

try2student11 : Database- F:\try2student11.accdb (Access 2007 - 2...)

File Home Create External Data Database Tools Design Tell me what you want to do... Sign in

View Primary Builder Test Validation Insert Rows Delete Rows Modify Lookups Property Indexes Create Data Rename/ Macros Delete Macro Relationships Object Dependencies

Views Tools Show/Hide Field, Record & Table Events Relationships

All Access Obj... << Student

Field Name	Data Type	Description (Optional)
idno	Short Text	
s	Short Text	

I will put stuname next and give it a size of 50.

This is a repeat of what I did on Tuesday. I am creating a database with a table containing student information.

Field Properties

General	
Field Size	5
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	Yes (No Duplicates)
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

The maximum number of characters you can enter in the field. The largest maximum you can set is 255. Press F1 for help on field size.

Design view. F6 = Switch panes. F1 = Help. Num Lock

11:07 AM 9/15/2016

try2student11 : Database- F:\try2student11.accdb (Access 2007 - 2...)

File Home Create External Data Database Tools Design Tell me what you want to do... Sign in

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

All Access Objects Search... Tables Student

Field Name	Data Type	Description (Optional)
idno	Short Text	
stuname	Short Text	
major	Short Text	

Field Properties

General		Lookup
Field Size	2	
Format		
Input Mask		
Caption		
Default Value		
Validation Rule		
Validation Text		
Required	No	
Allow Zero Length	Yes	
Indexed	No	
Unicode Compression	Yes	
IME Mode	No Control	
IME Sentence Mode	None	
Text Align	General	

The maximum number of characters you can enter in the field. The largest maximum you can set is 255. Press F1 for help on field size.

Design view. F6 = Switch panes. F1 = Help. Num Lock

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try2student11 : Database- F:\try2student11.accdb (Access 2007 - 2...)

File Home Create External Data Database Tools Design Tell me what you want to do... Sign in

View Primary Builder Test Validation Insert Rows Delete Rows Modify Lookups Property Indexes Sheet Create Data Macros Rename/Delete Macro Relationships Object Dependencies

Views Tools Show/Hide Field, Record & Table Events Relationships

All Access Obj... << Student x

Field Name	Data Type	Description (Optional)
idno	Short Text	
stuname	Short Text	
major	Short Text	
gpa	Number	

Field Properties

General Lookup

Field Size	Single
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

The size and type of numbers to enter in the field. The most common settings are Double and Long Integer. If this field will be joined to an AutoNumber field in a many-to-one relationship, this setting must be Long Integer.

Design view. F6 = Switch panes. F1 = Help. Num Lock

11:08 AM 9/15/2016

try2student11 : Database- F:\try2student11.accdb (Access 2007 - 2...)

File Home Create External Data Database Tools Design Tell me what you want to do... Sign in

View Primary Key Builder Test Validation Rules Insert Rows Delete Rows Modify Lookups Property Sheet Indexes Create Data Macros Rename/Delete Macro Relationships Object Dependencies

Views Tools Show/Hide Field, Record & Table Events Relationships

All Access Obj... Search... Tables Student

Field Name	Data Type	Description (Optional)
idno	Short Text	
stuname	Short Text	
major	Short Text	
gpa	Number	
nocrs	Number	

Field Properties

General	
Field Size	Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

The size and type of numbers to enter in the field. The most common settings are Double and Long Integer. If this field will be joined to an AutoNumber field in a many-to-one relationship, this setting must be Long Integer.

Design view. F6 = Switch panes. F1 = Help. Num Lock

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Table Tools try2student11 : Database- F:\try2student11.accdb (Access 2007 - 2...

File Home Create External Data Database Tools Design Tell me what you want to do...

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

Tools

Student

Field Name Data Type Description (Optional)

Field Name	Data Type	Description (Optional)
idno	Short Text	
stuname	Short Text	
major	Short Text	
gpa	Number	
nocrs	Number	

Field Properties

General Lookup

Field Size	2
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

Design view. F6 = Switch panes. F1 = Help.

Num Lock

11:10 AM 9/15/2016

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

Now I want to see the datasheet view to enter the data.

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File Home Create External Data Database Tools Fields Table Tell me what you want to do... Sign in

View Paste Cut Copy Format Painter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All Delete More

Calibri (Detail) 11 B I U Find

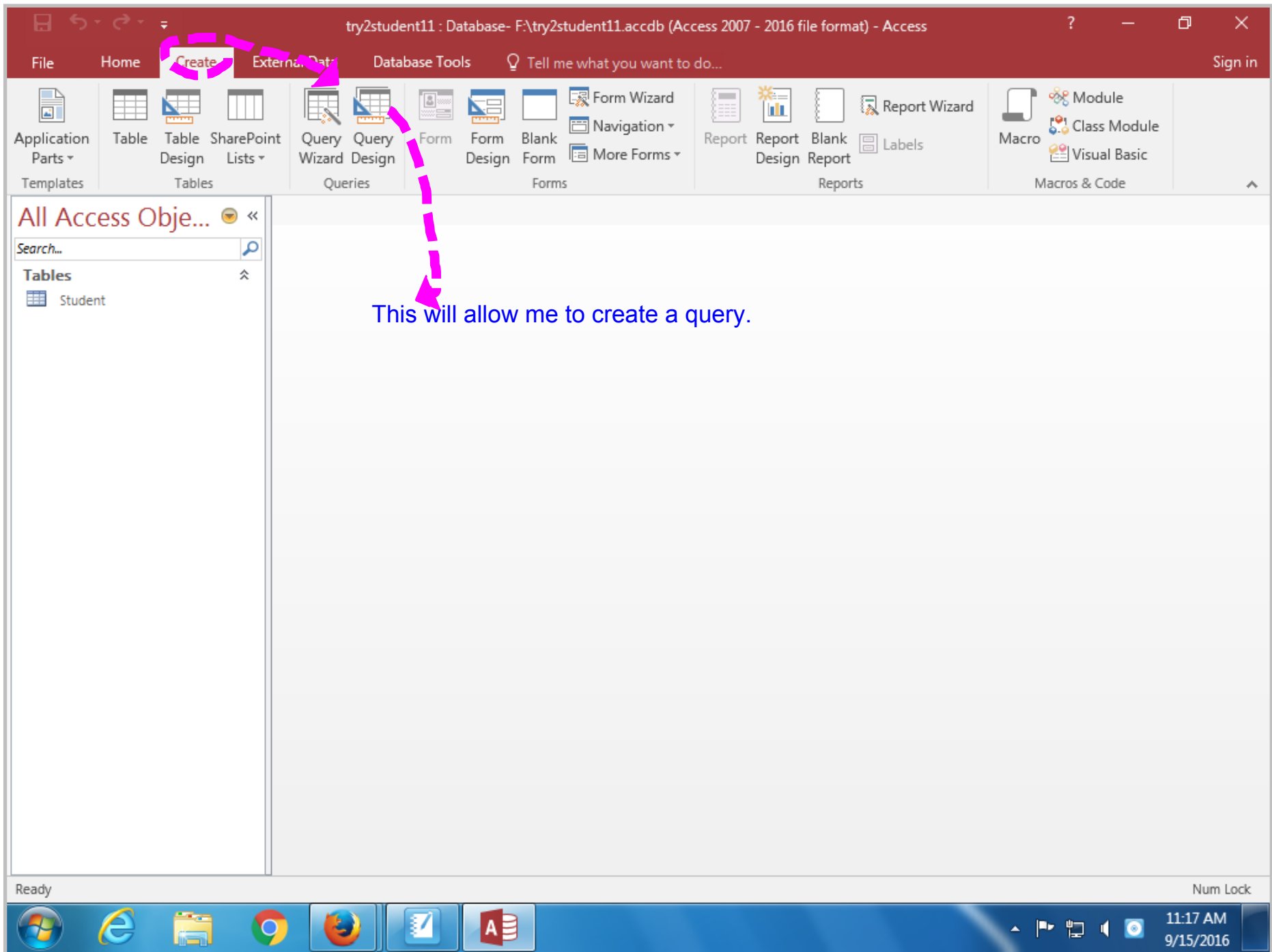
All Access Objects Search... Tables Student

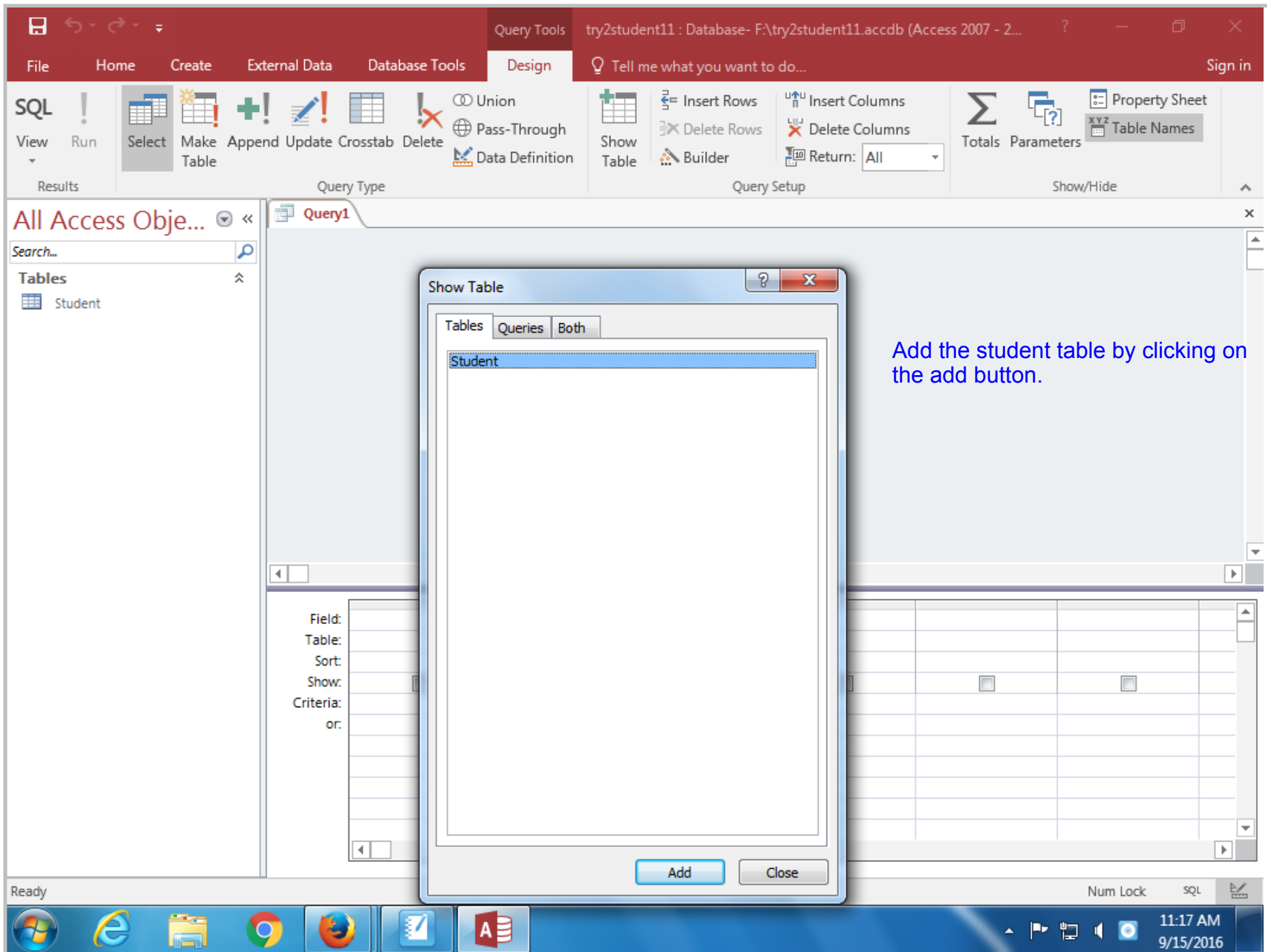
idno	stuname	major	gpa	nocrs	Click to Add
11111	John Doe	CI	3.5	12	
12121	Susan Ash	CI	3.7	20	
12345	Linda French	CI	2.5	10	
13579	Robert Alves	BU	2.8	8	
22222	Jane Anders	BU	2.9	11	
21212	Bill Richards	CI	3	15	
*			0	0	

Record: 6 of 6 No Filter Search

Datasheet View Num Lock

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File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Builder Insert Columns Delete Columns Return: All Totals Parameters Property Sheet Table Names

All Access Obj... Query1

Search... Tables Student

Student

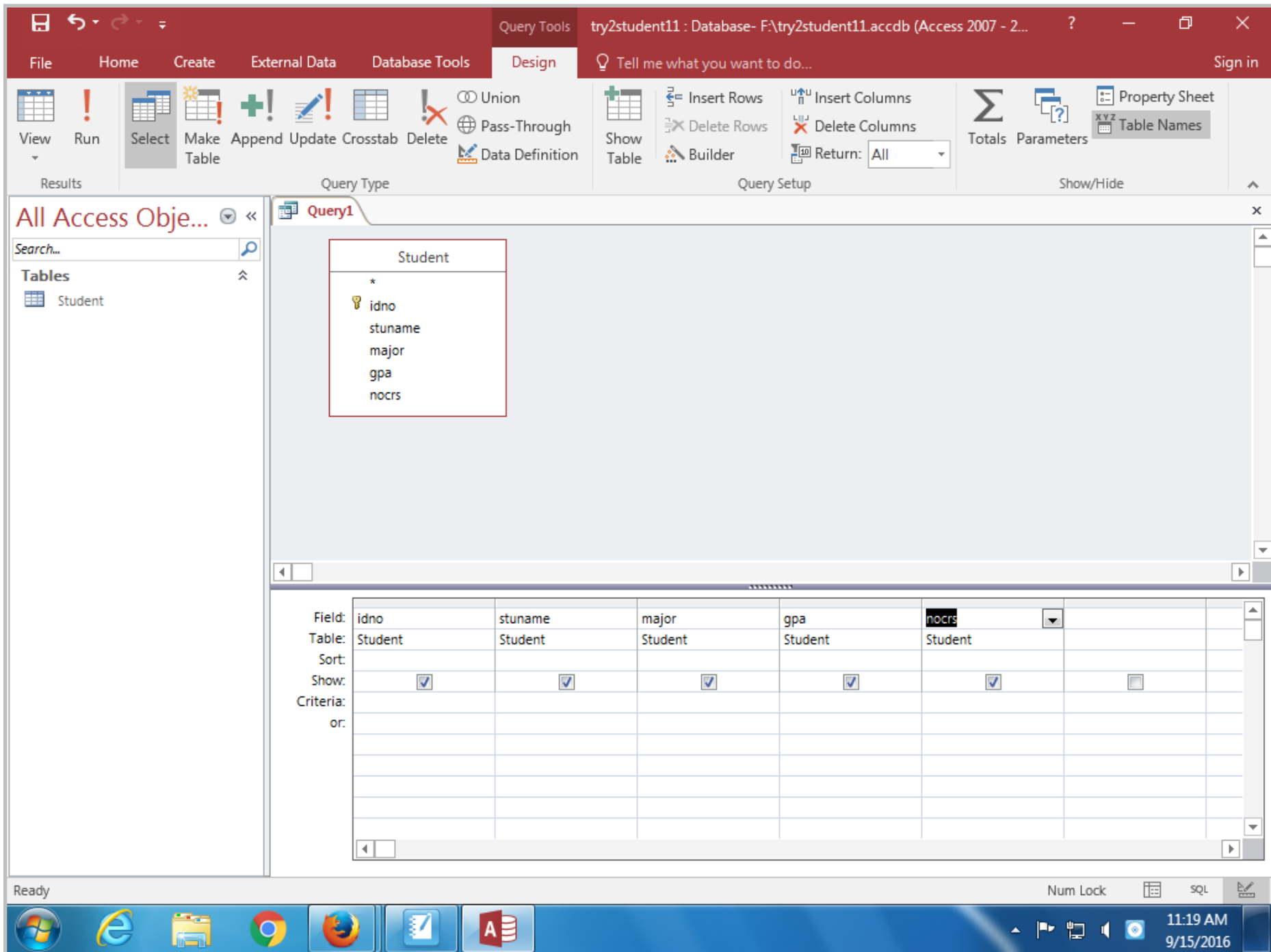
- * idno
- stuname
- major
- gpa
- nocrs

Bring down the fields - all of them or just the ones you want to use. They can be brought down in any order.

Field:						
Table:						
Sort:						
Show:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:						
or:						

Ready Num Lock SQL

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File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Builder Insert Columns Delete Columns Return: All Totals Parameters Property Sheet Table Names

All Access Obj... Query1

Search... Tables Student

Student

- *
 - idno
 - stuname
 - major
 - gpa
 - nocrs

I want to see all records where the major is CI.

Field:	idno	stuname	major	gpa	nocrs
Table:	Student	Student	Student	Student	Student
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:			"CI"		
or:					

Ready Num Lock SQL

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File Home Create External Data Database Tools Tell me what you want to do... Sign in

View Paste Cut Copy Format Painter Filter Sort & Filter Records Find Text Formatting

Ascending Descending Selection Advanced Refresh Save Delete More Spelling Find

Calibri (Detail) 11 B I U

All Access Objects Search... Tables Student

Query1

idno	stuname	major	gpa	nocrs
11111	John Doe	CI	3.5	12
12121	Susan Ash	CI	3.7	20
12345	Linda French	CI	2.5	10
21212	Bill Richards	CI	3	15
*			0	0

CI only

Record: 1 of 4 No Filter Search

Ready Num Lock SQL

try2student11 : Database- F:\try2student11.accdb (Access 2007 - 2...)

File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition

Insert Rows Delete Rows Builder Insert Columns Delete Columns Return: All

Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

All Access Objects

Search...

Tables

- Student

Query1

Student

- * idno
- stuname
- major
- gpa
- nocrs

Logic flowchart showing an if to check if major is CI. Only display if it is.

Field:	idno	stuname	major	gpa	nocrs
Table:	Student	Student	Student	Student	Student
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:			"CI"		
or:					

Ready Num Lock SQL

try2student11 : Database- F:\try2student11.accdb (Access 2007 - 2... ? - □ ×

File Home Create External Data Database Tools Design Tell me what you want to do... Sign in

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Builder Insert Columns Delete Columns Return: All Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

All Access Obj... << Query1 ×

Search...

Tables Student

Student

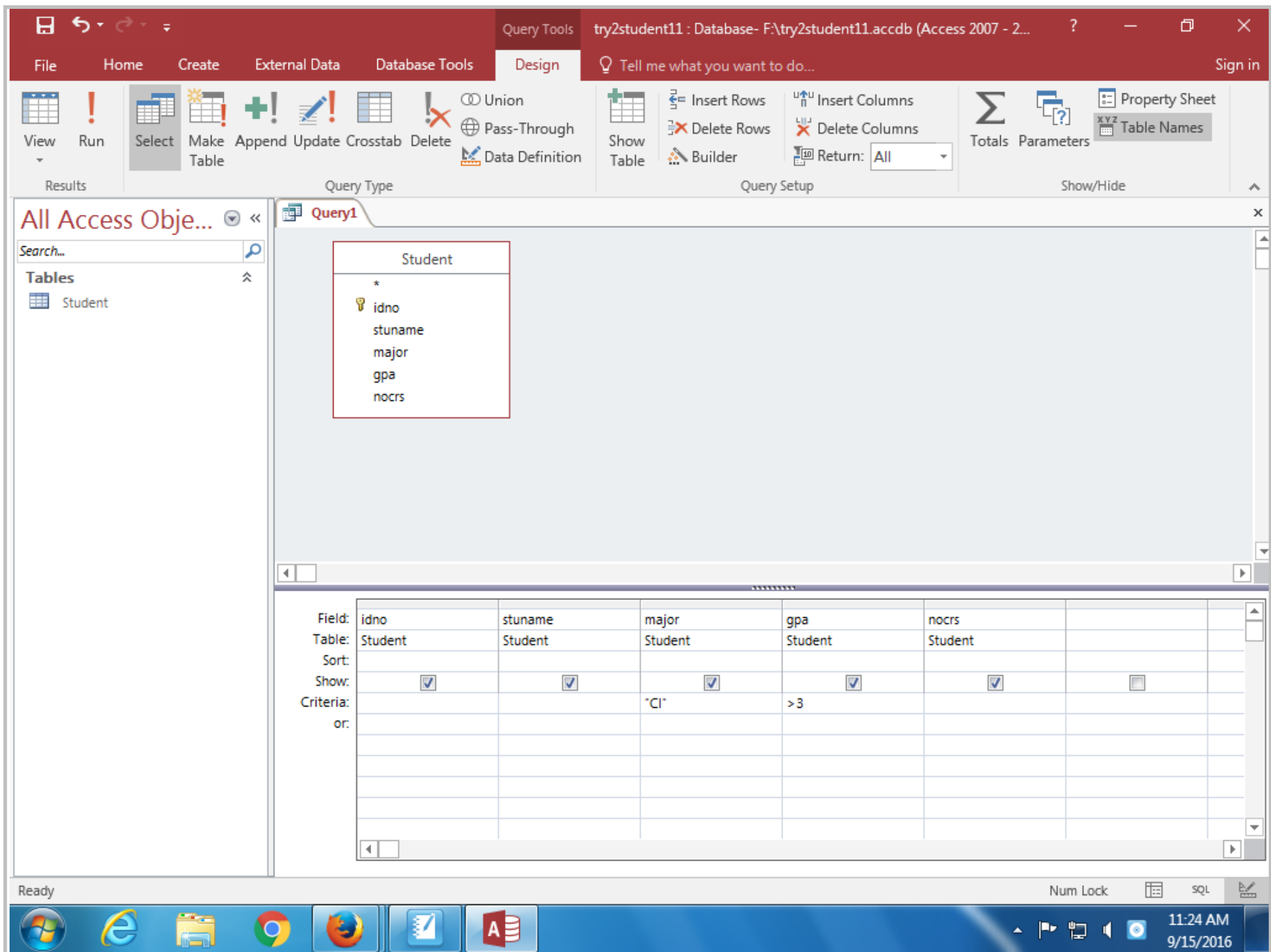
- * idno
- stuname
- major
- gpa
- nocrs

Now I want all records where major is CI AND gpa is > 3. These two are in an AND relationship.

Field:	idno	stuname	major	gpa	nocrs		
Table:	Student	Student	Student	Student	Student		
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Criteria:			"CI"	> 3			
or:							

Ready Num Lock SQL

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File Home Create External Data Database Tools Tell me what you want to do... Sign in

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

All Access Objects Search... Tables Student

Query1

idno	stuname	major	gpa	nocrs
11111	John Doe	CI	3.5	12
12121	Susan Ash	CI	3.7	20
*			0	0

Logic flowchart

CI > 3

AND

major = CI

gpa > 3

display

The flowchart shows the first question about major = CI. If it is true then I ask about gpa > 3. If that is true then I display. If either is not true the record will not be displayed.

Record: 1 of 2 No Filter Search

try2student11 : Database- F:\try2student11.accdb (Access...)

File Home Create External Data Database Tools Fields Table Tell me what you want to do... Sign in

View Paste Cut Copy Format Painter Filter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All Save Delete More Find Find

Views Clipboard Sort & Filter Records Find Text Formatting

All Access Objects

Search...

Tables

- Student

Queries

- Clgr3

idno	stuname	major	gpa	nocrs	Click to Add
11111	John Doe	CI	3.5	12	
12121	Susan Ash	CI	3.7	20	
12345	Linda French	CI	2.5	10	
13579	Robert Alves	BU	2.8	8	
21212	Bill Richards	CI	3	15	
22222	Jane Anders	BU	2.9	11	
23456	Tom Smith	EN	3.6	0	
*			0	0	

I added a record.

Record: 7 of 7 No Filter Search

Datasheet View Num Lock

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File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Builder Return: All

Results Query Type Query Setup Show/Hide

All Access Obj... Query1

Search... Tables Student Queries Clgr3

Student

- *
 - idno
 - stuname
 - major
 - gpa
 - nocrs

Now I moved > 3 to the or line which means either major has to be CI or gpa has to be > 3 in order for the record to display.

Field:	idno	stuname	major	gpa	nocrs
Table:	Student	Student	Student	Student	Student
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:			"CI"		
or:				> 3	

Click here to restore ink.

Ready Num Lock 11:33 AM 9/15/2016

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File Home Create External Data Database Tools Design

View Run Select Make Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Builder Insert Columns Delete Columns Return: All Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

All Access Obj... Query1

Search... Tables Student Queries Clgr3

Student

- * idno
- stuname
- major
- gpa
- nocrs

Field: idno stuname major gpa nocrs

Table: Student Student Student Student Student

Sort:

Show:

Criteria: "CI" >3

or:

Ready Num Lock SQL

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File Home Create External Data Database Tools you want to do... Sign in

View Paste Copy Format Painter Filter Sort & Filter Records Find Text Formatting

All Access Objects

Search...

Tables

- Student

Queries

- Clgr3

Query1

idno	stuname	major	gpa	nocrs
11111	John Doe	CI	3.5	12
12121	Susan Ash	CI	3.7	20
12345	Linda French	CI	2.5	10
21212	Bill Richards	CI	3	15
23456	Tom Smith	EN	3.6	0
*			0	0

The top two happen to meet both criteria.

CI got it on the list because gpa not > 3

EN so got here because gpa > 3

Record: 1 of 5 No Filter Search

Ready Num Lock

Click here to restore ink.

11:36 AM 9/15/2016

try2student11 : Database- F:\try2student11.accdb (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools you want to do... Sign in

View Paste Cut Copy Format Painter Filter Sort & Filter Records Find Text Formatting

All Access Objects

Search...

Tables

- Student

Queries

- Clgr3
- Clgr3

Query1

idno	stuname	major	gpa	nocrs
11111	John Doe	CI	3.5	12
12121	Susan Ash	CI	3.7	20
22222	Jane Anders	BU	2.9	11
21212	Bill Richards	CI	3	15
*			0	0

CI gpa > 3
Or
nocrs > 10

All have nocrs > 10 so I tried to change 10 to 14.

Record: 1 of 4 No Filter Search

Ready Num Lock SQL

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File Home Create External Data Database Tools Design you want to do... Sign in

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Builder Insert Columns Delete Columns Return: All Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

All Access Obj... Query1

Search... Tables Student Queries Clgr3 Clorg3

Student

- *
 - idno
 - stuname
 - major
 - gpa
 - nocrs

Field:	idno	stuname	major	gpa	nocrs		
Table:	Student	Student	Student	Student	Student		
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Criteria:			"CI"	>3			
or:					>14		

Ready Num Lock SQL 11:52 AM 9/15/2016

try2student11 : Database- F:\try2student11.accdb (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools you want to do... Sign in

View Paste Cut Copy Format Painter Filter Sort & Filter Records Find Text Formatting

All Access Objects

Search...

Tables

- Student

Queries

- Clgr3
- Clorg3

Query1

idno	stuname	major	gpa	nocrs
11111	John Doe	CI	3.5	12
12121	Susan Ash	CI	3.7	20
21212	Bill Richards	CI	3	15
*			0	0

← CI > 3
← > 14

Record: 1 of 3 No Filter Search

Ready Num Lock SQL

try2student11 : Database- F:\try2student11.accdb (Access 2007 - 2...)

File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Builder Insert Columns Delete Columns Return: All Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

All Access Obj... Search... Tables Student Queries 2condor1cond Clgr3 Clorg3

Student

- * idno
- stuname
- major
- gpa
- nocrs

Handwritten Diagram:

- Decision diamond: major = CI (N to Y)
- Decision diamond: gpa > 3 (N to Y)
- Decision diamond: nocrs > 14 (N to Y)
- Decision diamond: disp (N to Y)

Handwritten Note: CI major and either gpa > 3 or nocrs > 14

Field:	idno	stuname	major	gpa	nocrs
Table:	Student	Student	Student	Student	Student
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:					
or:					

Handwritten in red: ~~CI~~ → 3 > 14

The major has to be CI to display the record.

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File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Builder Insert Columns Delete Columns Return: All Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

All Access Objects

Search...

Tables

- Student

Queries

- 2condor1cond
- Clgr3
- Clgr3

Query1

Student

- *
 - idno
 - stuname
 - major
 - gpa
 - nocrs

Field:	idno	stuname	major	gpa	nocrs
Table:	Student	Student	Student	Student	Student
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:			"C"	>3	
or:			"C"		>14

Ready Num Lock SQL

12:00 PM 9/15/2016

try2student11 : Database- F:\try2student11.accdb (Access 2007 - 2...)

File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Insert Columns Delete Columns Builder Return: All Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

All Access Obj... Query1

Search... Tables Student Queries 2condor1cond Clgr3 Clorg3

Student

- *
 - idno
 - stuname
 - major
 - gpa
 - nocrs

Field: idno stuname major gpa nocrs
 Table: Student Student Student Student Student
 Sort:
 Show:
 Criteria:
 or: "CI" "CI" >3 >14

has to be true

either of these

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File Home Create External Data Database Tools you want to do... Sign in

View Paste Cut Copy Format Painter Filter Sort & Filter Records Find Text Formatting

All Access Obj... Query1

idno	stuname	major	gpa	nocrs
11111	John Doe	CI	3.5	12
12121	Susan Ash	CI	3.7	20
21212	Bill Richards	CI	3	15
*			0	0

has to be true

Record: 1 of 3 No Filter Search

Ready Num Lock SQL

try2student11 : Database- F:\try2student11.accdb (Access 2007 - 2...)

File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Builder Return: All

Results Query Type Query Setup Show/Hide

All Access Obj... Query1

Search... Tables Student Queries 2condor1cond Clgr3 Clorg3

Student

- * idno
- stuname
- major
- gpa
- nocrs

CI and either
 OR gpa > 3
 OR hours > 14
 Idno > 22222

Next problem.

Field:	idno	stuname	major	gpa	nocrs
Table:	Student	Student	Student	Student	Student
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:			"CI"	> 3	
or:			"CI"		> 14

Ready Num Lock SQL

try2student11 : Database- F:\try2student11.accdb (Access 2007 - 2...)

File Home Create External Data Database Tools Design

View Run Select Make Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Builder Insert Columns Delete Columns Return: All Totals Parameters Property Sheet Table Names

Results Query Type Query Setup Show/Hide

All Access Obj... Search... Tables Student Queries 2condor1cond Clgr3 Clorg3 **hastobetrueandeither**

Student

- * idno
- stuname
- major
- gpa
- nocrs

short text "22222"

number 3 14

You want to have like things to compare so the 22222 is in quotes to make it a text field. The 3 and 14 are not in quotes because we will compare them to a number.

Field:	idno	stuname	major	gpa	nocrs
Table:	Student	Student	Student	Student	Student
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:			"C"	> 3	
or:			"C"		> 14
	> "22222"		"C"		

Ready Num Lock SQL

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File Home Create External Data Database Tools you want to do... Sign in

View Paste Cut Copy Format Painter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All Delete More New Save Spelling More Find Find Text Formatting

All Access Objects

Search...

Tables

- Student

Queries

- 2condor1cond
- Clgr3
- Clogr3
- hastobetrueandeither

idno	stuname	major	gpa	nocrs
11111	John Doe	CI	3.5	12
12121	Susan Ash	CI	3.7	20
*			0	0

Shorttext

number

data

data character

Shorttext and other text fields are aligned against the left wall and numbers are aligned against the right wall.

Record: 1 of 2 No Filter Search

Ready Num Lock SQL