



Form Layout Tools a04h1 coffee_lastnamefirstname : Database (Access 2007) - Microsoft ...

File Home Create External Data Database Tools Design Arrange Format

Views Themes Controls Insert Image Logo Title Date and Time Header / Footer Add Existing Fields Property Sheet Tools

All Access O... Customers

Customers

Customer ID: C0001 State: PA

Customer Name: Abel & Young Zip Code: 18901-

Contact: Jeff Jones Phone: (215) 375-6442

E-mail Address: Fax: (215) 375-6443

Address1: 5000 Jefferson Lane Service Start Date: 1/3/2012

Address2: Suite 2000 Credit Rating: B

City: Doylestown Sales Rep ID: S001

Customer ID	Customer Name	Contact	E-mail Address	Address1	Address2	City
0001	Abel & Young	Jeff Jones		5000 Jefferson Lane	Suite 2000	Doyle
C0002	Department of CIS	Eleanor Milgrom		1238 Walsh Drive	Suite 2202	Doyle
C0003	Advantage Sales	Neil Goodman	service@advantagesales.com	4215 South 81 Street		Doyle
C0004	Kinzer & Sons	Nicholas Colon		9020 N.W. 75 Street	Suite 302	Bucki
C0005	Milgrom Associates	Ashley Geoghegan	ageoghegan@milgrom.net	7500 Center Lane		Bucki
C0006	Lugo Computer Sales	FirstName LastName	service@lugocomputer.net	6000 Tigertail Avenue		Warr
C0007	Bethune Appliance Sales	Michael Ware	bethune@bethune.com	276 Brickell Avenue	Suite 1403	Doyle
C0008	Baker Auto Supply	Robert Slane	rslane@bakerauto.com	4508 N.W. 7 Street		Doyle
C0009	Howard Animal Hospital	Luis Couto	lcouto@howardanimals.net	455 Bargello Avenue		New

Record: 1 of 14 No Filter Search

Layout View Scroll Lock

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File Home Create External Data Database Tools

View Paste Copy Cut Filter Ascending Descending Selection Advanced Refresh Save Spelling Find Replace Go To Select Text Formatting

All Access O... Customers

Customers

Customer ID: C0006 State: PA

Customer Name: Lugo Computer Sales Zip Code: 18976-

Contact: FirstName LastName Phone: (215) 446-8900

E-mail Address: yourname@lugocomputer.net Fax: (215) 446-8901

Address1: 6000 Tigertail Avenue Service Start Date: 2/10/2012

Address2: Credit Rating: C

City: Warrington Sales Rep ID: S001

Customer ID	Customer Name	Contact	E-mail Address	Address1	Address2	City
C0001	Abel & Young	Jeff Jones		5000 Jefferson Lane	Suite 2000	Doyle
C0002	Department of CIS	Eleanor Milgrom		1238 Walsh Drive	Suite 2202	Doyle
C0003	Advantage Sales	Neil Goodman	service@advantagesales.com	4215 South 81 Street		Doyle
C0004	Kinzer & Sons	Nicholas Colon		9020 N.W. 75 Street	Suite 302	Bucki
C0005	Milgrom Associates	Ashley Geoghegan	ageoghegan@milgrom.net	7500 Center Lane		Bucki
C0006	Lugo Computer Sales	FirstName LastName	service@lugocomputer.net	6000 Tigertail Avenue		Warr
C0007	Bethune Appliance Sales	Michael Ware	bethune@bethune.com	276 Brickell Avenue	Suite 1403	Doyle
C0008	Baker Auto Supply	Robert Slane	rslane@bakerauto.com	4508 N.W. 7 Street		Doyle
C0009	Howard Animal Hospital	Luis Couto	lcouto@howardanimals.net	455 Bargello Avenue		New

Record: 6 of 14 No Filter Search

Form View Scroll Lock

Microsoft Access 2007 - Microsoft Office Access 2007

Form Layout Tools: Design, Arrange, Format

Customers—Split View

Customer ID: C0014, State: PA

Customer Name: Coulter Office Supplies, Zip Code: 18912

Contact: Maryann Coulter, Phone: (215) 123-9876

E-mail Address: mcoulter@coulter.com, Fax:

Address1: 1000 Main Street, Service Start Date: 12/23/2012

Address2:

Credit Rating: A

City: Buckingham, Sales Rep ID: S002

Customer ID	Customer Name	Contact	E-mail Address	Address1	Address2	City
C0007	Bethune Appliance Sales	Michael Ware	bethune@bethune.com	276 Brickell Avenue	Suite 1403	Doyle
C0008	Baker Auto Supply	Robert Slane	rslane@bakerauto.com	4508 N.W. 7 Street		Doyle
C0009	Howard Animal Hospital	Luis Couto	lcouto@howardanimals.net	455 Bargello Avenue		New
C0010	Katie's Casual Wear	Jeffrey Muddell	katie@katiewear.com	9522 S.W. 142 Street		Doyle
C0011	Little, Joiner, & Jones	Lauren Center	lcenter@ljj.com	7245 NW 8 Street		Doyle
C0012	Kline Bait & Tackle	Benjamin Lee	blee@klineb&t.com	1000 Call Street		Warr
C0013	Computer Informations Sys	Eleanor Milgrom	emilgrom@cis.edu	1238 Walsh Drove	Suite 2202	Doyle
C0014	Coulter Office Supplies	Maryann Coulter	mcoulter@coulter.com	1000 Main Street		Bucki
* (New)						

Record: 14 of 14

Microsoft Access 2007 - Microsoft Office Access 2007

Form Layout Tools: Design, Arrange, Format

Products—Multiple Items

Product ID	Product Name	Description	Cost	Markup Percent	Refrigerated
P0001	Coffee - Colombian Supreme	24/Case, Pre-Ground 1.75 Oz Ba	\$16.00	50.00%	<input type="checkbox"/>
P0002	Coffee - Hazelnut	24/Case, Pre-Ground 1.75 Oz Ba	\$23.00	100.00%	<input type="checkbox"/>
P0003	Coffee - Mild Blend	24/Case, Pre-Ground 1.75 Oz Ba	\$20.00	50.00%	<input type="checkbox"/>
P0004	Coffee - Assorted Flavors	18/Case, Pre-Ground 1.75 Oz Ba	\$23.00	50.00%	<input type="checkbox"/>
P0005	Coffee - Decaf	24/Case, Pre-Ground 1.75 Oz Ba	\$20.00	50.00%	<input type="checkbox"/>
P0006	Tea Bags - Regular	75/Box, Individual Tea Bags	\$5.00	75.00%	<input type="checkbox"/>
P0007	Tea Bags - Decaf	75/Box, Individual Tea Bags	\$7.00	75.00%	<input type="checkbox"/>
P0008	Creamers - Assorted Flavors	400/Case, 8 50-count Boxes	\$20.00	100.00%	<input type="checkbox"/>
P0009	Creamers - Liquid	200/Case, Individual Creamers	\$15.00	100.00%	<input checked="" type="checkbox"/>
P0010	Sugar Packets	2000/Case	\$18.00	100.00%	<input type="checkbox"/>
P0011	Ceramic Mug	SD Company Logo	\$5.00	100.00%	<input type="checkbox"/>
P0012	Sugar Substitute	500/Case, 1-Serving Bags	\$19.00	50.00%	<input type="checkbox"/>
P0013	Coffee Filters	500/Case, Fits 10-12 Cup Coffee	\$3.00	50.00%	<input type="checkbox"/>
P0014	Napkins	3000/Case, White	\$20.00	100.00%	<input type="checkbox"/>
P0015	Stirrers - Plastic	1000/Box	\$1.50	75.00%	<input type="checkbox"/>
P0016	Stirrers - Wood	1000/Box	\$1.25	100.00%	<input type="checkbox"/>
P0017	Spoons	500/Box, White Plastic	\$15.00	100.00%	<input type="checkbox"/>

Record: 8 of 25

Microsoft Access - Microsoft Access

Form Tools

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File Home Create External Data Database Tools Datasheet

View Themes Aa Colors Add Existing Fields Property Sheet Background Color Alternate Row Color Conditional Formatting

Views Themes Tools Formatting

All Access O... Products—Datasheet

Product ID	Product Name	Description	Refrig?	Brand	Year Introd.
P0001	Coffee - Colombian Supren	24/Case, Pre-Ground 1.75 Oz Bags	<input type="checkbox"/>	Discount	2012
P0002	Coffee - Hazelnut	24/Case, Pre-Ground 1.75 Oz Bags	<input type="checkbox"/>	Premium	2012
P0003	Coffee - Mild Blend	24/Case, Pre-Ground 1.75 Oz Bags	<input type="checkbox"/>	House	2012
P0004	Coffee - Assorted Flavors	18/Case, Pre-Ground 1.75 Oz Bags	<input type="checkbox"/>	House	2012
P0005	Coffee - Decaf	24/Case, Pre-Ground 1.75 Oz Bags	<input type="checkbox"/>	Discount	2012
P0006	Tea Bags - Regular	75/Box, Individual Tea Bags	<input type="checkbox"/>	House	2012
P0007	Tea Bags - Decaf	75/Box, Individual Tea Bags	<input type="checkbox"/>	House	2012
P0008	Creamers - Assorted Flavo	400/Case, 8 50-count Boxes	<input type="checkbox"/>	Discount	2012
P0009	Creamers - Liquid	200/Case, Individual Creamers	<input checked="" type="checkbox"/>	Premium	2012
P0010	Sugar Packets	2000/Case	<input type="checkbox"/>	House	2012
P0011	Ceramic Mug	SD Company Logo	<input type="checkbox"/>	House	2012
P0012	Sugar Substitute	500/Case, 1-Serving Bags	<input type="checkbox"/>	Discount	2012
P0013	Coffee Filters	500/Case, Fits 10-12 Cup Coffee Mal	<input type="checkbox"/>	House	2012
P0014	Napkins	3000/Case, White	<input type="checkbox"/>	House	2012
P0015	Stirrers - Plastic	1000/Box	<input type="checkbox"/>	Discount	2012
P0016	Stirrers - Wood	1000/Box	<input type="checkbox"/>	Discount	2012
P0017	Spoons	500/Box, White Plastic	<input type="checkbox"/>	House	2012
P0018	Popcorn - Plain	36/Case, 3.75 Oz Microwave Bags	<input type="checkbox"/>	House	2012
P0019	Popcorn - Buttered	36/Case, 3.75 Oz Microwave Bags	<input type="checkbox"/>	House	2012
P0020	Soup - Chicken	50 Envelopes	<input type="checkbox"/>	Premium	2012
P0021	Soup - Variety Pak	50 Envelopes	<input type="checkbox"/>	Premium	2012
P0022	Styrofoam Cups - 10 ounce	1000/Case	<input type="checkbox"/>	House	2012
P0023	Styrofoam Cups - 12 ounce	1000/Case	<input type="checkbox"/>	House	2012
P0024	Milk - 1 quart	Delivered Daily	<input checked="" type="checkbox"/>	House	2012
P0025	Milk - 1 pint	Delivered Daily	<input checked="" type="checkbox"/>	House	2012
*(New)			<input type="checkbox"/>	House	2010

Record: 20 of 25 No Filter Search

Datasheet View Scroll Lock

Microsoft Access - Microsoft Access

Form Layout Tools

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File Home Create External Data Database Tools Design Arrange Format

View Themes Aa Colors abl Aa XXXXX Insert Image Logo Title Add Existing Fields Property Sheet Date and Time Header / Footer

Views Themes Controls

All Access O... Customer Information

Customer Information

Customer ID: C0001
 Customer Name: Abel & Young
 Contact: Jeff Jones
 E-mail Address:
 Web site: www.microsoft.com
 Address1: 5000 Jefferson Lane
 Address2: Suite 2000
 City: Doylestown
 State: PA
 Zip Code: 18901-
 Phone: (215) 375-6442
 Fax: (215) 375-6443
 Service Start Date: 1/3/2012
 Credit Rating: B
 Sales Rep ID: S001

Field List

Fields available for this view:

- Customers (Edit Table)
 - CustomerID
 - CustomerName
 - Contact
 - EmailAddress
 - Web site
 - Address1
 - Address2
 - City
 - State
 - ZipCode
 - Phone
 - Fax
 - ServiceStartDate
 - CreditRating
 - SalesRepID

Fields available in related tables:

- Orders (Edit Table)
- Sales Reps (Edit Table)

Fields available in other tables:

- Order Details (Edit Table)
- Products (Edit Table)

Order ID	Order Da	Payment Type	Comments
O0001	1/3/2012	Cash	Will pick up order
O0006	1/6/2012	Check	
O0018	1/21/2012	Credit Card	

Record: 1 of 14 No Filter Search

Layout View Scroll Lock

