

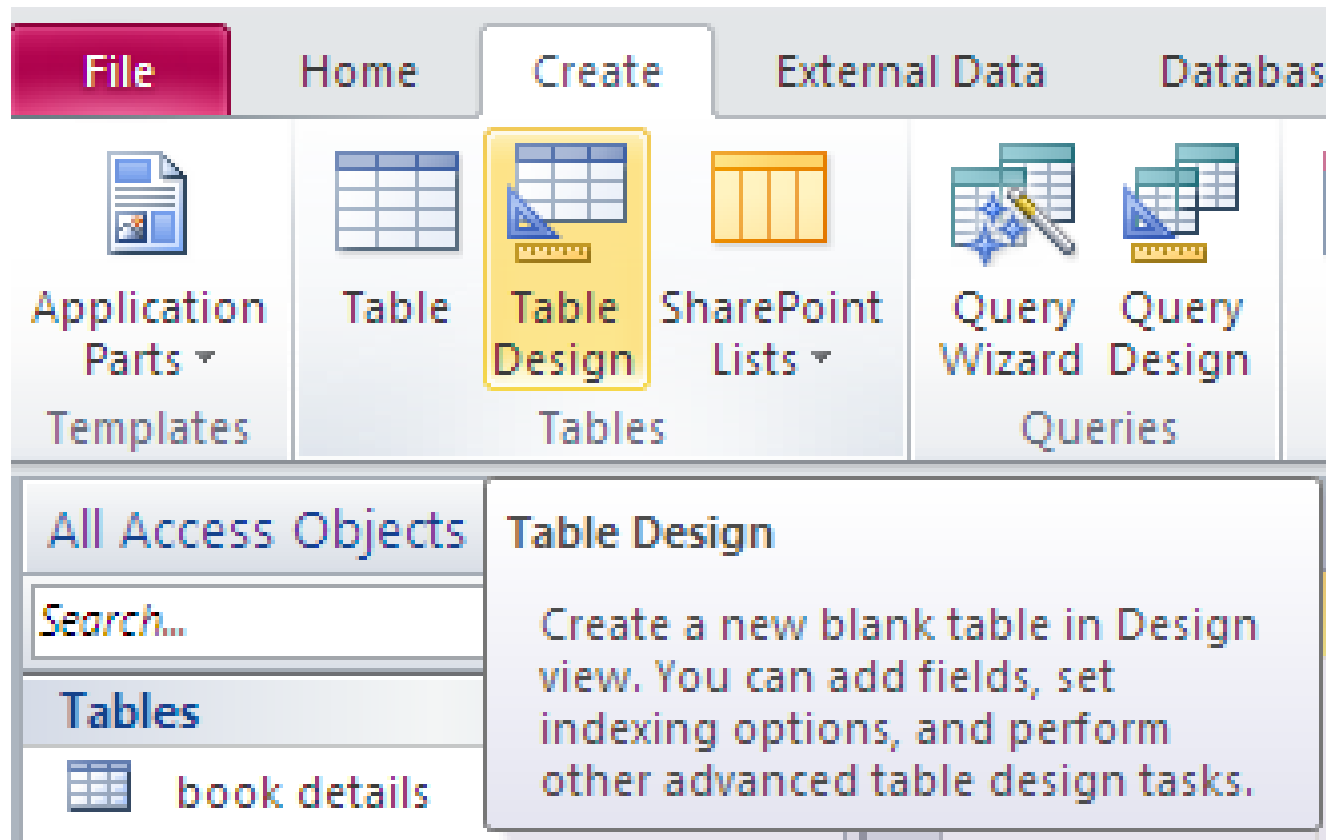
Information Systems and Technology

IENG372 / MANE372

Access LAB – Part 2

By : Khaoula Chnina

Now ,let's create a new table: suppliers



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

Save As ? ✕

Table Name:

And chose its primary key

The screenshot shows the Microsoft Access interface. At the top, there are tabs for 'book details' and 'Table1'. Below this is a table design view with three columns: 'Field Name', 'Data Type', and 'Description'. The 'Data Type' column is highlighted in yellow. The table contains the following fields:

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

On the right side, there is a 'Property Sheet' pane with a 'General' tab selected. Below the table, a dialog box titled 'Microsoft Access' is displayed. It contains a warning icon and the following text:

There is no primary key defined.
Although a primary key isn't required, it's highly recommended. A table must have a primary key for you to define a relationship between this table and other tables in the database.
Do you want to create a primary key now?

At the bottom of the dialog box, there are three buttons: 'Yes', 'No', and 'Cancel'. The 'General' and 'Lookup' tabs are visible at the bottom of the main window.

The primary key is : supplier code

The screenshot shows the Microsoft Access Design view for the 'suppliers' table. The ribbon is set to 'Design', and the 'Primary Key' icon is highlighted. The table design grid shows the following fields and data types:

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

Mask for birthday

Input Mask Wizard

Customize Input Mask Wizard

Do you want to edit or add input masks for the Input Mask Wizard to display?

Description: birthday

Input Mask: 00/00/0000

Placeholder:

Sample Data: _._._.

Mask Type: Text/Unbound

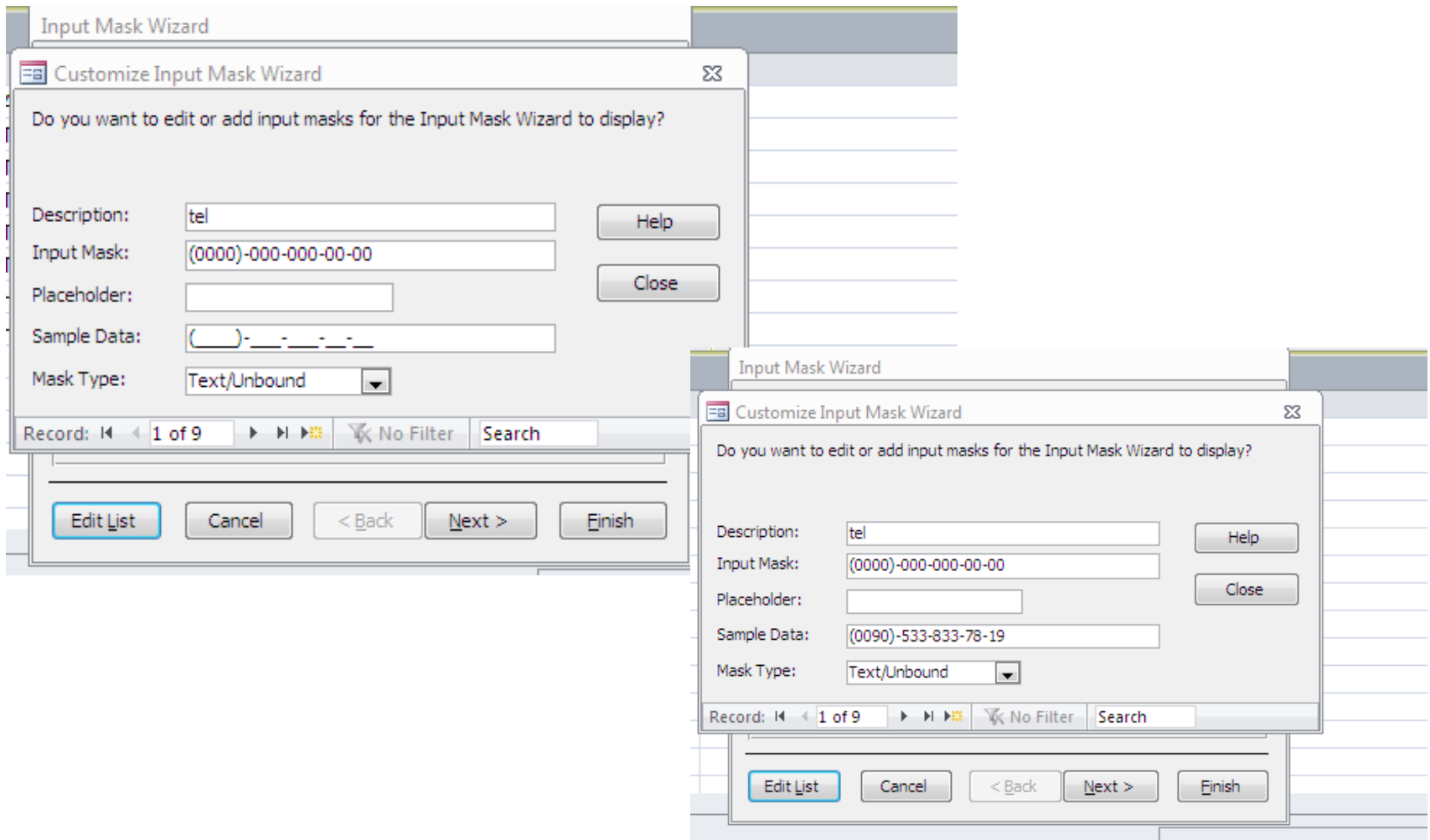
Record: 1 of 9

Search

Edit List Cancel < Back Next > Finish

But it is recommended to use the type «date» for dates .
(This is just an example to make you familiarized with masks)

Mask for telephone



And input data

| ID | supplier code | name | surname | birth day | tel | email | website | Click to Ad |
|--------|---------------|---------|---------|------------|----------------------|--|--|-------------|
| 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 | anto@yahoo.fr | book.com | |
| 3 | BH | Bernard | hugo | 05.10.1978 | (0232)-661-457-85-12 | bernardo@gmail.com | lire.com | |
| 4 | TB | Tessa | blair | 18.09.1981 | (0475)-842-158-96-31 | tessa@yahoo.fr | read.com | |
| 5 | SG | serena | gonza | 03.12.1995 | (0852)-147-963-15-78 | serena@gmail.com | knowledge.fr | |
| *(New) | | | | | | | | |

Sort records

The image shows a database application interface with a 'suppliers' table. The table has columns: ID, supplier code, name, surname, birth day, tel, email, website, and Click to Ad. The 'birth day' column is selected, and a sorting menu is open. The menu options are 'Sort A to Z', 'Sort Z to A', and 'Clear filter from birth day'. Below the table, a list of birth dates is shown with checkboxes, indicating a filter is applied.

| ID | supplier code | name | surname | birth day | tel | email | website | Click to Ad |
|----|---------------|---------|---------|------------|-----|--------------|--------------|-------------|
| 1 | AA01 | ahmad | alawi | 16.04.1980 | | @hotmail.com | ketab.ma | |
| 2 | AP | antonio | patino | 30.06.1988 | | @yahoo.fr | book.com | |
| 3 | BH | Bernard | hugo | 05.10.1978 | | do@gmail.com | lire.com | |
| 4 | TB | Tessa | blair | 18.09.1981 | | a@yahoo.fr | read.com | |
| 5 | SG | serena | gonza | 03.12.1995 | | a@gmail.com | knowledge.fr | |
| * | (New) | | | | | | | |

| ID | supplier code | name | surname | birth day | tel | email | website | Click to Ad |
|----|---------------|---------|---------|------------|----------------------|--------------------|--------------|-------------|
| 5 | SG | serena | gonza | 03.12.1995 | (0852)-147-963-15-78 | serena@gmail.com | knowledge.fr | |
| 3 | BH | Bernard | hugo | 05.10.1978 | (0232)-661-457-85-12 | bernardo@gmail.com | lire.com | |
| 1 | AA01 | ahmad | alawi | 16.04.1980 | (0212)-661-145-84-24 | alawi@hotmail.com | ketab.ma | |
| 4 | TB | Tessa | blair | 18.09.1981 | (0475)-842-158-96-31 | tessa@yahoo.fr | read.com | |
| 2 | AP | antonio | patino | 30.06.1988 | (0090)-588-352-14-45 | anto@yahoo.fr | book.com | |
| 6 | op | | | | | | | |
| * | (New) | | | | | | | |

New Table : accounting

The screenshot displays the Microsoft Access interface. The ribbon is set to 'Table', showing options for adding fields like 'Text', 'Number', 'Currency', 'Date & Time', 'Yes/No', and 'More Fields'. The 'Properties' section includes 'Name & Caption', 'Default Value', and 'Field Size'. The 'Formatting' section shows 'Data Type', 'Format', and 'Number Format' options. The 'All Access Objects' pane on the left shows a list of tables: 'book details', 'suppliers', and 'Table1'. The main workspace shows a table with a column 'ID' and a row labeled '(New)'. A 'Save As' dialog box is open, with the 'Table Name' field containing the text 'accounting'.

| accounting | | |
|------------------|------------|-------------|
| Field Name | Data Type | Description |
| serial | AutoNumber | |
| ID | Text | |
| book title | Text | |
| purchased items | Number | |
| on hand | Number | |
| cost | Number | |
| selling price | Number | |
| promotion % | Number | |
| supplier | Text | |
| | | |
| | | |
| | | |
| | | |
| Field Properties | | |

Record validation rule and message

The screenshot shows the Microsoft Access interface with the 'Table Tools' ribbon selected. The 'Table' tab is active, displaying various options for field and record validation. The 'Validation' group on the right side of the ribbon includes 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.

The background shows a table named 'accounting' with the following fields: serial, ID, book title, purchased it, on hand, cost, and selling price. The 'on hand' field is currently selected.

Microsoft Access interface showing the **Table Tools** ribbon and the **Expression Builder** dialog box.

The ribbon includes the following groups and options:

- Fields**: Name & Caption, Default Value, Field Size, Modify Lookups, Modify Expression, Memo Settings
- Table**: Data Type (Number), Format, Formatting (%, .00, +.00), Required, Unique, Indexed, Validation

The **Table Tools** ribbon is active, and the **Table** group is selected. The **Expression Builder** dialog box is open, showing the following content:

Enter an Expression to **validate** the data in this field:
 (Examples of expressions include [field1] + [field2] and [field1] < 5)

[purchased items] >=[on hand] And [selling price] >[cost]

Expression Elements: accounting, Functions, Constants, Operators

Expression Categories: serial, ID, book title, purchased items, on hand, cost, selling price, supplier

Expression Values: <Value>

Buttons: OK, Cancel, Help, << Less

External Data Database Tools Acrobat Fields Table

Date & Time Yes/No More Fields Delete Name & Caption Default Value Field Size Properties Modify Lookups Modify Expression Settings Memo Settings Data Type: Number Format: % Formatting Required Unique Indexed Validation

book details suppliers **accounting**

| serial | ID | book title | purchased it | on hand | cost | selling price | supplier | Click to Ac |
|--------|-------|------------|--------------|---------|------|---------------|----------|-------------|
| * | (New) | | | | | | | |

Enter Validation Message

the selling price is greater than the cost & the purchased items are more th

OK Cancel

When a record violates the validation rule

Microsoft Access

the selling price is greater than the cost & the purchased items are more than on hand

OK Help

[Was this information helpful?](#)

| serial | ID | book title | purchased it | on hand | cost | selling price | supplier | Click to Add |
|--------|----|------------|--------------|---------|------|---------------|----------|--------------|
| 2 | | | 8 | 10 | | | | |
| (New) | | | | | | | | |

Microsoft Access

the selling price is greater than the cost & the purchased items are more than on hand

OK Help

[Was this information helpful?](#)

| serial | ID | book title | purchased it | on hand | cost | selling price | supplier | Click to Add |
|--------|----|------------|--------------|---------|------|---------------|----------|--------------|
| 2 | | | 8 | 5 | 50 | 45 | | |
| (New) | | | | | | | | |

Difference between Field validation rule and Record validation rule ???

Let's insert a new field « sold items », we want to be sure that the total of purchased items is equal to the sold items and on hand ones.
Let's put this condition in the Field validation rule

The screenshot shows the Microsoft Access interface with a table named 'accounting'. The table has columns: serial, ID, book title, purchased items, on hand, sold items, cost, selling price, and promotion. A new record is being added, indicated by an asterisk and '(New)' in the serial column. An 'Expression Builder' dialog box is open, showing the expression: `[sold items]=[purchased items]-[on hand]`. A 'Microsoft Access' error dialog box is also open, displaying a warning icon and the message: 'Invalid SQL syntax - cannot use multiple columns in a column-level CHECK constraint.' Below the error message is an 'OK' button and a link that says 'Was this information helpful?'. The 'Expression Builder' dialog has buttons for 'OK', 'Cancel', 'Help', and '<< Less'.

- In the Field validation rule we can set a condition for the current field only.
- If we want to impose a rule using more than one field ,we use the Record validation rule.

 In the Record validation rule, we add our new condition

| serial | ID | book title | purchased items | on hand | sold items | cost | selling price | promotion % |
|--------|-------|------------|-----------------|---------|------------|------|---------------|-------------|
| 2 | | | 8 | 5 | 3 | 50 | 60 | |
| 3 | | | 8 | | | | | |
| * | (New) | | | | | | | |

Expression Builder ✖

Enter an Expression to [validate](#) the data in this field:
 (Examples of expressions include [field1] + [field2] and [field1] < 5)

[purchased items] >=[on hand] And [selling price] >[cost] And [sold items]=[purchased items]-[on hand]

| Expression Elements | Expression Categories | Expression Values |
|---|--|---|
| <ul style="list-style-type: none"> accounting Functions Constants Operators | <ul style="list-style-type: none"> <All> Arithmetic Comparison Logical String | <ul style="list-style-type: none"> And Eqv Imp Not Or Xor |

We can add other restrictions :

The screenshot shows an accounting application window with a table and an Expression Builder dialog box.

| serial | ID | book title | purchased items | on hand | sold items | cost | selling price |
|--------|-------|------------|-----------------|---------|------------|------|---------------|
| 2 | | | 8 | 5 | 3 | 50 | 60 |
| 3 | | | 8 | | | | |
| * | (New) | | | | | | |

The Expression Builder dialog box is open, showing the following content:

Expression Builder

Enter an Expression to validate the data in this field:
(Examples of expressions include [field1] + [field2] and [field1] < 5)

>

OK
Cancel
Help
<< Less

Expression Elements

- Functions
- Constants
- Operators

Expression Categories

Expression Values

Add a default value

- Add a new field « promotion » with default value , chose the value desired .
- when we create a new record ,the value of «promotion» is automatically insered

The screenshot shows the Microsoft Access interface. The 'Fields' tab is active, and the 'Default Value' property is highlighted. The 'Data Type' is set to 'Number'. The 'Field Validation' section shows 'Required', 'Unique', and 'Indexed' options. The 'Table' tab is also visible, showing the 'accounting' table with columns: serial, ID, book title, purchased it, on hand, cost, selling price, promotion, and supplier. A new record is being added, with the 'promotion' field highlighted in blue.

| serial | ID | book title | purchased it | on hand | cost | selling price | promotion | supplier |
|--------|----|------------|--------------|---------|------|---------------|-----------|----------|
| 2 | | | 8 | 5 | 50 | 60 | | |
| *(New) | | | | | | | | |

Name & Caption
 Default Value
 Field Size

Properties
 Modify Lookups
fx Modify Expression
ab| Memo Settings

Data Type: **Number**
 Format:
 % ←.0 .00 →.0

Formatting
 Field Validation
 Required
 Unique
 Indexed
 Validation

| ID | book title | purchased items | on hand | sold items | cost | selling price | promotion % | supplier |
|----|------------|-----------------|---------|------------|------|---------------|-------------|----------|
| | | | 8 | | | | | |
| | | | 8 | | | | | |
| | | | 7 | | | | | |

Expression Builder

Enter an Expression to return the default value of the field:
 (Examples of expressions include [field1] + [field2] and [field1] < 5)

=10%

OK
Cancel
Help
<< Less

Expression Elements Expression Categories Expression Values

- Functions
- Constants
- Operators

| book details suppliers accounting | | | | | | | | |
|--|----|------------|--------------|---------|------|---------------|-------------|----------|
| serial | ID | book title | purchased it | on hand | cost | selling price | promotion % | supplier |
| 2 | | | 8 | 5 | 50 | 60 | | |
| 3 | | | 8 | | | | 10 | |
| * (New) | | | | | | | 10 | |

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 tabs for File, Home, Create, External Data, Database Tools, Acrobat, and Design. The Design tab is active, showing tools like Primary Key, Property Sheet, and Relationships. The 'All Access Objects' pane on the left shows the 'suppliers' table selected. The table structure is displayed in a grid with columns for Field Name, Data Type, and Description.

| 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 interface in Design view. The ribbon includes 'File', 'Home', 'Create', 'External Data', 'Database Tools', 'Acrobat', and 'Design'. The 'Design' ribbon has buttons for 'Insert Rows', 'Delete Rows', 'Modify Lookups', 'Property Sheet', 'Indexes', 'Create Data Macros', 'Rename/Delete Macro', 'Relationships', and 'Object Dependencies'. The 'All Access Objects' pane on the left shows a list of tables: 'accounting', 'book details', and 'suppliers'. The 'Field Properties' pane at the bottom shows a table with the following data:

| 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 is currently on the 'Lookup' tab, showing various properties such as 'Format', 'Caption', 'Default Value', 'Validation Rule', 'Validation Text', 'Required', 'Allow Zero Length', 'Indexed', 'Unicode Compression', 'IME Mode', 'IME Sentence Mode', 'Smart Tags', 'Text Align', and 'Append Only'. A red callout box with a white border and a drop shadow contains the text: 'Insert new field (row for design view) : City'.

Microsoft Access interface showing the 'Table Tools' ribbon and the 'suppliers' table design view. The 'city' field is selected, and the 'Data Type' dropdown menu is open, highlighting 'Lookup Wizard...'.

Table Tools - Design

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

All Access Objects

- Tables
 - accounting
 - book details
 - suppliers

suppliers

| 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 | |

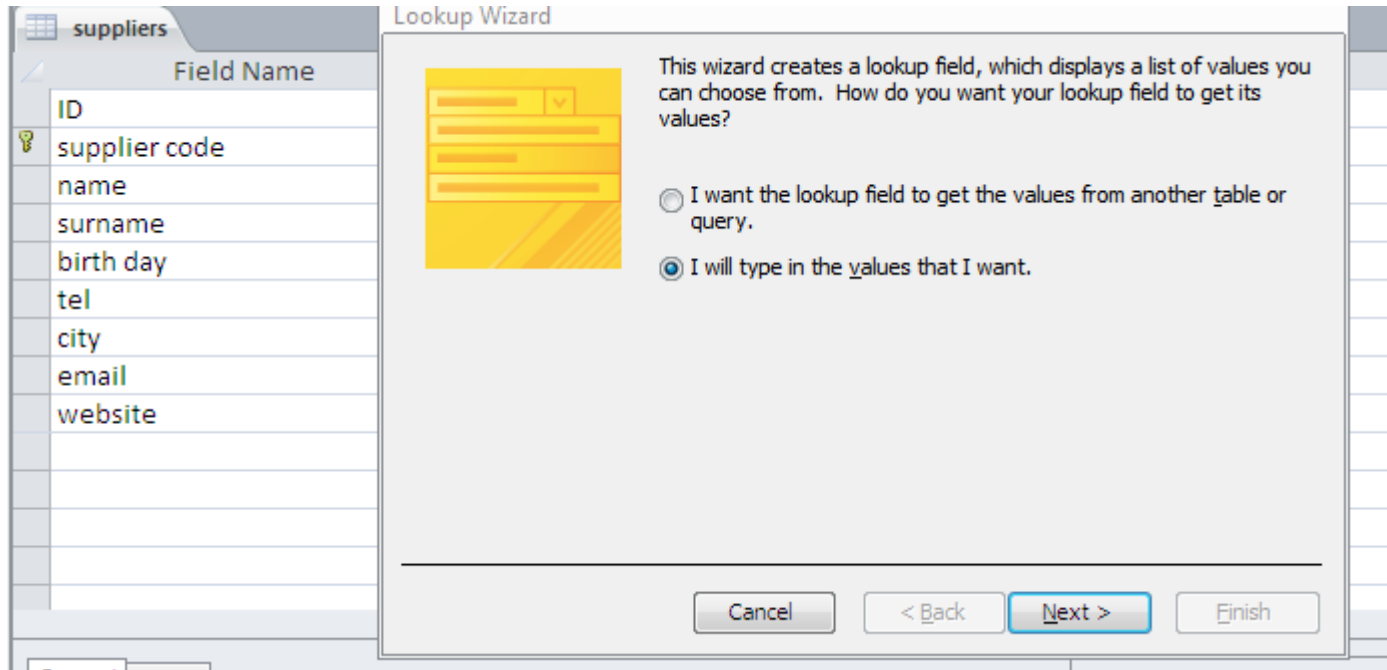
Field Properties

| Property | Value |
|---------------|-------|
| Field Size | 255 |
| Format | |
| Input Mask | |
| Caption | |
| Default Value | |

Data Type Dropdown Menu

- Text
- Memo
- Number
- Date/Time
- Currency
- AutoNumber
- Yes/No
- OLE Object
- Hyperlink
- Attachment
- Calculated
- Lookup Wizard...

Select lookup wizard type

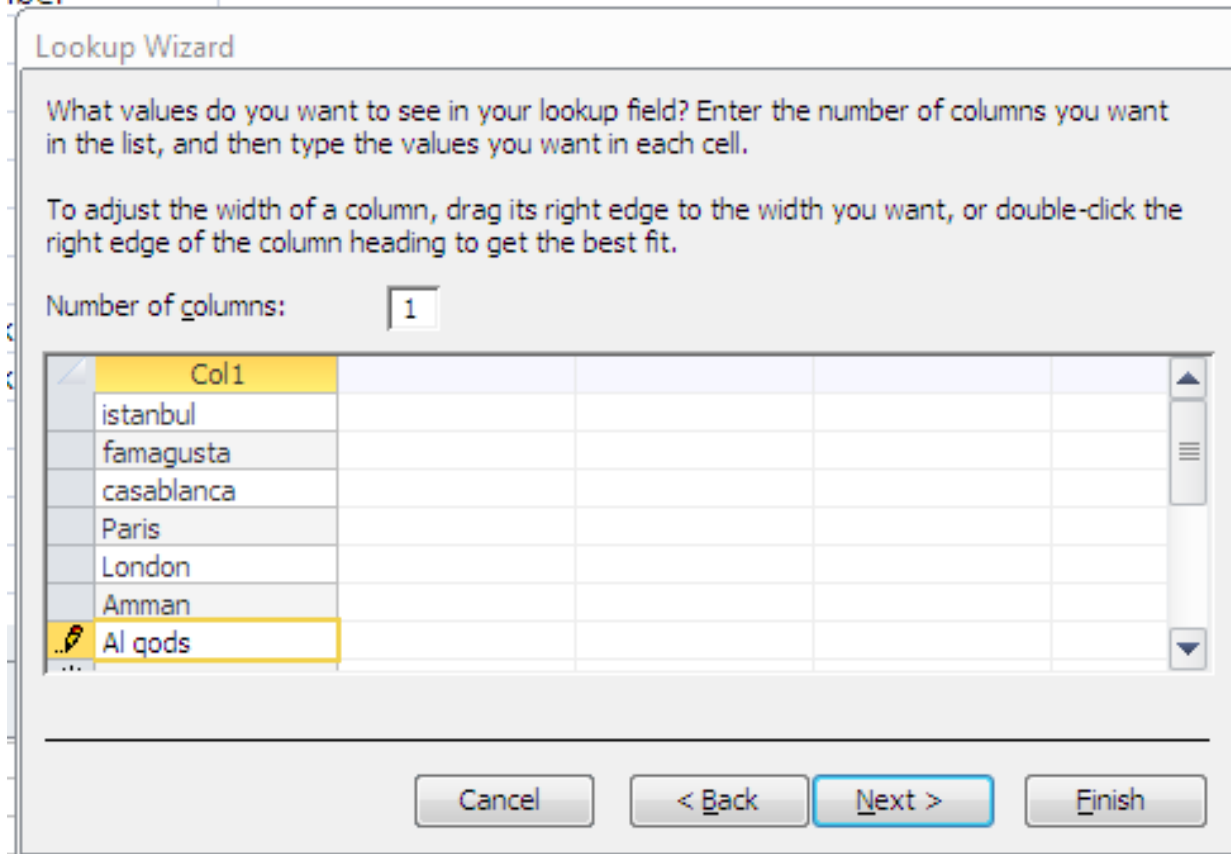


Two options :

1-values from an existing table

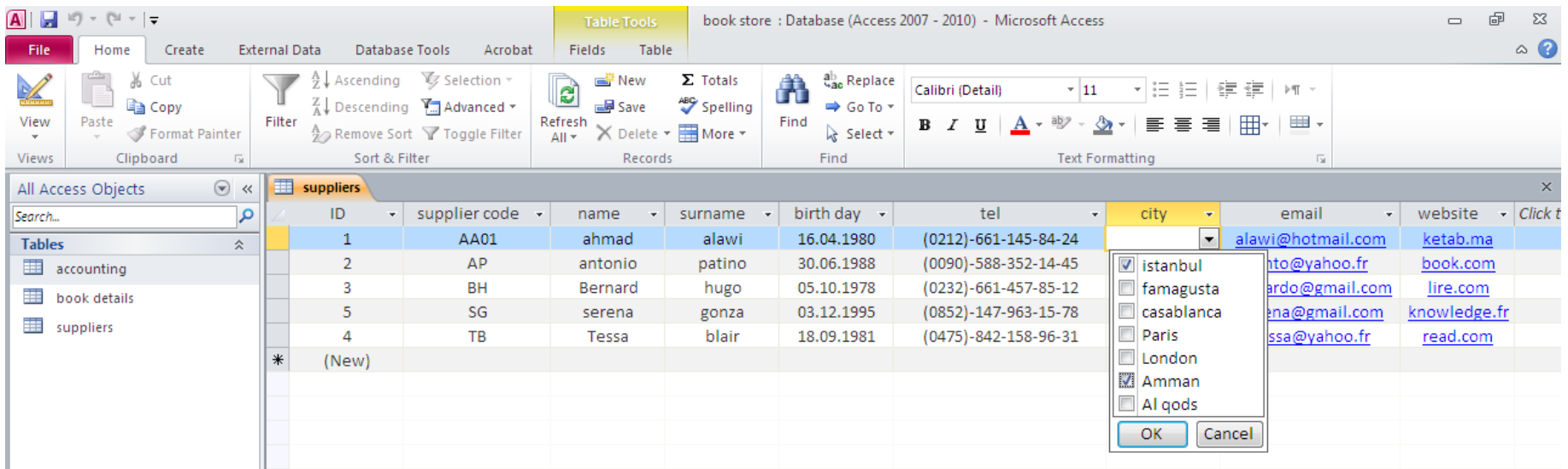
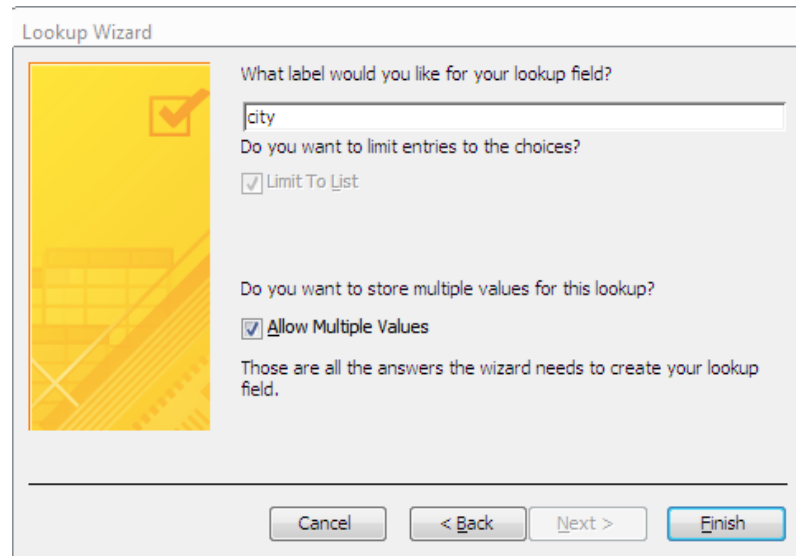
2-values types manually

(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 :



**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:

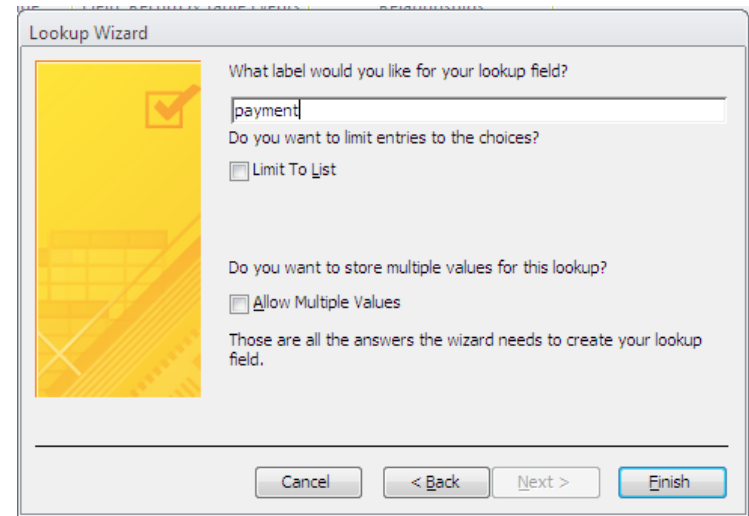
The dialog box also features a table with the following content:

| 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 - Table Tools ribbon: Home, Create, External Data, Database Tools, Acrobat, Fields, Table. Filter, Sort & Filter, Records, Find, Text Formatting.

| 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 for a database named 'book store : Database (Access 2007 - 2010)'. The 'Table Tools' ribbon is active, with the 'Fields' group selected. The 'suppliers' table is displayed in Datasheet view. The 'name' field is selected, and a context menu is open over it, with 'Hide Fields' highlighted. The table contains the following data:

| ID | supplier code | name | surname | birth day | tel | payment | city | email |
|----|---------------|------|---------|------------|----------------------|-------------|----------------------|--|
| 1 | AA01 | ah | | 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 'suppliers' table open in Datasheet view. The 'Fields' ribbon is selected, and a context menu is open over the table, with 'Unhide Fields' highlighted. The table data is as follows:

| 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) | | | |

| suppliers | | | | | | |
|-----------|---------------|----------------------|-------------|----------------------|--|--|
| 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:

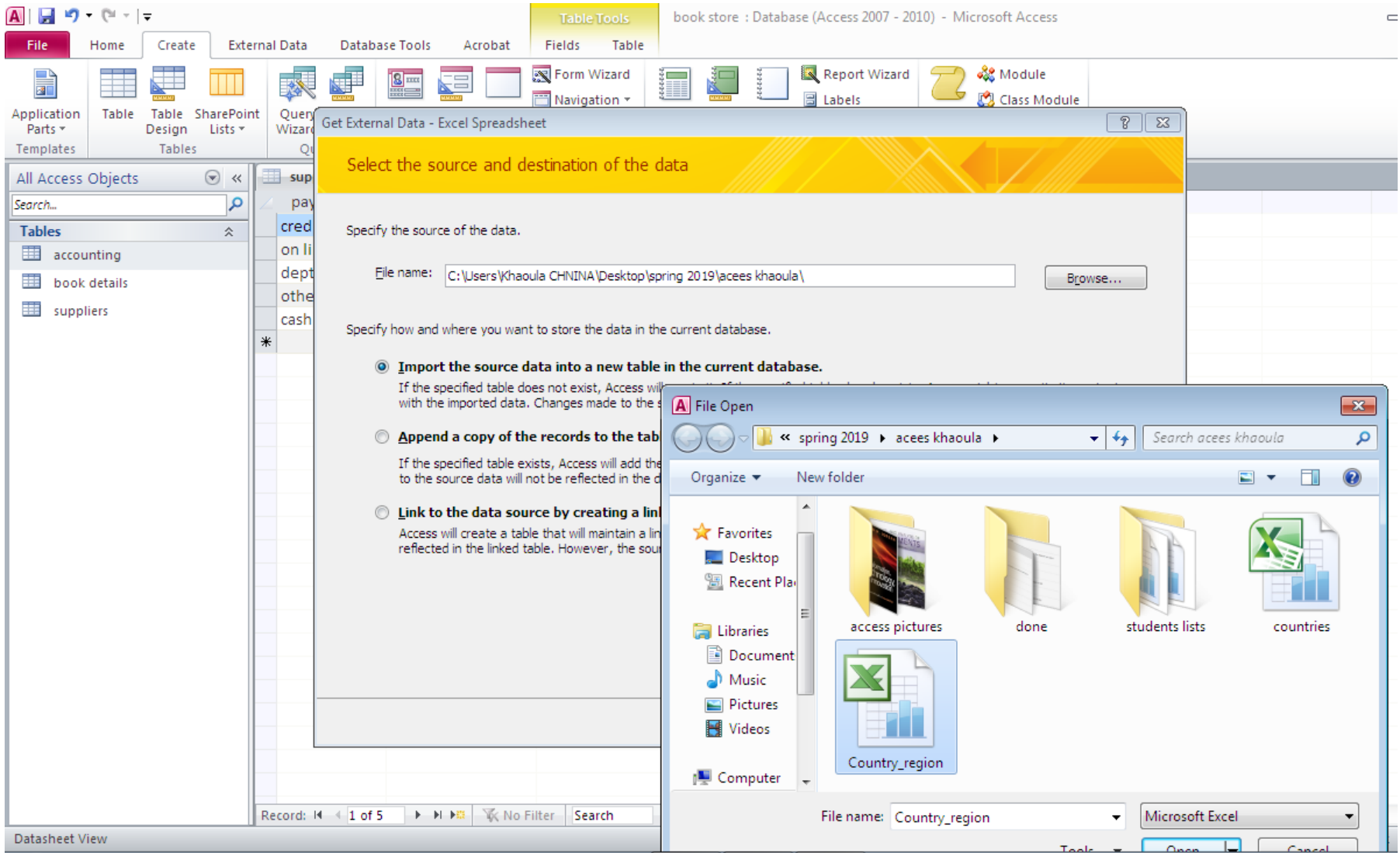
- ID
- supplier code
- name
- surname
- birth day
- tel
- payment
- city
- email
- website
- Click to Add

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 visible in the background.

| 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

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)

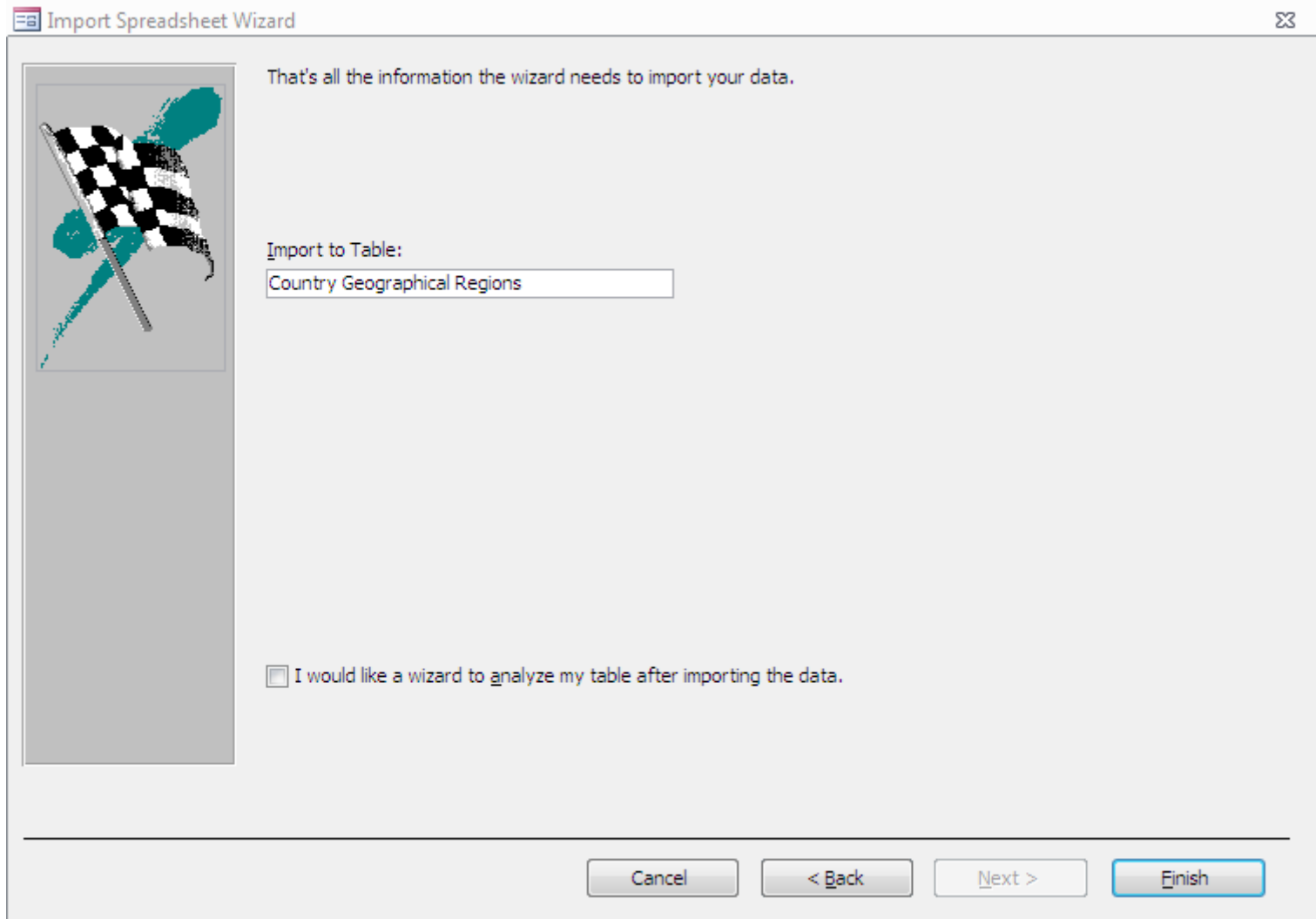
| | COUNTRY | GEOG REGION | COMMENTS |
|----|-----------------|-----------------------------|--|
| 1 | Abu Dhabi | Middle East and N Africa | Up to December 2008, Abu Dhabi.From Janu |
| 2 | Afghanistan | Asia and Oceania | |
| 3 | Albania | Eastern Europe | |
| 4 | Algeria | Middle East and N Africa | |
| 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 |

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 |



All Access Objects

Search...

Tables

- accounting
- book details
- Country Geographical Regions
- suppliers

| ID | COUNTRY | GEOG REGIC | COMMENTS | Field |
|----|----------------|-----------------|--------------|-------|
| 1 | Abu Dhabi | Middle East an | Up to Decemb | |
| 2 | Afghanistan | Asia and Ocea | | |
| 3 | Albania | Eastern Europe | | |
| 4 | Algeria | Middle East an | | |
| 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.

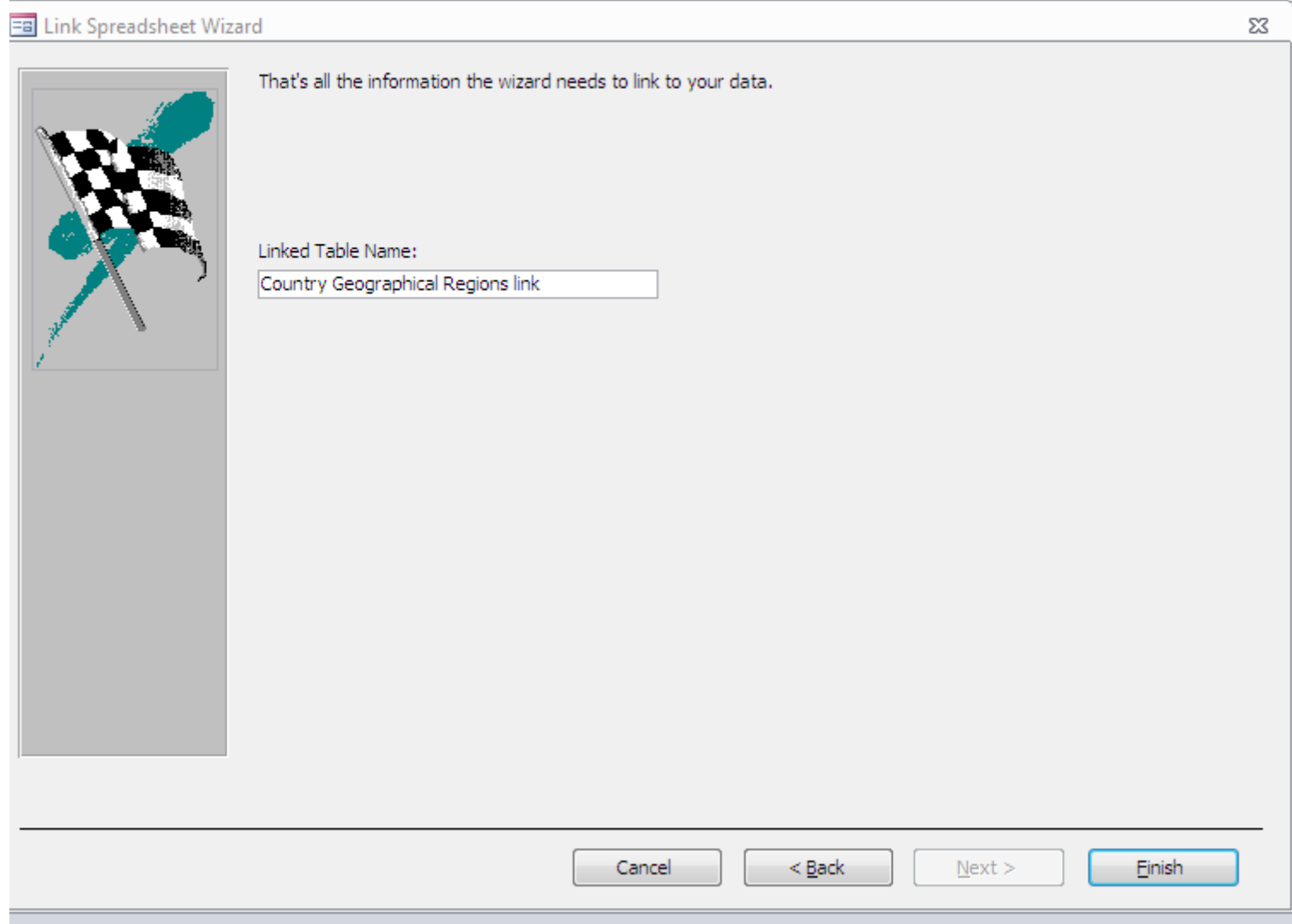
File name:

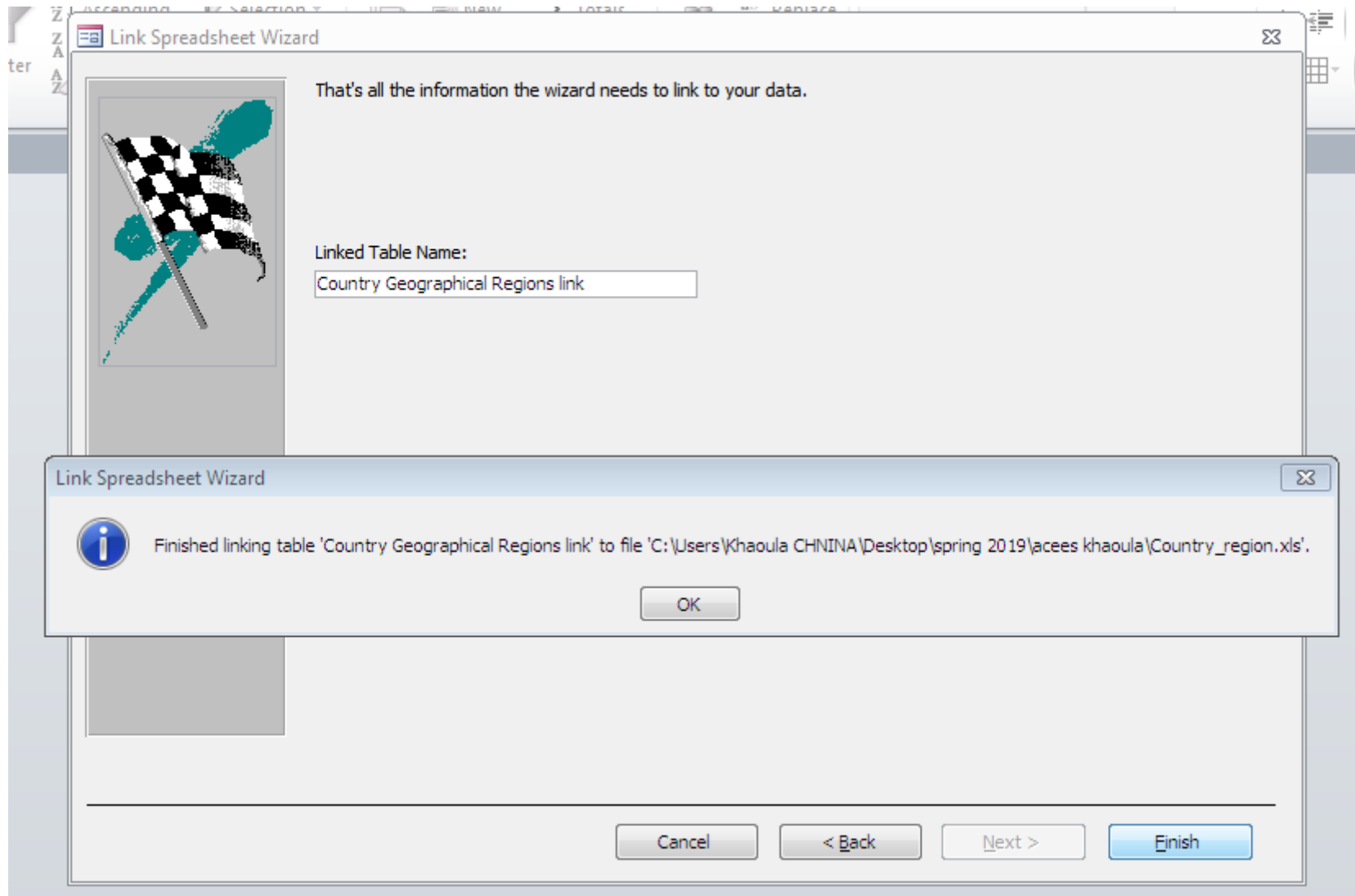
Specify how and where you want to store the data in the current database.

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 interface showing the 'Country Geographical Regions link' table. The ribbon includes 'Table Tools' with 'Fields' and 'Table' tabs. The ribbon also contains 'File', 'Home', 'Create', 'External Data', 'Database Tools', and 'Acrobat' tabs. The ribbon includes 'Views', 'Clipboard', 'Sort & Filter', 'Records', and 'Text Formatting' groups.

The table data is as follows:

| 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

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 a data view. The ribbon includes 'Table Tools' with 'Fields' and 'Table' tabs. The 'country' field dropdown is open, showing a list of countries with 'Antarctica' selected.

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

You can choose more than 1 field

The screenshot shows the Microsoft Access interface with the 'suppliers' table design view. The 'Lookup Wizard' dialog box is open, allowing the user to select fields for a lookup field. The 'Available Fields' list includes 'ID', 'COMMENTS', 'Field4', 'Field5', 'Field6', 'Field7', 'Field8', and 'Field9'. The 'Selected Fields' list includes 'COUNTRY' and 'GEOG REGION'. The 'Next >' button is highlighted, indicating the user is moving to the next step in the wizard.

| 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 | |

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:

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

Selected Fields:

- COUNTRY
- GEOG REGION

Buttons: Cancel, < Back, Next >, 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

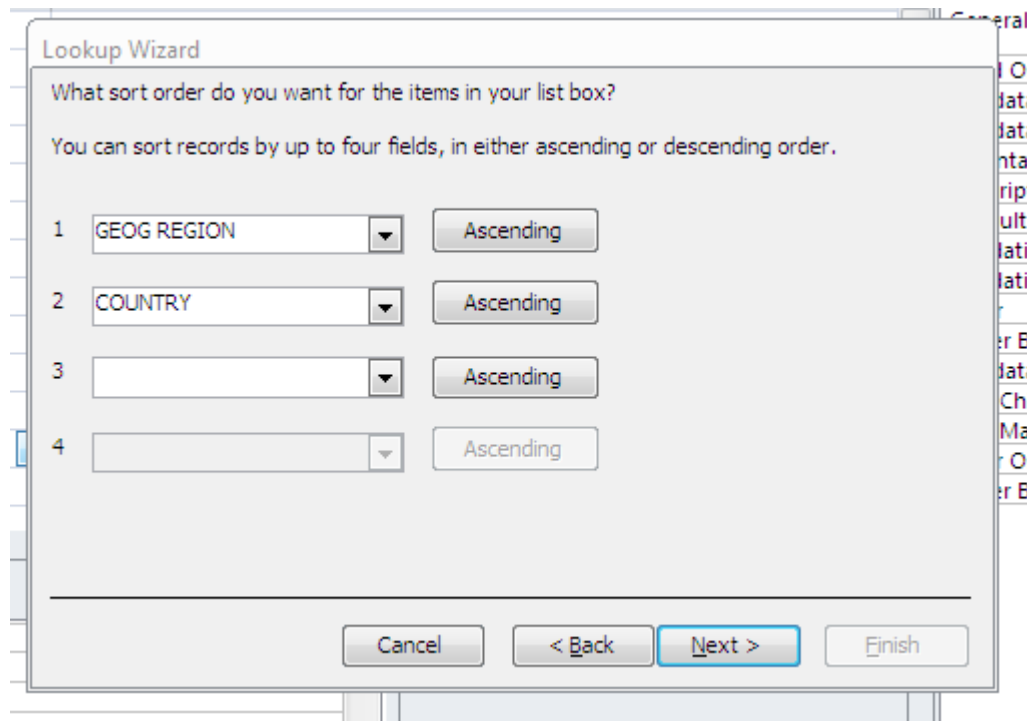
Selected Fields:

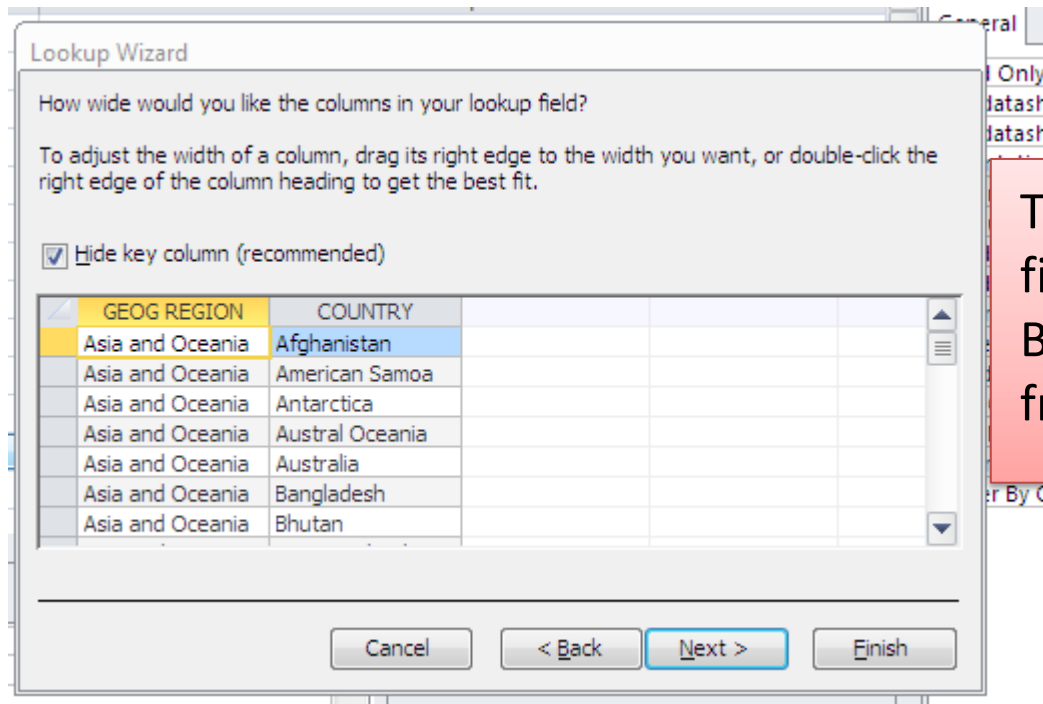
- ID
- GEOG REGION
- COUNTRY

Buttons: Cancel, < Back, Next >, Finish

| 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 | |

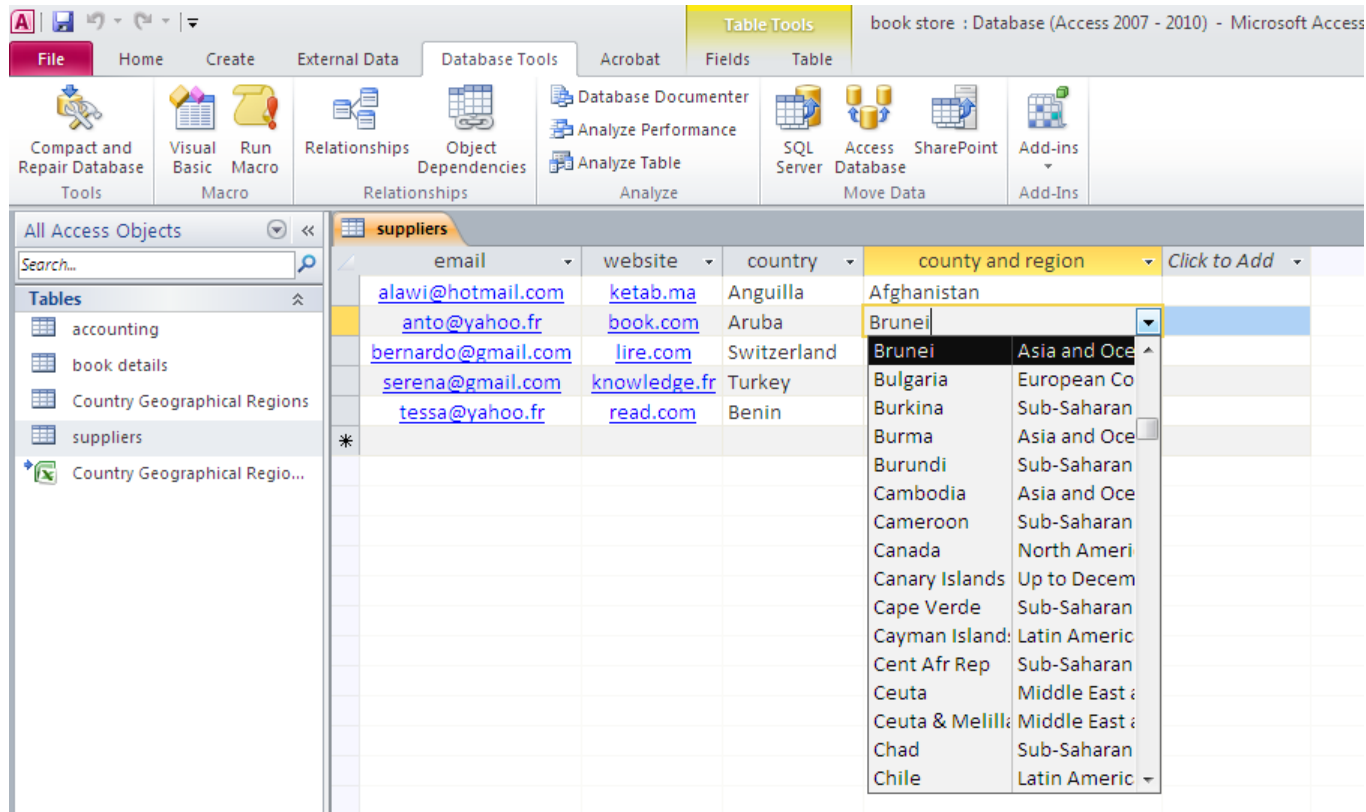
| Field Name | Data Type |
|------------|-----------|
| Field Size | 255 |
| Format | |
| Input Mask | |





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 shows the Microsoft Access interface with the 'Lookup Wizard' dialog box open. The background window is titled 'accounting' and displays a table with the following fields and data types:

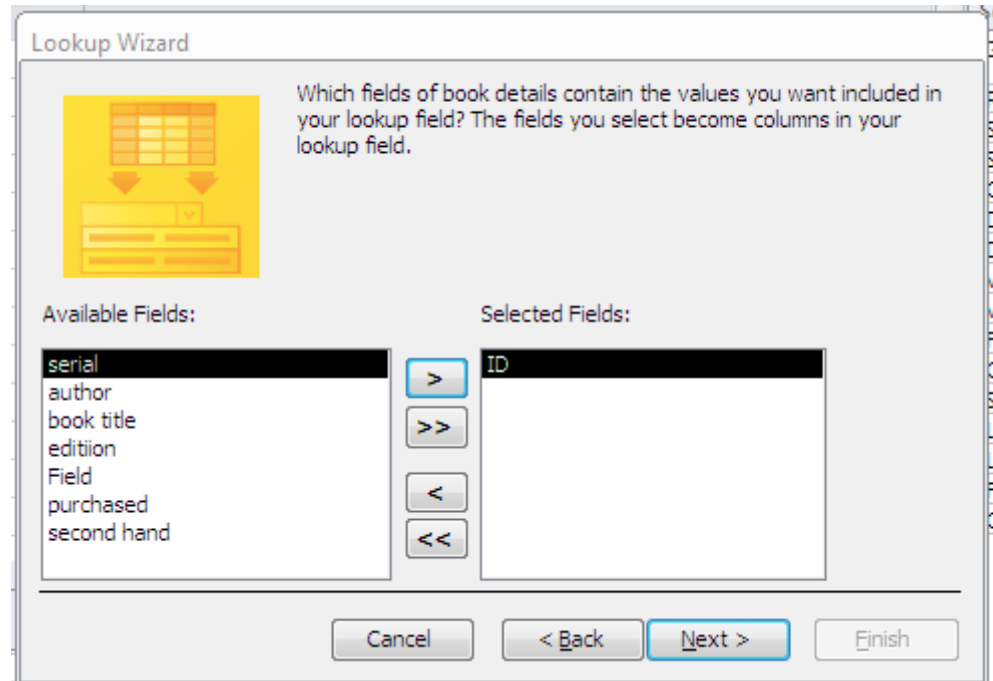
| Field Name | Data Type |
|-----------------|------------|
| serial | AutoNumber |
| ID | Text |
| book title | Text |
| purchased items | Number |
| on hand | Number |
| sold items | Number |
| cost | Number |
| selling price | Number |
| promotion % | Number |
| supplier | Text |

The 'Lookup Wizard' dialog box is titled 'Lookup Wizard' and contains the following elements:

- A yellow icon representing a keyboard and a dropdown arrow.
- The question: 'Which table or query should provide the values for your lookup field?'
- A list of tables: 'Table: accounting', 'Table: book details', 'Table: Country Geographical Regions', 'Table: Country Geographical Regions link', and 'Table: suppliers'. 'Table: book details' is selected.
- A 'View' section with three radio buttons: 'Tables' (selected), 'Queries', and 'Both'.
- Buttons at the bottom: 'Cancel', '< Back', 'Next >', and 'Finish'.

At the bottom of the 'accounting' window, the 'Lookup' tab is active, showing the following properties for the 'ID' field:

| | |
|------------|-----|
| Field Size | 255 |
| Format | |
| Input Mask | |



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

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

Microsoft Access

 You cannot add or change a record because a related record is required in table 'book details'.

OK Help

[Was this information helpful?](#)

We do the same for book title

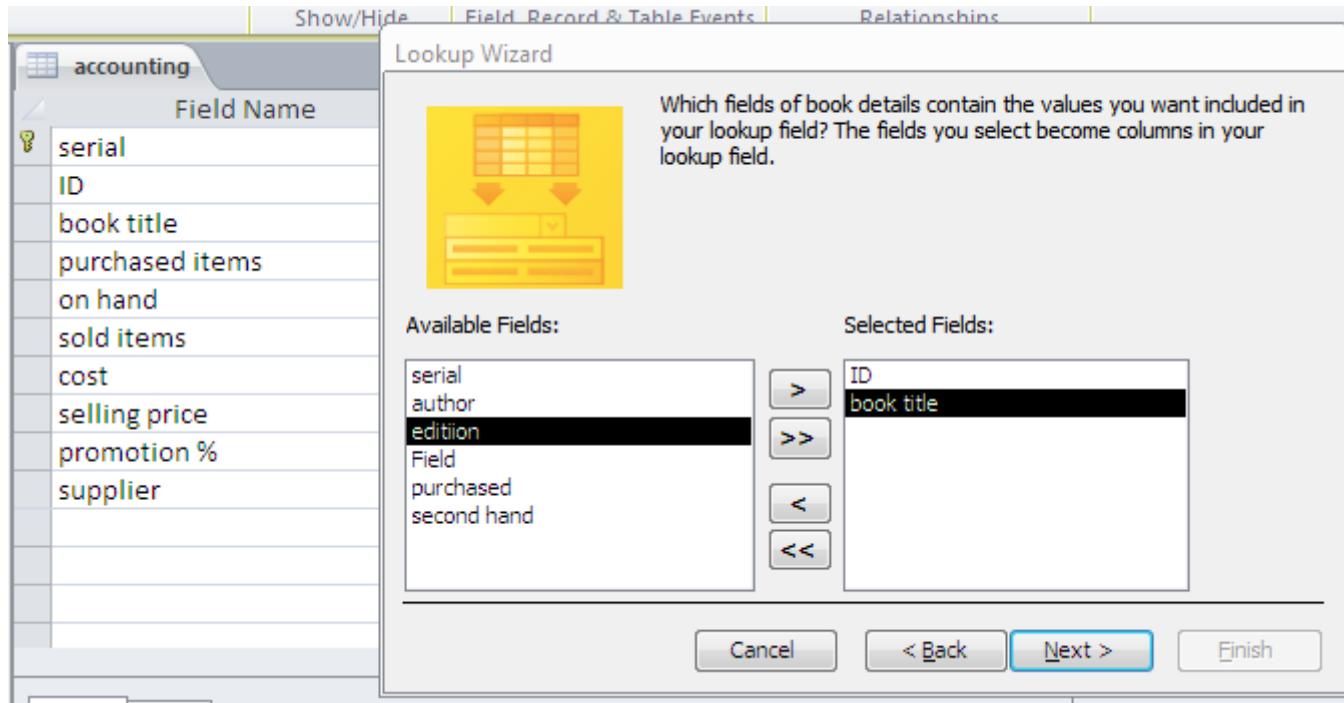


Table Tools Fields Table book store : Database (Access 2007 - 2010) - Microsoft Access

Number Currency Yes/No More Fields Delete Add & Delete

Name & Caption Default Value Field Size 4 Properties

Modify Lookups Modify Expression Memo Settings

Data Type: Text Format: Formatting Formatting

Required Unique Indexed Validation Field Validation

accounting

| 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 a Microsoft Access database window with a table named 'accounting'. 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 options listed are:

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

The 'Table: suppliers' option is selected. The 'View' section has radio buttons for 'Tables' (selected), 'Queries', and 'Both'. The 'Next >' button is highlighted.

A scenic landscape featuring a winding asphalt road that curves through a valley. The sun is setting on the horizon, casting a warm, golden glow over the scene. The sky is a mix of deep blue and orange, with wispy clouds. In the distance, a town is visible, and a few birds are flying in the sky. A person is running on the road. The quote is overlaid on a dark red rectangular background.

The secret to getting ahead is getting started.

Mark Twain

quotefancy