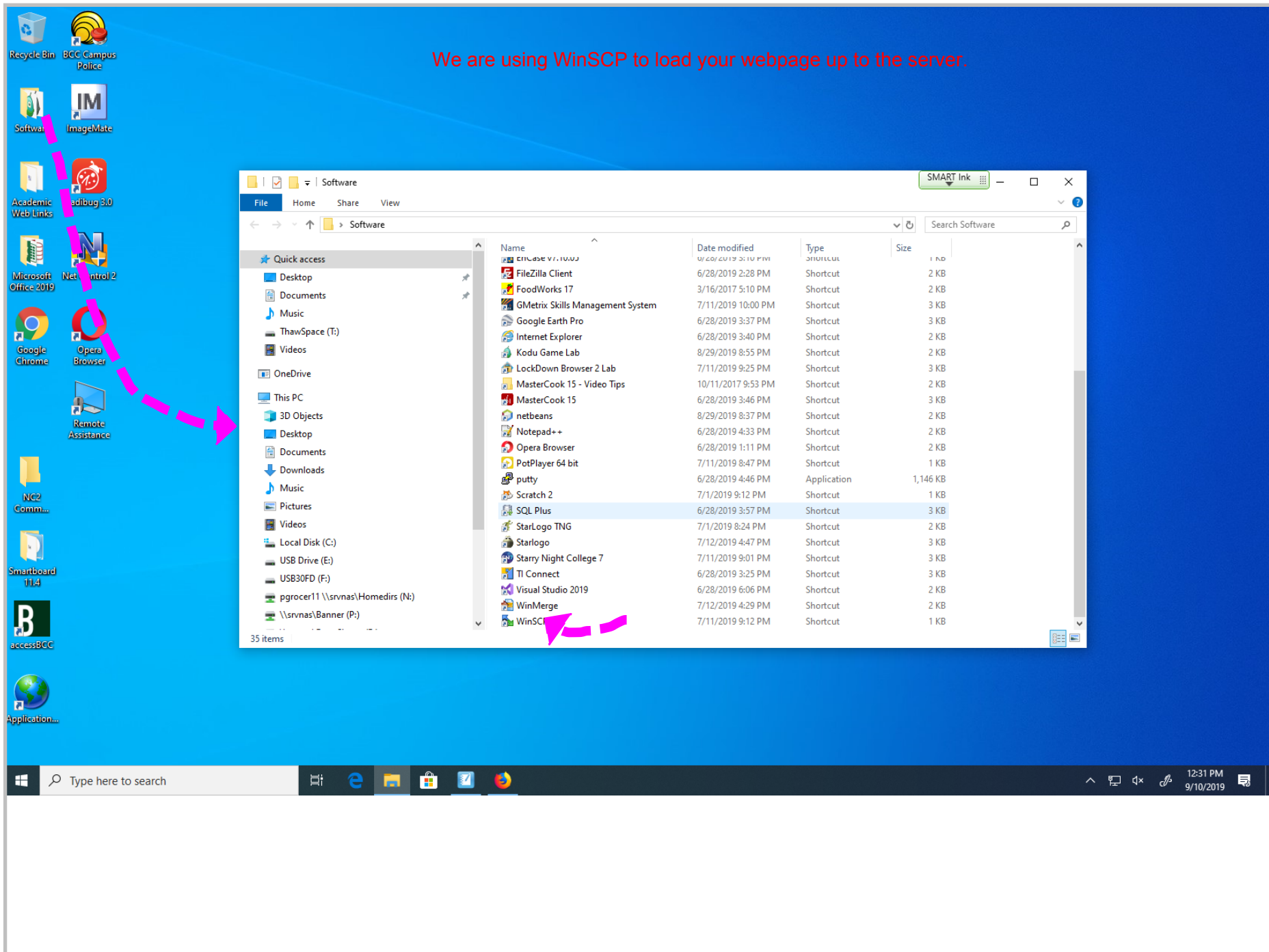
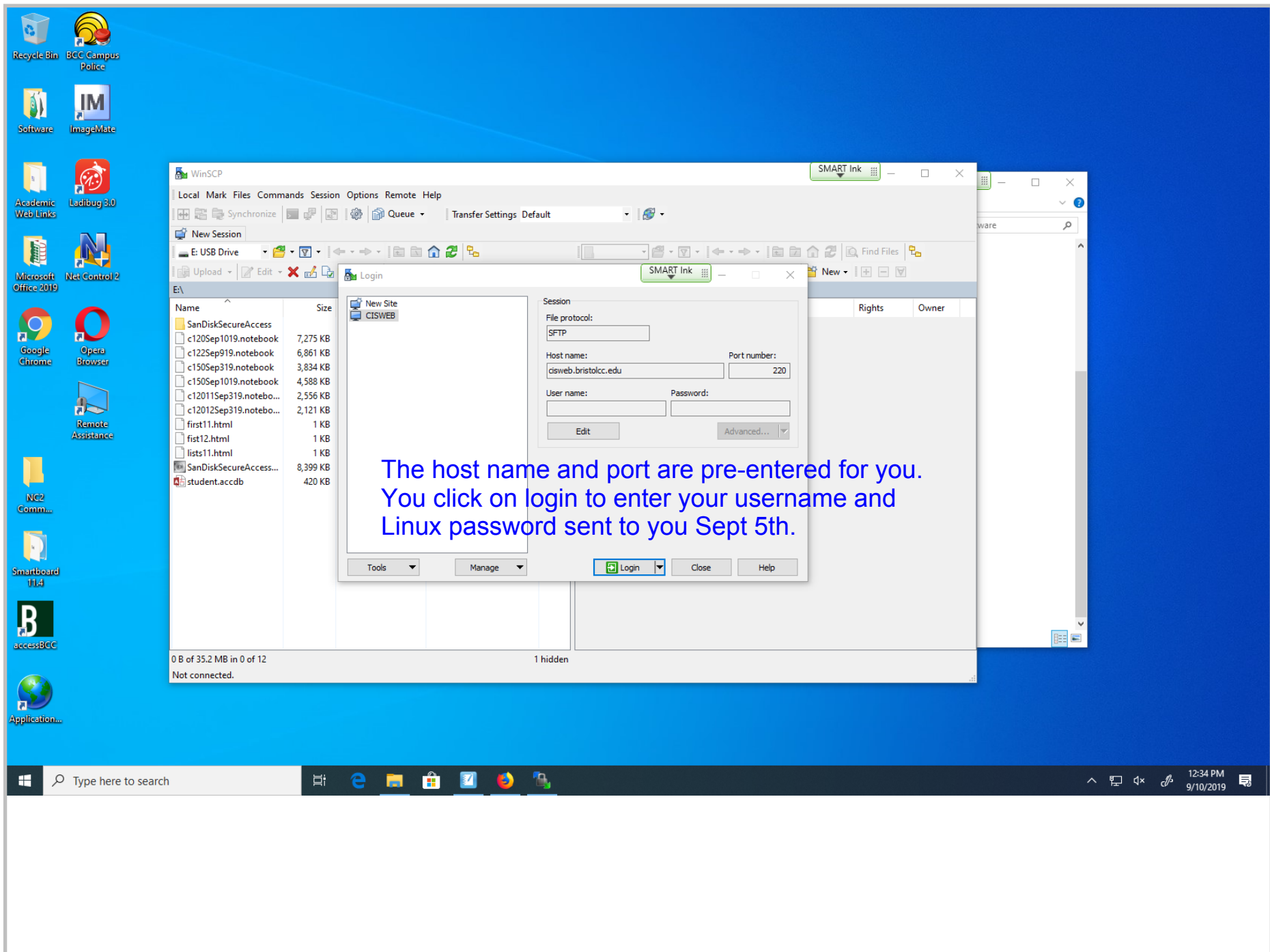
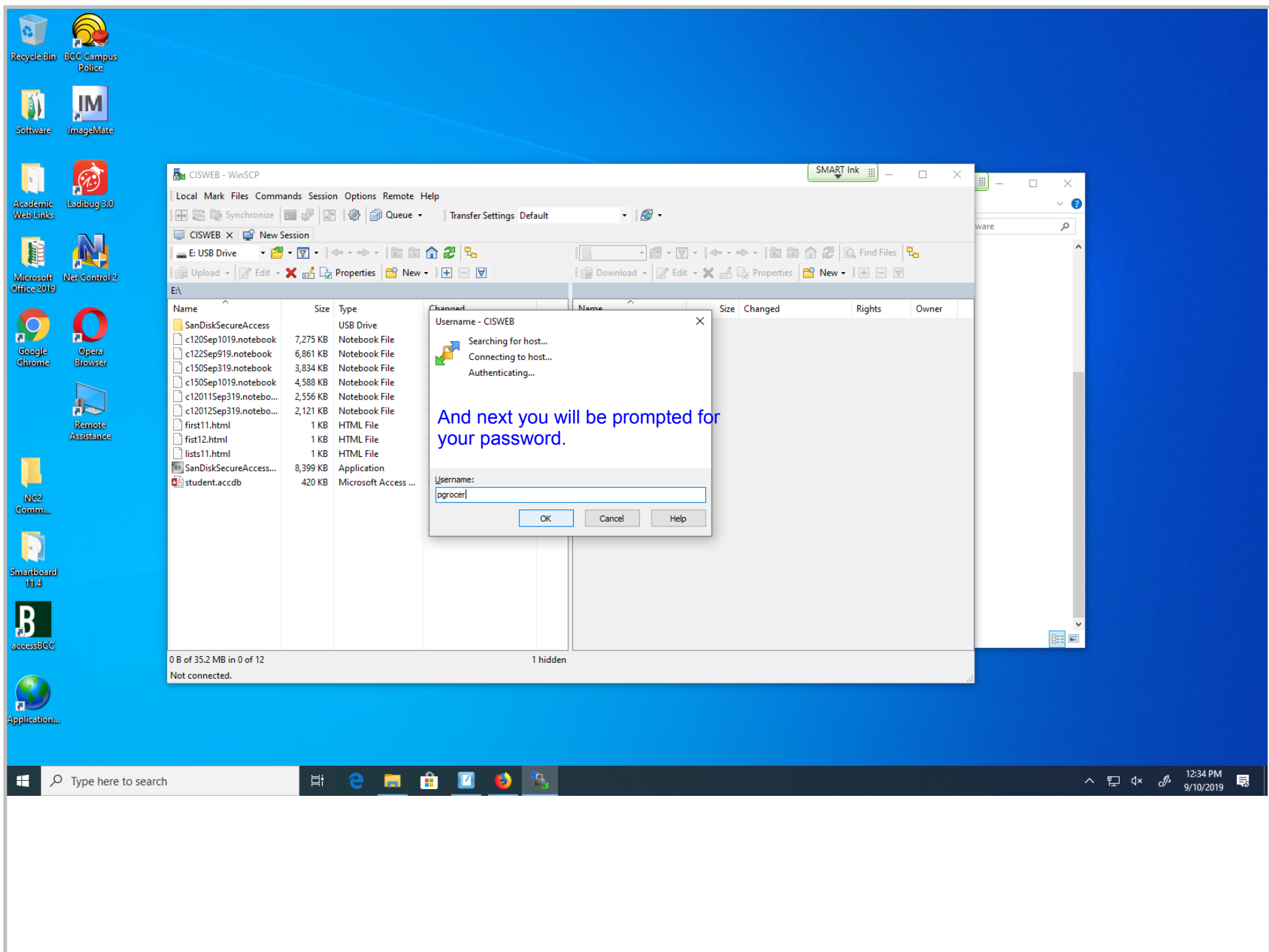
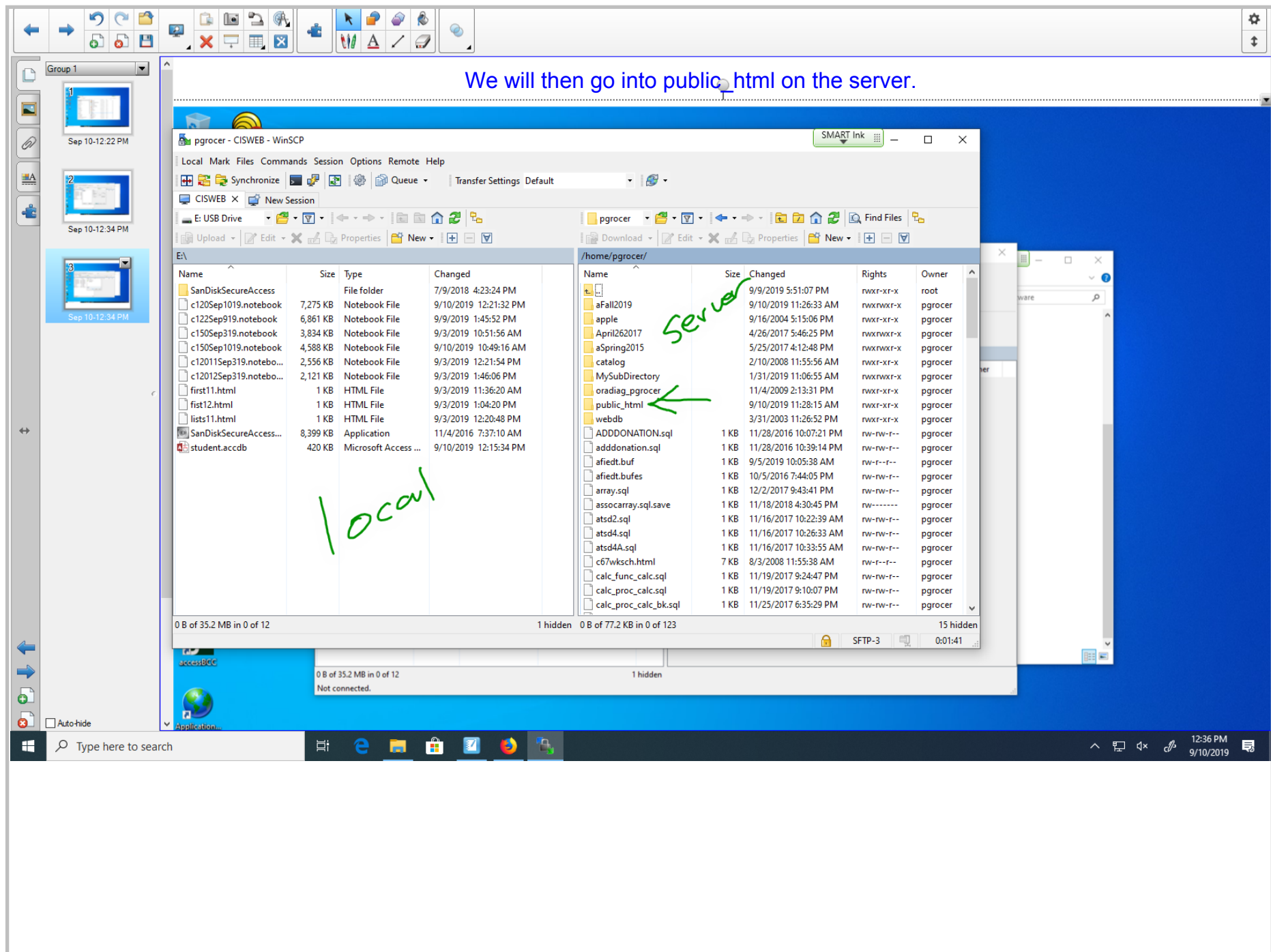


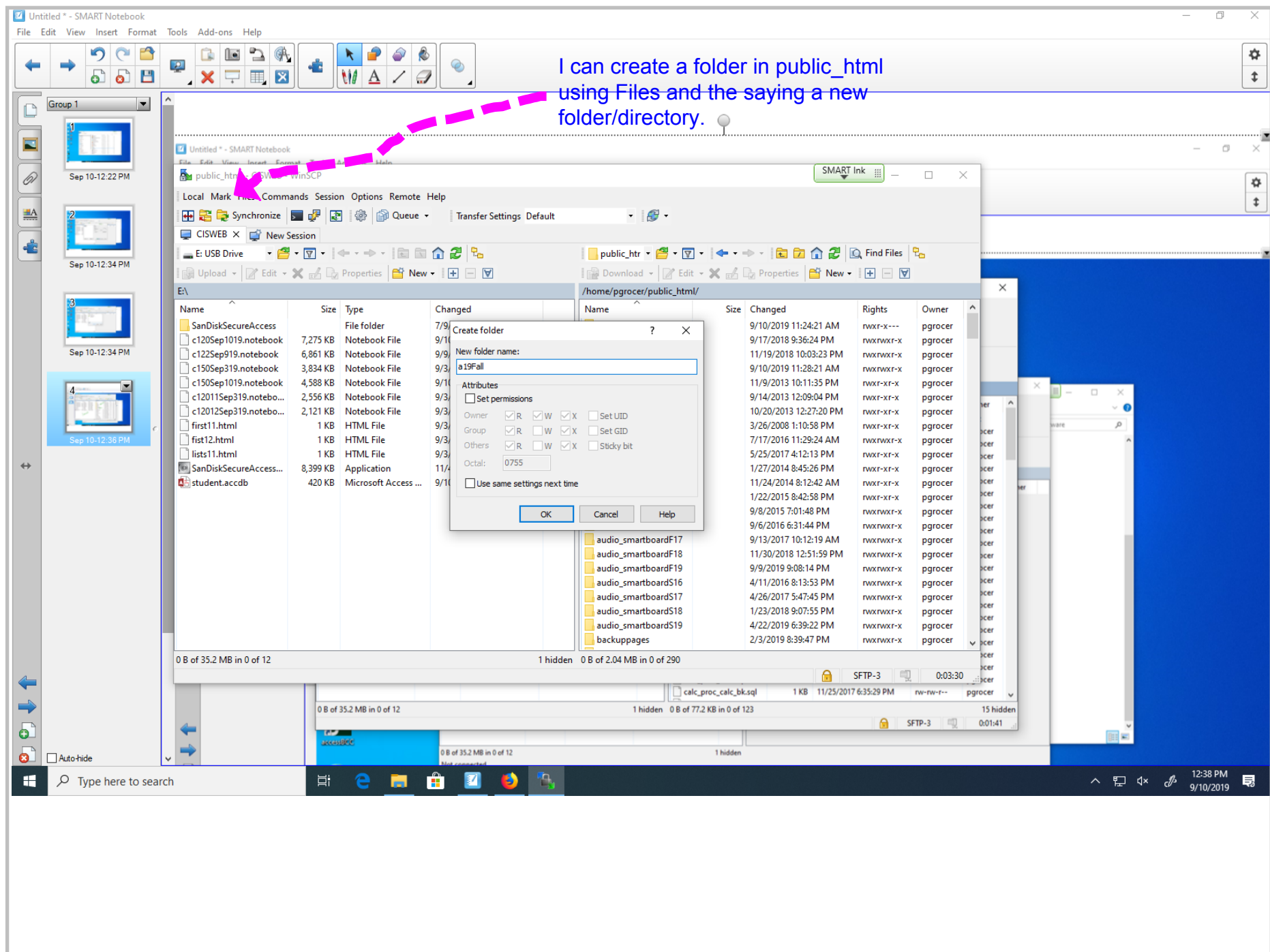
We are using WinSCP to load your webpage up to the server.

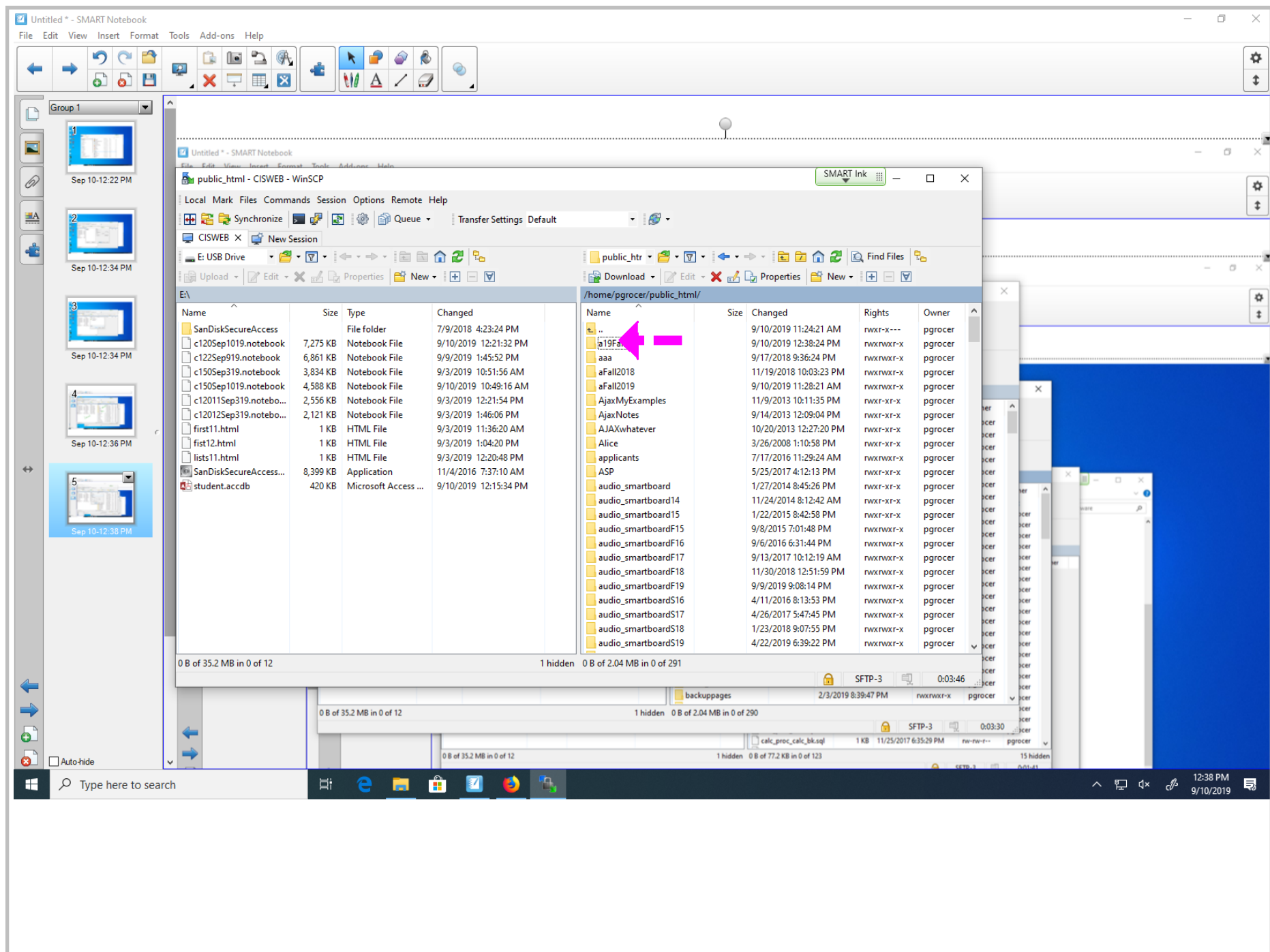


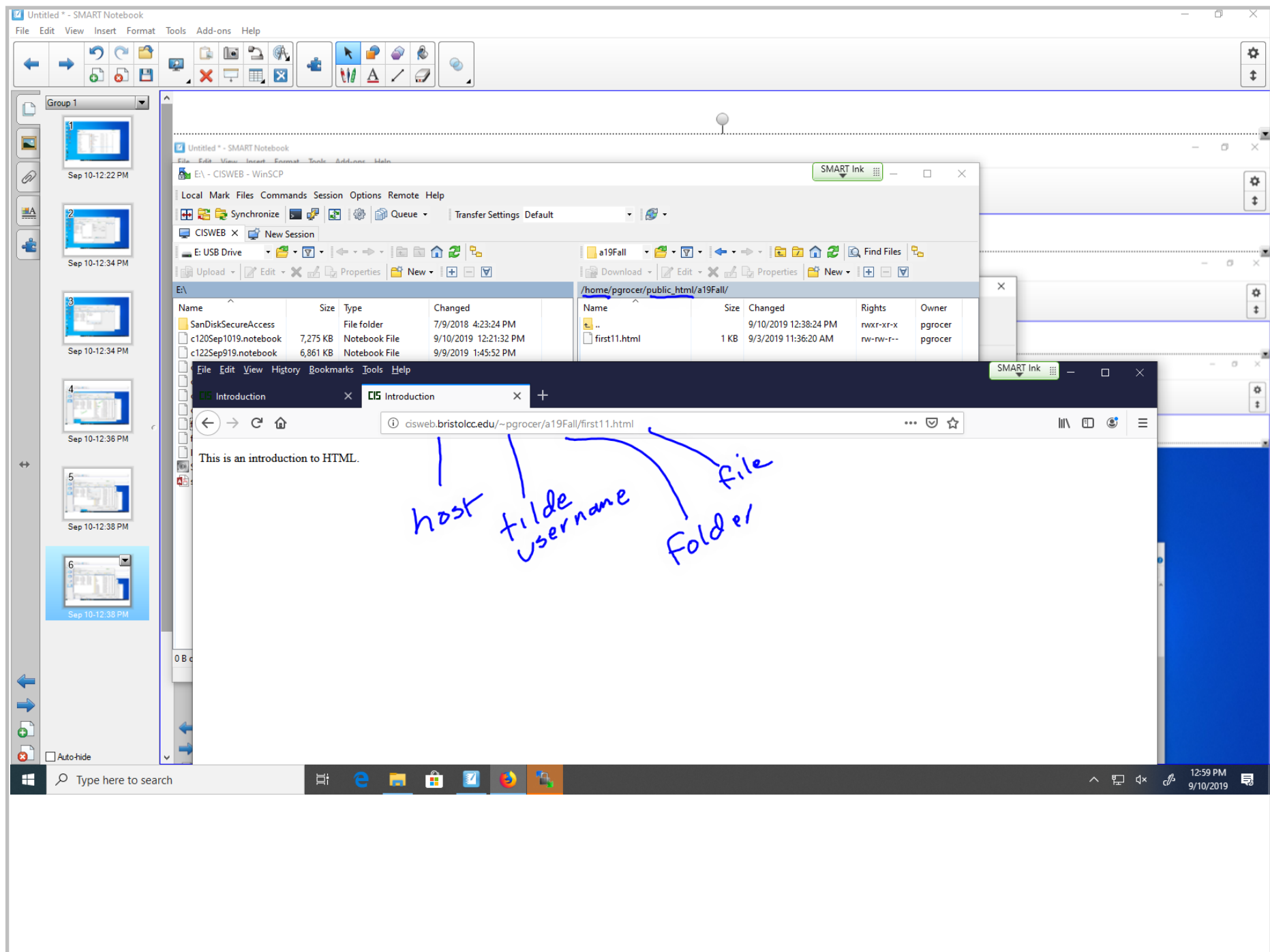


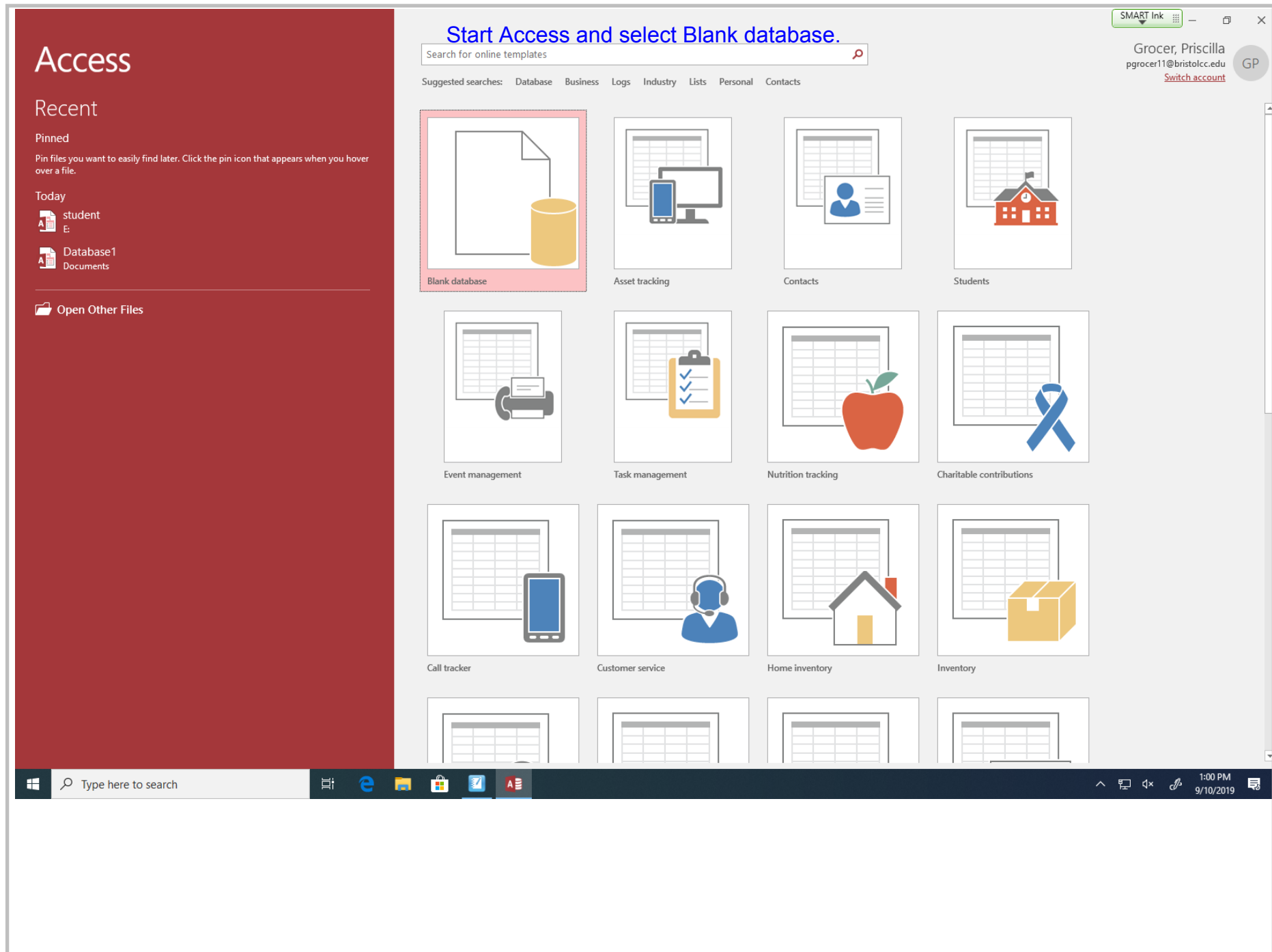


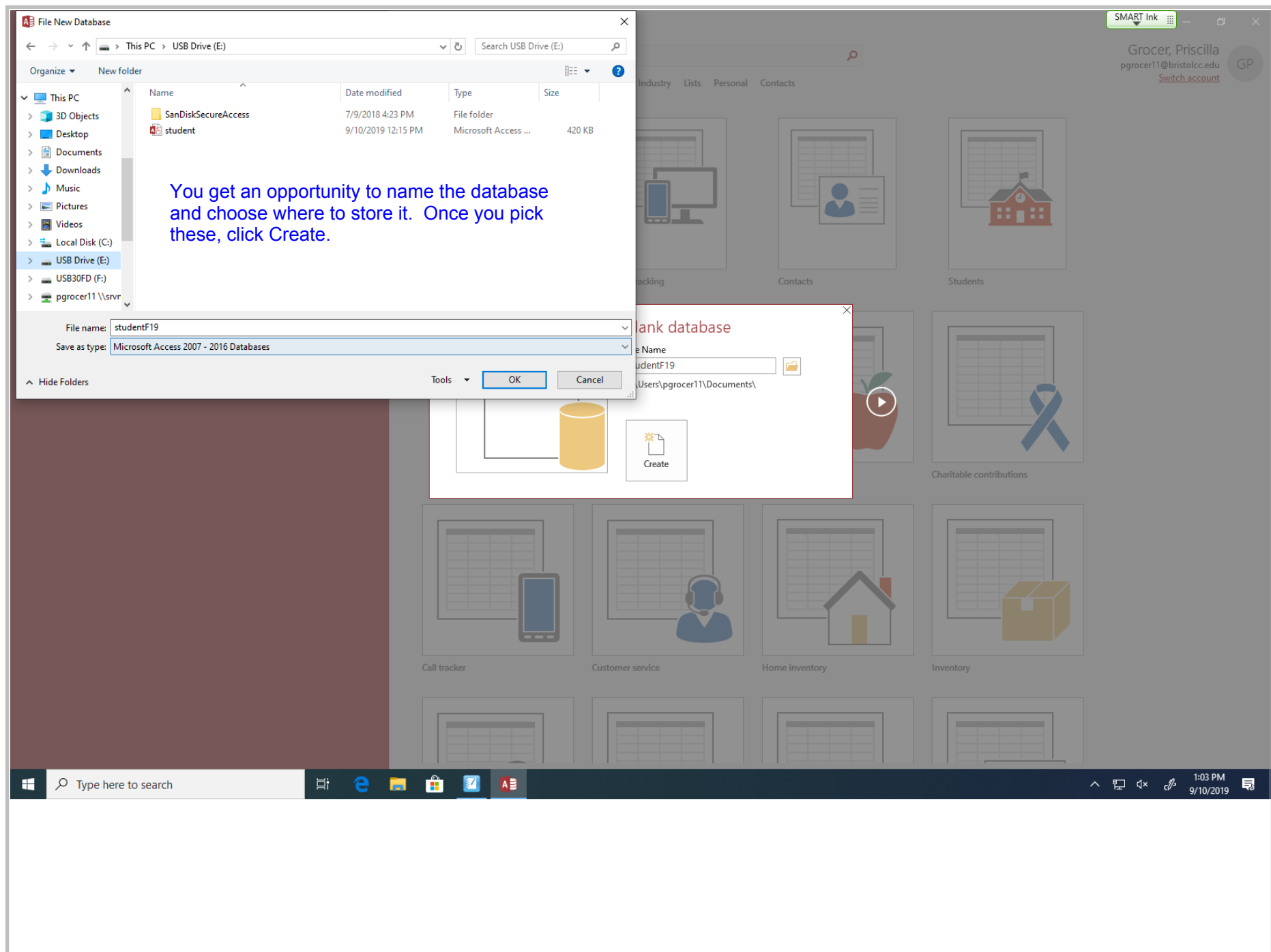


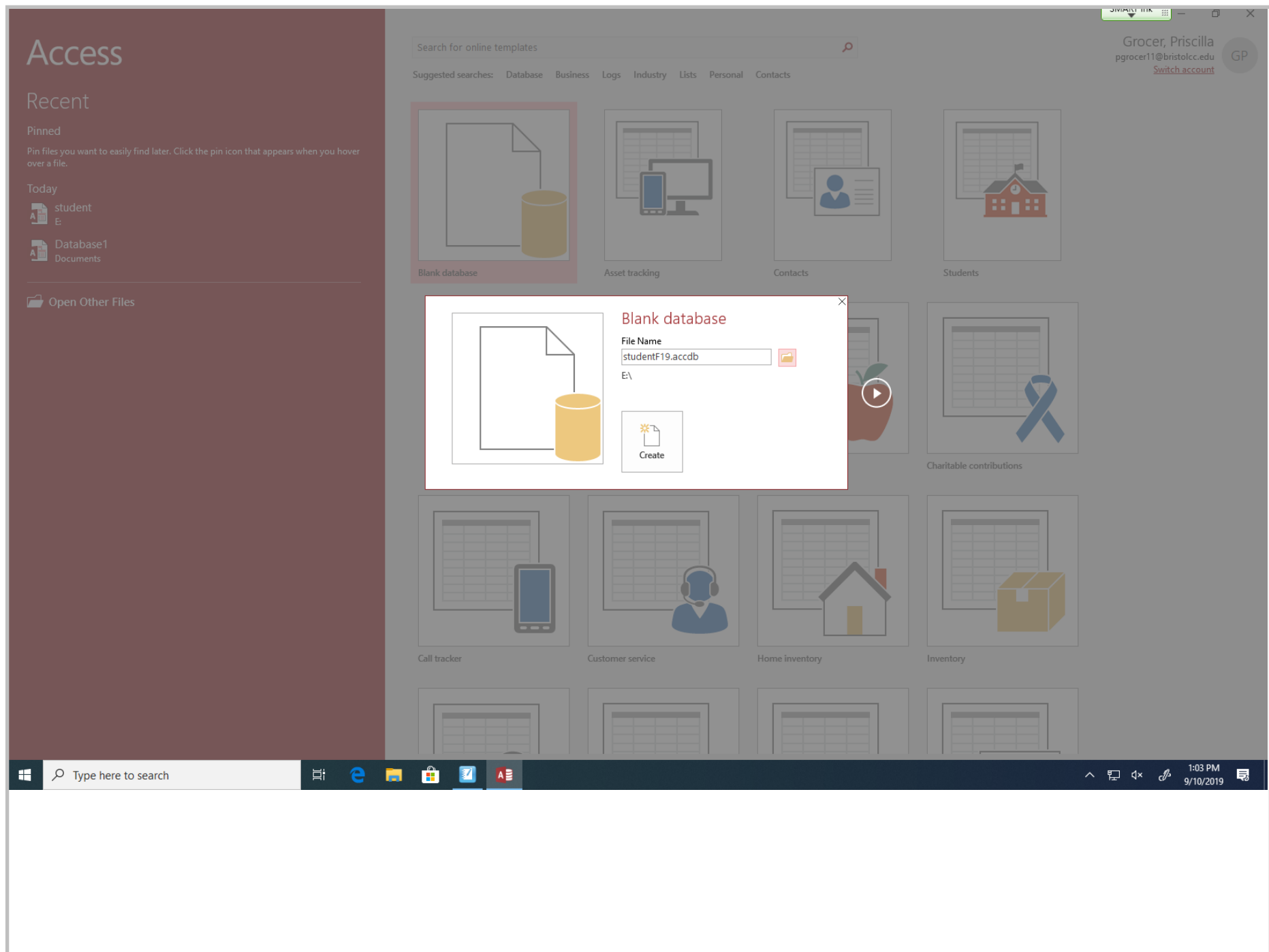












studentF19: Database- E:\studentF19.accdb (Access 2007 - 2016 file format) - Access

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

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

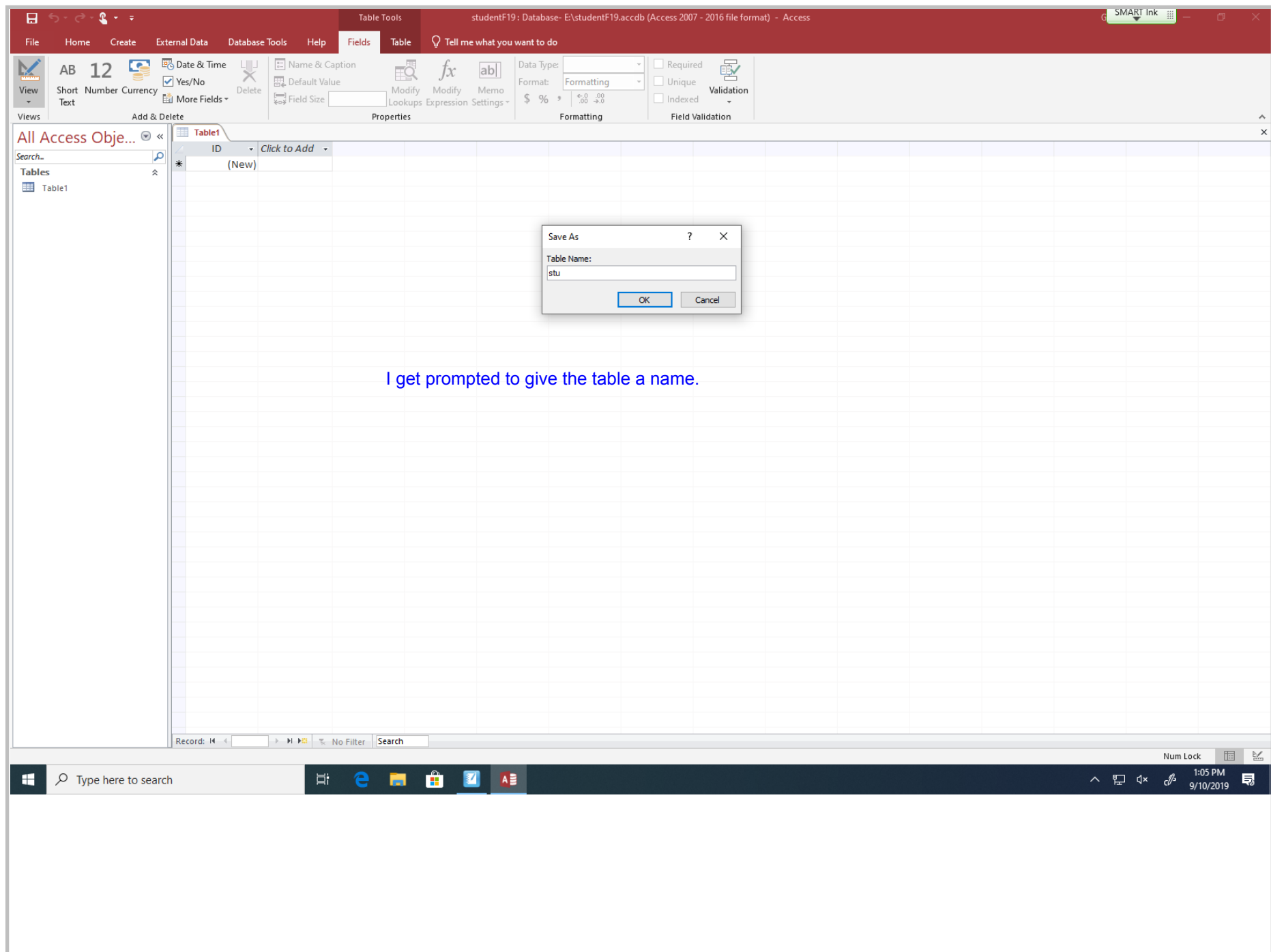
All Access Objects Search... Tables Table1

Table1 ID Click to Add (New)

I do not like this structure so I click on the tools icon to set up the structure of the table.

Datasheet View Record: 1 of 1 No Filter Search

Windows Taskbar: Type here to search, e, File Explorer, Store, Mail, Calendar, 1:04 PM 9/10/2019



I get prompted to give the table a name.

studentF19: Database- E:\studentF19.accdb (Access 2007 - 2016 file format) - Access

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

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

All Access Objects

Tables stu

Field Name	Data Type	Description (Optional)
stuidno	Number	

The first field on the record in the table I want to be stuidno which is a number and also has a field size called Integer.

Field Properties

General	Lookup
Field Size	Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	Yes
Indexed	Yes (No Duplicates)
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 1:07 PM 9/10/2019

studentF19: Database- E:\studentF19.accdb (Access 2007 - 2016 file format) - Access

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

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

All Access Objects stu

Field Name	Data Type	Description (Optional)
stuidno	Number	
stuname	Short Text	

Stuname had a default size of 255. I wanted something more realistic so I picked 30.

General Lookup

Field Size	30
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 1:09 PM 9/10/2019

studentF19: Database- E:\studentF19.accdb (Access 2007 - 2016 file format) - Access

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

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

All Access Objects

Tables stu

Field Name	Data Type	Description (Optional)
stuidno	Number	
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

Major has a field size of 2.

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 1:09 PM 9/10/2019

studentF19 : Database- E:\studentF19.accdb (Access 2007 - 2016 file format) - Access

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

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

All Access Objects

Tables stu

Field Name	Data Type	Description (Optional)
stuidno	Number	
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

I made gpa single which allows for a small decimal number.

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 1:12 PM 9/10/2019

studentF19: Database- E:\studentF19.accdb (Access 2007 - 2016 file format) - Access

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

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

All Access Objects stu

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

numcrs I made an Integer

Field Properties

General	
Field Size	Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	No
Indexed	Yes (Duplicates OK)
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 1:13 PM 9/10/2019

studentF19: Database- E:\studentF19.accdb (Access 2007 - 2016 file format) - Access

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

Views Views Tools

All Access Objects

Tables stu

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

Database
table
record
fields

Databases are made up of tables and tables are made up of records and records are made up of fields. Each record on the table will have the same layout or structure.

Now I want to enter data into the table so I click on the grid and a grid to enter data will come up.

Field Properties

General Lookup

Field Size	Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	No
Indexed	Yes (Duplicates OK)
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 1:14 PM 9/10/2019

studentF19: Database- E:\studentF19.accdb (Access 2007 - 2016 file format) - Access

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

View Paste Cut Copy Format Painter Views Clipboard

Filter Ascending Descending Selection Advanced Remove Sort Toggle Filter

Refresh Save New Totals Spelling More Find Replace Go To Select

Calibri (Detail) 11 B I U Text Formatting

All Access Objects

Tables stu

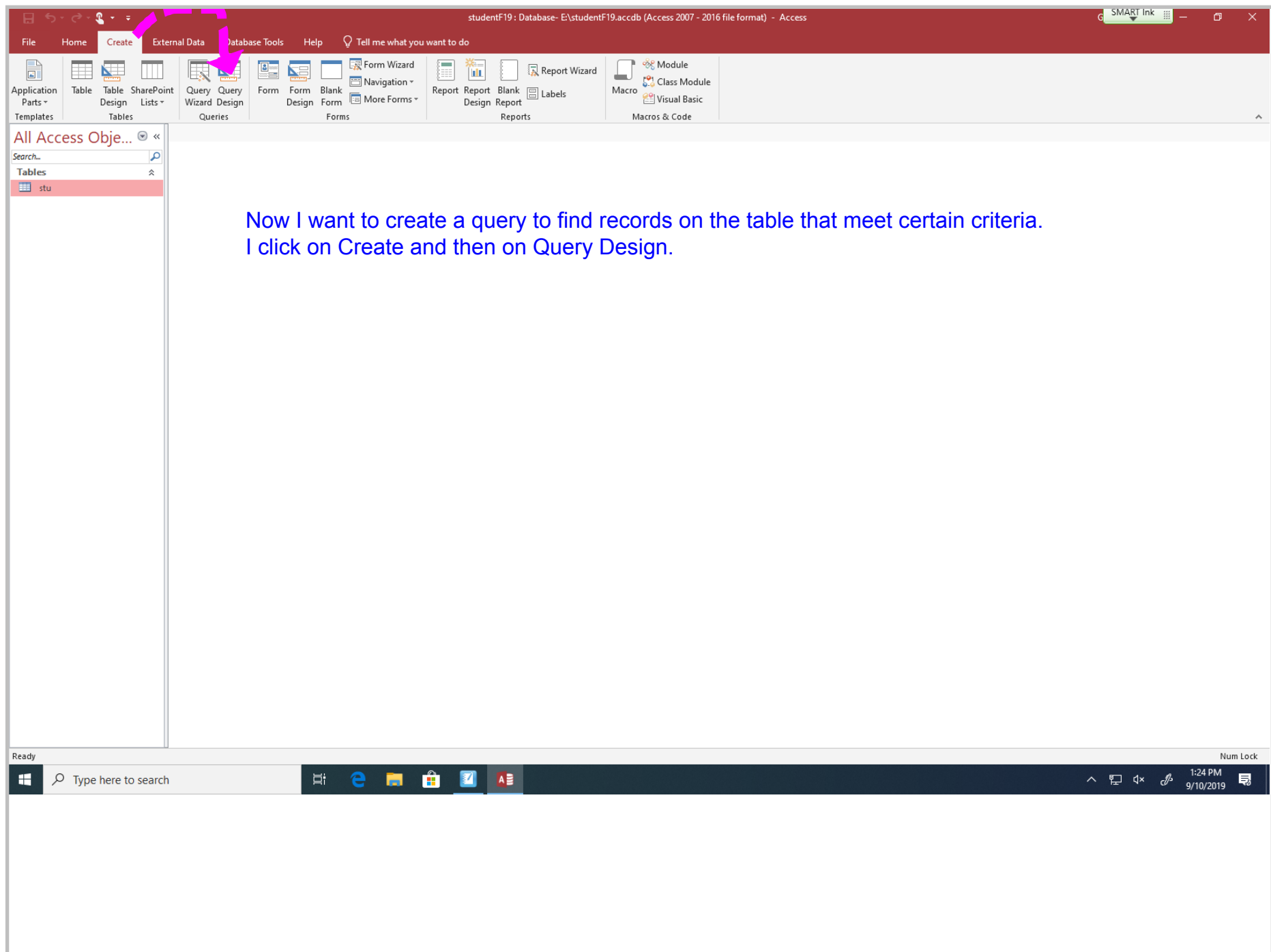
stuidno	stuname	major	gpa	numcrs	Click to Add
111	Susan Ash	CI	3.9	12	
112	Linda French	CI	3.6	7	
120	John Souza	BU	2.5	10	
122	David Smith	CI	3.8	22	
124	William Costa	CI	3	3	
200	Zara Ames	BU	2.9	5	
212	Tony Fisher	CI	3.4	6	
222	Amy Richards	CI	3.85	14	
*	0		0	0	

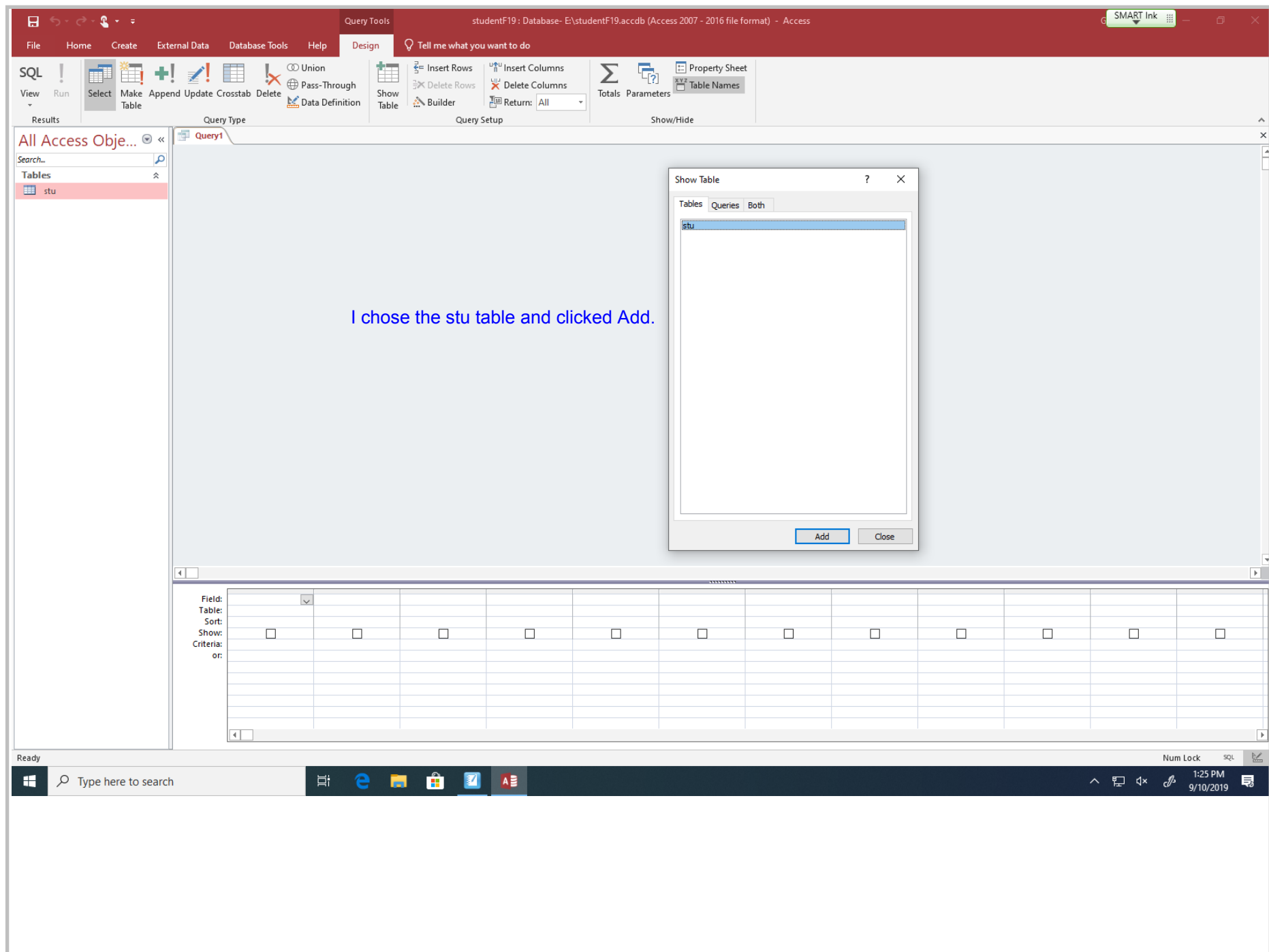
Record: 14 of 8 No Filter Search

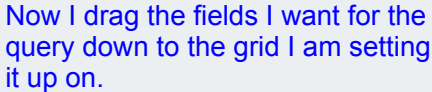
Datasheet View

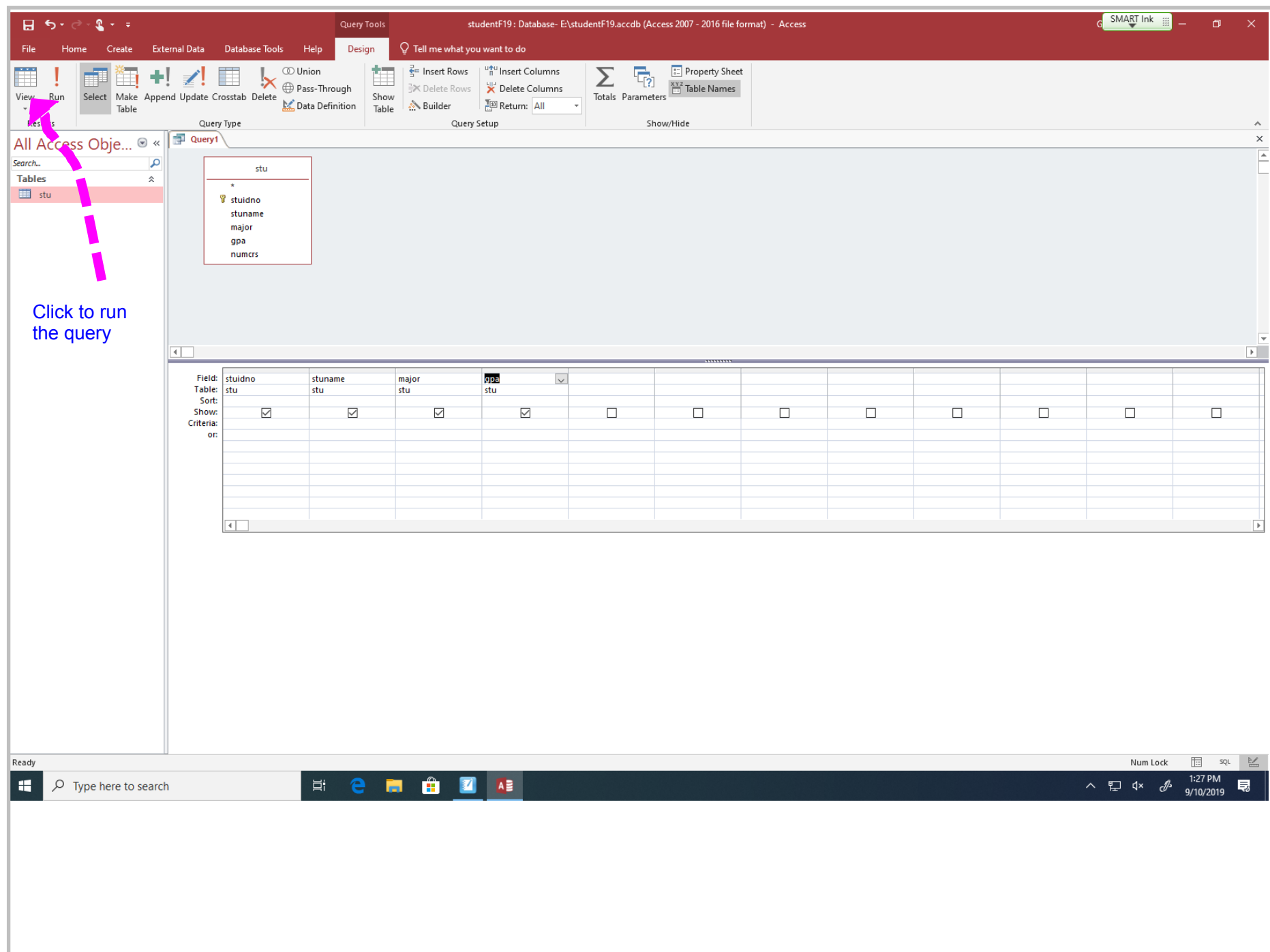
Num Lock

1:20 PM 9/10/2019









studentF19: Database- E:\studentF19.accdb (Access 2007 - 2016 file format) - Access

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

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

All Access Objects

Tables

stu

stuidno	stuname	major	gpa
111	Susan Ash	CI	3.9
112	Linda French	CI	3.6
120	John Souza	BU	2.5
122	David Smith	CI	3.8
124	William Costa	CI	3
200	Zara Ames	BU	2.9
212	Tony Fisher	CI	3.4
222	Amy Richards	CI	3.85
*	0		0

Record: 1 of 8 No Filter Search

Ready

Num Lock SQL

Type here to search

1:28 PM 9/10/2019

studentF19: Database- E:\studentF19.accdb (Access 2007 - 2016 file format) - Access

FileHomeCreateExternal DataDatabase ToolsHelpDesignTell me what you want to do

ViewRunSelectMake TableAppendUpdate CrosstabDeleteUnionPass-ThroughData DefinitionShow TableBuilderInsert RowsDelete RowsInsert ColumnsDelete ColumnsReturn: AllTotalsParametersProperty SheetTable Names

ResultsQuery TypeQuery SetupShow/Hide

All Access ObjectsSearch...Tablesstu

stu

stuidno

stuname

major

gpa

numcrs

I want the query to show only students with a major of CI.
I enter the "CI" on the criteria line under major.

Field:	stuidno	stuname	major	gpa								
Table:	stu	stu	stu	stu								
Sort:												
Show:	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
Criteria:			CI									
or:												

ReadyNum LockSQL1:29 PM 9/10/2019

studentF19: Database- E:\studentF19.accdb (Access 2007 - 2016 file format) - Access

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

Clipboard: Cut, Copy, Paste, Format Painter

Sort & Filter: Filter, Ascending, Descending, Selection, Advanced, Remove Sort, Toggle Filter

Records: Refresh All, New, Save, Delete, More

Find: Find, Replace, Go To, Select

Text Formatting: Calibri (Detail), 11, Bold, Italic, Underline, Text Color, Background Color, Bullets, Numbering, Indentation, Paragraph, Styles

All Access Objects: Tables, Queries, Clmajor

stuidno	stuname	major	gpa
111	Susan Ash	CI	3.9
112	Linda French	CI	3.6
122	David Smith	CI	3.8
124	William Costa	CI	3
212	Tony Fisher	CI	3.4
222	Amy Richards	CI	3.85
*	0		0

Record: 1 of 6 No Filter Search

Windows Taskbar: Type here to search, Taskbar icons, System tray: Num Lock, 1:30 PM, 9/10/2019