FastCourse Series

Access Chapter 5: Refining Table Design

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Learning Objectives

- After studying this chapter, you will be able to:
  - Create and modify relationships
  - Format a table datasheet layout
  - Modify table structure
  - Set field properties
  - Use the Lookup Wizard

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Creating and Modifying Relationships

- There are three types of relationships in Access:
  - One-to-one
  - One-to-many
  - Many-to-many
- You can examine, create, and edit relationships in the Relationships window (Database Tools→ Relationships→Relationships).

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Creating and Modifying Relationships (cont.)

- Referential integrity rules maintain the validity of related data.
- Relationship cascade options control updates to related tables.
  - Cascade Update
  - Cascade Delete

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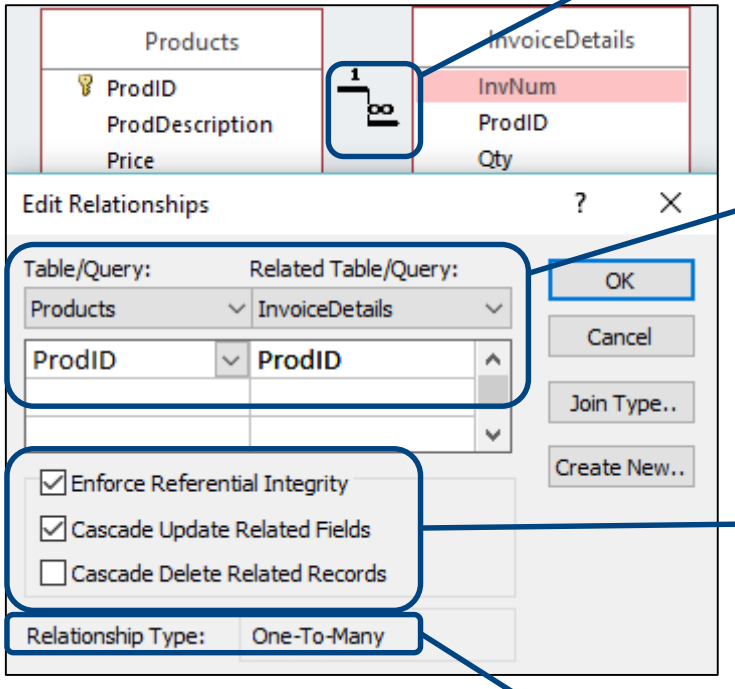
Creating and Modifying Relationships (cont.)

- The Edit Relationships dialog box displays options for referential integrity, cascade protocols, and relationship type.



One-to-many join line

Table fields to be joined

Relationship options

Relationship type

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Modifying Table Structures

- Access sets default properties as you create the data type and name each field.
- Renaming table names can affect database objects in other tables.
- When you change a field's data type, Access deletes any nonconforming data.

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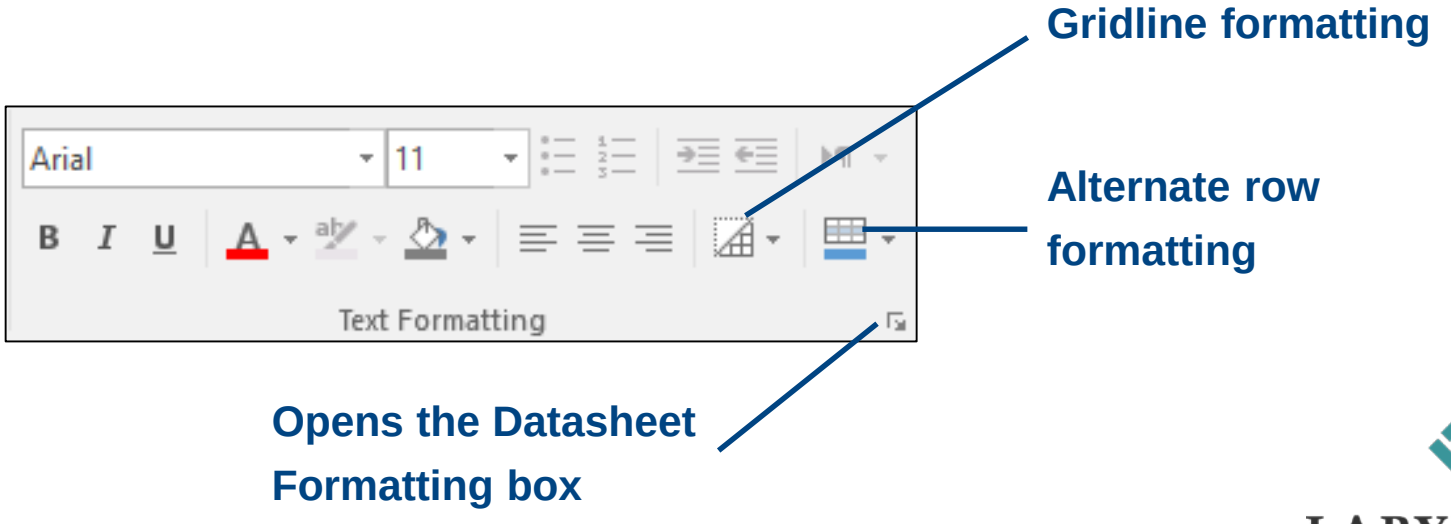
Formatting a Table Datasheet Layout

- You can change the width or move/hide data columns with no affect on table data.
- Choose Home→Text Formatting for formatting options and access to the Datasheet Formatting dialog box.



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Setting Field Properties

- Field properties control how data appears.
  - This helps maintain consistency.
- Options:
  - Set the field size for data fields and number fields.
  - Determine the case.
  - Set captions and default values.
  - Make a field required.
- Create custom text formats.
- There are short- and long-text field properties.

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Setting Field Properties (cont.)

- Input masks ensure consistency in tables.

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- Smart tags allow repeatable formatting changes.
- Validation rules limit values entered in fields.

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Using the Lookup Wizard

- Look up values from one field and return a value from a different field in a connected table.
- Lookup fields reduce time, reduce errors, and restrict data.
- The Lookup Wizard guides you through setting up a lookup field.
- Set up one or multiple values for each lookup field.

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