

Information Systems and Technology

IENG372 / MANE372

Access LAB

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Introduction

In the course IENG372/MANE372 :

The concepts of **information** technology and their importance within the framework of **management** of organizations and the ability to **exploit** continuous innovations in order to stay competitive in business.

- Information Technology.
- Basic **data** information concepts.
- Appropriate theoretical concepts of decision making.
- Systems Analysis, Structured analysis methodologies.
- Information systems development methodologies.
- **Database** management.
- Decision support systems.
- Expert systems.

Data and Information

- ❑ **Data** (plural for "**datum**") are simply **facts or figures** — bits of information, but not information itself.
- ❑ When data are processed, interpreted, organized, structured or presented so as to make them meaningful or useful, they are called **information**.
- ❑ Information provides context for data.
- ❑ Information is data that has been processed in such a way as to be meaningful to the person who receives it. it is any thing that is communicated.

How ???

>> Database

A database (DB) is an organized collection of data. More specifically, a database is an electronic system that allows data to be easily accessed, manipulated and updated.

It is used by an organization as a method of storing, managing and retrieving information.



ORACLE



AN OVERVIEW OF THE DATABASE CONCEPT

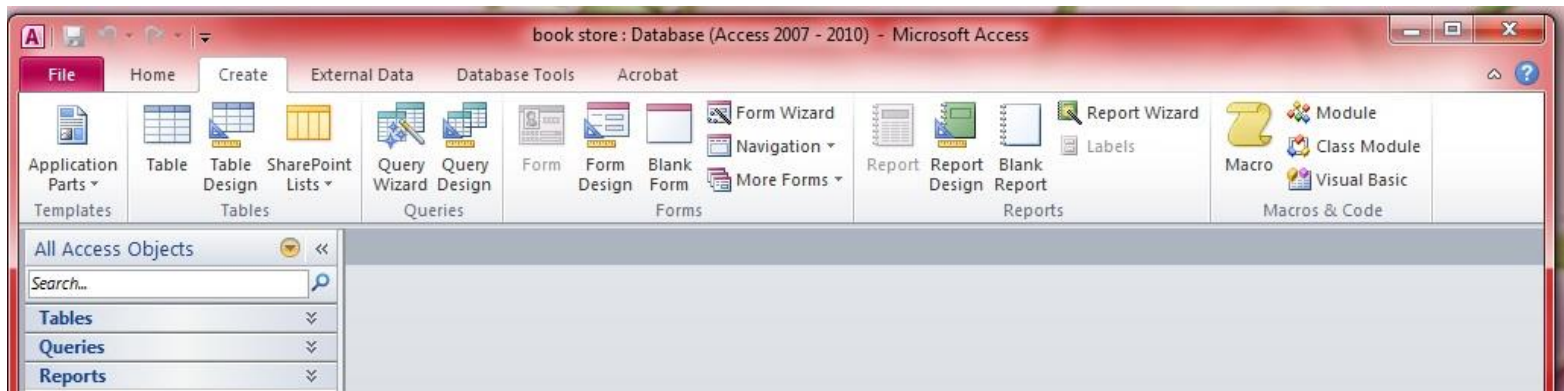
- ❑ Microsoft Access is a Relational Database Management System (RDBMS), designed primarily for home or small business use.
- ❑ The database component of *MS Office* is designed to act as an intelligent electronic filing cabinet.
- ❑ Like a manual filing cabinet, it enables you to :
 - collect sets of related data and keep the data organized;
 - update the data once you've collected them, by adding or deleting records and by changing existing records;
- ❑ An *electronic* filing cabinet such as a database allows you also to easily and quickly *use* the data--sort them, create reports, merge the data with other documents, and so forth.

Within files, different terminology is used to describe the organization of data depending on the type of file in question.

- Word processed files tend to organize data in paragraphs and sentences;
- Spreadsheet files organize the data in rows and columns;
- Database files organize the data into records and fields.

How is a database organized?

Access is an object-oriented relational database management system. The objects that make up any particular database that you create using Access are :



Tables

- an object which represents the data in rows and columns, rather like a spreadsheet. For this reason, when you view a table in an Access database, you are in what Access refers to as a Datasheet View.

Queries

- an object which makes a request to the database to find some set of data that is stored in the database.

Forms

- an object which gives the user another view of the data in the database. Whereas a Table allows the user to view multiples records at once, a Form displays the contents of just one record at a time.

Reports

- an object which is designed based on the data in the database and which is used to inform the user of the selected contents of the database.

Pages

- a special type of web page designed for viewing and working with data from the Internet.

Macros

- a sequence of instructions which can be carried out with a single click of the mouse button on a button in a toolbar or by pressing a key or keys on the keyboard.

Modules

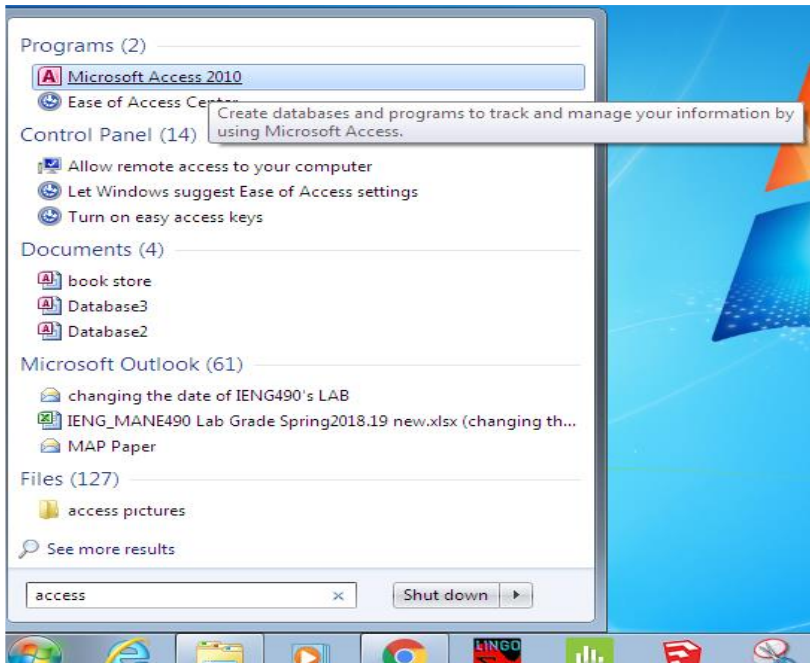
- a collection of programming procedures designed to give programmer control over the Access database look and feel.

A hand holding a red marker is shown in the process of writing the word 'START' in black, bold, hand-drawn letters. Above it, the word 'LET'S' is already written in red, bold, hand-drawn letters. The exclamation point at the end of 'LET'S' is also red and hand-drawn. The background is plain white.

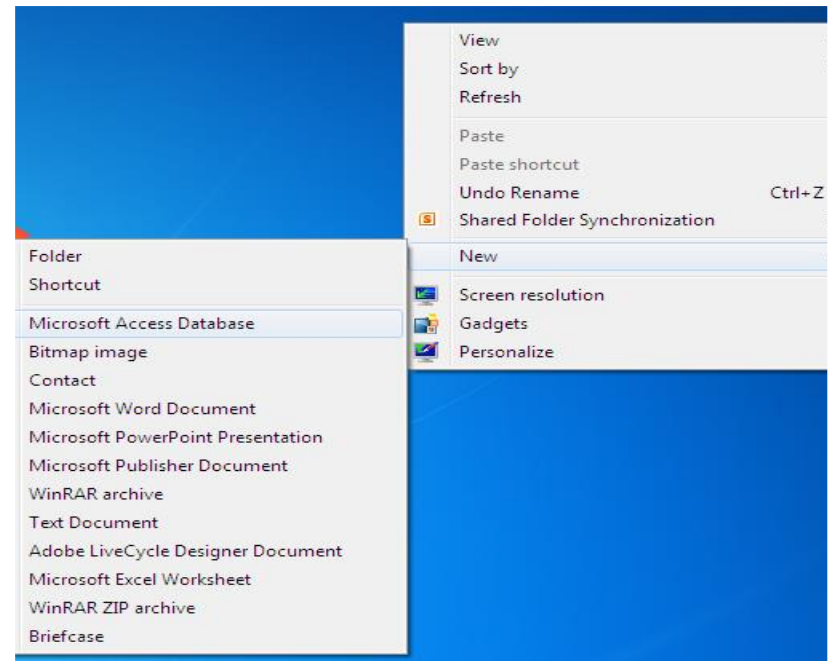
LET'S
START

Open access

Way 1 : From start menu

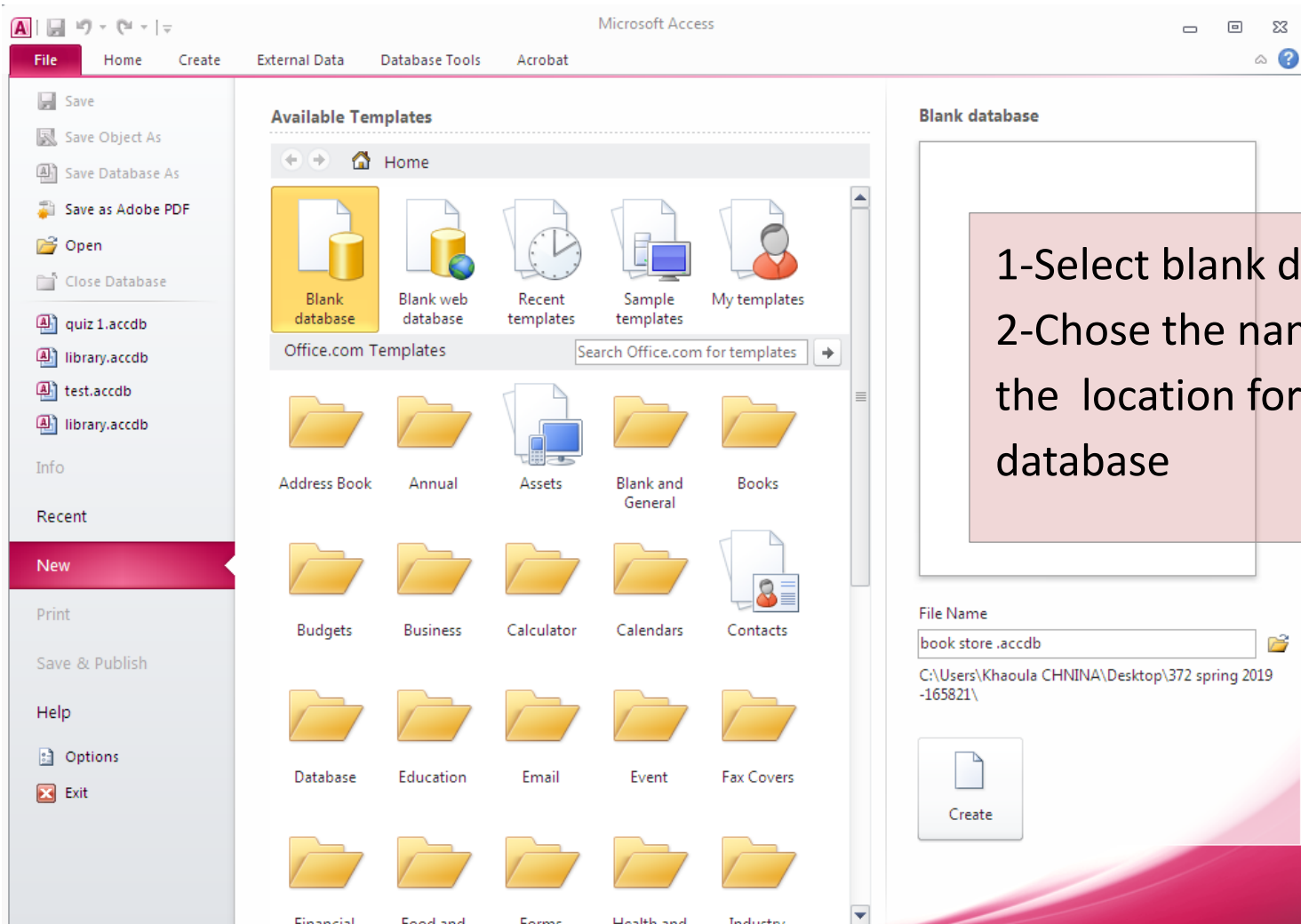


Way 2 :Right click in the desired folder

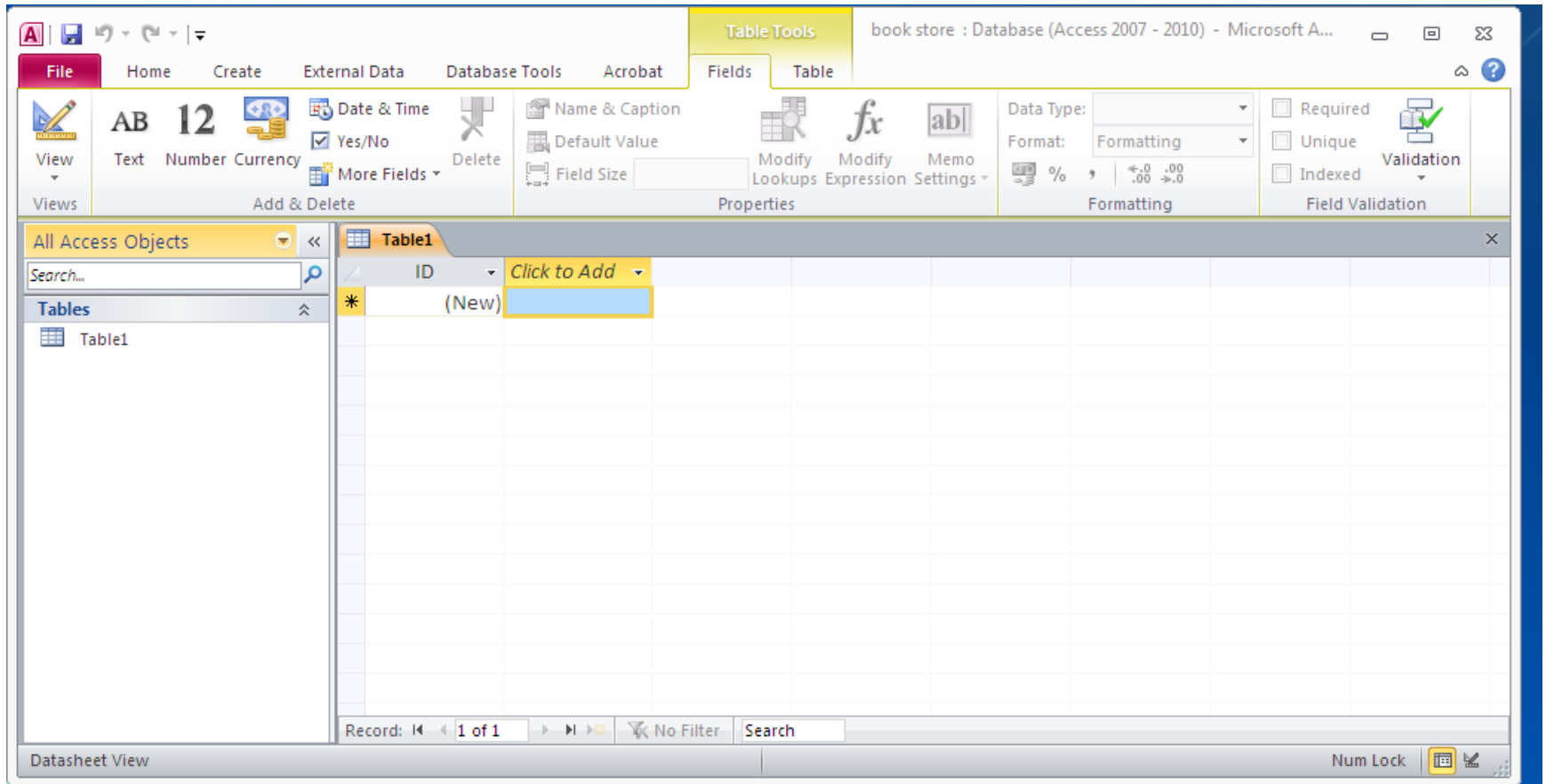


OR

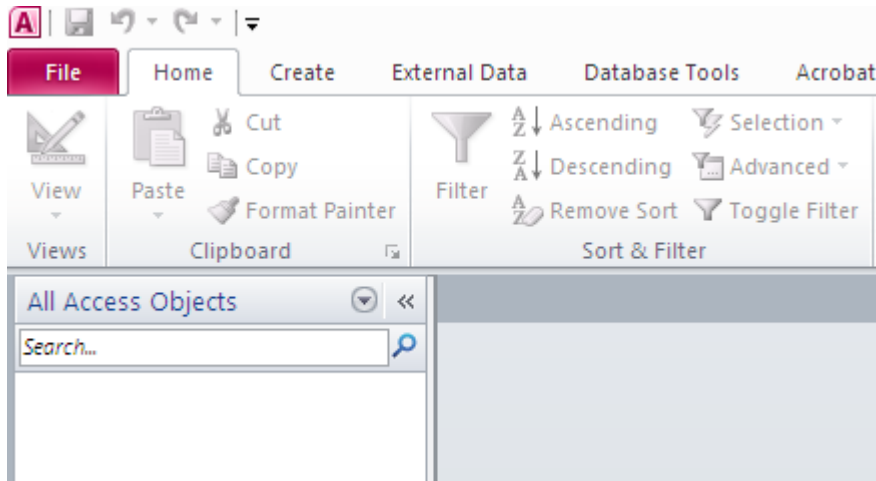
If you had chosen Way 1 :



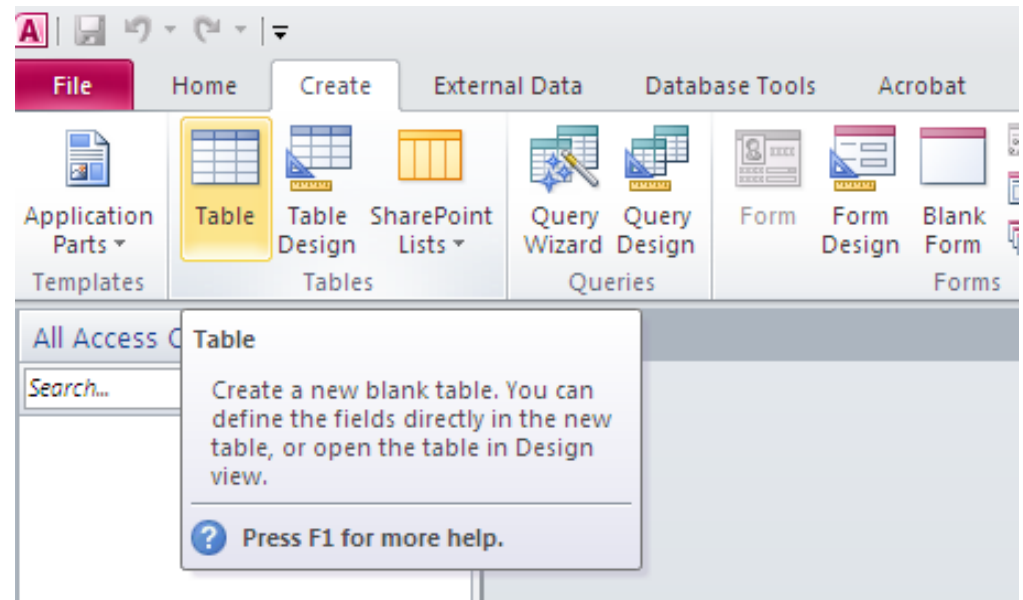
>> The first table is created automatically



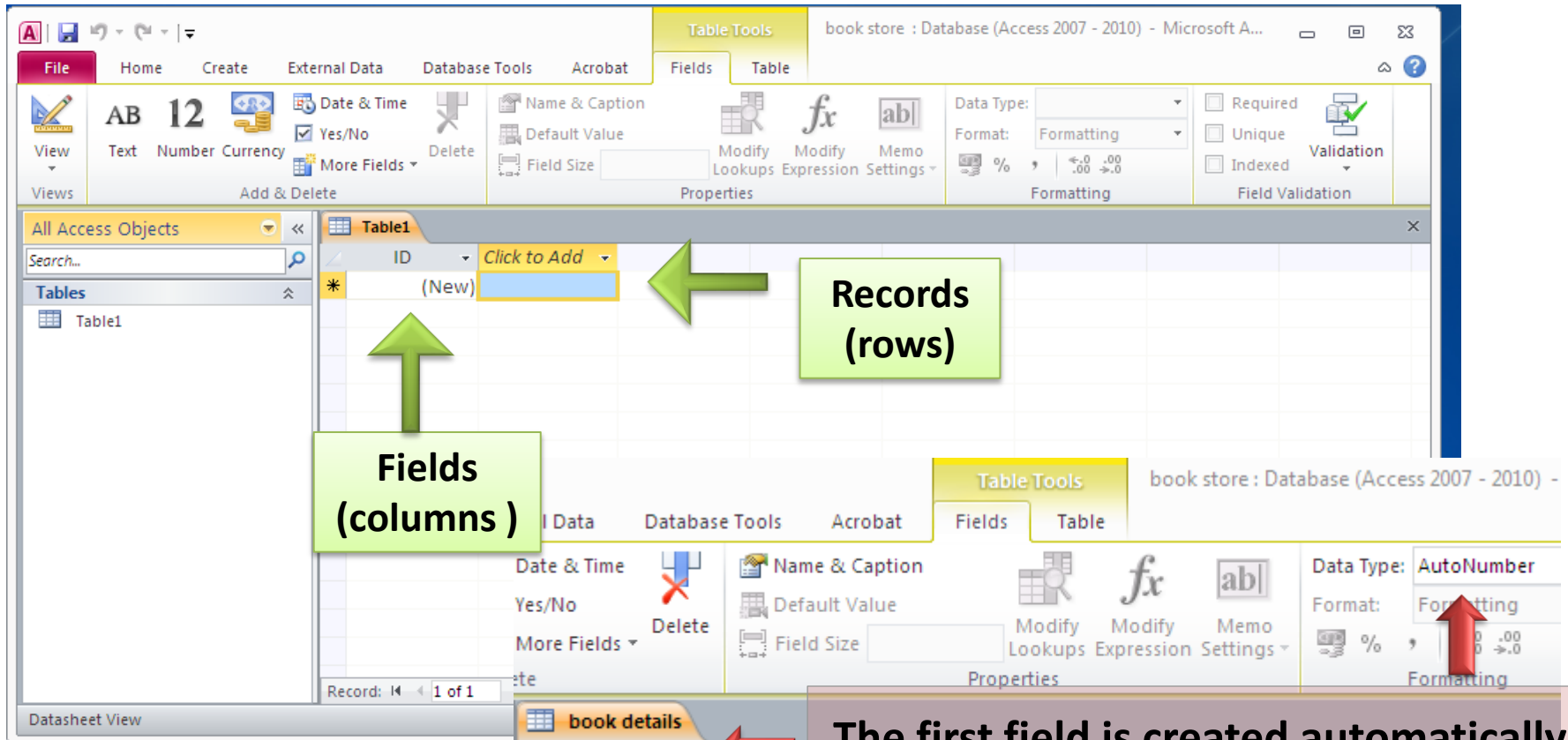
If you had chosen Way 2 :



Create your table manually by selecting Table Or table design



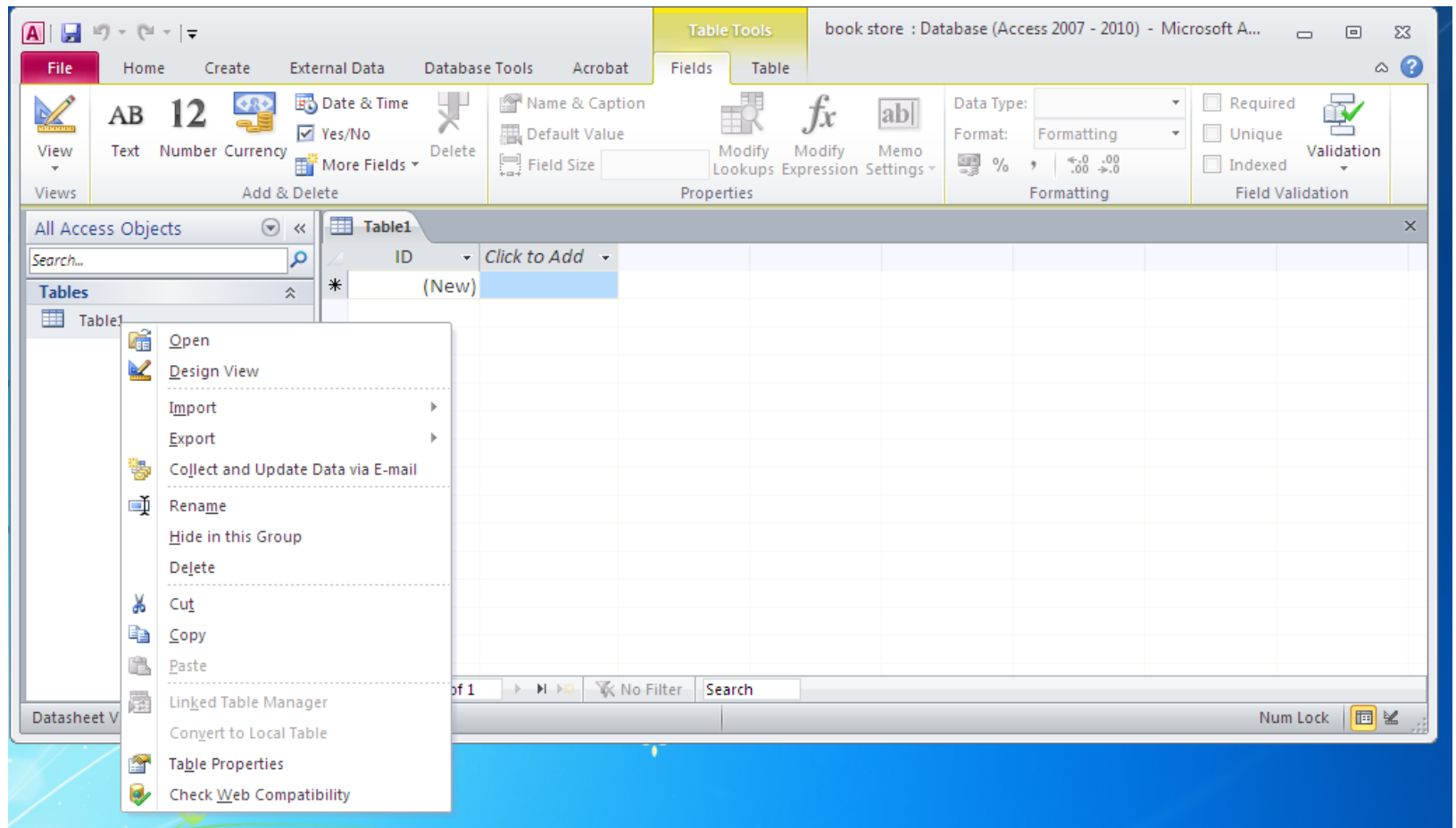
Now the first table is created (way 1 or 2)



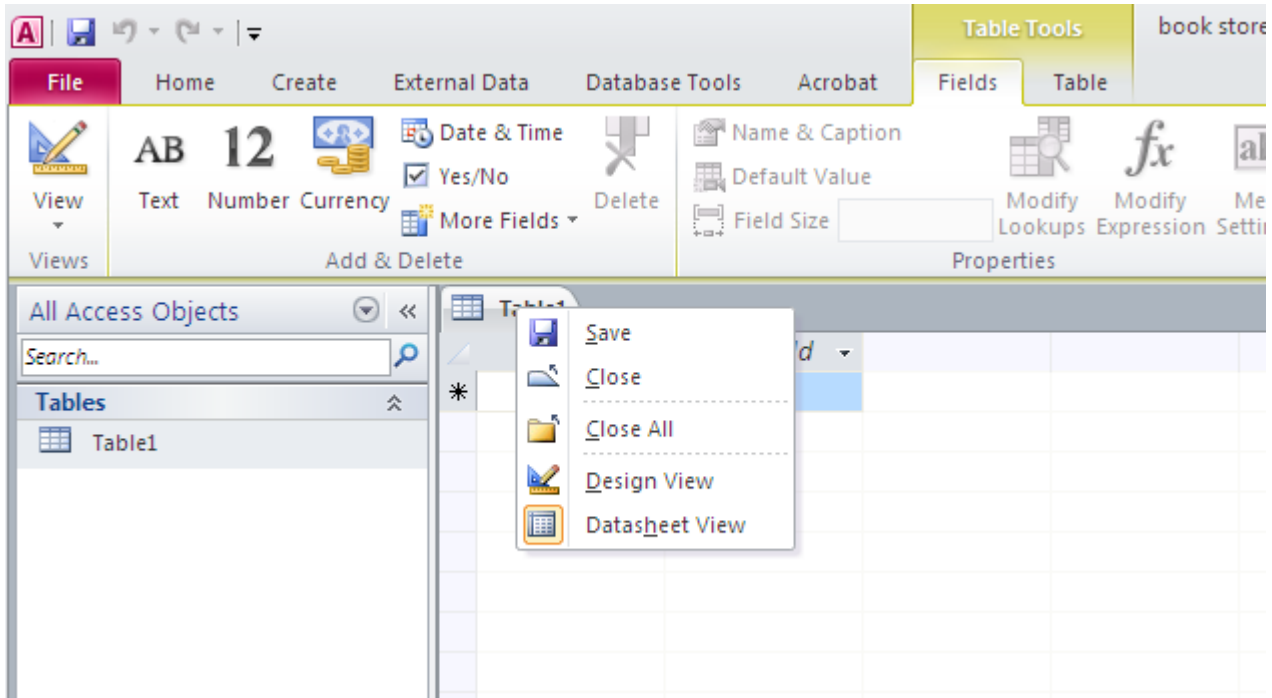
The first field is created automatically.
Name : ID
Type : Autonumber

Tables

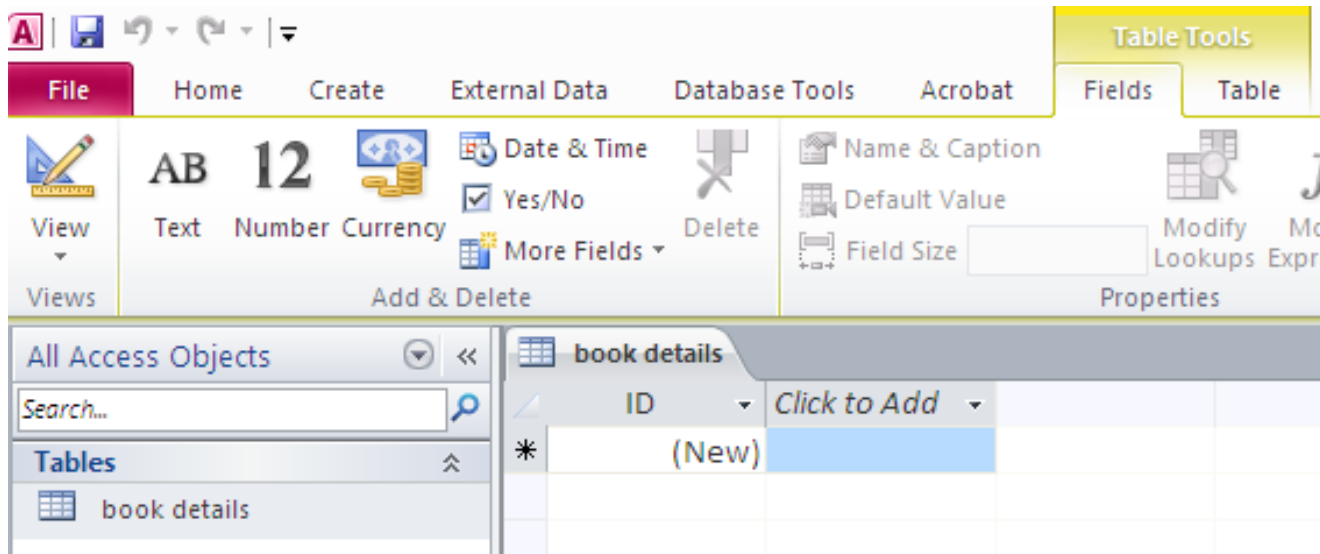
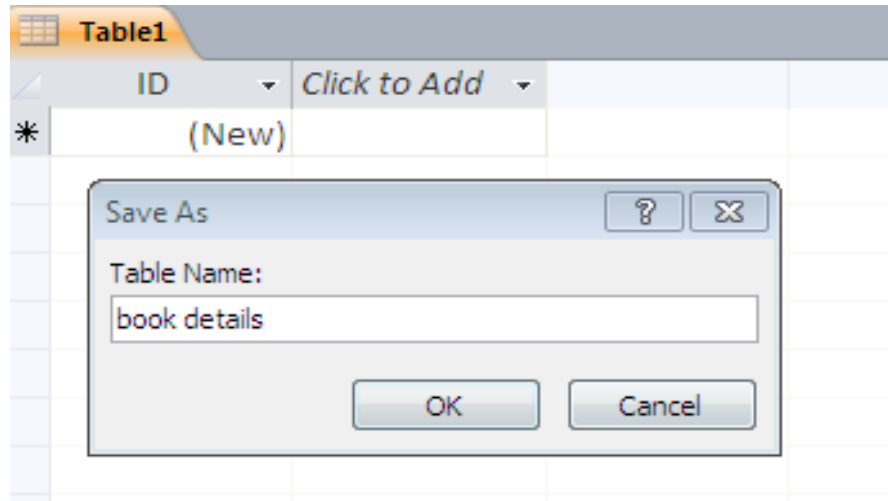
If we right click on table name, we have many options :



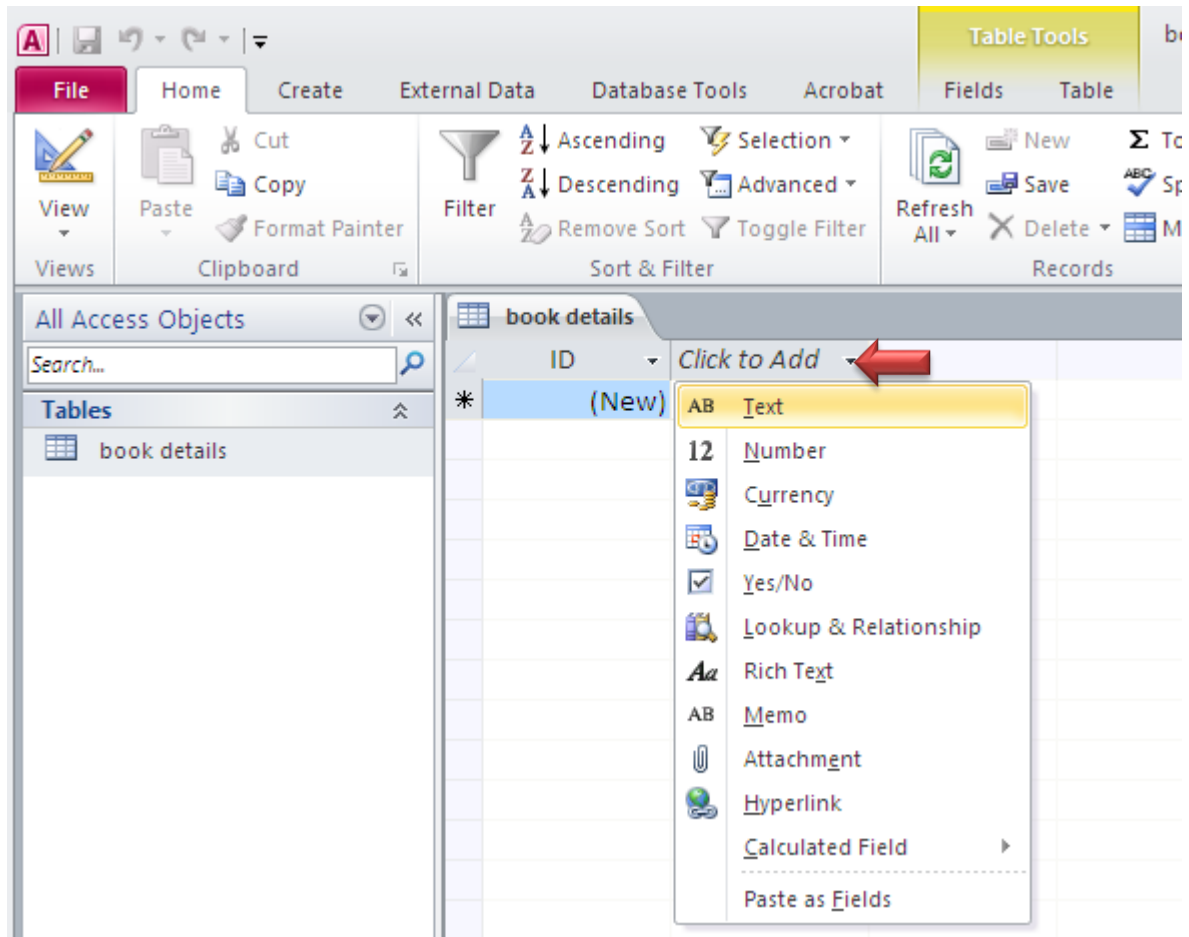
And also



Save as : book details



New field



Option 1 :
Click on
« click to add »

Option 2:

Click on « Fields », different types of fields will appear select the desired type.

The screenshot shows the Microsoft Access interface with the Table Tools ribbon selected. The Fields group is active, displaying various field types: Text, Number (highlighted), Currency, Date & Time, Yes/No, More Fields, Name & Caption, Default Value, and Field Size (set to 255). The Properties group is also visible, including Modify Lookups. The main window shows a table named 'book details' with columns: ID (primary key), book title, and Click to Add. A new record is being added, indicated by an asterisk and '(New)' in the ID field.

ID	book title	Click to Add
* (New)		

File Home Create External Data Database Tools Acrobat Fields Table

View Views
AB 12 Text Number Currency
 Date & Time
 Yes/No
 More Fields
 Delete
 Add & Delete

Name & Caption
 Default Value
 Field Size
 Properties

Modify Lookups
 Memo Settings

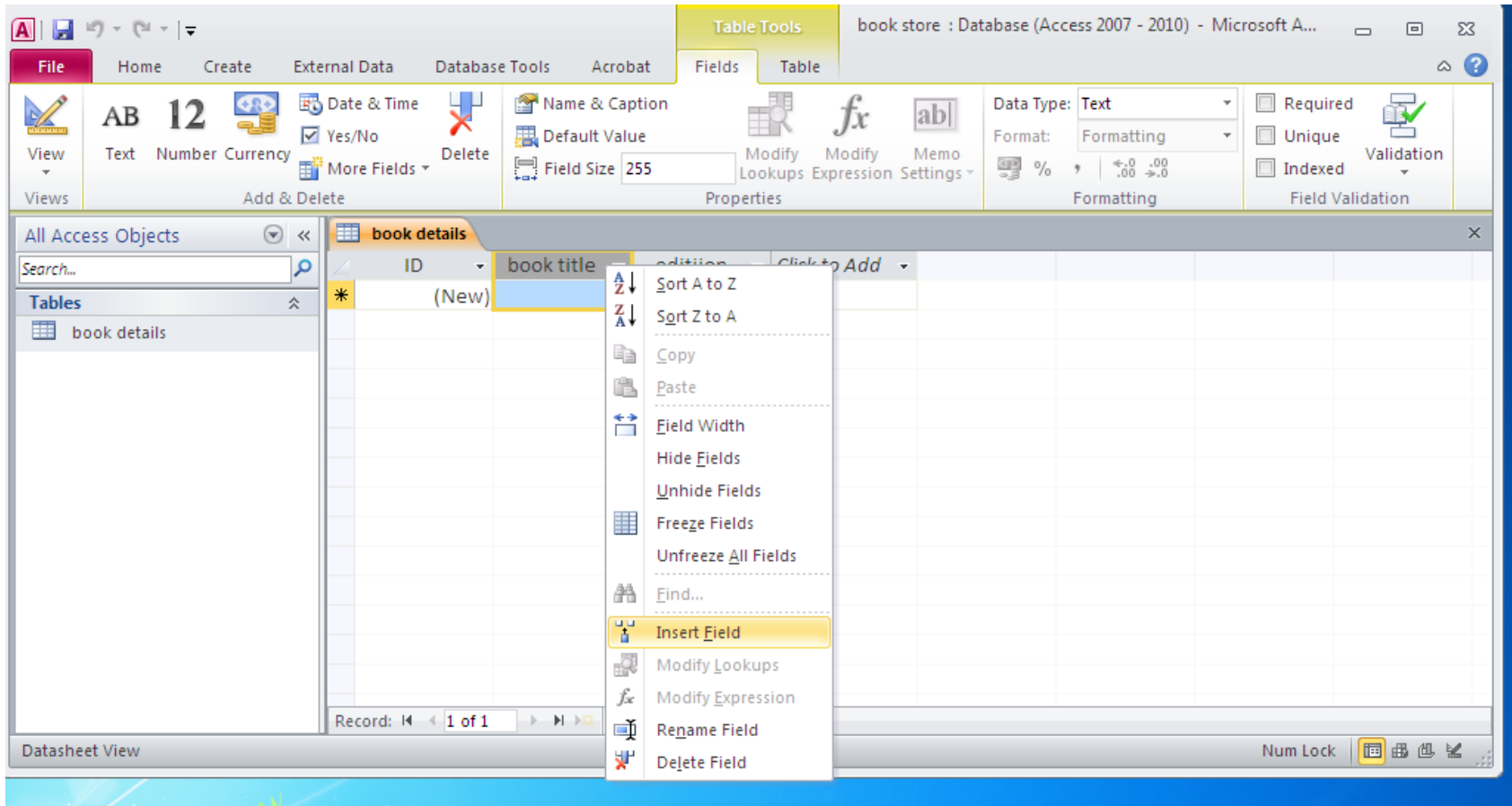
Data Type: Number
 Format:
 % , <-0 .00 >-0

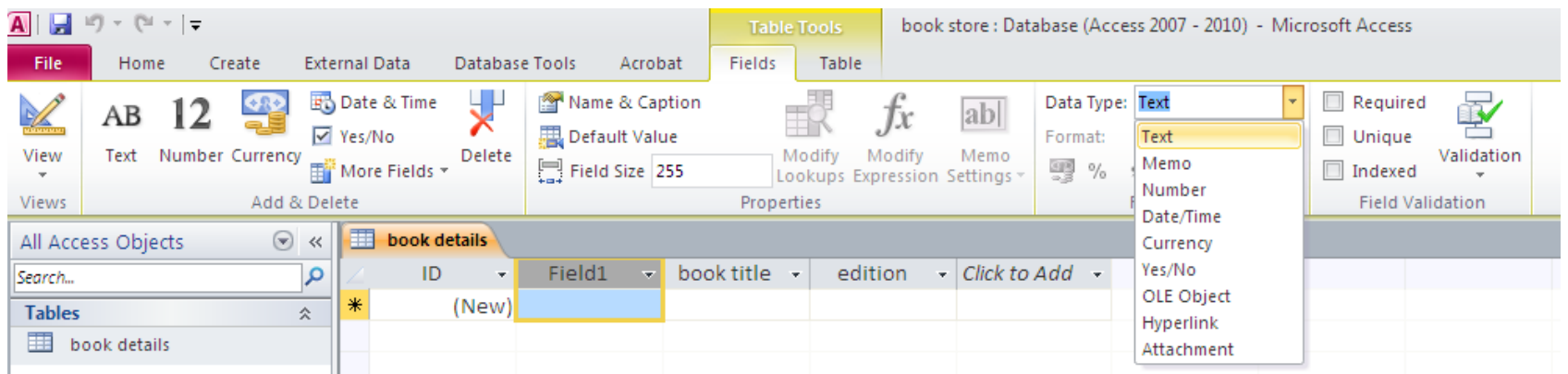
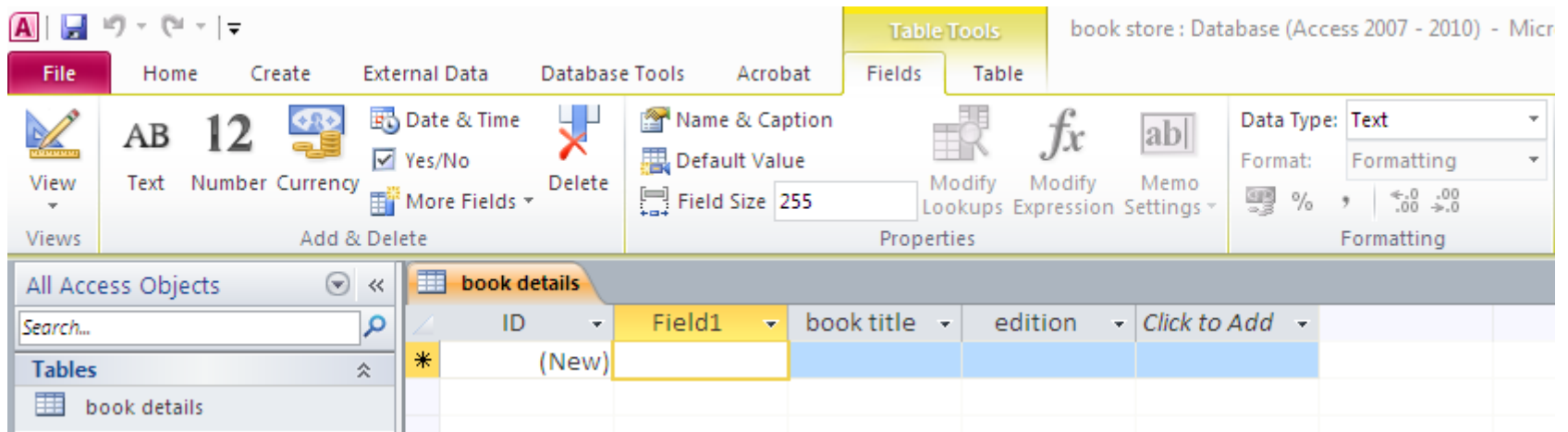
All Access Objects
 Search...
 Tables
 book details

ID	book title	edition	Click to Add
*	(New)		

Option 3 :

Right Click on a given field and select «insert field» , A new field is created before (in the left of) the selected one.





Then you chose its type and rename it.

Basic data types

Format	Use to display
Text	Short, alphanumeric values, such as a last name or a street address. Note, beginning in Access 2013, Text data types have been renamed to Short Text .
Number, Large Number	Numeric values, such as distances. Note that there is a separate data type for currency.
Currency	Monetary values.
Yes/No	Yes and No values and fields that contain only one of two values.
Date/Time	Date and Time values for the years 100 through 9999.
Rich Text	Text or combinations of text and numbers that can be formatted using color and font controls.

Calculated Field	Results of a calculation. The calculation must refer to other fields in the same table. You would use the Expression Builder to create the calculation. Note, Calculated fields were first introduced in Access 2010.
Attachment	Attached images, spreadsheet files, documents, charts, and other types of supported files to the records in your database, similar to attaching files to e-mail messages.
Hyperlink	Text or combinations of text and numbers stored as text and used as a hyperlink address.
Memo	Long blocks of text. A typical use of a Memo field would be a detailed product description. Note, beginning in Access 2013, Memo data types have been renamed to Long Text.
Lookup	<p>Displays either a list of values that is retrieved from a table or query, or a set of values that you specified when you created the field. The Lookup Wizard starts and you can create a Lookup field. The data type of a Lookup field is either Text or Number, depending on the choices that you make in the wizard.</p> <p>Lookup fields have an additional set of field properties, which are located on the Lookup tab in the Field Properties pane.</p>

Number

Format	Use to display
General	Numbers without additional formatting exactly as it is stored.
Currency	General monetary values.
Euro	General monetary values stored in the EU format.
Fixed	Numeric data.
Standard	Numeric data with decimal.
Percentage	Percentages.
Scientific	Calculations.

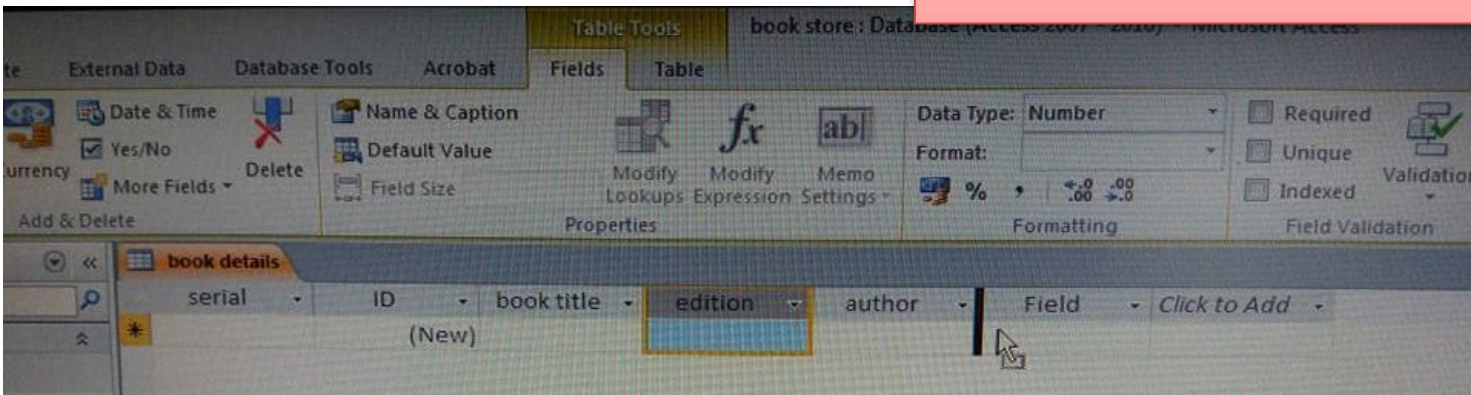
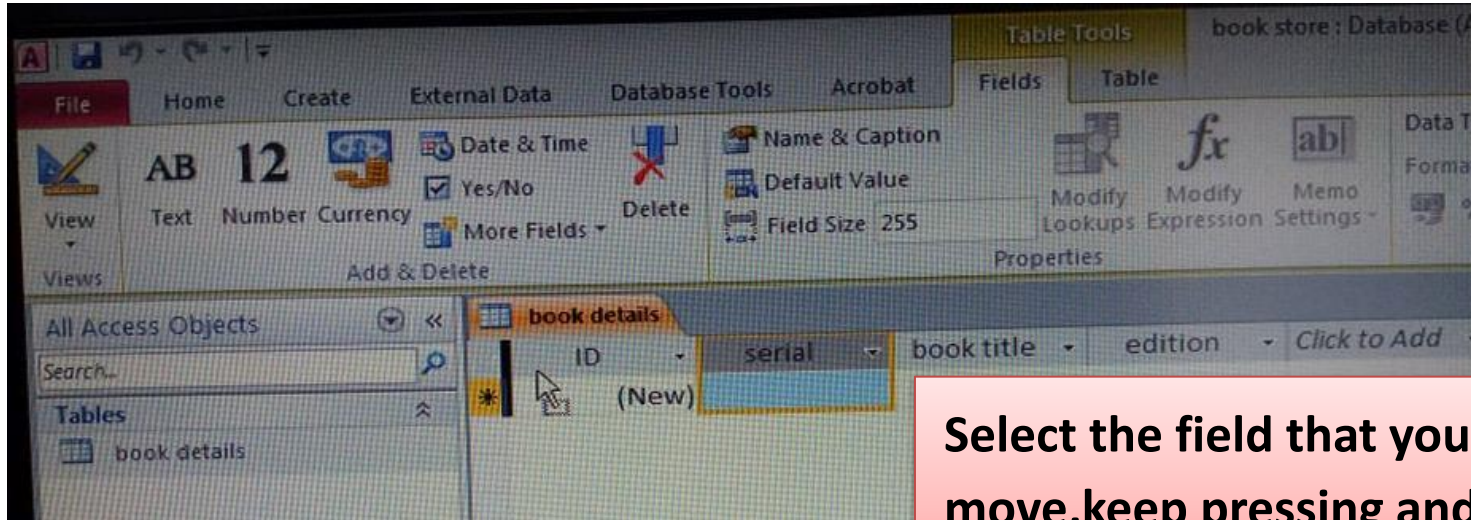
Date and Time

Format	Use to display
Short Date	Display the date in a short format. Depends on your regional date and time settings. For example, 3/14/2001 for USA.
Medium Date	Display the date in medium format. For example, 3-Apr-09 for USA.
Long Date	Display the date in a long format. Depends on you're the regional date and time settings. For example, Wednesday, March 14, 2001 for USA.
Time am/pm	Display the time only using a 12 hour format that will respond to changes in the regional date and time settings.
Medium Time	Display the time followed by AM/PM.
Time 24hour	Display the time only using a 24 hour format that will respond to changes in the regional date and time settings

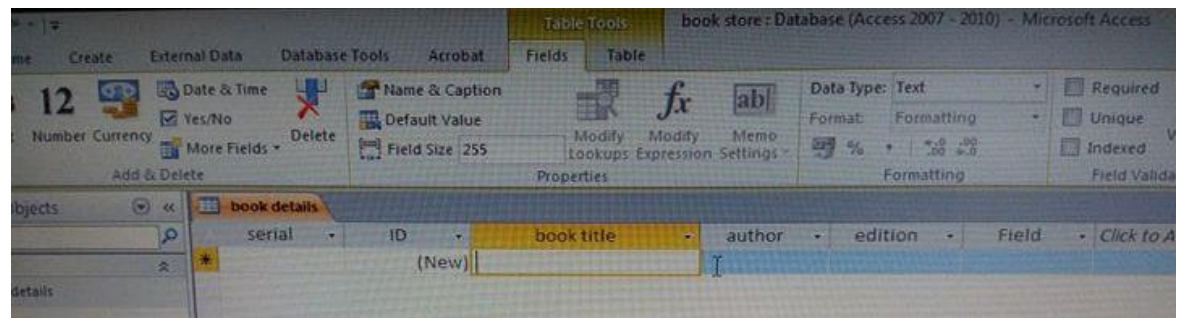
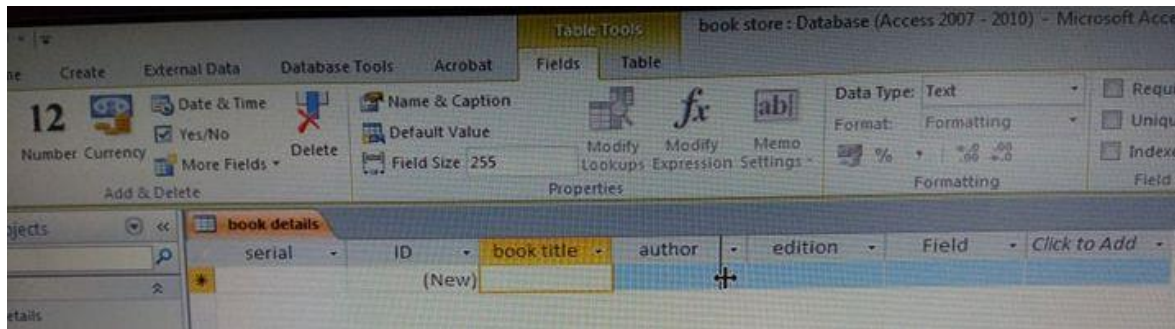
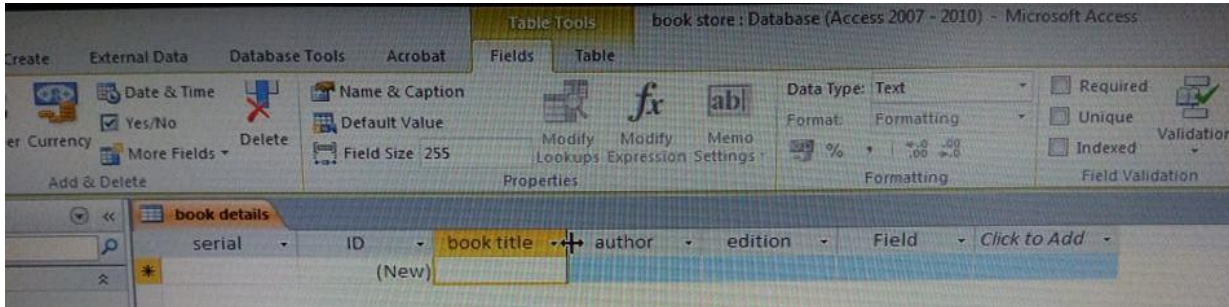


[Click here For more details](#)

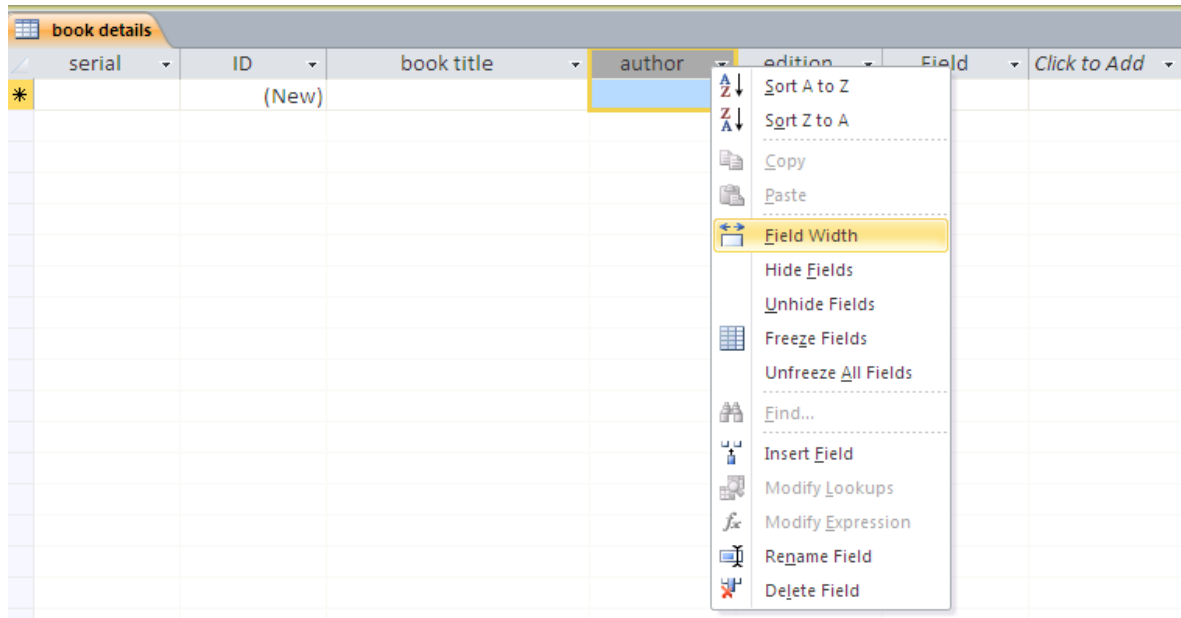
Rearrange the place of the fields



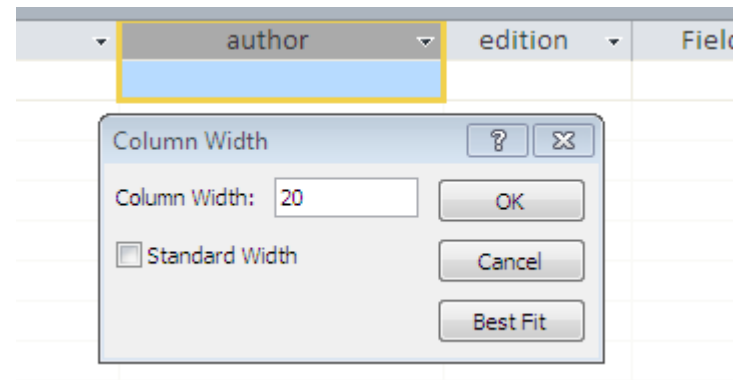
Change the width of the field



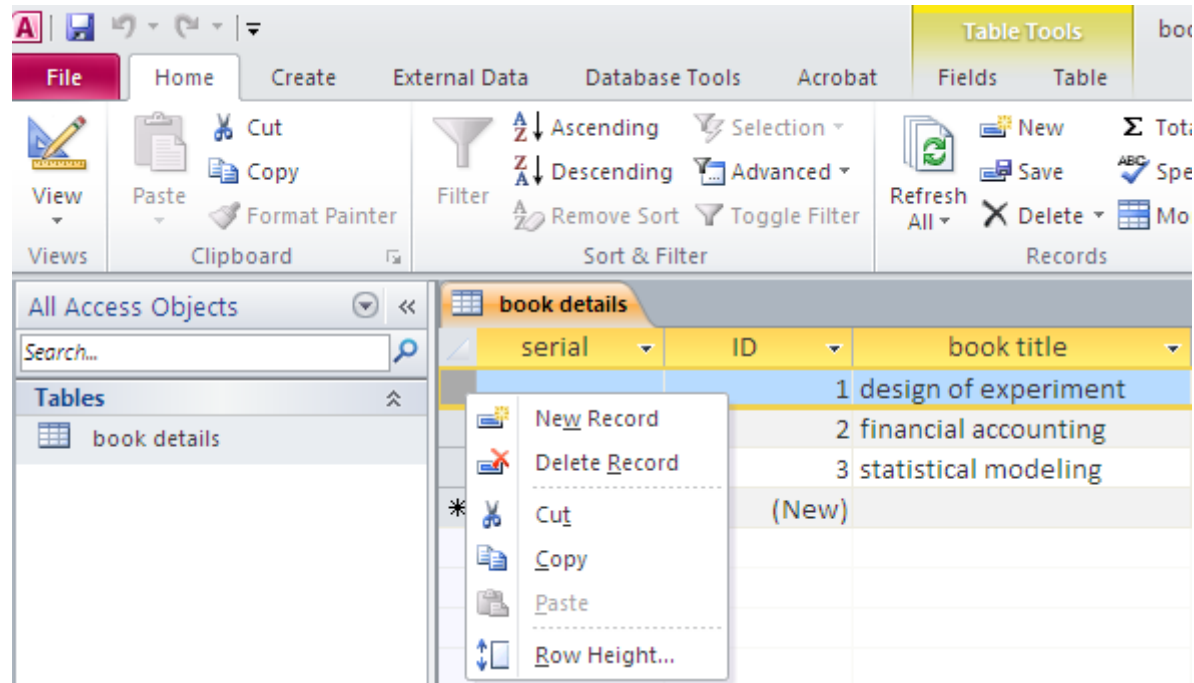
**Method 1 :
Drag**



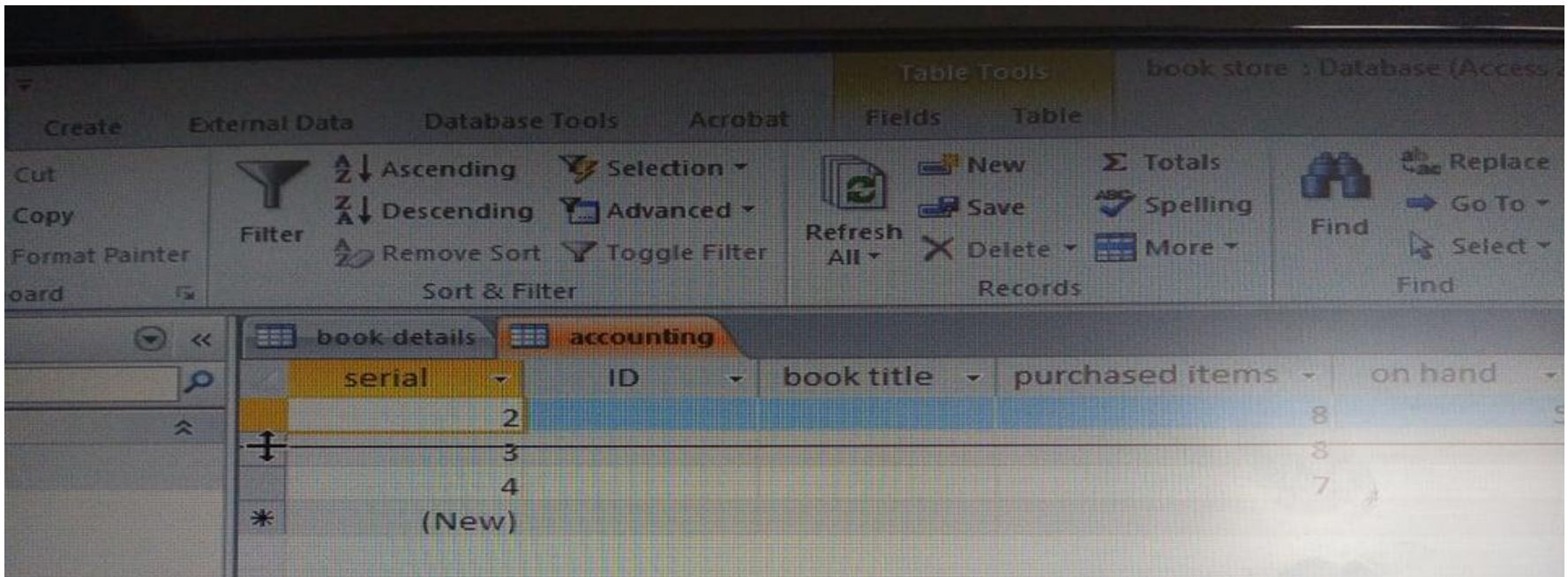
Method 2 :
Right click on the
field name



Change the High of the rows



Method 1 :
Right click on a record



**Method 2 :
Drag**

Add more fields – date –




The image shows two screenshots of Microsoft Access. The top screenshot shows the 'Table Tools' ribbon with the 'Fields' tab selected. A table named 'book details' is open, showing columns for 'serial', 'ID', 'book title', 'author', and 'edition'. A 'Click to Add' dropdown menu is open, showing various data types, with 'Date & Time' selected. The bottom screenshot shows the same table with a new field named 'purchased' added. The 'Data Type' dropdown is set to 'Date/Time', and a sub-menu is open showing options like 'General Date', 'Long Date', 'Medium Date', 'Short Date', 'Long Time', 'Medium Time', and 'Short Time'. The 'purchased' field is currently empty.


serial	ID	book title	author	edition	Field
1		design of experiment	john lawson		5 statistics
2		financial accounting	ruchi goyal		
3					
*		(New)			

book title	author	edition	Field	Value
design of experiment	john lawson		5 statistics	
financial accounting	ruchi goyal			
			purchased	

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

Fields Table

Data Type: **Date/Time** Required  Validation
 Format: **General Date** Unique Indexed
 % <-0 .00 >.0

Properties Formatting Field Validation

book title	author	editiion	Field	purchased	Click to Add
esign of experiment	john lawson		5 statistics	12.03.1987	
nancial accounting	ruchi goyal			01.03.2019	

Mayıs 2017

Pt	Sa	Ça	Pe	Cu	Ct	Pz
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Today

Add more fields – yes/no –

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

Fields Table

Modify Lookups Modify Expression Memo Settings

Properties

Data Type: Formatting

Format: % , <-0 .00 ->.0

Required Unique Indexed Validation

Field Validation

book title	author	edition	Field	purchased	Click to Add
sign of experiment	john lawson	5	statistics	12.03.1987	
nancial accounting	ruchi goyal			01.03.2019	

Data Type: Yes/No

Format: True/False

Required Unique Indexed Validation

Field Validation

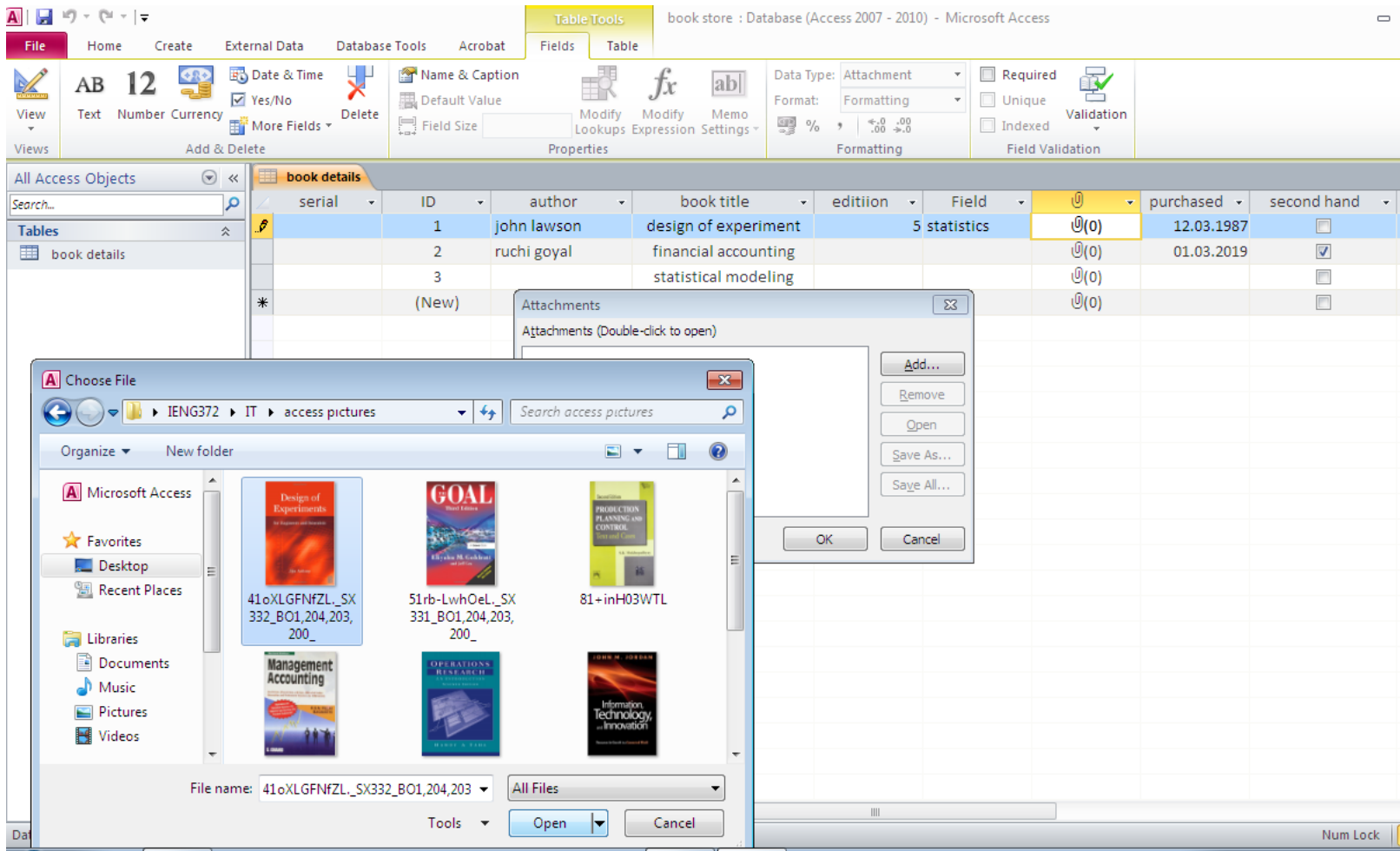
- Text
- Number
- Currency
- Date & Time
- Yes/No**
- Lookup & Relationship
- Rich Text
- Memo
- Attachment
- Hyperlink
- Calculated Field
- Paste as Fields

edition	Field	purchased	second hand
5	statistics	12.03.1987	<input type="checkbox"/>
		01.03.2019	<input checked="" type="checkbox"/>

Add more fields – Attachement –

The screenshot shows the Microsoft Access interface. The title bar reads "book store : Database (Access 2007 - 2010) - Microsoft Access". The "Table Tools" ribbon is active, with the "Fields" tab selected. The ribbon contains several groups: "Properties" with icons for "Modify Lookups", "Modify Expression", and "Memo Settings"; "Data Type" with a dropdown menu currently open, showing options like "Text", "Memo", "Number", "Date/Time", "Currency", "Yes/No", "OLE Object", "Hyperlink", and "Attachment" (which is highlighted); and "Field Validation" with checkboxes for "Required", "Unique", and "Indexed", and a "Validation" icon.

author	book title	price	cover	purchased
1 lawson	design of experiment	12.03.1987		12.03.1987
ni goyal	financial accounting	01.03.2019		01.03.2019
	statistical modeling			



Microsoft Access 2010 interface showing the 'Table Tools' ribbon and a data table named 'book details'. The table has columns: serial, ID, book title, author, edition, and Field. The 'Field' column contains values like 'statistics' and '(1)'. An 'Attachments' dialog box is open, showing a list of files including 'Information Systems and Technol' and 'Systematic Error Detection for RFID Reliability'.

Table Data:

serial	ID	book title	author	edition	Field
1		design of experiment	john lawson	5	statistics
2		financial accounting	ruchi goyal		
3		statistical modeling			
*		(New)			

Attachments List:

File Name	Size
Information Systems and Technol	8629656734476009472
Systematic Error Detection for RFID Reliability	

Field Validation rule

You can use the **Validation Rule** property to require specific values, and the **Validation Text** property to alert your users to any mistakes.

For example, entering a rule such as **>100 And <1000** in the **Validation Rule** property forces users to enter values between 100 and 1,000.

A rule such as **[EndDate]>=[StartDate]** forces users to enter an ending date that occurs on or after a starting date.

The screenshot shows the Microsoft Access interface. The 'Table Tools' ribbon is active, with the 'Fields' tab selected. The 'Validation' group on the ribbon is highlighted, showing a 'Validation' button with a green checkmark. Below the ribbon, the 'book details' table is displayed in a grid view. The table has columns for 'serial', 'ID', 'book title', 'author', 'edition', and 'Field'. The data rows are:

serial	ID	book title	author	edition	Field
	1	design of experiment	john lawson	5	
	2	financial accounting	ruchi goyal		
*	(New)				

On the right side of the screenshot, a 'Field Validation' task pane is open. It contains the following options:

- Field Validation Rule**: Create an expression that restricts the values that can be entered in the field.
- Field Validation Message**: Set the error message for the Field Validation Rule.
- Record Validation Rule**: Create an expression that restricts the values that can be entered into a record. For example, [StartDate] < [EndDate].
- Record Validation Message**: Set the error message for the Record Validation Rule.

Microsoft Access interface showing the 'Table Tools' ribbon and the 'book details' table. The 'Table' tab is active, displaying options for Name & Caption, Default Value, Field Size, Data Type (Number), Format, and Field Validation (Required, Unique, Indexed).

The 'book details' table contains the following data:

serial	ID	book title	author	edition	Field	Click to Add
	1	design of experiment	john lawson	5		
	2	financial accounting	ruchi goyal			
*	(New)					

The 'Expression Builder' dialog box is open, showing the 'Enter an expression to validate the data in this field:' prompt. The text '<10' is entered in the expression field. The dialog also includes buttons for OK, Cancel, Help, and << Less, and a section for Expression Elements (Functions, Constants, Operators), Expression Categories, and Expression Values.

But if there are already some records which violate the new setting (new validation rule) we will have to chose :

YES : access will keep these records and will start testing from the future one,

NO : the nes validation rule will be deleted ,and we will continue without testing

The screenshot shows the Microsoft Access interface with the 'Table Tools' ribbon active. The 'book details' table is open, showing three records. The 'edition' field in the second record (ID 2) is highlighted. An 'Expression Builder' dialog box is open, and a 'Microsoft Access' error dialog box is displayed in the foreground. The error dialog box contains the following text:

Existing data violates the new setting for the 'Validation Rule' property for field 'edition.'

Do you want to keep testing with the new setting?

- * To keep the new setting and continue testing, click Yes.
- * To revert to the old setting and continue testing, click No.
- * To stop testing, click Cancel.

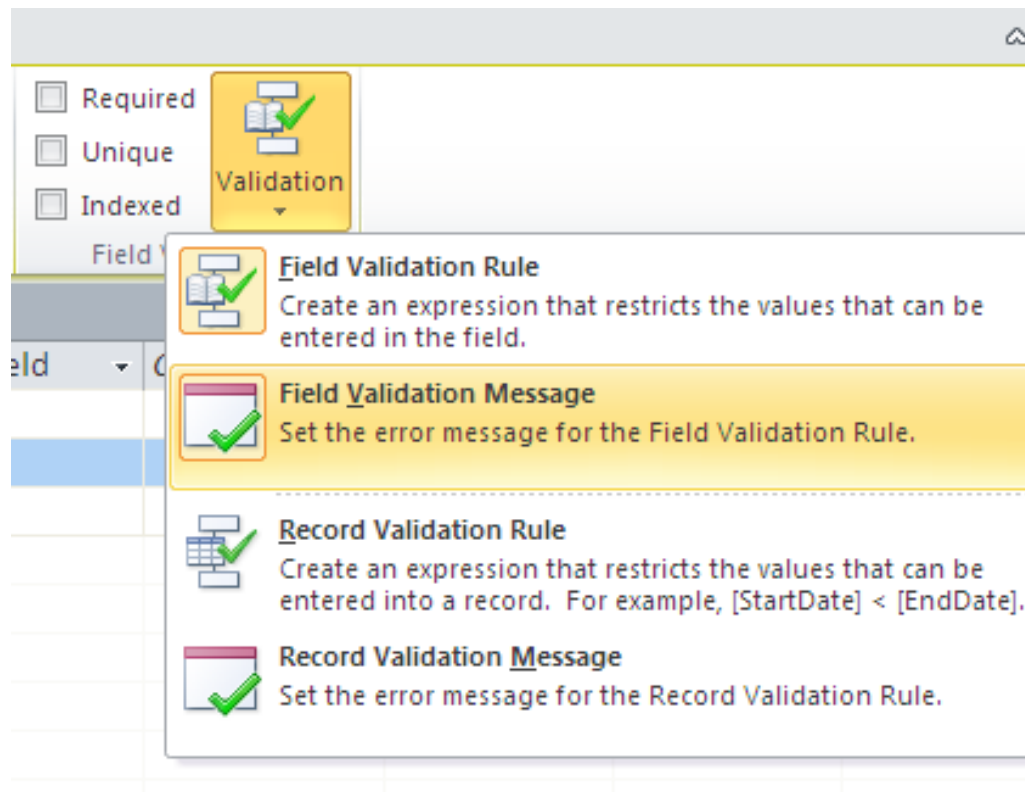
Buttons: Yes, No, Cancel

[Was this information helpful?](#)

serial	ID	book title	author	edition	Field	
	1	design of experiment	john lawson	5	statistics	0(1)
	2	financial accounting	ruchi goyal	11		0(0)
	3	statistical modeling				0(0)

Field Validation message

Entering text such as "Enter values between 100 and 1,000" or "Enter an ending date on or after the start date" in the **Validation Text** property tells users when they have made a mistake and how to fix the error.



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

File Home Create External Data Database Tools Acrobat

TableTools Fields Table

View AB 12 Date & Time Yes/No More Fields Delete

Name & Caption Default Value Field Size Modify Lookups Modify Expression Memo Settings Validation

Data Type: Number Format: % .00 .00

Required Unique Indexed Field Validation

All Access Objects

Search...

Tables

book details

serial	ID	book title	author	edition	Field	Click to Add
	1	design of experiment	john lawson	5		
	2	financial accounting	ruchi goyal			
*	(New)					

Enter Validation Message

the edition is less than 10

OK Cancel

Required field :



Microsoft Access ribbon: Properties, Formatting, Field Validation

Field Validation settings: Required, Unique, Indexed

ID	book title	author	edition	Field	
1	design of experiment	john lawson	5	statistics	🔒(1)
2	financial accounting	ruchi goyal			🔒(0)
3	statistical modeling				🔒(0)
4					🔒(0)
(New)					🔒(0)

Microsoft Access dialog box:

Existing data violates the new setting for the 'Required' property for field 'Field.'

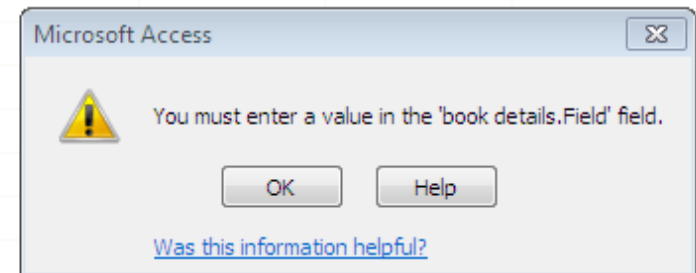
Do you want to keep testing with the new setting?
* To keep the new setting and continue testing, click Yes.
* To revert to the old setting and continue testing, click No.
* To stop testing, click Cancel.

Buttons: Yes, No, Cancel

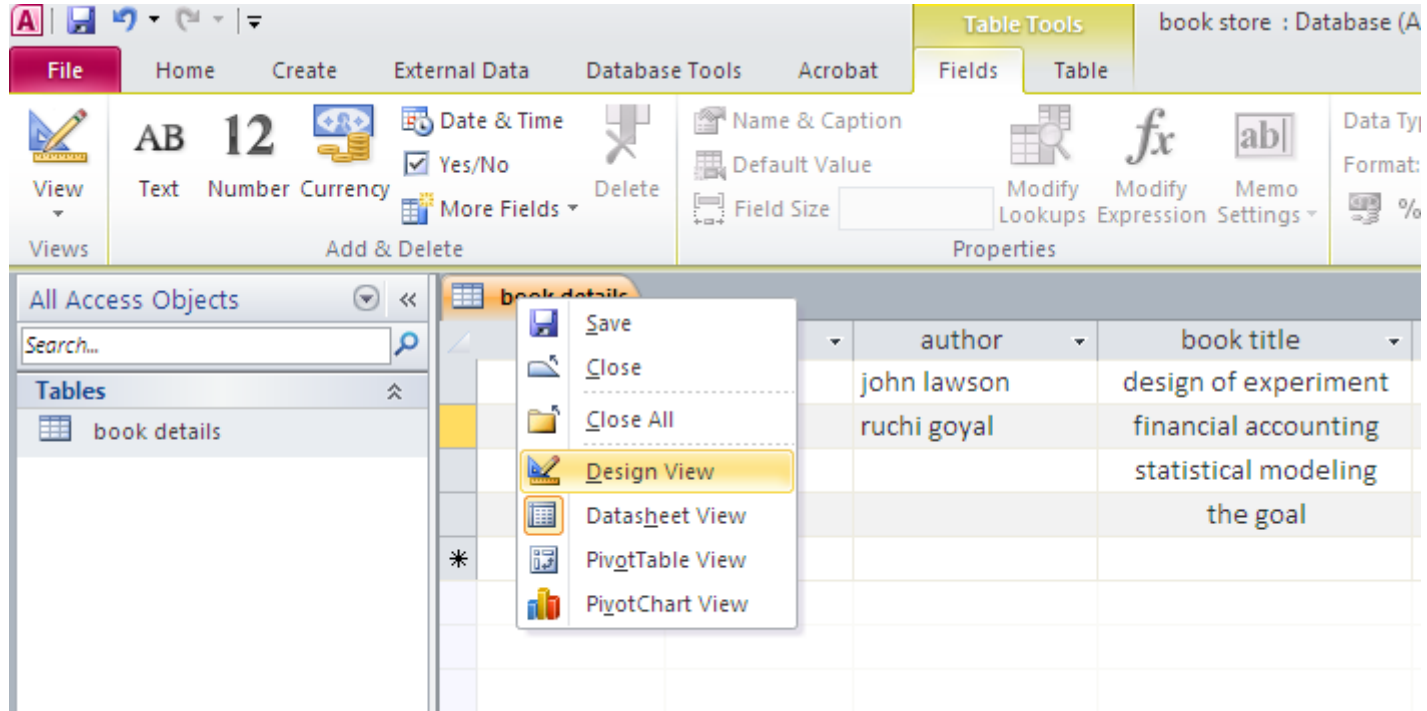
[Was this information helpful?](#)

The field «Field» is now required , it is impossible to add a new record (5th) unless we fill that field for the 4th record

serial	ID	author	book title	edition	Field		purchased
	1	john lawson	design of experiment	5	statistics	🔒(1)	12.03.1987
	2	ruchi goyal	financial accounting			🔒(0)	01.03.2019
	3		statistical modeling			🔒(0)	
✎	4		the goal			🔒(0)	
*	(New)					🔒(0)	



Design View



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

Table Tools Design ribbon:

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

All Access Objects: Tables > book details

Field Name	Data Type	Description
ID	AutoNumber	
serial	Text	
book title	Text	
edition	Number	
author	Text	
Field	Text	
cover	Attachment	
purchased	Date/Time	
second hand	Yes/No	

Field Properties (for 'serial' field):

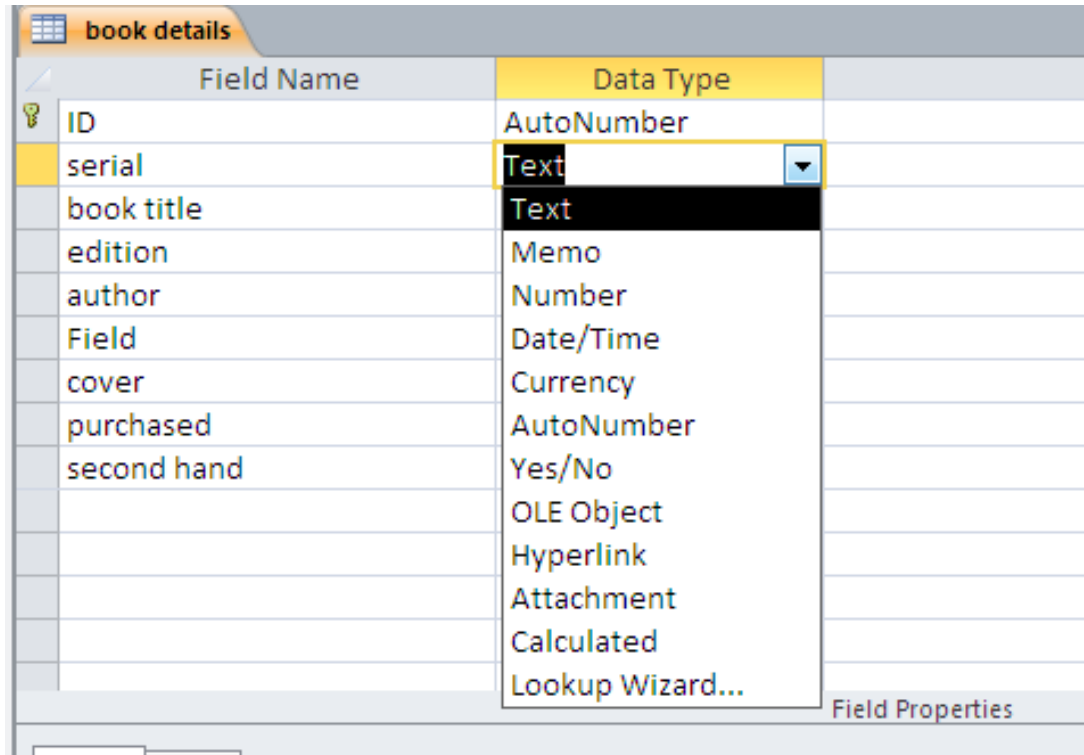
Property	Value
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

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

Property Sheet (Table Properties):

Property	Value
Read Only When Disconnected	No
Subdatasheet Expanded	No
Subdatasheet Height	0cm
Orientation	Left-to-Right
Description	
Default View	Datasheet
Validation Rule	
Validation Text	
Filter	
Order By	
Subdatasheet Name	[Auto]
Link Child Fields	
Link Master Fields	
Filter On Load	No
Order By On Load	Yes

We can rename and modify our fields :



We want to set the field ID as a text and serial as an autonumber

The screenshot shows the Microsoft Access interface. At the top, a window titled 'book details' displays a table design view with three fields: 'ID' (AutoNumber), 'serial' (Text), and 'book title' (Text). The 'ID' field is marked as a primary key. An information dialog box is overlaid on the table design view, containing the following text:

Once you enter data in a table, you can't change the data type of any field to AutoNumber, even if you haven't yet added data to that field.

Add a new field to the table, and define its data type as AutoNumber. Microsoft Access then enters data in the AutoNumber field automatically, numbering the records consecutively starting with 1.

[Was this information helpful?](#)

OK

So , we will rename the field «ID» to «serial» and vice versa.
 We can permutate the order of our fields by drag.

Field Name	Data Type	Des
Serial	AutoNumber	
ID	Text	
book title	Text	
edition	Number	
author	Text	
Field	Text	
cover	Attachment	
purchased	Date/Time	
second hand	Yes/No	

Field Properties

primary key

The screenshot shows the Microsoft Access Design view for a table named "book details". The ribbon is set to "Design", and the "Primary Key" button is highlighted. The table structure is as follows:

Field Name	Data Type	Descr
ID	Text	
Serial	AutoNumber	
book title	Text	
edition	Number	
author	Text	
Field	Text	
cover	Attachment	
purchased	Date/Time	
second hand	Yes/No	

The "Serial" field is marked as the primary key. The ribbon includes tabs for File, Home, Create, External Data, Database Tools, Acrobat, and Design. The Design ribbon contains groups for Views, Tools, Show/Hide, Field, Record & Table Events, and Relationships.

PRIMARY KEY (PRIMARY KEYWORD)

A primary key, also called a primary keyword, is a special relational database table column (or combination of columns) designated to uniquely identify all table records.

It is a unique identifier, such as a driver license number, telephone number (including area code), or vehicle identification number (VIN).

A relational database must always have one and only one primary key.

A primary key's main features are:

- It must contain a unique value for each row of data (record).
- It cannot contain null values.
- A primary key is either an existing table column or a column that is specifically generated by the database according to a defined sequence.

Input masks

Table Tools Design

book store : Database (Access 2007 - 2008)

Insert Rows, Delete Rows, Modify Lookups, Property Sheet, Indexes, Create Data Macros, Rename/Delete Macro, Relationships, Object Dependence

Field Name	Data Type
ID	Text
Serial	AutoNumber
book title	Text
edition	Number
author	Text
Field	Text
cover	Attachment
purchased	Date/Time
second hand	Yes/No

To Change the field size

Field Properties

General Lookup

Field Size: 255

Format: [empty]

Input Mask: [empty] ...

Caption: [empty]

Default Value: [empty]

Validation Rule: [empty]

Validation Text: [empty]

Required: No

Allow Zero Length: Yes

Indexed: No

Unicode Compression: Yes

IME Mode: No Control

IME Sentence Mode: None

Smart Tags: [empty]

You can use an input mask to validate data by forcing users to enter values in a specific way. For example, an input mask can force users to enter dates in a European format, such as 2007.04.14.

Or to enter a text containing 2 capital letter and 2 numbers....

First click on «input mask»
Then click on the «...» that appear

Microsoft Access 2010 interface showing the 'Table Tools' ribbon and the 'Input Mask Wizard' dialog box. The background window displays the 'book details' table with the following data:

Field Name	Data Type	Description
ID	Text	
serial	AutoNumber	
author	Text	
book title	Text	
edition	Number	
Field	Text	
cover	Attachment	
purchased	Date/Time	
second hand	Yes/No	

The 'Input Mask Wizard' dialog box is open, showing a list of input masks and data looks. A red arrow points to the 'Edit List' button.

Input Mask	Data Look
phone	(0124)-142-147-45-89
Vergi Dairesi ve No	Beylerbeyi / 621 002 0498
Posta Kodu	80700
Sosyal Sigorta Numarası	34.07.1995 36591
Sigorta Kod Numarası	0702.0500.044
Password	*****

The 'Input Mask Wizard' dialog box also includes a 'Try It:' text box and buttons for 'Edit List', 'Cancel', '< Back', 'Next >', and 'Finish'.

Press «Help» to see how to input your mask

The screenshot shows the Microsoft Access interface with two windows open. On the left is the 'Access Help' window, which displays a list of input mask characters and their functions. On the right is the 'Customize Input Mask Wizard' dialog box, which is currently open to the 'Edit List' step. The dialog box contains a table with two columns: 'Input Mask' and 'Data Look'. The 'Data Look' column contains a list of sample data values for various input masks. The 'phone' input mask is selected, and its corresponding data look is '(0124)-142-147-45-89'. The dialog box also includes a 'Try It' field and buttons for 'Edit List', 'Cancel', '< Back', 'Next >', and 'Finish'.

Input Mask	Data Look
phone	(0124)-142-147-45-89
Vergi Dairesi ve No	Beylerbeyi / 621 002 0498
Posta Kodu	80700
Sosyal Sigorta Numarası	34.07.1995 36591
Sigorta Kod Numarası	0702.0500.044
Password	*****

Character	Explanation
0	User must enter a digit (0 to 9).
9	User can enter a digit (0 to 9).
#	User can enter a digit, space, plus or minus sign. If skipped, Access enters a blank space.
L	User must enter a letter.
?	User can enter a letter.
A	User must enter a letter or a digit.
a	User can enter a letter or a digit.
&	User must enter either a character or a space.

C	User can enter characters or spaces.
.,:;- /	Decimal and thousands placeholders, date and time separators. The character you select depends on your Microsoft Windows regional settings.
>	Converts all characters that follow to uppercase.
<	Converts all characters that follow to lowercase.
!	Causes the input mask to fill from left to right instead of from right to left.
\	Characters immediately following will be displayed literally.
""	Characters enclosed in double quotation marks will be displayed literally.

> : the following characters are capital.
L : The user must enter a letter
0: The user must enter a number

Customize Input Mask Wizard

Do you want to edit or add input masks for the Input Ma

Description:

Input Mask:

Placeholder:

Sample Data:

Mask Type: ▼

Record: 1 of 9 No Filter Search

phone	(0124)-142-147-45-89
Vergi Dairesi ve No	Beylerbeyi / 621 002 0498
Posta Kodu	80700
Sosyal Sigorta Numarası	34.07.1995 36591
Sigorta Kod Numarası	0702.0500.044
Password	*****

Try It:

When you input your mask press close and finish

The screenshot shows the Microsoft Access interface with the 'Table Tools' ribbon active. The 'Design' view of a table named 'book details' is displayed. A context menu is open over the table, with 'Datasheet View' selected. The table design grid shows the following fields and data types:

Field Name	Data Type	Description
ID	Text	
serial	AutoNumber	
author	Text	
book	Text	
edition	Number	
field	Text	
cover	Attachment	
purchased	Date/Time	
second hand	Yes/No	

The 'Property Sheet' on the right shows 'Table Properties' for the 'book details' table, with the 'Default View' set to 'Datasheet'. The 'Lookup' tab in the 'Field Properties' pane is also visible at the bottom.

After you design your table, go to «datasheet view» in order to enter your data.

book details								
serial	ID	author	book title	edition	Field		purchased	second hand
1	_____	john lawson	design of experiment	5	statistics	(1)	12.03.1987	<input type="checkbox"/>
2		ruchi goyal	financial accounting			(0)	01.03.2019	<input checked="" type="checkbox"/>
3			statistical modeling			(0)		<input type="checkbox"/>
4			the goal		novel	(0)		<input type="checkbox"/>
*(New)						(0)		<input type="checkbox"/>

Format

The screenshot shows the Microsoft Access interface with the 'book details' table open. The ribbon includes 'Fields' and 'Table' tabs. The 'Table' ribbon has options for 'Filter', 'Sort & Filter', 'Records', and 'Find'. The 'Fields' ribbon has options for 'Text Formatting'. A color palette is open over the table, showing 'Automatic', 'Theme', 'Standard Colors', and 'Recent Colors' options.

serial	ID	book title	author	edition	Field	purchase		
1	DA06	design and analysis of experiments	Douglas C.Montgomery	8	statistics	22.01.20	<input type="checkbox"/>	
2	FA23	financial accounting	ruchi goyal	4	economics	01.03.20	<input type="checkbox"/>	
3	SM34	statistical modeling	Daniel T.Kaplan	5	economics	20.02.20	<input type="checkbox"/>	
4	GO01	the goal	Eliyahu M.Goldratt	3	novel	19.11.20	<input type="checkbox"/>	
5	DE05	Design of experiments	Jiju antony	1	statistics	20.03.20	<input type="checkbox"/>	
6	PP02	Production planning and control	s.k mukhopadhyay	2	industrial engineering	30.04.20	<input type="checkbox"/>	
7	MA09	Management Accounting	R.S.N pillai bagavati	2	economics	17.03.2015	<input type="checkbox"/>	
8	OR01	Operations Research	hamdy A.taha	7	industrial engineering	21.10.2014	<input type="checkbox"/>	
9	IT37	Information thechnology and	John M.jordan	1	computer	14.06.2013	<input checked="" type="checkbox"/>	

We continue filling the table

The screenshot shows the Microsoft Access interface with the 'Table Tools' ribbon active. The table 'book details' is displayed in Datasheet view. The table has the following data:

serial	ID	book title	author	edition	Field		purchased	second hand	Click to Add
1	DA06	design and analysis of experiments	Douglas C.Montgomery	8	statistics	🔗(1)	22.01.2018	<input checked="" type="checkbox"/>	
2	FA23	financial accounting	ruchi goyal	4	economics	🔗(1)	01.03.2019	<input type="checkbox"/>	
3	SM34	statistical modeling	Daniel T.Kaplan	5	economics	🔗(1)	20.02.2018	<input type="checkbox"/>	
4	GO01	the goal	Eliyahu M.Goldratt	3	novel	🔗(1)	19.11.2015	<input checked="" type="checkbox"/>	
5	DE05	Design of experiments	Jiju antony	1	statistics	🔗(1)	20.03.2017	<input checked="" type="checkbox"/>	
6	PP02	Production planning and control	s.k mukhopadhyay	2	industrial engineering	🔗(1)	30.04.2016	<input checked="" type="checkbox"/>	
7	MA09	Management Accounting	R.S.N pillai bagavati	2	economics	🔗(1)	17.03.2015	<input type="checkbox"/>	
8	OR01	Operations Research	hamdy A.taha	7	industrial engineering	🔗(1)	21.10.2014	<input type="checkbox"/>	
9	IT37	Information technology and	John M.jordan	1	computer	🔗(1)	14.06.2013	<input checked="" type="checkbox"/>	
*	(New)					🔗(0)		<input type="checkbox"/>	



Inspiration
exists,
but it has to
find you
working

- PABLO PICASSO