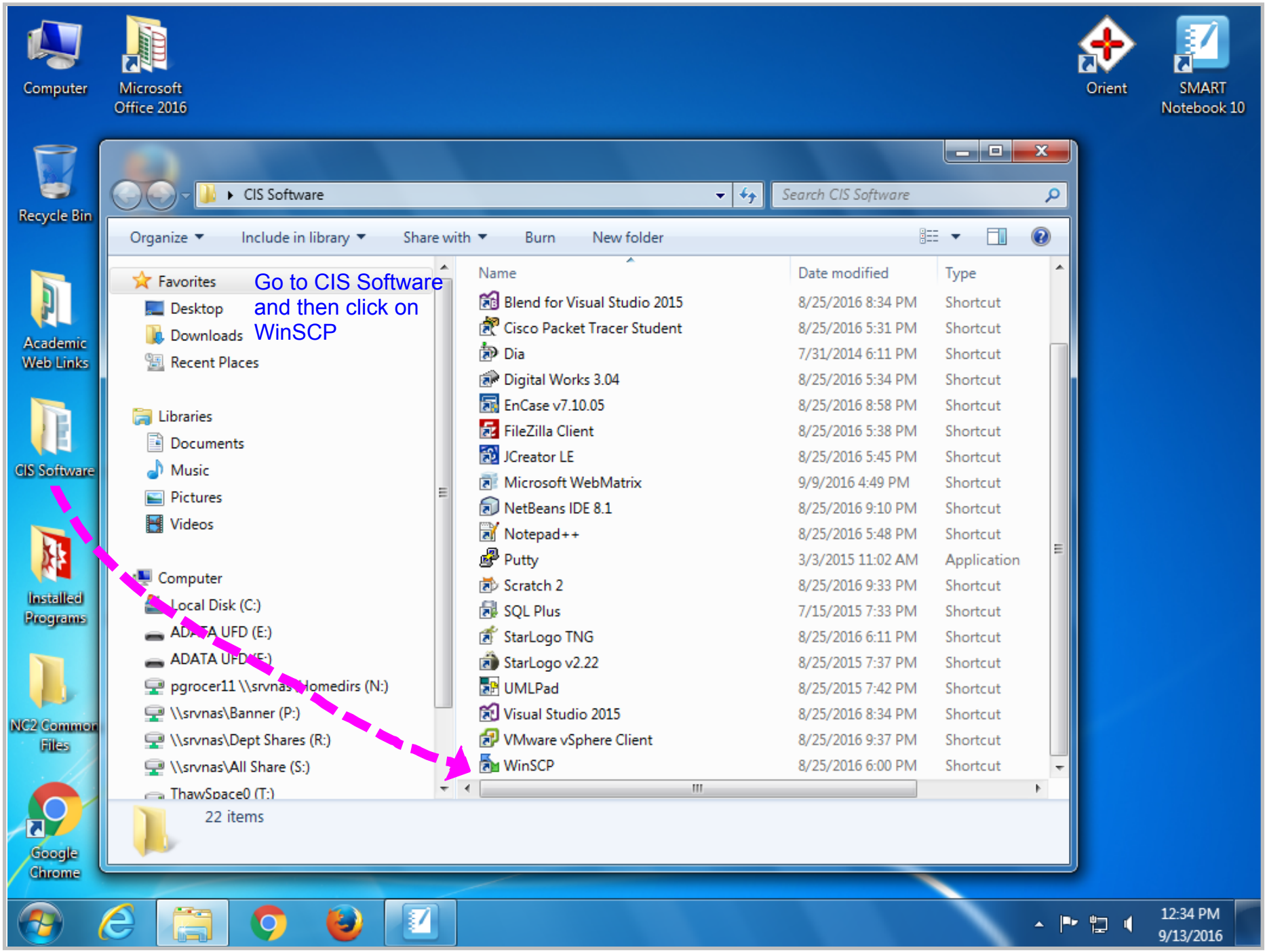
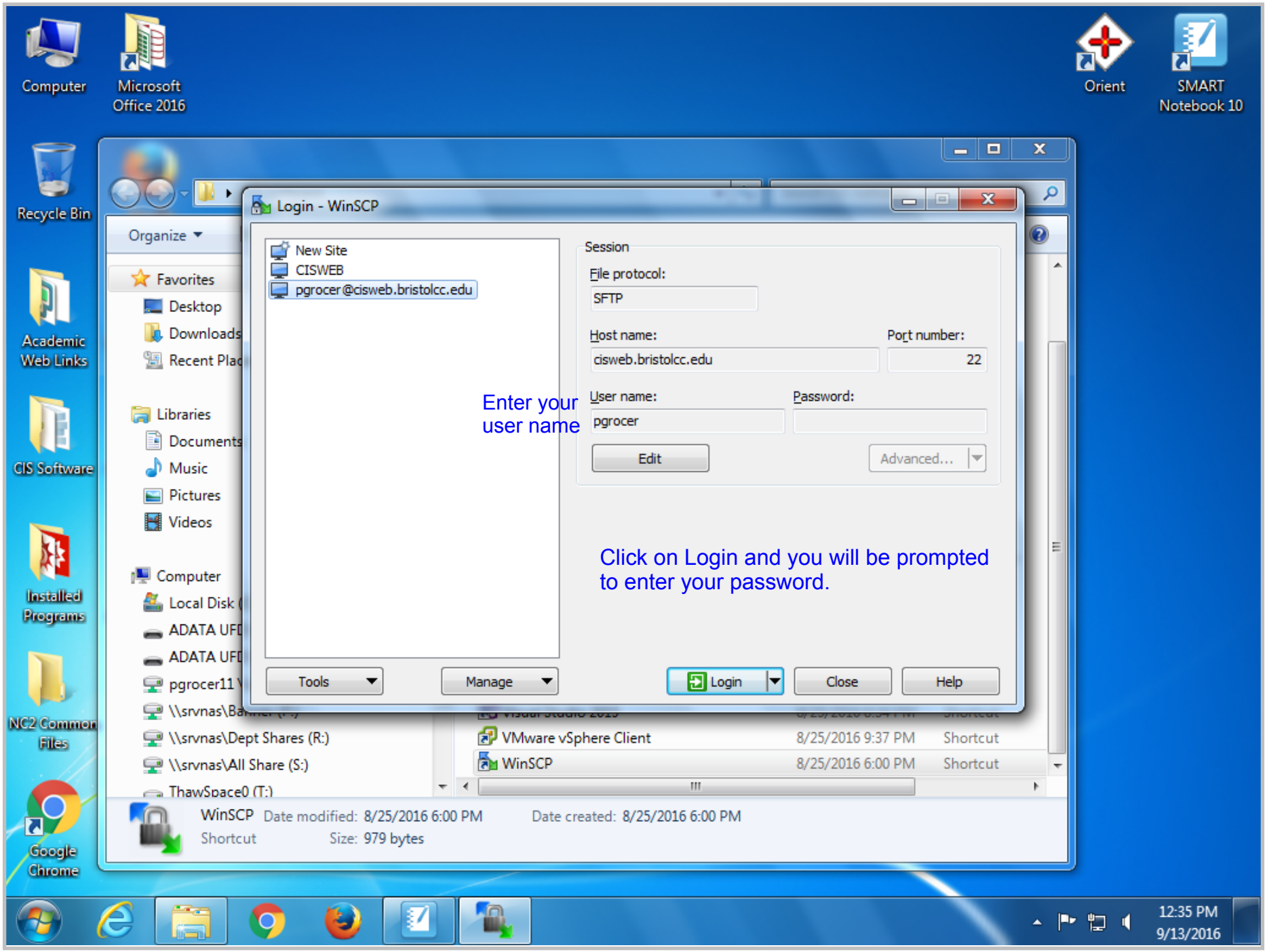
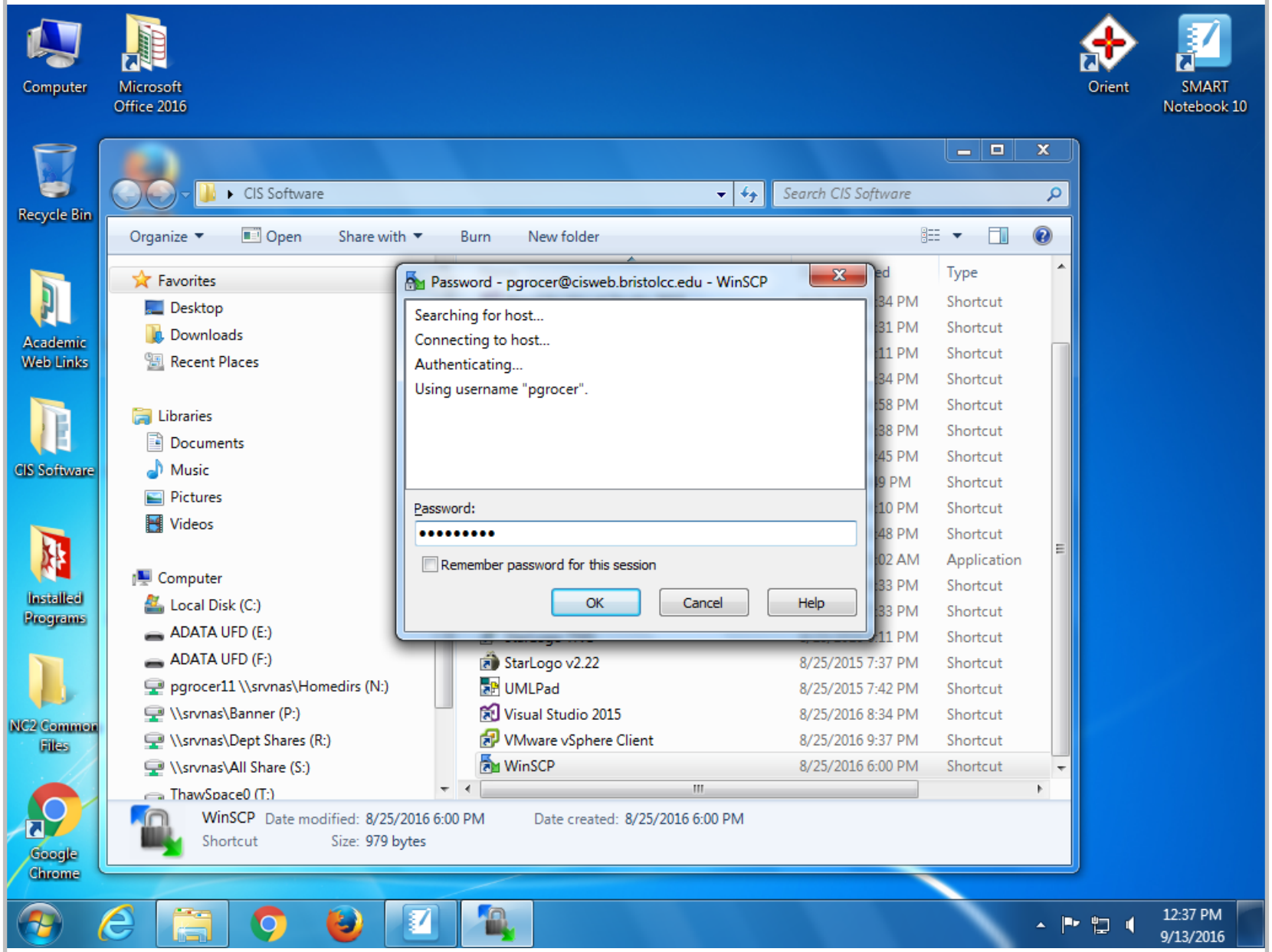
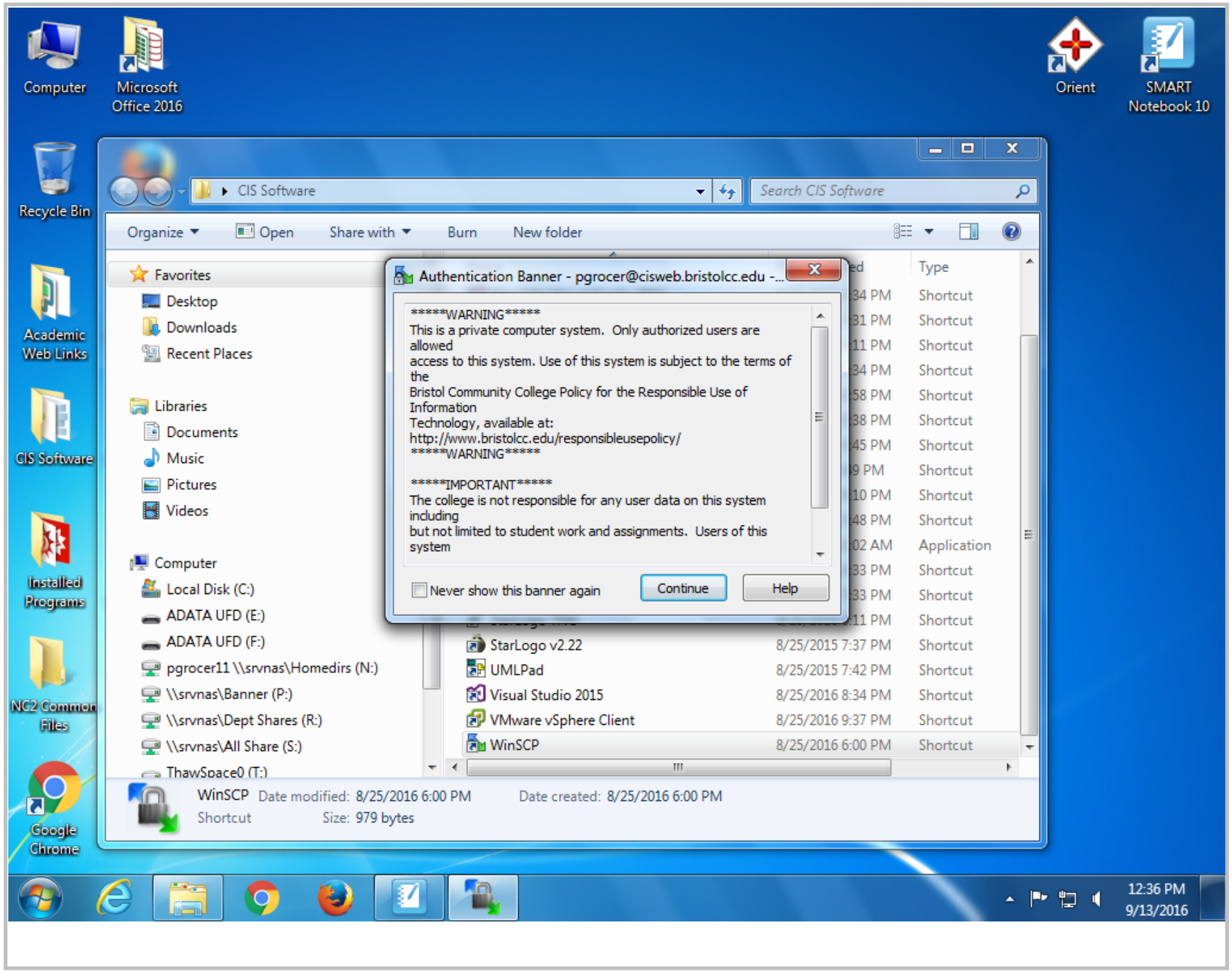


Title: Sep 13-12:23 PM (1 of 33)

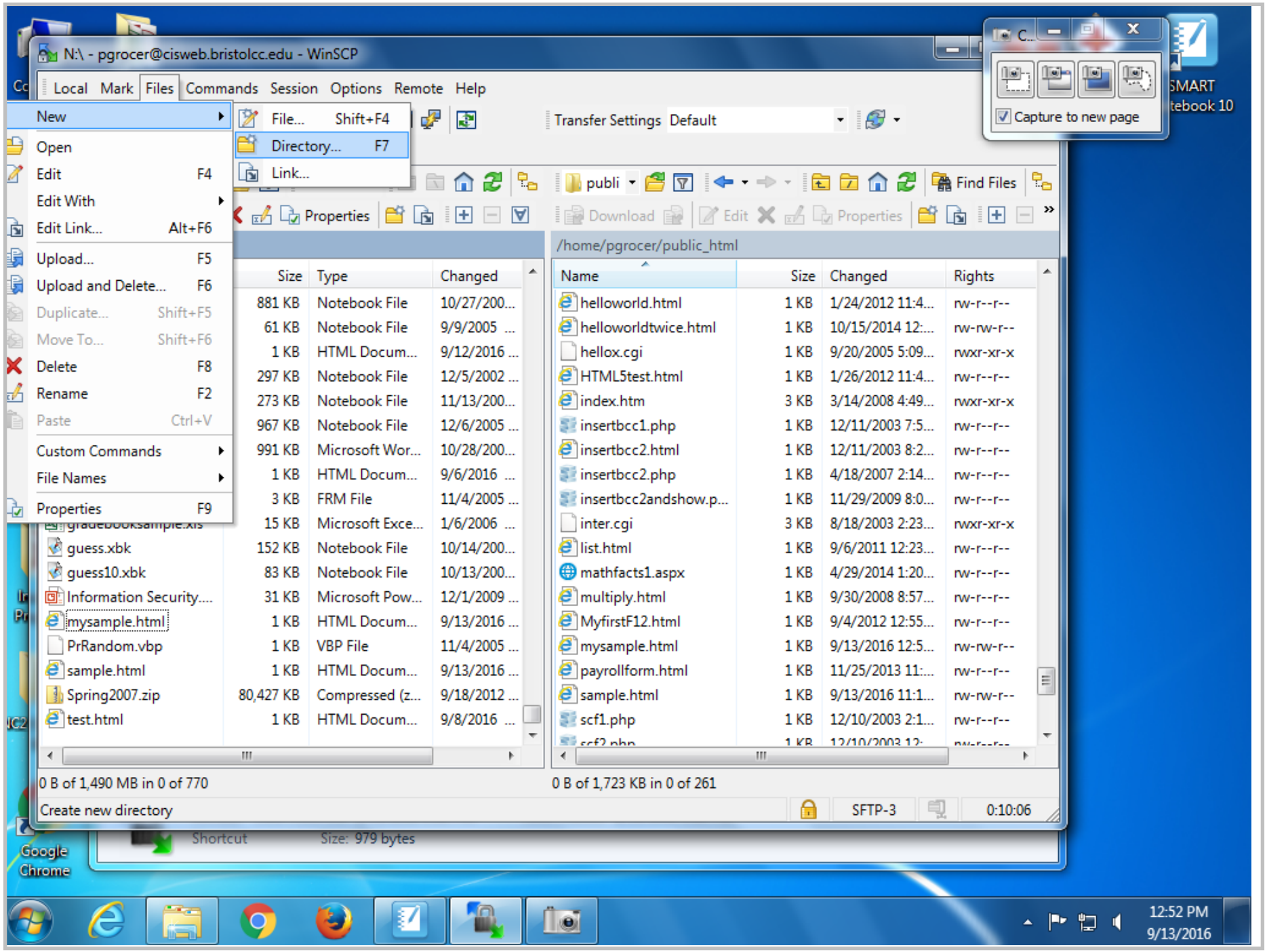

Computer
Microsoft Office 2016
Orient
SMART Notebook 10
Recycle Bin
Academic Web Links
CIS Software
Installed Programs
NC2 Common Files
Google Chrome
Login - WinSCP
New Site
CISWEB
pgrocer@cisweb.bristolcc.edu
Session
File protocol:
SFTP
Host name:
cisweb.bristolcc.edu
Port number:
22
User name:
pgrocer
Password:
Edit
Advanced...
Enter your user name
Click on Login and you will be prompted to enter your password.
Tools
Manage
Login
Close
Help
Organize
Favorites
Desktop
Downloads
Libraries
Documents
Music
Pictures
Videos
Computer
\\srvnas\Dept Shares (R:)
\\srvnas\All Share (S:)
VMware vSphere Client 8/25/2016 9:37 PM Shortcut
WinSCP 8/25/2016 6:00 PM Shortcut
WinSCP Date modified: 8/25/2016 6:00 PM Date created: 8/25/2016 6:00 PM
Shortcut Size: 979 bytes
12:35 PM
9/13/2016



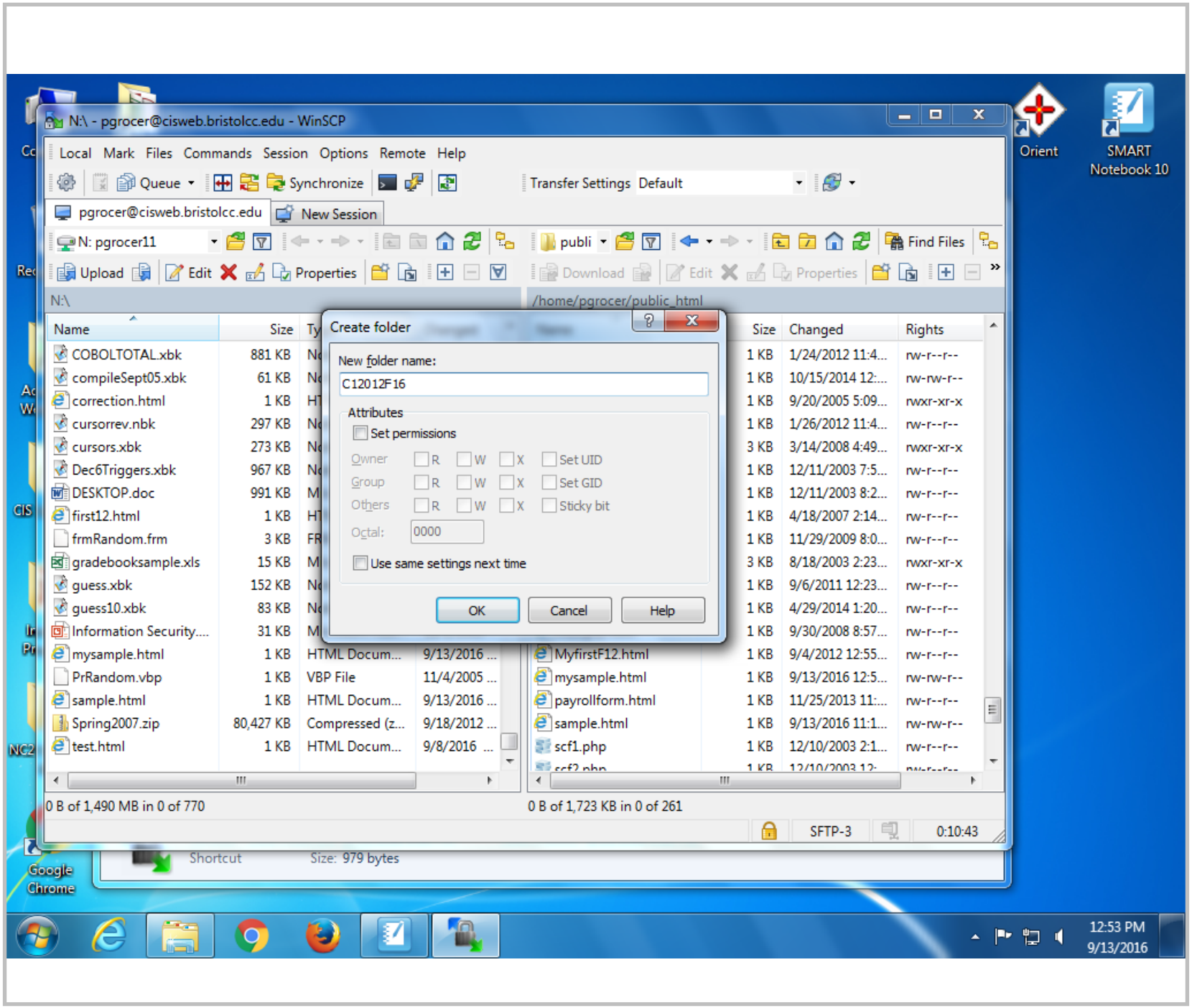
Title: Sep 13-12:37 PM (3 of 33)



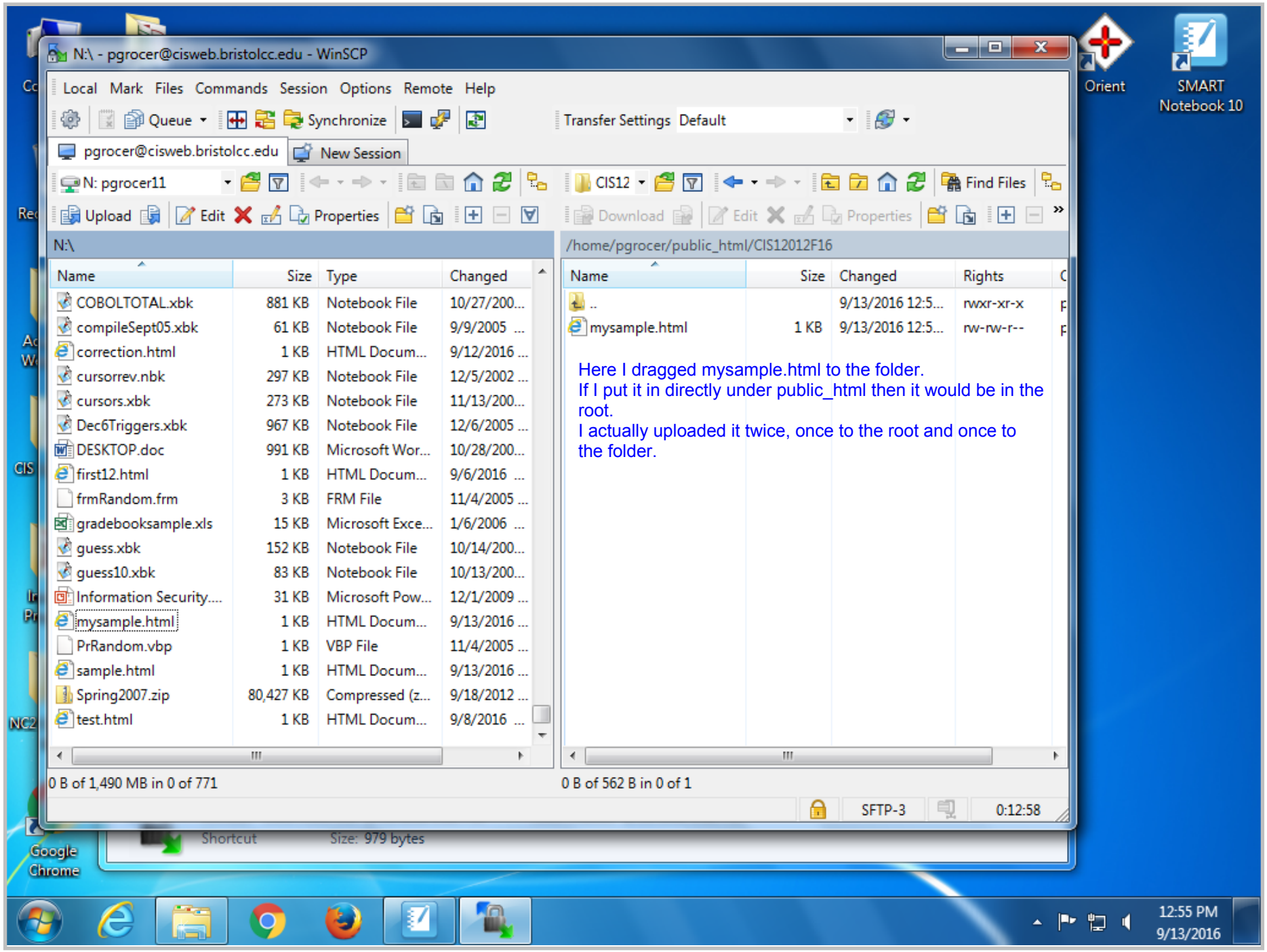
Title: Sep 13-12:36 PM (4 of 33)

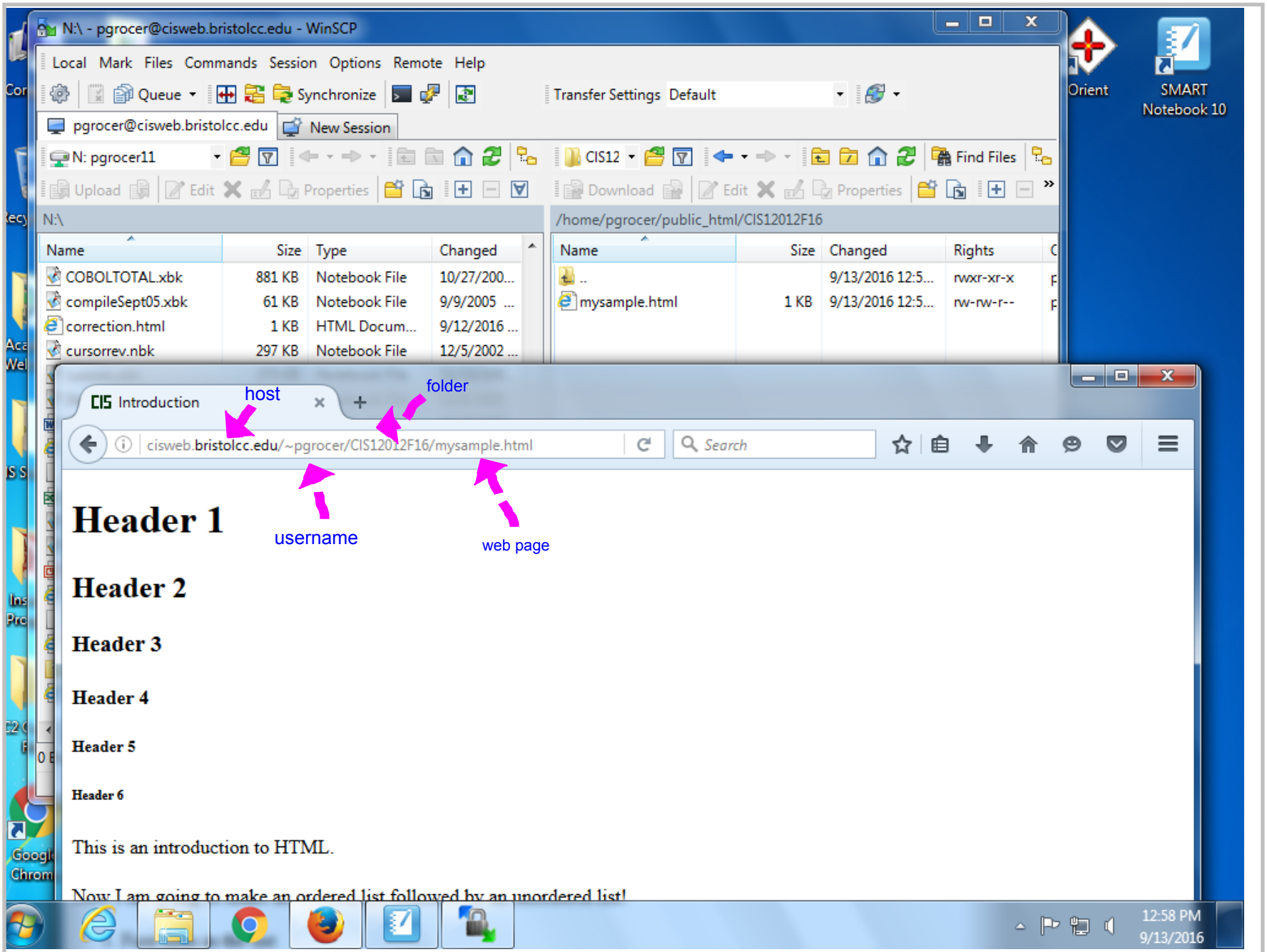


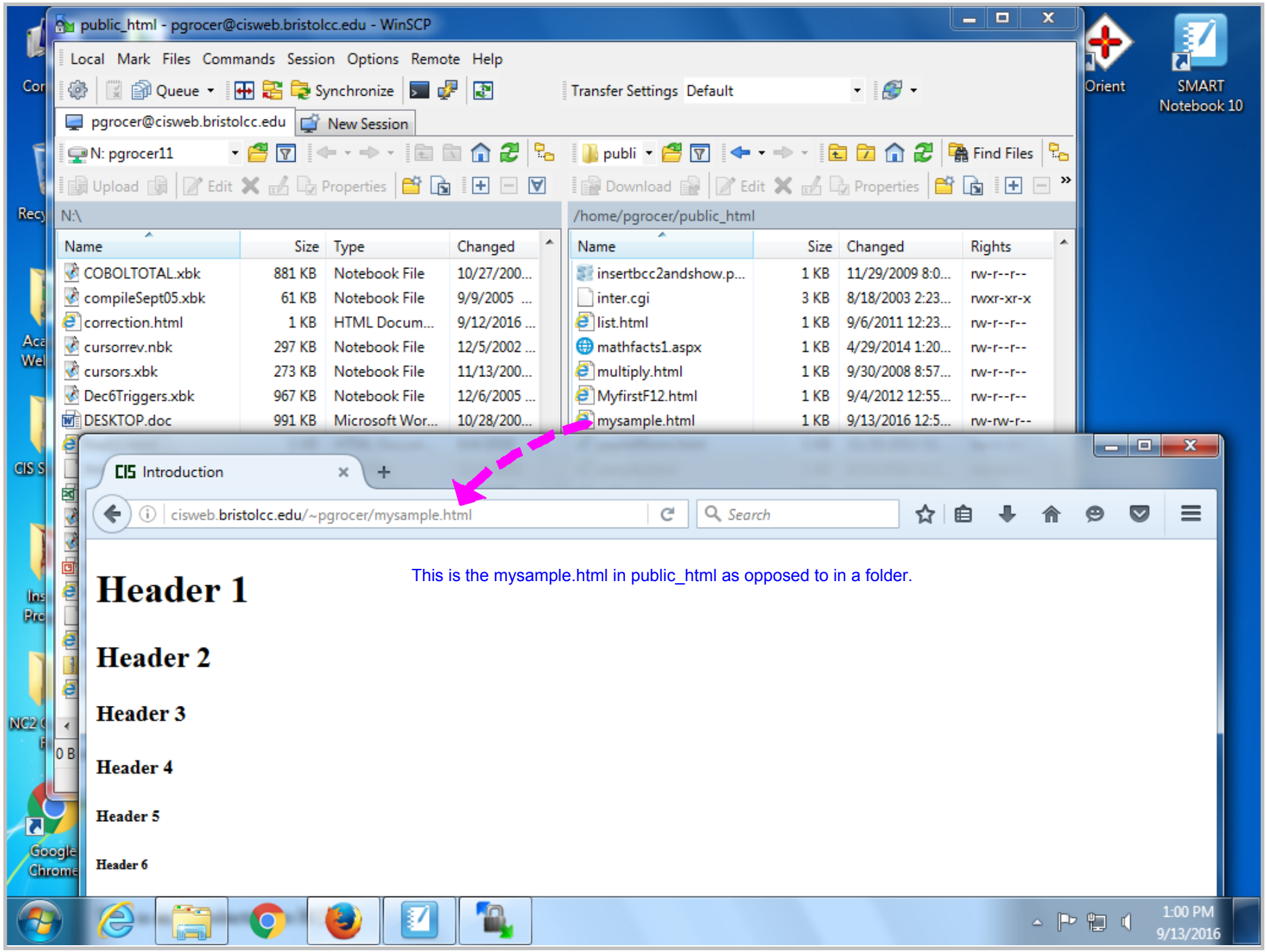
Title: Sep 13-12:52 PM (5 of 33)

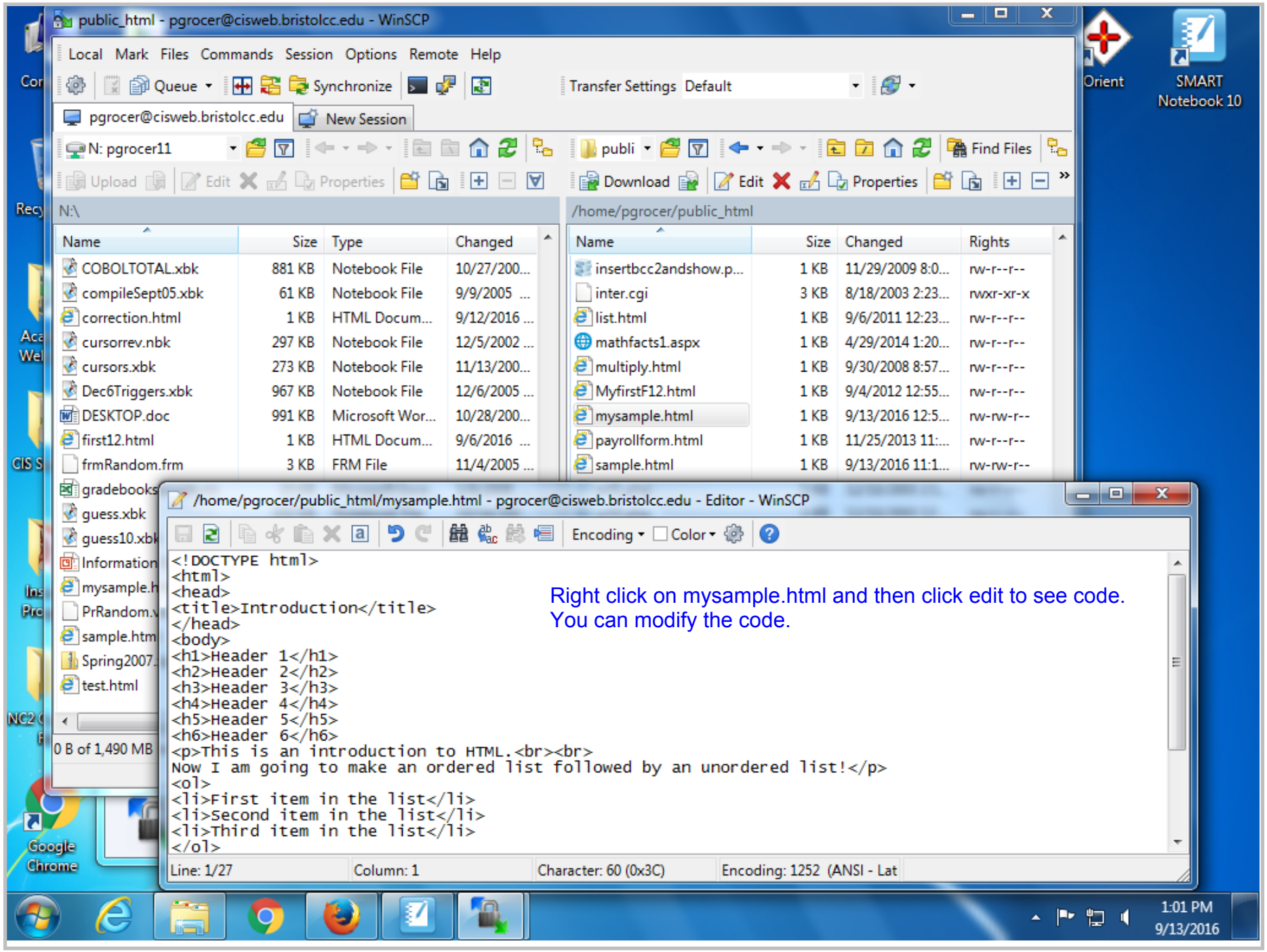


Title: Sep 13-12:53 PM (6 of 33)


N:\ - pgrocer@cisweb.bristolcc.edu - WinSCP
Local Mark Files Commands Session Options Remote Help
Queue Synchronize Transfer Settings Default
pgrocer@cisweb.bristolcc.edu New Session
N: pgrocer11 CIS12 Find Files
Upload Edit Properties Download Edit Properties
N:\
/home/pgrocer/public_html/CIS12012F16
Name Size Type Changed
COBOLTOTAL.xbk 881 KB Notebook File 10/27/200...
compileSept05.xbk 61 KB Notebook File 9/9/2005 ...
correction.html 1 KB HTML Docum... 9/12/2016 ...
cursorrev.nbk 297 KB Notebook File 12/5/2002 ...
cursors.xbk 273 KB Notebook File 11/13/200...
Dec6Triggers.xbk 967 KB Notebook File 12/6/2005 ...
DESKTOP.doc 991 KB Microsoft Wor... 10/28/200...
first12.html 1 KB HTML Docum... 9/6/2016 ...
frmRandom.frm 3 KB FRM File 11/4/2005 ...
gradebooksample.xls 15 KB Microsoft Exce... 1/6/2006 ...
guess.xbk 152 KB Notebook File 10/14/200...
guess10.xbk 83 KB Notebook File 10/13/200...
Information Security.... 31 KB Microsoft Pow... 12/1/2009 ...
mysample.html 1 KB HTML Docum... 9/13/2016 ...
PrRandom.vbp 1 KB VBP File 11/4/2005 ...
sample.html 1 KB HTML Docum... 9/13/2016 ...
Spring2007.zip 80,427 KB Compressed (z... 9/18/2012 ...
test.html 1 KB HTML Docum... 9/8/2016 ...
Name Size Changed Rights
.. 9/13/2016 12:5... rwxr-xr-x
mysample.html 1 KB 9/13/2016 12:5... rw-rw-r--
Here I dragged mysample.html to the folder.
If I put it in directly under public_html then it would be in the root.
I actually uploaded it twice, once to the root and once to the folder.
0 B of 1,490 MB in 0 of 771
0 B of 562 B in 0 of 1
SFTP-3 0:12:58
Shortcut Size: 979 bytes
Orient
SMART Notebook 10
Google Chrome
12:55 PM
9/13/2016


N:\ - pgrocer@cisweb.bristolcc.edu - WinSCP
Local Mark Files Commands Session Options Remote Help
Queue Synchronize Transfer Settings Default
pgrocer@cisweb.bristolcc.edu New Session
N: pgrocer11 CIS12 Find Files
Upload Edit Properties Download Edit Properties
N:\
/home/pgrocer/public_html/CIS12012F16
Name Size Type Changed
COBOLTOTAL.xbk 881 KB Notebook File 10/27/200...
compileSept05.xbk 61 KB Notebook File 9/9/2005 ...
correction.html 1 KB HTML Docum... 9/12/2016 ...
cursorrev.nbk 297 KB Notebook File 12/5/2002 ...
Name Size Changed Rights
.. 9/13/2016 12:5... rwxr-xr-x
mysample.html 1 KB 9/13/2016 12:5... rw-rw-r--
Orient
SMART Notebook 10
CIS Introduction
host
folder
cisweb.bristolcc.edu/~pgrocer/CIS12012F16/mysample.html
Search
username
web page
Header 1
Header 2
Header 3
Header 4
Header 5
Header 6
This is an introduction to HTML.
Now I am going to make an ordered list followed by an unordered list!
12:58 PM
9/13/2016

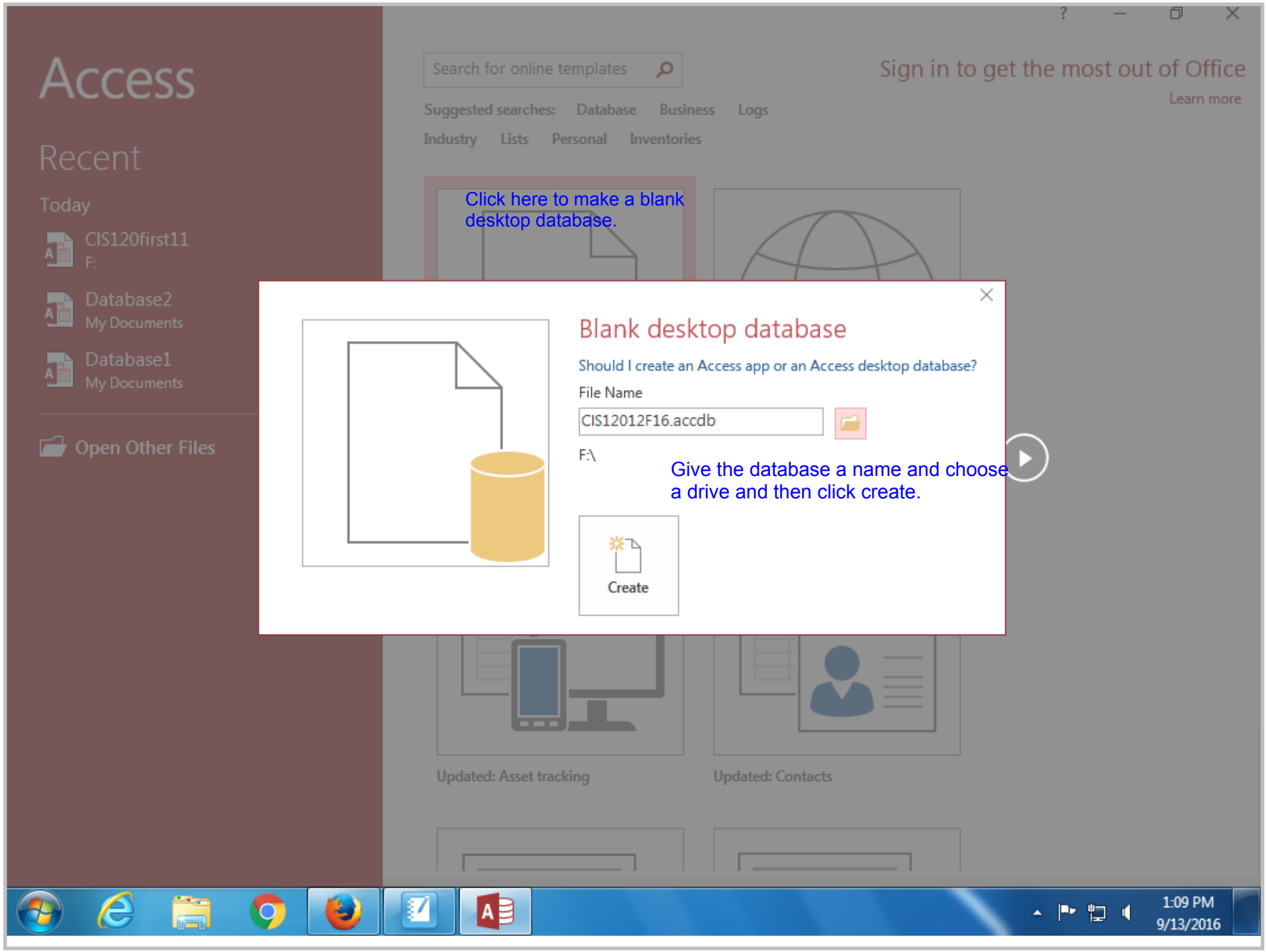

public_html - pgrocer@cisweb.bristolcc.edu - WinSCP
Local Mark Files Commands Session Options Remote Help
Queue
Synchronize
Transfer Settings Default
pgrocer@cisweb.bristolcc.edu
New Session
N: pgrocer11
publi
Find Files
Upload
Edit
Properties
Download
Edit
Properties
N:\
/home/pgrocer/public_html
Name Size Type Changed
COBOLTOTAL.xbk 881 KB Notebook File 10/27/200...
compileSept05.xbk 61 KB Notebook File 9/9/2005 ...
correction.html 1 KB HTML Docum... 9/12/2016 ...
cursorrev.nbk 297 KB Notebook File 12/5/2002 ...
cursors.xbk 273 KB Notebook File 11/13/200...
Dec6Triggers.xbk 967 KB Notebook File 12/6/2005 ...
DESKTOP.doc 991 KB Microsoft Wor... 10/28/200...
Name Size Changed Rights
insertbcc2andshow.p... 1 KB 11/29/2009 8:0... rw-r--r--
inter.cgi 3 KB 8/18/2003 2:23... rwxr-xr-x
list.html 1 KB 9/6/2011 12:23... rw-r--r--
mathfacts1.aspx 1 KB 4/29/2014 1:20... rw-r--r--
multiply.html 1 KB 9/30/2008 8:57... rw-r--r--
MyfirstF12.html 1 KB 9/4/2012 12:55... rw-r--r--
mysample.html 1 KB 9/13/2016 12:5... rw-rw-r--
0 B
Introduction
cisweb.bristolcc.edu/~pgrocer/mysample.html
Search
Header 1
This is the mysample.html in public_html as opposed to in a folder.
Header 2
Header 3
Header 4
Header 5
Header 6
Orient
SMART Notebook 10
Google Chrome
1:00 PM
9/13/2016


public_html - pgrocer@cisweb.bristolcc.edu - WinSCP
Local Mark Files Commands Session Options Remote Help
Queue Synchronize Transfer Settings Default
pgrocer@cisweb.bristolcc.edu New Session
N: pgrocer11
publi
Find Files
Upload Edit Properties
Download Edit Properties
N:\
/home/pgrocer/public_html
Name Size Type Changed
COBOLTOTAL.xbk 881 KB Notebook File 10/27/200...
compileSept05.xbk 61 KB Notebook File 9/9/2005 ...
correction.html 1 KB HTML Docum... 9/12/2016 ...
cursorrev.nbk 297 KB Notebook File 12/5/2002 ...
cursors.xbk 273 KB Notebook File 11/13/200...
Dec6Triggers.xbk 967 KB Notebook File 12/6/2005 ...
DESKTOP.doc 991 KB Microsoft Wor... 10/28/200...
first12.html 1 KB HTML Docum... 9/6/2016 ...
frmRandom.frm 3 KB FRM File 11/4/2005 ...
gradebooks
guess.xbk
guess10.xbk
Information
mysample.h
PrRandom.v
sample.htm
Spring2007.
test.html
0 B of 1,490 MB
Name Size Changed Rights
insertbcc2andshow.p... 1 KB 11/29/2009 8:0... rw-r--r--
inter.cgi 3 KB 8/18/2003 2:23... rwxr-xr-x
list.html 1 KB 9/6/2011 12:23... rw-r--r--
mathfacts1.aspx 1 KB 4/29/2014 1:20... rw-r--r--
multiply.html 1 KB 9/30/2008 8:57... rw-r--r--
MyfirstF12.html 1 KB 9/4/2012 12:55... rw-r--r--
mysample.html 1 KB 9/13/2016 12:5... rw-rw-r--
payrollform.html 1 KB 11/25/2013 11:... rw-r--r--
sample.html 1 KB 9/13/2016 11:1... rw-rw-r--
/home/pgrocer/public_html/mysample.html - pgrocer@cisweb.bristolcc.edu - Editor - WinSCP
Encoding Color
<!DOCTYPE html>
<html>
<head>
<title>Introduction</title>
</head>
<body>
<h1>Header 1</h1>
<h2>Header 2</h2>
<h3>Header 3</h3>
<h4>Header 4</h4>
<h5>Header 5</h5>
<h6>Header 6</h6>
This is an introduction to HTML.

Now I am going to make an ordered list followed by an unordered list!

First item in the list
Second item in the list
Third item in the list

Right click on mysample.html and then click edit to see code.
You can modify the code.
Line: 1/27 Column: 1 Character: 60 (0x3C) Encoding: 1252 (ANSI - Lat
Orient
SMART Notebook 10
Google Chrome
1:01 PM
9/13/2016


Access
Recent
Today
CIS120first11
F:
Database2
My Documents
Database1
My Documents
Open Other Files
Search for online templates
Suggested searches: Database Business Logs
Industry Lists Personal Inventories
Sign in to get the most out of Office
Learn more
Click here to make a blank desktop database.
Blank desktop database
Should I create an Access app or an Access desktop database?
File Name
CIS12012F16.accdb
F:\
Give the database a name and choose a drive and then click create.
Create
Updated: Asset tracking
Updated: Contacts
1:09 PM
9/13/2016

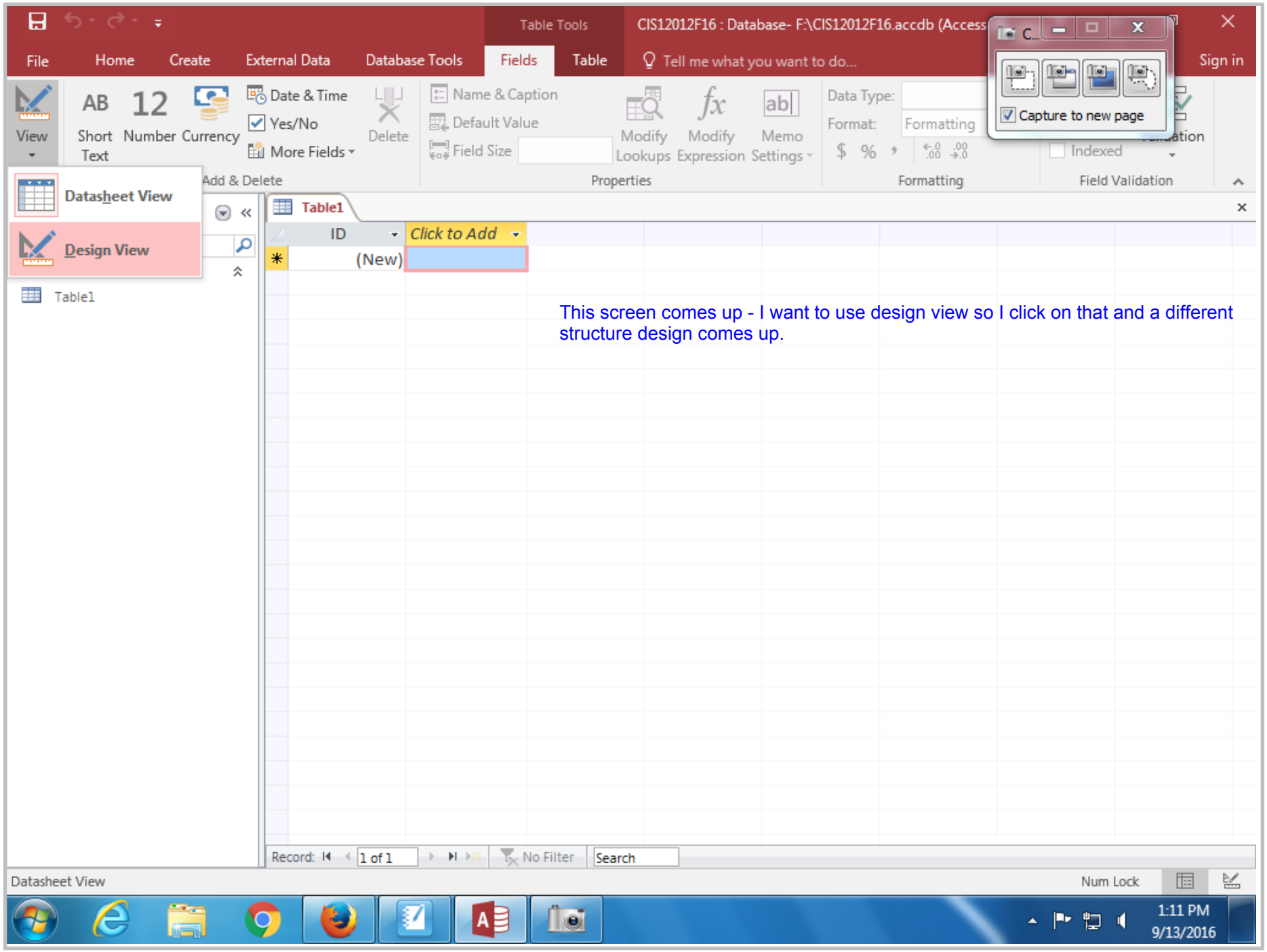


Table Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
Sign in
View
Short Text
Number
Currency
Date & Time
Yes/No
More Fields
Delete
Add & Delete
Name & Caption
Default Value
Field Size
Modify Lookups
Modify Expression
Memo Settings
Properties
Data Type:
Format:
Formatting
Indexed
Field Validation
Capture to new page
Datasheet View
Design View
Table1
ID
Click to Add
(New)
This screen comes up - I want to use design view so I click on that and a different structure design comes up.
Record:
1 of 1
No Filter
Search
Datasheet View
Num Lock
1:11 PM
9/13/2016

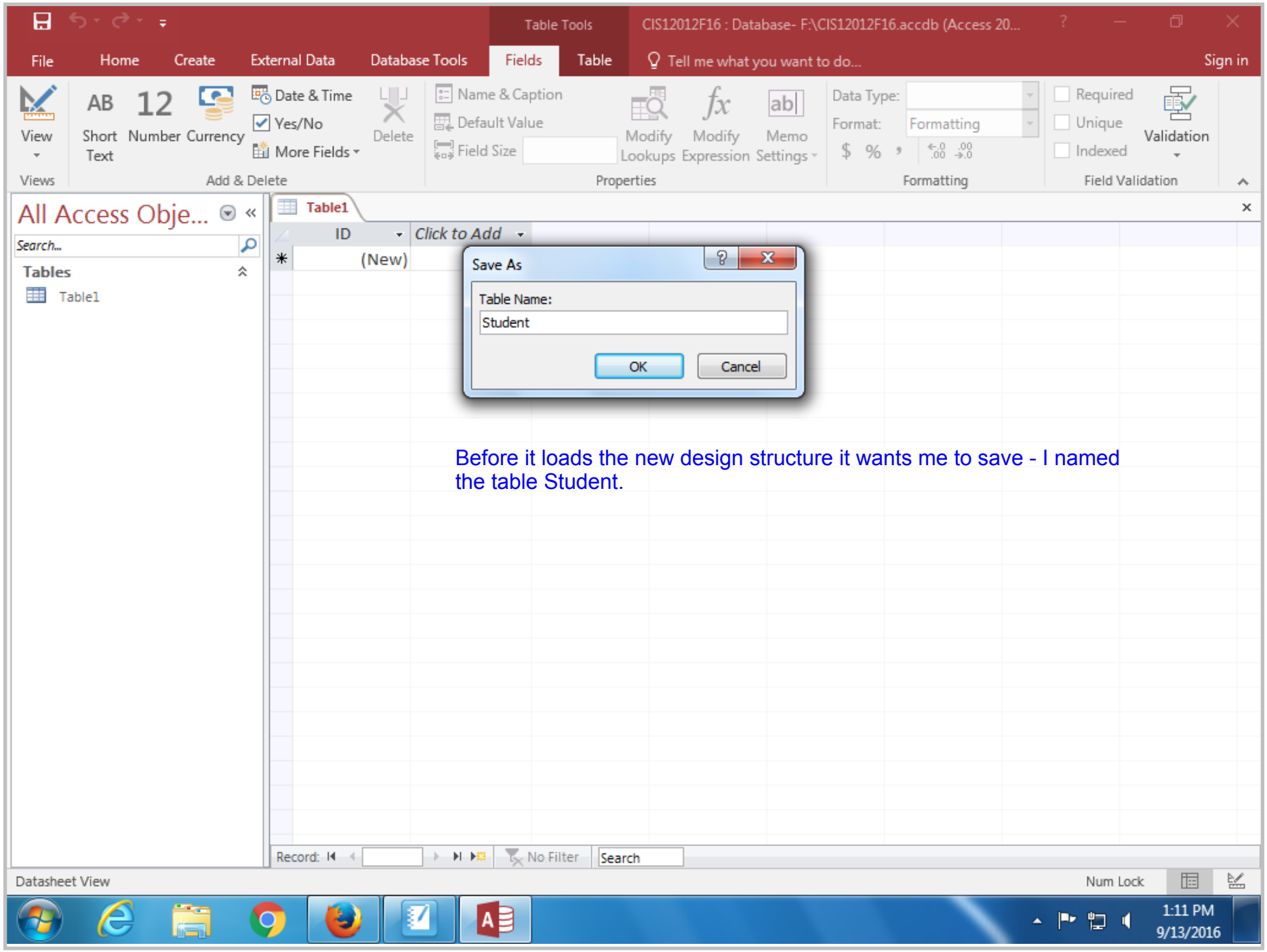


Table Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 20...
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
Sign in
View
Short Text
Number
Currency
Date & Time
Yes/No
More Fields
Delete
Name & Caption
Default Value
Field Size
Modify Lookups
Modify Expression
Memo Settings
Data Type:
Format:
Formatting
Required
Unique
Indexed
Validation
Views
Add & Delete
Properties
Formatting
Field Validation
All Access Obje...
Search...
Tables
Table1
Table1
ID
Click to Add
(New)
Save As
Table Name:
Student
OK
Cancel
Before it loads the new design structure it wants me to save - I named the table Student.
Record:
No Filter
Search
Datasheet View
Num Lock
1:11 PM
9/13/2016

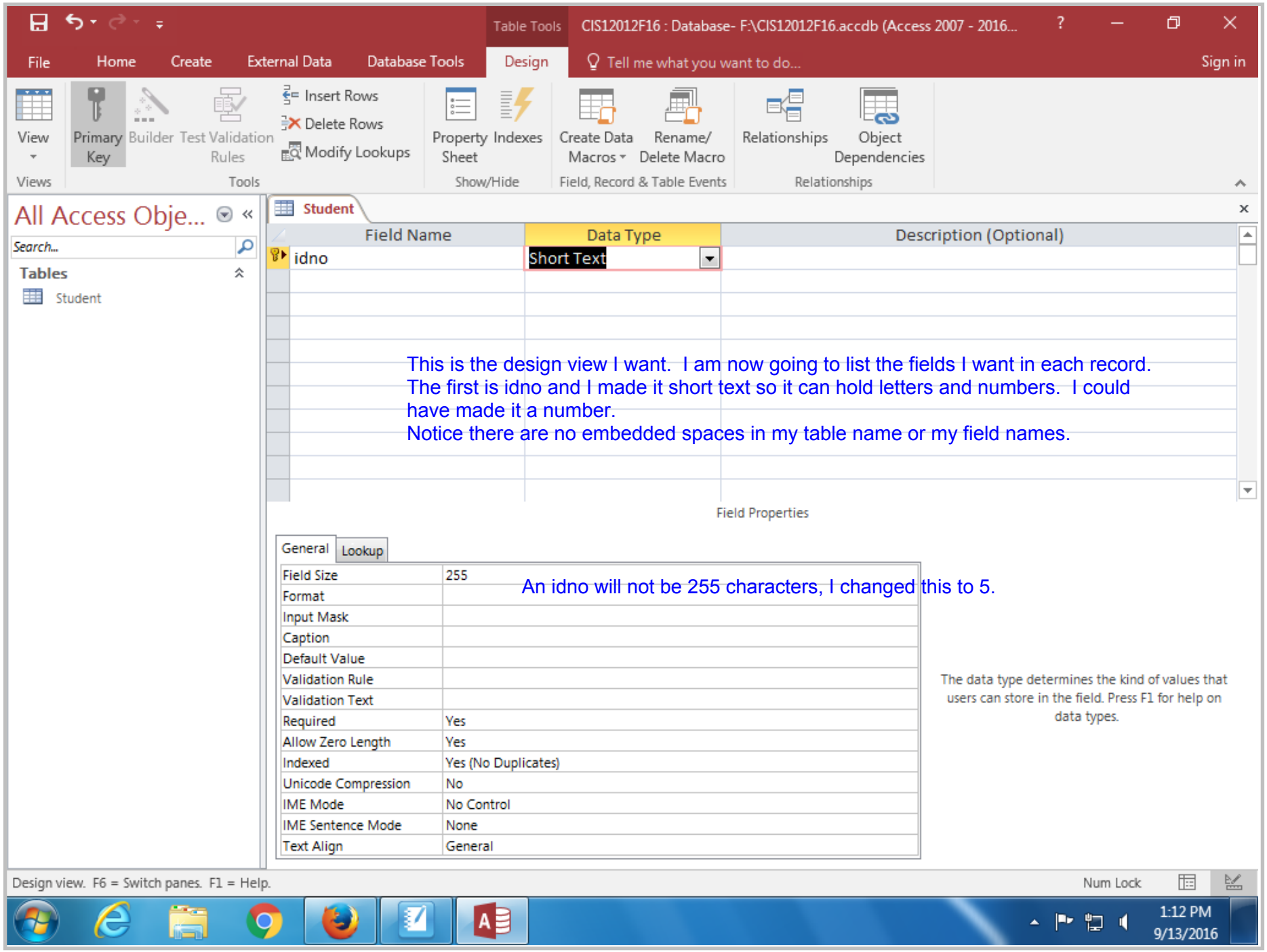


Table Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 2007 - 2016...
File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
Sign in
View
Primary Key
Builder
Test Validation Rules
Insert Rows
Delete Rows
Modify Lookups
Property Sheet
Indexes
Create Data Macros
Rename/ Delete Macro
Relationships
Object Dependencies
Views
Tools
Show/Hide
Field, Record & Table Events
Relationships
All Access Obje...
Search...
Tables
Student
Student
Field Name
Data Type
Description (Optional)
idno
Short Text
This is the design view I want. I am now going to list the fields I want in each record.
The first is idno and I made it short text so it can hold letters and numbers. I could have made it a number.
Notice there are no embedded spaces in my table name or my field names.
Field Properties
General
Lookup
Field Size 255
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
An idno will not be 255 characters, I changed this to 5.
The data type determines the kind of values that users can store in the field. Press F1 for help on data types.
Design view. F6 = Switch panes. F1 = Help.
Num Lock
1:12 PM
9/13/2016

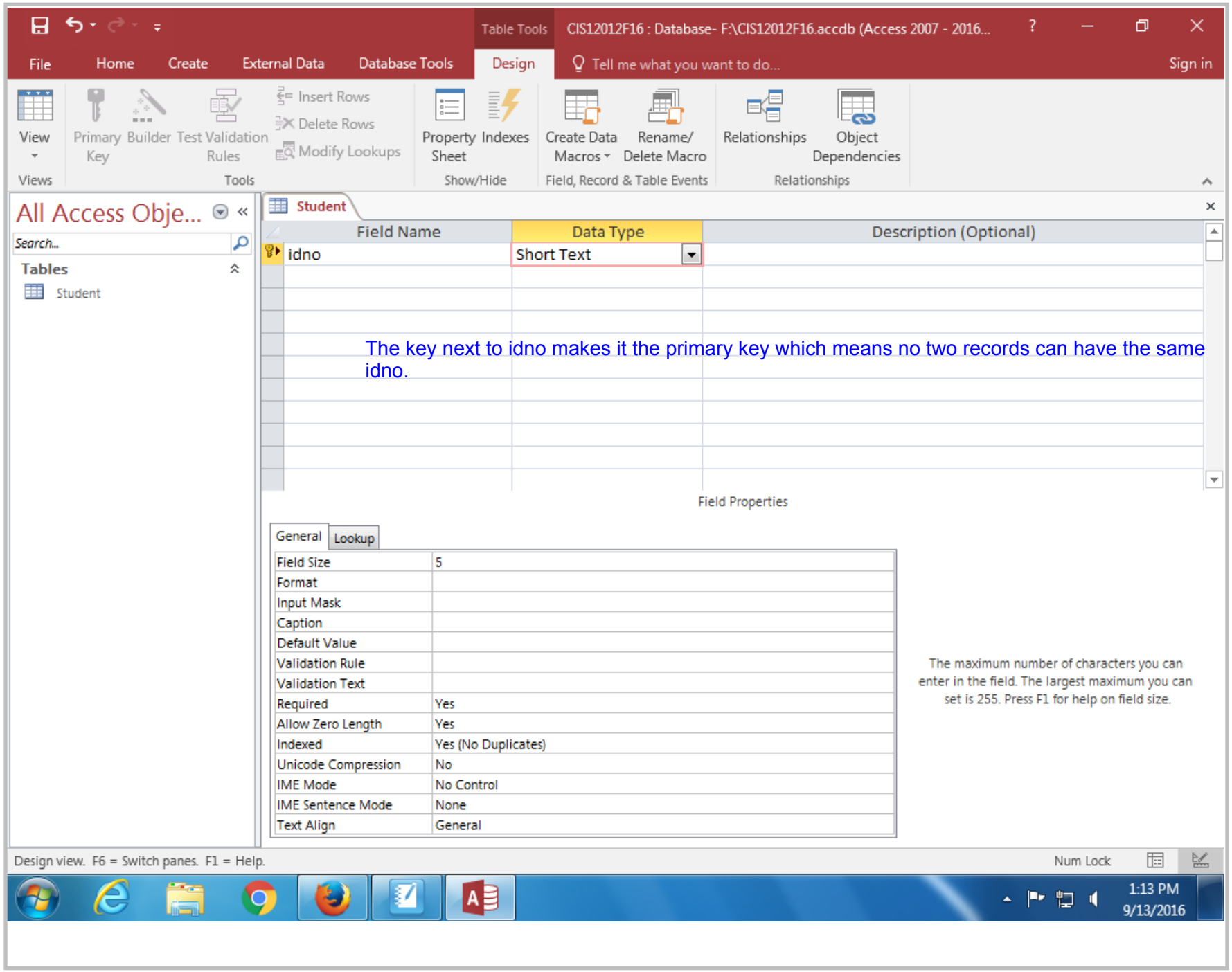


Table Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 2007 - 2016...
File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
Sign in
View
Primary Key
Builder
Test Validation Rules
Insert Rows
Delete Rows
Modify Lookups
Property Sheet
Indexes
Create Data Macros
Rename/ Delete Macro
Relationships
Object Dependencies
Views
Tools
Show/Hide
Field, Record & Table Events
Relationships
All Access Obje...
Search...
Tables
Student
Student
Field Name
Data Type
Description (Optional)
idno
Short Text
The key next to idno makes it the primary key which means no two records can have the same idno.
Field Properties
General
Lookup
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
1:13 PM
9/13/2016

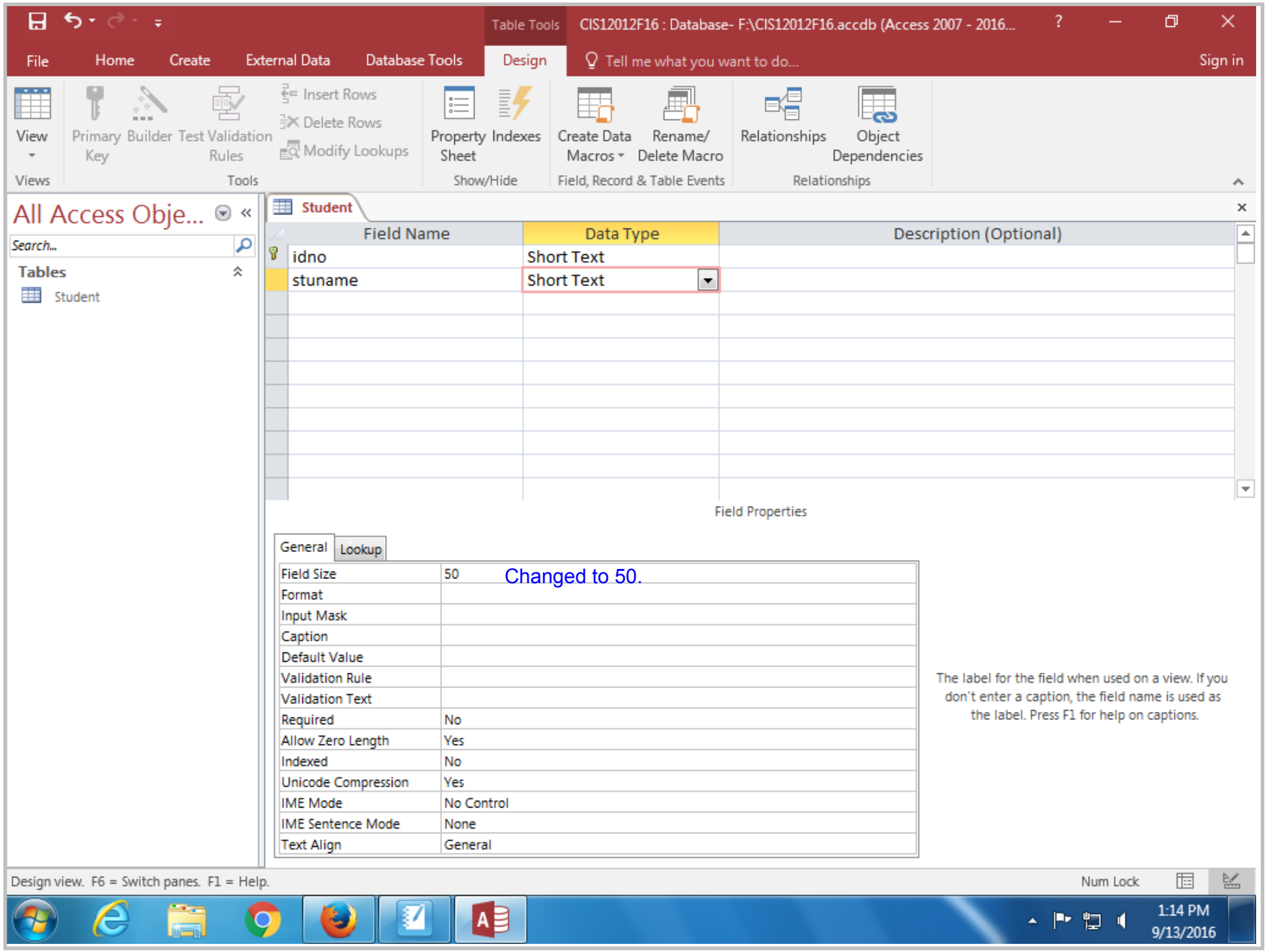


Table Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 2007 - 2016...
File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
Sign in
View
Primary Key
Builder
Test Validation Rules
Insert Rows
Delete Rows
Modify Lookups
Property Sheet
Indexes
Create Data Macros
Rename/ Delete Macro
Relationships
Object Dependencies
Views
Tools
Show/Hide
Field, Record & Table Events
Relationships
All Access Obje...
Search...
Tables
Student
Student
Field Name
Data Type
Description (Optional)
idno
Short Text
stuname
Short Text
Field Properties
General
Lookup
Field Size
50
Changed to 50.
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 label for the field when used on a view. If you don't enter a caption, the field name is used as the label. Press F1 for help on captions.
Design view. F6 = Switch panes. F1 = Help.
Num Lock
1:14 PM
9/13/2016

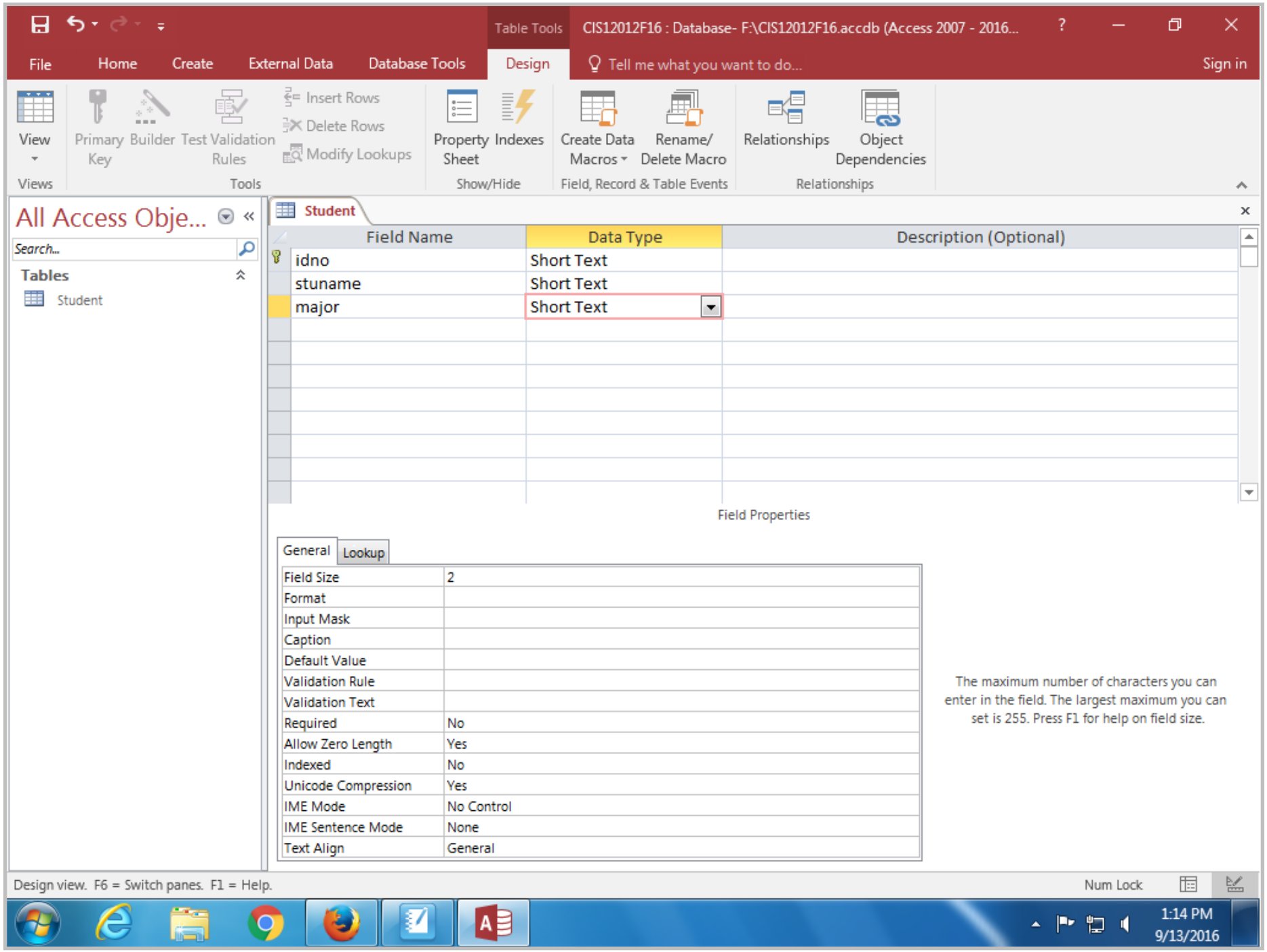


Table Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 2007 - 2016...
File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
Sign in
View
Primary Key
Builder
Test Validation Rules
Insert Rows
Delete Rows
Modify Lookups
Property Sheet
Indexes
Create Data Macros
Rename/ Delete Macro
Relationships
Object Dependencies
Views
Tools
Show/Hide
Field, Record & Table Events
Relationships
All Access Obje...
Search...
Tables
Student
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
1:14 PM
9/13/2016

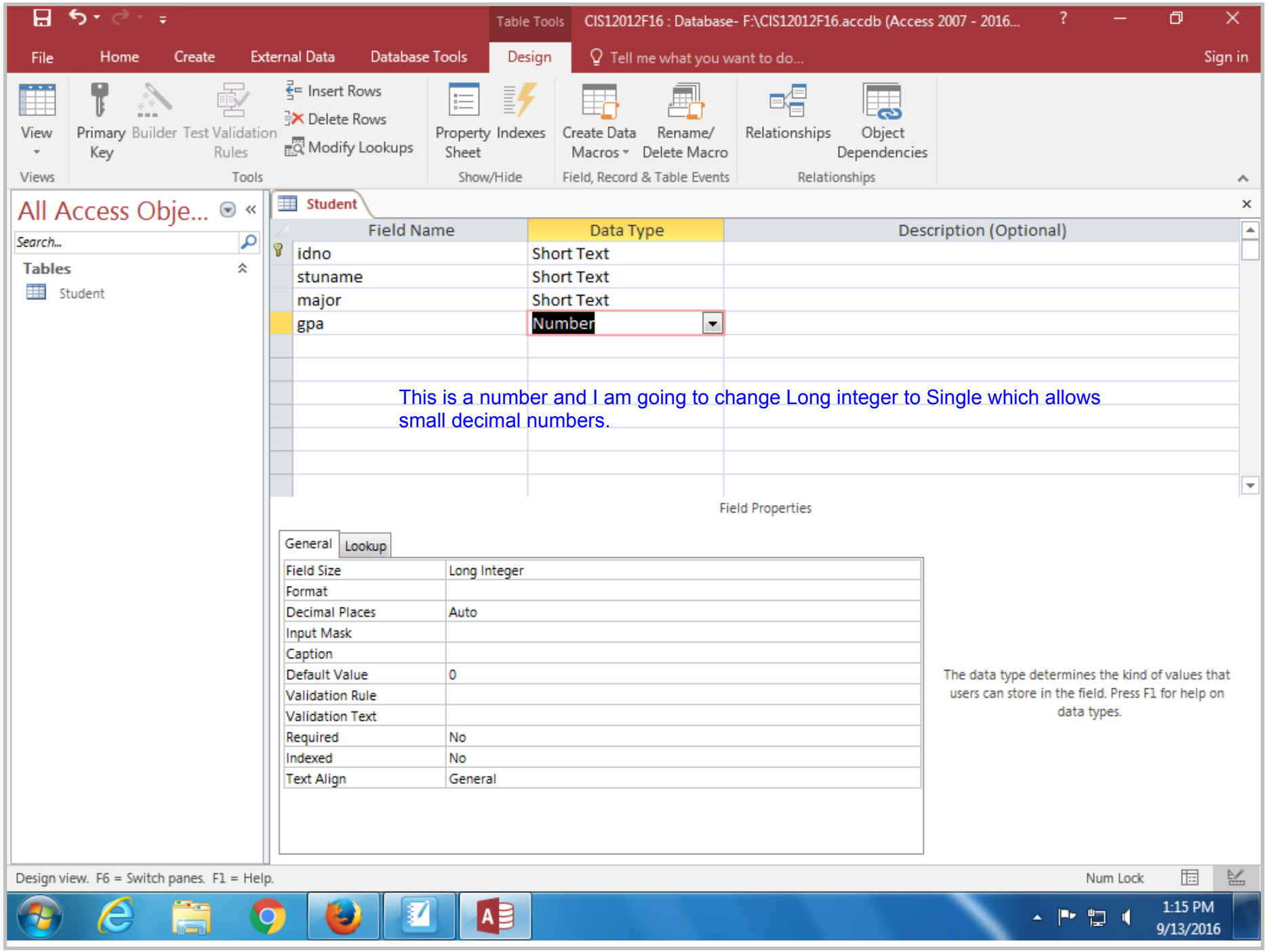


Table Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 2007 - 2016...
File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
Sign in
View
Primary Key
Builder
Test Validation Rules
Insert Rows
Delete Rows
Modify Lookups
Property Sheet
Indexes
Create Data Macros
Rename/ Delete Macro
Relationships
Object Dependencies
Views
Tools
Show/Hide
Field, Record & Table Events
Relationships
All Access Obje...
Search...
Tables
Student
Student
Field Name
Data Type
Description (Optional)
idno
Short Text
stuname
Short Text
major
Short Text
gpa
Number
This is a number and I am going to change Long integer to Single which allows small decimal numbers.
Field Properties
General
Lookup
Field Size
Long Integer
Format
Decimal Places
Auto
Input Mask
Caption
Default Value
0
Validation Rule
Validation Text
Required
No
Indexed
No
Text Align
General
The data type determines the kind of values that users can store in the field. Press F1 for help on data types.
Design view. F6 = Switch panes. F1 = Help.
Num Lock
1:15 PM
9/13/2016

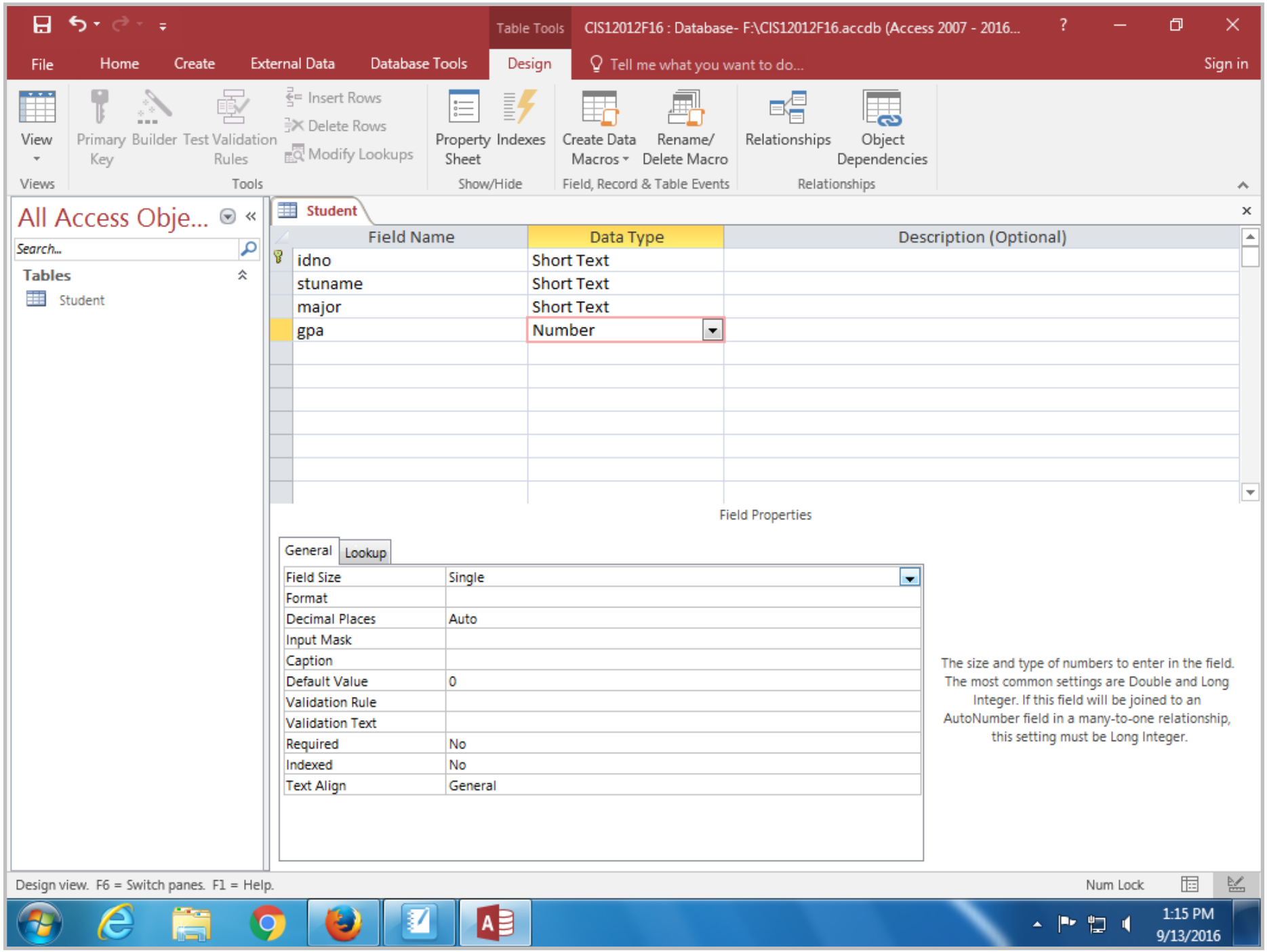


Table Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 2007 - 2016...
File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
Sign in
View
Primary Key
Builder
Test Validation Rules
Insert Rows
Delete Rows
Modify Lookups
Property Sheet
Indexes
Create Data Macros
Rename/ Delete Macro
Relationships
Object Dependencies
Views
Tools
Show/Hide
Field, Record & Table Events
Relationships
All Access Obje...
Search...
Tables
Student
Student
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
1:15 PM
9/13/2016

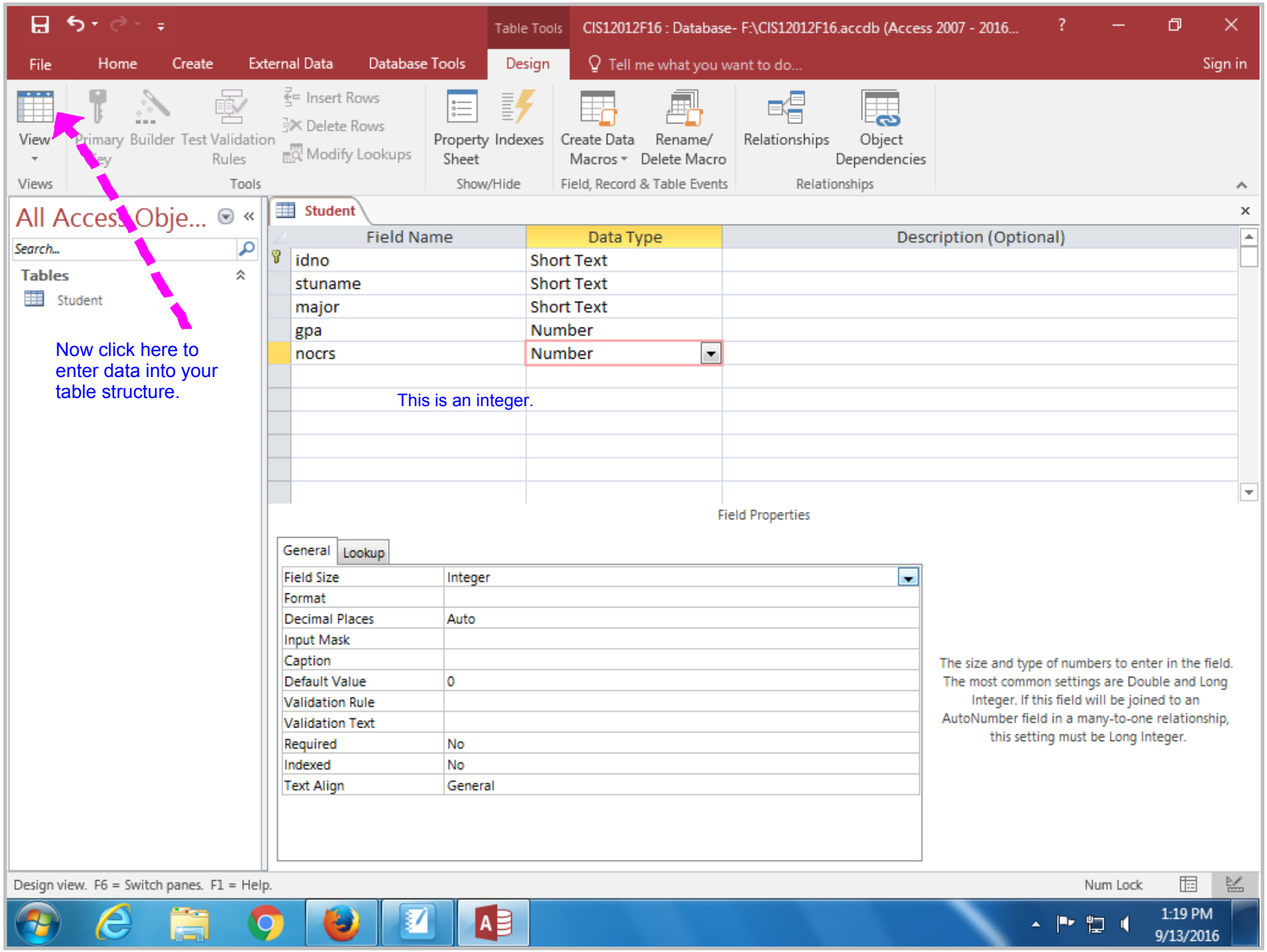


Table Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 2007 - 2016...
File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
Sign in
View
Primary Key
Builder
Test Validation Rules
Insert Rows
Delete Rows
Modify Lookups
Property Sheet
Indexes
Create Data Macros
Rename/ Delete Macro
Relationships
Object Dependencies
Views
Tools
Show/Hide
Field, Record & Table Events
Relationships
All Access Obje...
Search...
Tables
Student
Now click here to enter data into your table structure.
Student
Field Name
Data Type
Description (Optional)
idno
Short Text
stuname
Short Text
major
Short Text
gpa
Number
nocrs
Number
This is an integer.
Field Properties
General
Lookup
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
1:19 PM
9/13/2016

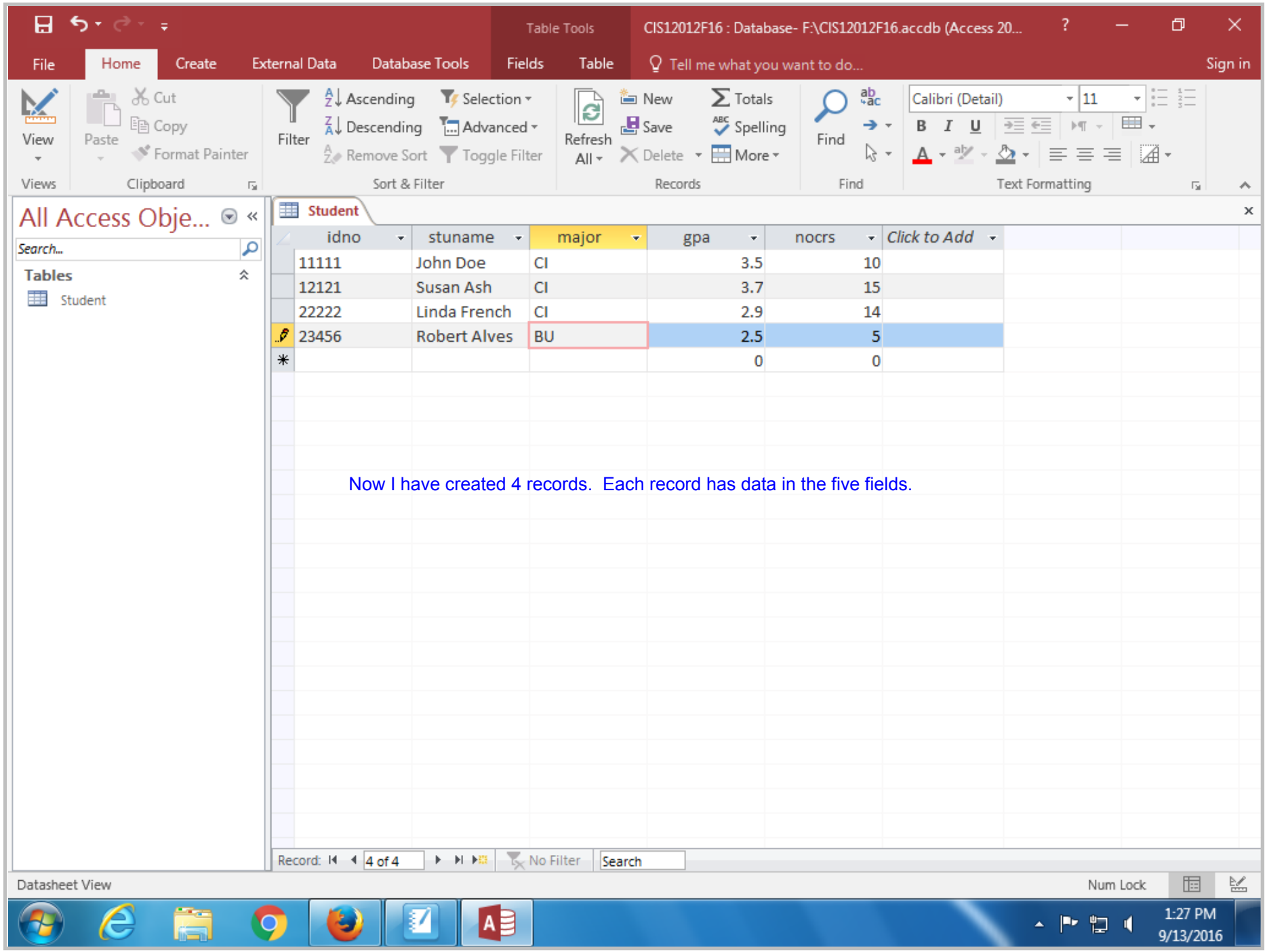
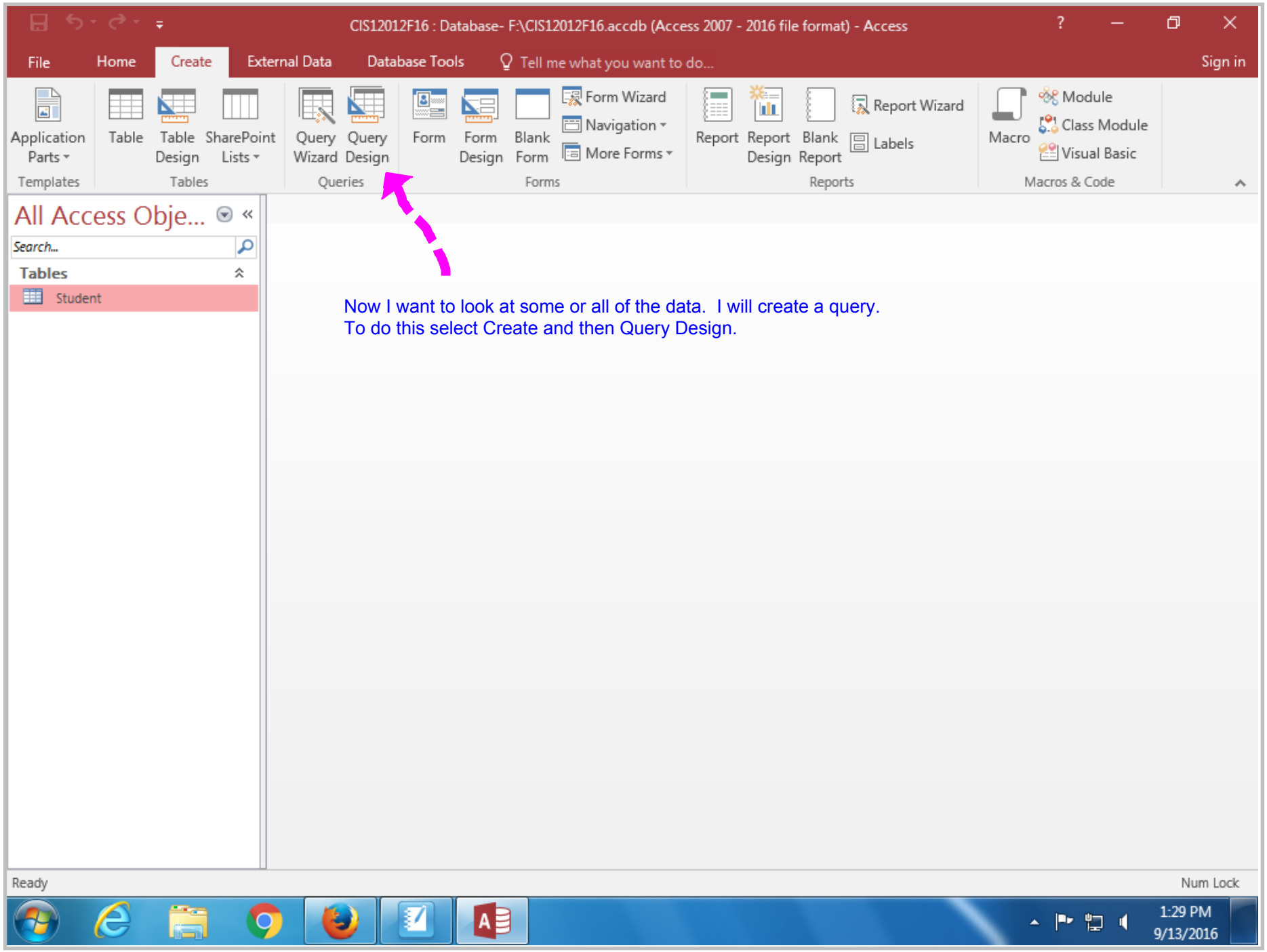
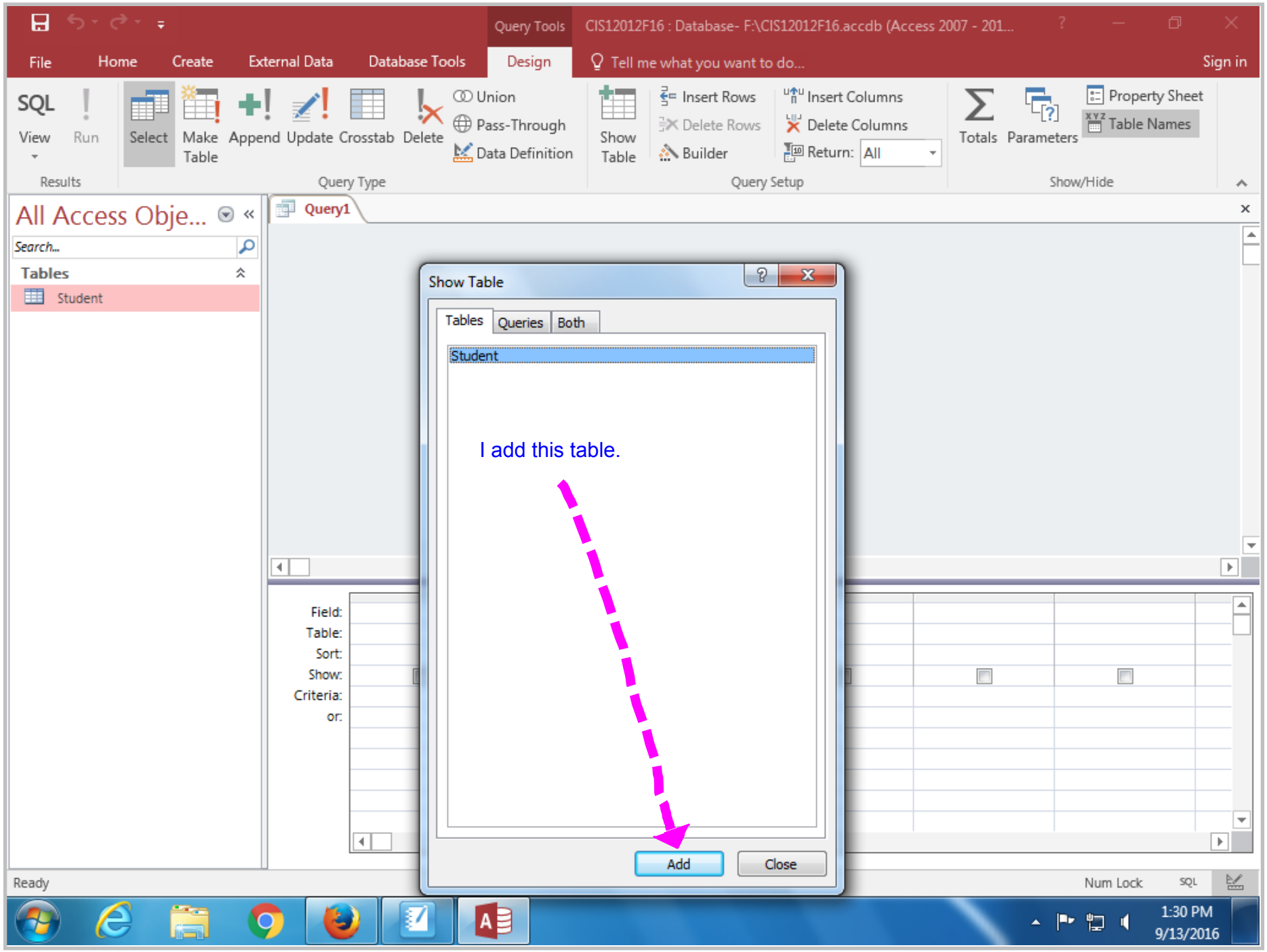
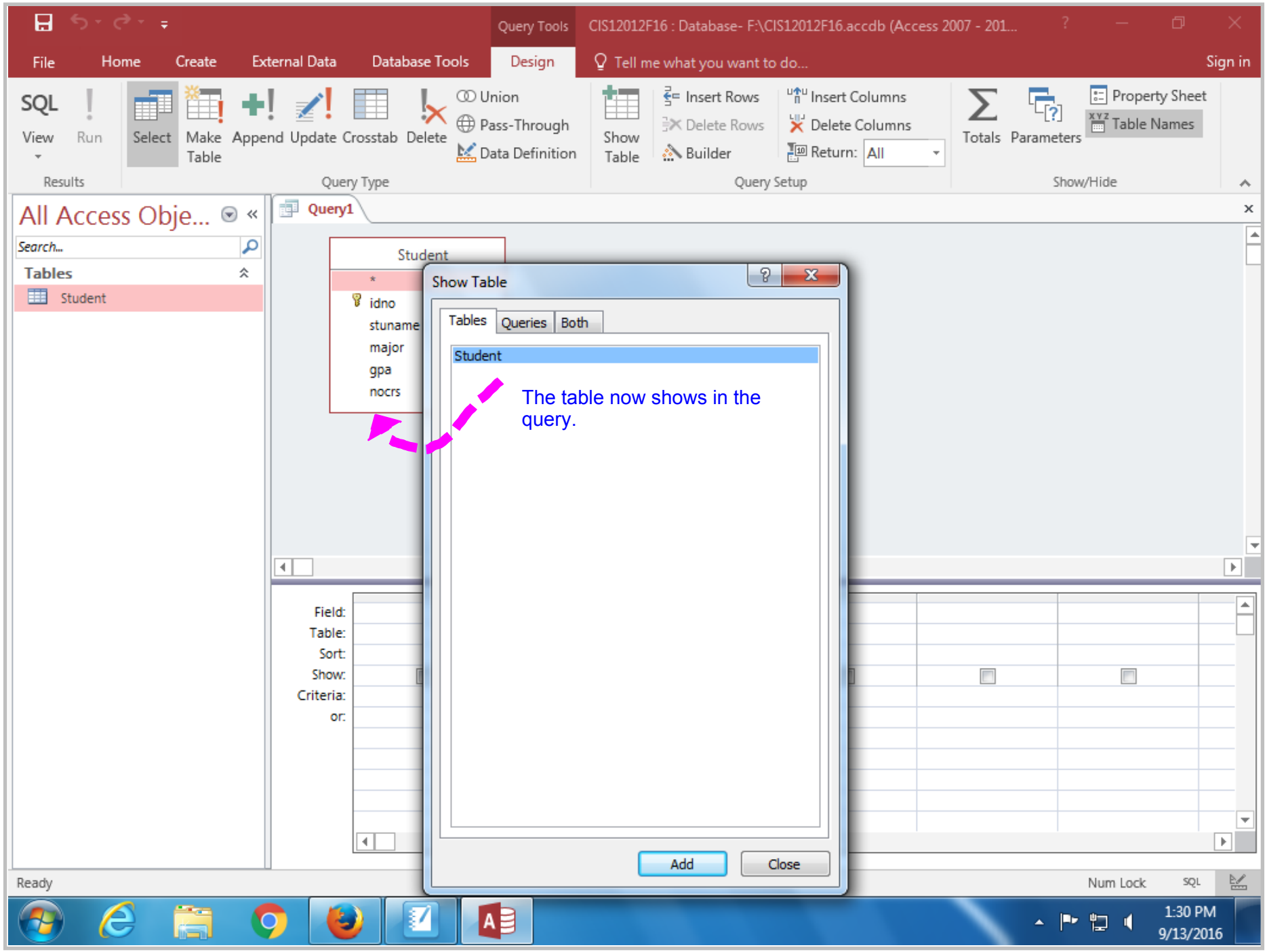
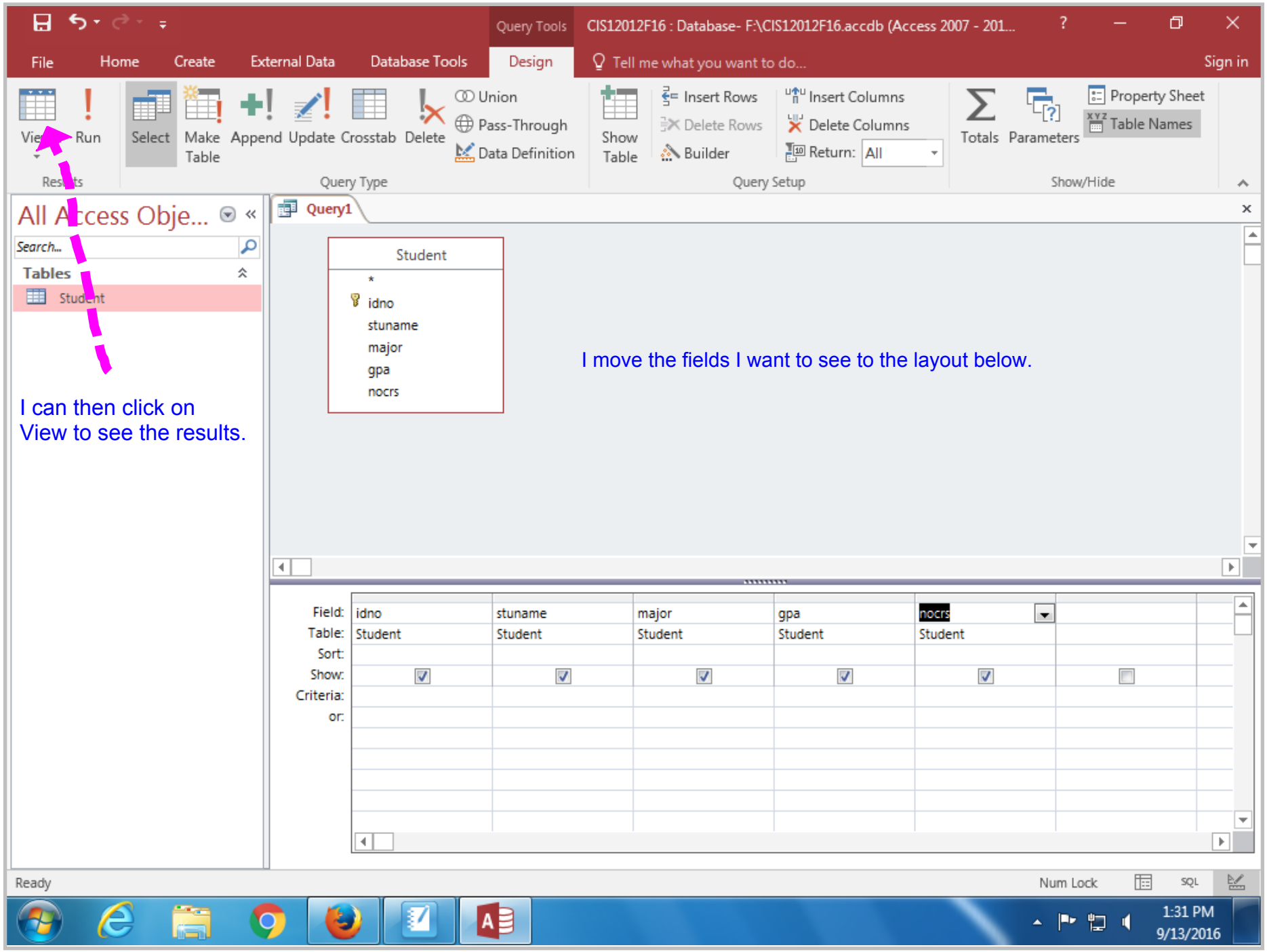


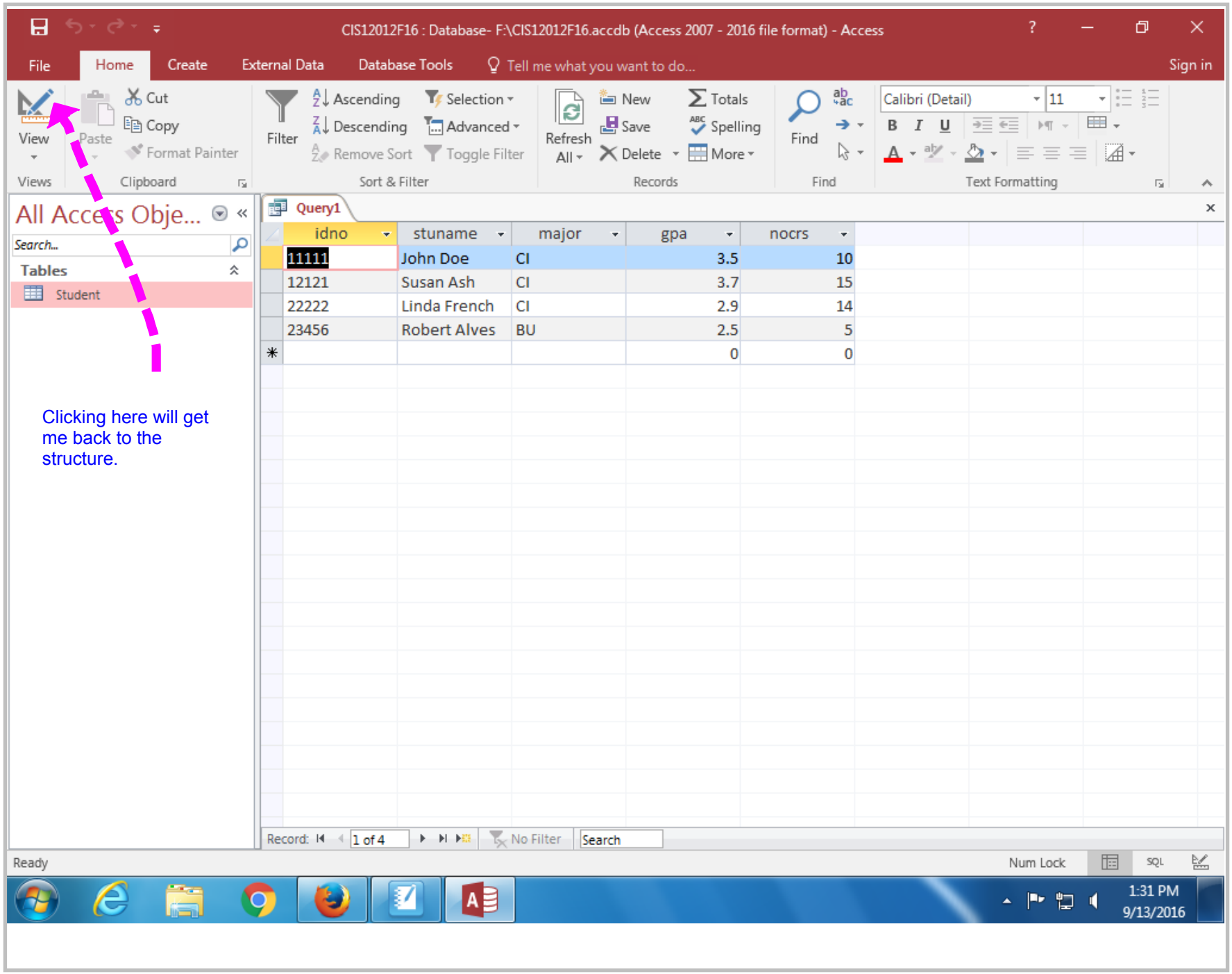
Table Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 20...
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
Sign in
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Calibri (Detail)
11
Views
Clipboard
Sort & Filter
Records
Find
Text Formatting
All Access Obje...
Search...
Tables
Student
Student
idno
stuname
major
gpa
nocrs
Click to Add
11111 John Doe CI 3.5 10
12121 Susan Ash CI 3.7 15
22222 Linda French CI 2.9 14
23456 Robert Alves BU 2.5 5
0 0
Now I have created 4 records. Each record has data in the five fields.
Record: 4 of 4
No Filter
Search
Datasheet View
Num Lock
1:27 PM
9/13/2016

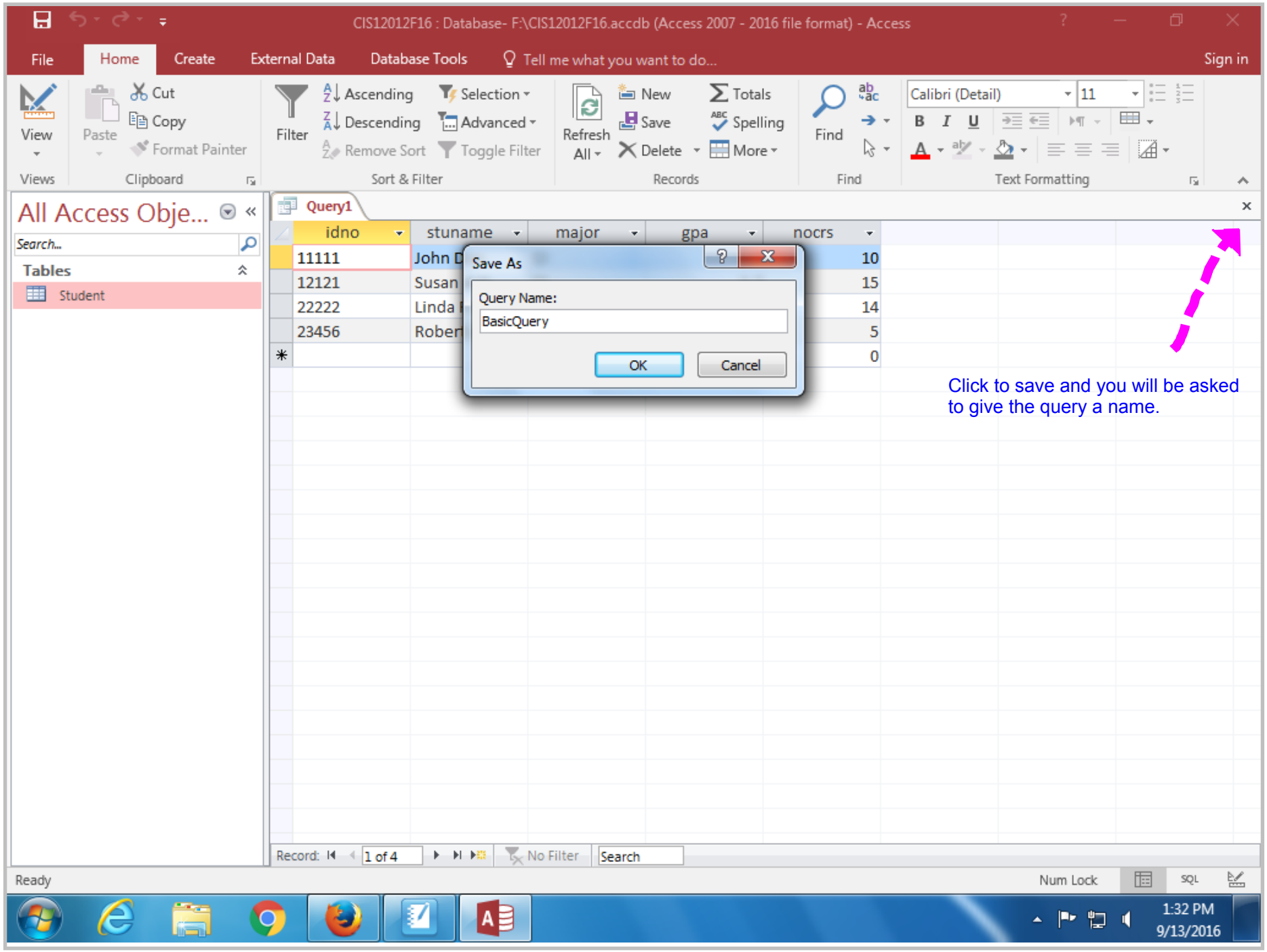

CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 2007 - 2016 file format) - Access
File
Home
Create
External Data
Database Tools
Tell me what you want to do...
Sign in
Application Parts
Table
Table Design
SharePoint Lists
Templates
Tables
Query Wizard
Query Design
Queries
Form
Form Design
Blank Form
Form Wizard
Navigation
More Forms
Forms
Report
Report Design
Blank Report
Report Wizard
Labels
Reports
Macro
Module
Class Module
Visual Basic
Macros & Code
All Access Obje...
Search...
Tables
Student
Now I want to look at some or all of the data. I will create a query.
To do this select Create and then Query Design.
Ready
Num Lock
1:29 PM
9/13/2016


Query Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 2007 - 201...
File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
Sign in
SQL
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 Obje...
Search...
Tables
Student
Query1
Show Table
Tables
Queries
Both
Student
I add this table.
Add
Close
Field:
Table:
Sort:
Show:
Criteria:
or:
Ready
Num Lock
SQL
1:30 PM
9/13/2016

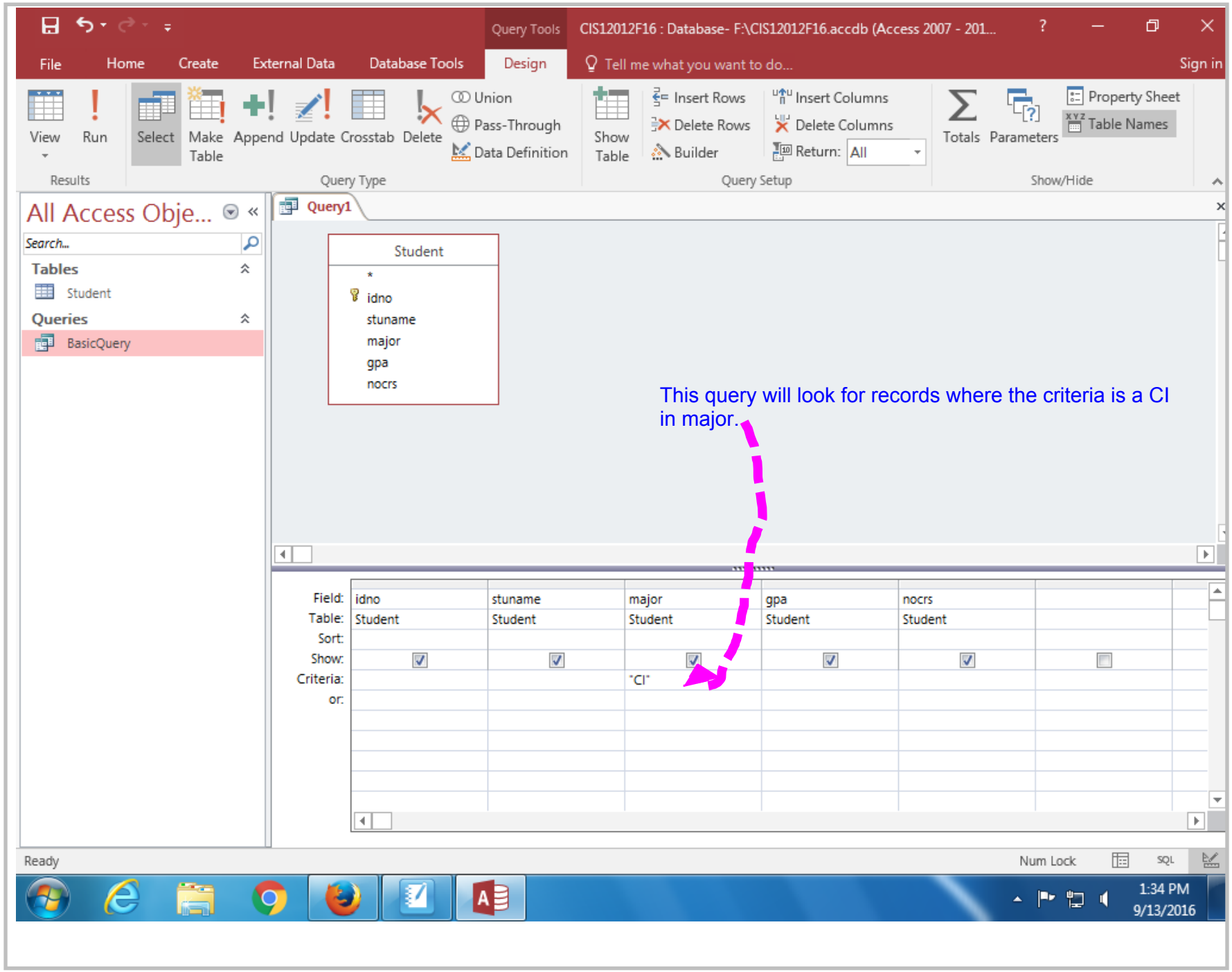

Query Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 2007 - 201...
File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
Sign in
SQL
View
Run
Select
Make Table
Append
Update
Crosstab
Delete
Union
Pass-Through
Data Definition
Show Table
Insert Rows
Delete Rows
Builder
Insert Columns
Delete Columns
Return: All
Totals
Parameters
Property Sheet
Table Names
Results
Query Type
Query Setup
Show/Hide
All Access Obje...
Search...
Tables
Student
Query1
Student
*
idno
stuname
major
gpa
nocrs
Show Table
Tables
Queries
Both
Student
The table now shows in the query.
Add
Close
Field:
Table:
Sort:
Show:
Criteria:
or:
Ready
Num Lock
SQL
1:30 PM
9/13/2016

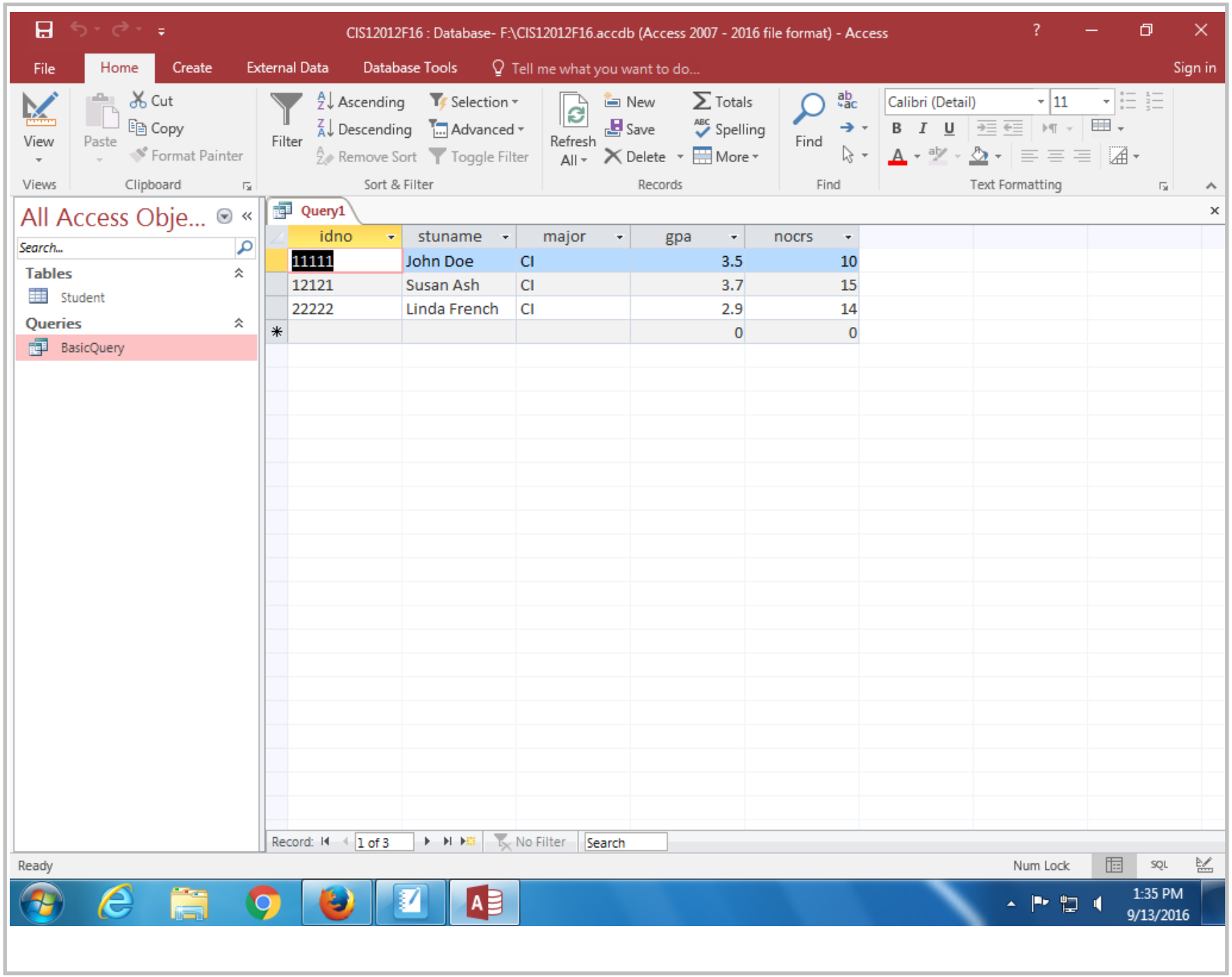

Query Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 2007 - 201...
File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
Sign in
Run
Select
Make Table
Append
Update
Crosstab
Delete
Union
Pass-Through
Data Definition
Show Table
Insert Rows
Delete Rows
Builder
Insert Columns
Delete Columns
Return: All
Totals
Parameters
Property Sheet
Table Names
Query Type
Query Setup
Show/Hide
All Access Obje...
Search...
Tables
Student
Query1
Student
*
idno
stuname
major
gpa
nocrs
I can then click on
View to see the results.
I move the fields I want to see to the layout below.
Field:
Table:
Sort:
Show:
Criteria:
or:
idno
stuname
major
gpa
nocrs
Student
Ready
Num Lock
SQL
1:31 PM
9/13/2016


CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 2007 - 2016 file format) - Access
File
Home
Create
External Data
Database Tools
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
New
Save
Delete
Totals
Spelling
More
Find
Calibri (Detail)
11
Views
Clipboard
Sort & Filter
Records
Find
Text Formatting
All Access Obje...
Search...
Tables
Student
Clicking here will get me back to the structure.
Query1
idno
stuname
major
gpa
nocrs
11111
John Doe
CI
3.5
10
12121
Susan Ash
CI
3.7
15
22222
Linda French
CI
2.9
14
23456
Robert Alves
BU
2.5
5
0
0
Record:
1 of 4
No Filter
Search
Ready
Num Lock
SQL
1:31 PM
9/13/2016

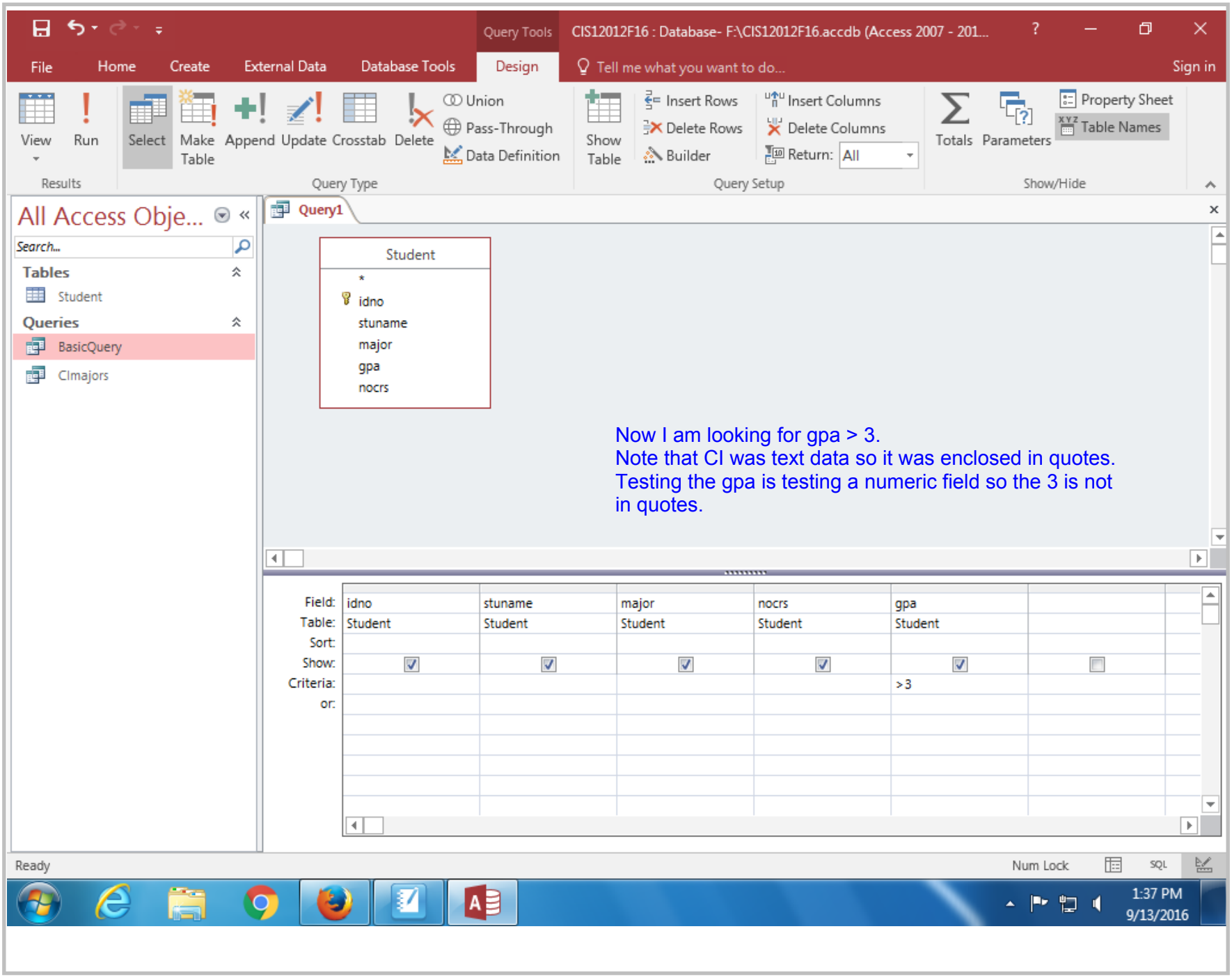


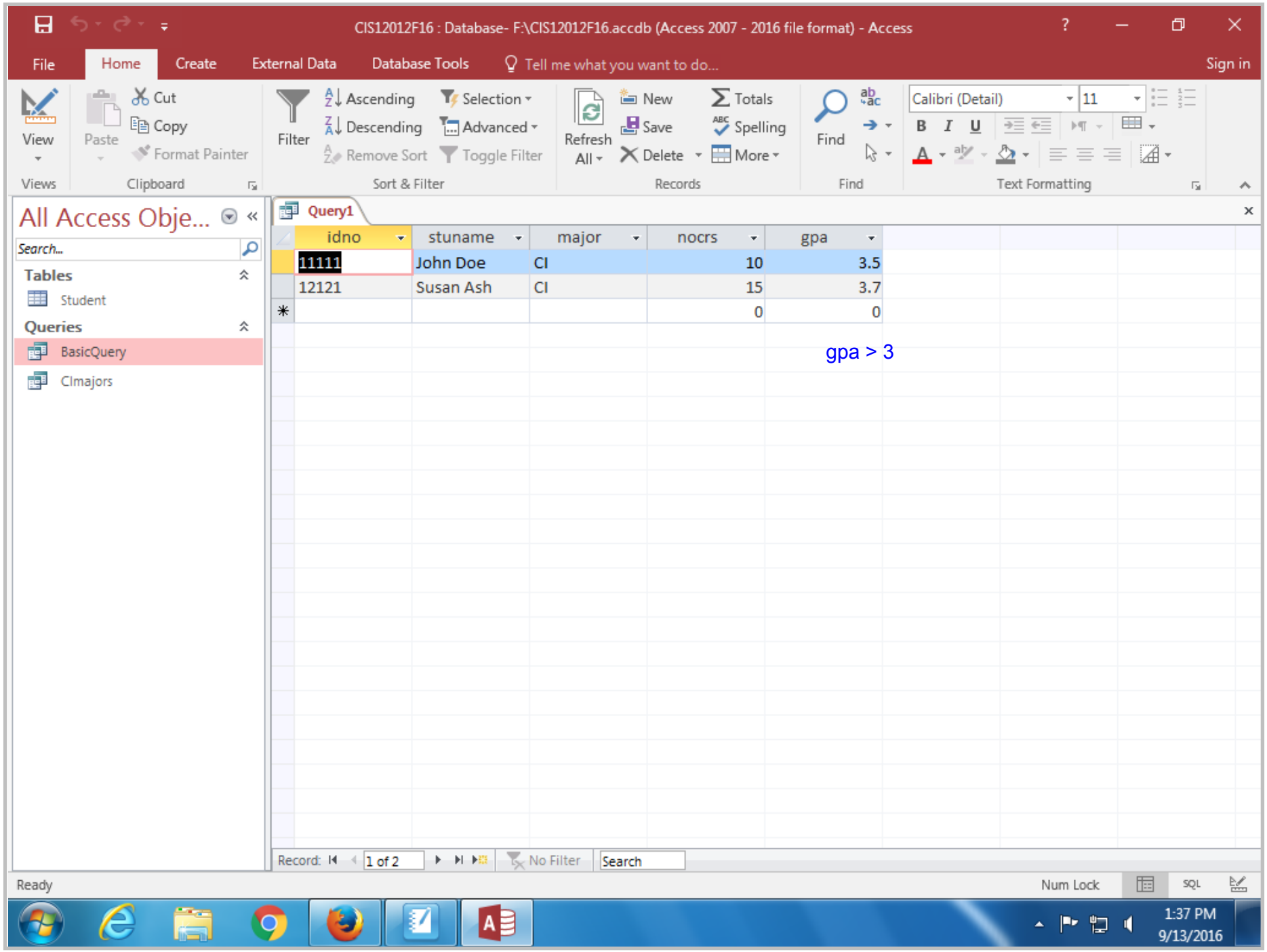
Title: Sep 13-1:32 PM (27 of 33)


Query Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 2007 - 201...
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 Obje...
Search...
Tables
Student
Queries
BasicQuery
Query1
Student
*
idno
stuname
major
gpa
nocrs
This query will look for records where the criteria is a CI in major.
Field:
Table:
Sort:
Show:
Criteria:
or:
idno
stuname
major
gpa
nocrs
Student
"CI"
Ready
Num Lock
SQL
1:34 PM
9/13/2016

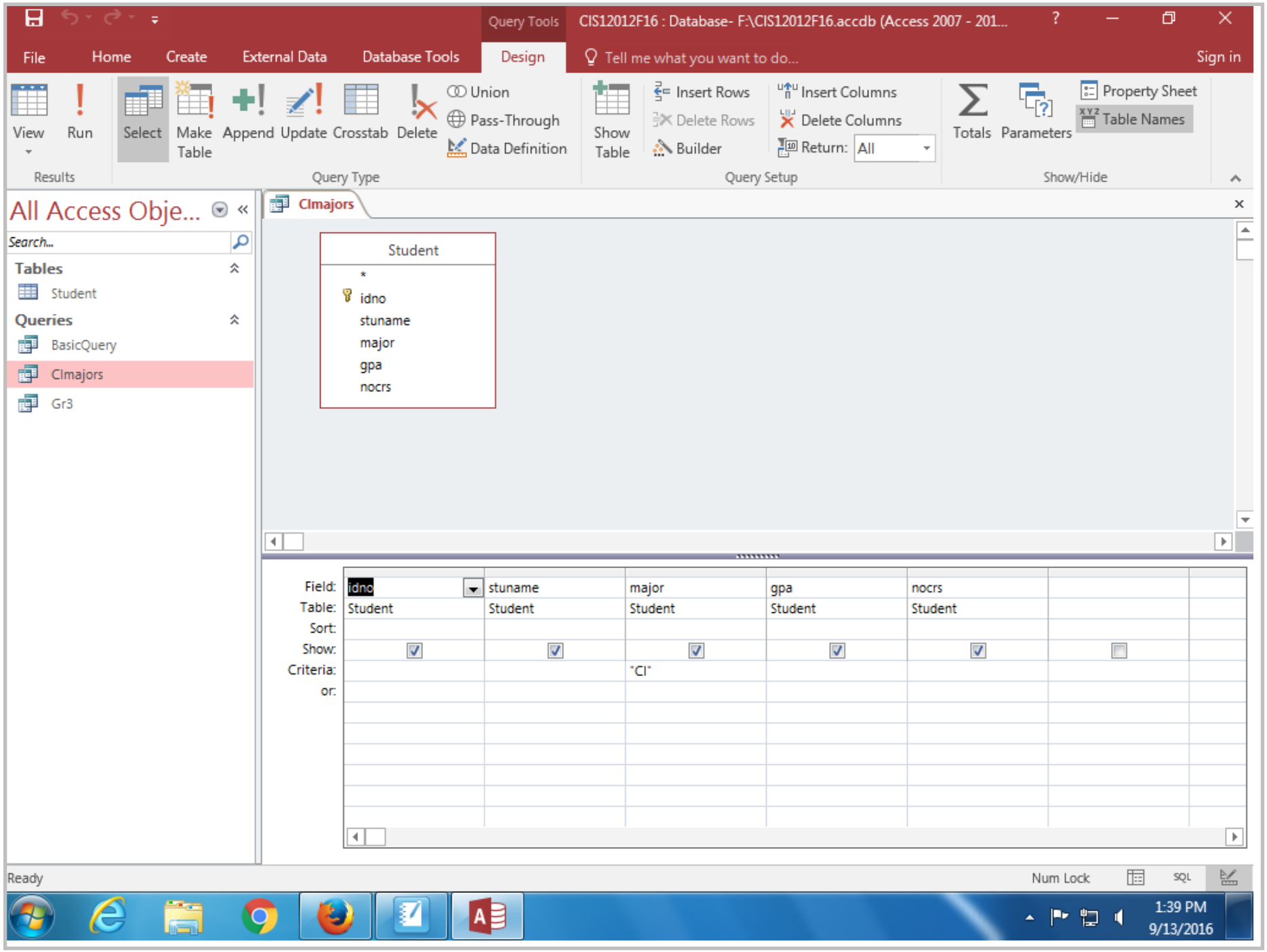


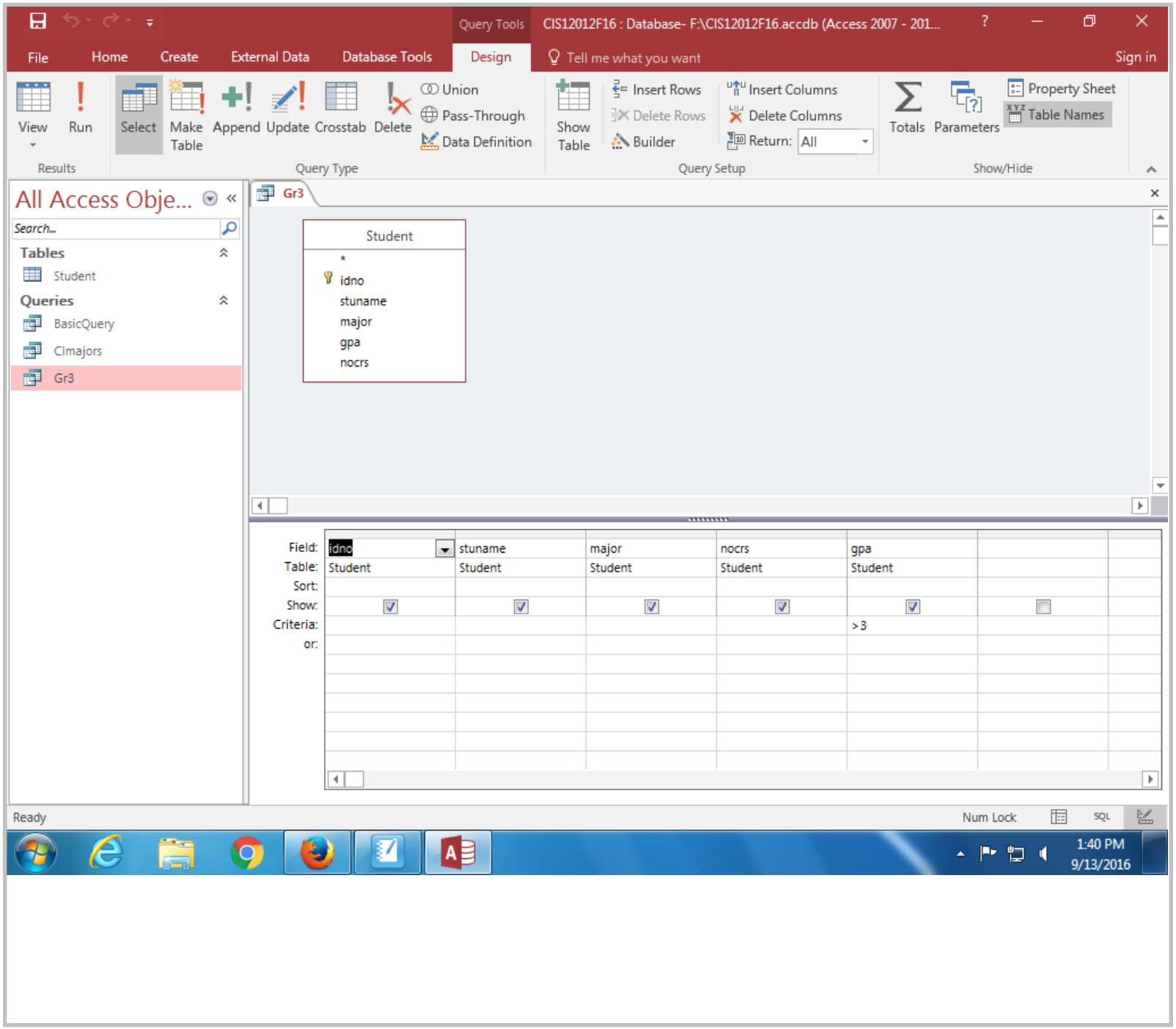
Title: Sep 13-1:35 PM (29 of 33)


Query Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 2007 - 201...
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 Obje...
Search...
Tables
Student
Queries
BasicQuery
CImajors
Query1
Student
*
idno
stuname
major
gpa
nocrs
Now I am looking for gpa > 3.
Note that CI was text data so it was enclosed in quotes.
Testing the gpa is testing a numeric field so the 3 is not in quotes.
Field:
Table:
Sort:
Show:
Criteria:
or:
idno
stuname
major
nocrs
gpa
Student
>3
Ready
Num Lock
SQL
1:37 PM
9/13/2016



Title: Sep 13-1:37 PM (31 of 33)


Query Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 2007 - 201...
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 Obje...
Search...
Tables
Student
Queries
BasicQuery
CImajors
Gr3
CImajors
Student
*
idno
stuname
major
gpa
nocrs
Field:
Table:
Sort:
Show:
Criteria:
or:
idno
stuname
major
gpa
nocrs
Student
"CI"
Ready
Num Lock
SQL
1:39 PM
9/13/2016


Query Tools
CIS12012F16 : Database- F:\CIS12012F16.accdb (Access 2007 - 201...
File
Home
Create
External Data
Database Tools
Design
Tell me what you want
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 Obje...
Search...
Tables
Student
Queries
BasicQuery
CImajors
Gr3
Gr3
Student
*
idno
stuname
major
gpa
nocrs
Field: idno stuname major nocrs gpa
Table: Student Student Student Student Student
Sort:
Show:
Criteria: >3
or:
Ready
Num Lock
SQL
1:40 PM
9/13/2016