

Access

SMART Ink

Sign in

# New


Search for online templates

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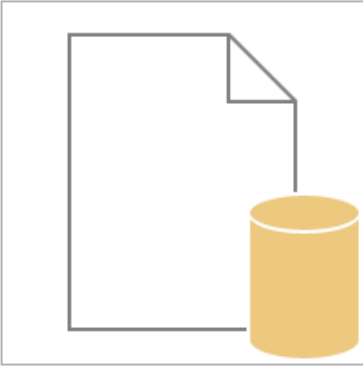
### Blank desktop database

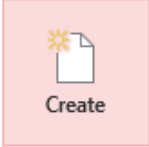
Should I create an Access app or an Access desktop database?

File Name

F:\



 Create

Blank desktop database

Contacts

Students

Event management

Use two tables that relate and do a query using two things in an and relationship.  
Use two tables that relate and do a query using two things in an or relationship.

11:37 AM  
12/5/2017

File Edit View History Bookmarks Tools

donor : Database- F:\donor.accdb (...)

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

Primary Key Insert Rows Delete Rows Property Indexes Sheet Create Data Macros Rename/Delete Macro Relationships Object Dependencies

Builder Test Validation Rules Modify Lookups Show/Hide Field, Record & Table Events Relationships

Views Tools

Search... Tables Donation

Field Name Data Type Description (Optional)

Field Name	Data Type	Description (Optional)
donorid	Short Text	
driveno	Short Text	
datedon	Short Text	
amt	Number	

I am making the donation table.

To make the three fields the primary key, highlight them all and then click on the Primary Key icon.

Multiple tables

Donor table
donorid PK
donorname
donoradr

Set up these fields to make the field the donor table key – they are

Look at the design view

Now do this

Field Properties

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.

two tables to relate and do a query using two things in an and relationship.  
Use two tables that relate and do a query using two things in an or relationship.

11:40 AM 12/5/2017

Microsoft Access interface showing the design view of a table named "Donation".

**Table Design View:**

Field Name	Data Type	Description (Optional)
donorid	Short Text	
driveno	Short Text	
datedon	Short Text	
amt	Number	

**Field Properties:**

General | Lookup

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

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

Title: Dec 5-11:40 AM (3 of 18)

Microsoft Access interface showing the Design view of a table named "Donation". The ribbon includes File, Home, Create, External Data, Database Tools, and Design. The Design ribbon has tabs for Primary Key, Insert Rows, Delete Rows, Modify Lookups, Property Indexes Sheet, Create Data Macros, Rename/Delete Macro, Relationships, and Object Dependencies.

The table structure is as follows:

Field Name	Data Type	Description (Optional)
donorid	Short Text	
driveno	Short Text	
datedon	Short Text	
amt	Number	

The "donorid" field is highlighted in red, and a pink dashed arrow points from it to the "Field Properties" pane. The "Field Properties" pane shows the following settings:

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

Field Properties

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

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

Microsoft Access interface showing the design view of a table named "Donation". The ribbon includes File, Home, Create, External Data, Database Tools, and Design. The Design ribbon is active, showing options like Primary Key, Insert Rows, Delete Rows, Test Validation Rules, Modify Lookups, Property Indexes Sheet, Create Data Macros, Rename/Delete Macro, Relationships, and Object Dependencies.

The "All Access Objects" pane on the left shows a search bar and a list of tables, including "Donation".

The "Field Properties" pane on the right shows the following table:

Field Name	Data Type	Description (Optional)
donorid	Short Text	
driveno	Short Text	
datedon	Short Text	
amt	Number	

The "Field Properties" pane for the selected "driveno" field shows the following table:

Property	Value
Field Size	3
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

A pink dashed arrow points from the "driveno" field in the table to the "Field Size" property in the Field Properties pane, which is set to 3.

Handwritten blue text next to the arrow reads: "The driveno is 3 characters. When I set up the driveno it is short text with a field size of 3. When I make the drive file, I will be".

At the bottom right, a note states: "A field name can be up to 64 characters long including spaces. Press F1 for help on field names."

The status bar at the bottom indicates "Design view. F6 = Switch panes. F1 = Help." and the system tray shows the time as 11:40 AM on 12/5/2017.



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

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 Indexes Sheet Create Data Macros Rename/Delete Macro Relationships Object Dependencies

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

All Access Objects

Search...

Tables

- Donation
- Donor
- Drive

Field Name	Data Type	Description (Optional)
driveno	Short Text	
drivename	Short Text	
drivegoal	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.

Use two tables that relate and do a query using two things in an and relationship.  
Use two tables that relate and do a query using two things in an or relationship.

11:46 AM 12/5/2017

Microsoft Access 2013 - Design view of the Donor table in the donor database.

**Table Tools - Design**

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

View Primary Builder Test Validation Key Rules 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 Objects**

Search... Tables: Donation, Donor, Drive

Field Name	Data Type	Description (Optional)
donorid	Short Text	
donorname	Short Text	
donoradr	Short Text	

Field Properties

General	
Field Size	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 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.

Taskbar: Windows, Search, File Explorer, Chrome, Edge, Word, Access, Query window. System tray: 11:46 AM, 12/5/2017, Notification icon.



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

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 Indexes Sheet Create Data Macros Rename/Delete Macro Relationships Object Dependencies

All Access Objects

Search...

Tables

- Donation
- Donor
- Drive

Field Name	Data Type	Description (Optional)
donorid	Short Text	
driveno	Short Text	
datedon	Short Text	
amt	Number	

Highlight the three parts of the key and then click on primary key.

Field Properties

General Lookup

Field Size	3
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

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

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

11:47 AM 12/5/2017

donor : Database- F:\donor.accdb (Access 2007 - 2016 fil... SMART Ink

File Home Create External Data Database Tools Fields Table 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 Find Text Formatting

All Access Obj... Search... Tables Donation Donor Drive

donorid	driveno	datedon	amt	Click to Add
11111	100	S17	500	
12121	200	F16	200	
*			0	

donor drive

Record: 2 of 2 No Filter Search

Ready Caps Lock

two tables that relate and do a query using two things in an and relationship.  
Use two tables that relate and do a query using two things in an or relationship.

11:50 AM 12/5/2017

Microsoft Access 2016 interface showing the 'donor' database. The ribbon includes 'Table Tools' and 'Table' tabs. The ribbon contains various options such as Filter, Sort & Filter, Records, Find, and Text Formatting.

The 'All Access Objects' pane on the left shows the 'Tables' section with 'Donation', 'Donor', and 'Drive' listed. The 'Donor' table is currently selected and displayed in Datasheet View.

donorId	donorname	donoradr	Click to Add
11111	Susan Ash	Fall River	
12121	John Costa	Fall River	
*			

The status bar at the bottom indicates 'Record: 2 of 2', 'No Filter', and 'Search'. The Windows taskbar at the bottom shows the system tray with the time 11:51 AM and date 12/5/2017.

donor : Database- F:\donor.accdb (Access 2007 - 2016 fil... SMART Ink

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 Sort & Filter Records Find Text Formatting

Ascending Descending Remove Sort Selection Advanced Toggle Filter New Save Delete More Spelling

Calibri (Detail) 11 B I U

All Access Obj... Search... Tables Donation Donor Drive

donorid	driveno	datedon	amt	Click to Add
11111	100	S17	500	
12121	200	F16	200	
*			0	

Record: 14 2 of 2 No Filter Search

Datasheet View

two tables that relate and do a query using two things in an and relationship. Use two tables that relate and do a query using two things in an or relationship.

11:51 AM 12/5/2017

Microsoft Access window: donor : Database- F:\donor.accdb (Access 2007 - 2016 fil... SMART Ink

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

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

Tables: Donation, Donor, Drive

driveno	drivename	drivegoal	Click to Add
100	Whatever	50000	
200	Something	25000	
*		0	

Record: 2 of 2 No Filter Search

Ready

Taskbar: 11:52 AM 12/5/2017

donor : Database- F:\donor.accdb (Access 2007 - 2016 fil... SMART Ink

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

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

Views Clipboard

Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All New Save Delete More Spelling Find

Calibri (Detail) 11 B I U

All Access Obj... Search... Tables Donation Donor Drive

donorid	driveno	datedon	amt	Click to Add
11111	100	S17	500	
12121	200	F16	200	
11111	100	F16	50	
12121	100	F15	100	
*			0	

Record: 14 4 of 4 No Filter Search

Datasheet View

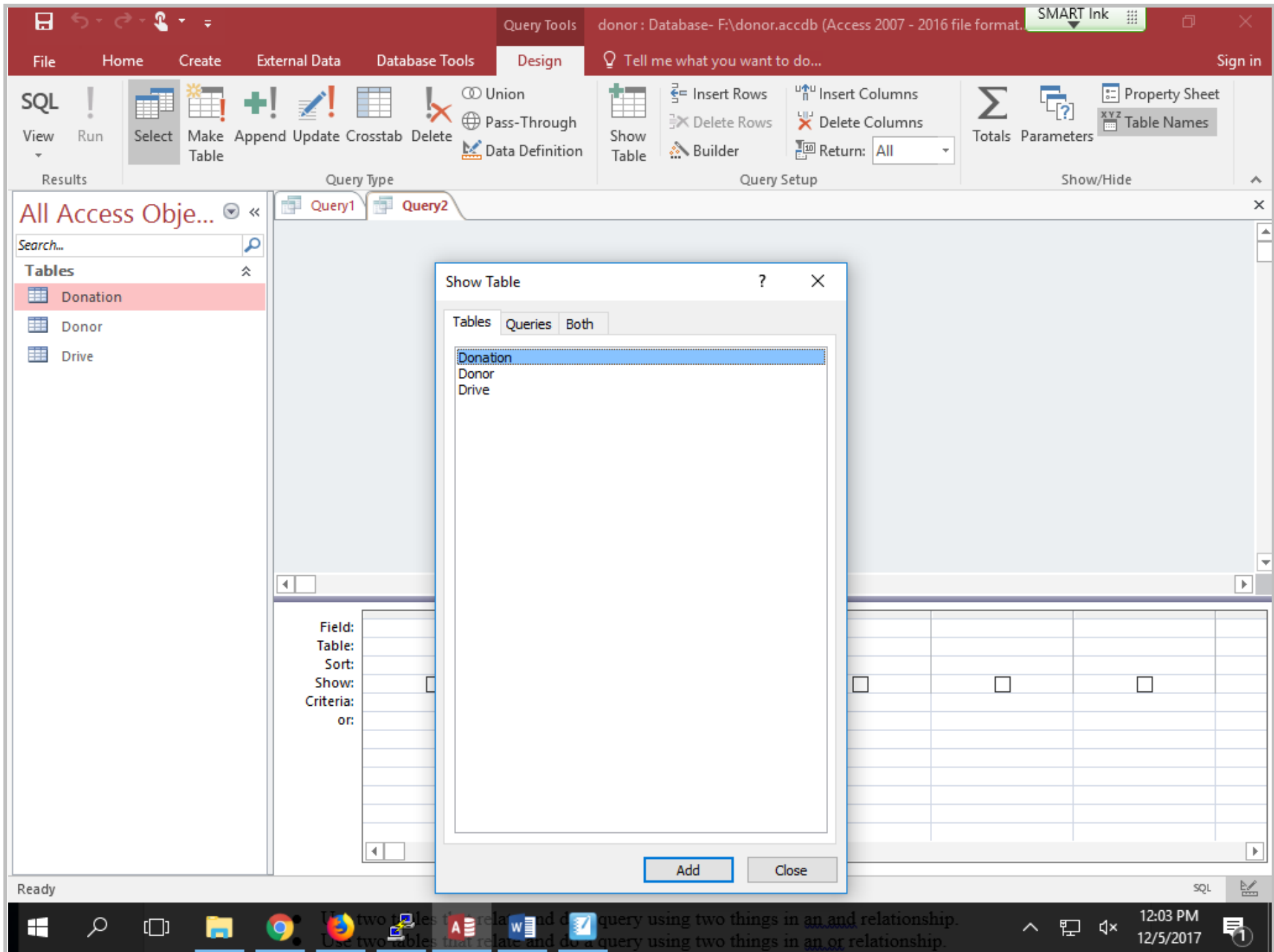
two tables that relate and do a query using two things in an and relationship. Use two tables that relate and do a query using two things in an or relationship.

11:53 AM 12/5/2017

The screenshot shows the Microsoft Access 2016 interface. The ribbon is set to 'External Data', and a pink arrow points to the 'Query Design' button. The main window displays a query design grid with the text 'I created a query design.' and a table list on the left containing 'Donation', 'Donor', and 'Drive'.

Ready

12:03 PM  
12/5/2017





donor : Database- F:\donor.accdb (Access 2007 - 2016 file format) SMART Ink

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 Builder Return: All

Results Query Type Query1 Query2

All Access Objects

Search...

Tables

- Donation
- Donor
- Drive

Donation

- \* donوريد
- \* driveno
- \* datedon
- amt

Donor

- \* donوريد
- donorname
- donoradr

Drive

- \* driveno
- drivename
- drivegoal

Make sure that you link the tables based on the fields they have in common. Drag donوريد from donor to donوريد from donation and drag driveno from donation to driveno on the drive table.

Field: Table: Sort: Show: Criteria: or:

Ready

two tables that relate and do a query using two things in an and relationship. Use two tables that relate and do a query using two things in an or relationship.

Datasheet View 12:05 PM 12/5/2017

the donor table and the donation table. Note that the donation table has 3 parts to the primary key – they are: donorid, driveno, datedon.

Look at the queries below when you populate the table so you will have data to test.

Now do these queries using the user interface:

- Use two tables that relate and do a query using two things in an and relationship.
- Use two tables that relate and do a query using two things in an or relationship.
- List the donorid, the donorname, the amt, the driveno, the drivename.
- List the donorid, the donorname, the amt, the driveno, the drivename for all donations where the amt is greater than 100 (you can change this amt if your data does not have many records with amt greater than 100).
- List all of the information where the driveno is equal to a certain number and either the drivegoal is greater than a certain amount or the amt is greater than a certain amount. For example driveno is 123 and either drivegoal is greater than 50000 or amt is greater than 100.