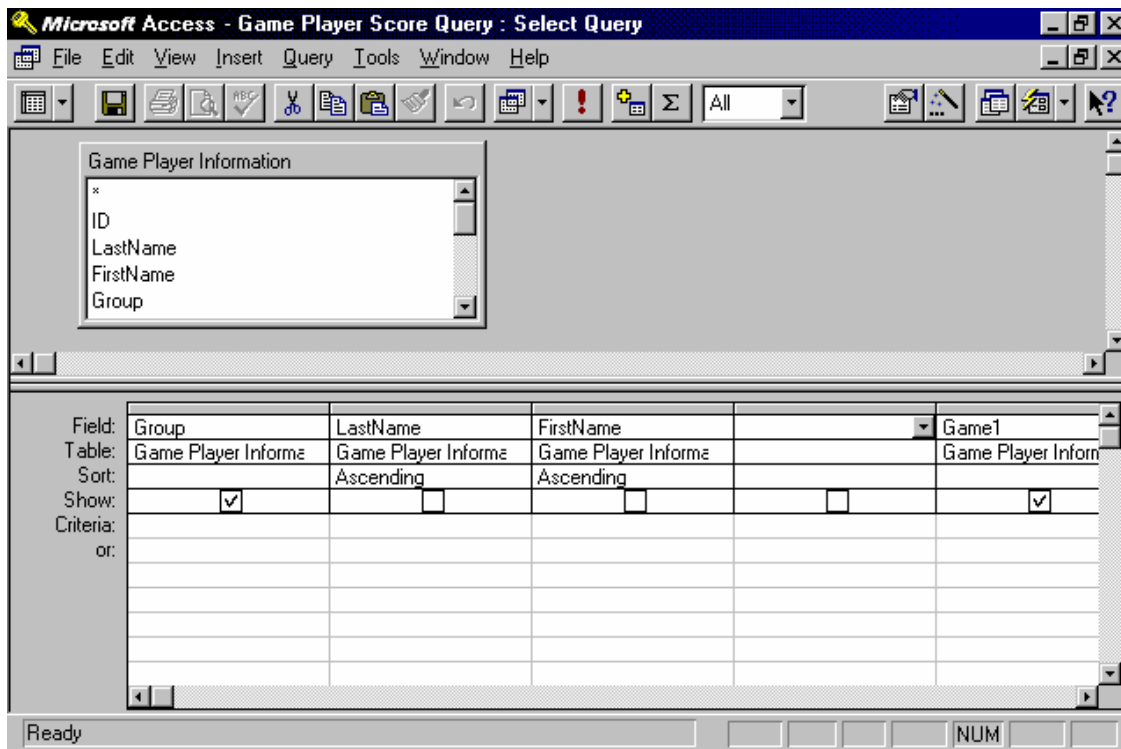
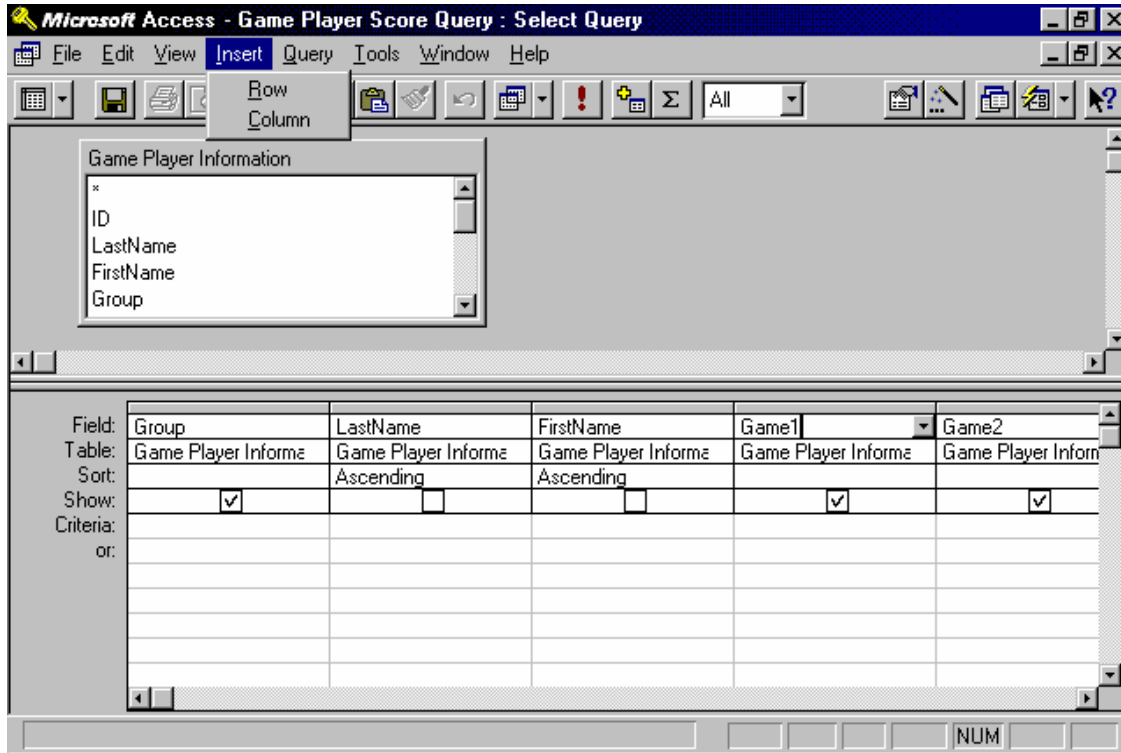


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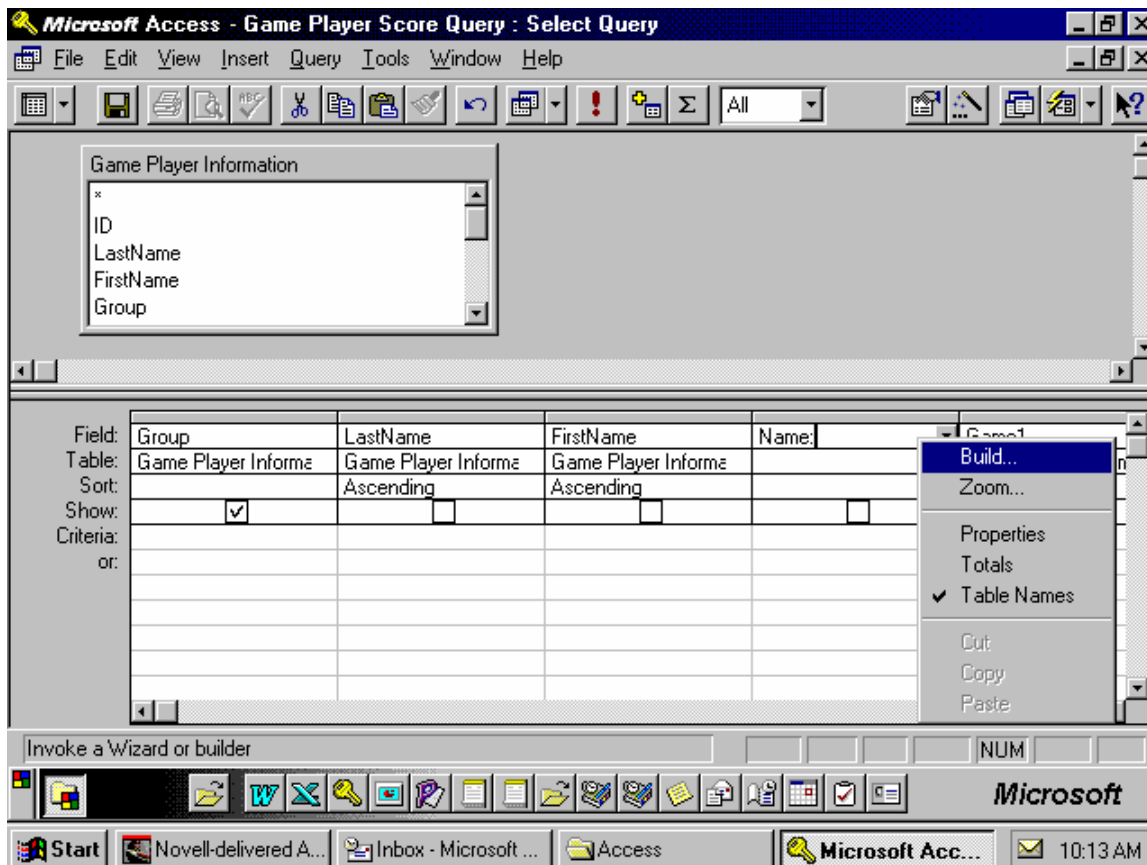
Calculated Fields - Inserting A Field

Click in the field to the right of where you want to place the new field. Next click on "Insert" and "Column".



Calculated Fields - Creating A “Calculated Field”

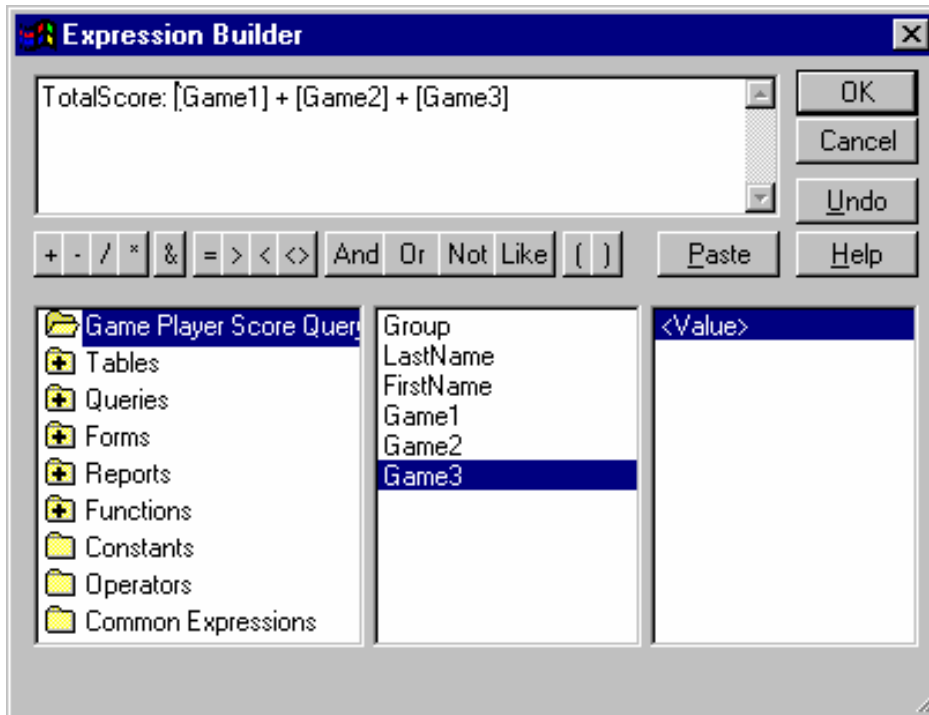
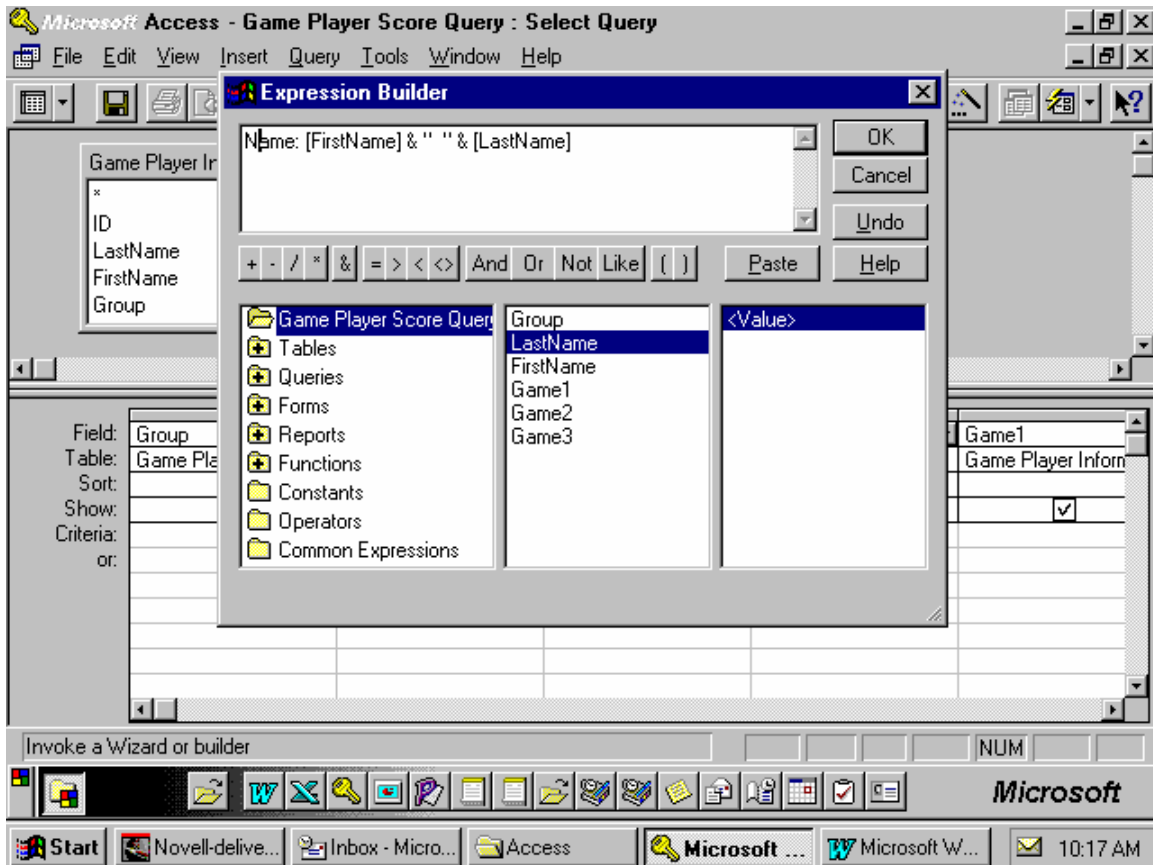
Type in the new field’s name followed by a “:” (“Name:” in the example below). Place your cursor immediately after the “:” and right click. A drop down box will appear; select “Build . . .”.



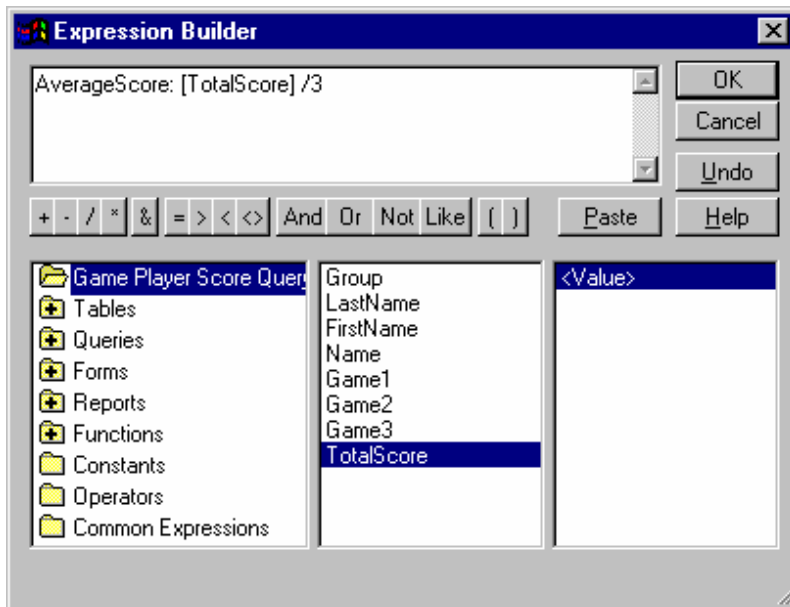
An “Expression Builder” will appear. You now can write an expression that defines what information will be placed in the field. The following three examples illustrate how to write expressions.

The first example combines the fields [FirstName] and [LastName] and places a double space between them. The “&” symbol combines information and the “ ” represents the double space. Often when an expression is written the Builder will place “<<expr>>” in the expression before field names. When this happens select the term by clicking and dragging over it and then press the “delete” key.

The second example illustrates how to add the values in fields [Game1], [Game2] and [Game3] to create a field called “TotalScore”. The third example divides [TotalScore] by 3 to compute an “AverageScore”.

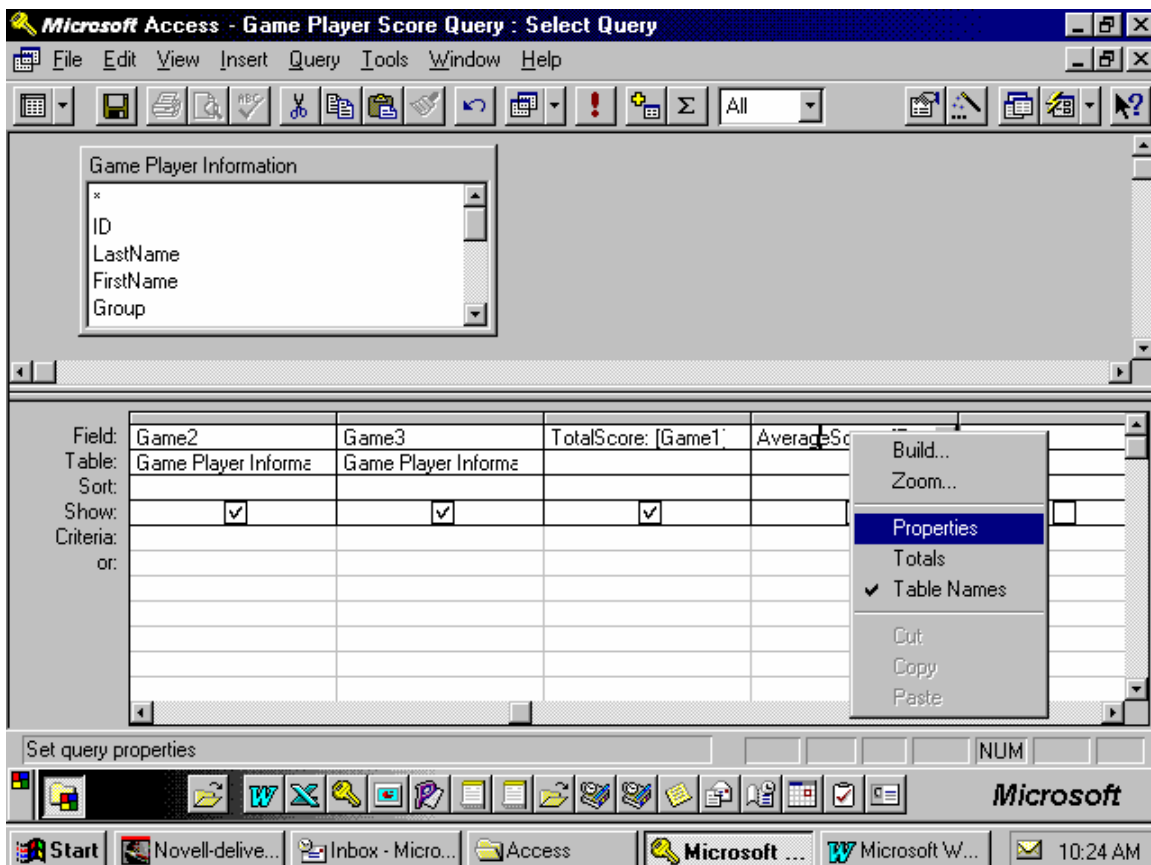


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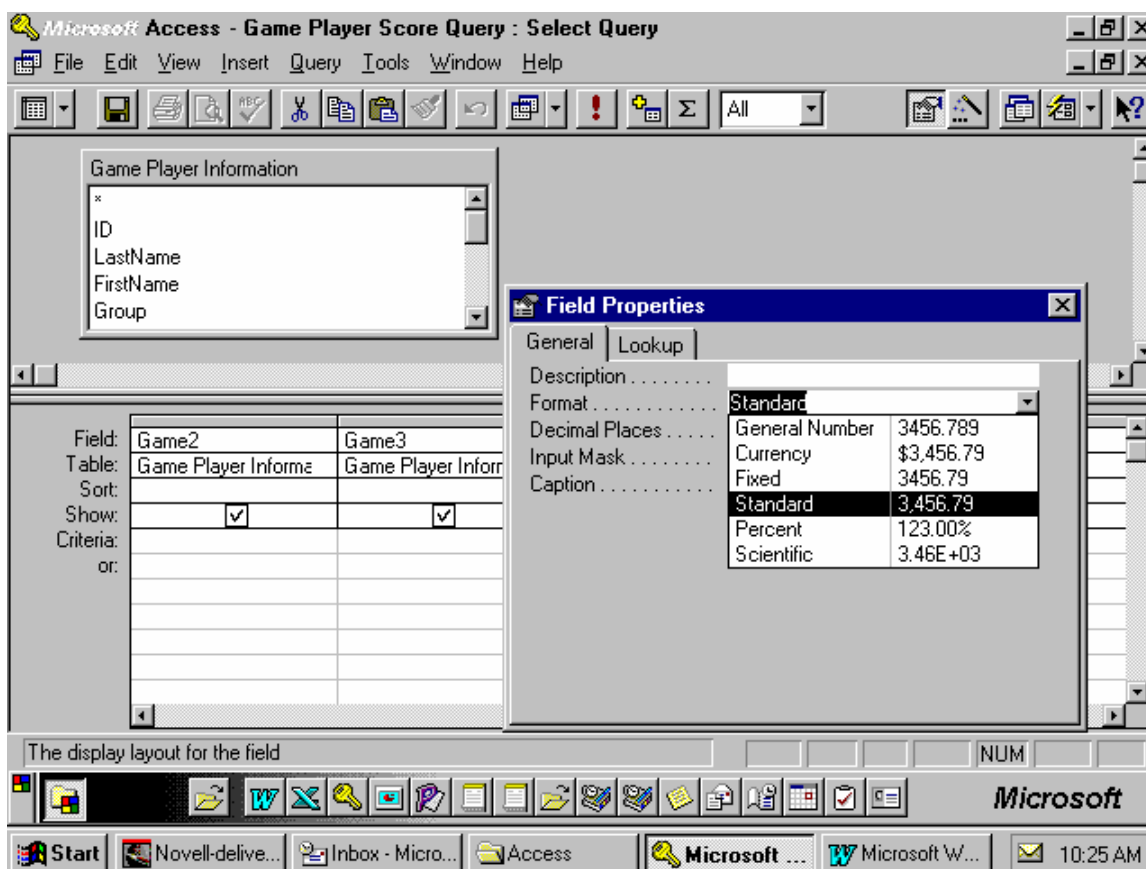
Field Properties

You can format a field's output by changing settings in its properties box. To access the properties box place the cursor in the field's name and right click. When the drop down box appears click on "Properties"



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A dialog box will appear that allows you to define the format for the field. In the example below the field is being defined as a standard number field which uses commas and decimals. “Input masks” are wonderful for formatting phone numbers, social security numbers and the like, however, the Access program must be set up properly for input masks to work. “Captions” allow you to display a different name for your field than the name already assigned to it. This can be helpful when longer, more descriptive names are necessary.



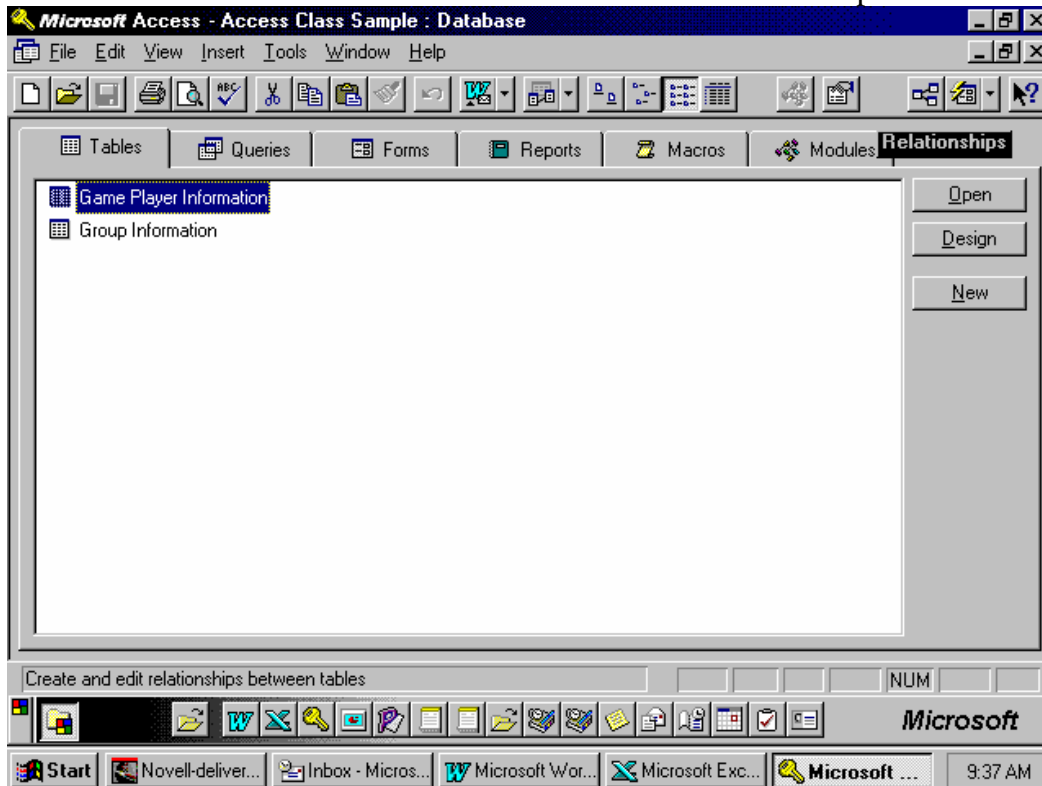
Relationships

In more complex databases you may have two or more tables that are “related” to each other. “Related” tables have one field in common and that field is used to cross reference information between the two tables. “Relationships” can be an extremely powerful tool for efficient data base design and reduced data entry work.

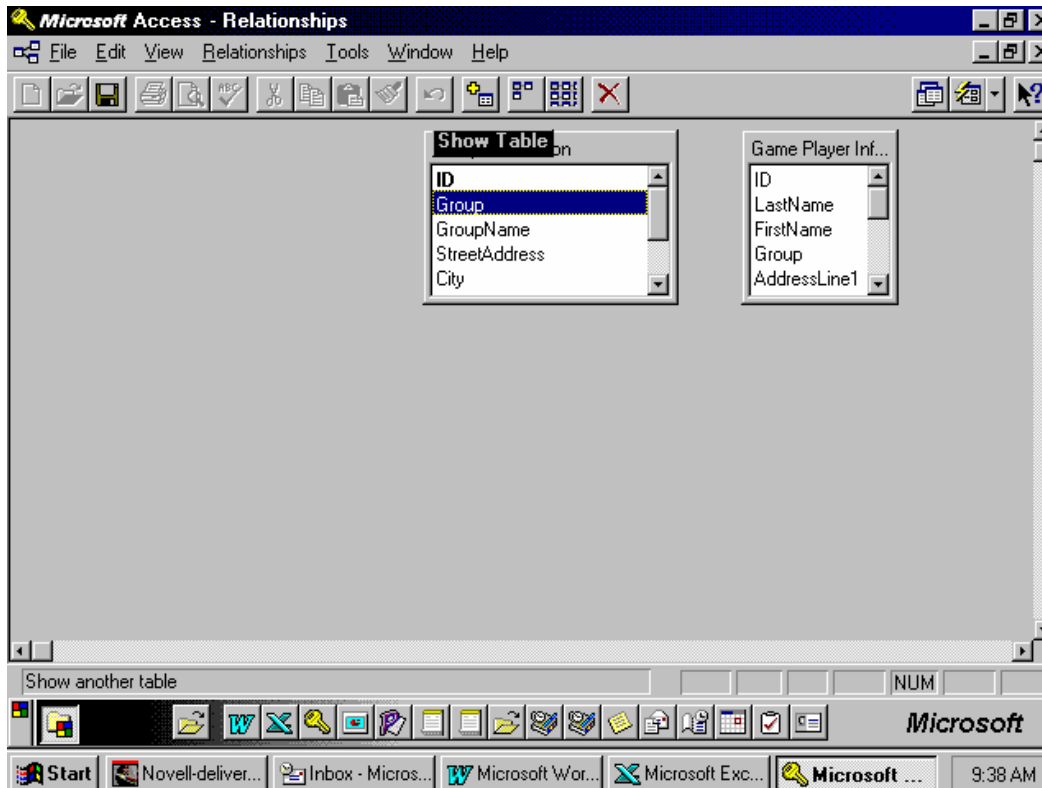
In the following example a related the tables [Game Player Information] and [Group Information] are related by the field [Group]. This relationship will allow you to write queries that combine information from both tables. To set up a relationship follow the steps shown below.

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From the main data base window find and click on the Relationships icon.

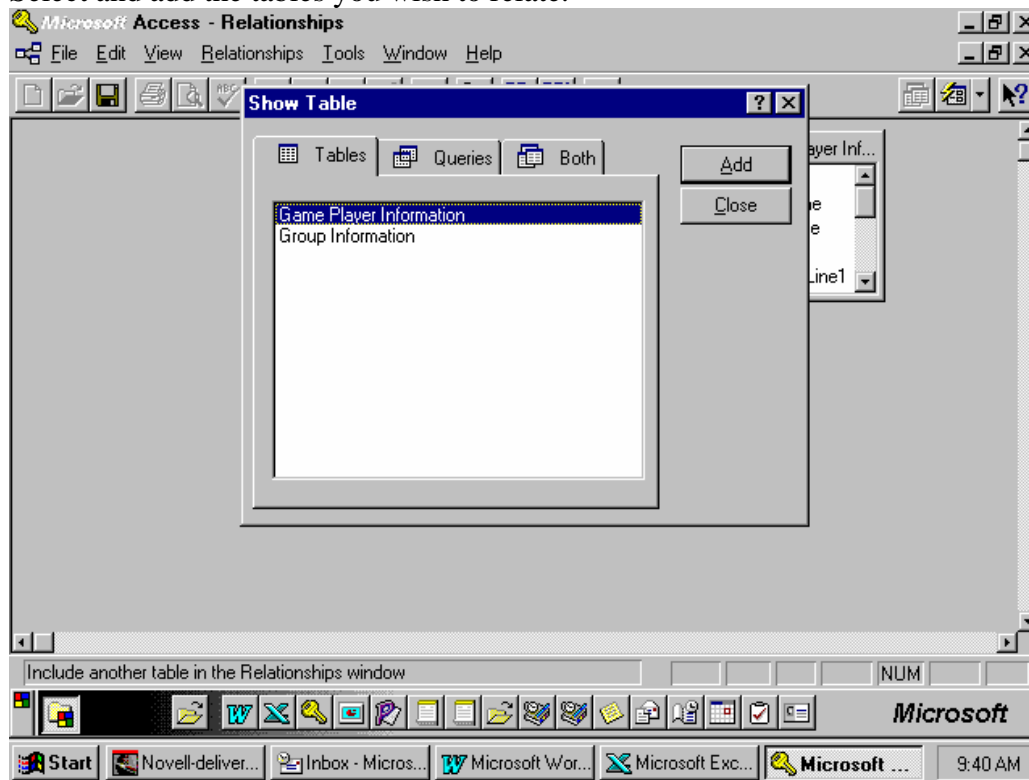


Next click on the "Show Table" icon

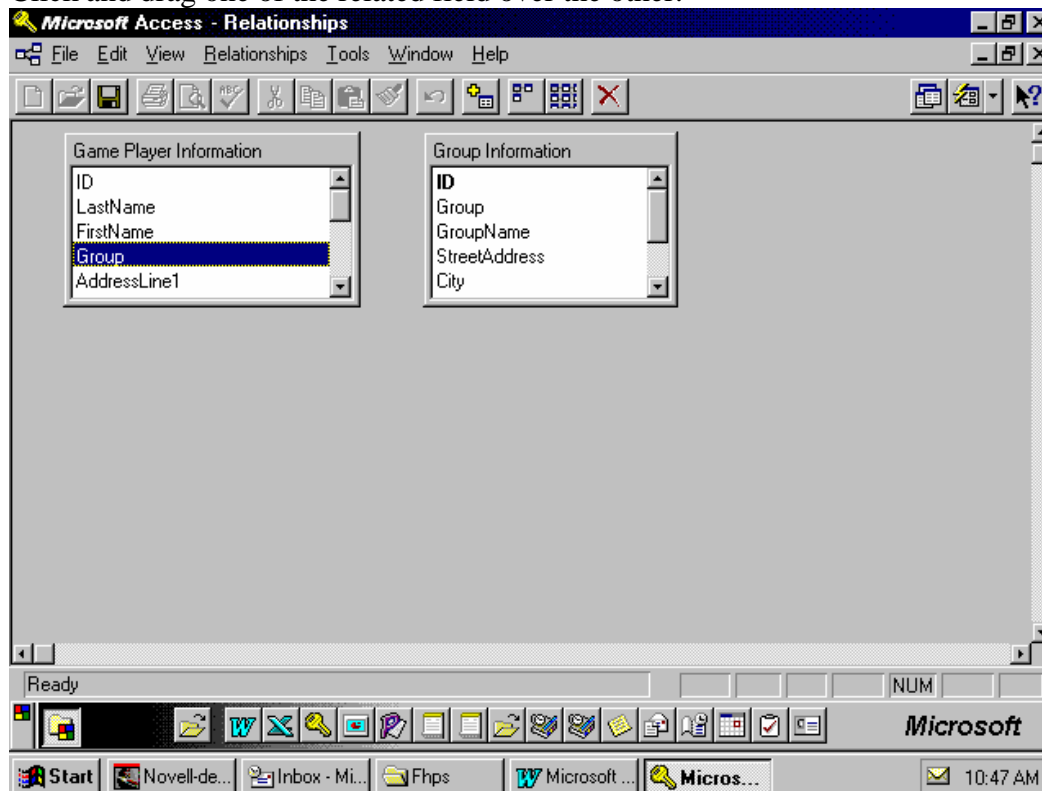


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Select and add the tables you wish to relate.

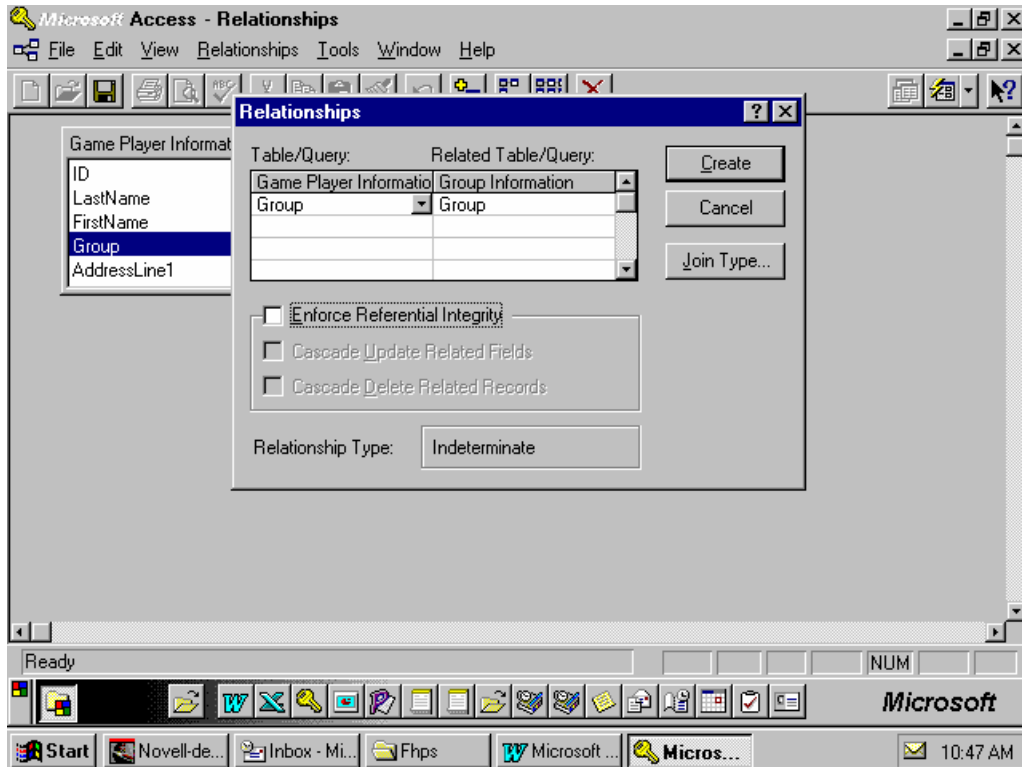


Click and drag one of the related field over the other.



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A relationships dialog box will appear. Check to make sure that the appropriate fields are related to each other and then click on create.



The relationship will show as a line connecting the fields.

