

Microsoft Access 2013 table link

This presentation shows linking two tables in Microsoft Access 2013. The presentation assumes a table of NOAA site locations and at least one month of a locations data is available.

Preuss
3/25/2015

-  This PC
-  Google Chrome
-  Mozilla Firefox
-  Mozilla Thunderbird

The presentation logs into Windows 8.1.

Apps by name

- 7-Zip**
 - 7-Zip File Manager
 - 7-Zip [?]
- Alternate**
 - Alter...
 - Alter...
 - Alternate HASH-Generator Licen...
 - Alternate HASH-Generator Read...
- Google Chrome**
 - Google Chrome
- Java**
 - About Java
- Microsoft Office 2013**
 - Access 2013
 - Database Compare 2013
 - Excel 2013
 - InfoPath Designer 2013
 - InfoPath Filler 2013
 - Lync 2013
 - Lync Recording Manager
 - Office 2013 Language Prefere...
 - Office 2013 Upload Center
 - OneDrive for Business
 - OneNote 2013
 - Outlook 2013
 - PowerPoint 2013
 - Publisher 2013

The presentation starts Access.



Access

Recent

Database1.accdb
Documents

Open Other Files

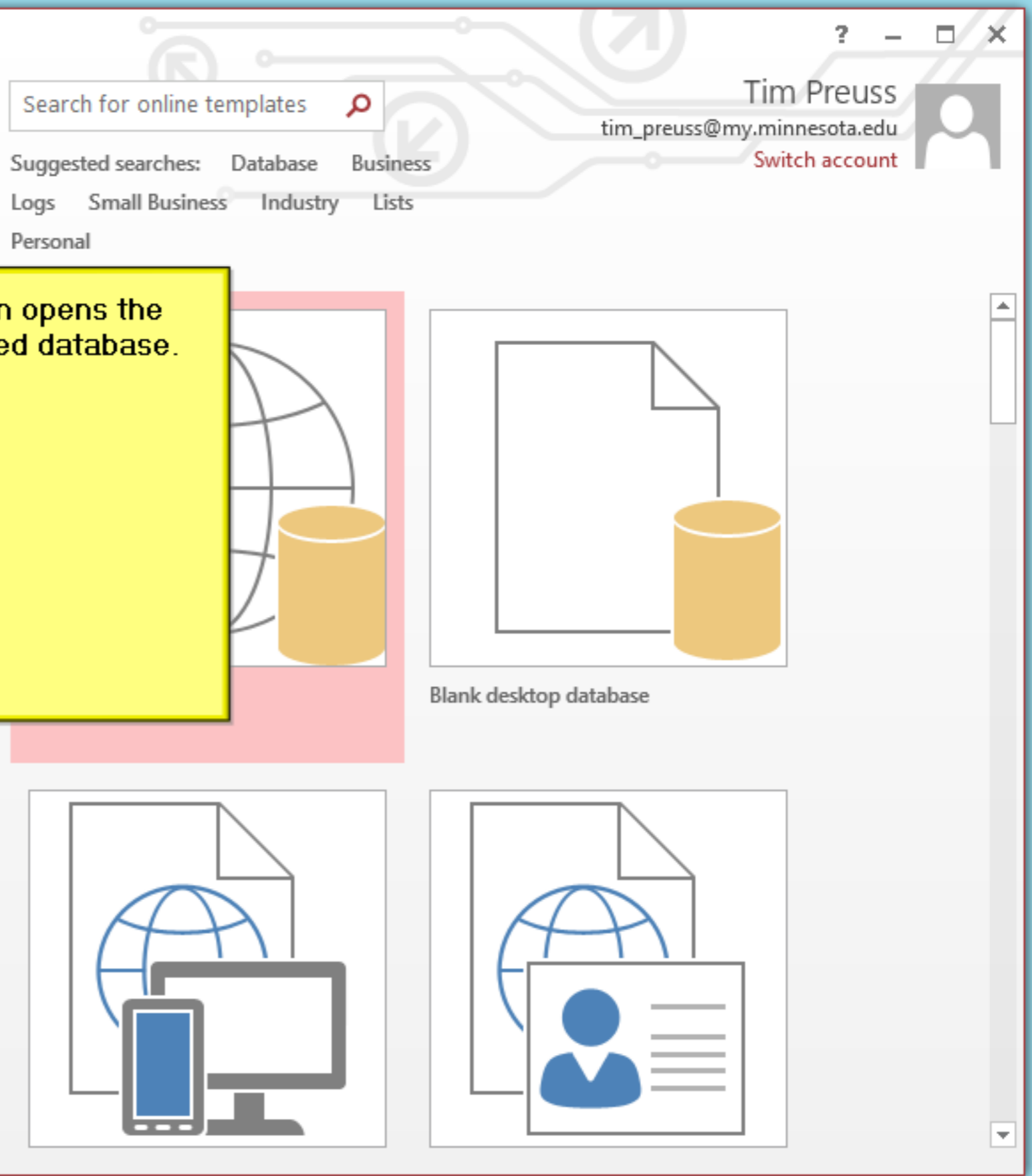
The presentation opens the previously created database.

Search for online templates

Tim Preuss
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Switch account

Suggested searches: Database Business
Logs Small Business Industry Lists
Personal

Blank desktop database



Database1 : Database- C:\Users\Tim\Documents\Database1.accdb (Access 2007 - 2013 file format) - Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

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

All Access Objects

Tables

- 2013apr_KACT
- station_codes_with_header2...
- station_id

Ready

The presentation will create a relationship between the 2013apr_KACT table and the station_id table.

Database1 : Database- C:\Users\Tim\Documents\Database1.accdb (Access 2007 - 2013 file format) - Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

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

All Access Objects

Search...

Tables

- 2013apr_KACT
- station_codes_with_header2...
- station_id

Open
Design View
Import
Export
Rename
Hide in this Group
Delete
Cut
Copy
Paste
Linked Table Manager
Convert to Local Table
Table Properties

The presentation right clicks on the station_id table name. The presentation selects Design View option.

Database1 : Database- C:\Users\Tim\Documents\Da... | Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS **TABLE TOOLS** DESIGN

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

- 2013apr_KACT
- station_codes_with_header2...
- station_id**

| Field Name | Description (Optional) |
|----------------------|------------------------|
| ICAO Location | |
| Block Number | |
| Station Number | |
| Place Name | |
| State | |
| Country Name | |
| WMO Region | |
| Station Latitude | |
| Station Longitude | |
| Station Altitude | |

The presentation checks the primary key is set.

| 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 | | |

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

Microsoft Access Ribbon: 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 pane: Search..., Tables list (2013apr..., station_...), context menu (Open, Design View, Import, Export, Rename, Hide in this Group, Delete, Cut, Copy, Paste, Linked Table Manager, Convert to Local Table, Table Properties).

Table Design View for 'station_id':

| Field Name | Data Type | Description (Optional) |
|----------------|------------|------------------------|
| ICAO Location | Short Text | |
| Block Number | Short Text | |
| Station Number | Short Text | |

The presentation right clicks on the 2013apr_KACT table and selects Design View.

Field Properties:

| | |
|---------------------------|---------------------|
| Field Name | |
| Field Size | |
| Field Width | |
| Field Height | |
| Field Text | |
| Field Locked | Yes |
| Field Zero Length | Yes |
| Field Indexed | Yes (No Duplicates) |
| Field Unicode Compression | No |
| Field IME Mode | No Control |
| Field IME Sentence Mode | None |
| Field Text Align | General |

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

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

Tables

- 2013apr_KACT
- station_codes_with_header?
- station_id

Primary Key, Cut, Copy, Paste, Insert Rows, Delete Rows, Properties

| Field Name | Data Type | Description (Optional) |
|-------------------|------------|------------------------|
| stationid | Short Text | |
| year | Number | |
| month | | |
| date | | |
| maximum temp | | |
| minimum temp | | |
| average temp | | |
| depart from norm | | |
| average dew point | | |

The presentation found no primary key set. The presentation right click on the grey box to the left of the date field. The presentation selects primary key.

The primary key should now be set.

General | Lookup

| | |
|-----------------|---------------------|
| Field Size | |
| Format | |
| Decimal Places | |
| Input Mask | |
| Caption | |
| Default Value | |
| Validation Rule | |
| Validation Text | |
| Required | Yes |
| Indexed | Yes (No Duplicates) |
| Text Align | General |

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

Views: View, Primary Key, Builder, Test Validation Rules, Modify Lookups

Tools: Insert Rows, Delete Rows, Property Indexes Sheet, Show/Hide

Field, Record & Table Events: Create Data Macros, Rename/Delete Macro

Relationships: Relationships, Object Dependencies

All Access Objects

Search...

Tables

- 2013apr_KACT
- station_codes_with_header2...
- station_id

| Field Name | Type | Description (Optional) |
|--------------------|--------|------------------------|
| stationid | | |
| year | | |
| month | | |
| date | | |
| maximum temp | Number | |
| minimum temp | Number | |
| average temp | Number | |
| depart from normal | Number | |
| average dew point | Number | |
| ... | ... | ... |

- Save
- Close
- Close All
- Design View
- Datasheet View

The presentation right clicks on the 2013apr_KACT tab. The presentation selects Close All.

General | Lookup

| | |
|-----------------|---------------------|
| Field Size | Long Integer |
| Format | |
| Decimal Places | Auto |
| Input Mask | |
| Caption | |
| Default Value | |
| Validation Rule | |
| Validation Text | |
| Required | Yes |
| Indexed | Yes (No Duplicates) |
| Text Align | General |

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

Database1 : Database- C:\Users\Tim\Documents\Database1.accdb (Access 2007 - 2013 file format) - Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Compact and Repair Database Tools Database Documenter Analyze Performance Access SharePoint Add-ins

2013apr_K station_co station_id

Ready

The presentation selects the Database Tools tab.

Tools: Edit Relationships, Clear Layout, Relationship Report, Show Table, Hide Table, Direct Relationships, All Relationships, Close

Relationships pane with 'All Access Objects' dropdown and 'relationships' tab.

The presentation selects the Show Table button.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, DESIGN. Title bar: Database1: Database- C:\Users\Tim\Docu... | Tim Preuss

Relationships ribbon: Edit Relationships, Clear Layout, Relationship Report, Show Table, Hide Table, Direct Relationships, Close.

All Access Objects pane: Search... Tables: 2013apr_KACT, station_codes_with_header2..., station_id.

Show Table dialog box: Tables, Queries, Both. List: 2013apr_KACT, station_codes_with_header2_ImportErrors, station_id. Buttons: Add, Close.

The presentation selects the 2013apr_KACT table and selects the Add button.

Tools

- Edit Relationships
- Clear Layout
- Relationship Report

Relationships

- Show Table
- Hide Table
- Direct Relationships
- All Relationships
- Close

All Access Objects

Search...

Tables

- 2013apr_KACT
- station_codes_with_header2...
- station_id

Relationships

2013apr_KACT station_id

Show Table [?] [X]

Tables Queries Both

- 2013apr_KACT
- station_codes_with_header2_ImportErrors
- station_id

[Add] [Close]

The presentation selects the station_id table and selects the Add button.

Tools: Edit Relationships, Clear Layout, Relationship Report, Show Table, Hide Table, Direct Relationships, All Relationships, Close

All Access Objects pane: Search..., Tables list (2013apr_KACT, station_codes_with_header2..., station_id)

2013apr_KACT table structure: stationid, year, month, date

station_id table structure: ICAO Location, Block Number, Station Number, Place Name, State, Country Name

The presentation selects stationid in the 2013apr_KACT table.

The presentation clicks on stationid, holds down the left button until the cursor is over the ICAO Location in the other table.

The presentation adjust the size of each box for readability.

Tools

- Edit Relationships
- Relationship Report
- Clear Layout

- Show Table
- Hide Table
- Direct Relationships
- All Relationships
- Close

All Access Objects

Search...

Tables

- 2013apr_KACT
- station_codes_with_header2...
- station_id

Edit Relationships

| Table/Query: | Related Table/Query: |
|---------------|----------------------|
| station_id | 2013apr_KACT |
| ICAO Location | stationid |
| | |
| | |

Enforce Referential Integrity

Cascade Update Related Fields

Cascade Delete Related Records

Relationship Type: One-To-Many

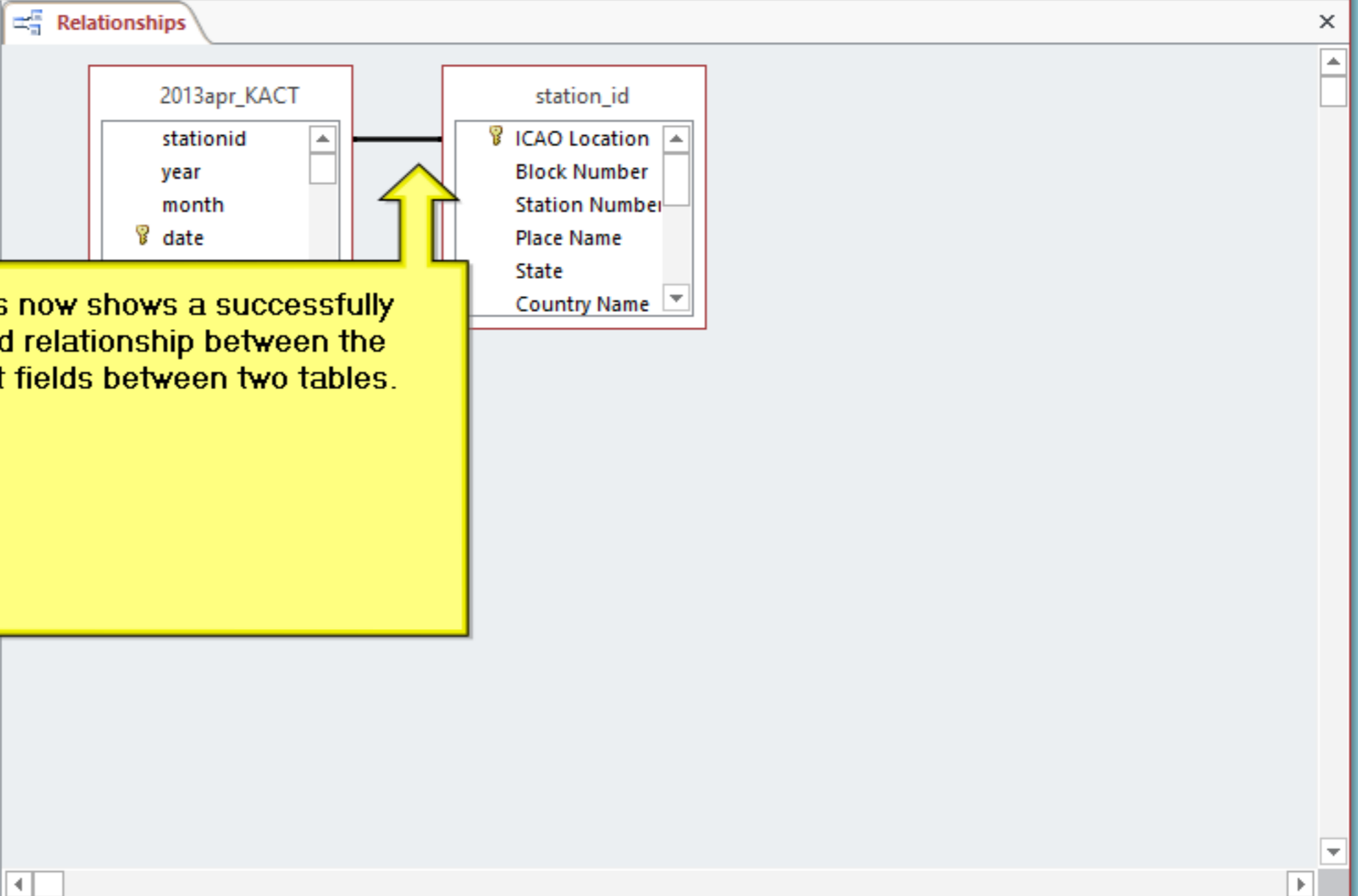
Buttons: Create, Cancel, Join Type.., Create New..

Access should present this screen. The presentation selects the create button.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, DESIGN. Window title: Database1: Database- C:\Users\Tim\Docu... | User: Tim Preuss

Tools: Edit Relationships, Clear Layout, Relationship Report, Show Table, Hide Table, Direct Relationships, All Relationships, Close

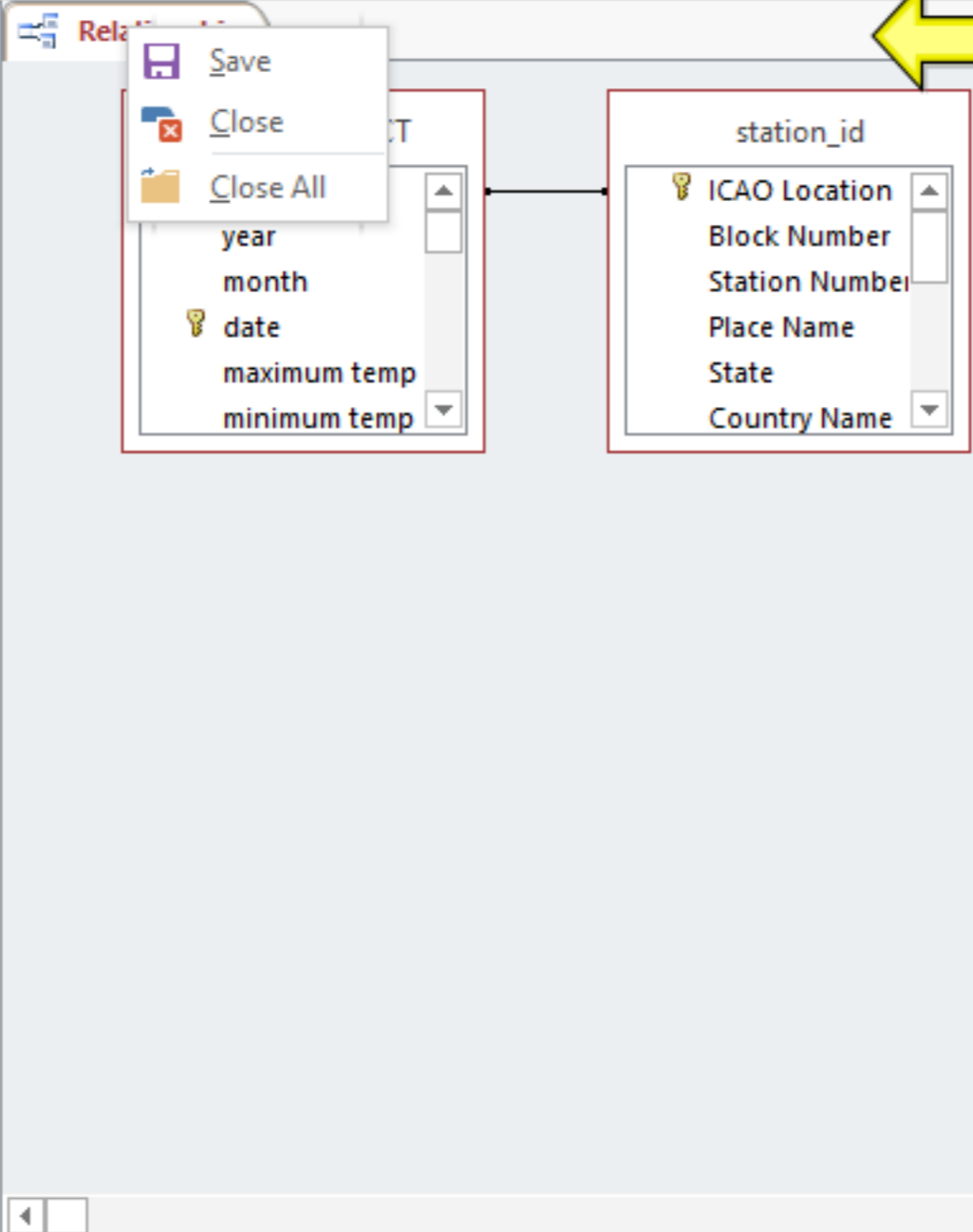
All Access Objects pane: Search... Tables: 2013apr_KACT, station_codes_with_header2..., station_id



Access now shows a successfully created relationship between the correct fields between two tables.

Tools: Edit Relationships, Clear Layout, Relationship Report, Show Table, Hide Table, Direct Relationships, All Relationships, Close

All Access Objects | Search... | Tables: 2013apr_KACT, station_codes_with_header2..., station_id



Context Menu: Save, Close, Close All

The presentation right clicks on the Relationship tab and selects Save.

The presentation right clicks on the Relationship tab and selects Close All.