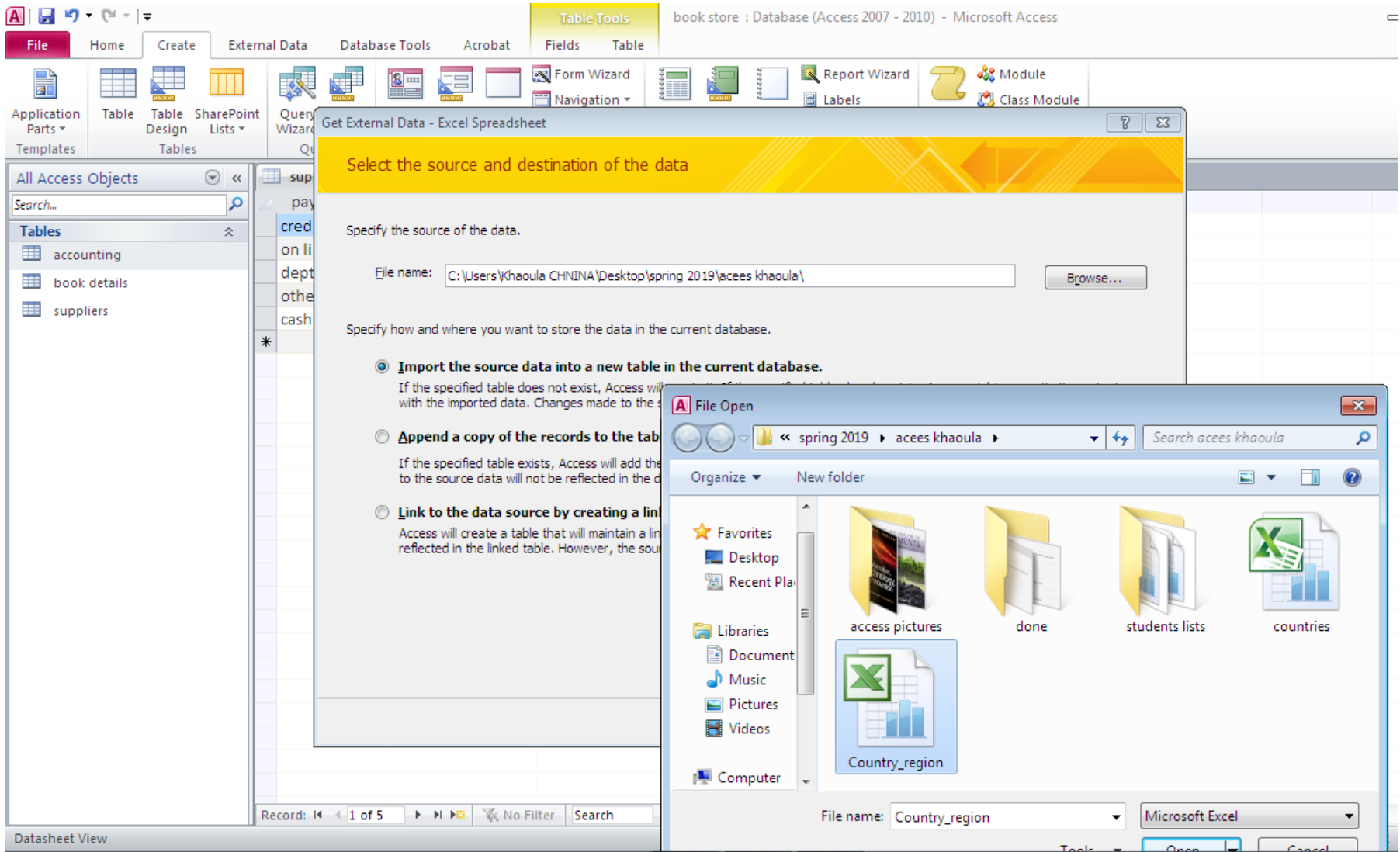
- ID
- supplier code
- name
- surname
- birth day
- tel
- payment
- city
- email
- website
- Click to Add

Close

IMPORT FILES : EXCEL FILE

The screenshot shows the Microsoft Access interface with the 'Table Tools' ribbon active. The 'suppliers' table is selected in the 'All Access Objects' pane. A context menu is open over the table, with the 'Import' option selected. The 'Import' submenu is also open, showing 'Excel' as the selected option. The 'suppliers' table data is as follows:

birth day	tel	payment	city	email	website	Click to Add
16.04.1980	(0212)-661-145-84-24	credit card	casablanca; istanbul	alawi@hotmail.com	ketab.ma	
30.06.1988	(0090)-588-352-14-45	on line	famagusta	anto@yahoo.fr	book.com	
	(0232)-661-457-85-12	dept	Al qods	bernardo@gmail.com	lire.com	
	(0852)-147-963-15-78	other	London; Paris	serena@gmail.com	knowledge.fr	
	(0475) 842 158 96 21	cash	London	tessa@yahoo.fr	read.com	




Microsoft Access can use your column headings as field names for your table. Does the first row specified contain column headings?

First Row Contains Column Headings

	COUNTRY	GEOG REGION	COMMENTS
1	Abu Dhabi	Middle East and N Africa	Up to December 2008, Abu Dhabi.From Janu

Import Spreadsheet Wizard

 The first row contains some data that can't be used for valid Access field names. In these cases, the wizard will automatically assign valid field names.

OK

9	Antarctica	Asia and Oceania	Up to December 2000, see Polar Regions.F
10	Antigua:Barbuda	Latin America and Caribbean	
11	Argentina	Latin America and Caribbean	
12	Armenia	Eastern Europe	
13	Aruba	Latin America and Caribbean	
14	Austral Oceania	Asia and Oceania	Up to December 2000, Austral Oceania.Fro

Cancel < Back Next > Finish

Import Spreadsheet Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: Data Type:

Indexed: Do not import field (Skip)

	COUNTRY	GEOG REGION	COMMENTS
1	Abu Dhabi	Middle East and N Africa	Up to December 2008, Abu Dhabi.From Janu
2	Afghanistan	Asia and Oceania	
3	Albania	Eastern Europe	
4	Algeria	Middle East and N Africa	
5	American Samoa	Asia and Oceania	Up to December 2000, see US Oceania.From
6	Andorra	Western Europe exc EC	
7	Angola	Sub-Saharan Africa	
8	Anguilla	Latin America and Caribbean	
9	Antarctica	Asia and Oceania	Up to December 2000, see Polar Regions.F
10	Antigua;Barbuda	Latin America and Caribbean	
11	Argentina	Latin America and Caribbean	
12	Armenia	Eastern Europe	
13	Aruba	Latin America and Caribbean	
14	Austral Oceania	Asia and Oceania	Up to December 2000, Austral Oceania.Fro

Cancel < Back Next > Finish

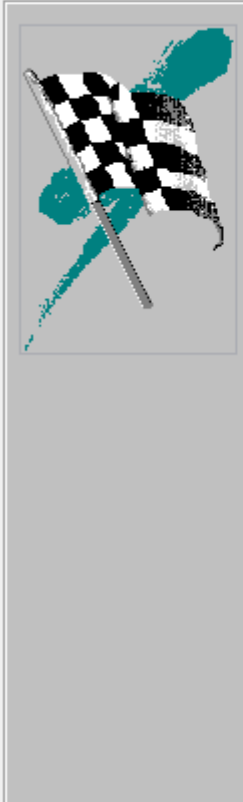
Import Spreadsheet Wizard

Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.

Let Access add primary key.
 Choose my own primary key.
 No primary key.

ID	COUNTRY	GEOG REGION	COMMENTS
1	Abu Dhabi	Middle East and N Africa	Up to December 2008, Abu Dhabi.From
2	Afghanistan	Asia and Oceania	
3	Albania	Eastern Europe	
4	Algeria	Middle East and N Africa	
5	American Samoa	Asia and Oceania	Up to December 2000, see US Oceania.
6	Andorra	Western Europe exc EC	
7	Angola	Sub-Saharan Africa	
8	Anguilla	Latin America and Caribbean	
9	Antarctica	Asia and Oceania	Up to December 2000, see Polar Regio
10	Antigua:Barbuda	Latin America and Caribbean	
11	Argentina	Latin America and Caribbean	
12	Armenia	Eastern Europe	
13	Aruba	Latin America and Caribbean	
14	Austral Oceania	Asia and Oceania	Up to December 2000, Austral Oceania

Import Spreadsheet Wizard



That's all the information the wizard needs to import your data.

Import to Table:

Country Geographical Regions

I would like a wizard to analyze my table after importing the data.

Cancel

< Back

Next >

Finish

All Access Objects		Country Geographical Regions			
Search...		ID	COUNTRY	GEOG REGIC	COMMENTS
Tables		1	Abu Dhabi	Middle East an	Up to Decemb
accounting		2	Afghanistan	Asia and Ocea	
book details		3	Albania	Eastern Europe	
Country Geographical Regions		4	Algeria	Middle East an	
suppliers		5	American Sam	Asia and Ocea	Up to Decemb
		6	Andorra	Western Europ	
		7	Angola	Sub-Saharan A	
		8	Anguilla	Latin America ;	
		9	Antarctica	Asia and Ocea	Up to Decemb
		10	Antigua:Barbu	Latin America ;	
		11	Argentina	Latin America ;	
		12	Armenia	Eastern Europe	
		13	Aruba	Latin America ;	
		14	Austral Oceani	Asia and Ocea	Up to Decemb
		15	Australia	Asia and Ocea	
		16	Austria	European Com	
		17	Azerbaijan	Eastern Europe	
		18	Bahamas	Latin America ;	
		19	Bahrain	Middle East an	
		20	Bangladesh	Asia and Ocea	
		21	Barbados	Latin America ;	
		22	Belarus	Eastern Europe	
		23	Belgium	European Com	Up to Decemb
		24	Belgium-Luxer	European Com	Up to Decemb
		25	Belize	Latin America ;	

Otherwise

Excel Spreadsheet

Select the source and destination of the data

Specify the source of the data.

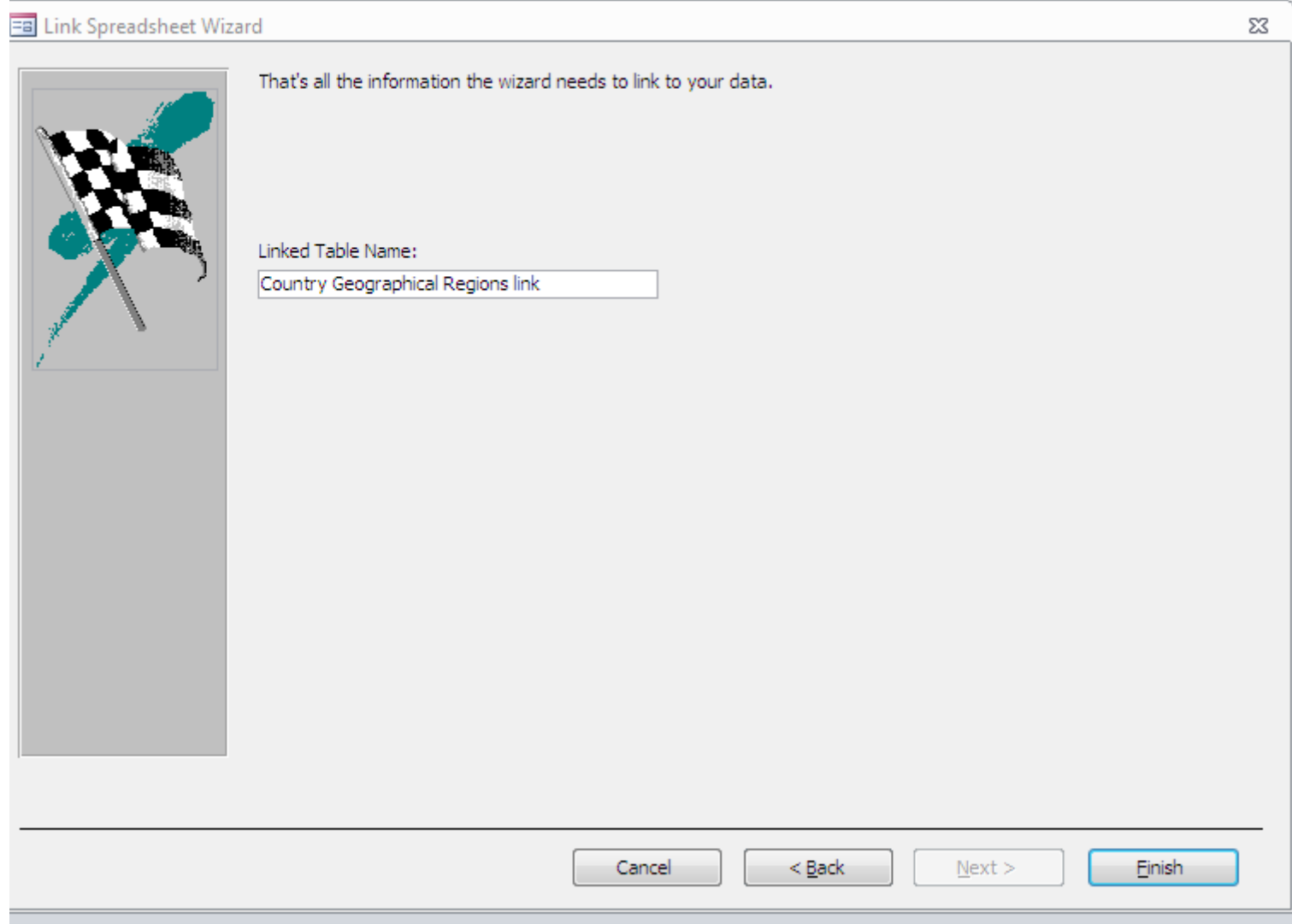
File name:

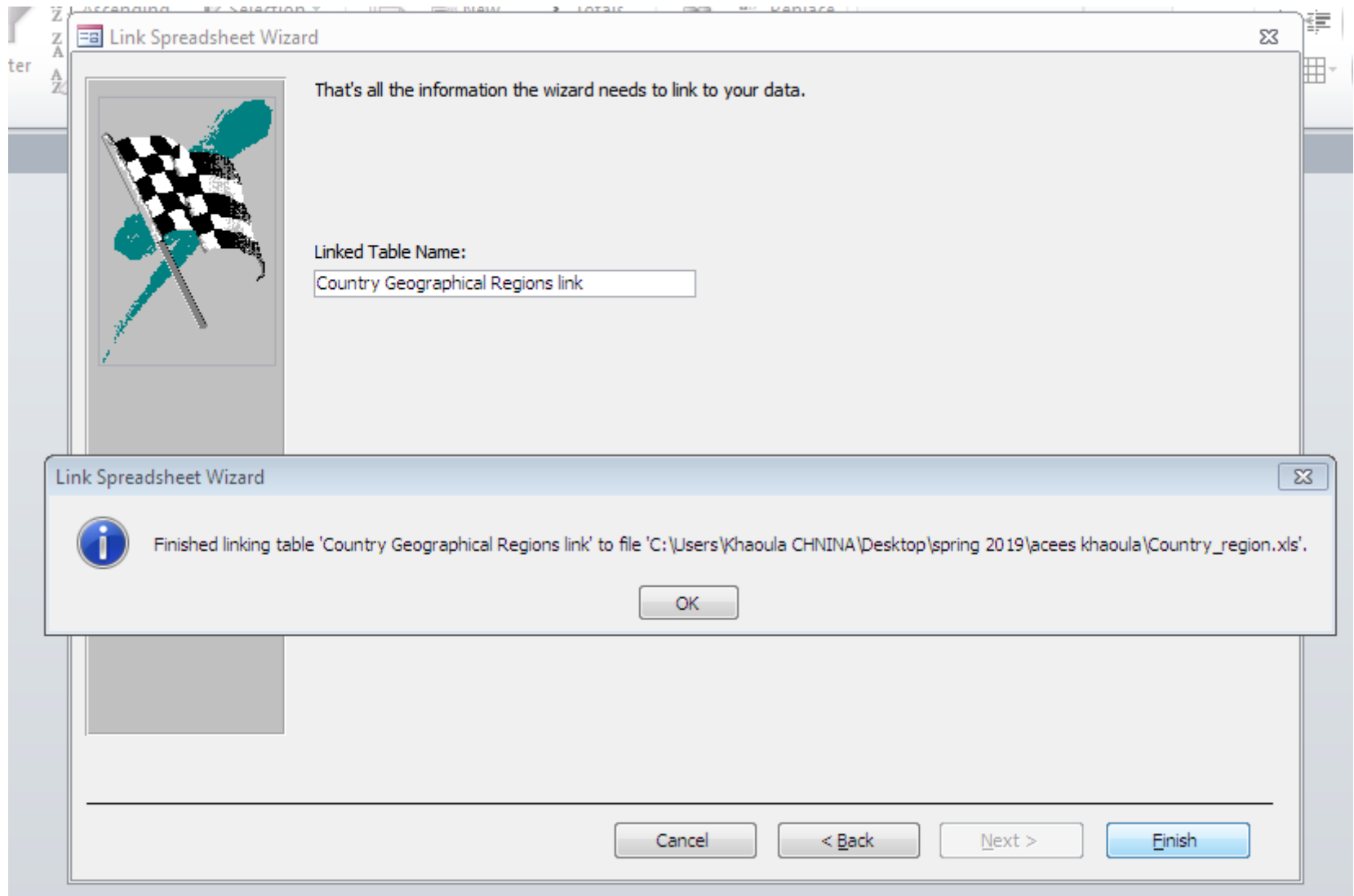
Specify how and where you want to store the data in the current database.

Import the source data into a new table in the current database.
If the specified table does not exist, Access will create it. If the specified table already exists, Access might overwrite its contents with the imported data. Changes made to the source data will not be reflected in the database.

Append a copy of the records to the table:
If the specified table exists, Access will add the records to the table. If the table does not exist, Access will create it. Changes made to the source data will not be reflected in the database.

Link to the data source by creating a linked table.
Access will create a table that will maintain a link to the source data in Excel. Changes made to the source data in Excel will be reflected in the linked table. However, the source data cannot be changed from within Access.





Microsoft Access window: book store : Database (Access 2007 - 2010) - Microsoft Access

Table Tools ribbon: Fields, Table

File menu: Home, Create, External Data, Database Tools, Acrobat

Clipboard: View, Paste, Copy, Format Painter

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

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

Find: Find, Replace, Go To, Select

Text Formatting: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Bullets, Numbering, Indentation, Paragraph Spacing, Styles

All Access Objects: Search... Tables: accounting, book details, Country Geographical Regions, suppliers, Country Geographical Regio...

COUNTRY	GEOG#	REGI	COMMENTS	F4	F5	F6	F7	F8	F9	F10
Abu Dhabi		Middle East an	Up to Decemb							
Afghanistan		Asia and Ocea								
Albania		Eastern Europ								
Algeria		Middle East an								
American Sam		Asia and Ocea	Up to Decemb							
Andorra		Western Europ								
Angola		Sub-Saharan A								
Anguilla		Latin America								
Antigua:Barbu		Latin America	Up to Decemb							
Argentina		Latin America								
Armenia		Eastern Europ								
Aruba		Latin America								
Austral Oceani		Asia and Ocea	Up to Decemb							
Australia		Asia and Ocea								
Austria		European Com								
Azerbaijan		Eastern Europ								
Bahamas		Latin America								
Bahrain		Middle East an								
Bangladesh		Asia and Ocea								
Barbados		Latin America								
Belarus		Eastern Europ								
Belgium		European Com	Up to Decemb							
Belgium-Luxer		European Com	Up to Decemb							
Belize		Latin America								

Record: 1 of 269 No Filter Search

Tooltip: 'Country Geographical Regions' in C:\Users\Khaoula CHNINA\Desktop\spring 2019\access khaoula\Country_region.xls

Look up from another table

(This option creates automatically a relationship between these tables)

Lookup Wizard

This wizard creates a lookup field, which displays a list of values you can choose from. How do you want your lookup field to get its values?

I want the lookup field to get the values from another table or query.

I will type in the values that I want.

Cancel < Back Next > Finish

Suppliers table
New field : country
Type : look up

	email	website	Click to Add
tanbul	alawi@hotmail.com	ketab.ma	
	anto@yahoo.fr	book.com	
	bernardo@gmail.com	lire.com	
	serena@gmail.com	knowledge.fr	
	xxxx@orange.fr	read.com	

Lookup Wizard

Which table or query should provide the values for your lookup field?

Table: accounting
 Table: book details
 Table: Country Geographical Regions
 Table: Country Geographical Regions link
 Table: suppliers

View


Tables
 Queries
 Both

Choose the table which contains the data that you want.
(here country geographical regions)

email	website	Click to Add
alawi@hotmail.com	ketab.ma	
anto@yahoo.fr	book.com	
bernardo@gmail.com	lire.com	
serena@gmail.com	knowledge.fr	
tessa@yahoo.fr	read.com	

Choose the fields

Lookup Wizard



Which fields of Country Geographical Regions contain the values you want included in your lookup field? The fields you select become columns in your lookup field.

Available Fields:

- GEOG REGION
- COMMENTS
- Field4
- Field5
- Field6
- Field7
- Field8
- Field9

Selected Fields:

- ID
- COUNTRY

Buttons: Cancel, < Back, Next >, Finish

Microsoft Access interface showing the 'suppliers' table in 'Table Tools' view. The title bar indicates the database is 'book store : Database (Access 2007 - 2010) - Microsoft Access'.

The ribbon includes 'File', 'Home', 'Create', 'External Data', 'Database Tools', 'Acrobat', 'Table Tools', 'Fields', and 'Table'. The 'Table Tools' ribbon is active, showing options for 'Filter', 'Sort & Filter', 'Records', and 'Find'.

The 'All Access Objects' pane on the left shows a list of tables: accounting, book details, Country Geographical Regions, suppliers, and Country Geographical Regio... The 'suppliers' table is selected.

The 'suppliers' table data is as follows:

tel	payment	city	email	website	country
(0212)-661-145-84-24	credit card	casablanca; istanbul	alawi@hotmail.com	ketab.ma	
(0090)-588-352-14-45	on line	famagusta	anto@yahoo.fr	book.com	Abu Dhabi
(0232)-661-457-85-12	dept	Al qods	bernardo@gmail.com	lire.com	Afghanistan
(0852)-147-963-15-78	other	London; Paris	serena@gmail.com	knowledge.fr	Albania
(0475)-842-158-96-31	cash	London	tessa@yahoo.fr	read.com	Algeria
*					American Sa
					Andorra
					Angola
					Anguilla
					Antarctica
					Antigua:Barl
					Argentina
					Armenia
					Aruba
					Austral Oce:
					Australia
					Austria

You can choose more than 1 field

The screenshot shows the Microsoft Access interface with a table named 'suppliers' and a 'Lookup Wizard' dialog box open. The table has the following fields:

Field Name	Data Type	Description
ID	AutoNumber	
supplier code	Text	
name	Text	
surname	Text	
birth day	Text	
tel	Text	
payment	Text	
city	Text	
email	Hyperlink	
website	Hyperlink	
country	Number	
county and region	Text	

The 'Lookup Wizard' dialog box is titled 'Lookup Wizard' and contains the following text: 'Which fields of Country Geographical Regions contain the values you want included in your lookup field? The fields you select become columns in your lookup field.'

The dialog box has two lists: 'Available Fields:' and 'Selected Fields:'. The 'Available Fields:' list contains: ID, COMMENTS, Field4, Field5, Field6, Field7, Field8, Field9. The 'Selected Fields:' list contains: COUNTRY, GEOG REGION.

At the bottom of the dialog box, there are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

Lookup Wizard

How wide would you like the columns in your lookup field?

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Hide key column (recommended)

COUNTRY	GEOG REGION			
Abu Dhabi	Middle East and N A			
Afghanistan	Asia and Oceania			
Albania	Eastern Europe			
Algeria	Middle East and N A			
American Samoa	Asia and Oceania			
Andorra	Western Europe ex			
Angola	Sub-Saharan Africa			

Cancel < Back Next > Finish

The first field chosen will be in the first column ...

if we inverse the fields

The screenshot shows the Microsoft Access interface with the 'suppliers' table selected. The 'Lookup Wizard' dialog box is open, displaying the following information:

Lookup Wizard

Which fields of Country Geographical Regions contain the values you want included in your lookup field? The fields you select become columns in your lookup field.

Available Fields:

- COMMENTS
- Field4
- Field5
- Field6
- Field7
- Field8
- Field9
- Field10

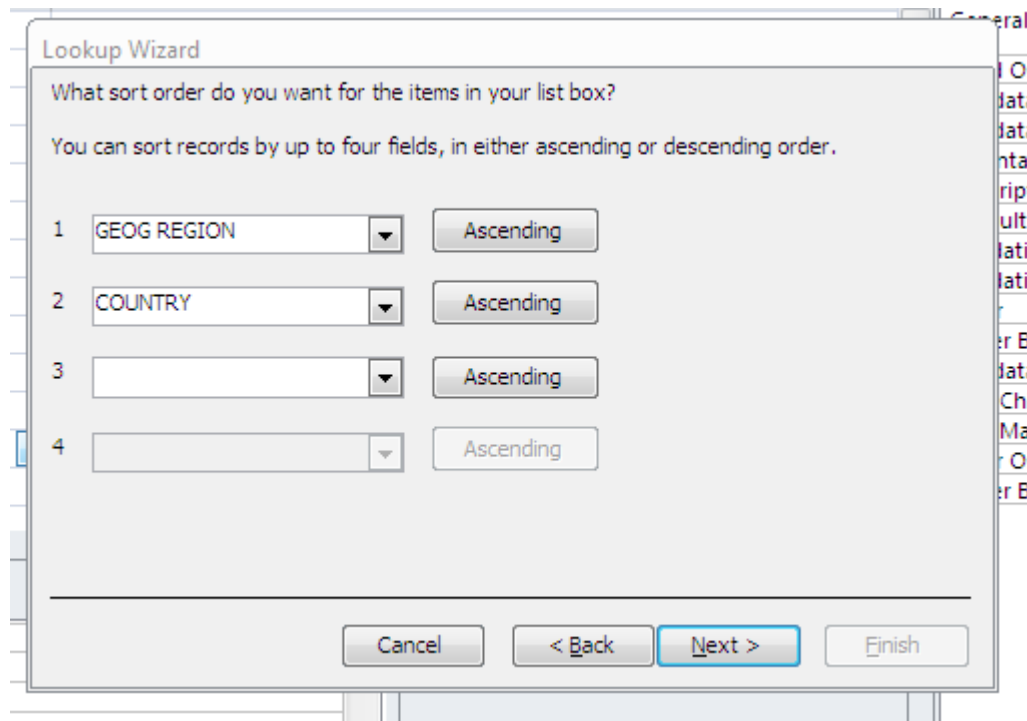
Selected Fields:

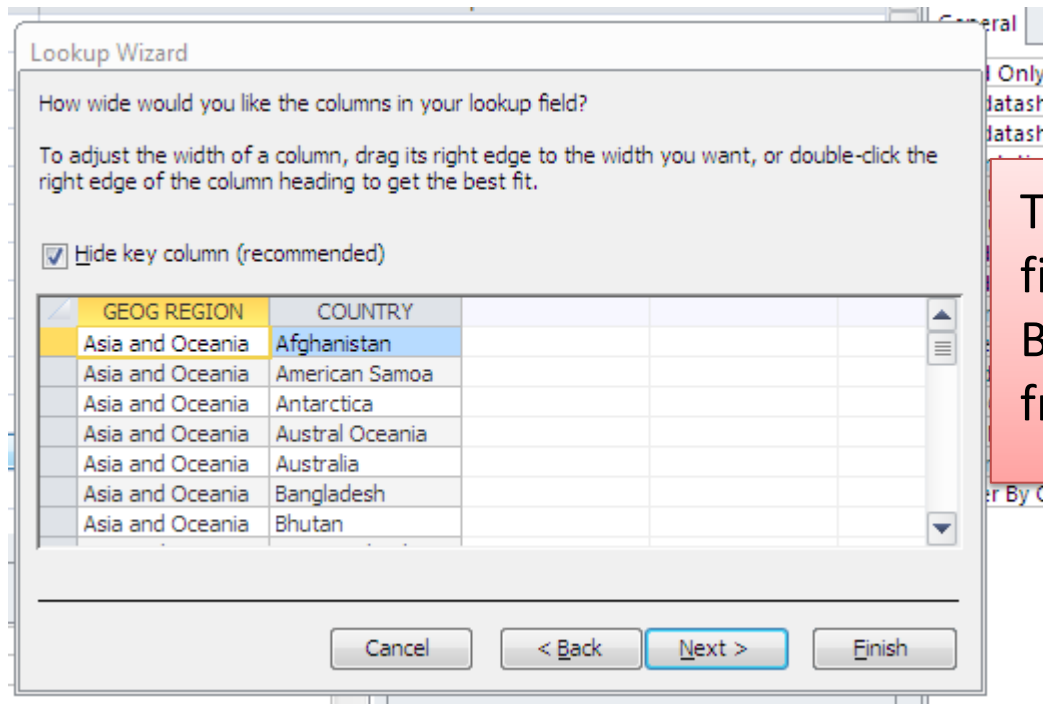
- ID
- GEOG REGION
- COUNTRY

The 'country and region' field in the 'suppliers' table is currently selected. The 'Lookup Wizard' dialog box is positioned over the table, and the 'Selected Fields' list contains 'ID', 'GEOG REGION', and 'COUNTRY'. The 'Next >' button is highlighted.

Field Name	Data Type	Description
ID	AutoNumber	
supplier code	Text	
name	Text	
surname	Text	
birth day	Text	
tel	Text	
payment	Text	
city	Text	
email	Hyperlink	
website	Hyperlink	
country	Number	
county and region	Text	

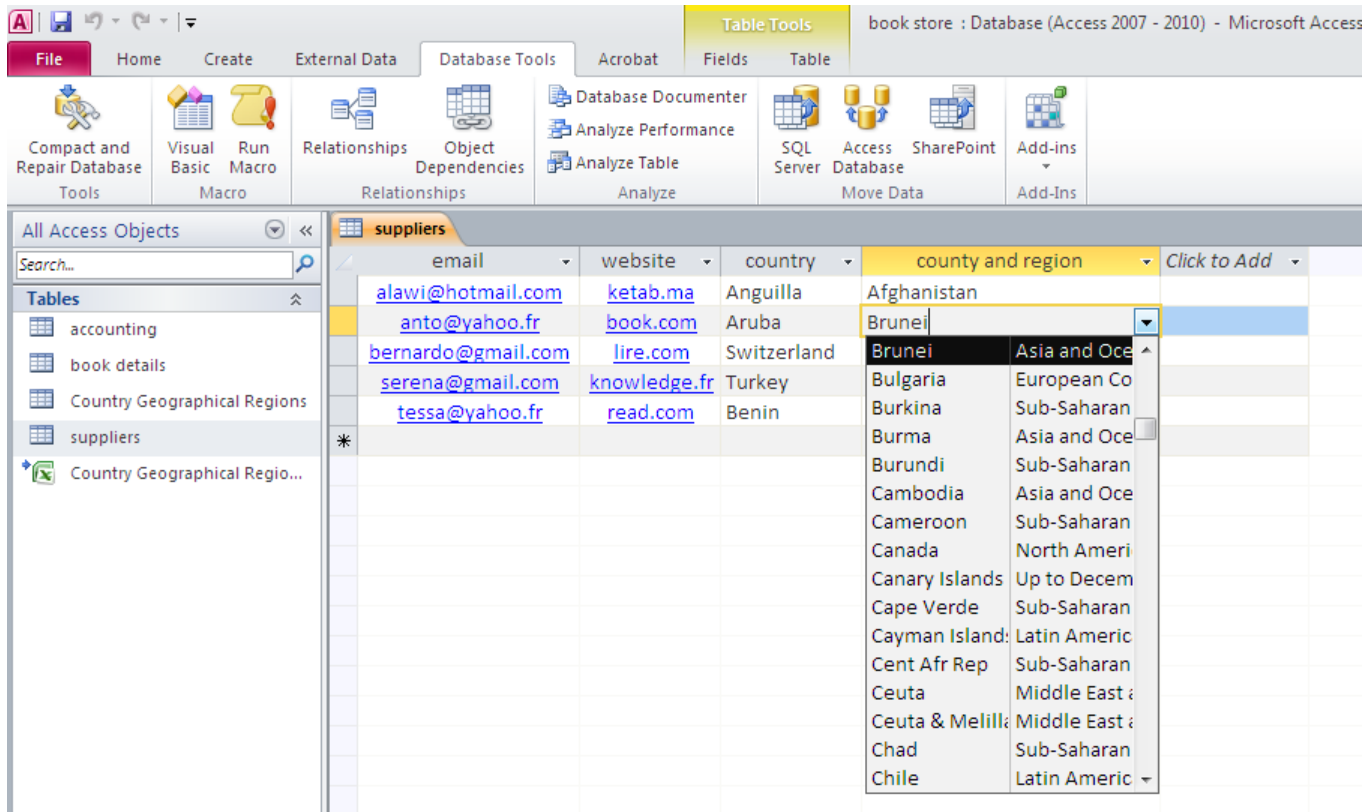
Field Name	Data Type
ID	AutoNumber
supplier code	Text
name	Text
surname	Text
birth day	Text
tel	Text
payment	Text
city	Text
email	Hyperlink
website	Hyperlink
country	Number
county and region	Text





The first chosen is in the first column.
Both fields are sorted from A to Z

- Go back
- Select country first
- Sort from A to Z
- While entering your data ,both columns of the lookup appeared , but only the first is kept.

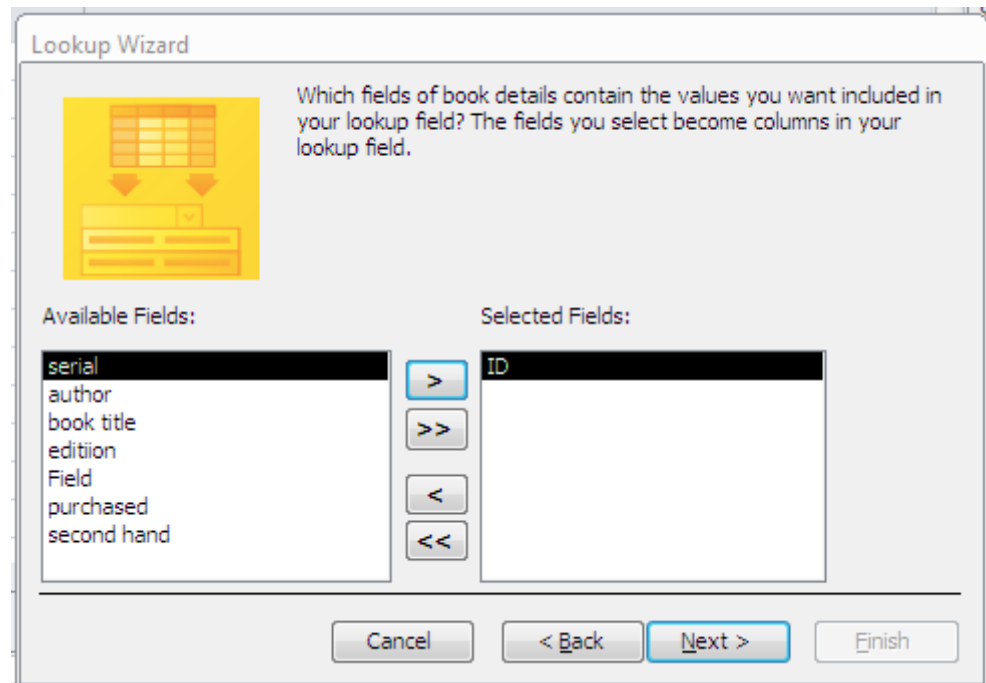


- Open accounting table
- Change the type of the field ID to lookup wizard.
- Look for your values from the field ID in the book details table.

The screenshot displays the Microsoft Access interface. On the left, the 'accounting' table is shown in design view with the following fields and data types:

Field Name	Data Type
serial	AutoNumber
ID	Text
book title	Text
purchased items	Number
on hand	Number
sold items	Number
cost	Number
selling price	Number
promotion %	Number
supplier	Text

Below the table, the 'Lookup' tab is selected in the property sheet, showing 'Field Size' set to 255. The 'Lookup Wizard' dialog box is open, asking 'Which table or query should provide the values for your lookup field?'. The list of tables includes 'Table: accounting', 'Table: book details', 'Table: Country Geographical Regions', 'Table: Country Geographical Regions link', and 'Table: suppliers'. The 'Table: book details' is selected. The 'View' section has 'Tables' selected. The 'Next >' button is highlighted.



Lookup Wizard

What label would you like for your lookup field?

ID

Do you want to enable data integrity between these tables?

Enable Data Integrity

Cascade Delete

Restrict Delete

Do you want to store multiple values for this lookup?

Allow Multiple Values

Those are all the answers the wizard needs to create your lookup field.

Field Name	Data Type	Description
serial		
book ID		
book title		
purchased items		
on hand		
sold items		
cost		
selling price		
promotion %		
supplier		

Lookup Wizard

What label would you like for your lookup field?

book ID

Do you want to enable data integrity between these tables?

Enable Data Integrity

Cascade Delete

Restrict Delete

Do you want to store multiple values for this lookup?

Allow Multiple Values

Those are all the answers the wizard needs to create your lookup field.

General Lookup

Field Size 4

Cancel < Back Next > Finish

The ON DELETE CASCADE and ON DELETE RESTRICT are the foreign key property and you set them when you are creating the relationship between two tables.

If you set the relationship to be ON DELETE CASCADE, when you run a DELETE statement on a parent table it will DELETE all the corresponding rows from the CHILD table automatically. But the RESTRICT (which is the default foreign key relationship behavior) is when you try to delete a row from the parent table and there is a row in the child table with the same ID, it will fail complaining about the existing child rows.

>>> we select cascade delete (The parent table has the control)

Microsoft Access window: book store : Database (Access 2007 - 2010) - Microsoft Access

Table Tools ribbon: Fields, Table

Field Properties: Name & Caption, Default Value, Field Size: 4, Properties (Modify Lookups, Modify Expression, Memo Settings)

Data Type: Text, Format: Formatting, Field Validation: Required, Unique, Indexed

serial	ID	book title	purchased items	on hand	sold items	cost	selling price	promotion %	supplier
2	DA06	the goal	8	5	3	50	60		
3	FA23	the goal	8					10	
4	DA06	the goal	7					10	
5	FA23	financial accounting						10	
6	SM34							10	
7	GO01							10	
8	DE05							10	
9	PP02							10	
10	MA09							10	
*	(New)							10	
	IT37								

If we type a value that doesn't exist in the parent table

The screenshot shows a Microsoft Access table named 'accounting'. The table has the following columns: serial, ID, book title, purchased items, on hand, sold items, and cost. The data rows are:

serial	ID	book title	purchased items	on hand	sold items	cost
2	DA06		8	5	3	50
3	IO45		8			
4			7			
*	(New)					

A dropdown menu is open for the ID field in the row with serial 3, showing the value 'IO45'. A dialog box titled 'Microsoft Access' is overlaid on the table, displaying a warning icon and the message: 'You cannot add or change a record because a related record is required in table 'book details''. The dialog box has 'OK' and 'Help' buttons and a link 'Was this information helpful?'.

We do the same for book title

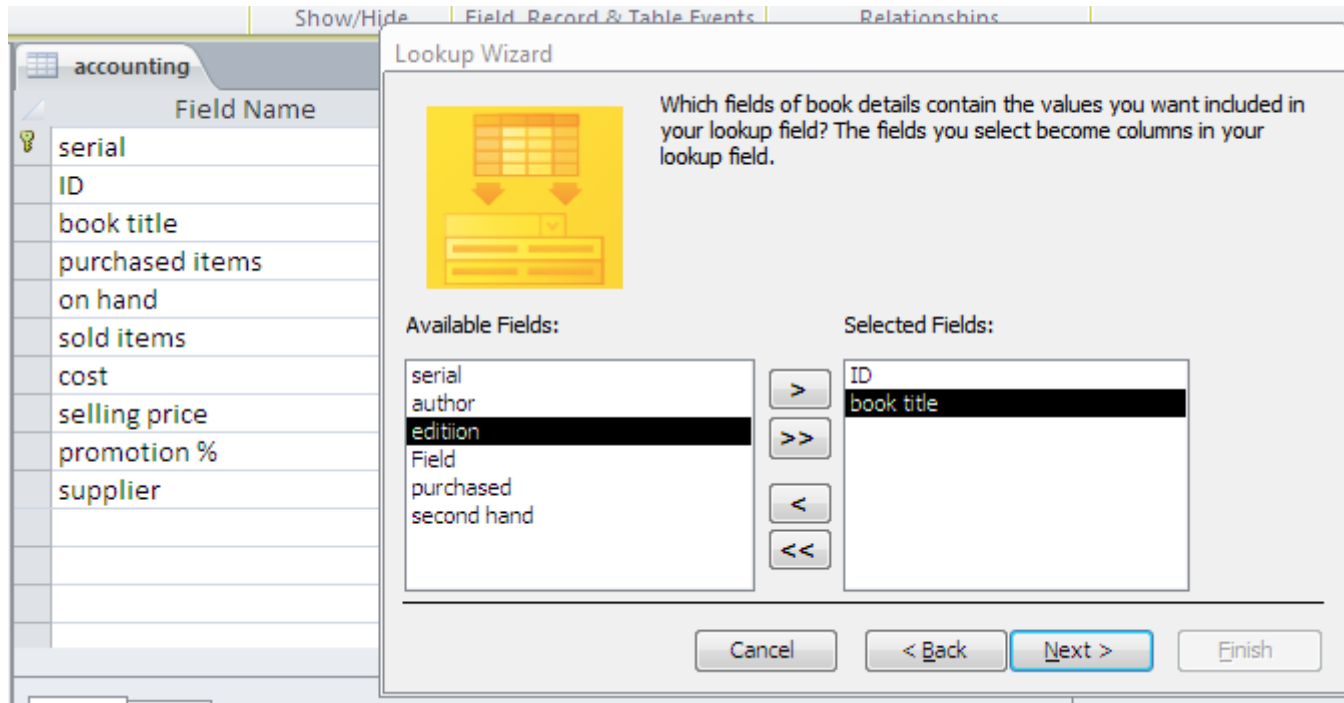


Table Tools: Fields | Table

Number Currency More Fields Delete

Name & Caption Default Value Field Size 4

Modify Lookups Modify Expression Memo Settings

Data Type: Text Format: Formatting

Required Unique Indexed Validation

Accounting Table

serial	ID	book title	purchased items	on hand	sold items	cost	selling price	promotion %	supplier
2	DA06		8	5	3	50	60	10	
3	FA23	design and analysis of experiments	8		4	40	50	10	
4	SM34	financial accounting	7		2	60	80	10	
5	GO01	statistical modeling	10	2	8	70	90	10	
6	DE05	the goal	20		11	80	100	10	
7	PP02	Design of experiments	5		1	100	150	10	
8	MA09	Production planning and control	6		3	45	60	10	
9	OR01	Management Accounting	9		5	35	40	10	
10	IT37	Operations Research	12		10	200	230	10	
*	(New)	Information technology and innovation						10	

And supplier

The screenshot shows the Microsoft Access interface with a table named 'accounting' and a 'Lookup Wizard' dialog box. The table has the following fields:

Field Name	Data Type
serial	AutoNumber
ID	Text
book title	Text
purchased items	Number
on hand	Number
sold items	Number
cost	Number
selling price	Number
promotion %	Number
supplier	Text

The 'Lookup Wizard' dialog box is open, asking 'Which table or query should provide the values for your lookup field?'. The list of tables includes:

- Table: accounting
- Table: book details
- Table: Country Geographical Regions
- Table: Country Geographical Regions link
- Table: suppliers** (selected)

The 'View' section has three radio buttons: Tables, Queries, and Both.

Navigation buttons at the bottom are: Cancel, < Back, Next >, and Finish.

Export file

The screenshot shows the Microsoft Access interface with the 'Table Tools' ribbon active. The 'Export' menu is open, showing options for exporting data to various formats. The 'Excel' option is highlighted. The background shows a table with columns: serial, book ID, book title, purchased items, on hand, sold items, cost, selling price, and promotion %.

serial	book ID	book title	purchased items	on hand	sold items	cost	selling price	promotion %
2	DA06	design and analysis of experiments	8	5	3	50	60	10
	FA23	financial accounting	8		4	40	50	10
	SM34	statistical modeling	7		2	60	80	10
		the goal	10	2	8	70	90	10
		of experiments	20		11	80	100	10
		on planning and control	5		1	100	150	10
		ment Accounting	6		3	45	60	10
		tions Research	9		5	35	40	10
	IT37	Information technology and innovation	12		10	200	230	10
*	(New)							10

Export - Excel Spreadsheet

Select the destination for the data you want to export

Specify the destination file name and format.

File name: C:\Users\Khaoula CHNINA\Desktop\spring 2019\acees khaoula\accounting.xlsx Browse...

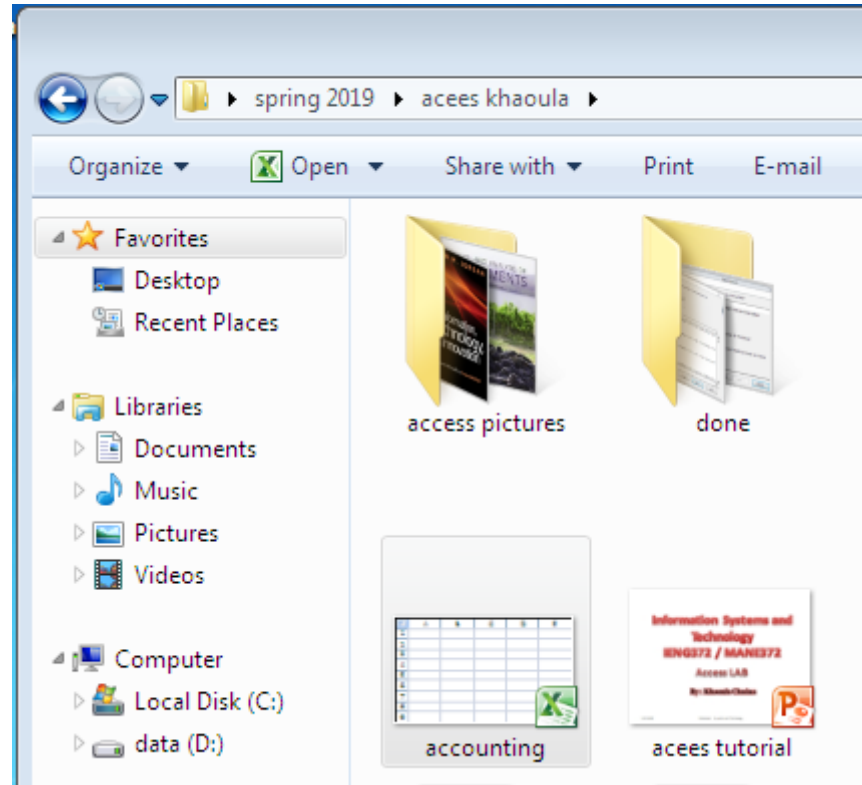
File format: Excel Workbook (*.xlsx)

Specify export options.

- Export data with formatting and layout.**
Select this option to preserve most formatting and layout information when exporting a table, query, form, or report.
- Open the destination file after the export operation is complete.**
Select this option to view the results of the export operation. This option is available only when you export formatted data.
- Export only the selected records.**
Select this option to export only the selected records. This option is only available when you export formatted data and have records selected.

OK Cancel

And here it appears



accounting - Microsoft Excel

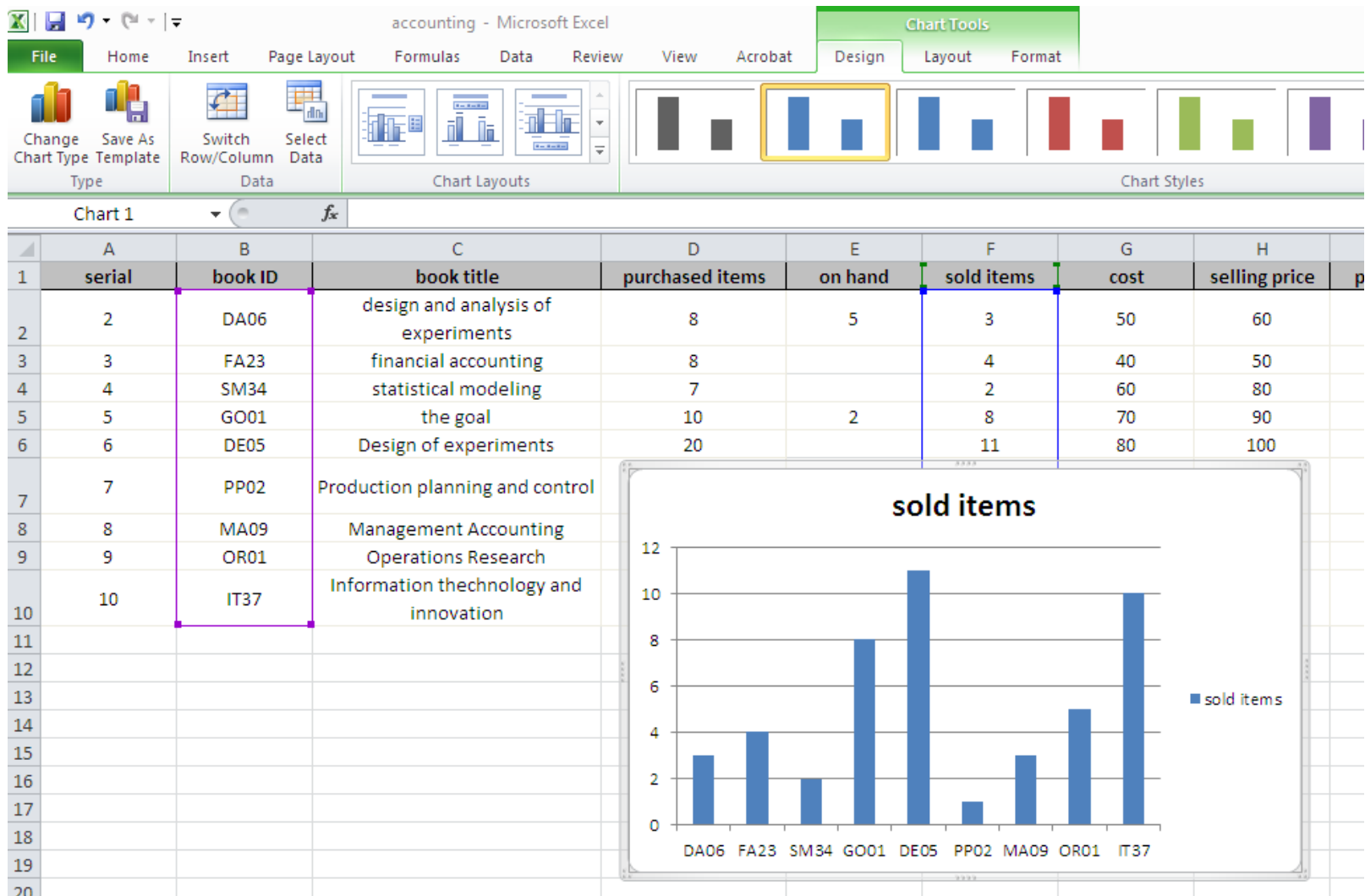
File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles Cells Editing

C5 the goal

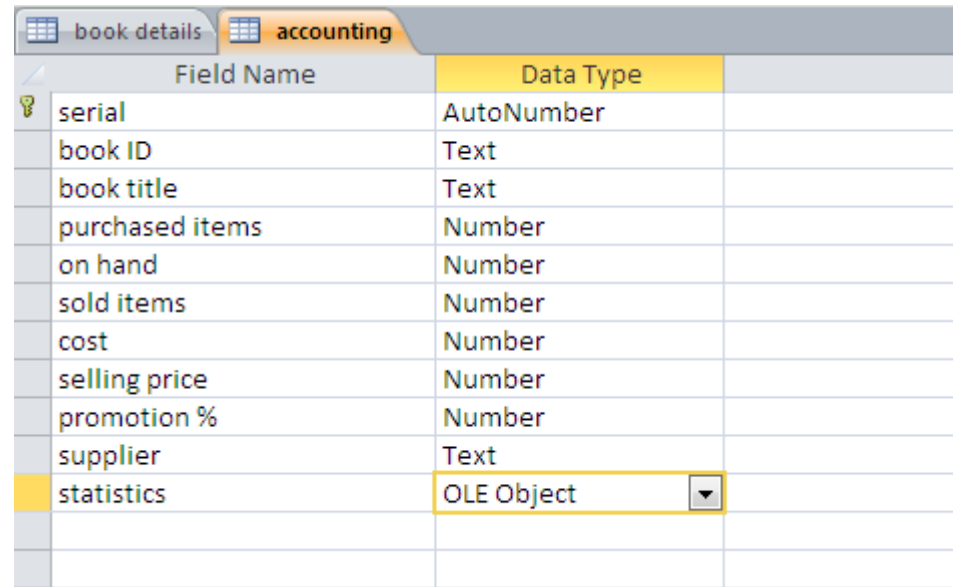
	A	B	C	D	E	F	G	H	I	J	K
1	serial	book ID	book title	purchased items	on hand	sold items	cost	selling price	promotion %	supplier	
2	2	DA06	design and analysis of experiments	8	5	3	50	60	10	AP	
3	3	FA23	financial accounting	8		4	40	50	10	BH	
4	4	SM34	statistical modeling	7		2	60	80	10	AP	
5	5	GO01	the goal	10	2	8	70	90	10	AP	
6	6	DE05	Design of experiments	20		11	80	100	10	BH	
7	7	PP02	Production planning and control	5		1	100	150	10	AP	
8	8	MA09	Management Accounting	6		3	45	60	10	AA01	
9	9	OR01	Operations Research	9		5	35	40	10	TB	
10	10	IT37	Information technology and innovation	12		10	200	230	10	AA01	
11											
12											

You can use the existing data to draw charts.... Use all the options of excel



Object Linking & Embedding (OLE)

Object Linking & Embedding (OLE) is a [proprietary](#) technology developed by [Microsoft](#) that allows embedding and [linking](#) to [documents](#) and other objects



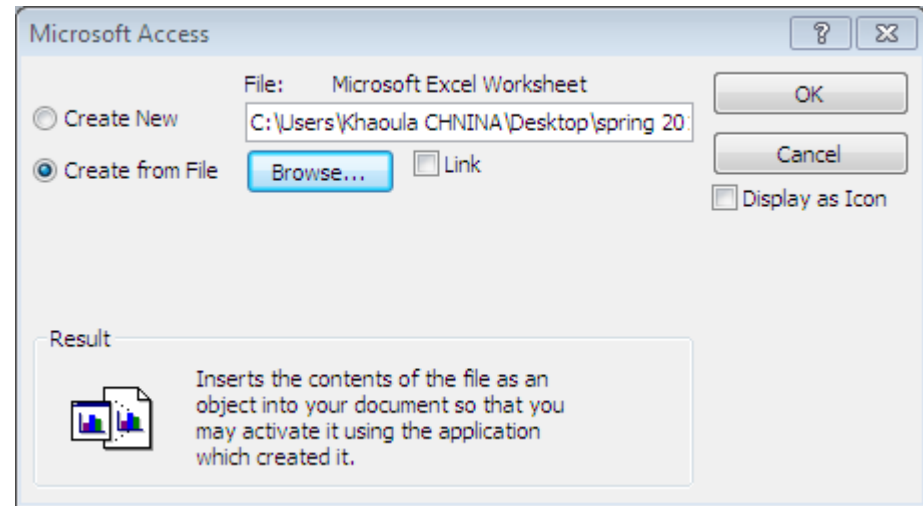
Field Name	Data Type
serial	AutoNumber
book ID	Text
book title	Text
purchased items	Number
on hand	Number
sold items	Number
cost	Number
selling price	Number
promotion %	Number
supplier	Text
statistics	OLE Object

Add new field : statistics

Microsoft Access 2010 interface showing the 'Table Tools' ribbon and a data table named 'accounting'. The ribbon includes tabs for 'Fields' and 'Table', with various options like Filter, Sort & Filter, Refresh, Records, Find, and Replace. The data table has columns: selling price, promotion %, supplier, statistics, and Click to Add. A context menu is open over the 'statistics' column, showing options like Cut, Copy, Paste, Sort Ascending, Sort Descending, Clear filter from statistics, Is Not Blank, and Insert Object...

	selling price	promotion %	supplier	statistics	Click to Add
+	60	10	AP		
+	50	10	BH		
+	80	10	AP		
+	90	10	AP		
+	100	10	BH		
+	150	10	AP		
+	60	10	AA01		
+	40	10	TB		
+	230	10	AA01		
*		10			

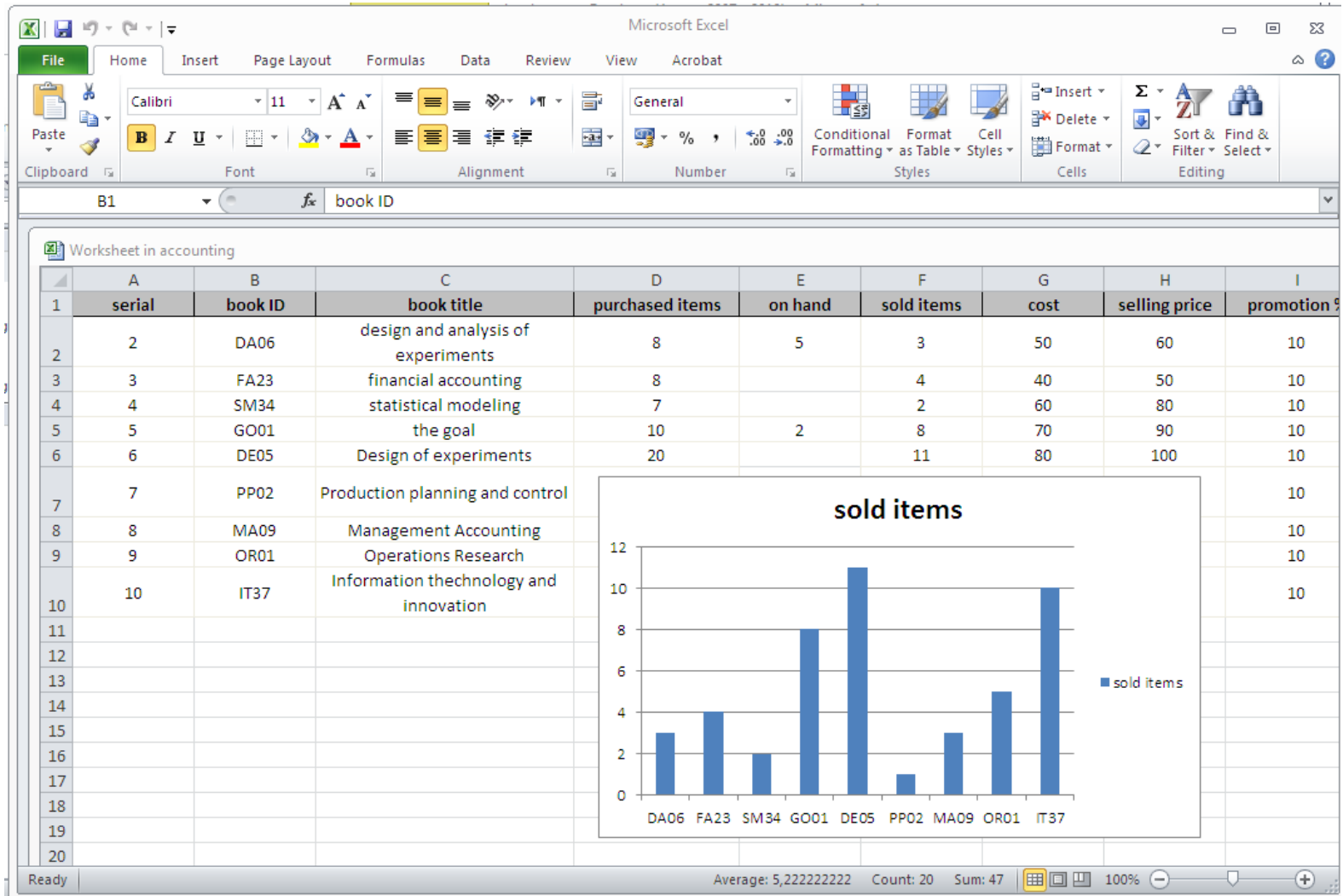
Create from a file

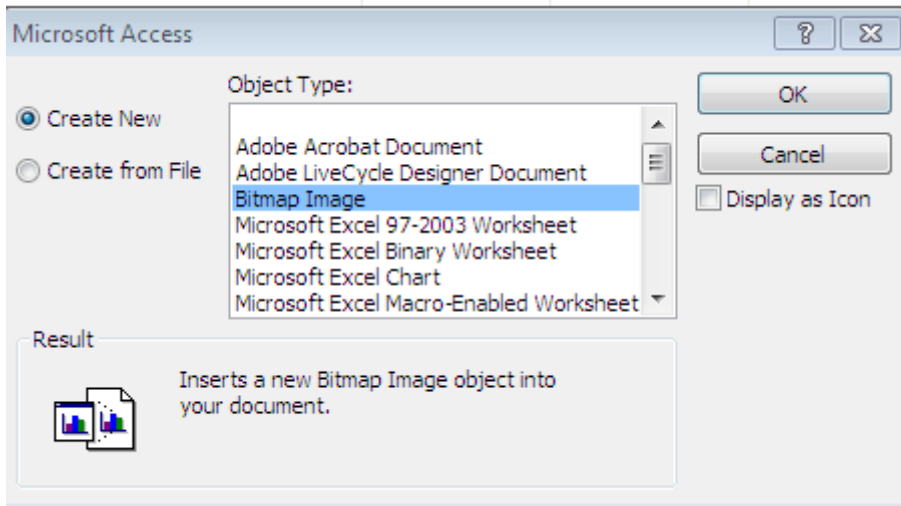


accounting						
	selling price	promotion %	supplier	statistics		Click to Add
+	60	10	AP	Microsoft Excel Worksheet	📎(1)	
+	50	10	BH	Bitmap Image	📎(1)	
+	80	10	AP	Microsoft Excel Chart	📎(0)	
+	90	10	AP		📎(0)	

Double click

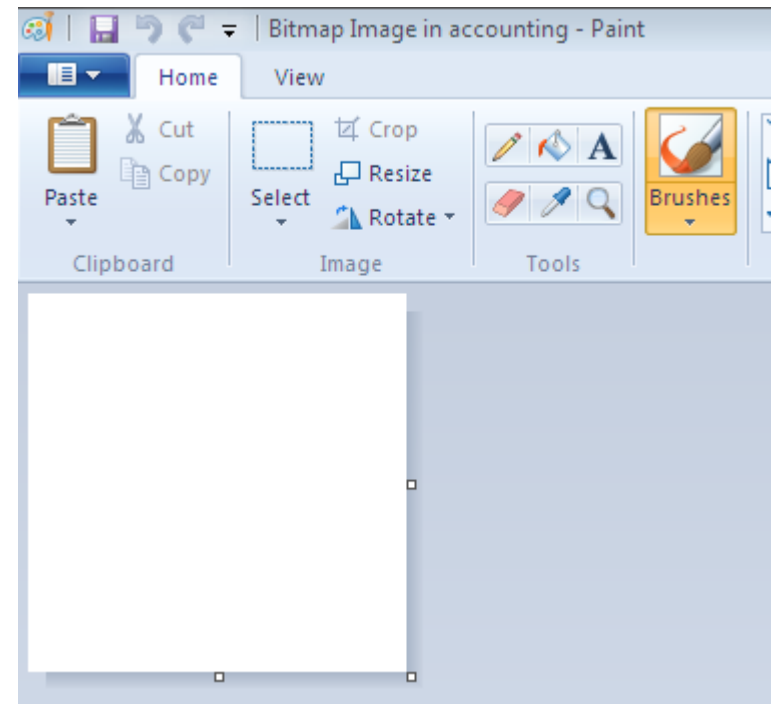
The file that you had chosen appears





Create new

image



Create new chart

supplier	statistics		Click to Add
AP	Microsoft Excel Worksheet	📄(1)	
BH	Bitmap Image	🖼️(1)	


Microsoft Access

Create New
 Create from File

Object Type:

- Adobe Acrobat Document
- Adobe LiveCycle Designer Document
- Bitmap Image
- Microsoft Excel 97-2003 Worksheet
- Microsoft Excel Binary Worksheet
- Microsoft Excel Chart
- Microsoft Excel Macro-Enabled Worksheet

Result

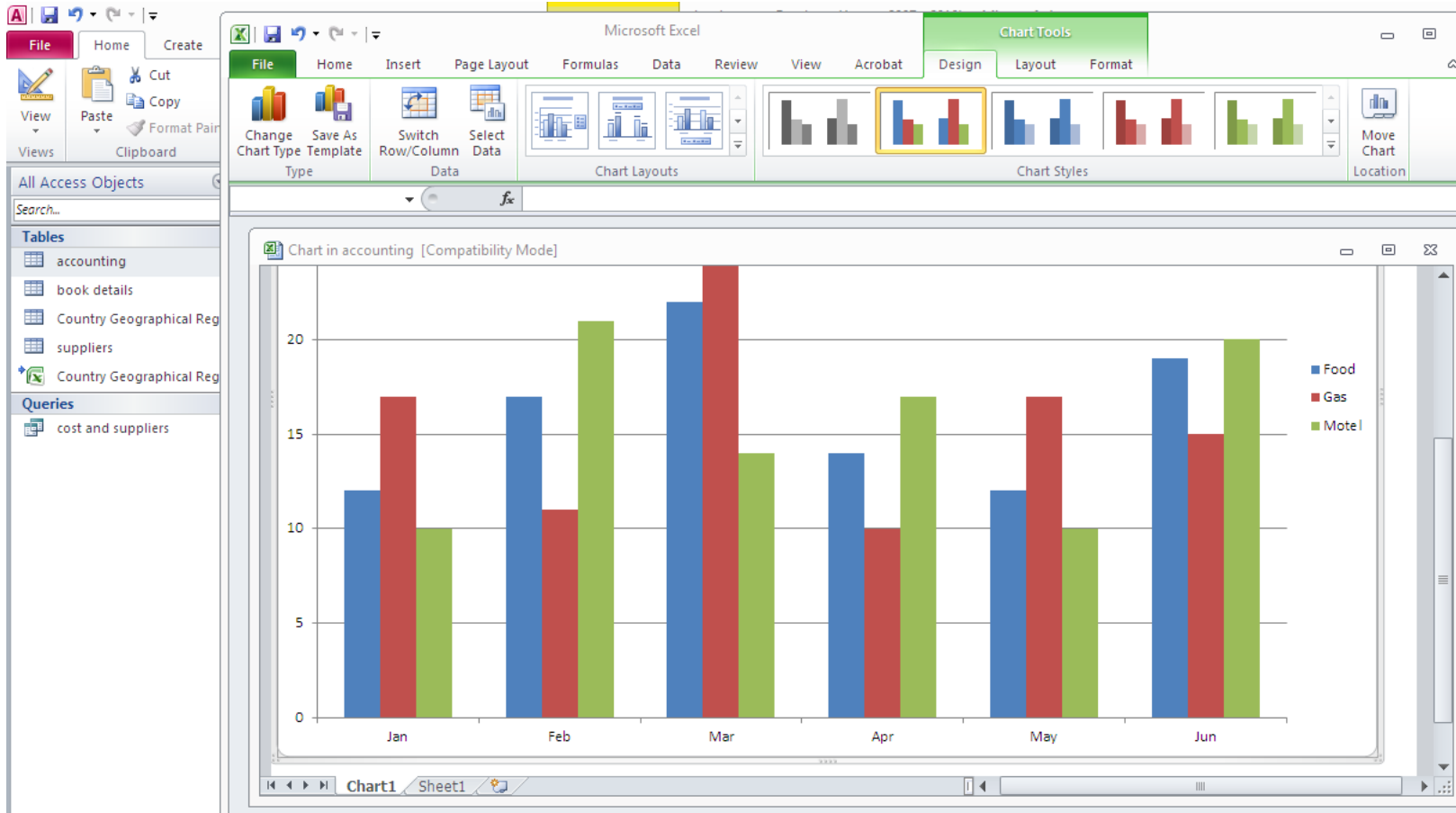
 Inserts a new Microsoft Excel Chart object into your document.

OK
Cancel
 Display as Icon

The screenshot displays the Microsoft Excel interface. The ribbon is set to the **Chart Tools** context, with the **Design** tab selected. The ribbon includes the following groups: **Change Chart Type** (Type), **Save As Template** (Template), **Switch Row/Column** (Data), **Select Data** (Data), **Chart Layouts**, and **Chart Styles**. The **Chart Styles** group contains several style thumbnails, with one highlighted by a yellow border. The main workspace shows a chart window titled "Chart in accounting [Compatibility Mode]". The chart is a vertical bar chart with a y-axis ranging from 25 to 35. A single red bar is present, with a value of approximately 29. The chart window includes a title bar, a toolbar with navigation and zoom icons, and a status bar at the bottom showing "Chart1" and "Sheet1". On the left side of the Excel window, the **All Access Objects** task pane is visible, showing a search bar and a list of objects under **Tables** and **Queries**.

Object Type	Object Name
Tables	accounting
Tables	book details
Tables	Country Geographical Reg
Tables	suppliers
Tables	Country Geographical Reg
Queries	cost and suppliers

**Existing chart by default : you have to modify it.
It contains 2 sheets : one for the data ,another for the chart**



Microsoft Excel window showing a spreadsheet titled "Chart in accounting [Compatibility Mode]". The spreadsheet displays data for months (Jan-Jun) and categories (Food, Gas, Motel). The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The left sidebar shows "All Access Objects" with Tables and Queries.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		Food	Gas	Motel											
2	Jan	12	17	10											
3	Feb	17	11	21											
4	Mar	22	29	14											
5	Apr	14	10	17											
6	May	12	17	10											
7	Jun	19	15	20											
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															

let's modify it:

We will copy the data from our accounting table to the sheet of data


	serial	book ID	book
+	2		
+	3		
+	4		
+	5		
+	6		
+	7		
+	8		
+	9		

	A	B	C	D	E	F
1		Food	Gas	Motel		
2	Jan	12	17	10		
3	Feb	17	11	21		
4	Mar	22	29	14		
5	Apr	14	10	17		
6	May	12	17	10		
7	Jun	19	15	20		
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Chart in accounting [Compatibility Mode]

	A	B	C	D	E	F	G	H	I	J	K	L
1		Food	Gas	Motel								
2	Jan	12	17	10								
3	Feb	17	11	21								
4	Mar	22	29	14								
5	Apr	14	10	17								
6	May											
7	Jun											
8												
9												
10												
11												
12												
13												
14												

Microsoft Excel

 Data on the Clipboard is not the same size and shape as the selected area. Do you want to paste the data anyway?

OK Cancel

Chart in accounting [Compatibility Mode]

	A	B	C	D	E
1	book ID	Food	Gas	Motel	
2	DA06	12	17	10	
3	FA23	17	11	21	
4	SM34	22	29	14	
5	GO01	14	10	17	
6	DE05	12	17	10	
7	PP02	19	15	20	
8	MA09				
9	OR01				
10	IT37				
11					

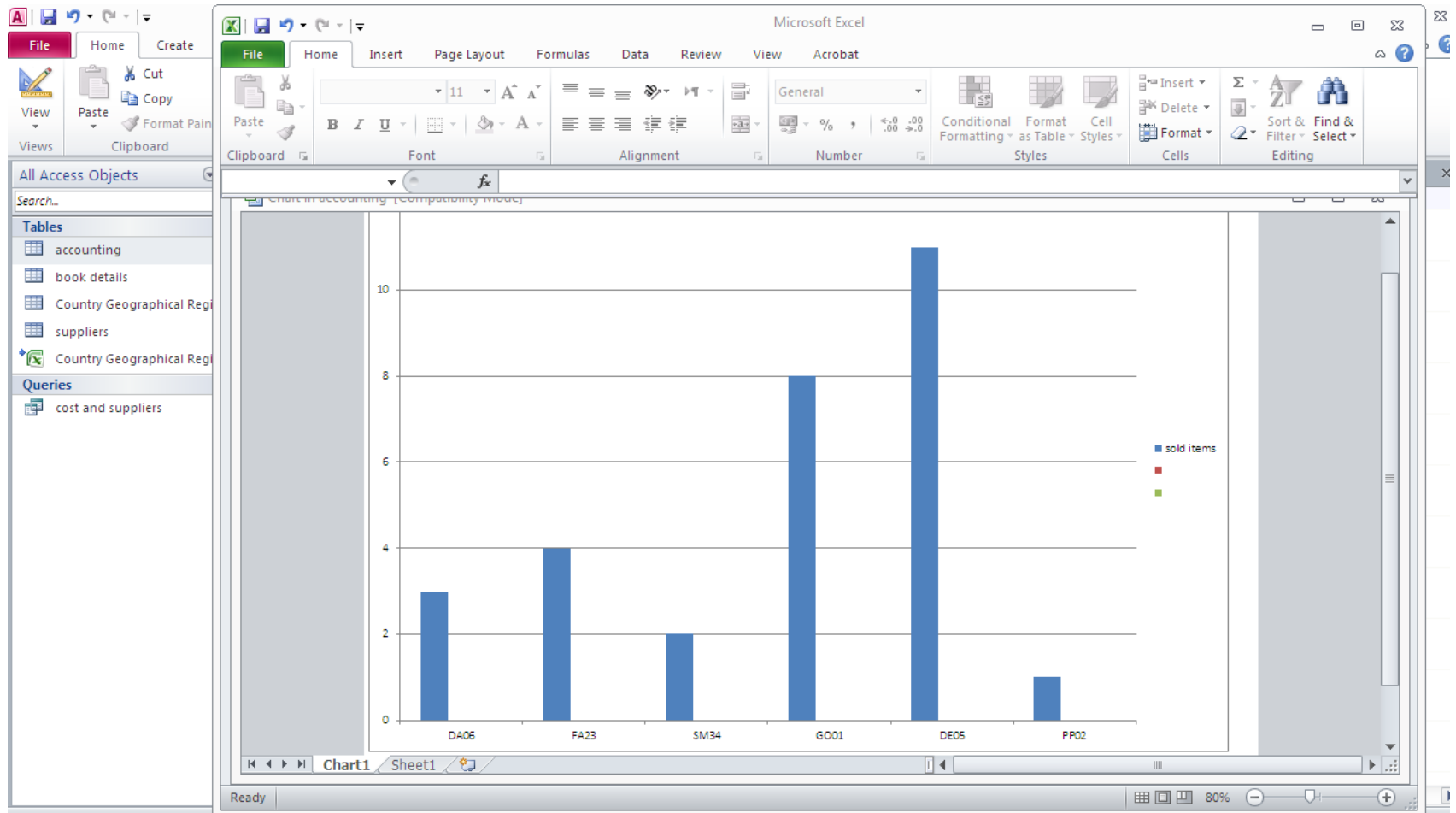
accounting							
	book ID	book title	purchased items	on hand	sold items	cost	selling price
+	DA06	design and analysis of experiments	8	5			60
+	FA23	financial accounting	8				50
+	SM34	statistical modeling	7				80
+	GO01	the goal	10	2			90
+	DE05	Design of experiments	20				100
+	PP02	Production planning and control	5				150
+	MA09	Management Accounting	6				60
+	OR01	Operations Research	9				40
+	IT37	Information technology and innovation	12		10	200	230
←							

- Sort Smallest to Largest
- Sort Largest to Smallest
- Copy
- Paste
- Field Width
- Hide Fields
- Unhide Fields
- Freeze Fields
- Unfreeze All Fields
- Find...
- Insert Field
- Modify Lookups
- Modify Expression
- Rename Field
- Delete Field

Chart in accounting [Compatibility Mode]

	A	B	C	D
1	book ID	sold items		
2	DA06	3		
3	FA23	4		
4	SM34	2		
5	GO01	8		
6	DE05	11		
7	PP02	1		
8	MA09	3		
9	OR01	5		
10	IT37	10		
11				

The chart is automatically updated after you modify the data



FIND AND REPLACE

The screenshot shows the Microsoft Access interface with the 'Table Tools' ribbon active. The 'Find' button is highlighted, and a tooltip is displayed over it. The tooltip contains the text 'Find (Ctrl+F)' and 'Find text in the document.' Below the ribbon, the 'All Access Objects' pane shows the 'accounting' table selected. The table data is as follows:

serial	book ID	book title	8	5	3
2	DA06	design and analysis of experiments			

book details								
	serial	Book ID	book title	author	edition	Field		purchased
+	1	DA06	design and analysis of experiments	Douglas C.Montgomery	8	statistics	🔍(1)	22.01.2018
+	2	FA23	financial accounting	ruchi goyal	4	economics	🔍(1)	01.03.2019
+	3	SM34	statistical modeling	Daniel T.Kaplan	5	economics	🔍(1)	20.02.2018
+	4	GO01						19.11.2015
+	5	DE05						20.03.2017
+	6	PP02						30.04.2016
+	7	MA09						17.03.2015
+	8	OR01	Operations Research	Nancy A.Grand	7	industrial engineering		21.10.2014
+	9	IT37	Information technology and	John M.jordan	1	computer	🔍(1)	14.06.2013
*	(New)						🔍(0)	

Find and Replace

Find **Replace**

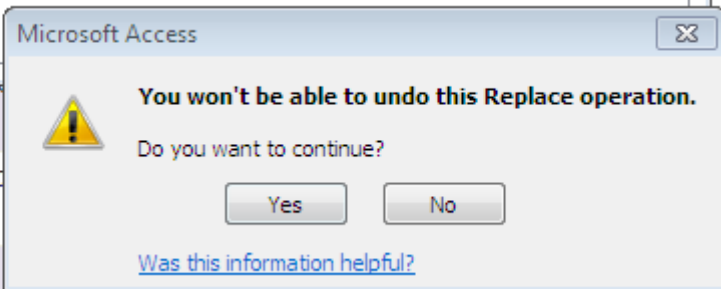
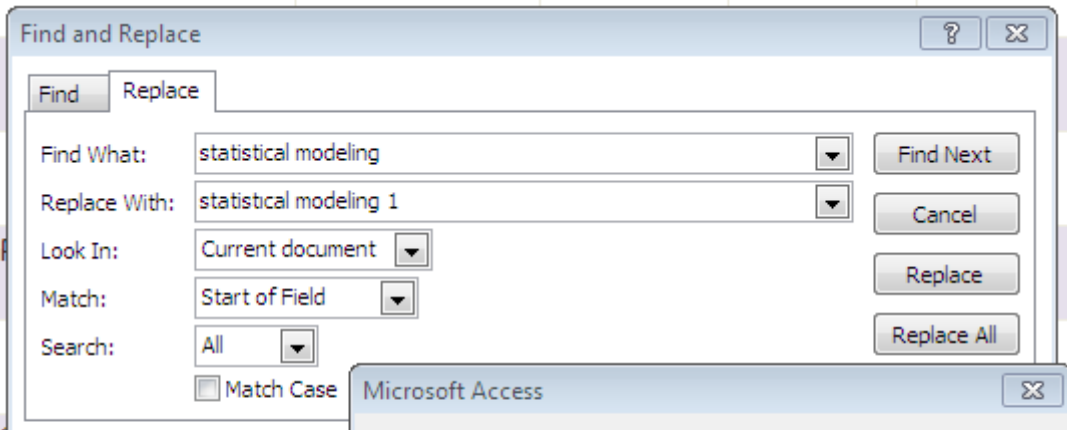
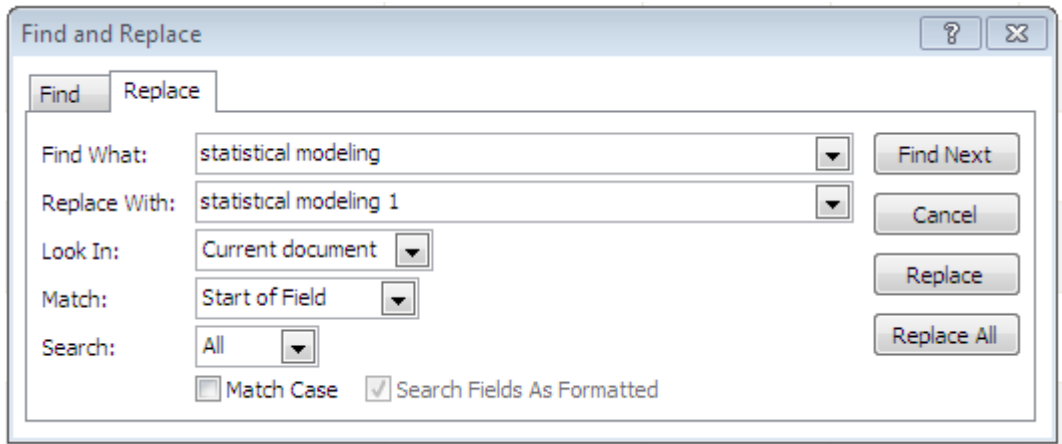
Find What: Find Next

Look In: Cancel

Match:

Search:

Match Case Search Fields As Formatted



book details			
	serial	Book ID	book title
+	1	DA06	design and analysis of experiments
+	2	FA23	financial accounting
+	3	SM34	statistical modeling 1

FILTER

Microsoft Access interface showing the 'Filter' feature applied to a table named 'accounting' in a database named 'book store'. The ribbon includes 'Table Tools' with 'Fields' and 'Table' sub-ribbons. The 'Filter' button is highlighted, and the 'Sort & Filter' group shows 'Ascending', 'Descending', and 'Remove Sort' options. The 'Records' group shows 'New', 'Save', 'Delete', and 'Refresh All' options. The 'Text Formatting' group shows font settings for 'Calibri (Detail)' size 11.

serial	book ID	book title	purchased items	on hand	sold items	cost	selling price	pron
2	DA06	design and analysis of experiments	8	5	3	50	60	
3	FA23	financial accounting	8		4	40	50	
4	SM34	statistical modeling	7		2	60	80	
5	GO01	the goal	10	2	8	70	90	
6	DE05	Design of experiments	20		11	80	100	
7	PP02	Production planning and control	5		1	100	150	
8	MA09	Management Accounting	6		3	45	60	
9	OR01	Operations Research	9		5	35	40	
10	IT37	Information thechnology and innovation	12		10	200	230	
*	(New)							

Microsoft Access

11

Text Formatting

id	sold items	cost	selling price	promotion %	su
	3	50	60	10	
	4	40			
	2	60			
	8	70			
	11	80			
	1	100			
	3	45			
	5	35			
	10	200	230	10	

Sort Smallest to Largest
Sort Largest to Smallest
Clear filter from selling price

Number Filters

- (Select All)
- (Blanks)
- 40
- 50
- 60
- 80
- 90
- 100
- 150
- 230

OK Cancel

Select
the
values
that you
desire to
keep

Microsoft Access

11

Text Formatting

id	sold items	cost	selling price	promotion %	su
	3	50	60	10	
	4	40			
	2	60			
	8	70			
	11	80			
	1	100			
	3	45			
	5	35			
	10	200	230	10	

Sort Smallest to Largest
Sort Largest to Smallest
Clear filter from selling price

Number Filters

- (Blanks)
- 40
- 50
- 60
- 80
- 90
- 100
- 150
- 230

OK Cancel

Only the selected values are kept

accounting								
	serial	book ID	book title	purchased items	on hand	sold items	cost	selling price
+	5	GO01	the goal	10	2	8	70	90
+	7	PP02	Production planning and control	5		1	100	150
+	8	MA09	Management Accounting	6		3	45	60
+	9	OR01	Operations Research	9		5	35	40
+	10	IT37	Information thechnology and innovation	12		10	200	230
+	2	DA06	design and analysis of experiments	8	5	3	50	60
*	(New)							

SELECT (ANOTHER WAY TO FILTER)

The screenshot displays the Microsoft Access interface for a database named 'book store : Database (Access 2007 - 2010)'. The 'Table Tools' ribbon is active, and the 'Selection' dropdown menu is open, showing the following options: 'Equals 60', 'Does Not Equal 60', 'Less Than or Equal To 60', 'Greater Than or Equal To 60', and 'Between...'. The 'Between...' option is currently selected and highlighted in yellow. Below the ribbon, a data table is visible with the following columns: 'serial', 'title', 'purchased items', 'on hand', 'sold items', 'cost', and 'selling price'. The 'selling price' column is highlighted in blue. The table contains the following data:

serial	title	purchased items	on hand	sold items	cost	selling price
2	design and analysis of experiments	8	5	3	50	60
3	financial accounting	8		4	40	50
4	statistical modeling	7		2	60	80
5	the goal	10	2	8	70	90
6	Design of experiments	20		11	80	100
7	Production planning and control	5		1	100	150
8	Management Accounting	6		3	45	60

accounting							
serial	book ID	book title	purchased items	on hand	sold items	cost	
2	DA06	design and analysis of experiments	8	5	3	50	
3	FA23	financial accounting	8		4	40	
4	SM34	statistical modeling	7		2	60	
5	GO01			2	8	70	
6	DE05	Design			11	80	
7	PP02	Production planning and control			1	100	
8	MA09	Management Accounting	6		3	45	
9	OR01	Operations Research	9		5	35	
10	IT37	Information technology and innovation	12		10	200	

Between Numbers ? ✕

Smallest:

Largest:

OK Cancel

accounting							
	serial	book ID	book title	purchased items	on hand	sold items	cost
+	5	GO01	the goal	10	2	8	70
+	6	DE05	Design of experiments	20		11	80
+	7	PP02	Production planning and control	5		1	100
+	4	SM34	statistical modeling	7		2	60
+	2	DA06	design and analysis of experiments	8	5	3	50
*	(New)						

TOTALS : SUM , AVERAGE....

The screenshot shows the Microsoft Access interface for a database named 'book store : Database (Access 2007 - 2010)'. The 'Table Tools' ribbon is active, showing various options like 'Totals', 'Find', and 'Text Formatting'. The 'accounting' table is displayed in a grid view. The 'purchased items' column is selected, and a dropdown menu is open, showing options: None, Sum, Average, Count, Maximum, Minimum, Standard Deviation, and Variance. The 'Total' row is highlighted in blue.

serial	book ID	book title	purchased items	on hand	sold items	cost	selling price	promotion %
2	DA06	design and analysis of experiments	8	5	3	50	60	10
3	FA23	financial accounting	8		4	40	50	10
4	SM34	statistical modeling	7		2	60	80	10
5	GO01	the goal	10	2	8	70	90	10
6	DE05	Design of experiments	20		11	80	100	10
7	PP02	Production planning and control	5		1	100	150	10
8	MA09	Management Accounting	6		3	45	60	10
9	OR01	Operations Research			5	35	40	10
10	IT37	Information technology and innovation			10	200	230	10
*	(New)							10
Total								

Microsoft Access interface showing a table named 'accounting' with columns: serial, book ID, book title, purchased items, on hand, sold items, cost, selling price, and promotion %.

The 'Table Tools' ribbon is active, showing the 'Totals' button. A dropdown menu is open over the 'cost' column, listing statistical functions: None, Sum, Average, Count, Maximum, Minimum, Standard Deviation, and Variance.

serial	book ID	book title	purchased items	on hand	sold items	cost	selling price	promotion %
2	DA06	design and analysis of experiments	8	5	3	50	60	10
3	FA23	financial accounting	8		4	40	50	10
4	SM34	statistical modeling	7		2	60	80	10
5	GO01	the goal	10	2	8	70	90	10
6	DE05	Design of experiments	20		11	80	100	10
7	PP02	Production planning and control	5		1	100	150	10
8	MA09	Management Accounting	6		3	45	60	10
9	OR01	Operations Research	9		5		40	10
10	IT37	Information technology and innovation	12		10		230	10
*(New)								10
Total			85					

Records: 14 of 4 Totals | No Filter | Search

book store : Database (Access 2007 - 2010) - Microsoft Access

Table Tools: Fields, Table

Clipboard: Paste, Copy, Format Painter

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

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

Find: Find, Replace, Go To, Select

Text Formatting: Calibri (Detail), 11, Bold, Italic, Underline, Text Color, Background Color, Bullets, Numbering, Indentation, Paragraph Spacing, Table Borders, Table Styles

Navigation Objects: accounting, accounting, book details, Country Geographical Regions, suppliers, Country Geographical Region..., and suppliers

serial	book ID	book title	purchased items	on hand	sold items	cost	selling price	promotion %
2	DA06	design and analysis of experiments	8	5	3	50	60	10
3	FA23	financial accounting	8		4	40	50	10
4	SM34	statistical modeling	7		2	60	80	10
5	GO01	the goal	10	2	8	70	90	10
6	DE05	Design of experiments	20		11	80	100	10
7	PP02	Production planning and control	5		1	100	150	10
8	MA09	Management Accounting	6		3	45	60	10
9	OR01	Operations Research	9		5	35	40	10
10	IT37	Information technology and innovation	12		10	200	230	10
*	(New)							10
Total			85			75,5555555555555556		

Record: 11 of 11 | Totals | Count

Num Lock

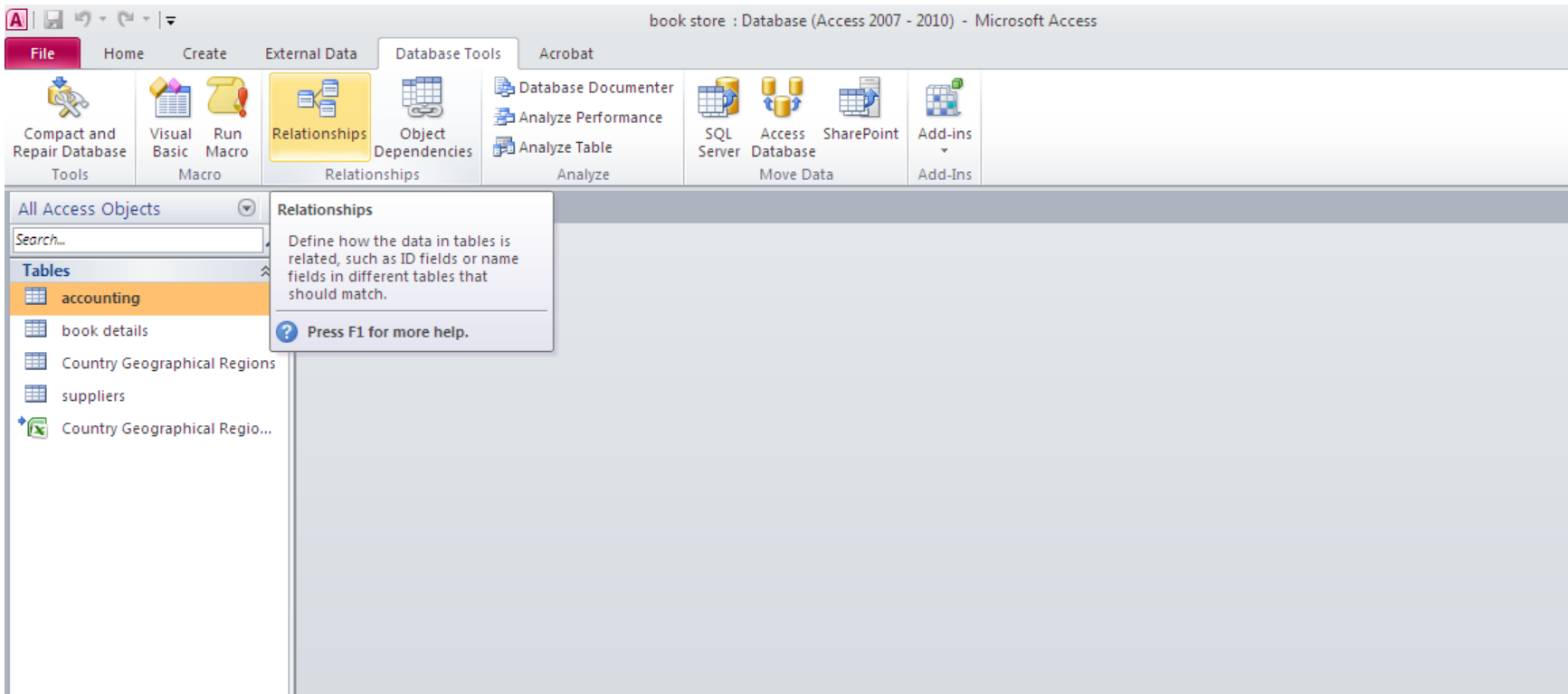
Microsoft Access - Table Tools ribbon: Fields, Table, Filter, Sort & Filter, Records, Find, Text Formatting.

serial	book ID	book title	purchased items	on hand	sold items	cost	selling price	pr
2	DA06	design and analysis of experiments	8	5	3	50	60	
3	FA23	financial accounting	8		4	40	50	
4	SM34	statistical modeling	7		2	60	80	
5	GO01	the goal	10	2	8	70	90	
6	DE05	Design of experiments	20		11	80	100	
7	PP02	Production planning and control	5		1	100	150	
8	MA09	Management Accounting	6		3	45	60	
9	OR01	Operations Research			5	35	40	
10	IT37	Information technology and innovation			10	200	230	
*(New)								
Total			9		85	75,555555555555556	40	

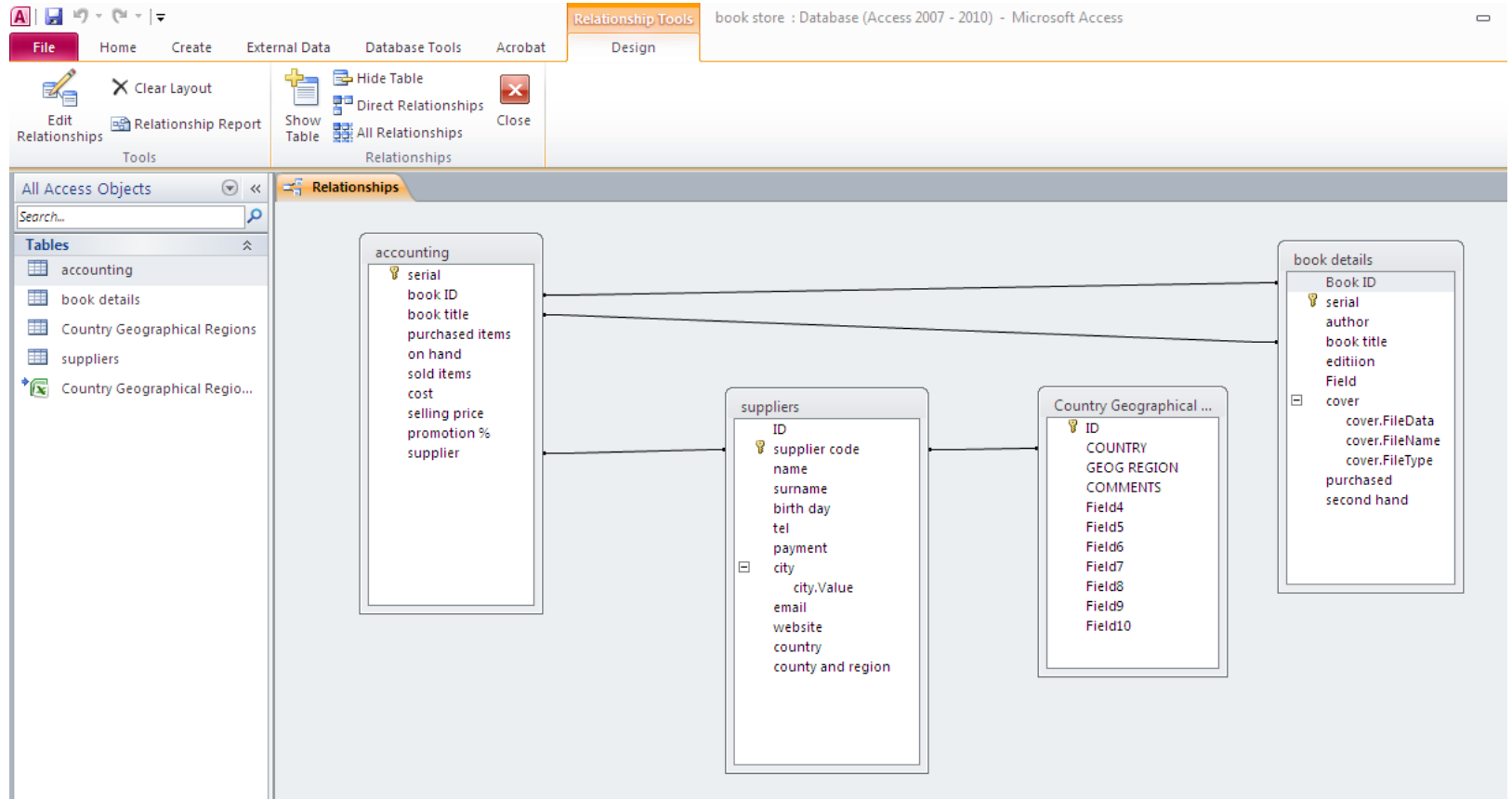
Microsoft Access interface showing a table named 'accounting' with columns: serial, book ID, book title, purchased items, on hand, sold items, cost, selling price, and price. The table contains 10 rows of data and a total row. A context menu is open over the 'selling price' cell of the total row, listing aggregation functions: None, Sum, Average, Count, Maximum, Minimum, Standard Deviation, and Variance.

serial	book ID	book title	purchased items	on hand	sold items	cost	selling price	price
2	DA06	design and analysis of experiments	8	5	3	50	60	
3	FA23	financial accounting	8		4	40	50	
4	SM34	statistical modeling	7		2	60	80	
5	GO01	the goal	10	2	8	70	90	
6	DE05	Design of experiments	20		11	80	100	
7	PP02	Production planning and control	5		1	100	150	
8	MA09	Management Accounting	6		3	45	60	
9	OR01	Operations Research	9		5	35		
10	IT37	Information technology and innovation	12		10	200		
Total			9	85		75,555555555555556	40	

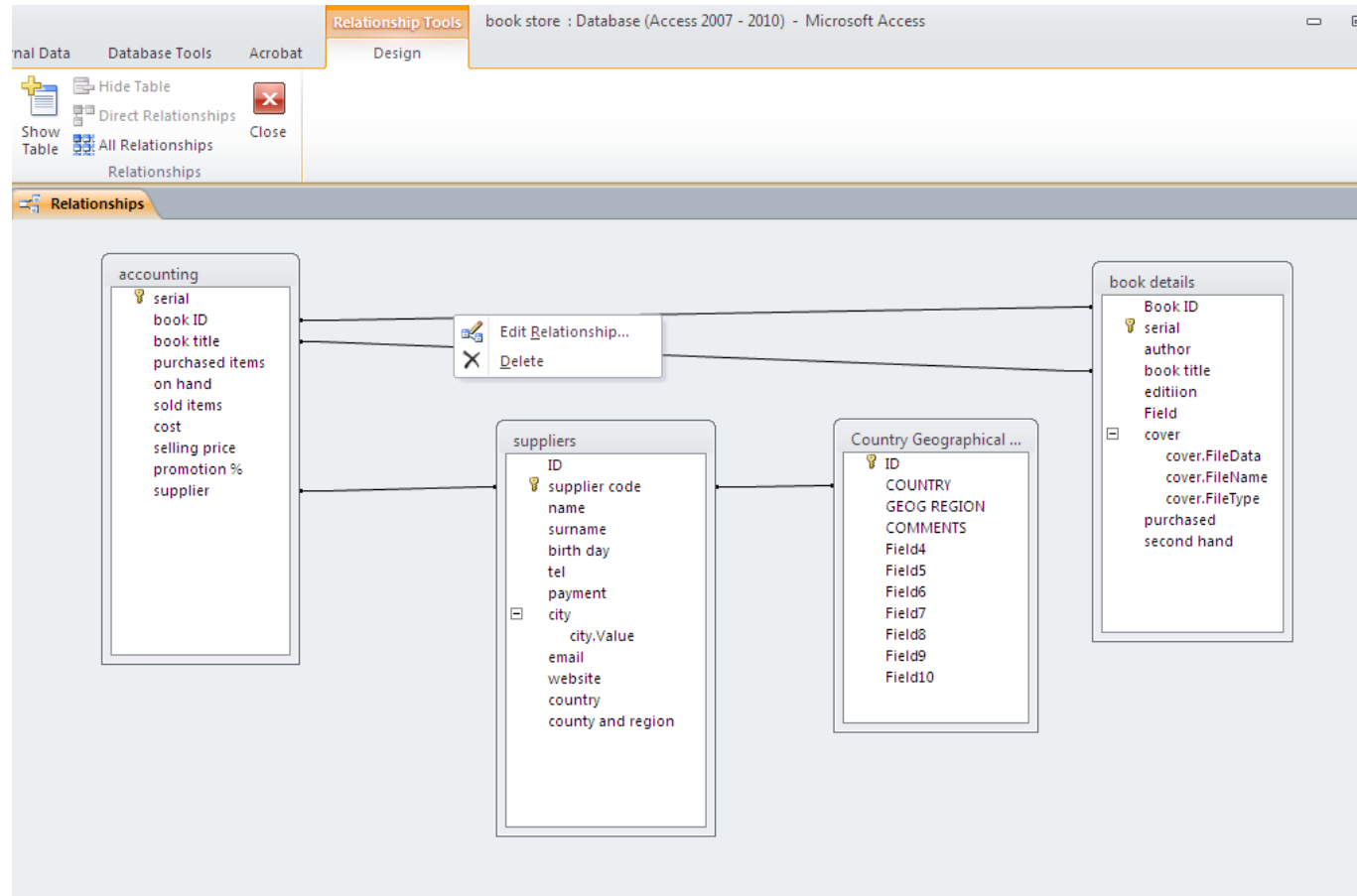
Relationships

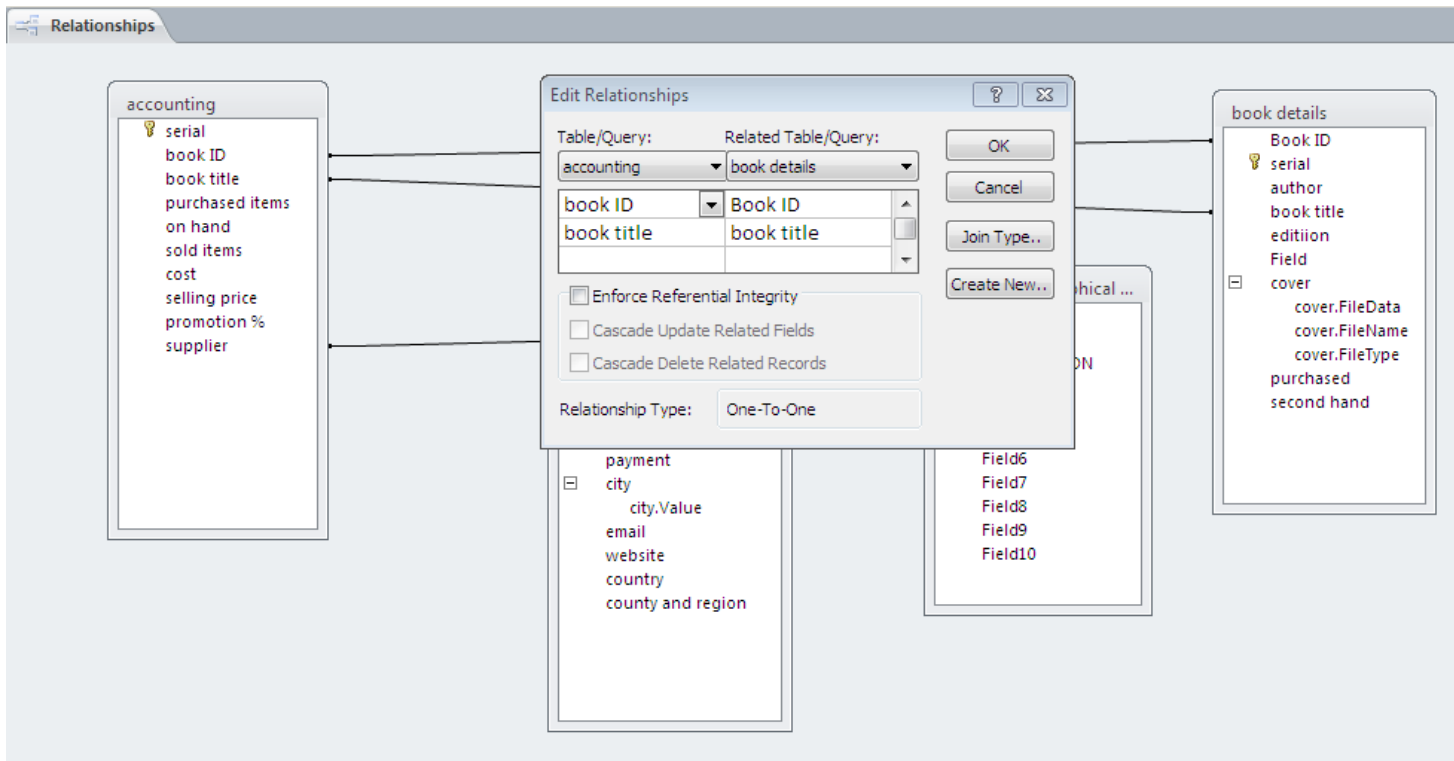


The relationships created by lookup appear

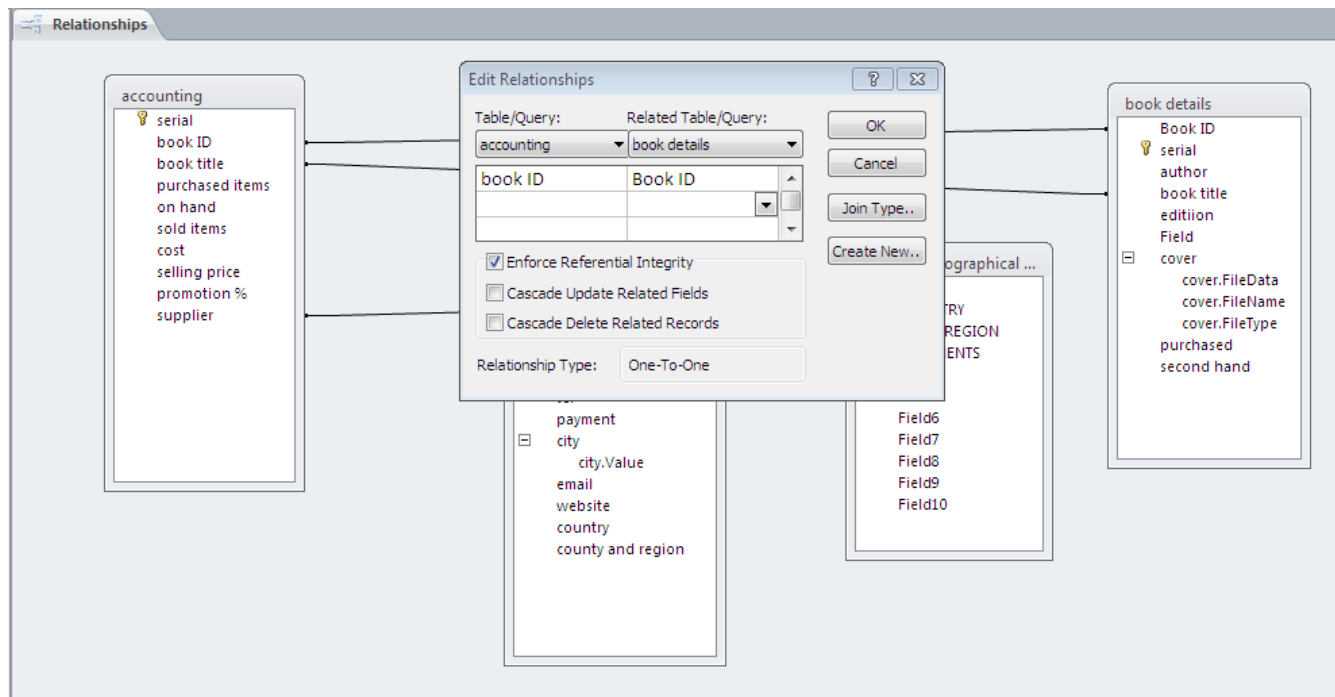


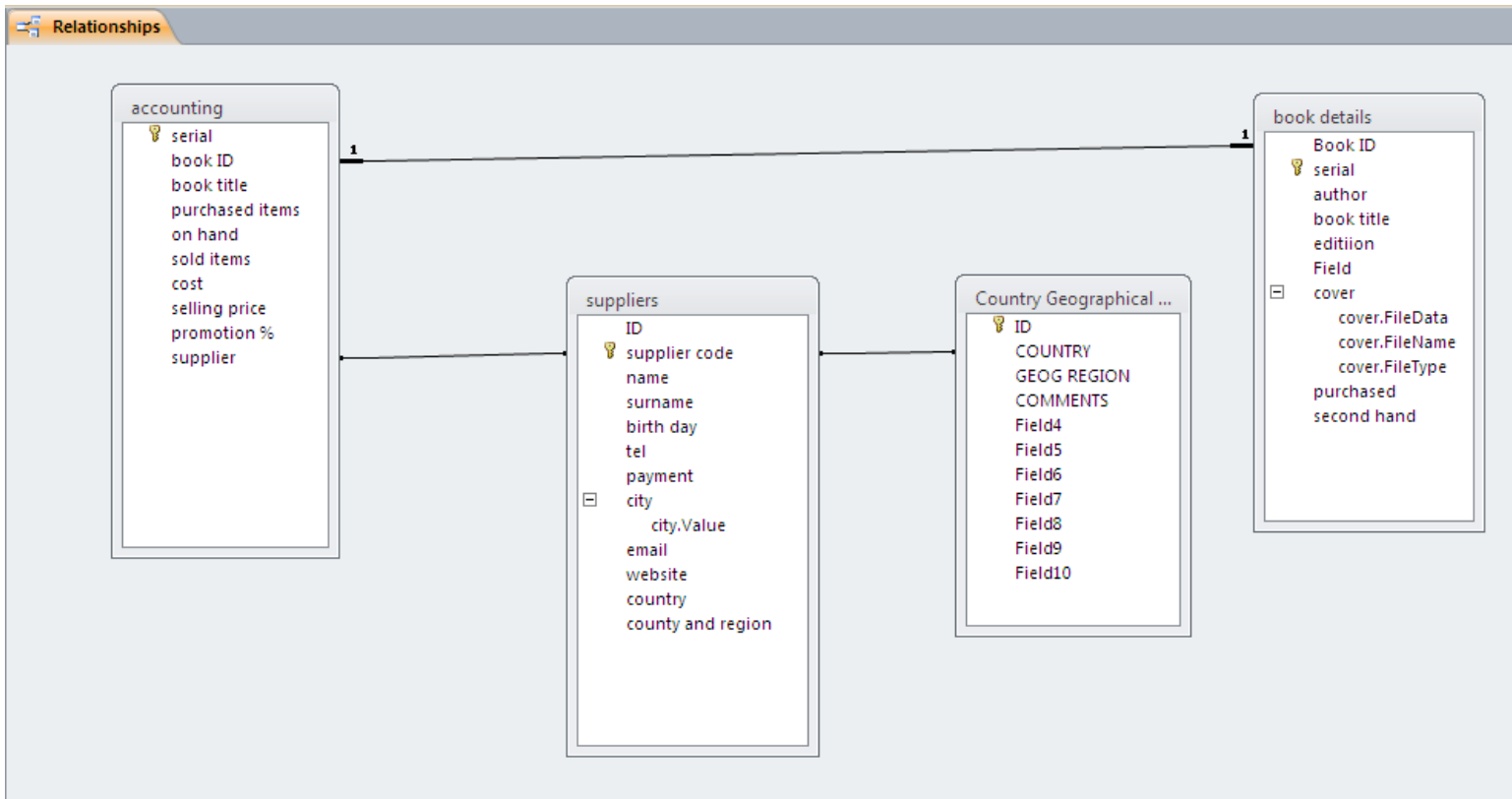
**Right click
on the
relation to
delete or
edit**



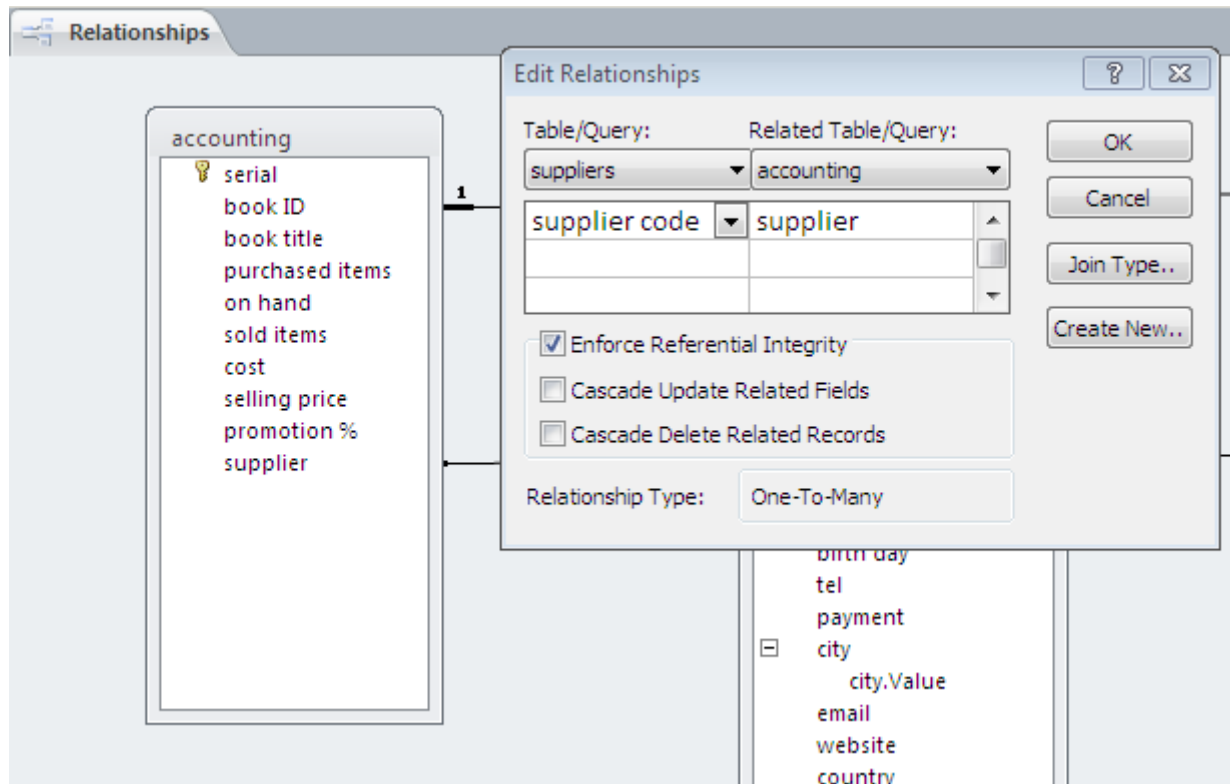


Edit the relationship between accounting and book details ,each record(book) in accounting exists in book details : it is a relation one to one

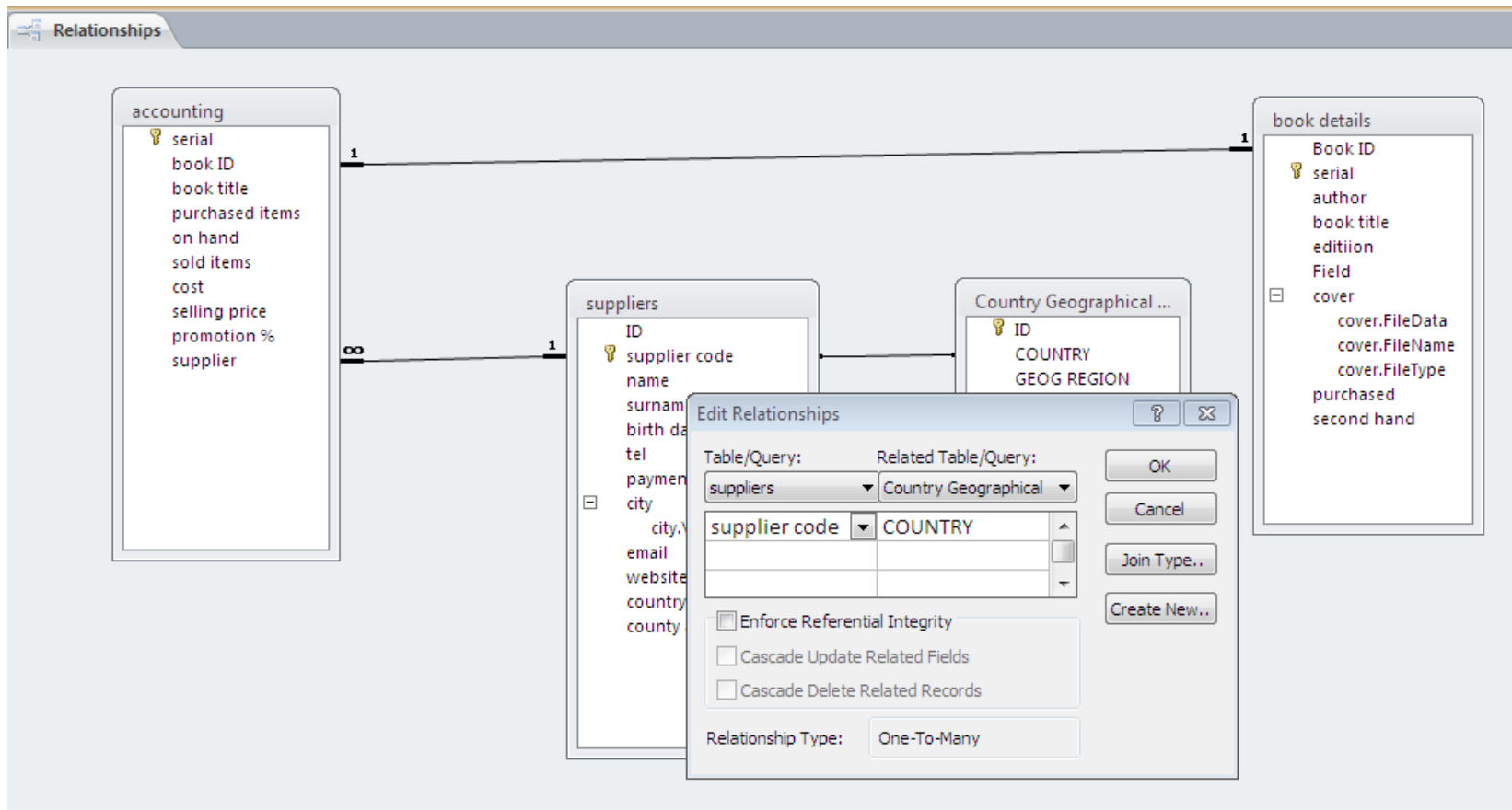


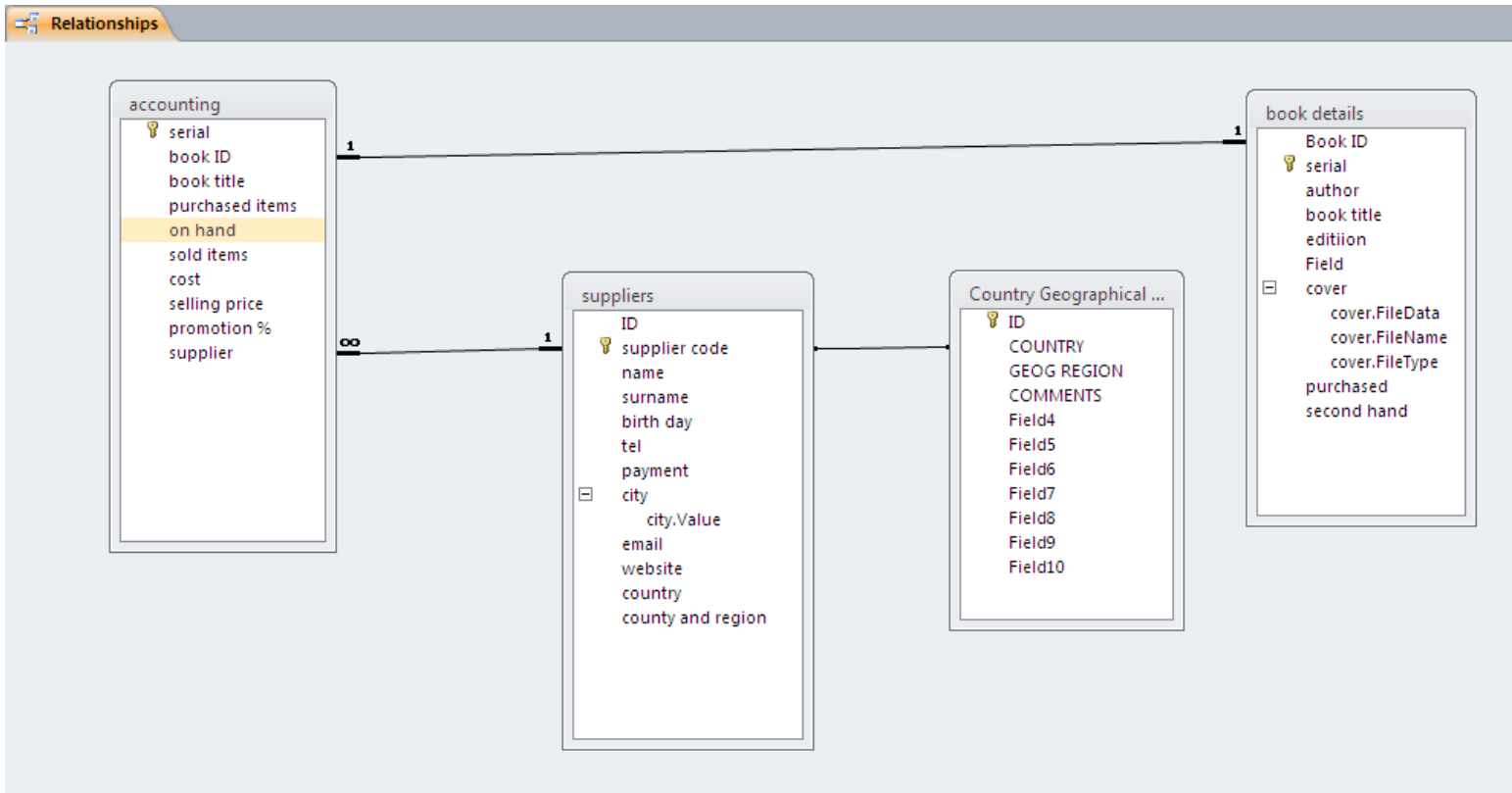


Each book has one supplier , but one supplier can supply many books (in our example) : one to many relationship



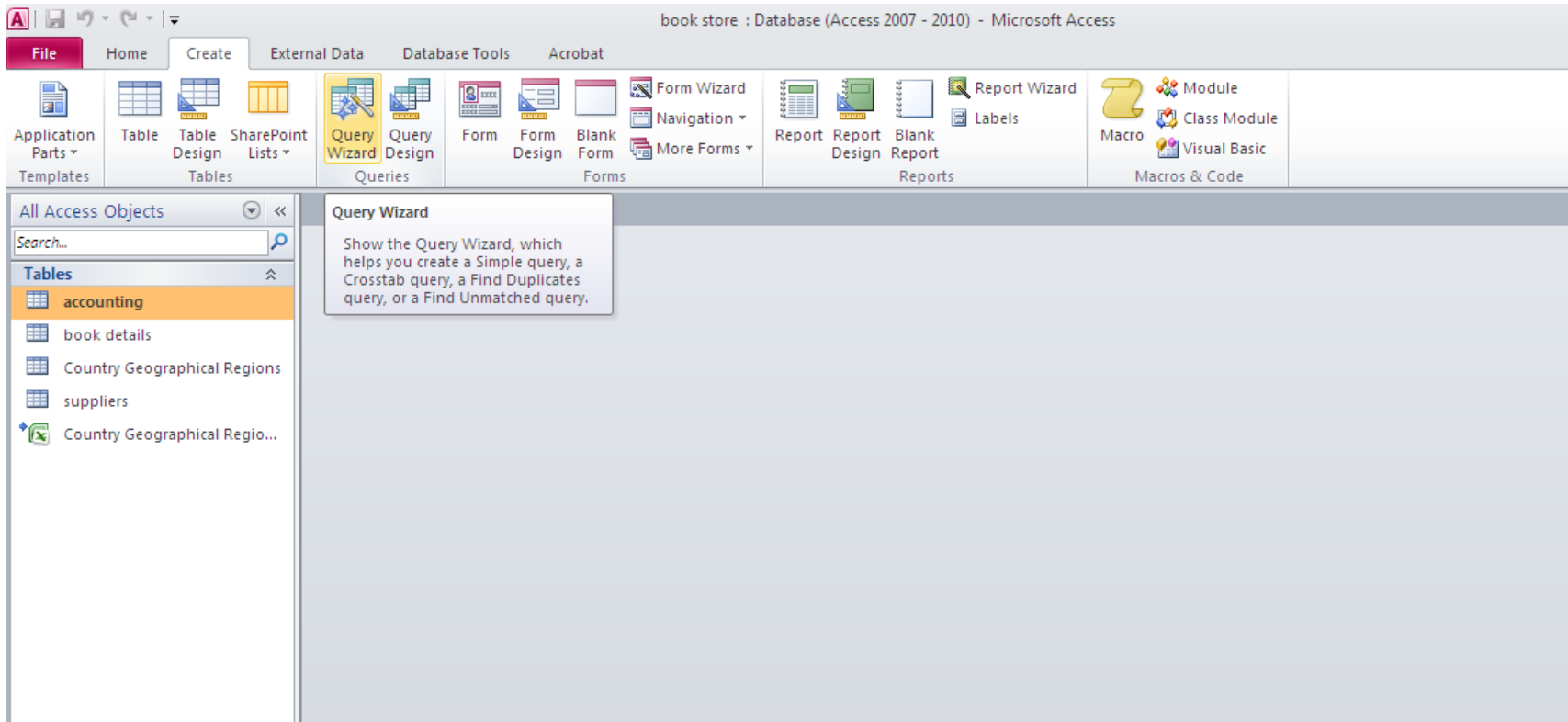
Each supplier is located in one country ,many supplier may be in the same country: one to many relationship

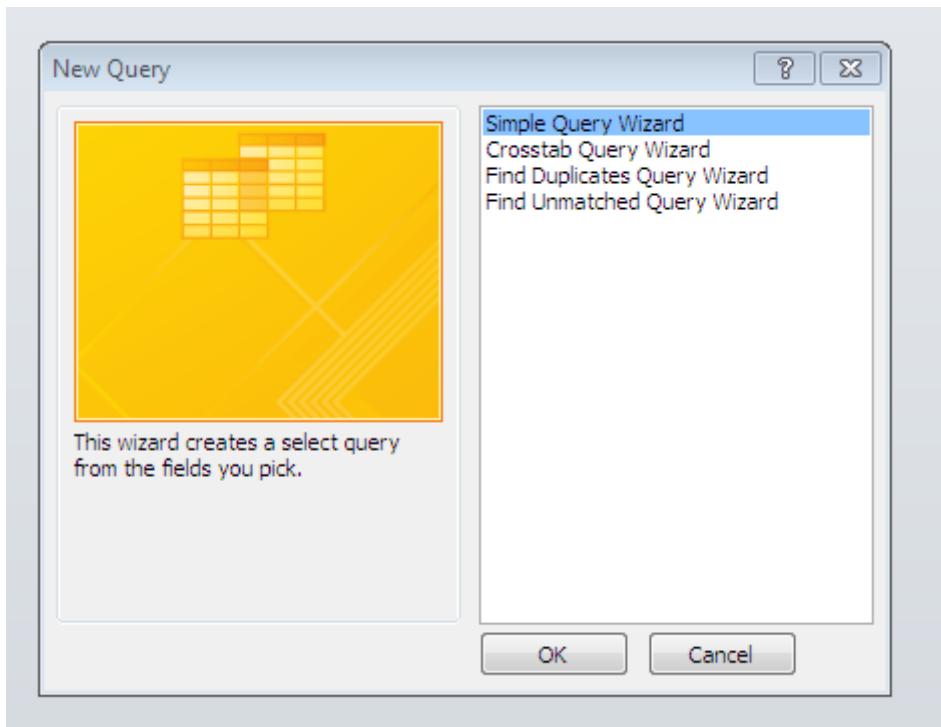


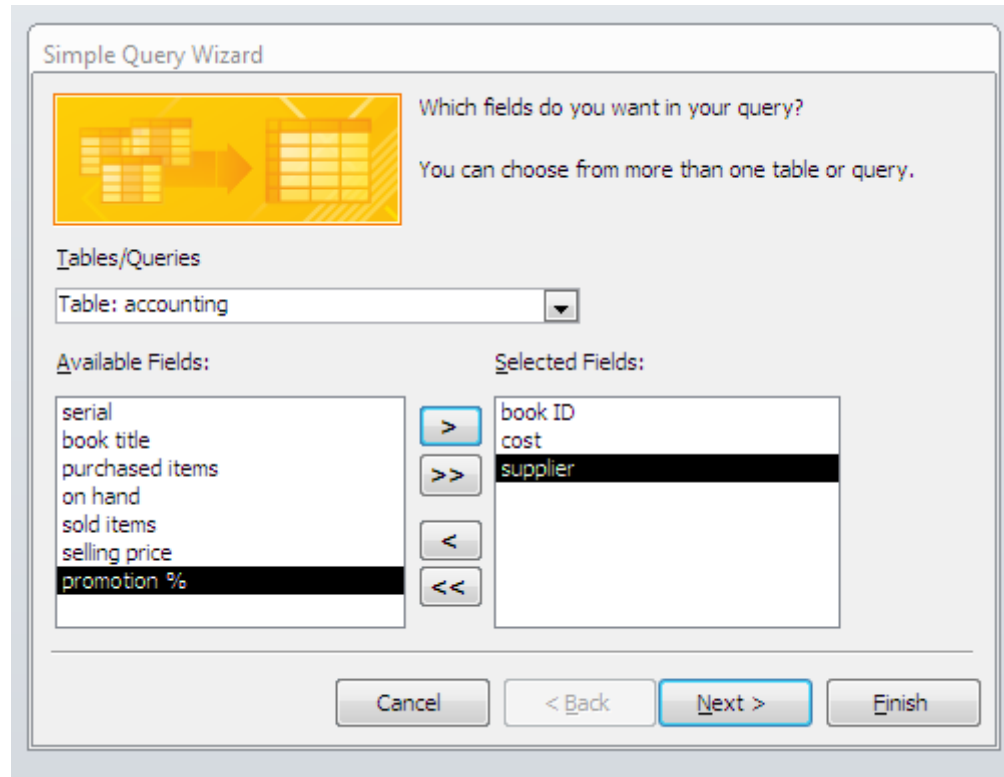


Queries

QUERY WIZARD







Which data are you looking for ? In Which tables and which fields?

Simple Query Wizard

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

Tables/Queries
Table: book details

Available Fields:

Book ID	>	book ID
serial	>>	cost
author	>>	supplier
edition	<	book title
Field	<<	
cover		
cover.FileData		
cover.FileFlags		

Selected Fields:

book ID
cost
supplier
book title

Cancel < Back Next > Finish

Simple Query Wizard

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

Tables/Queries
Table: suppliers

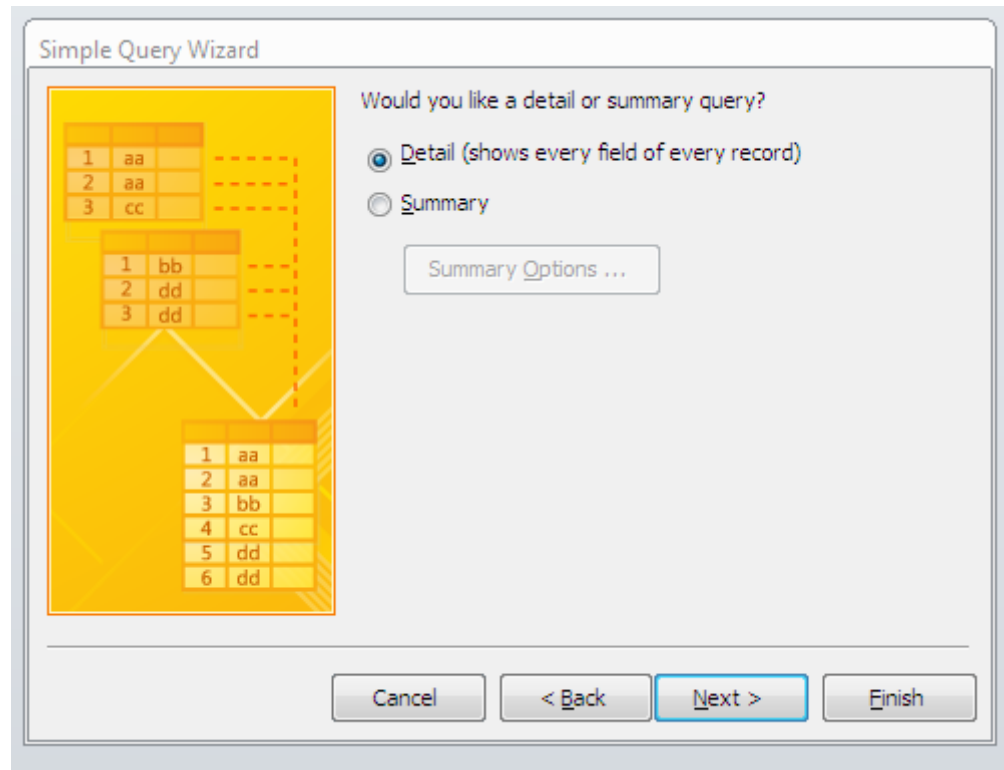
Available Fields:

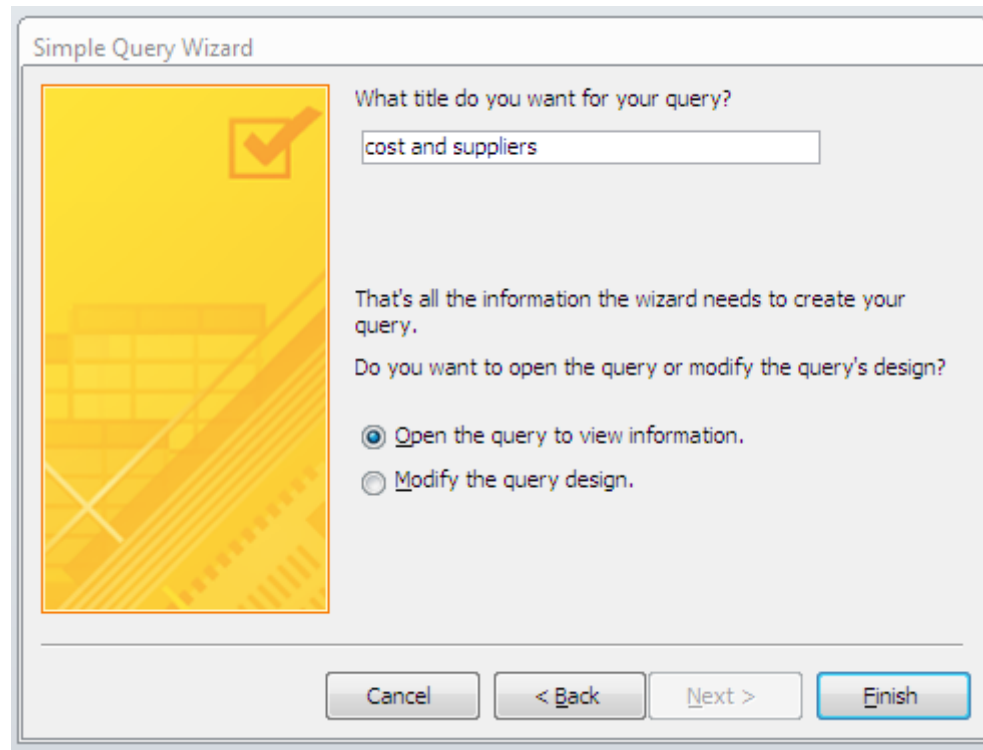
ID	>	book ID
name	>>	cost
surname	>>	supplier
birth day	<	book title
payment	<<	supplier code
city.Value		city
email		country
website		tel

Selected Fields:

book ID
cost
supplier
book title
supplier code
city
country
tel

Cancel < Back Next > Finish





File Home Create External Data Database Tools Acrobat

View Paste Cut Copy Format Painter Filter Ascending Descending Remove Sort Toggle Filter Selection Advanced Refresh All Delete More Records Find Replace Go To Select Text Formatting

All Access Objects Search... cost and suppliers

book ID	cost	supplier	book title	supplier code	city	country	tel
GO01	70	AP	the goal	AP	famagusta	Aruba	(0090)-588-352-14-45
DE05	80	BH	Design of experiments	BH	Al qods	Switzerland	(0232)-661-457-85-12
PP02	100	AP	Production planning and	AP	famagusta	Aruba	(0090)-588-352-14-45
MA09	45	AA01	Management Accounting	AA01	casablanca; istanbul	Anguilla	(0212)-661-145-84-24
OR01	35	TB	Operations Research	TB	London	Benin	(0475)-842-158-96-31
IT37	200	AA01	Information technology	AA01	casablanca; istanbul	Anguilla	(0212)-661-145-84-24
SM34	60	AP	statistical modeling	AP	famagusta	Aruba	(0090)-588-352-14-45
DA06	50	AP	design and analysis of ex	AP	famagusta	Aruba	(0090)-588-352-14-45
FA23	40	BH	financial accounting	BH	Al qods	Switzerland	(0232)-661-457-85-12
*							