

The screenshot shows the Microsoft Access Design view for a table named "Donations". The ribbon includes "Table Tools" with sub-tabs for "Design" and "Field Properties". The "Design" tab is active, showing options like "Primary Key", "Insert Rows", "Delete Rows", "Modify Lookups", "Property Sheet", "Indexes", "Create Data Macros", "Rename/Delete Macro", "Relationships", and "Object Dependencies".

Field Name	Data Type	Description
DonationID	AutoNumber	primary key
DonorID	Number	foreign key
PlantID	Number	foreign key
DateOfDonation	Date/Time	
AmountOfDonation	Currency	

The "Field Properties" task pane is open, showing the "General" tab for the selected field. The properties are:

- Field Size: Long Integer
- New Values: Increment
- Format: (empty)
- Caption: (empty)
- Indexed: Yes (No Duplicates)
- Smart Tags: (empty)
- Text Align: General

A help message states: "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."

Design view. F6 = Switch panes. F1 = Help.

The screenshot shows the Microsoft Access Datasheet view for a table named "Donors". The ribbon includes "Table Tools" with sub-tabs for "Fields" and "Table". The "Fields" tab is active, showing options like "Text File", "Excel", "XML File", "PDF or XPS", "E-mail", "Word Merge", "Access", "Create E-mail Replies", and "Collect Data".

DonorID	Title	Firstname	Middle	Lastname	Address	City	State
1000	Mr.	Bobby		Lockley	5307 HOLLY RID	Raleigh	NC
1001				Keck	315 KELLY RD	Valdosta	GA
1002	Mr.	Ken		Norwillo	5304 AMBERHIL	Etowah	NC
1004				Larkin	3152 LEE ROAD	Skyland	NC
1006	Mr.	Gary		Lohmeyer	5238 ROGERS L	Charlotte	NC
1009				Lomax	5232 COVINGT	Raleigh	NC
1012	Mr.	Bobby		Lattner	316 HOOLE ST	Raleigh	NC
1019	Mr.	Alton		TRIPKE	5205 HUNTERS	Raleigh	NC
1023	Mrs.	Sherrill		Strickland	4703 FREYS HIL	Raleigh	NC
1026	Mr.	Jeff		Stroehl	3602 OWENCR	Raleigh	NC
1057	Dr.	Dick		Moore	3602 OWENCR	Durham	NC
1062	Ms.	Jan		Cerniglia	3520 DRAWBRI	Boring	OR
1071	Mr.	Gary		Gardner	3520 DRAWBRI	Olympia	WA
1084				Dressel	2406 RUNNING	Lisle	IL
1088	Mr.	Kevin		Smith	2403 CAMDEN I	Angier	NC
1106	Mr.	Robert	B.	McNeely	208 PALASIDE	Sophia	NC
1108	Mr.	Robert		Franklin	208 HUNTERS V	Glendale Sprin	NC
1111	Mr.	Steve		Locke	1812 SNOW WI	Rock Hill	SC
1113	Mr.	Jace		Lang	1810 PARK DR	Morganton	NC
1115	Mrs.	Jennifer		HUBARD	4567 S Hopedal	Clayton	NC
1118	Mr.	Jim		Koerwer	4309 SCOTLANI	Asheboro	NC
1126	Mr.	Jeff		Rhodes	1824 FALL RUN	Matthews	GA
1135	Ms.	Barbara	T.	Lapsley	1828 THORNBL	Reidsville	NC
1162	Mr.	Ron		Carroll	3700 WEDGEDA	Jamestown	NC
1165	Mr.	Jim		Wessell	2104 MCLEAN F	Raleigh	NC
1166	Mr.	Robert		Shaw	186 CRANES CV	Raleigh	NC
1169	Mr.	Chris		Gregory	906 BEAVERDA	La Grange	NC

Record: 1 of 3831. No Filter. Search.

Datasheet View

Microsoft Access - a02c1arbor\_LastnameFirstname : Database (Access 2007) - Microsoft Access

Table Tools: Fields, Table

Import & Link: Saved Imports, Linked Table Manager, Excel, Access, ODBC Database, XML File, More

Export: Saved Exports, Excel, Text File, XML File, PDF or XPS, E-mail, More

Create Manage E-mail Replies Collect Data

All Access Objects: Search... Tables: Donations, Donors, Plants, Table1

ID	PlantName	PlantsOnHar	Click to Add
1	Osmanthus am	0	
2	Trachelosperm	9	
3	Clematis crassi	0	
4	Eurya japonica	2	
5	Osmanthus sue	15	
6	Magnolia diani	0	
7	Podocarpus ac	22	
8	Cornus pumila	6	
9	Osmanthus am	0	
10	Magnolia chape	5	
11	Magnolia diani	0	
12	Buddleja david	0	
13	Lespedeza liuk	29	
14	Viburnum cinn	0	
15	Edgeworthia ch	0	
16	Hypericum gali	33	
17	Magnolia lotun	0	
18	Chamaecyparis	0	
19	Coniogramme	15	
20	Sycopsis sinen	0	
21	Rhododendron	3	
22	Edgeworthia ch	0	
23	Eurya japonica	2	
24	Callicarpa shiko	40	
25	Rhododendron	5	
26	Buddleja david	0	
27	Viburnum cinn	0	

Record: 1 of 875 No Filter Search

Datasheet View

Microsoft Access - a02c1arbor\_LastnameFirstname : Database (Access 2007) - Microsoft Access

Table Tools: Fields, Table

Views: View, Paste, Copy, Format Painter, Clipboard

Filter: Ascending, Descending, Selection, Advanced, Remove Sort, Toggle Filter, Sort & Filter

Records: New, Save, Refresh All, Delete, More

Find: Replace, Go To, Find, Select

Text Formatting: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Paragraph, Styles

All Access Objects: Search... Tables: Donations, Donors, Plants, Table1

PlantID	PlantName	PlantsOnHar	Click to Add
1	Osmanthus am	0	
2	Trachelosperm	9	
3	Clematis crassi	0	
4	Eurya japonica	2	
5	Osmanthus sue	15	
6	Magnolia diani	0	
7	Podocarpus ac	22	
8	Cornus pumila	6	
9	Osmanthus am	0	
10	Magnolia chape	5	
11	Magnolia diani	0	
12	Buddleja david	0	
13	Lespedeza liuk	29	
14	Viburnum cinn	0	
15	Edgeworthia ch	0	
16	Hypericum gali	33	
17	Magnolia lotun	0	
18	Chamaecyparis	0	
19	Coniogramme	15	
20	Sycopsis sinen	0	
21	Rhododendron	3	
22	Edgeworthia ch	0	
23	Eurya japonica	2	
24	Callicarpa shiko	40	
25	Rhododendron	5	
26	Buddleja david	0	
27	Viburnum cinn	0	

Record: 1 of 875 No Filter Search

Datasheet View

Microsoft Access - a02c1arbor\_LastnameFirstname : Database (Access 2007) - Microsoft Access

File Home Create External Data Database Tools Design

Views Primary Builder Test Validation Rules Tools Insert Rows Delete Rows Modify Lookups Property Indexes Sheet Show/Hide Create Data Macros Rename/Delete Macro Field, Record & Table Events Relationships Object Dependencies Relationships

All Access Objects Search... Tables Donations Donors Plants Table1

Field Name	Data Type	Description
DonorID	Number	
Title	Text	
Firstname	Text	
Middle	Text	
Lastname	Text	
Address	Text	
City	Text	
State	Text	
Zip	Text	
Phone	Text	
ENewsletter	Text	
Volunteer	Text	

Field Properties

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

The size and type of numbers to enter in the field. The most common settings are Double and Long Integer. If this field will be joined to an AutoNumber field in a many-to-one relationship, this setting must be Long Integer.

Design view. F6 = Switch panes. F1 = Help.

Microsoft Access - a02c1arbor\_LastnameFirstname : Database (Access 2007) - Microsoft Access

File Home Create External Data Database Tools Design

Views Primary Builder Test Validation Rules Tools Insert Rows Delete Rows Modify Lookups Property Indexes Sheet Show/Hide Create Data Macros Rename/Delete Macro Field, Record & Table Events Relationships Object Dependencies Relationships

All Access Objects Search... Tables Donations Donors Plants Table1

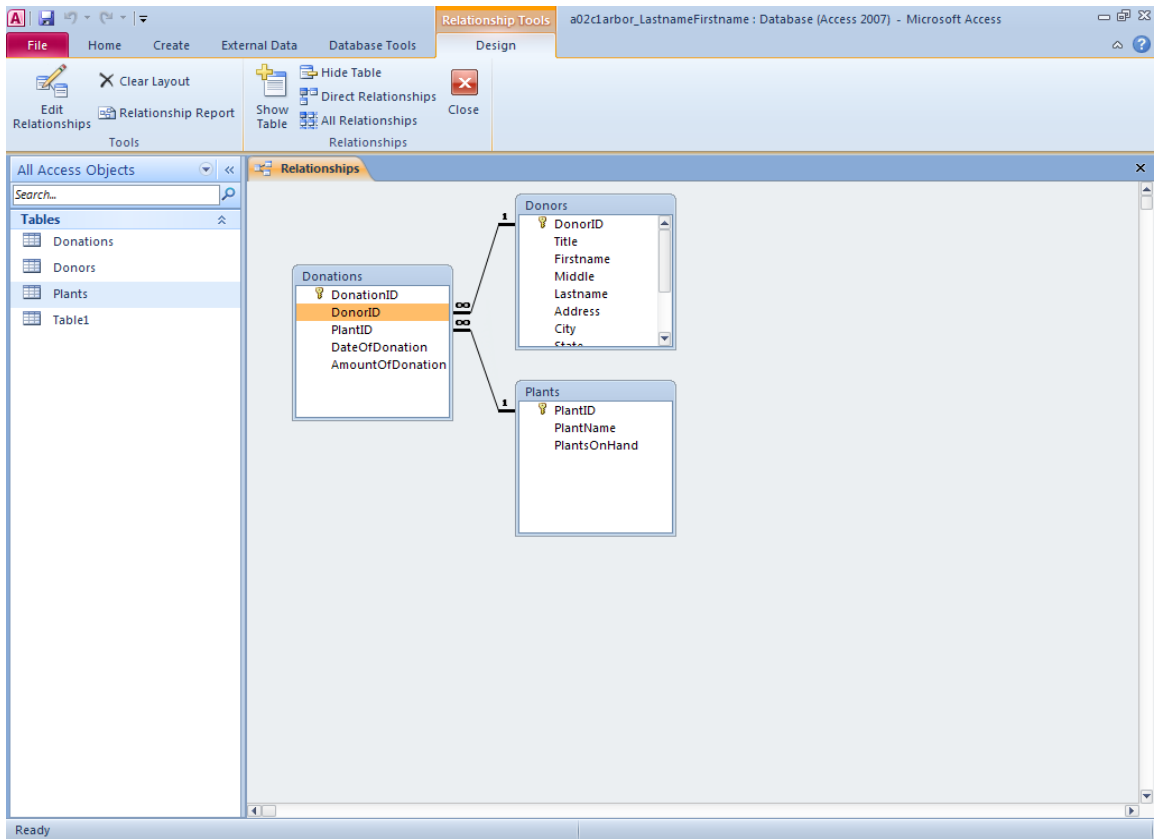
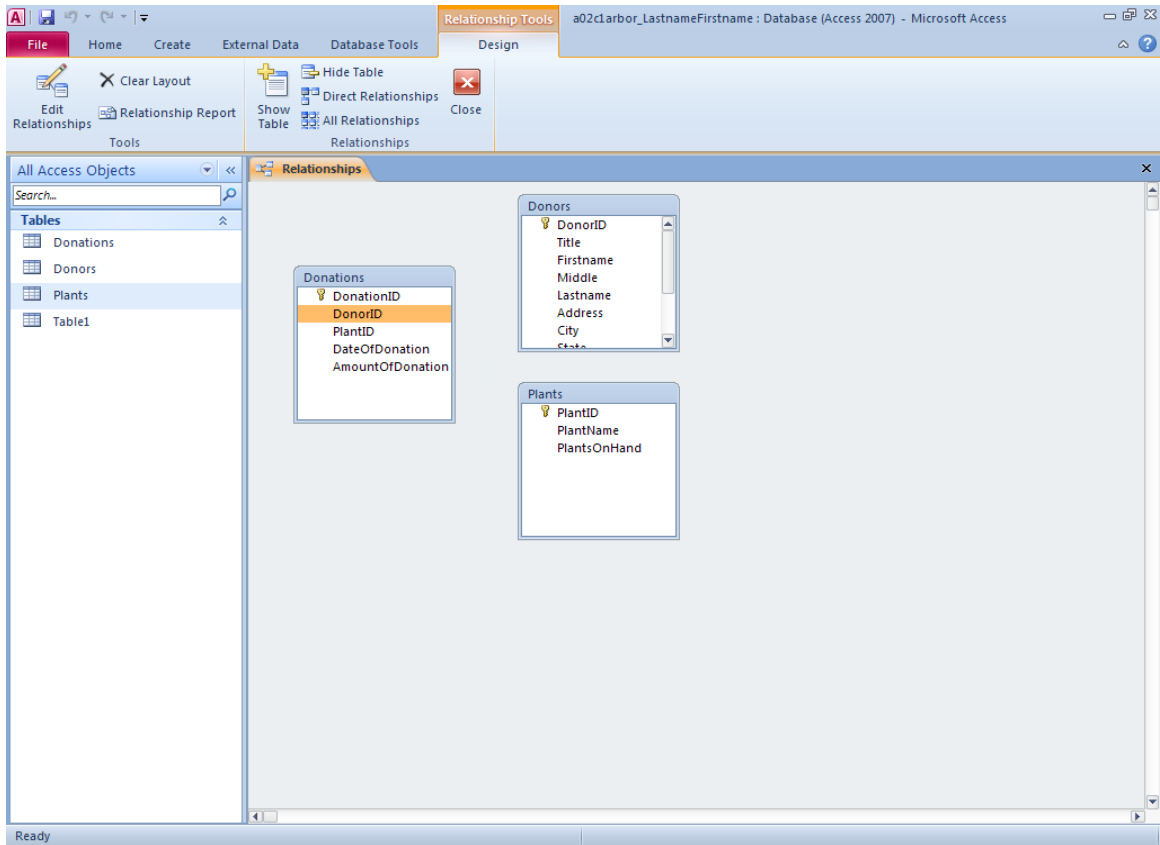
Field Name	Data Type	Description
PlantID	Number	
PlantName	Text	
PlantsOnHand	Number	

Field Properties

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

The size and type of numbers to enter in the field. The most common settings are Double and Long Integer. If this field will be joined to an AutoNumber field in a many-to-one relationship, this setting must be Long Integer.

Design view. F6 = Switch panes. F1 = Help.



Microsoft Access - a02c1arbor\_LastnameFirstname : Database (Access 2007)

Table Tools: Fields, Table

Application Parts: Table, Table Design, SharePoint Lists, Tables

Form Wizard, Navigation, More Forms, Form Design, Blank Form, Reports, Report Wizard, Report Design, Blank Report, Labels, Query Wizard, Query Design, Macro, Class Module, Visual Basic, Macros & Code

All Access Objects: Tables (Donations, Donors, Plants)

DonationID	DonorID	PlantID	DateOfDonation	AmountOfDonation	Click to Add
10	8228	611	3/1/2012	\$150.00	
18	5448	190	3/1/2012	\$55.00	
6	4091	457	3/12/2012	\$125.00	
7	11976	205	3/14/2012	\$100.00	
1	1000	25	3/17/2012	\$120.00	
12	1444	38	3/19/2012	\$50.00	
2	1444	38	4/3/2012	\$50.00	
4	10520	49	4/12/2012	\$60.00	
5	3072	102	4/19/2012	\$50.00	
11	1204	25	4/22/2012	\$120.00	
13	2165	502	4/22/2012	\$50.00	
15	3072	102	4/24/2012	\$50.00	
16	8451	584	4/25/2012	\$135.00	
17	10520	205	4/27/2012	\$300.00	
9	6169	268	4/30/2012	\$120.00	
20	13762	711	5/5/2012	\$200.00	
3	2162	502	5/5/2012	\$150.00	
8	5448	188	5/16/2012	\$95.00	
14	2447	49	5/25/2012	\$60.00	
19	11976	205	5/29/2012	\$85.00	
*	(New)				

Record: 1 of 20

primary key

Microsoft Access - a02c1arbor\_LastnameFirstname : Database (Access 2007)

Table Tools: Fields, Table

Application Parts: Table, Table Design, SharePoint Lists, Tables

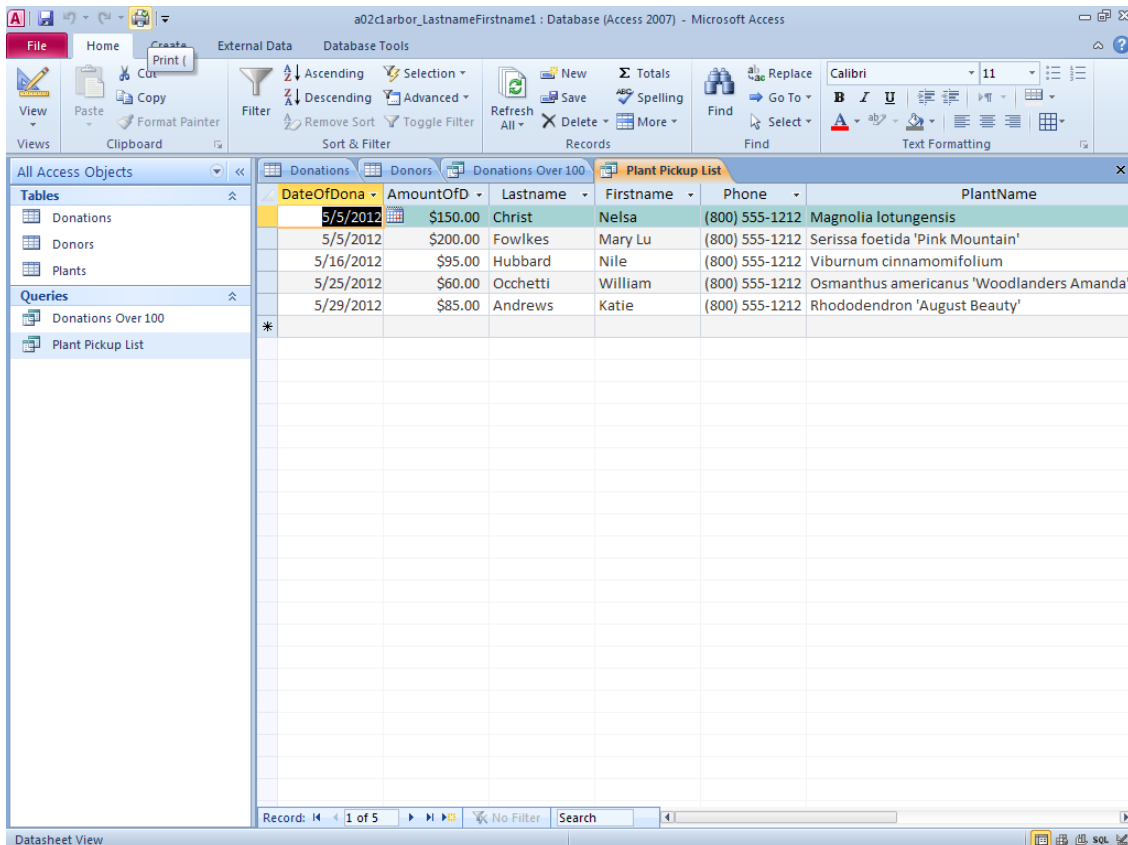
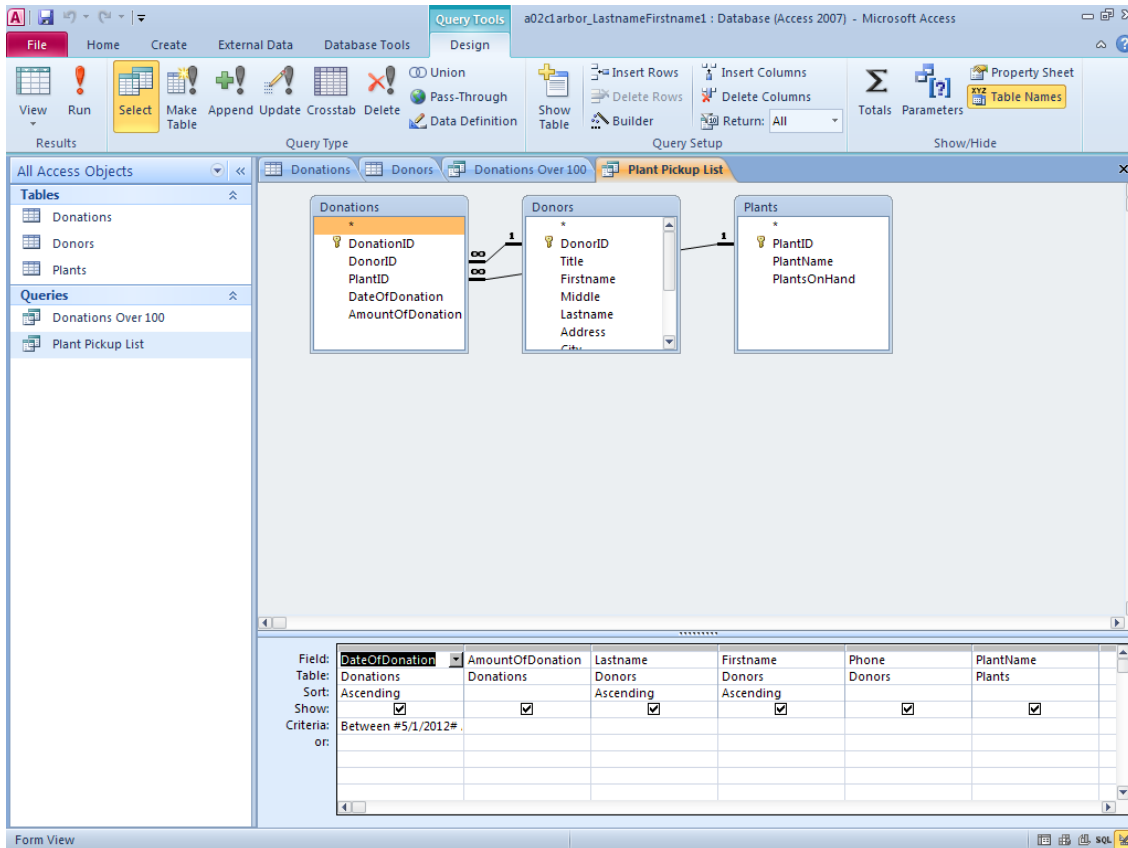
Form Wizard, Navigation, More Forms, Form Design, Blank Form, Reports, Report Wizard, Report Design, Blank Report, Labels, Query Wizard, Query Design, Macro, Class Module, Visual Basic, Macros & Code

All Access Objects: Tables (Donations, Donors, Plants), Queries (Donations Over 100)

DonorID	AmountOfDonation
10520	\$300.00
13762	\$200.00
8228	\$150.00
2162	\$150.00
8451	\$135.00
4091	\$125.00
1204	\$120.00
6169	\$120.00
1000	\$120.00
*	

Record: 1 of 9

foreign key





Microsoft Access - a02c1arbor\_LastnameFirstname : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools **Table Tools** Fields Table

Object As Database As Database arbor\_Lastna... ase2.accdb arbor\_Lastna... .property\_Las...

### Information about a02c1arbor\_LastnameFirstname

C:\Documents and Settings\Toughbook\My Documents\Access Chaper 2\a02c1arbor\_Las...

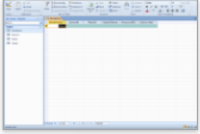
**Publish to Access Services**  
Share your database in a Web browser  
You can publish your Access application to a server, so that others can use your application from any standards-compliant Web browser.

**Relationships**  
Define Relationships  
Define how the data in tables are related, such as ID fields or name fields in different tables that should match.

**Compact & Repair Database**  
Compact & Repair  
Help prevent and correct database file problems by using Compact and Repair.

**Analyze Database**  
Analyze Database  
View object dependencies and analyze performance and design of this database.

**Encrypt with Password**  
Encrypt with Password  
Use a password to restrict access to your database. Files that use the 2007 Microsoft Access file format or later are encrypted.



[View and edit database properties](#)

Microsoft Access - a02c1arbor\_LastnameFirstname : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools **Table Tools** Fields Table

Object As Database As Database arbor\_Lastna... ase2.accdb arbor\_Lastna... .property\_Las...

### File Types

**Save Database As**

**Save Object As**

**Share**

Publish to Access Services

**Package and Distribute**

Package Solution

### Save Database As

Save your Access Database in the format of your choice.

**Database File Types**

- Access Database**  
Default database format.
- Access 2002-2003 Database**  
Save a copy that will be compatible with Access 2002-2003.
- Access 2000 Database**  
Save a copy that will be compatible with Access 2000.
- Template**  
Save the current database as a database template (ACCDT).

**Advanced**

- Package and Sign**  
Package the database and apply a digital signature.
- Make ACCDE**  
File will be compiled into an executable only file.
- Back Up Database**  
Back up important databases regularly to prevent data loss.
- SharePoint**  
Share the database by saving it to a document management server.