Create a New Project.

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

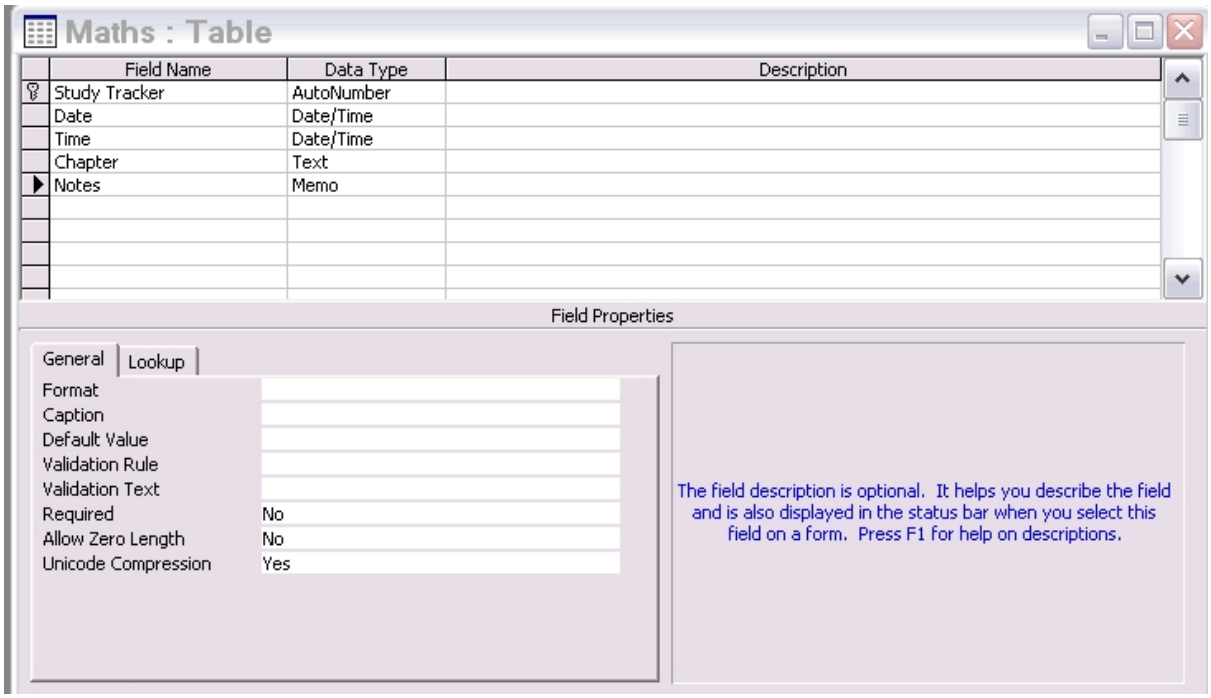
Let us take a Student:

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

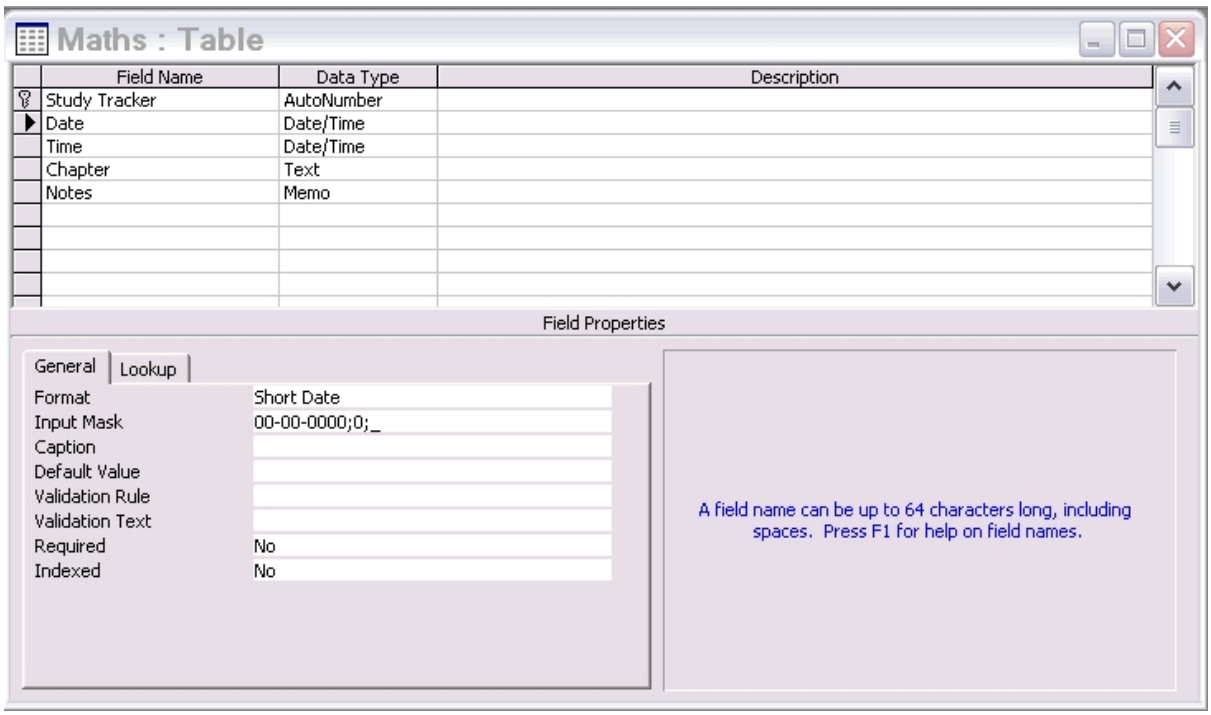
He would like to have his records have the following fields:

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

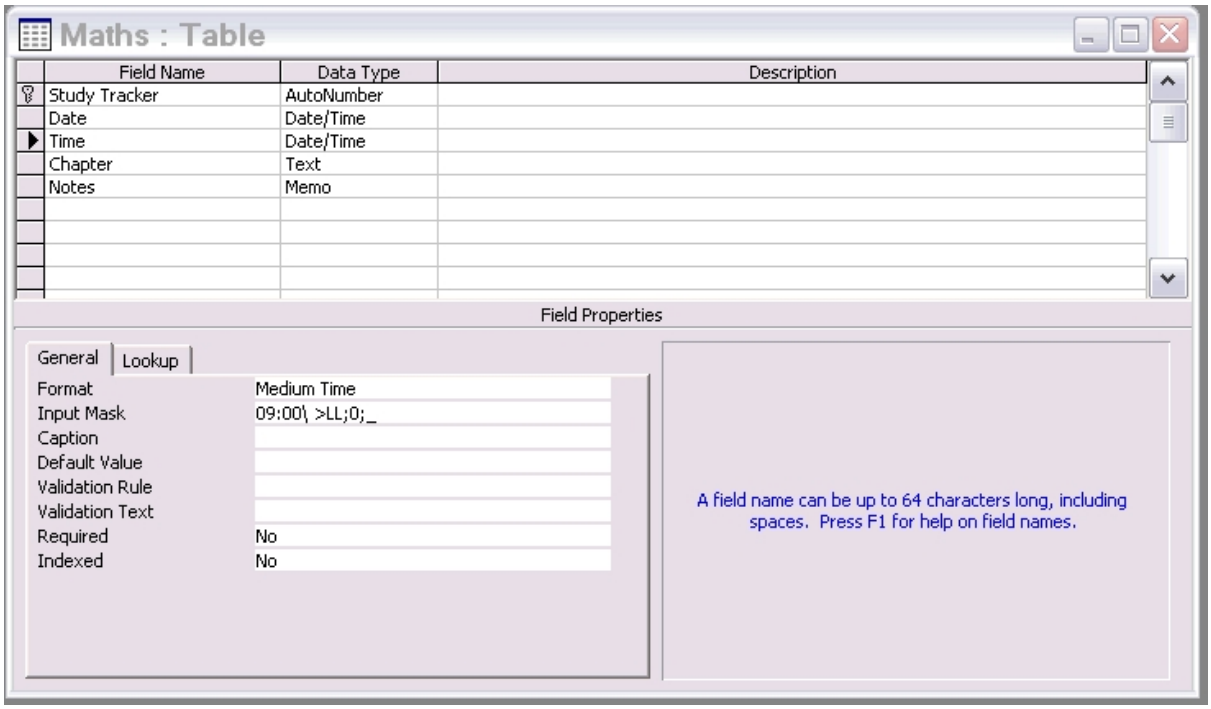
Project: Design a table with the above fields and name it Mathematics Table.



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



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

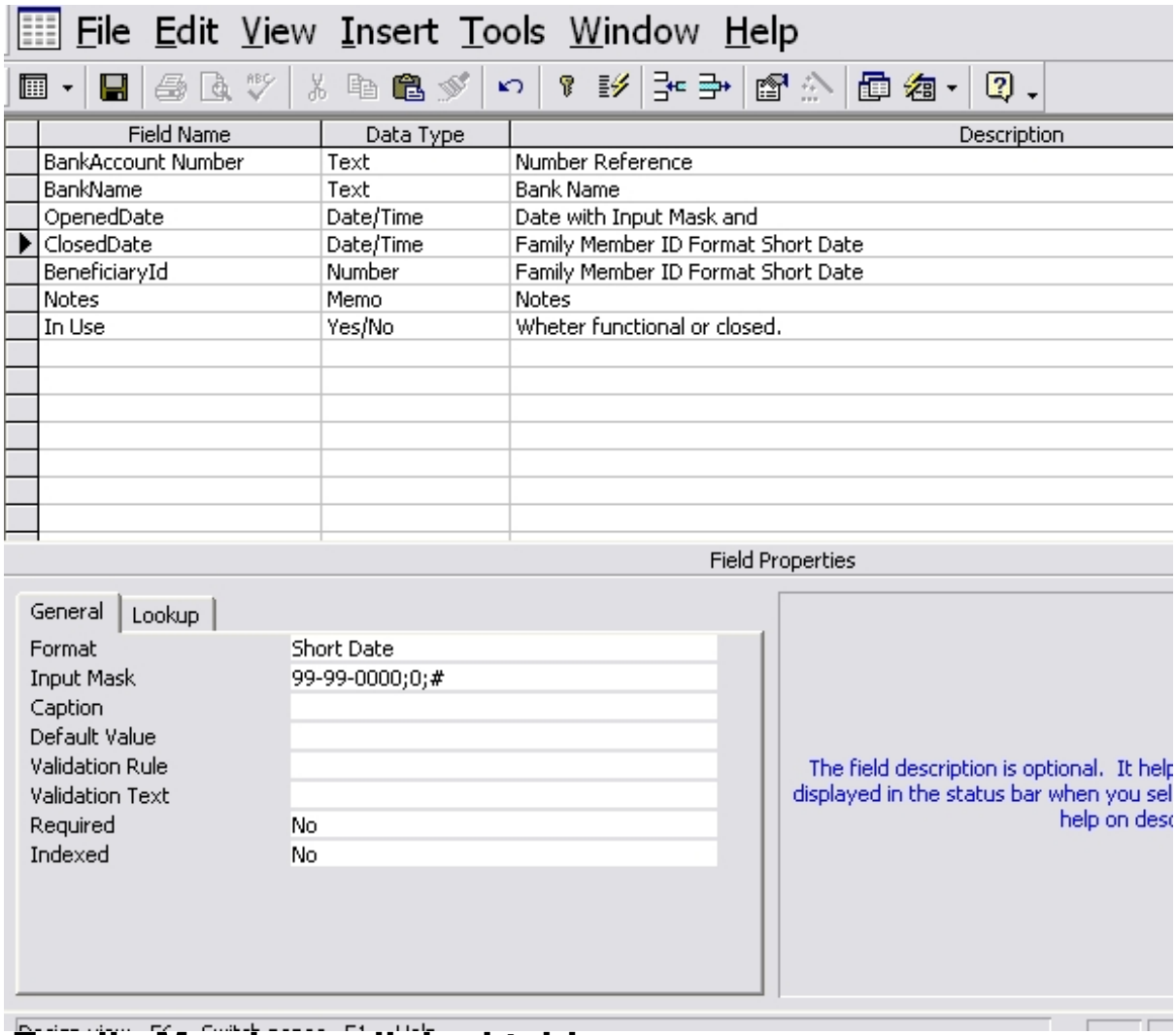


Input Masks are a means by which, only the data that is expected will be input by the operator.,

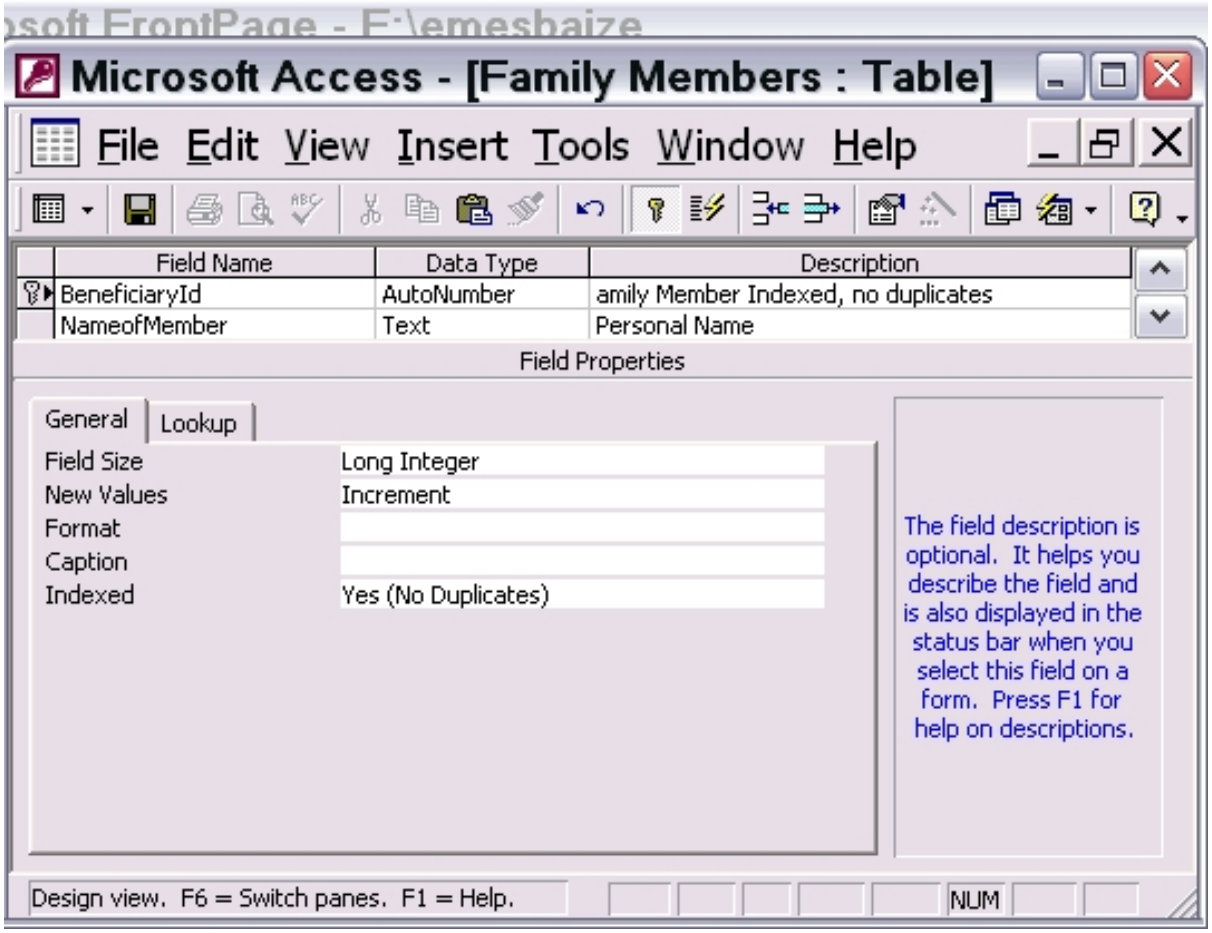
You can study from the samples in Microsoft Access.

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

Home Accounts Tables.

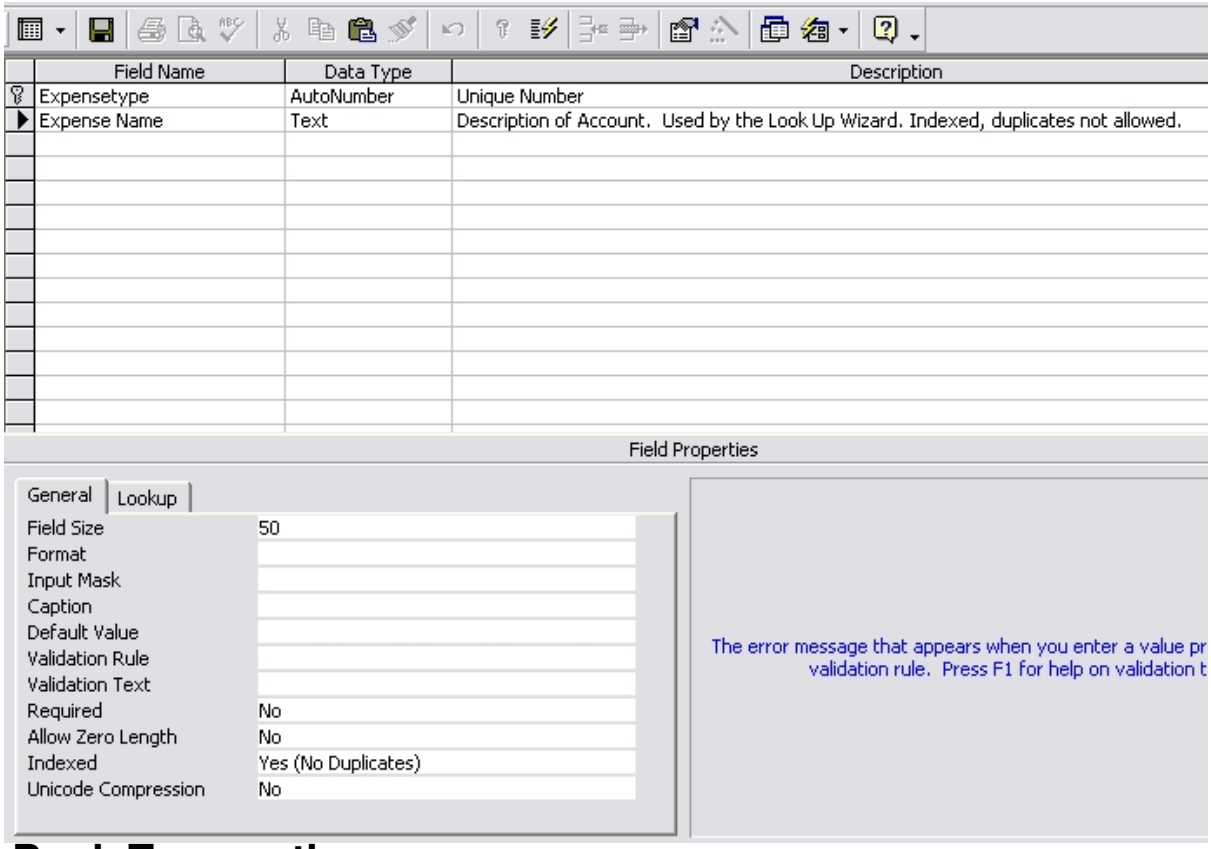


Family Members - linked table.



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

Expense Types - Linked table.



Field Name	Data Type	Description
Expensetype	AutoNumber	Unique Number
Expense Name	Text	Description of Account. Used by the Look Up Wizard. Indexed, duplicates not allowed.

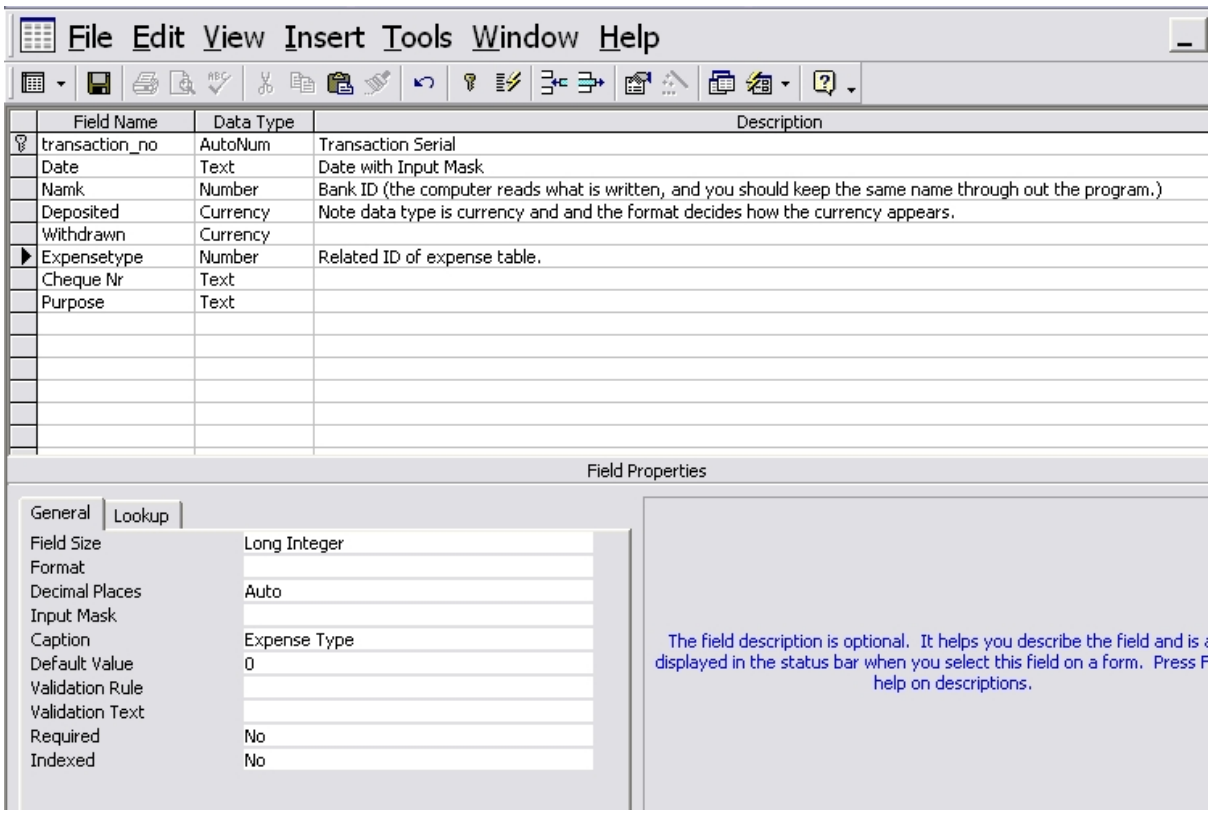
Field Properties

General | Lookup

Field Size	50
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	No
Indexed	Yes (No Duplicates)
Unicode Compression	No

The error message that appears when you enter a value pr
validation rule. Press F1 for help on validation t

Bank Transactions.



File Edit View Insert Tools Window Help

Field Name	Data Type	Description
transaction_no	AutoNum	Transaction Serial
Date	Text	Date with Input Mask
Namk	Number	Bank ID (the computer reads what is written, and you should keep the same name through out the program.)
Deposited	Currency	Note data type is currency and and the format decides how the currency appears.
Withdrawn	Currency	
Expensetype	Number	Related ID of expense table.
Cheque Nr	Text	
Purpose	Text	

Field Properties

General | Lookup

Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	Expense Type
Default Value	0
Validation Rule	
Validation Text	
Required	No
Indexed	No

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

Note that I have made a spelling mistake in the Bank Name, and it is Namk instead of Bank. It does r

Relationships

These are one to one.

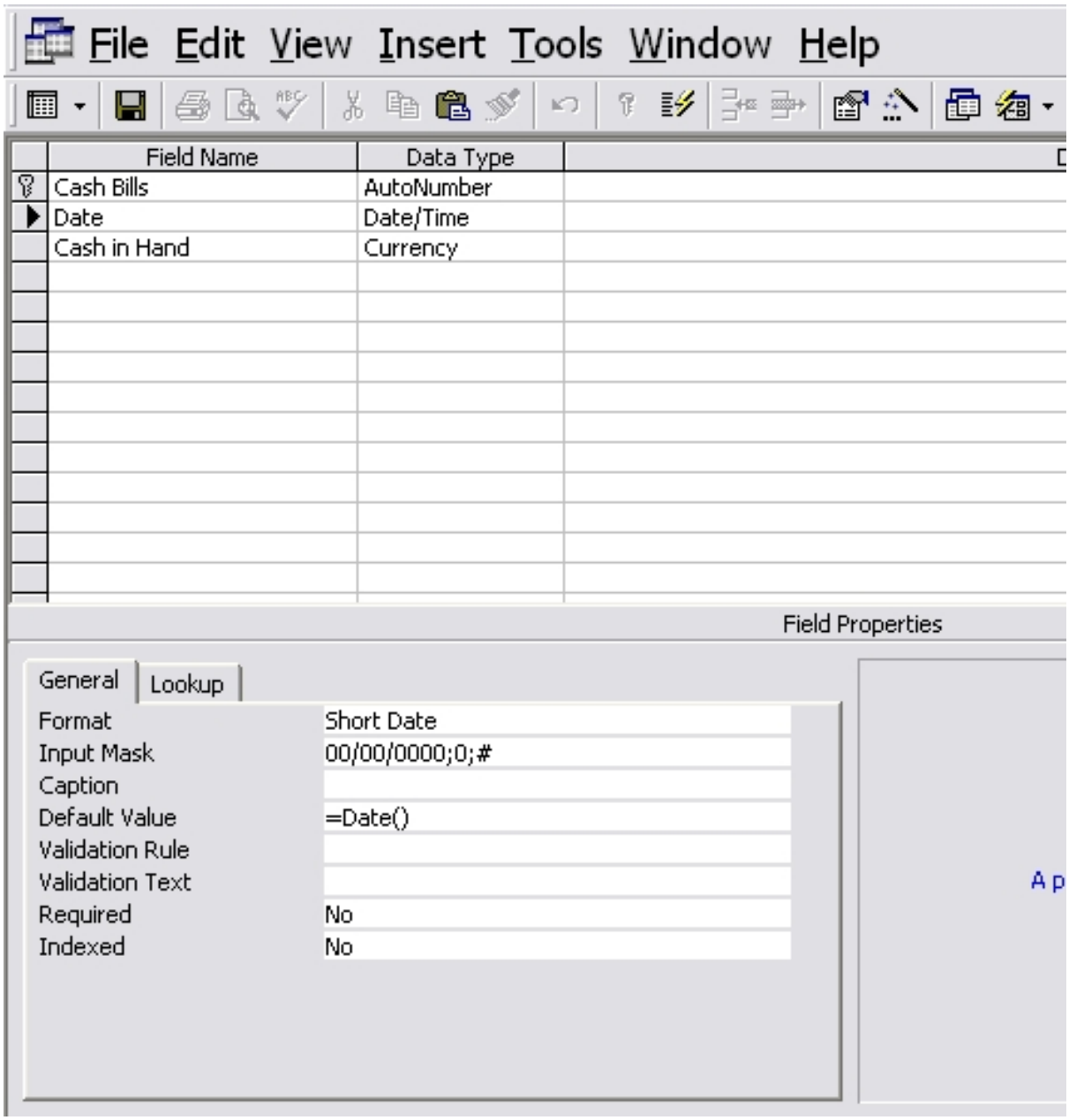
These tables will be used by using a technique called Form / Subform Input. This will be explained in a

Daily Cash Purchases.

We will make a sub program module, to monitor our cash purchases from the market or retail shops ar

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

Tables.



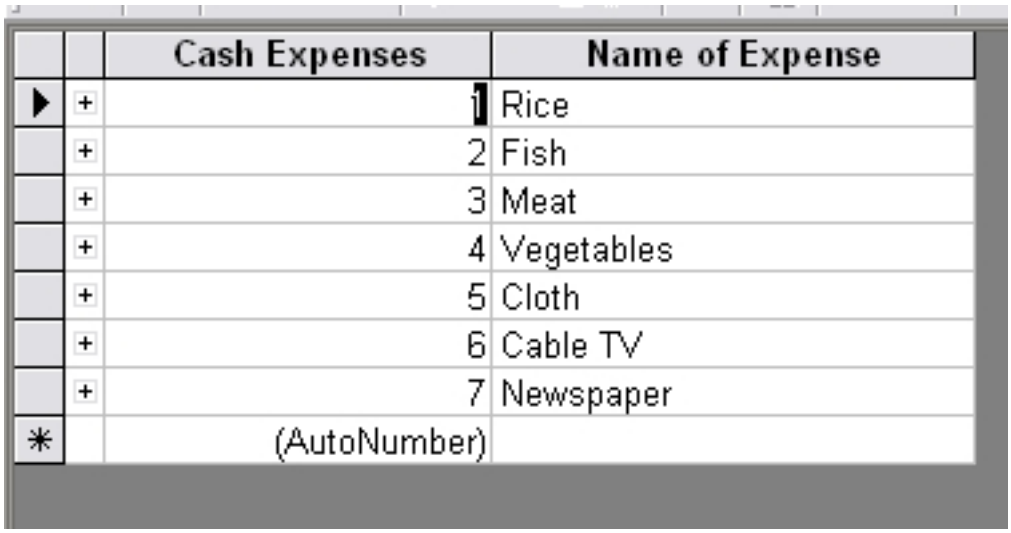
Note in the Date field the properties of Format, Input Mask and Default Value. Default value gives the

Cash in hand is the cash we hold at the beginning of each day. The other information comes in the Fo

Now we have to create two other trebles, one for the types of expenses we incur in cash purchases, a

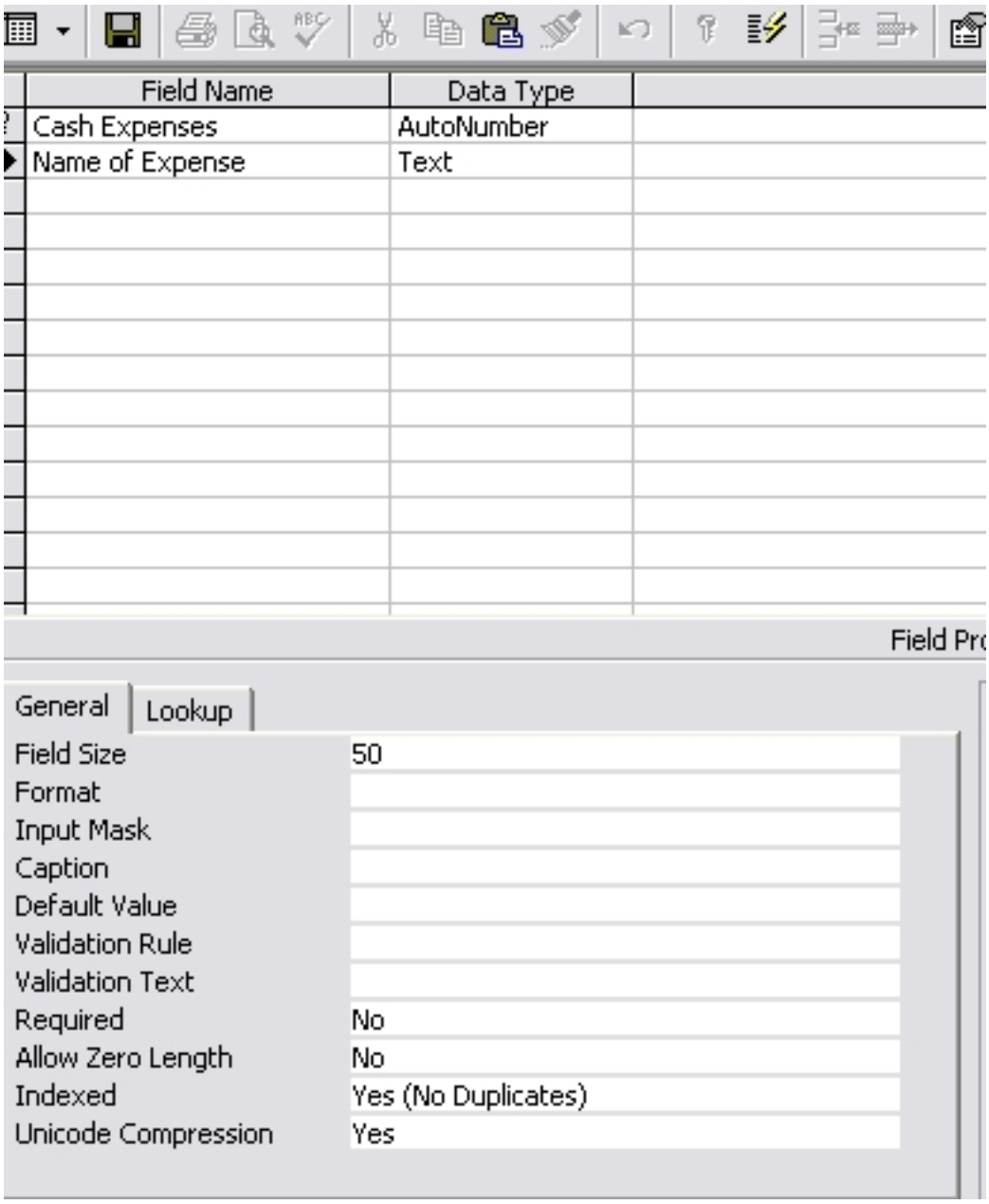
Expense List.

Data View appearance of the List



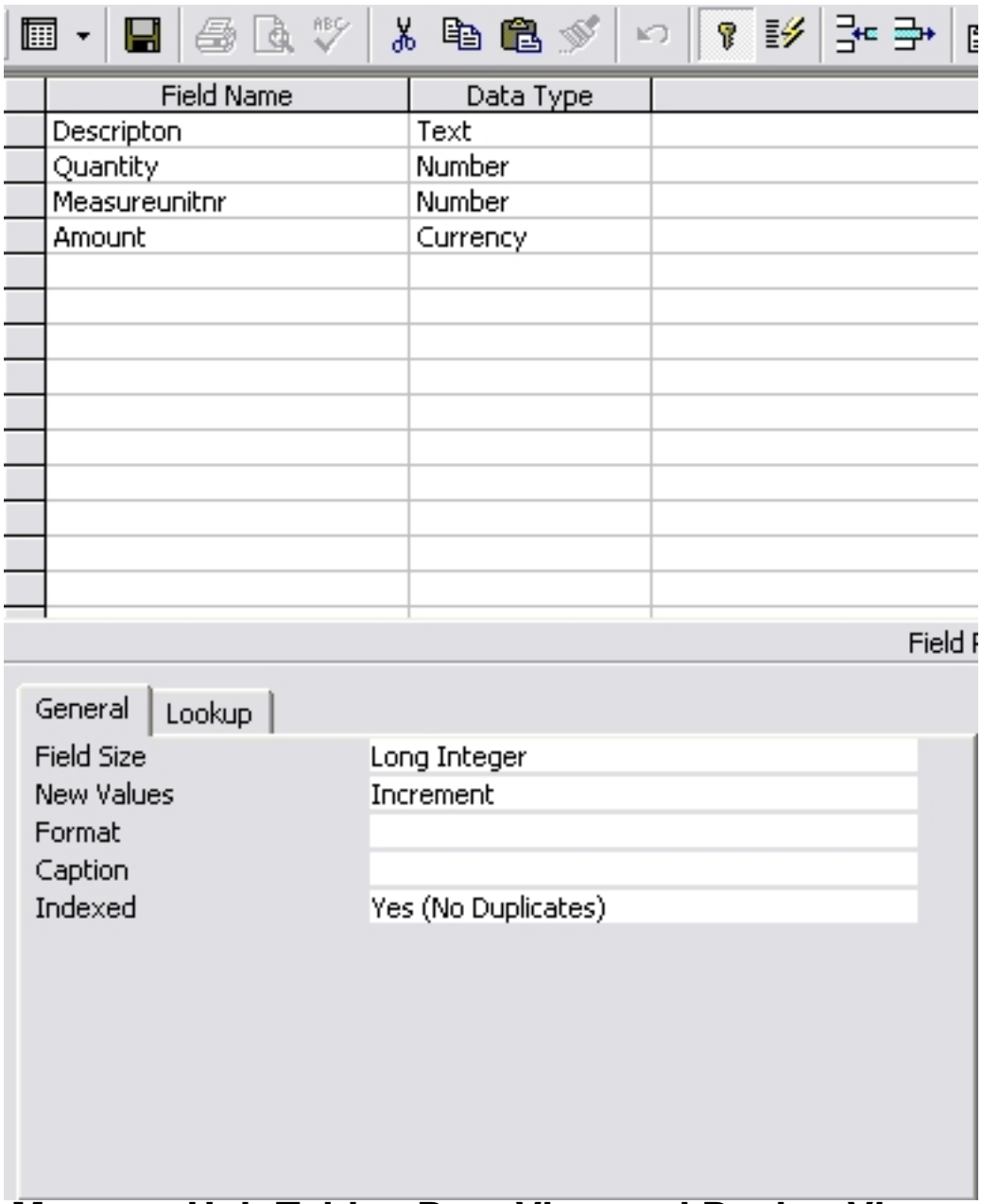
	Cash Expenses	Name of Expense
▶ +	1	Rice
+	2	Fish
+	3	Meat
+	4	Vegetables
+	5	Cloth
+	6	Cable TV
+	7	Newspaper
*	(AutoNumber)	

Design View



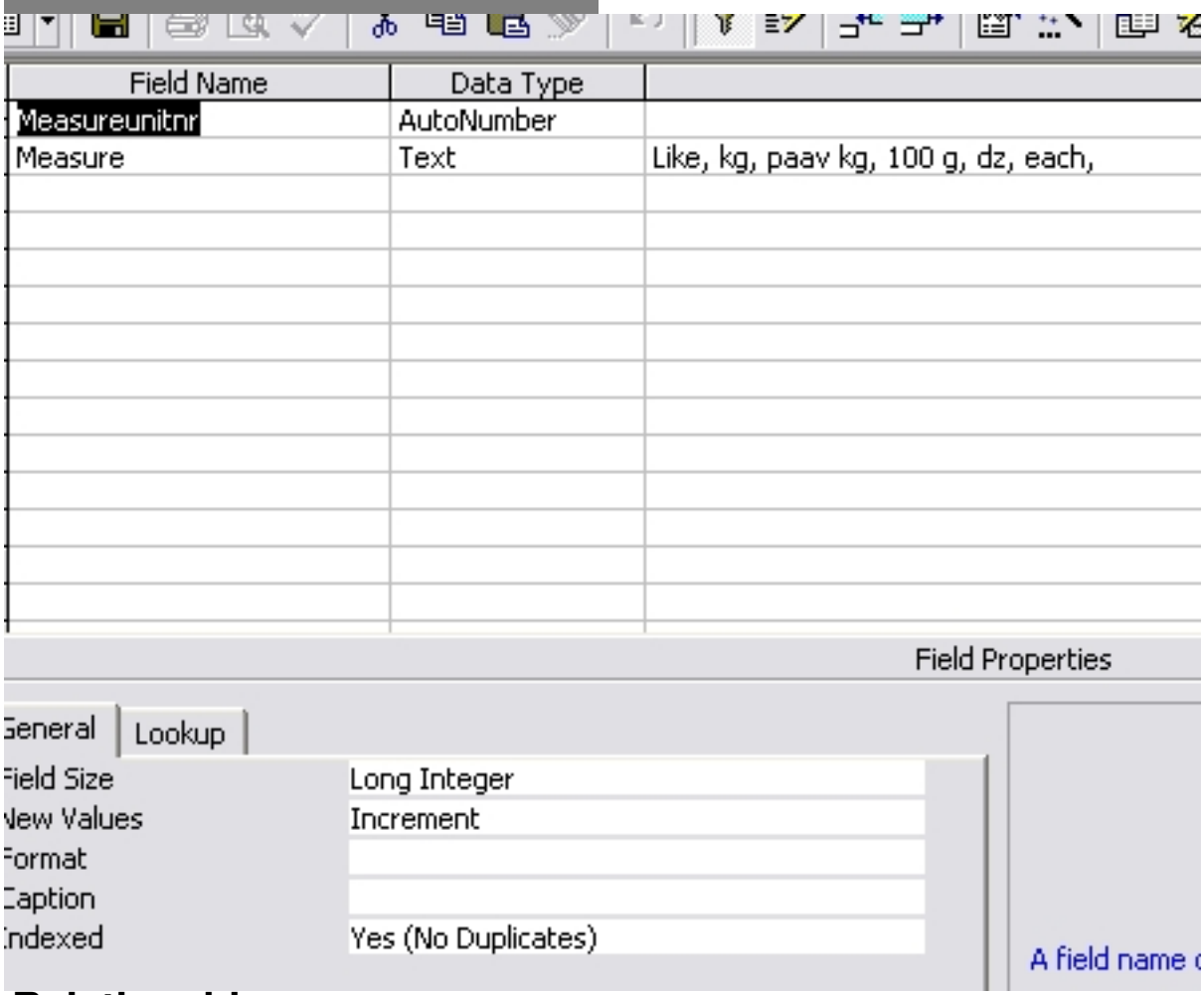
Note the text name of the expense should not inadvertently be repeated, so we make it indexed with N

Cash Transactions Table.

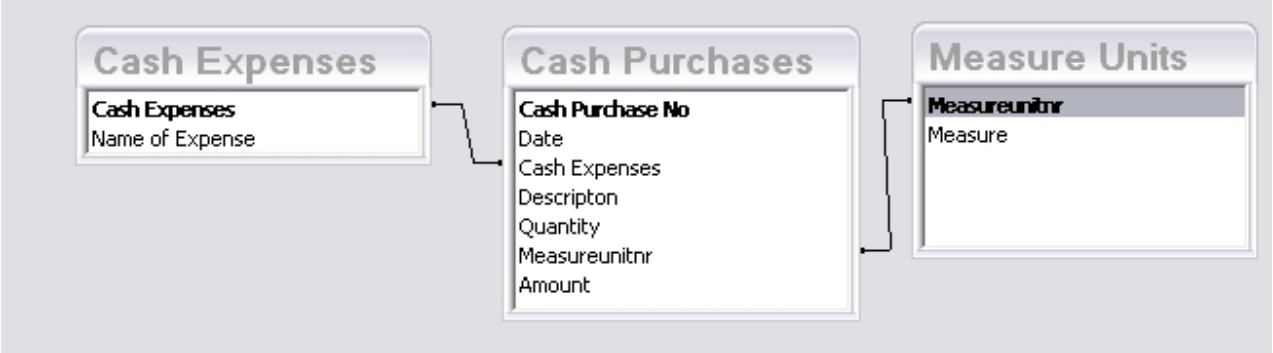


Measure Unit Table Data View and Design View

	Measureunitnr	Measure
+	1	Kg.
+	2	Qt. Kg.
+	3	100 g.
+	4	Yard
+	5	Feet
+	6	Meter
+	7	nos
+	8	Each
+	9	Dz.
+	10	Bunch
	(AutoNumber)	



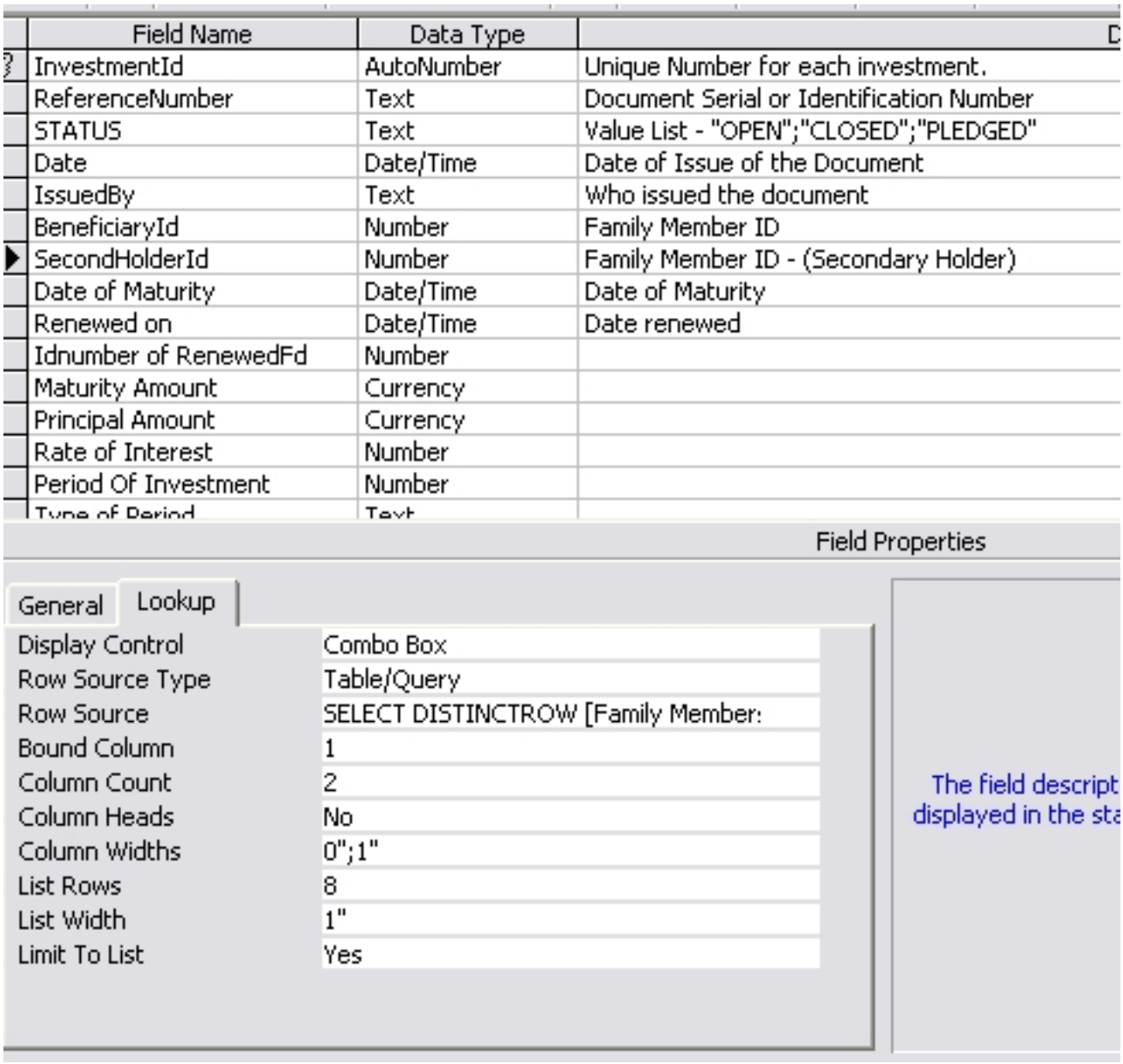
Relationships



Combinations.

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

Investments Table



Field Name	Data Type	D
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	
Type 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 descript
displayed in the sta