

FIGURE K-6: Filtered Customers table with one filter applied

Toggle Filter button

Filter icon indicates filter is applied to this field

All records displayed have R-1999 in Rep ID field

Customer ID	Customer	Address	City	State	Zip	Rep ID	YTD Orders	Prior Year Orders
10178	Seabird Surf Shop	1200 Market Street	Newport Beach	CA	91178	R-1999	\$5,342.00	\$6,857.00
10180	Backyard Wholesalers	1 Sea Breeze Way	San Diego	CA	92118	R-1999	\$7,722.00	\$8,675.00
10190	Nautical Gear Store	45 Main Street	Kingston	AZ	85207	R-1999	\$57,634.00	\$75,342.00
10210	Kite Nation	100 Seawind Drive	Long Beach	CA	92660	R-1999	\$452.00	\$0.00
10300	Desert Sports	14 Juniper Drive	Tucson	AZ	85701	R-1999	\$1,567.00	\$887.00
10301	Uncle Bob's Hardware	42 Bartlett Trail	Santa Fe	NM	87505	R-1999	\$10,987.00	\$9,265.00
10303	Camping Villa	Washington Street	Albuquerque	NM	87104	R-1999	\$6,545.00	\$6,653.00
10307	Bo's Builders	22 East First Street	Mesa	AZ	85201	R-1999	\$4,564.00	\$7,744.00
10308	Bravo Sporting Goods	441 Washington Street	Corpus Christi	TX	78409	R-1999	\$876.00	\$553.00
10309	Cowboy Sam Sports	1678 Park Drive	Austin	TX	78758	R-1999	\$4,365.00	\$7,985.00
10310	Bubba's Hobby Shop	18978 Hope Parkway	Austin	TX	78758	R-1999	\$7,650.00	\$2,543.00
10315	Hobby Village Depot	1767 Burnet Road	Dallas	TX	75226	R-1999	\$6,543.00	\$7,854.00
10316	Mr. Man's Camp Store	987 Montgomery Street	Chico	CA	95928	R-1999	\$678.00	\$446.00
10318	Tough Guy Supplies	88 Central Drive	Fresno	CA	93721	R-1999	\$7,858.00	\$9,853.00
10765	Slim's Bird Watcher	1536 Elm Street	Littleton	CO	80120	R-1999	\$2,097.00	\$8,978.00
11022	Hiking Heaven	678 Smithson Parkway	Chico	CA	95926	R-1999	\$5,436.00	\$8,675.00
11067	Wilderness Outfitter	4200 Vintage Highway	Sonoma	CA	95476	R-1999	\$5,786.00	\$3,322.00

FIGURE K-7: Custom Filter dialog box

Custom Filter

YTD Orders is greater than or equal to 5000

OK Cancel

FIGURE K-8: Customers datasheet with two filters applied

Selection button

All YTD Orders values exceed 5000

Customer ID	Customer	Address	City	State	Zip	Rep ID	YTD Orders	Prior Year Orders
10178	Seabird Surf Shop	1200 Market Street	Newport Beach	CA	91178	R-1999	\$5,342.00	\$6,857.00
10180	Backyard Wholesalers	1 Sea Breeze Way	San Diego	CA	92118	R-1999	\$7,722.00	\$8,675.00
10190	Nautical Gear Store	45 Main Street	Kingston	AZ	85207	R-1999	\$57,634.00	\$75,342.00
10301	Uncle Bob's Hardware	42 Bartlett Trail	Santa Fe	NM	87505	R-1999	\$10,987.00	\$9,265.00
10303	Camping Villa	Washington Street	Albuquerque	NM	87104	R-1999	\$6,545.00	\$6,653.00
10310	Bubba's Hobby Shop	18978 Hope Parkway	Austin	TX	78758	R-1999	\$7,650.00	\$2,543.00
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11022	Hiking Heaven	678 Smithson Parkway	Chico	CA	95926	R-1999	\$5,436.00	\$8,675.00
11067	Wilderness Outfitter	4200 Vintage Highway	Sonoma	CA	95476	R-1999	\$5,786.00	\$3,322.00

FIGURE K-9: New Query dialog box

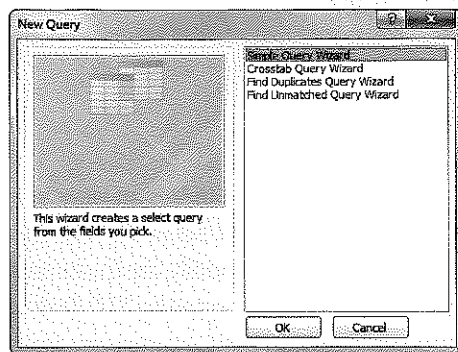


FIGURE K-10: Specifying a table and fields for a simple query

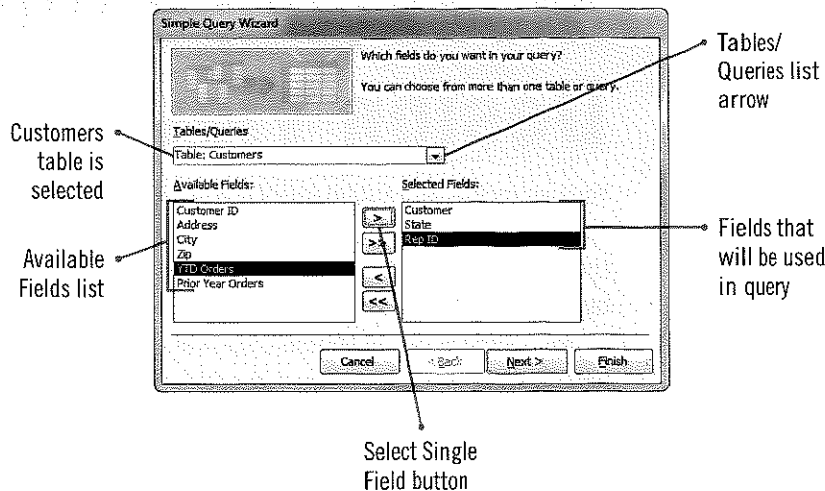


FIGURE K-11: Customers by State query results

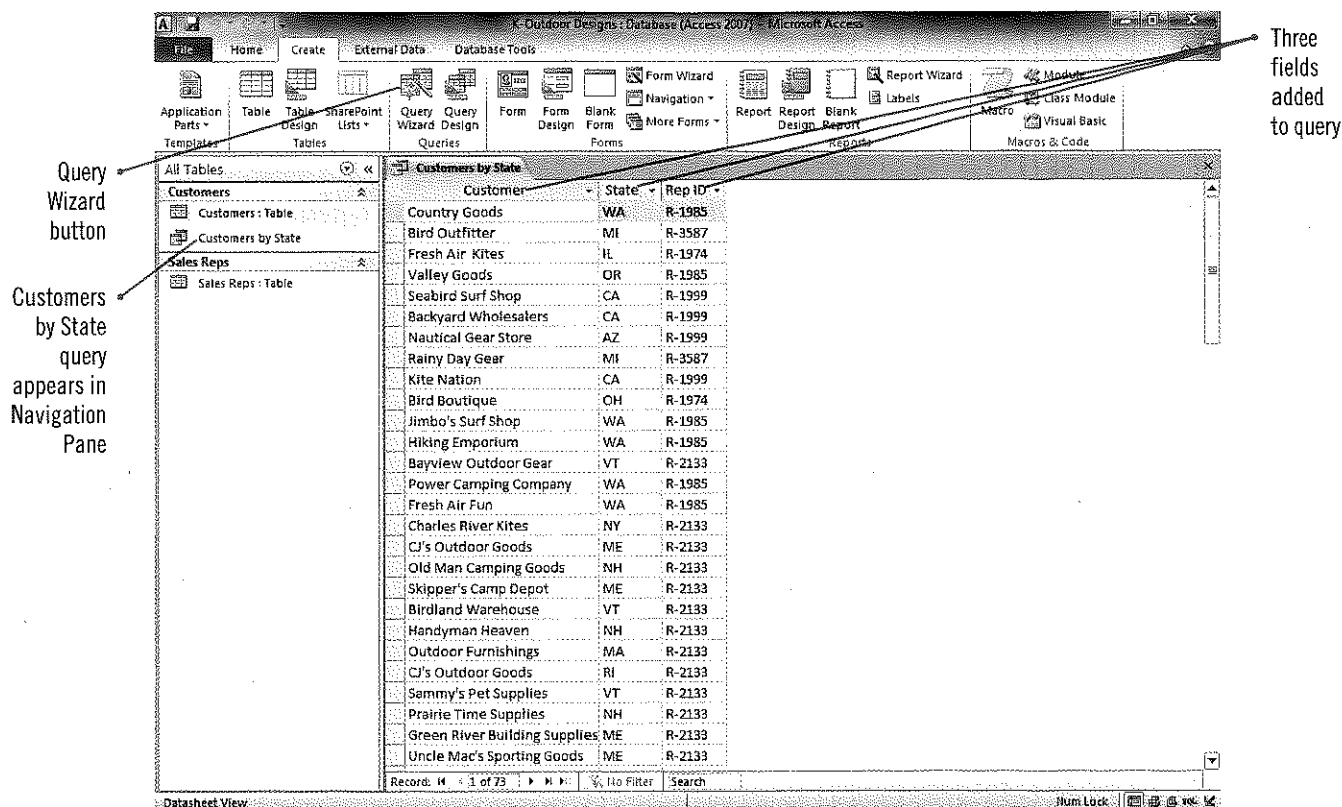


TABLE K-1: Select Field buttons in Query Wizard

button	use to
>	Move a single field to the Selected Fields area
>>	Move all available fields to the Selected Fields area
<	Remove a single field from the Selected Fields area and restore it to the Available Fields list
<<	Remove all fields from the Selected Fields area and restore them to the Available Fields list

FIGURE K-12: Adding a field to the Customers by State query in Design view

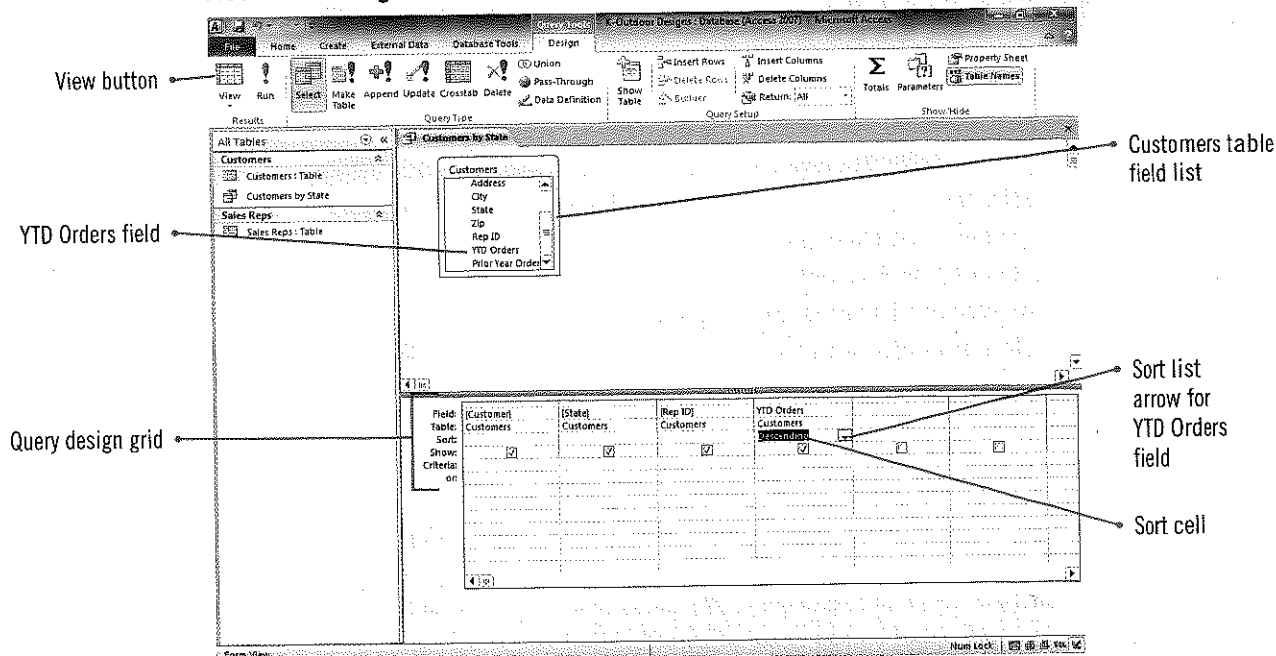


FIGURE K-13: Modified Customers by State query results in Datasheet view

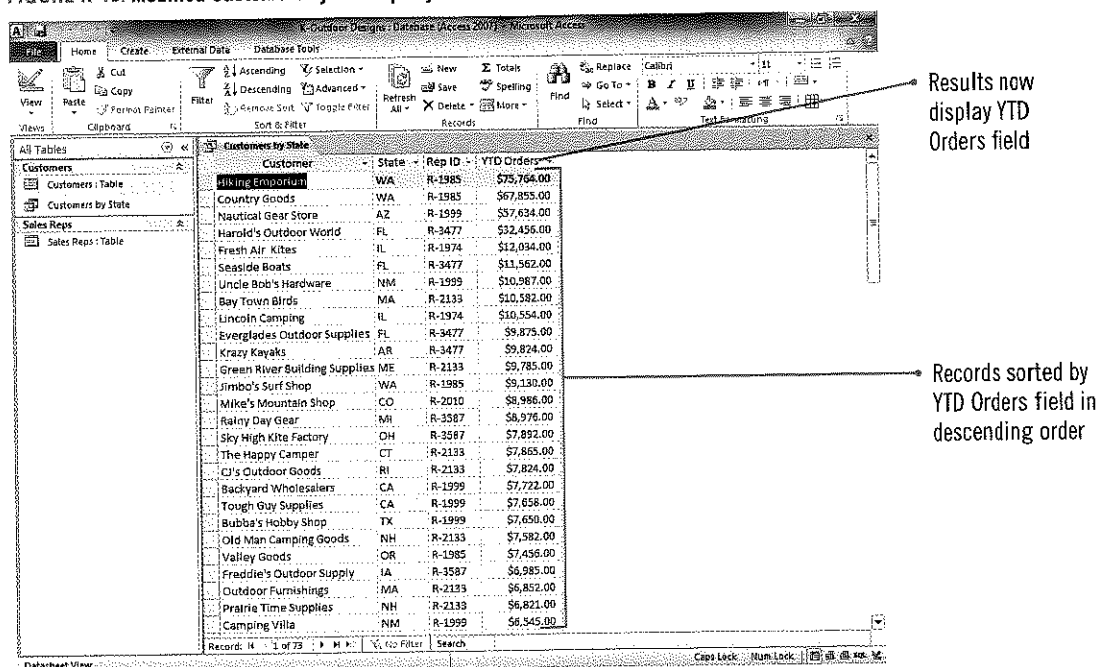


FIGURE K-14: Modified query in Datasheet view

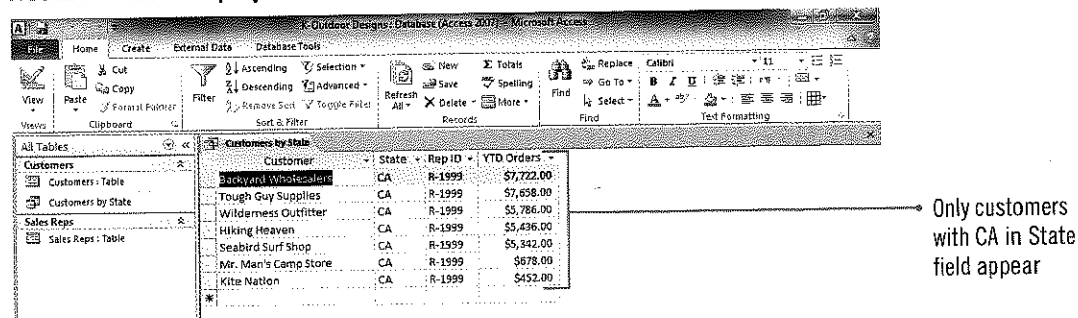


FIGURE K-15: Show Table dialog box

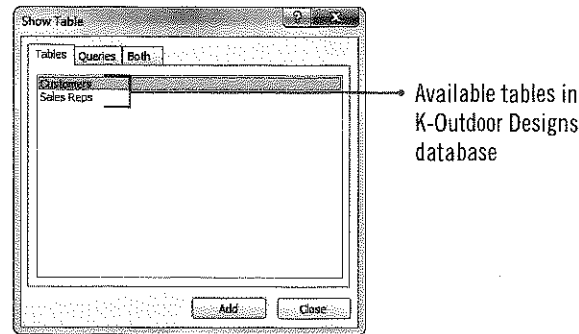


FIGURE K-16: Edit Relationships dialog box

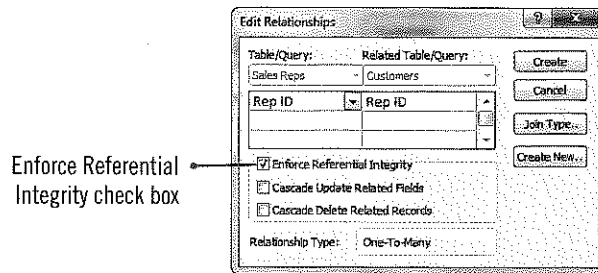
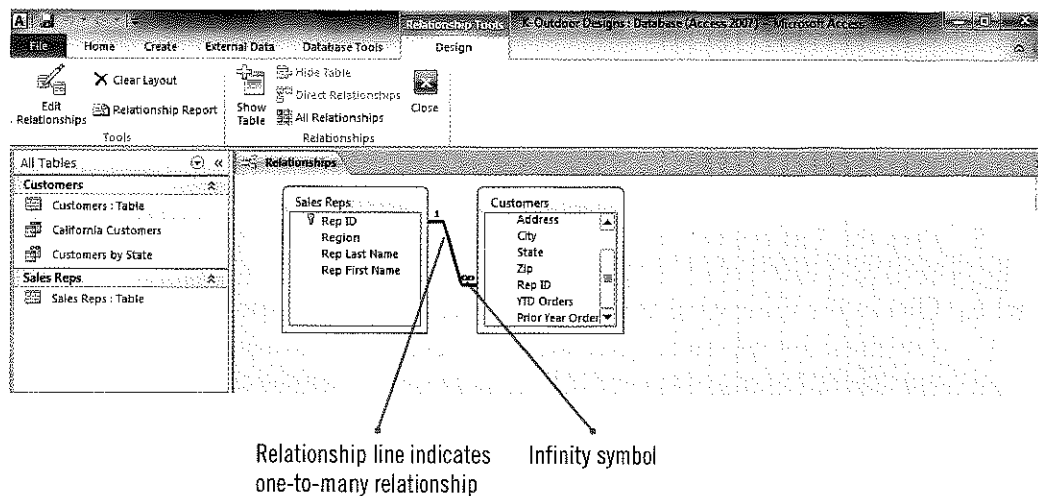


FIGURE K-17: Relationships window with a one-to-many relationship established



Understanding good database design

Creating a well-designed database requires careful planning. First, decide on the main goals of the database. What is its purpose? What data will it store? Once you decide this, you need to organize the database into categories of data. For instance, if your database will track information about your sports league, you might have categories called Teams, Players, Coaches, and Games. You can then turn each of these categories into tables in your database. Then, you need to define fields and the data types for each table. Remember

that each table must have a primary key field that uniquely identifies each record from any other in the database. Once you have created your tables, you need to decide how each table relates to the others in the database and set up appropriate relationships between them. You might need to add new fields to the tables to create these relationships. Creating a well-designed structure for your database will ensure that your data is easy to access, maintain, and update.

FIGURE K-18: Adding tables in Design view

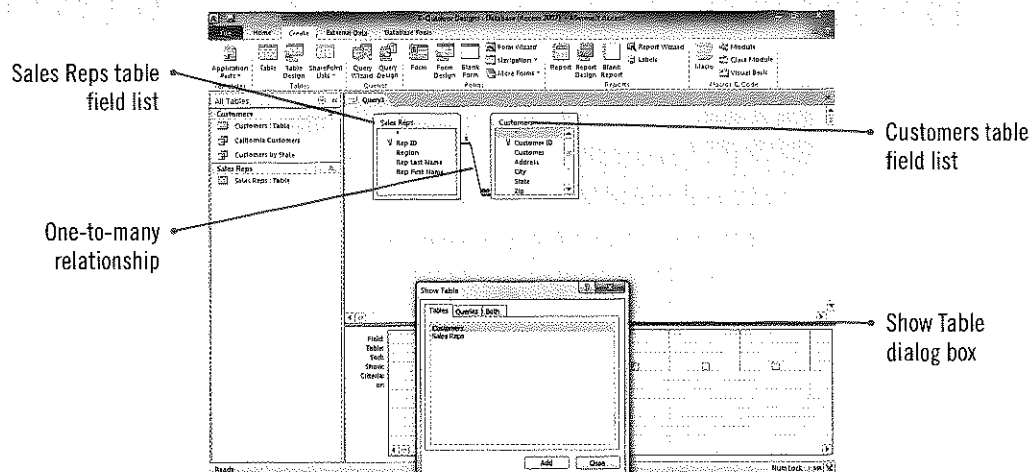


FIGURE K-19: Query with specified fields, sorts, and criteria in Design view

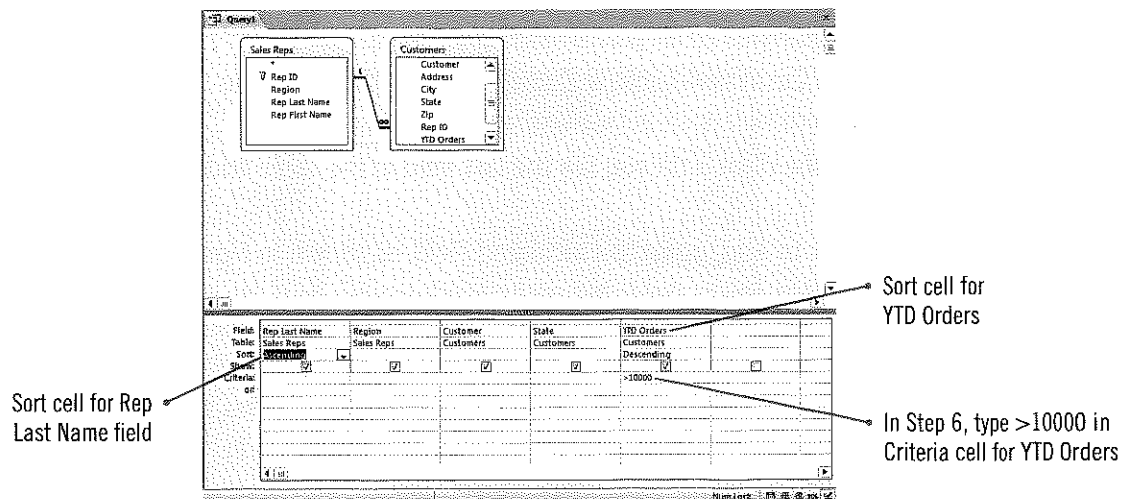


FIGURE K-20: Query results in Datasheet view

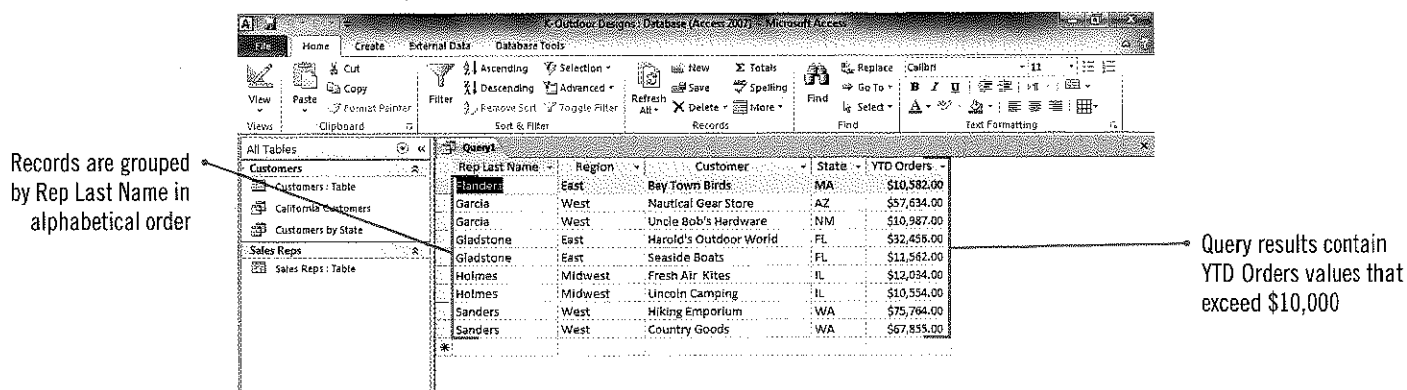


TABLE K-2: Comparison operators

operator	description
>	Greater than
<	Less than
=	Equals
<>	Not equal to

FIGURE K-21: Adding a calculated field to a table

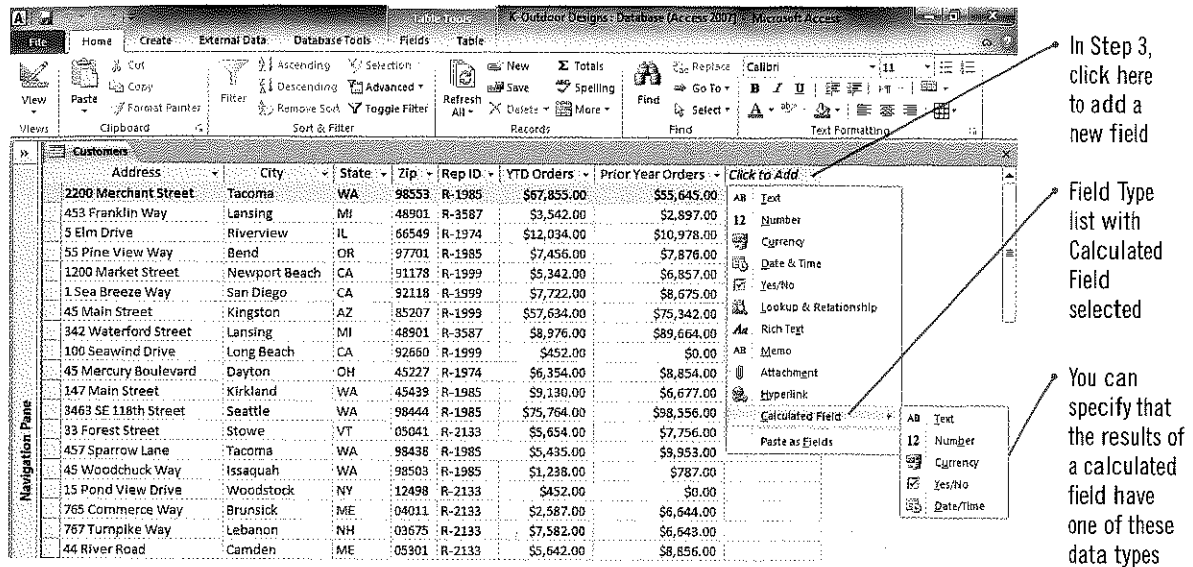


FIGURE K-22: Building an expression using the Expression Builder dialog box

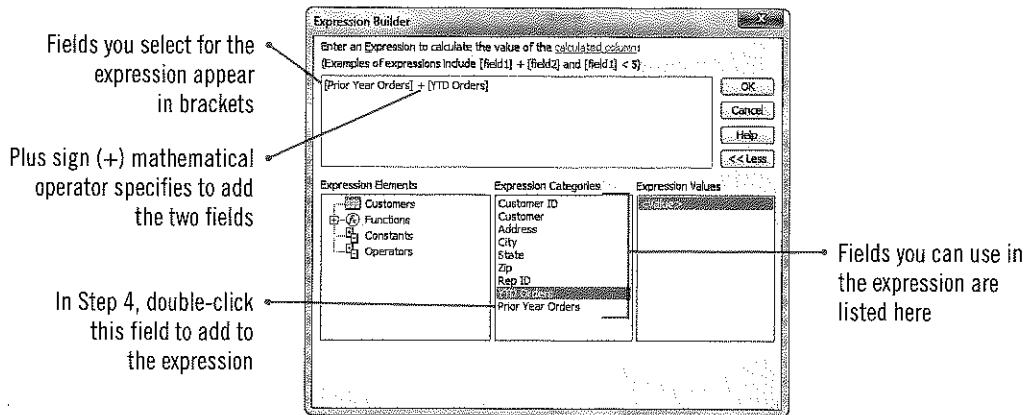


FIGURE K-23: Customers table with new calculated field added

