## Information Systems and Technology IENG372 / MANE372 Access LAB – Part 2

#### **By : Khaoula Chnina**

# 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.

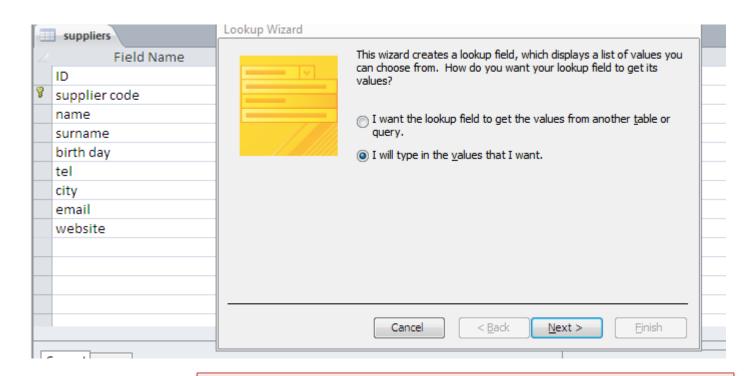
### Look up wizard

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Two options :

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

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

Wh in t To righ	the list, and then type	e the values you w column, drag its r	vant in each cell. ight edge to the v	the number of column vidth you want, or dou	
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2-Enter the desired choices for the lookup (cities here)

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

Lookup Wizard	
	What label would you like for your lookup field? city Do you want to limit entries to the choices? Umit To List
	Do you want to store multiple values for this lookup? <u>Allow Multiple Values</u> Those are all the answers the wizard needs to create your lookup field.
	Cancel < <u>B</u> ack <u>N</u> ext > <u>Finish</u>

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

1	suppliers		Lookup Wizard
	Field Name ID supplier code name surname birth day tel payment city email website	Data AutoNuml Text Text Text Text Text Text Text Hyperlink Hyperlink	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:       1         Col1       Col1         credit card       Col1         mean       Col1         credit card       Col1         mean       Col1         credit card       Col1         credit card </td
			Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish

#### **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 tape it.

	<u>Finish</u>
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=""> Einish     city      email      website      payment</back>	<u>Finish</u>
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	<u>Finish</u>
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suppliers

#### 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 < <u>B</u> ack <u>N</u> ext > <u>Einish</u>

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

birth day 👻	tel 👻	payment	👻 city 👻						
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05.10.1978	(0232)-661-457-85-12	other	Al qods						
03.12.1995	(0852)-147-963-15-78	other	<ul> <li>London; Paris</li> </ul>						
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	<ul> <li>payment</li> </ul>	<ul> <li>city</li> </ul>	Ŧ
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	Edit List Items		? X	
	Type each item on a	separate line:		
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#### Too many fields in the table ? We can hide them without deleting.

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#### Some fields are hidden now, in order to unhide :

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

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#### 🔳 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

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		9	Antarctica	Asia and Ocear	Up to Decemb	
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Otherwize excel Spreadsheet

Select the source and destination of the data

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8 23

#### = Link Spreadsheet Wizard

That's all the information the wizard n
Linked Table Name: Country Geographical Regions link

needs to link to your data.

#### 3/10/2019

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				Linked Table Name: Country Geographical Regions link		
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### Look up from another table

#### (This option creates automatically a relationship between these tables)

1	
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 <u>table</u> or query.
	I will type in the values that I want.
	Cancel < Back Next > Finish

Suppliers table New field : country Type : look up

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tanbul	alawi@hotmail.com	ketab.ma				
	anto@yahoo.fr	book.com				
	bernardo@gmail.com	lire.com				
	serena@gmail.com	knowledge.fr				
	okup Wizard Which field? Tabl Tabl Tabl Tabl		uld provide the value	es for your lookup		Choose the table which contains the data that you want.
	Vie	Tables O Qu	eries  Both	Finish	_	(here country geographical regions)
		Cancel	< <u>B</u> ack <u>N</u> ext	:> Einish		

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bernardo@gmail.com	lire.com					
serena@gmail.com	knowledge.fr			C	choose th	e fields
<u>tessa@yahoo.fr</u>	read.com					
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:	Selected Fields:
GEOG REGION COMMENTS Field4 Field5 Field6 Field7 Field8 Field9	ID   COUNTRY   <
	Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish

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#### You can choose more than 1 field

	suppliers			Pro
	Field Name	Data Type	Description	Sele
	ID	AutoNumber		~
	supplier code	Text	Lookup Wizard	
	name	Text	Which fields of Country Geographical Regions contain the values	
	surname	Text	you want included in your lookup field? The fields you select becom columns in your lookup field.	e
	birth day	Text		
	tel	Text		
	payment	Text		
	city	Text		
	email	Hyperlink	Available Fields: Selected Fields:	
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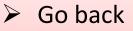
ſ	Lookup Wizard						
		te the columns in your look a column, drag its right ec		lth you want, or d	ouble-click the		
	right edge of the colum	nn heading to get the best	: fit.				
-	📝 <u>H</u> ide key column (re	ecommended)				The first field chosen w	vil
	COUNTRY	GEOG REGION				be in the first colum	
	Abu Dhabi	Middle East and N /					•
	Afghanistan	Asia and Oceania					
	Albania	Eastern Europe					
	Algeria	Middle East and N /					
	American Samoa	Asia and Oceania					
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#### If we inverse the fields

Field Name     Data Type     Description       ID     AutoNumber	Selecti
ID AutoNumber	
Lookup Wizard	LComer 
supplier code Text	
name Text Which fields of Country Geographical Regions contain the values	t.
surname Text you want included in your lookup field? The fields you select beco columns in your lookup field.	ne g
birth day Text	r
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city Text	12
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country Number Field4	9
county and region Text Fields	P.
Field7	1
Tields	
Field9 Field10	
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Field Size 255 Cancel < Back Next > Finish	
Format	

You can sort records b	y up to four fie	lds, in either as	cending or de	scending order.	
1 GEOG REGION	•	Ascending			
2 COUNTRY	•	Ascending			
3	•	Ascending			
4	<b>v</b>	Ascending			

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.	eral I Only Jatash Jatash
Image: Hide key column (recommended)       Image: GEOG REGION       COUNTRY	The first chosen is in the first colum.
Asia and Oceania Afghanistan	Both fields are sorted
Asia and Oceania Antarctica	from A to Z
- Asia and Oceania Austral Oceania Asia and Oceania Australia	
Asia and Oceania Bangladesh	er By C
Asia and Oceania Bhutan	
Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish	



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

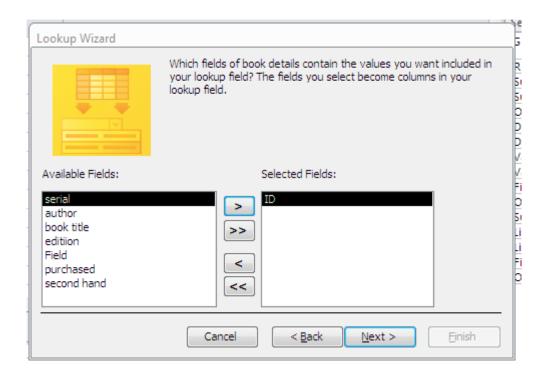
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# Open accounting table

Change the type of the field ID to lookup wizard.

Look for your values from the field ID in the book details table.

accounting			×
Field Name  Field Name F	Data Type       AutoNumber       Text       Text       Number       Number       Number       Number       Number       Text	Lookup Wizard         Which table or query should provide the values for your lookup field?         Table: accounting         Table: book details         Table: Country Geographical Regions         Table: suppliers         View         Image: Tables         Image: Tables         Image: Tables         Tables	
General Lookup Field Size 255 Format Input Mask		Cancel < <u>Back</u> <u>Next</u> > <u>Finish</u>	



10-			Description		
Lookup W	Vizard			]	
r Lookup W	Vizard	ID Do you wa Imable Imable Co R Do you wa Imable Im	l would you like for your lookup field? Int to enable data integrity between thes Data Integrity ascade Delete estrict Delete Int to store multiple values for this lookup Jultiple Values	?	
- 🗶	/////33	Those are field.	all the answers the wizard needs to creat	te your lookup	
	// S	/	Field Name	Data Type	Description
_		8	serial	Lookup Wizard	
		C	book ID book title purchased items on hand sold items cost selling price promotion % supplier		What label would you like for your lookup field?          book ID         Do you want to enable data integrity between these tables?         Image: Enable Data Integrity         Imag
			General Lookup Field Size 4		Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish

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 relation ship 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 telete ( The parent table has the control)

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

	accounting										
$\mathbb{Z}_{\mathbb{Z}}$	serial 🚽	1	D 👻	book title	Ŧ	purchased items 👻	on hand	-	sold items 🕞	CO	st 👻
	2	DA06				8		5	3		50
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*	(New)		Microsoft	Access						23	
			<u> </u>	You cannot add o	r chang	ge a record because a relate	ed record is requ	ire	d in table 'book deta	ails'.	
						OK Help					
				Was this informat	ion hel	pful?					

## We do the same for book title

	Show/H	i <u>de Field Record &amp;</u>	Table Events Relationshins
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2	Field Name		Which fields of book details contain the values you want included in
P	serial		your lookup field? The fields you select become columns in your lookup field.
	ID		
	book title		
	purchased items		
	on hand		
	sold items	Available Fields:	Selected Fields:
	cost	serial	
	selling price	edition	book title
	promotion %	Field	
	supplier	purchased	<
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tails		4	SM34	financial accountin	g 7			2	60	80 10	)	
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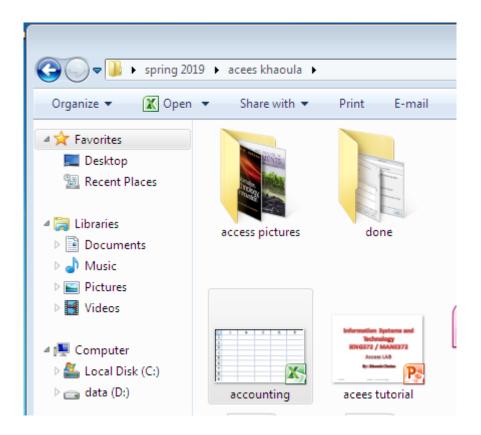
# And supplier

	accounting		
2	Field Name	Data T	Lookup Wizard
P	serial	AutoNumbe	Which table or query should provide the values for your lookup
	ID	Text	field?
	book title	Text	Table: accounting
	purchased items	Number	Table: book details
	on hand	Number	Table: Country Geographical Regions Table: Country Geographical Regions link
	sold items	Number	Table: country Geographical Regions link
	cost	Number	
	selling price	Number	
	promotion %	Number	
	supplier	Text	View
			<u> <u> </u><u> </u><u> </u><u> </u><u> </u><u> </u><u> </u><u> </u><u> </u> <u> </u><u> </u> <u> </u><u> </u></u>
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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	
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### You can use the existing data to draw charts.... Use all the options of excel

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# **Object Linking & Embedding (OLE)**

#### **Object Linking & Embedding (OLE)**

is a proprietary technology developed by <u>Microsoft</u> that allows embedding and <u>linking</u> to <u>documents</u> and other objects

	book details 🔲 accounting		
4	Field Name	Data Type	
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	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

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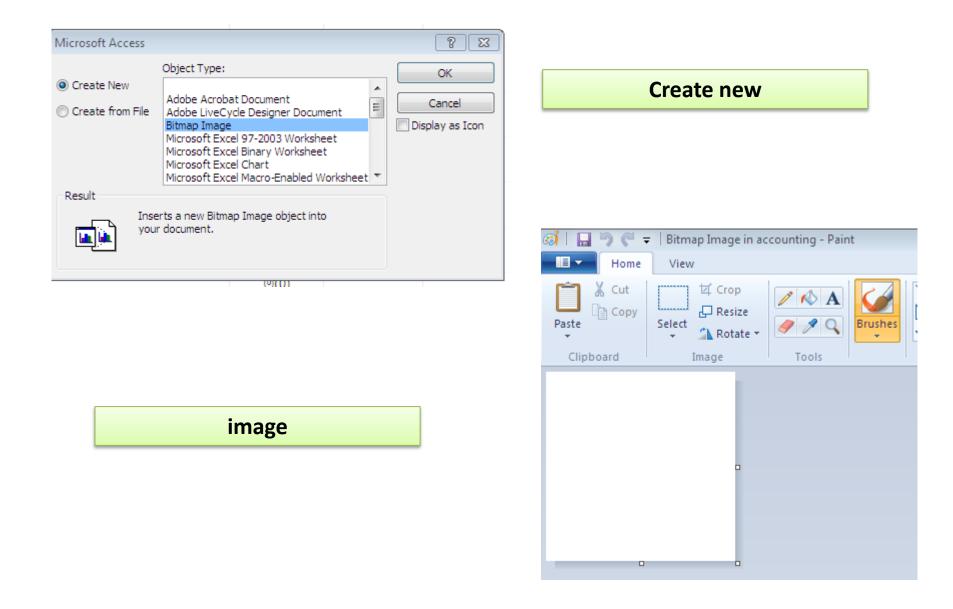
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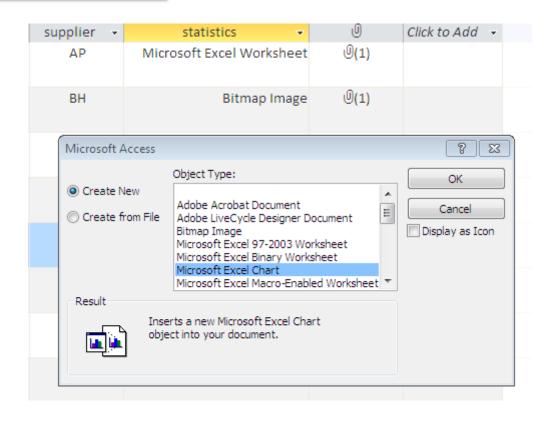
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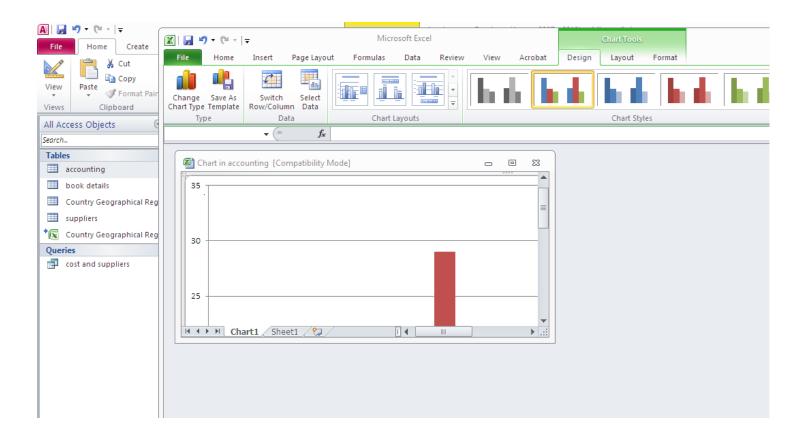
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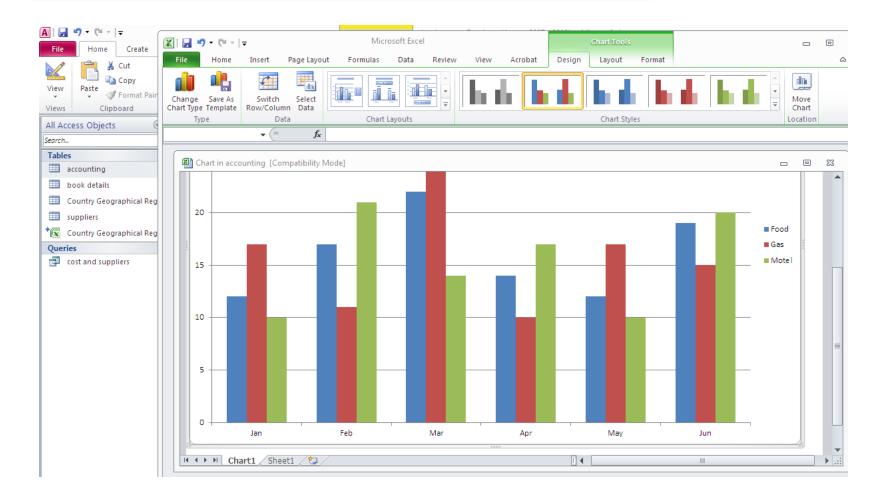


#### **Create new chart**





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



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## let's modify it: We will copy the data from our accounting table to the sheet of data

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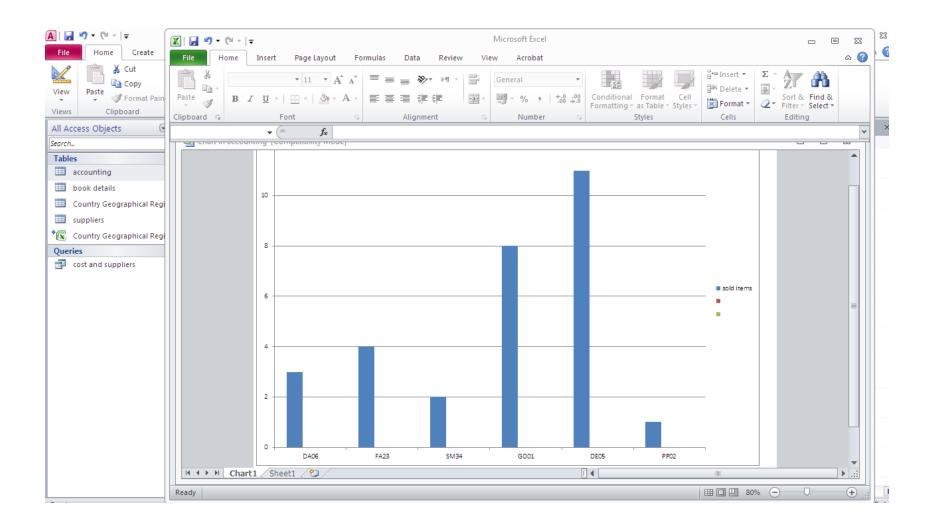
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#### The chart is automatically updated after you modify the data

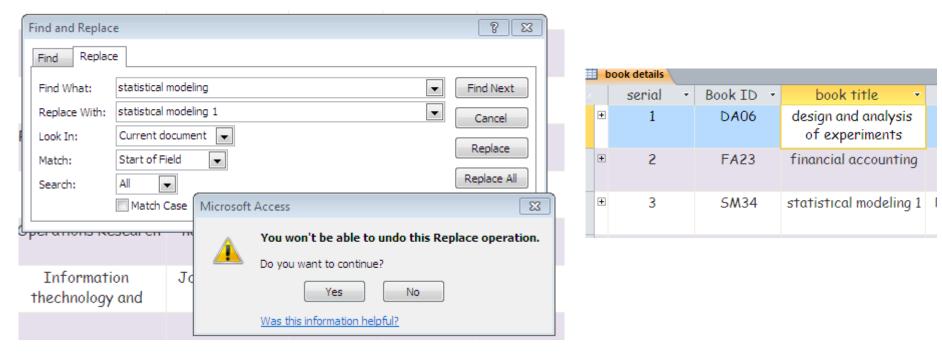


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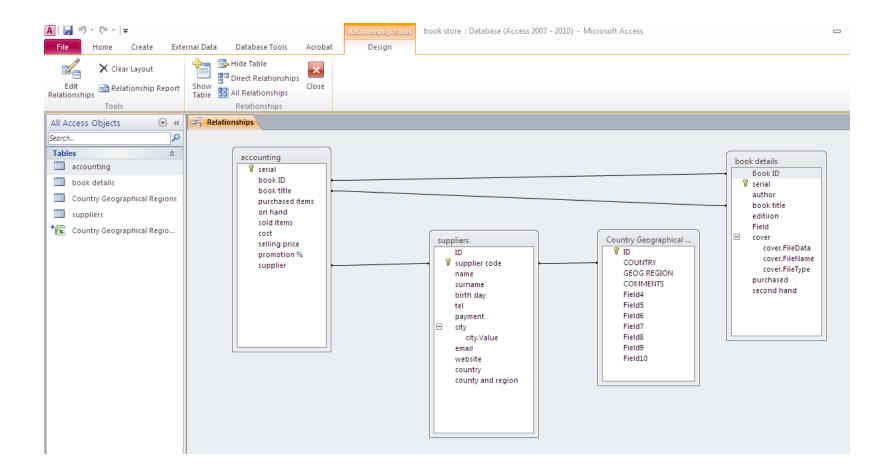
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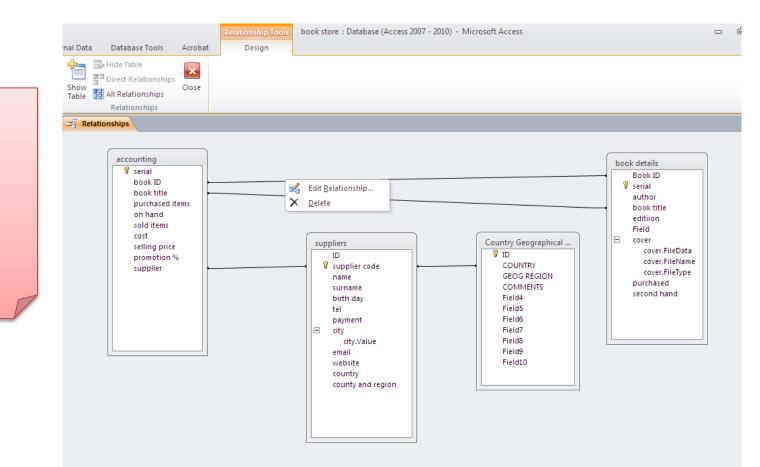
# Relationships

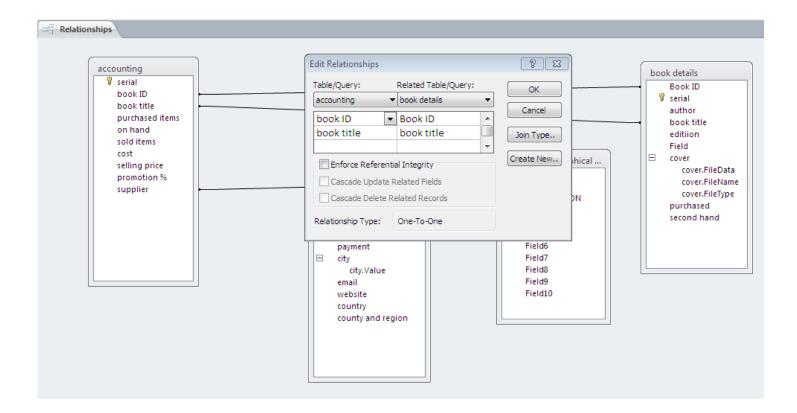
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#### The relationships created by lookup appear

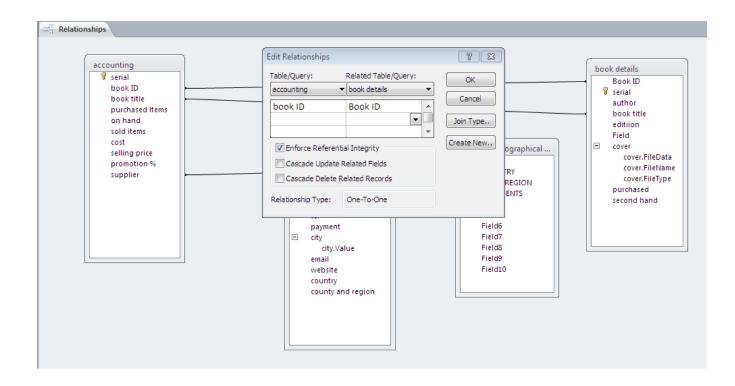


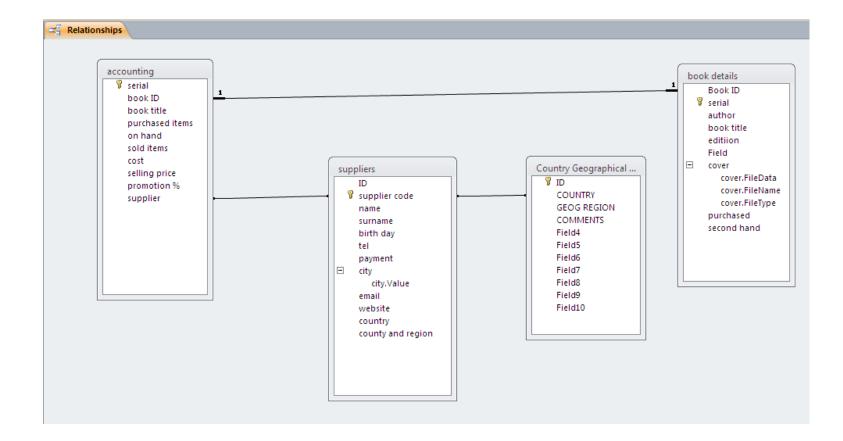
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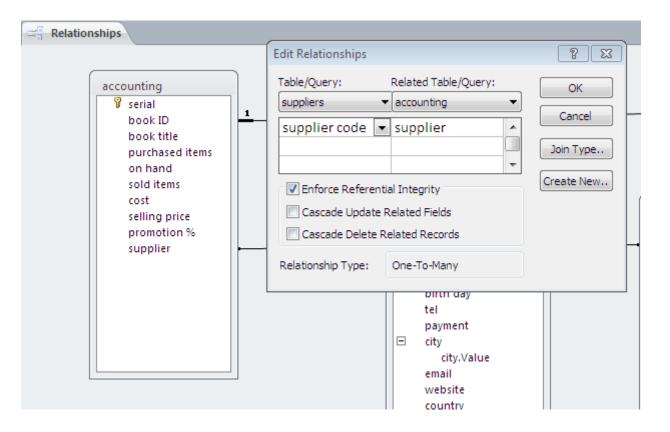


Edit the relationship between accounting and book details ,each record(book) in accounting exists in book details : it is a relation one to one

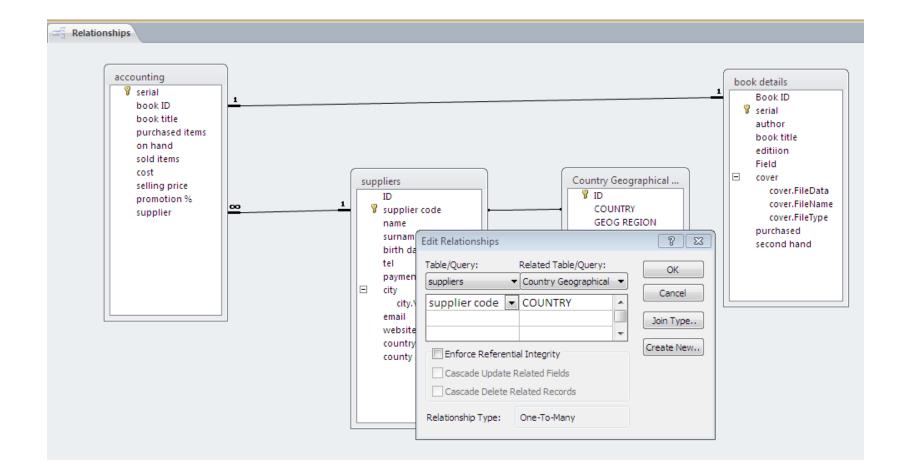


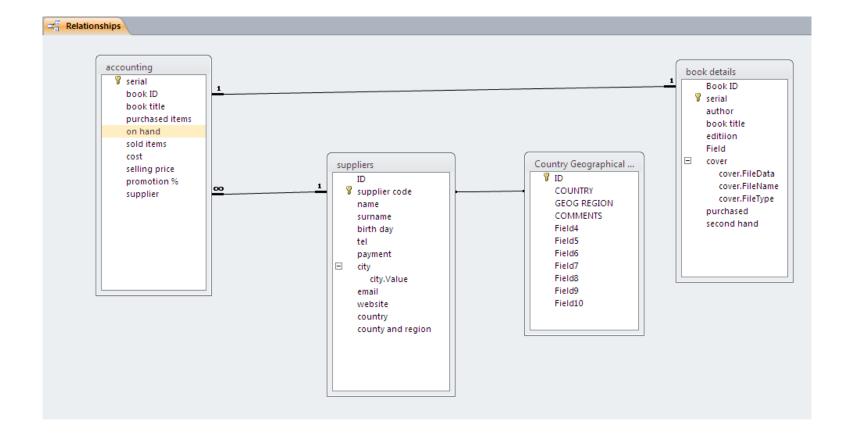


## Each book has one supplier , but one supplier can supply many books (in our example) : one to many relationship



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

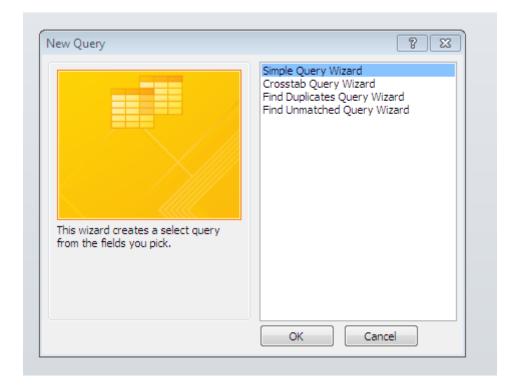






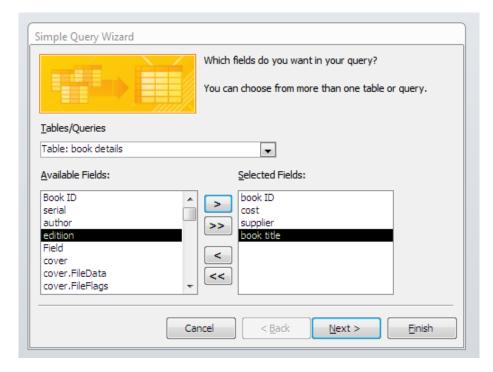


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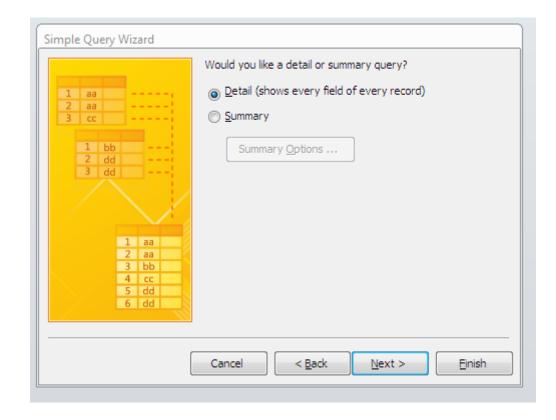


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Tables/Queries	
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serial book title purchased items on hand sold items selling price promotion %	<pre>&gt;&gt; book ID cost supplier &lt;</pre>
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### 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.
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Simple Query Wizard	
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