

Microsoft Access - a02h2bank_LastnameFirstname1 : Database (Access 2007)

File Home Create External Data Database Tools Design

View Primary Key Builder Test Validation Rules 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 Accounts Branch Customers

Field Name	Data Type	Description
AccountID	Number	
CID	Number	
BID	Text	
Balance	Number	

Field Properties

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

The label for the field when used on a form. If you don't enter a caption, the field name is used as the label. Press F1 for help on captions.

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

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All Access Objects Search... Tables Accounts Branch Customers

Field Name	Data Type	Description
AccountID	Number	
CustomerID	Number	
BID	Text	
Balance	Number	

Field Properties

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

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

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

Microsoft Access window: a02h2bank_LastnameFirstname1 : Database (Access 2007) - Microsoft Access

Table Tools Design ribbon: View, Primary Key, Builder, Test Validation Rules, Insert Rows, Delete Rows, Modify Lookups, Property Sheet, Indexes, Create Data Macros, Rename/Delete Macro, Relationships, Object Dependencies.

All Access Objects pane: Tables (Accounts, Branch, Customers)

Field Name	Data Type	Description
AccountID	Number	
CustomerID	Number	
BranchID	Text	
Balance	Number	

Field Properties for BranchID:

Property	Value
Field Size	5
Format	@
Input Mask	
Caption	Branch ID
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	Yes (Duplicates OK)
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

Field Properties description: The label for the field when used on a form. If you don't enter a caption, the field name is used as the label. Press F1 for help on captions.

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

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File Home Create External Data Database Tools Design

View Primary Key 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 Accounts Branch Customers

Field Name	Data Type	Description
AccountID	Number	
CustomerID	Number	
BranchID	Text	
Balance	Number	

Field Properties

General	Lookup
Field Size	Double
Format	General Number
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
Smart Tags	
Text Align	General

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

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

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File Home Create External Data Database Tools Design

View Primary Key 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 Accounts Branch Customers

Field Name	Data Type	Description
AccountID	Number	
CustomerID	Number	
BranchID	Text	
Balance	Currency	
OpenDate	Date/Time	

Field Properties

General	Lookup
Format	Short Date
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	
Text Align	General
Show Date Picker	For dates

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

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

Microsoft Access - a02h2bank_lastnamefirstname : Database (Access 2007)

Table Tools: Fields, Table

Account ID	Customer ID	Branch ID	Balance	OpenDate	Click to Add
1001	30010	B50	\$5,600.00	4/28/2007	
1002	30001	B10	\$1,200.00	4/13/2005	
1003	30004	B20	\$15,490.00	5/28/2004	
1004	30003	B30	\$630.00	9/21/2003	
1005	30009	B50	\$1,300.00	7/22/2005	
1006	30003	B10	\$550.00	7/3/2003	
1007	30007	B20	\$1,620.00	6/7/2006	
1008	30004	B40	\$2,100.00	9/30/2007	
1009	30005	B50	\$1,500.00	2/7/2006	
1010	30001	B20	\$3,000.00	3/18/2010	
1011	30005	B10	\$290.00	10/16/2012	
1012	30002	B30	\$1,900.00	3/14/2007	
1013	30001	B20	\$10,000.00	5/15/2009	
1014	30009	B10	\$16,700.00	9/17/2007	
1015	30004	B30	\$460.00	4/4/2003	
1016	30001	B30	\$18,700.00	3/13/2003	
1017	30010	B30	\$980.00	9/5/2004	
1018	30005	B40	\$7,800.00	5/6/2003	
1019	30004	B30	\$14,250.00	1/4/2012	
1020	30001	B50	\$1,200.00	4/13/2005	
1021	30011	B50	\$21,004.00	7/2/2009	
1022	30003	B50	\$4,000.00	4/13/2011	

Record: 14 of 22

Microsoft Access - a02h2bank_lastnamefirstname1 : Database (Access 2007)

Table Tools: Design

Field Name	Data Type	Description
CustomerID	Number	
FirstName	Text	
LastName	Text	
Street	Text	
City	Text	
State	Text	
Zip	Text	
Phone	Text	

Field Properties

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

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

Microsoft Access Design view for the Customers table. The ribbon includes File, Home, Create, External Data, Database Tools, and Design. The Design view shows the following table structure:

Field Name	Data Type	Description
CustomerID	Number	
FirstName	Text	
LastName	Text	
Street	Text	
City	Text	
State	Text	
Zip	Text	
Phone	Text	

The Field Properties pane is open for the selected field, showing the following properties:

Property	Value
Field Size	20
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

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

Microsoft Access Design view for the Customers table. The ribbon includes File, Home, Create, External Data, Database Tools, and Design. The Design view shows the following table structure:

Field Name	Data Type	Description
CustomerID	Number	
FirstName	Text	
LastName	Text	
Street	Text	
City	Text	
State	Text	
Zip	Text	
Phone	Text	

The Field Properties pane is open for the selected field, showing the following properties:

Property	Value
Field Size	2
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

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

Microsoft Access Design view for the Customers table. The ribbon includes File, Home, Create, External Data, Database Tools, and Design. The Design view shows the following table structure:

Field Name	Data Type	Description
CustomerID	Number	
FirstName	Text	
LastName	Text	
Street	Text	
City	Text	
State	Text	
Zip	Text	
Phone	Text	

The Field Properties pane shows the following settings for the selected field:

Property	Value
Field Size	15
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

A note on the right states: "A field name can be up to 64 characters long, including spaces. Press F1 for help on field names."

Microsoft Access Datasheet View for the Customers table. The ribbon includes File, Home, Create, External Data, Database Tools, Fields, and Table. The table contains the following data:

Customer ID	FirstName	LastName	Street	City	State	Zip	Phone
30001	Allison	Millward	2732 Baker Blvd	Greensboro	NC	27492	(336) 334-5678
30002	Bernett	Fox	12 Orchestra Tr	High Point	NC	27494	(336) 358-3364
30003	Clay	Hayes	P. O. Box 555	Greensboro	NC	27492	(336) 998-4457
30004	Cordle	Collins	2743 Bering St.	Winston-Salem	NC	27492	(336) 447-2283
30005	Eaton	Wagner	2743 Bering St.	Greensboro	NC	27492	(336) 988-3346
30006	Kwasi	Williams	89 Jefferson W	High Point	NC	27494	(336) 447-5565
30007	Natasha	Simpson	187 Suffolk Ln.	Greensboro	NC	27493	(336) 775-3389
30008	Joy	Jones	305 - 14th Ave.	Winston-Salem	NC	27493	(336) 258-7655
30009	John	Nunn	89 Chiaroscuro	Greensboro	NC	27494	(334) 998-5557
30010	Laura	Peterson	120 Hanover Sc	Winston-Salem	NC	27492	(336) 334-6654
30011	YourName	YourName	124 Main St.	Alamance	NC	27201	(336) 555-0000

The status bar shows "Record: 11 of 11".

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Table Tools: Fields, Table

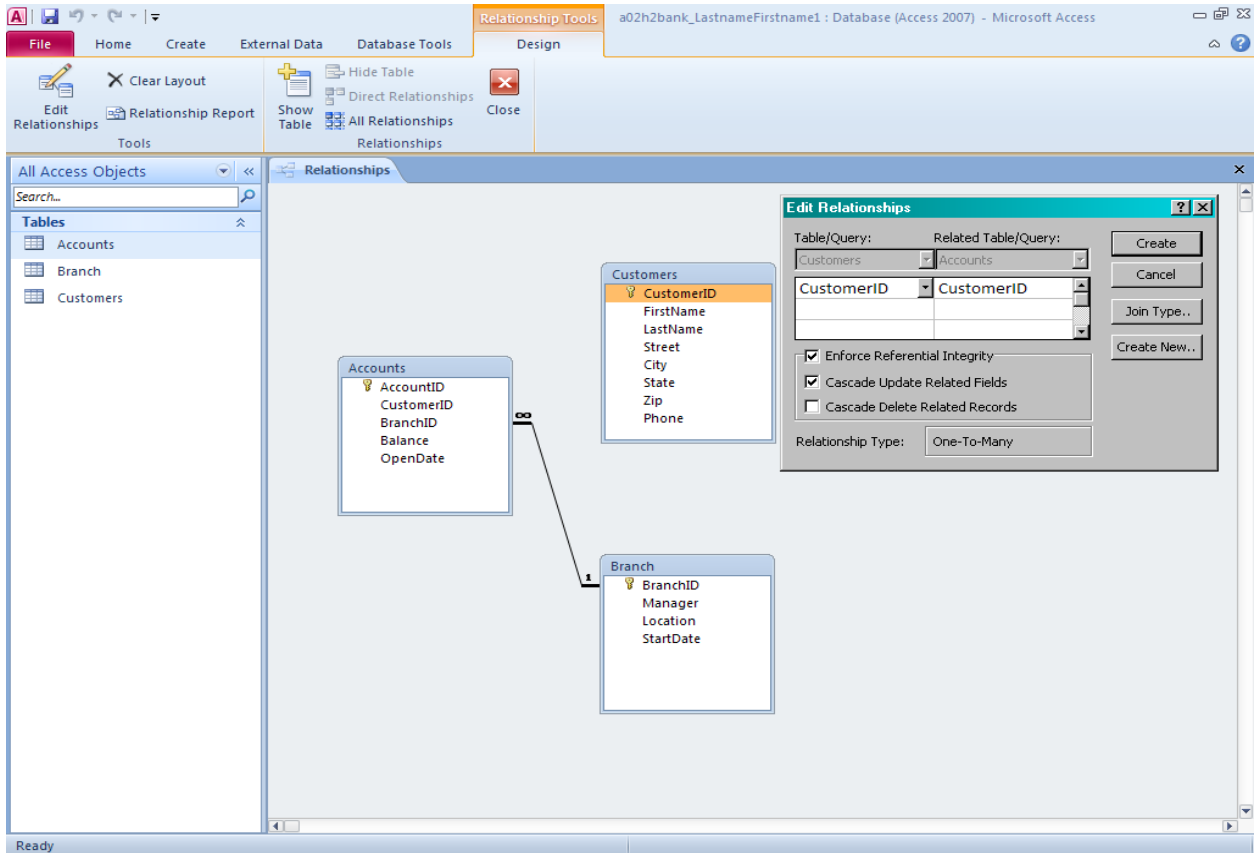
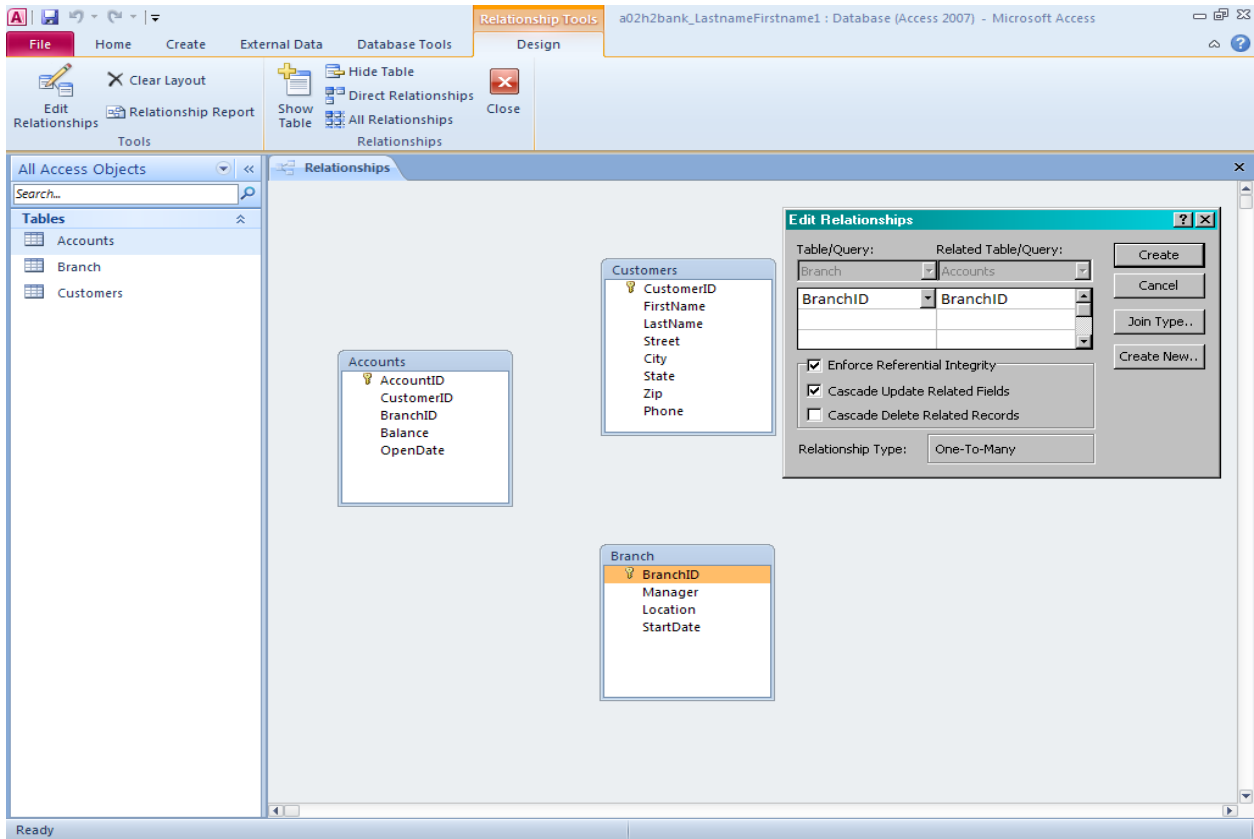
Home: View, Paste, Copy, Format Painter, Filter, Sort & Filter, Records, Find, Text Formatting

Tables: Accounts, Branch, Customers

Account ID	Customer ID	Branch ID	Balance	OpenDate	Click to Add
1001	30010	B50	\$5,600.00	5/1/1995	
1002	30001	B10	\$1,200.00	4/14/2003	
1003	30004	B20	\$15,490.00	5/29/2002	
1004	30003	B30	\$630.00	9/21/2001	
1005	30009	B50	\$1,300.00	7/23/2003	
1006	30003	B10	\$550.00	7/3/2001	
1007	30007	B20	\$1,620.00	6/7/2004	
1008	30004	B40	\$2,100.00	9/30/2005	
1009	30005	B50	\$1,500.00	2/8/2004	
1010	30001	B20	\$3,000.00	3/18/2008	
1011	30005	B10	\$290.00	10/16/2000	
1012	30002	B30	\$1,900.00	3/14/2005	
1013	30001	B20	\$10,000.00	5/18/1997	
1014	30009	B10	\$16,700.00	9/20/1995	
1015	30004	B30	\$460.00	4/4/2001	
1016	30001	B30	\$18,700.00	3/13/2001	
1017	30010	B30	\$980.00	9/6/2002	
1018	30005	B40	\$7,800.00	5/9/1991	
1019	30004	B30	\$14,250.00	1/15/1999	
1020	30001	B50	\$1,200.00	4/14/2003	
.P	1021	30011	B50	\$21,004.00	7/3/2007
*					

Record: 21 of 21 | No Filter | Search

Datasheet View



Microsoft Access - a02h2bank_LastnameFirstname1 : Database (Access 2007)

Table Tools: Fields, Table

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

Records: Refresh All, Save, Delete, More

Text Formatting: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Bullets, Numbering, Indentation, Paragraph Spacing, Font Color, Font Size, Font Style, Font Weight, Font Color, Background Color, Bullets, Numbering, Indentation, Paragraph Spacing, Font Color, Font Size, Font Style, Font Weight

All Access Objects: Tables (Accounts, Branch, Customers)

Account ID	Customer ID	Branch ID	Balance	OpenDate	Click to Add
1001	30010	B50	\$5,600.00	5/1/1995	
1002	30001	B10	\$1,200.00	4/14/2003	
1003	30004	B20	\$15,490.00	5/29/2002	
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1021	30011	B50	\$21,004.00	7/3/2007	
1022	30003	B50	\$4,000.00	4/13/2009	

Record: 22 of 22 | No Filter | Search

Information about a02h2bank_LastnameFirstname1

C:\Documents and Settings\Toughbook\My Documents\A02h2bank_LastnameFirstname1....

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

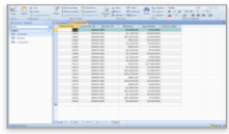
Compact & Repair
Help prevent and correct database file problems by using Compact and Repair.

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](#)

