

Lab 22 – Microsoft Access _ G

Topics covered in this lab

- Filter Records
- Update a table design
- Specify validation rules, default values, and formats

Start

- Open the file named **lab20_student_file** already saved on your Q drive, inside the ITE100



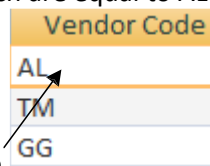
3-Microsoft Access

folder, inside

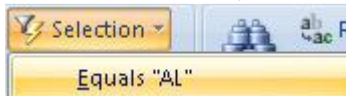
- Double click on the file to open it

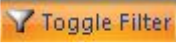
Filter records – by selection

- From the left pane, double click on the Item table to open it
- We want to display Vendor Codes which are equal to AL



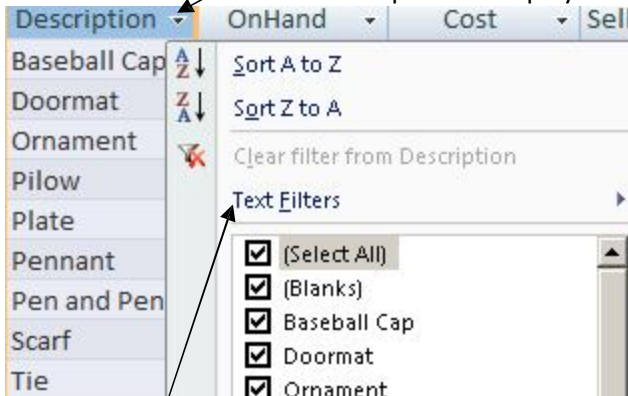
- Click on AL in the Vendor Code column
- From the Home tab, click on Selection, then choose Equals "AL"



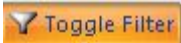
- 4 records are showing
- Click on  to display all records again

Filter records – common filter

- Click on the arrow next to Description to display the common filter menu

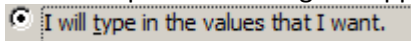


- Go to Text Filter > choose Begins with
- Type P

- 4 records are showing
- Click on  to display all records again

Update a table design

- Go to View > Design View
- Right click on Vendor Code, and choose 
- In the new row, type Vendor Name, and for Data type, choose **Lookup Wizard**
- The Lookup Wizard dialog box appears, select the second option

 I will type in the values that I want.

- Click Next
- Type the following

Col1
Alum Logo Inc.
GG Gifts
Trinkets More
*

- Click Next
- Click Finish
- Go to View > Datasheet View
- Click Yes to save the changes
- In the new Vendor Name column, using the menu, do the following:

Vendor Name
Alum Logo Inc.
Trinkets More
GG Gifts
Trinkets More
Alum Logo Inc.
Trinkets More
GG Gifts
Alum Logo Inc.
Alum Logo Inc.

Specify validation rules, default values, and formats

- Go to View > Design View
- Click on Description
- From Field Properties, choose Yes for Required

Field Properties	
General	Lookup
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes

- This means, that Description is a required field and cannot be left empty
- Let us test it, go to View > Datasheet View (click yes twice for the messages)
- In the last line (below TT12), enter this new record. We will leave Description empty to see what happens:

TA09	14	\$19.00	\$24.00	Trinkets More	TM
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- Press enter
- You will get the message  You must enter a value in the 'Item.Description' field.
- You got this message because we made Description a required field, so we cannot leave it blank
- So type Table for this description, it should be Okay now

- Go to View > Design View
- For OnHand, we want to specify a range between 0 to 50
- Click on OnHand
- Type the following for both Validation Rule and Validation Text

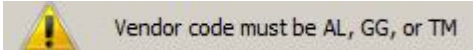
Validation Rule	>=0 And <=50
Validation Text	Must be between 0 and 50

- Let us test it, go to View > Datasheet View (click yes twice for the messages)
- In the OnHand column, first row, change the current value from 15 to 51, press enter

- You will get the message  Must be between 0 and 50

- Press Ok
- Try to change the value from 51 to -1, press enter
- You will get the message again
- Type back the original value, 15
- It should be Okay now

- Go to View > Design View
- For Vendor Code, we want to allow the user to enter one of the 3 codes: AL, GG, or TM
- Click on Vendor Code

- From Field Properties, for Validation Rule type this exactly and correctly `=AL or =GG or =TM`
- For Validation Text, type `Vendor code must be AL, GG, or TM` (this is the message that will be displayed to the user if the user tries to enter a different value)
- For **default value**, type `=AL` (this means, if the user does not enter a Vendor code, vendor code will be AL by default)
- Let us test it, go to View > Datasheet View (click yes twice for the messages)
 - In the Vendor Code column, first row, change the current value from AL to TEST
- Press Enter
- You will get the message 
- Press Ok
- Type back the original value, AL
- It should be Okay now
- Go to View > Design View
- For Description, we want to use the **format >** which causes lowercase letters automatically change to uppercase letter. And the format < does the opposite
- Click on Description
- From Field Properties, for Format type `>`
- Let us test it, go to View > Datasheet View (for the message click Yes to save the changes)
- Notice the text in the Description column has been converted to uppercase letters