

Lab 24 – Microsoft Access I

Topics covered in this lab

- Add new fields to an existing report
- Format a datasheet
- Specify referential integrity
- Use a Subdatasheet
- Sort records

Start

- From Blackboard, download the file named **lab24_student_file**



3-Microsoft Access

- Save the file on your Q drive, inside the ITE100 folder, inside
- Double click on the file to open it

To change the Gridlines in a Datasheet

- Double click on the Item table to open it
- From the Home tab, click on the Gridlines button , and choose



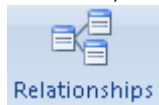
Gridlines: Horizontal

- Click on the Alternate Row Color button , choose any light color
 - Click on the Font Color button , choose any dark color
 - Click on the Font box arrow, and choose the font Bell MT
- 
- Click on the Font Size box arrow, and choose size 12

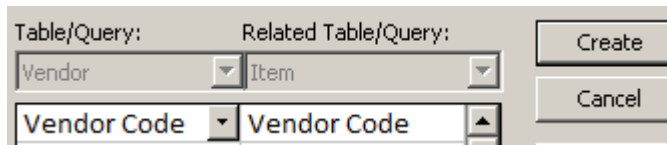
- Right click the Vendor Name column, and choose  Field Width
- Type 20, press Ok
- File > Save

Specify referential integrity

- Click on Home
- **Close** the Vendor and Item table, and both queries



- Go to Database Tools > Relationships
- Select Vendor, click Add
- Select Item, click Add
- Click Close
- Drag Vendor Code in the Vendor table to the Vendor Code in the Item table
- Click Create



- File > Save
- This created a relationship between the Item and Vendor table through Vendor Code



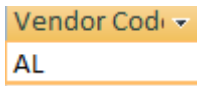
- Click on  to close the relationship

Use a subdatasheet

- Open the Vendor table
- Clicking on the plus sign will display the Items that are related to this Vendor

Vendor				
	Vendor Code	Vendor Name	Address	City
	AL	Alum Logo Inc.	1669 Queen	Aurora
	GG	GG Gifts	5261	Brisbane
	TM	Trinkets More	541 Maple	Kentwood

Sort records

- Open the **Item** table
- Click the first record in the Vendor Code column 
- Click the Ascending button  on the Home tab (or right click) to sort the records by Vendor Code from A-Z
- Click the save button to save the table
- Open the 2 tables, and the 2 queries
- Show your work to your teacher