

Create a New Project.

Start to think of an easy project, which you may likely use, according to your needs. If you are a student,

Let us take a Student:

To keep his plans in front of him, he should think of what is uppermost in his mind. Let us say, that Mr.

He would like to have his records have the following fields:

Autonumber. Date, Time, Chapter, Notes (Data Type Memo allows you to store unlimited data, but only

Project: Design a table with the above fields and name it Mathematics Table.

More Projects

Written by W.J.Pais

The screenshot shows a window titled "Maths : Table" with a table of fields and a "Field Properties" dialog box. The table has columns for Field Name, Data Type, and Description. The "Field Properties" dialog box has tabs for General and Lookup. The General tab is active, showing various properties for the selected field.

Field Name	Data Type	Description
Study Tracker	AutoNumber	
Date	Date/Time	
Time	Date/Time	
Chapter	Text	
Notes	Memo	

Field Properties

General | Lookup

Format:

Caption:

Default Value:

Validation Rule:

Validation Text:

Required: No

Allow Zero Length: No

Unicode Compression: Yes

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.

Data Types, Date, can have an input mask, a date format. Note the character of the mask and format.

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Field Name	Data Type	Description
Study Tracker	AutoNumber	
Date	Date/Time	
Time	Date/Time	
Chapter	Text	
Notes	Memo	

Field Properties

General | Lookup

Format: Short Date

Input Mask: 00-00-0000;0;_

Caption:

Default Value:

Validation Rule:

Validation Text:

Required: No

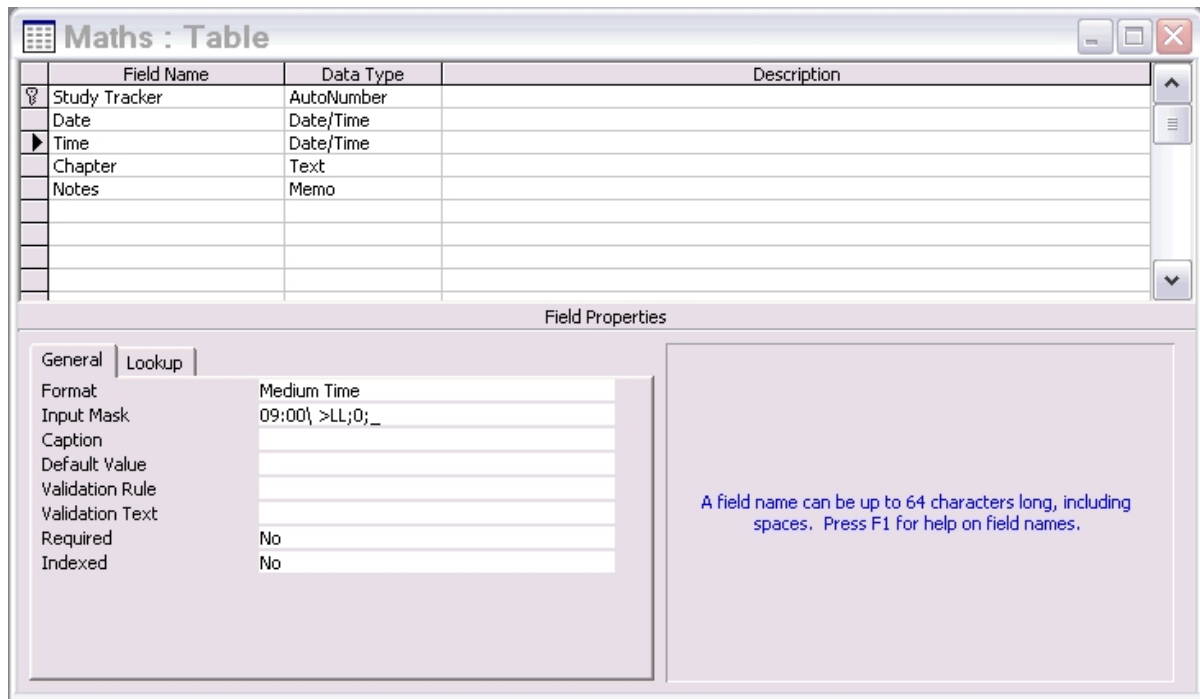
Indexed: No

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

Time too can have an input mask. On the extreme right of the Property Window on the Ge

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Field Name	Data Type	Description
Study Tracker	AutoNumber	
Date	Date/Time	
Time	Date/Time	
Chapter	Text	
Notes	Memo	

Field Properties

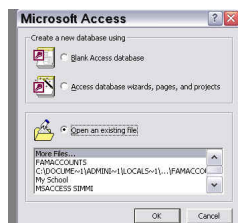
General | Lookup

Format: Medium Time
Input Mask: 09:00\ >LL;0;_
Caption:
Default Value:
Validation Rule:
Validation Text:
Required: No
Indexed: No

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

Input Masks are a means by which, only the data that is expected will be input by the operator.,

You can study from the samples in Microsoft Access.

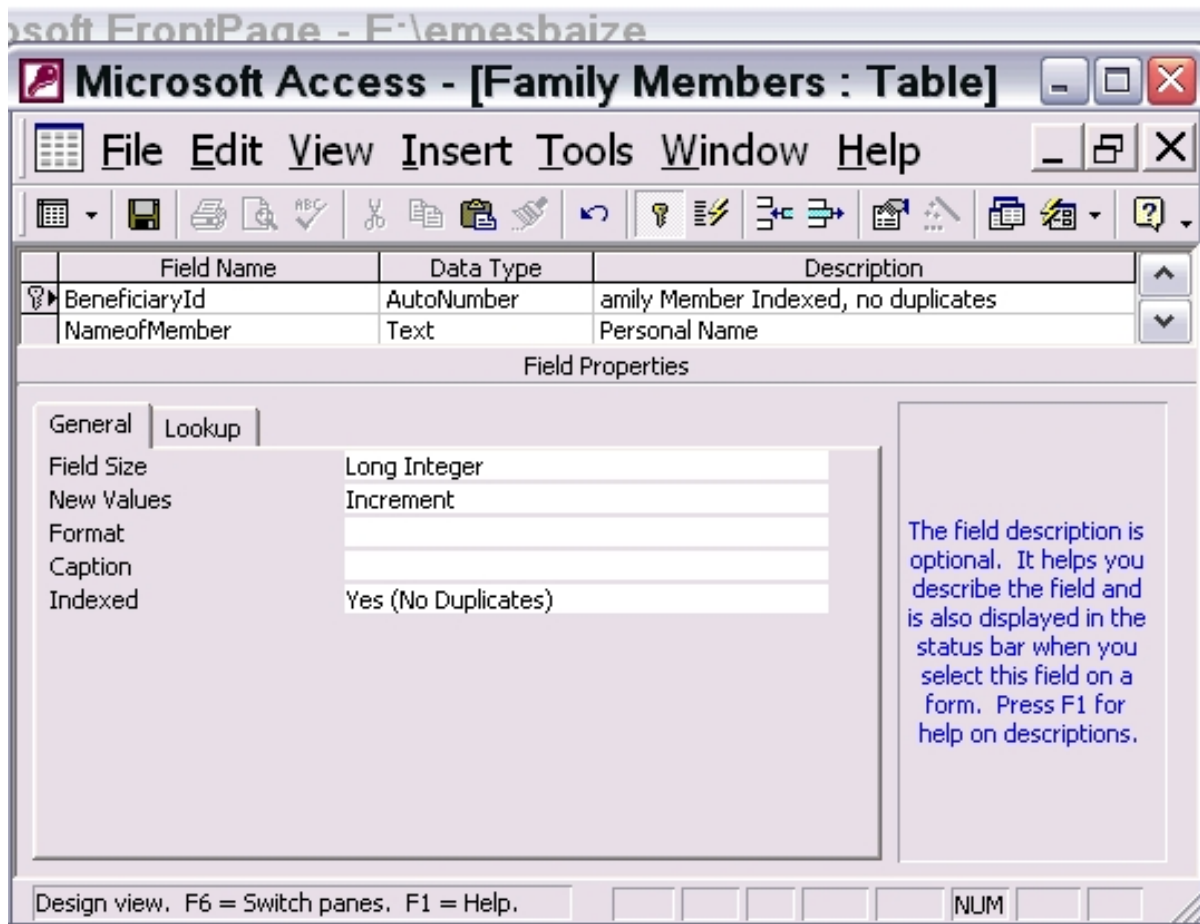


Choose the second option, Access database wizards, pages, and projects and select any and study h

Home Accounts Tables.

Written by W.J.Pais

Family Members - linked table.



Note that the Beneficiary ID is unique as it is the Primary Key and is linked in the previous table as Beneficiary.

Expense Types - Linked table.

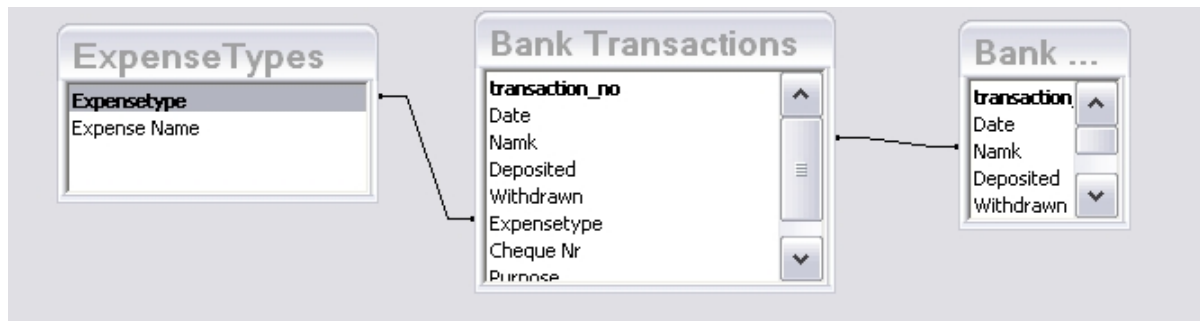
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Bank Transactions.

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Note that I have made a spelling mistake in the Bank Name, and it is Namk instead of Bank. It does not matter.

Relationships



These are one to one.

These tables will be used by using a technique called Form / Subform Input. This will be explained in a later project.

Daily Cash Purchases.

We will make a sub program module, to monitor our cash purchases from the market or retail shops and record them.

We will then transfer the day's expenses into the Cash and Bank register, under the cash account.

Tables.

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		Cash Expenses	Name of Expense
▶	+	1	Rice
	+	2	Fish
	+	3	Meat
	+	4	Vegetables
	+	5	Cloth
	+	6	Cable TV
	+	7	Newspaper
*		(AutoNumber)	

Design View

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Note the text name of the expense should not inadvertently be repeated, so we make it indexed with N

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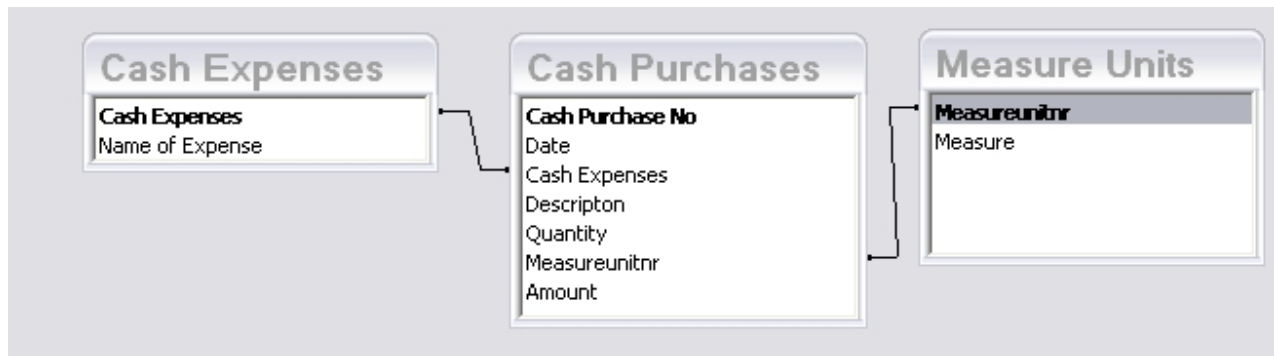
Written by W.J.Pais

Measure Unit Table Data View and Design View

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[illegible]

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Combinations.

The Main table is Cash **QUERIES** and the subordinate tables are Daily Balance, Measure Units and

Investments Table

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	Field Name	Data Type	
?	InvestmentId	AutoNumber	Unique Number for each investment.
	ReferenceNumber	Text	Document Serial or Identification Number
	STATUS	Text	Value List - "OPEN";"CLOSED";"PLEDGED"
	Date	Date/Time	Date of Issue of the Document
	IssuedBy	Text	Who issued the document
	BeneficiaryId	Number	Family Member ID
▶	SecondHolderId	Number	Family Member ID - (Secondary Holder)
	Date of Maturity	Date/Time	Date of Maturity
	Renewed on	Date/Time	Date renewed
	Idnumber of RenewedFd	Number	
	Maturity Amount	Currency	
	Principal Amount	Currency	
	Rate of Interest	Number	
	Period Of Investment	Number	
	Time of Period	Text	

Field Properties

General

Lookup

Display Control	Combo Box
Row Source Type	Table/Query
Row Source	SELECT DISTINCTROW [Family Member:
Bound Column	1
Column Count	2
Column Heads	No
Column Widths	0";1"
List Rows	8
List Width	1"
Limit To List	Yes

The field description displayed in the sta