

SIMPLE ACCESS 2003: Intermediate

How to create, design and use a database.

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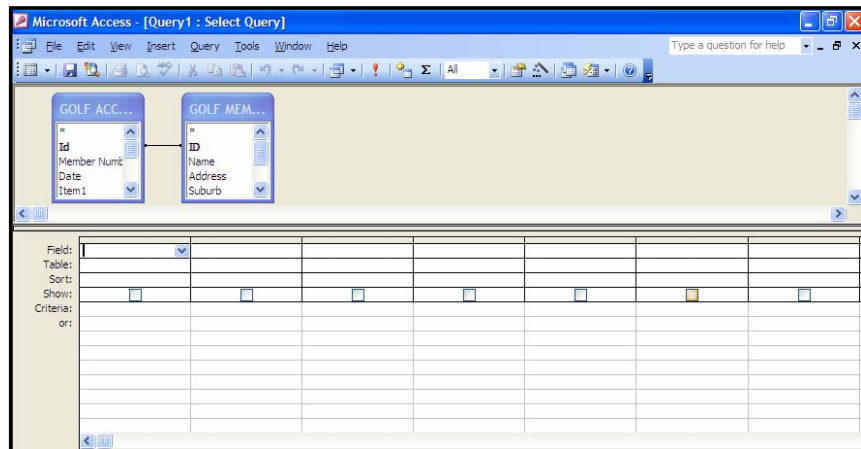
ADD TABLES TO QUERY

- * As we need information from both Tables we will add both Tables to this Query
- c. Click on the **Golf Accounts Table**
- d. Click on the **Add** button
- e. Click on the **Golf Members Table**
- f. Click on the **Add** button
- g. Click on the **Close Window icon** to close the window



Step 3. Maximise the size of the the Query window. (Click on the Maximise Size Window icon located at the top right corner of the window)

At the top of the Query window the Tables are displayed with the fields listed. From this list you can add the fields you want included in the Report.



Each column in the Properties area has the ability to store a Field and the ability to set specific setting for the field.

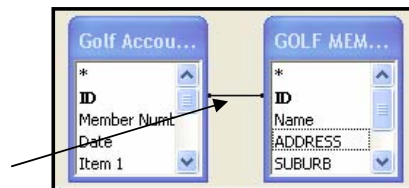
At the very top of your Query Design window you have the Title bar, the Main Menu bar and the Query Design toolbar.

The two Tables have two common Fields being the ID field and the Member Number field. We will need to join the two Tables by the Member Number field.

Step 4. If there is a Joining line between the ID fields you will need to delete it as we want the two Tables joined by the Member Number field.

DELETING A JOIN

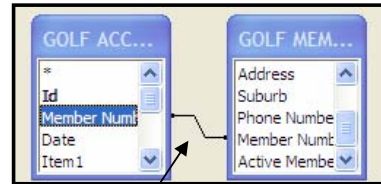
- a. Click on the **Joining Line** to select it
- b. Press the **Delete** key



Step 5. Join the two tables Golf Members and Golf Account by the Member Number field.

JOINING TABLES

- a. Scroll down the Tables so you have the **Member Number** field visible on both Tables use the scroll bars on the right
- b. Click-drag the **Member Number** field from the first Table and drop it on the **Member Number** field in the second Table
- * A line will appear informing you that your Tables are joined by this field



The Join function has Property rules we need to change.

Step 6. Edit the Join Properties to include all records from the Golf Accounts table.

EDIT JOIN PROPERTIES

- a. Double-click on the **Join Line**
- * The Join Properties window will appear
- b. Click on option 2 (include all records from the Golf Account.....)
- c. Click on the **Ok** button
- or
- a. Have the **Joining Line** selected (click on it)
- b. Click on **View** from the main menu
- c. Click on **Join Properties** from the next menu



* Read all the options of this window so you understand the Join options available

Step 7. Add the Member Number field to the first column of the Query Table area which is located at the bottom of the screen.

ADDING FIELDS TO A QUERY TABLE

- a. Click-drag the **Member Number** field from the Golf Account window and drop it in the first Field area of the Query Table

