### **Highline College**

### **Busn 216: Computer Applications for Business**

### M365 Video #13: Create Database, Import Excel, Create Tables & Forms, Build Relationships

This handout will illustrate the steps of building an Access Database for a toy shop. The name of the toy shop is Stuffed Animals. You will create a database that stores the product data, supplier store data and customer list data.

The steps that we will use in this video to build the Stuffed Animal Database are listed here:

- A. Create new database.
- B. Import Supplier List Data Table and Customer List Data Table into the Database from Excel workbooks
- C. Add Data Types to each of these two tables
- D. Create a product table and add data types and field properties to it.
- E. Use Data Type Lookup Wizard to connect the Products table with the other two tables with One-To-Many Relationship. Use Lookup Wizard to create Wholesale Retail field.
- F. Use Relationship Window to add Referential Integrity to One-To-Many Relationship between the three tables.
- G. Create a Form for all the three tables
- H. Add data to the Products table using the Product Form.

### **To start Access:**

On the Windows taskbar, click the start button to open the Start menu, scroll down the list of Apps and click Access or on the Windows taskbar, click on the search bar and type Access to search the Access Application and Access App shows on your Start menu, click on Access. Access opens and displays in Backstage view.

To create the new Stuffed Animal database:

1. After opening Access click on Blank database as seen in the picture below.



 In the File Name box, type StuffedAnimalDatabase to replace the selected Database1 name provided by Access.



3. In the File New Database window, navigate to the drive and folder where you are saving your files as seen below, make sure the Save as type box displays "Microsoft Access 2007 – 2016 Databases" and then click ok to return to the Blank database screen



4. On the Blank database screen the File Name box now shows StuffedAnimalDatabase.accdb. The file name extension "accdb" identifies this file as an Access 2007 – 2016 Database. Now click Create.



5. Access creates the new database, saved in the specified location, and opens an empty table named Table1.

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File	Home	Create	Extern	al Data	Data	base Tool	s Help	Table Fields	Table	Q	Tell me wh	at you wa	ant to do	
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i. Using Ctrl + S, name the table "Products", then click OK. Table1 is now named as Products.

Save As		?	$\times$
Table <u>N</u> ame: Products			
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Page **3** of **31** 

ii. Here is the view of the database with the Products Table. Use the Close Button for the Products Table. Do not close the database. See picture below.

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Datasheet V	/iew		1	Record	. I4 →	1 of 1 💚	N⇒⇒ S	No Fi	ter Sear	ch	Num Lock	₿	M

Next, we need to import the Customer List Table and Supplier List Table from Excel Files named: "SupplierStoreListFromExcel.xlsx" and "CustomerListFromExcel.xlsx". (you download these files from our class web page).

6. From your Ribbon, click on the External Data Tab, click the New Data Source dropdown, click From File, then click Excel.



- a. In the "Get External Data Excel Spreadsheet" dialog box:
  - i. Use the Browse button to navigate to the Excel File named "SupplierStoreListFromExcel.xlsx".
  - ii. Make sure that the "Import the source data into a new table in the current database" dialog button is selected.
  - iii. Click OK.



b. In the next window, make sure that "First Row Contains Column Headings" is selected and then click Next.

First Row	Contains Column H	Headings					
Supplier	Store Code	Supplier Store Name	Address	City	State	Zin	Telephone
IS	50010 0000	Union Stop	925 10th St	Phoenix	AZ.	85031	506588962
s		Riverside Station	123 20th st	Fairview	WA	98063	425906532
s		St. Anne Square	4507 184th st	Lynnwood	WA	98035	425899750
			1	1		1	1
						1	1

c. In the next window, in the "Field Options", on the "Indexed:" textbox dropdown arrow, select "Yes (No Duplicates) and then click Next.

Import Spreadsheet Wizard					×
You can specify information about each of the information in the 'Field Options' area. Field Options Field Name: Supplier Store Code Indexed: (res (No Duplicates)) No Yes (Duplicates OK) Yes (No Duplicates)	fields you are importing. Data <u>T</u> ype: Short Te	Select fields in the ar xt (Skip) Select	rea below. You can th ] :t "Yes (no Du	en modify field plicates)"	]
Supplier Store Code Supplier 105 2RS Riverside 3AS St. Anne	Store Name Add p 925 Station 123 Square 4507	ress Ci 10th St Pho 20th st Fa 7 184th st Lyn	ty State oenix AZ irview WA nnwood WA	Zip Tele 85031 5065 98063 4259 98035 4258	phone 889623 065325 997504
	Ca	ncel <{	Back Ne:	(t>	Enish

d. In the Next window, select "Choose my own primary key" for the supplier store code field. Then click Next.

2 200 2000 200 2 200 2000 200 2 200 2000 200 2 200 200	<ul> <li>Let Access add primary key.</li> <li>O ghoose my own primary key.</li> <li>No primary key.</li> </ul>	Supplier Store Code	~	S Su	elect ' prima upplier	"Choose m ary key" fo r Store Coo	iy own r the de Fiel
oplier Store	Code Supplier Store Name Union Stop Riverside Station St. Anne Square	Address 925 10th St 123 20th st 4507 184th st	City Phoenix Fairview Lynnwood	State AZ WA WA	Zip 85031 98063 98035	Telephone 5065889623 4259065325 4258997504	1

e. In the next window, you can accept the table name "Supplier List". Then click Finish

Import Spreadsheet	Wizard	×
X	That's all the information the wizard needs to import your data.	
<u> </u>	Europhine List	
	I would like a wizard to gnalyze my table after importing the data.	
	Cancel <back hext=""> Enish</back>	

f. In the last window click the Close button.

Get External Data - Excel Spreadsheet	?	×	
Save Import Steps			
Finished importing file 'C\Users\mkian\Desktop\Access Files\SupplierStoreList.xisx' to table 'Supplier List'.			
Do you want to save these import steps? This will allow you to quickly repeat the operation without using the wizard.			
C Sage Import steps		/	/
	7444	_	

g. Now we can see the imported Supplier List Table in the Navigation Pane.



7. Repeat the same Steps as in No. 6 (a - g) to import "CustomerListFromExcel.xlsx".

### Add Data Types and Field Properties to each Field in the Tables:

• Different Data Types:

Data Types	Usage	Size
		Up to 255 characters
Short Text	Alphanumeric data (names, titles, etc.)	by default is 255 characters
	Large amounts of alphanumeric data: sentences and	
Long Text	paragraphs.	1 to 65535 characters
Number	Numeric data	1 to 15 digits
Large Number	Numeric data	-2^63 to 2^63
Date/Time	Dates and Times	8 bytes
		15 digits on the left side of the decimal point and up to 4 digits on the right side.
Currency	Monetary data, stored with 4 decimal places of precision	8 bytes
AutoNumber	Unique value generated by Access for each new record	4 bytes - 9 digits
	Boolean (true/false) data; Access stores the numeric value	
Yes/No	zero (0) for false, and -1 for true	1 byte - 1 character
	Pictures, graphs, or other ActiveX objects from another	
OLE object	Windows-based application	Up to about 2 GB
		Up to 65,535 characters total for the four parts of
Hyperlink	A link address	the hyperlink
	You can attach files such as pictures, documents,	
Attachment	spreadheets,	Up to 2 GB
Calculated	You can create an expression (formula)	Dependent on the data type
	The lookup Wizard can lookup a value from another	
Lookup Wizard	column in a different table (Primary Key)	Dependent on the data type of the lookup field

• Code for Input Mask (Like Number Formatting in Excel) for Field Properties:

Character	Description
0	Digit (0 to 9, entry required, plus (+) and minus (-) signs not allowed.
9	Digit or space (entry not required, plus and minus sign not allowed.
	Digit or space (entry not required; spaces are displayed as blanks while in Edit mode,
#	but blanks are removed when data is saved; plus and minus signs allowed).
L	Letter (A to Z, entry required)
?	Letter (A to Z, entry optional)
A	Letter or digit (entry required)
а	Letter or digit (entry optional)
&;	Any character or a space (entry required)
С	Any character or a space (entry optional)
	Decimal placeholder and thousand, date, and time separators. (The actual character
	used depends on the settings in the Regional settings Properties dialog box in
.,;:-/	Windows Control Panel).
<	Causes all characters to be converted to lowercase.
>	Causes all characters to be converted to uppercase.
	Causes the input mask to display from right to left, rather than from left to right.
	Characters typed into the maks always fill it from left to right. You can include the
!	exclamation mark anywere in the input mask.
	Causes the character that follows to be displayed as the literal character (for example,
۱	\A is displayed as just A).

• Number Field Size Properties:

Field Size	Description	
Byte	Integer:	0 to 255
Integer	Integer:	-32,678 to 32,767
Long Integer	Integer:	-2,147,483,648 to 2,147,483,648
Single	Decimals with 7 significant digits	Requires 4 butes of storage
Double	Decimals with > 'Single' significant digits:	Requires 8 bytes of storage
Decimal	Decimals with > 'Double' significant digits:	Requires 12 bytes of storage
Replication ID	Globally unique identifier (GUID)	16 bytes of storage

8. Open the Supplier List Table in the Regular view "Datasheet View". In the Navigation Pane, double click the Supplier List Table to open.



a. Change the View to Design View so that we can add the correct Data Types and Field Properties to each Field. To show the table in Design View click the View Button in the View group in the Home Ribbon Tab.



- b. Design View for the Supplier List Table is shown below:
  - i. Notice that the fields are listed vertically, the first field name is "Supplier Store Code" and there is a key icon that indicates this is the Primary Key. This is the Primary Key we set while importing the Excel Table.

File Home Create	External Data Database Tools Help imary Key Tools Supplier List X	Table Design	Tell n Rena Delete Table Design View.
Tables Products Fields are listed	Field Name     Supplier Store Code     Supplier Store Name     Address     City     State     Zip     Telephone	Data Type Short Text Short Text Short Text Short Text Short Text Number Number	Description (Optional) Data Type for each Field
vertically	General Lookup Field Size 255 Format © Input Mask Caption Default Value		Field Properties Field Properties for the selected Field "supplier Store Code"

- ii. For the Supplier Store Code Field Data type:
  - a) Data Type = Short Text
  - b) Description = Primary Key 2 Capital Letters
  - c) Field Properties:
    - 1. Field Size = 2
    - 2. Input Mask = >LL (this means only two letters can be entered and must be uppercase)
    - 3. Validation Rule = LL
    - 4. Validation Text = Must enter 2 Capital Letters.

	Supplier List	$\times$	
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	Field Name	Data Type	Description (Optional)
Ū.	Supplier Store Code	Short Text	Primary Key - 2 Capital Letters
	Supplier Store Name	Short Text	This is the name of the Store
	Address	Short Text	The address where the store is located
	City	Short Text	The city where the store is located
	State	Short Text	The State where the store is located
	Zip	Short Text	The suppliers Zip code
	Telephone	Short Text	The suppliers phone number

#### General Lookup

Field Properties

Lookap					
Field Size	2				
Format 🏹	×				
Input Mask	>LL				
Caption					
Default Value					
Validation Rule	°U°				
Validation Text	vlust enter 2 capital letters				
Required	les				
Allow Zero Length	Yes				
Indexed	Yes (No Duplicates)				
Unicode Compression	No				
IME Mode	No Control				
IME Sentence Mode	None				
Text Align	General				

- iii. The remaining Data Types, Descriptions and the Field Types for each field are seen in the following pictures, one for each field. Follow the pictures to update your Data Type, Descriptions and Field Types.
- iv. Supplier Store Name:

-			
	Supplier List $ imes$		
2	Field Name	Data Type	Description (Optional)
Ū.	Supplier Store Code	Short Text	Primary Key - 2 Capital Letters
	Supplier Store Name	Short Text	This is the name of the Store
	Address	Short Text	The address where the store is located
	City	Short Text	The city where the store is located
	State	Short Text	The State where the store is located
	Zip	Short Text	The suppliers Zip code
	Telephone	Short Text	The suppliers phone number
			Field Properties
	Seneral Lookup		
F	Field Size 35		
	nput Mask		
1.116	1		

### v. Address:

	🛾 Supplier List 🛛 🕹					
2	Field Name	Data Type	Description (Optional)			
ţ.	Supplier Store Code	Short Text	Primary Key - 2 Capital Letters			
	Supplier Store Name	Short Text	This is the name of the Store			
	Address	Short Text	The address where the store is located			
	City	Short Text	The city where the store is located			
	State	Short Text	The State where the store is located			
	Zip	Short Text	The suppliers Zip code			
	Telephone	Short Text	The suppliers phone number			
Г			Field Properties			
E						
	General Lookup					
	Field Size 50					
	Innut Mask					
1.14	in par mass					

### vi. City:

	Supplier List ×		
1	Field Name	Data Type	Description (Optional)
ŧ.	Supplier Store Code	Short Text	Primary Key - 2 Capital Letters
	Supplier Store Name	Short Text	This is the name of the Store
	Address	Short Text	The address where the store is located
	City	Short Text	The city where the store is located
	State	Short Text	The State where the store is located
	Zip	Short Text	The suppliers Zip code
	Telephone	Short Text	The suppliers phone number
			Field Properties
(	Seneral Lookup		
F	ield Size 15		
ŀ	ormat		×
	nput Mask		

#### vii. State: (State is two capital letter abbreviated so we will use the input mask >LL).

	Supplier List $ imes$						
1	Field Name	Data Type	Description (Optional)				
ŧ.	Supplier Store Code	Short Text	Primary Key - 2 Capital Letters				
	Supplier Store Name	Short Text	This is the name of the Store				
	Address	Short Text	The address where the store is located				
	City	Short Text	The city where the store is located				
	State	Short Text	The State where the store is located				
	Zip	Short Text	The suppliers Zip code				
	Telephone	Short Text	The suppliers phone number				
			Field Properties				
(	General Lookup						
	Field Size 2						
	Format						
	nput Mask >LL						
	Laption						

### viii. Zip: (Zip Code not a Number Data Type because we will never do math operations on this field).

	Supplier List $ imes$						
2	Field Name	Data Type	Description (Optional)				
Ĩ.	Supplier Store Code	Short Text	Primary Key - 2 Capital Letters				
	Supplier Store Name	Short Text	This is the name of the Store				
	Address	Short Text	The address where the store is located				
	City	Short Text	The city where the store is located				
State		Short Text	The State where the store is located				
	Zip	Short Text	The suppliers Zip code				
	Telephone	Short Text	The suppliers phone number				
	Field Properties						
0	Seneral Lookup						
Field Size 9							
F	ormat						
	nput Mask 00000\-####	#;0;_					
	Caption						

### ix. Telephone: (not a Number Data Type because we will never do math operations on this field).

	Supplier List $\times$					
	Field Name		Data Type	Description (Optional)		
Ĩ.	Supplier Store Code		Short Text	Primary Key - 2 Capital Letters		
	Supplier Store Name		Short Text	This is the name of the store		
	Address		Short Text	The address where the store is located		
	City		Short Text	The city where the store is located		
	State		Short Text	The state where the store is located		
	Zip		Short Text	The suppliers zip code		
	Telephone		Short Text	The Suppliers phone number		
				Field Properties		
C	Seneral Lookup					
F	ield Size 1	0				
F	ormat					
1	nput Mask !\	sk !\(999') "000\-0000;0;_				

x. The finished list of fields, Data Types and Description is seen below. Save the changes using the keyboard shortcut: Ctrl + S, to save the changes you made to the Supplier List Table. Then close the Supplier List Table.

Caption

File Home Create External Data D	atabase Tools Help	Table Design	Tell me what	you want to do		
📅 🔍 🖈 📾 🏝	sert Rows	<b>-</b>	P		After Saving, click on the	
View Primary Builder Test Validation	elete Rows Propert	/ Indexes Create Dat	a Rename/	Relationships Object	close button to close the	
- Key Rules 😿 M	odify Lookups Sheet	Macros -	Delete Macro	Dependen	close batton to close the	
Views Tools	Sho	wHide Held, Recor	d & Table Events	Relationships	Supplier List Table	
All Access Objects 💿	ĸ 🔝 Supplier List 兴					
Genuch	O Z Field I	lame	Data Type		Description (Optional)	
X-11-	Supplier Store 0	ode Short	Text	Primary Key - 2 Cap	pital Letters	
Tables	Supplier Store 1	lame Short	Text	This is the name of	f the Store	
CustomerList	Address	Short	Text	The address where	e the store is located	
Products	City	Short	Text	The city where the	store is located	
Supplier List	State	Short	Text	The State where the	he store is located	
- subbace cost	Zip	Short	Text	The suppliers Zip of	ode	
	Telephone	Short	Text	The suppliers phore	ne number	
Ctrl + S to save the						
changes to your Supplier						
List Table.						
					Field Properties	
Finished list of Fields	General Lookup	General Lookup				
	Field Size	2				
	Input Mask	>11				
	Caption					
	Default Value					
	Validation Rule	·u·				
	Validation Text	Must enter 2 capital	letters			
	Allow Zero Leonth	Vec				
	Indexed	Yes (No Duplicates)				
	THE ALM OF	sea has expected				

- 9. Repeat the Steps 8 (a b) to view the CustomerList Table in Design View and make the changes to the Field Properties, Data Type and Description.
  - i. Design view for the CustomerList Table:
    - a. For the Customer Code Field Data type:
    - b. Data Type = Short Text
    - c. Description = Primary Key 2 Capital Letters and 3 Numbers
    - d. Field Properties:
      - 1. Field Size = 5
      - 2. Input Mask = >LL000(this means only two letters can be entered and must be uppercase and only 3 numbers)
      - 3. Validation Rule = LL000
      - 4. Validation Text = Must enter 2 Capital Letters and 3 numbers.

	CustomerList ×						
2	Field Name	e	Data Type	Description (Optional)			
Ű.	Customer Code		Short Text	Primary Key - 2 Capital Letters and 3 Numbers			
	Last Name		Short Text	Customers last name			
	First Name		Short Text	Customers first name			
	Address		Short Text	Customers address			
	City		Short Text	Customers city			
	State		Short Text	Customers state			
	Zip		Short Text	Customers zip code			
	Telephone		Short Text	Customers telephone number			
	Email Address		Short Text	Customers email address			
				Field Properties			
9	eneral Lookup						
F	ield Size	5					
F	ormat 🍞			×.			
Input Mask >LL000							
Caption							
	Validation Rule 1L000"						
	alidation lext	Must enter 2	capital letters and 3 numbers				
	equired	Yes					
	llow Zero Length	Yes					
	ndexed	Yes (No Duplicates)					

- ii. The remaining Data Types, Descriptions and the Field Types for CustomerList Table for each field are seen in the following pictures, one for each field. Follow the pictures to update your Data Type, Descriptions and Field Types:
- iii. Last Name:

	CustomerList $ imes$						
2	Field Name	Data Type	Description (Optional)				
Ť.	Customer Code	Short Text	Primary Key - 2 Capital Letters and 3 Numbers				
	Last Name	Short Text	Customers last name				
	First Name	Short Text	Customers first name				
	Address	Short Text	Customers address				
	City	Short Text	Customers city				
	State	Short Text	Customers state				
	Zip	Short Text	Customers zip code				
	Telephone	Short Text	Customers telephone number				
	Email Address	Short Text	Customers email address				
Г	1		Field Properties				
(	General Lookup						
F	Field Size 25 Format 7 Nput Mask		×				

#### iv. First Name:

	CustomerList ×		
2	Field Name	Data Type	Description (Optional)
Ū.	Customer Code	Short Text	Primary Key - 2 Capital Letters and 3 Numbers
	Last Name	Short Text	Customers last name
	First Name	Short Text	Customers first name
	Address	Short Text	Customers address
	City	Short Text	Customers city
	State	Short Text	Customers state
	Zip	Short Text	Customers zip code
	Telephone	Short Text	Customers telephone number
	Email Address	Short Text	Customers email address
			Field Properties
C	Seneral Lookup		
F	ield Size 25		
F	Format 🛛 🍞 🔤		~

### v. Address:

	CustomerList $ imes$					
1	Field Name	Data Type	Description (Optional)			
Ť.	Customer Code	Short Text	Primary Key - 2 Capital Letters and 3 Numbers			
	Last Name	Short Text	Customers last name			
	First Name	Short Text	Customers first name			
	Address	Short Text	Customers address			
	City	Short Text	Customers city			
	State	Short Text	Customers state			
	Zip	Short Text	Customers zip code			
	Telephone	Short Text	Customers telephone number			
	Email Address	Short Text	Customers email address			
	1		Field Properties			
(	Seneral Lookup					
F	ield Size 100					
F	ormat					
	nput Mask					

### vi. City:

	CustomerList $ imes$							
	Field Name	Data Type	Description (Optional)					
(	Customer Code	Short Text	Primary Key - 2 Capital Letters and 3 Numbers					
	Last Name	Short Text	Customers last name					
	First Name	Short Text	Customers first name					
	Address	Short Text	Customers address					
	City	Short Text	Customers city					
	State	Short Text	Customers state					
	Zip	Short Text	Customers zip code					
	Telephone	Short Text	Customers telephone number					
	Email Address	Short Text	Customers email address					
			Field Properties					
	Seneral Lookup							
ŀ	field Size 50							
H	nnut Mask							
114	nput musk							

### vii. State: (State is two capital letter abbreviated so we will use the input mask >LL).

	CustomerList $ imes$					
	Field Name	Data Type	Description (Optional)			
Ĩ.	Customer Code	Short Text	Primary Key - 2 Capital Letters and 3 Numbers			
	Last Name	Short Text	Customers last name			
	First Name	Short Text	Customers first name			
	Address	Short Text	Customers address			
	City	Short Text	Customers city			
	State	Short Text	Customers state			
	Zip	Short Text	Customers zip code			
	Telephone	Short Text	Customers telephone number			
	Email Address	Short Text	Customers email address			
			Field Properties			
G	eneral Lookup					
F	ield Size 2					
F	ormat					
Input Mask >LL						
9	aption					
	Default Value					
	'alidation Rule "LL"					
V	/alidation Text Must enter 2 Abbreviation letters for the state					

# viii. Zip: (Zip Code not a Number Data Type because we will never do math operations on this field). *If you get the Warning Message, Click 'Yes' to all the warning messages.*

_					
	CustomerList $ imes$				
2	Field Name	Data Type	Description (Optional)		
	Last Name	Short Text	Customers last name		
	First Name	Short Text	Customers first name		
	Address	Short Text	Customers address		
	City	Short Text	Customers city		
	State	Short Text	Customers state		
	Zip	Short Text	Customers zip code		
	Telephone	Short Text	Customers telephone number		
	Email Address	Short Text	Customers email address		
General Lookup			Field Properties		
F	ield Size 9				
F	Format				
	nput Mask 00000\-###	·#;0;_			
	Caption				

### ix. Telephone: (not a Number Data Type because we will never do math operations on this field).

	CustomerList $ imes$				
1	Field Name	Data Type	Description (Optional)		
ŧ.	Customer Code	Short Text	Primary Key - 2 Capital Letters and 3 Numbers		
	Last Name	Short Text	Customers last name		
	First Name	Short Text	Customers first name		
	Address	Short Text	Customers address		
	City	Short Text	Customers city		
	State	Short Text	Customers state		
	Zip	Short Text	Customers zip code		
	Telephone	Short Text	Customers telephone number		
	Email Address	Short Text	Customers email address		
			Field Properties		
(	Seneral Lookup				
	Field Size 10				
	Format				
	nput Mask \(000") "000\	-0000			
	Caption				

### x. Email Address:

	CustomerList $ imes$		
1	Field Name	Data Type	Description (Optional)
ŧ.	Customer Code	Short Text	Primary Key - 2 Capital Letters and 3 Numbers
	Last Name	Short Text	Customers last name
	First Name	Short Text	Customers first name
	Address	Short Text	Customers address
	City	Short Text	Customers city
	State	Short Text	Customers state
	Zip	Short Text	Customers zip code
	Telephone	Short Text	Customers telephone number
	Email Address	Short Text	Customers email address
			Field Properties
(	General Lookup		
	Field Size 100		
	Format		
	прит мазк		

xi. The finished list of fields, Data Types and Description is seen below. Save the changes using the keyboard shortcut: Ctrl + S, to save the changes you made to the CustomerList Table. Then close the CustomerList Table.

File Home Create External Data Databa	ase Tools Help Table De	rsign 🔎 Tell me what yo	u want to do	
The Decision of the Insert Ro	ws E			After Saving, click on the
<ul> <li>Key</li> <li>Rules</li> <li>Modify I</li> </ul>	ockups Sheet	Macros - Belete Macro	Dependencies	close button to close the
Views Tools	Show/Hide	Field, Record & Table Events	Relationships	Customer List Table
All Access Objects	CustomerList X			Customercist Table
All Access Objects	Field Name	Data Type		Description (Optional)
Search.	Customer Code	Short Text	Primary Key - 2 Capital Let	ers and 3 Numbers
Tables A	Last Name	Short Text	Customers last name	
CustomerList	First Name	Short Text	Customers first name	
Products	Address	Short Text	Customers address	
Supplier List	City	Short Text	Customers city	
	State	Short Text	Customers state	
	Zip	Short Text	Customers zip code	
Ctrl + S to save the changes	Telephone	Short Text	Customers telephone number	
our voite save the ononges	Email Address	Short Text	Customers email address	
to your CustomerList Table.				
Finished list of fields				Field Properties
	General cookup			
	Send Size S			
	Format Innut Mask >1100	0		
	Caption	*		
	Default Value			
	Validation Rule '11000 Validation Text	anter 2 capital letters and 2 number	2	
	Required Tes	erner a sapnar revers and 3 humber		
	Allow Zero Length Tes			
	Indexed Tes (N	lo Duplicates)		

Page **16** of **31** 

- 10. We already have the Automatic Table which we named "Products". Open this table in Design View and we will add Field, Data Types, Description and Field Properties.
  - i. To open the Table in Design View, right click the Products Table in the Navigation Pane and click to select Design View.

All Access Objects • «							
Search							
Tables			*				
CustomerList							
Products		~		L			
Supplier List	L	<u>O</u> pen					
	M	<u>D</u> esign View					
		l <u>m</u> port		>			
		<u>E</u> xport		>			

ii. Below is the Products Table shown in Design View. An automatic Primary Key was added with an AutoNumber Data Type. We need to change this as we do not want this Field in our Table and so we will delete this field.

	File	Home	Create	Exter	nal [	Data	Databa	ase Tools	Help	Table De	sign 🔎	Tel
	View	Primar	y Builder	Test Vali Rul	datio es	n È	F Insert Ro Oelete R Modify I	ows ows Lookups	Proper Sheet	ty Indexes	Create Data Macros ~	ر Re Delet
					0015				Sho	w/Hide	Field, Record	18/18/
				∍ «		Prod	lucts $ imes$					
1					2		Fiel	d Name		Da	ita Type	
-					i.	ID				AutoNum	ber	
Т	ables			~								
E	Proc	ducts										

iii. To Delete this Field, Right click on the Field Name and then click Delete Rows. When the dialog box pops up, Click Yes. See Pictures below.

Product	ts ×			
4	Field Nar	ne	Data Type	
ID	-	Primary <u>K</u> ey	*••toNumber	1
	*	Cu <u>t</u>		
	Ē	<u>С</u> ору		
	ic.	<u>P</u> aste		
	3-	Insert Rows		
	3	<u>D</u> elete Rows		
	8-	<u>P</u> roperties		
Microsof	t Access			>
	Deleting	field 'ID' red	quires Microsoft Access	to delete the primary key.
<u> </u>	Do you v	want to dele	te this field anyway?	
			Yes No	

iv. Create your own Primary Key (Unique Identifier for each product). So for the first field in the Products Table:

- a. Field Name = ProductID
  - 1. Right Click on the ProductID Field and convert the field to a Primary Key (see Picture below).

Products	<		
🔟 📕 Fi	eld I	Name	Data Type
ProductID	ProductID		Short Text
	*		
	Ē	<u>C</u> opy	
	Ċ	<u>P</u> aste	
	<b>}</b> ×	Delete Rows	
	e- 0-	<u>P</u> roperties	

- b. Data Type = Short Text
- c. Description = Product ID Primary Key Three capital letters and 2 numbers
- d. Field Properties:
  - 1. Field Size = 5
  - Input Mask = >LLL00 (two letters and two numbers must be entered and the letters will be capitalized)

File Home Create External Data Database Te	ools Help Table Design 🔎 Tell me what you want to do
View View View Wey Key View Key Builder Test Validation Rules Woodfy Looku	Property Indexes Create Data Rename/ Macros ~ Delete Macro
Views Tools	Show/Hide Field, Record & Table Events Relationships
All Arcoss Ohio Dry Products X	
All Access Obje O K Eight Na	me Data Tuna Decisional
Sorch_	Chet Tast     Preduct ID = Drimony Kov = Three capital letters and 2 sumbars
Tables 2	short text product to - primary key - three capital letters and 2 hombers
III Products	
Primary Key Icon	
	Field Properties
General Lookup	
Field Size	5
Format	
Input Mask	>11100
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	TES STATES
Anow Zero Length	T5 Yac Hile Dunlinsket
Inicode Compression	Tes (no crupincares) Yac
IME Mode	No Control
IME Sentence Mode	None
Text Alian	General

v. The remaining Field Names, Data Types, Descriptions and Field Properties are seen on the next page. The Raw Data for the Products Table is also provided on the next page.

## Field Names, Data Types and Field Properties for the Products Table:

Field Name	ProductID	Product Description	Quantity on Hand	Cost	Sell Price	Supplier Code	Customer Code	Quantity Sold	Wholesale Retail
Data Type	Short Text	Short Text	Number	Currency	Currency	Short Text	Short Text	Number	Short Text
						The code of the	The code of the		Lookup to list if we
	Product ID -					supplier we	customer we sold		sold the product on
	Primary Key -					bought from -	to - Lookup to		retail or wholesale.
	Three capital					Lookup to supplier	customer table to	The quantity	Not from a different
	letters and 2	Description of the	Quantity of our	Cost of the	The selling price	table to get the	get the customer	number we sold	table but from a list
Description	numbers	product	inventory to sell	product	of our products	supplier code	code	out	we will type in.
Field Size	5	25				2	5		25
Format									
Input Mask	>LLLOO								
Validation Rule				>=0 And <=100					
				must be					
				between \$0 and					
Validation Text				\$100					

## Raw Data for the Products Table:

Field Name	ProductID	Product Description	Quantity on Hand	Cost	Sell Price	Supplier Code	<b>Customer Code</b>	Quantity Sold	Wholesale Retail
	CTB42	Chocolate Teddy Bear	15	\$8.00	\$17.00	AS	DG005	5	Retail
	HPB22	Hearts Puppy Bear	23	\$11.00	\$24.00	AS	AA001	13	Retail
<u>n</u>	HTB32	Hugs Teddy Bear	22	\$5.00	\$15.00	RS	BS003	9	Retail
at	LLB21	Lovable Lion Bear	30	\$13.00	\$20.00	RS	BS003	3	Retail
	PBB41	Pink Bouquet Bear	25	\$26.00	\$38.00	RS	BS003	12	Retail
2	RRB01	Red Roses Bear	20	\$20.00	\$40.00	AS	CH004	5	Retail
)e	TTB52	Timeless Teddy Bear	16	\$8.00	\$21.00	US	AN002	10	Retail
Ř	VHB11	Valentine Heart Bear	30	\$13.00	\$23.00	US	DD007	12	Retail
	WBB31	White Bouquet Bear	45	\$26.00	\$45.00	RS	FM009	15	Retail
	YBB51	Yellow Bouquet Bear	15	\$25.00	\$39.00	RS	GM010	10	Retail

- vi. Use Data Type Lookup Wizard to connect the Products Table to the CustomerList Table and the Supplier List Table with One-To-Many Relationship between the Supplier Code and the Customer Code Fields. We will also use the Lookup Wizard to create a Wholesale Retail Field. Here are the instructions:
  - a. Supplier Code Field:
    - 1. Field Name "Supplier Code"
    - 2. Select Data Type "Lookup Wizard"

	$\sqrt{2}$	Field Name	Data Type	
search	1	ProductID	Short Text	Product ID - Primary Key - Three c
lables *		Product Description	Short Text	Description of the product
CustomerList		Quantity on Hand	Number	Quantity of our inventory to sell
Products		Cost	Currency	Cost of the product
Supplier List		Sell Price	Currency	The selling price of our products
		Supplier Code	Short Text	The code of the supplier we boug
		Customer Code	Short Text	The code of the customer we sold
		Quantity Sold	Long Text	The quantity number we sold out
		Wholesale Retail	Number	Lookup to list if we sold the produ
			Large Number	
			Date/Time	
			Date/Time Extended	
			Currency	
			AutoNumber	
			Yes/No	
			OLE Object	
			Hyperlink	
			Attachment	
			Calculated	
			Lookup Wizard	

3. In the first dialog box select "I want the lookup field to get values from another table or query". Then click next.

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 will type in the <u>values</u> that I want.				
	Cancel < Back Next > Einish				

4. In the next dialog box, select the supplier List Table. Then click next.

Lookup Wizard	
	Which table or query should provide the values for your lookup field?         Table: CustomerList         Table: Products         Table: Supplier List         View         Image: Tables Organization of the products of the products of the product of t
	Cancel < <u>B</u> ack <u>N</u> ext > Einish

Page 20 of 31

5. In the third dialog box from the Available Fields List, select the Supplier Store Code and then click n the Single Arrow button to move this field to the Selected Fields on the right.

Lookup Wizard	
	Which fields of Supplier List contain the values you want included in your lookup field? The fields you select become columns in your lookup field.
	Select Supplier Store Code then click on the Single
	Arrow Button.
Available Fields:	Selected Fields:
Supplier Store Code Supplier Store Name Address City	
State Zip Telephone	
	Cancel < Back Next > Enish

6. After you click on the single arrow button the Supplier Store Code is moved to the Selected Fields on the right. Then Click Next.

Lookup Wizard	
	Which fields of Supplier List contain the values you want included in your lookup field? The fields you select become columns in your lookup field.
Available Fields:	Selected Fields:
Supplier Store Name Address City State Zip Telephone	Supplier Store Code       >>       <
	Cancel < <u>B</u> ack <u>N</u> ext > Einish

7. In the next dialogue box, select Supplier Store Code from the Ascending textbox dropdown. Then Click Next.

Loc	okup Wizard		
Wh	at sort order do you want	for the ite	ms in your list box?
You	a can sort records by up to	four fields	, in either ascending or descending order.
1	Supplier Store Code	~	Ascending
2		$\sim$	Ascending
3		$\sim$	Ascending
4		~	Ascending
		Cance	el < <u>B</u> ack <u>N</u> ext > <u>Finish</u>

8. In the next dialog box, do not change anything just click next to advance to the next dialog box.

Lookup Wizard				
How wide would you like	the columns in your	lookup field?		
To adjust the width of a right edge of the columr	column, drag its rigi heading to get the	ht edge to the width best fit.	you want, or doub	le-click the
Cumpling Share Code				
AS				
RS				
US				
	Cancel	< <u>B</u> ack	<u>N</u> ext >	<u>F</u> inish

9. In the next dialog box, click Finish.

Lookup Wizard			
	What label would you like for your lookup field?		
	Supplier Code Do you want to enable data integrity between these tables?		
	Restrict Delete Do you want to store multiple values for this lookup?		
	Allow Multiple Values		
X	Those are all the answers the wizard needs to create your lookup field.		
	Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish		

10. The next dialog box asks you to save before relationships can be created, click Yes.



# 11. The finished Supplier Store Code Field is shown below, and it has adopted the Field size of 2 from the Primary Key in the Supplier List Table.

Field Name         Data Type         Description (Optional)           IP ProductID         Short Text         Product ID - Primary Key - Three capital letters and 2 numbers         Description (Optional)           Product Description         Short Text         Description of the product         Description of the product           Quantity on Hand         Number         Quantity of our inventory to sell         Description	
ProductID         Short Text         Product ID - Primary Key - Three capital letters and 2 numbers           Product Description         Short Text         Description of the product           Quantity on Hand         Number         Quantity of our inventory to sell	
Product Description Short Text Description of the product Quantity on Hand Number Quantity of our inventory to sell	
Quantity on Hand Number Quantity of our inventory to sell	
Cost Currency Cost of the product	
Sell Price Currency The selling price of our products	
Supplier Code Short Text 🗸 The code of the supplier we bought from - Lookup to supplier table to get the supplier code	
Customer Code Short Text The code of the customer we sold to - Lookup to customer table to get the customer code	
Quantity Sold         Number         The quantity number we sold out	
Wholesale Retail         Short Text         Lookup to list if we sold the product on retail or wholesale. Not from a different Table but from a list we will type in.	
Field Properties	
ventai Lookup	
Freid Suze 2	
Input Mask	

- Repeat the same steps above from 10; vi; a; 1 10 to create a relationship for the Customer Code Field.
  - 1. Field Name = Customer Code (while repeating these steps, remember you are using the CustomerList Table and Customer Code Field.

### vii. Wholesale Retail Field:

- a. Field Name: "Wholesale Retail"
- b. Select Data Type: "Lookup Wizard"

	Products X			
4	Field Name	Data Type		
ŧ.	ProductID	Short Text		Product I
	Product Description	Short Text		Descripti
	Quantity on Hand	Number		Quantity
	Cost	Currency		Cost of t
	Sell Price	Currency		The selli
	Supplier Code	Short Text		The code
	Customer Code	Short Text		The code
	Quantity Sold	Number		The quar
	Wholesale Retail	Short Text	$\sim$	Lookup t
		Short Text	ľ	
		Long Text		
		Number		
		Large Number		
		Date/Time		
		Date/Time Extended		
		Currency		
		AutoNumber		
		Yes/No		
		OLE Object		
		Hyperlink		
		Attachment		
		Calculated		
		Lookup Wizard		

c. In the first dialog box select, "I will type in the values that I want." Then click Next.

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

d. In the second dialog box, type the two values as seen in the picture below and then click next.

e. In the third dialog box check the box "Limit To List" and then click Finish.

Lookup Wizard	
	What label would you like for your lookup field?  Wholesale Retail Do you want to limit entries to the choices? Ulimit To List
	Do you want to store multiple values for this lookup? <u>A</u> llow 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>F</u> inish

### viii. Save the completed Products Table. Ctrl + S.

### ix. Finished Products Table in Design View looks like the picture shown below.

File Home Create Exter	nal Data Database Too	ols Help Table De	esign 🔎 T	ell me what you w	ant to do				
View View View Key Rul	dation = Modify Lookup	Property Indexes Sheet	Create Data Macros ~ De	Rename/ Relat	ionships Object Dependencies				
Views	Tools	Show/Hide	Field, Record &	Table Events	Relationships		~		
All Access Obie 💿 «	Products ×								
	Z Field Nam	e D	ata Type			Description (Optional)			
search	ProductID	Short Tex	t	Product ID - Prin	hary Key - Three capit	al letters and 2 numbers			
Tables	Product Description	Short Tex	t	Description of t	ne product				
CustomerList	Quantity on Hand	Number		Quantity of our	nventory to sell				
Products	Cost	Currency		Cost of the prod	uct				
	Sell Price	Currency		The selling price	of our products				
Supplier List	Supplier Code	Short Tax	+	The add of the curplicity we have the from Leakup to curplice table to get the curplice code					
Customer Code		Short Tex	+	The code of the support we call to Leakus to support table to get the support adde					
Customer Code		Number		The code of the customer we sold to - bookp to customer table to get the customer code					
	Quantity Sold	Number		ine quantity number we sold out					
	Wholesale Retail	Short Tex	t 🗸	Lookup to list if	we sold the product o	on retail or wholesale. Not from a different la	able but from a list we will type in.		
					Field Prope	rties			
	Constant								
	General Lookup								
	Field Size	25							
	Format Input Mark						-		
	Caption								
	Default Value						-		
	Validation Rule						The data type determines the kind of values		
	Validation Text						that users can store in the field. Press F1 for		
	Required	No					neip on data types.		
	Allow Zero Length	Yes					_		
	Indexed	NO					-		
	IME Mode	No Control					-		
	IME Sentence Mode	None							
	Text Align	General							

x. Click on the View Button to view in Datasheet View.



xi. The Products Table in Datasheet View. It has no records. Click on the Close Button to close the Products Table.



- 11. Use the Relationship Window to add the "referential Integrity" to One-To-Many Relationship between the two Supplier code fields and the two Customer Code Fields. We created a relationship when we used the Lookup Wizard for both the supplier List Table and the CustomerList Table. We need to edit these relationships.
  - i. To edit a Relationship, click Relationships button in the Relationships group in the Database Tools Ribbon Tab.



- ii. In the Relationship Window, we can see that there is a relationship line between the Supplier Store Code Field in both the supplier List Table Field List and the Products Table Field List. We also see the same relationship line between the Customer Code Field in both the CustomerList Table Field List and the Products Table Field List.
  - a. If you do not see all the table relationships, click on "All Relationships" Button in the Relationships group in the Relationship Design Ribbon Tab.
- iii. Using your cursor, resize the Field Lists to show all the Fields as shown in the picture below.

StuffedAnimalDatabase : [	Database- D:\Mary_Business\01 Winter 2022\Busr	216\Video File\05 Acess\StuffedAnimalDatabase.accdb (Access 2007 - 20
File Home Create Externa	al Data Database Tools Help <mark>Relatio</mark>	nships Design 🔎 Tell me what you want to do
Edit Relationships Tools	t Hide Table Add Direct Relationships Tables All Relationships Relationships Close Close Close Relationships	Click All Relationship Button to show all the Relationships
All Access Obje • *		
Search     Joint       Tables     *       Image: CustomerList     *       Image: Supplier List     *       Forms     *       Image: CustomerList     * <td>Supplier List Supplier Store Code Supplier Store Name Address City State Zip Telephone</td> <td>Products       CustomerList         ProductID       Customer Code         Quantity on Hand       First Name         Cost       Address         Sell Price       City         Supplier Code       State         Quantity Sold       Telephone         Wholesale Retail       Email Address</td>	Supplier List Supplier Store Code Supplier Store Name Address City State Zip Telephone	Products       CustomerList         ProductID       Customer Code         Quantity on Hand       First Name         Cost       Address         Sell Price       City         Supplier Code       State         Quantity Sold       Telephone         Wholesale Retail       Email Address

iv. Carefully hover you mouse on one of the Relationship Line and then Right click and click Edit Relationship.

Supplier List		Products	CustomerList
<ul> <li>Supplier Store Code</li> <li>Supplier Store Name</li> <li>Address</li> <li>City</li> <li>State</li> <li>Zip</li> <li>Telephone</li> </ul>	Edit <u>R</u> elationship <u>D</u> elete	ProductID Product Description Quantity on Hand Cost Sell Price Supplier Code Customer Code Quantity Sold Wholesale Retail	Customer Code Last Name First Name Address City State Zip Telephone Email Address

v. The Edit Relationship dialog box opens, check the box "Enforce Referential Integrity" check box to make sure that you are ONLY allowed to enter the Supplier Code in the Products Table if it is already in the Supplier List Table. This ensures a One-To-Many Relationship.

Edit Relationships			?	$\times$
Table/Query: Supplier List v	Related Table/Query: Products	~	0	к
Supplier Store 🗸	Supplier Code	1	Car Join T	Type
C Enforce Referenti	al Integrity ┥		Create	New
Cascade Update R	lelated Fields elated Records			
Relationship Type:	One-To-Many			

- vi. Repeat Steps iv and v to Enforce Referential Integrity for the CustomerList Table and Products Table too.
- vii. Notes:

### a. Referential Integrity:

This is a set of rules that Access enforces to maintain consistency between the related tables when you update data in your database.

- b. When adding a record to a related table, matching record must already exist in the primary table which prevents any chance of having orphaned records. If you try to change the primary key in the primary table, Access will prevent this change if matching records exist in a related table, but if you choose **Cascade Update Related Fields** option, Access will allow this change to the Primary key and will also change the appropriate primary key in the foreign table and thus this will also eliminate any chance of inconsistency in your data.
- c. You cannot also delete a record in the Primary table since Access will prevent you from doing this if there are matching records in a related table but if you choose Cascade Delete Related Records option, Access will then delete the record from the Primary table and all the matching records in the related tables.

# viii. Now we can see the One-To-Many Relationship. Click on the Close Button to close the Relationship Window.



- 12. Create a Form for the Products Table
  - i. We will create a Form for each of the Tables so that we can enter, edit, and delete data in each of the tables. To create a Form for the Products Table: Select the Products Table from the Navigation Pane and then click the Form Button in the Forms group in the Create Ribbon Tab.

File Hor	ne <u>Create</u> Exterr	al Data	Database Too	ls Hel	p 🔎	) Tel	l me what you	want to
Application Parts ~ Templates	Table Table Shar Design Lis Tables	ePoint (	Query Query Wizard Design Queries	Form	Form Design	Blank Form Form	Form Wizar Davigation	rd Ƴ sƳ
All Acces	s Obie ⊙ «						_	
Search	, A				Click t	he Fo	rm Button	
Tables	*							
Customer	List					_		
Products		Se	elect the Prod	ucts Tab	ole in the	e		
Supplier I	List	N	avigation Pan	e				

### ii. The Form for the Products Table is created. Click on the View drop-down and then click Form View.

View View	
Form View       Image: Controls       Header / Footer         Image: Controls       Image: Controls       Header / Footer         Image: Controls       Image: Controls       Header / Footer         Image: Controls       Image: Controls       Image: Controls         Image: Controls       Image: Controls       Image: Contretee         Imag	Prop She
Image: Second	Tools
Ser J Lagout View Products	_
ProductID Product Description	
Design View     ProductID       Supplier List     Product Description	
Supplier List Product Description	
Click on the View	
drop-down and	
then click Form	
View Supplier Code	
Customer Code 🗸	
Quantity Sold	
Wholesale Retail	

iii. Use the keyboard shortcut: Ctrl + S to save the Products Form, when the Save As dialog box appears, Click OK.

Save As		?	×
Form <u>N</u> ame: Products			
	ок	Ca	ncel

iv. Use the Close Button to close the Products Form:

Products X	Use the Close Button to close the Products Form	
ProductID		
Product Description		
Quantity on Hand 0		
Cost \$0.0		
Sell Price \$0.0		
Supplier Code	~	
Customer Code	×	
Quantity Sold 0		
Wholesale Retail	×	

v. The Products Form now appears on the Navigation Pane.



vi. Repeat the same steps and create the Forms for CustomerList and Supplier List Tables. Close each Form after you complete creating it. The Navigation Pane should now contain the Three Tables Forms. See the Picture below.



- 13. Add Data to the Products Table using the Product Forms. The Raw Data is provided below, and also same raw data is on page 19.
  - i. Double-click on the Products Form to open it and then enter the raw data for each of the records.
  - ii. Use Tab key to move to the next field. When you get to the end of the last field for each record, press Tab to move to the first field of the next record.
  - iii. Remember you have the data validations so if you type more than the specified characters, you will get a message to enter the correct characters, for example in the ProductID field it must be 3 letters and 2 numbers e.g DGK77, entering anything different will not work for this field.

Field Name	ProductID	Product Description	Quantity on Hand	Cost	Sell Price	Supplier Code	Customer Code	Quantity Sold	Wholesale Retail
	CTB42	Chocolate Teddy Bear	15	\$8.00	\$17.00	AS	DG005	5	Retail
ta	HPB22	Hearts Puppy Bear	23	\$11.00	\$24.00	AS	AA001	13	Retail
	HTB32	Hugs Teddy Bear	22	\$5.00	\$15.00	RS	BS003	9	Retail
a,	LLB21	Lovable Lion Bear	30	\$13.00	\$20.00	RS	BS003	3	Retail
	PBB41	Pink Bouquet Bear	25	\$26.00	\$38.00	RS	BS003	12	Retail
2	RRB01	Red Roses Bear	20	\$20.00	\$40.00	AS	CH004	5	Retail
a)	TTB52	Timeless Teddy Bear	16	\$8.00	\$21.00	US	AN002	10	Retail
Ř	VHB11	Valentine Heart Bear	30	\$13.00	\$23.00	US	DD007	12	Retail
	WBB31	White Bouquet Bear	45	\$26.00	\$45.00	RS	FM009	15	Retail
	YBB51	Yellow Bouquet Bear	15	\$25.00	\$39.00	RS	GM010	10	Retail

14. Picture of the Finished Product Table after entering all the Raw Data is shown on the next page. Next Video we will learn how to create Queries in Access. We will use this same data that we have created in this video.

### Picture of the finished Products Table

🔊 🔚 Stuffed	dAnimalDatabase	: Database- D:\Mar	y_Business\01 Winter 2022\Bus	n 216\Video File\05 Aces	ss\StuffedAnimalDat	abase.accdb (Acc	ess 2007 - 2016 file fo	rmat) - Access			
Home     Create     Extent       Image: Second sec		rnal Data Datab Cut Copy	ase Tools Help Table	Selection ~ Advanced ~ Refrest	Tell me what yo New 2 Constant of the second seco	You want to do ∑ Totals abc Spelling F	$ \bigcirc \qquad \varphi_c^b \text{ Replace} $ $  \text{ Go To } \checkmark $	Calibri (Detail) B I <u>U</u> A →	▶11 ▶ ☱ ☱   ஊ ☲   >		
Undo Views	Clipbo	ormat Painter	Z <sup>≪</sup> Remove Sort ↓ Sort & Filter	loggle Filter All •	X Delete Y 🛔 Records	Ħ More Υ	k≱ Select ¥ Find		Text Formatting		Гу
All Access O	)bje ତ «	Products ×	<ul> <li>Product Description +</li> </ul>	Quantity on Hand	- Cost -	Sell Price 👻	Supplier Code	Customer Code 🕞	Quantity Sold 👻 Who	olesale R 👻 C	lick to Add 👻
Tables	*	CTB42 HPB22	Chocolate Teddy Bear Hearts Puppy Bear	1	5 \$8.00 3 \$11.00	\$17.00 \$24.00	AS AS	DG005 AA001	5 Reta 13 Reta	ail ail	
Products		HTB32 LLB21	Hugs Teddy Bear Lovable Lion Bear	2	22 \$5.00 30 \$13.00	\$15.00 \$20.00	RS RS	BS003 BS003	9 Reta 3 Reta	ail	
Supplier List	*	PBB41 RRB01	Pink Bouquet Bear Red Roses Bear	2	25 \$26.00 20 \$20.00	\$38.00 \$40.00	RS AS	BS003 CH004	12 Reta 5 Reta	ail	
CustomerList		TTB52 VHB11	Timeless Teddy Bear Valentine Heart Bear	1	.6 \$8.00 0 \$13.00	\$21.00 \$23.00	US US	AN002 DD007	10 Reta 12 Reta	ail	
Supplier List		WBB31 YBB51	White Bouquet Bear Yellow Bouquet Bear	4	\$26.00 \$25.00	\$45.00 \$39.00	RS RS	FM009 GM010	15 Reta 10 Reta	ail	
		*			0 \$0.00	\$0.00			0		

## Keyboards to Learn:

F6 = Jump from Field Name area to Field Properties area in the Table Design View.