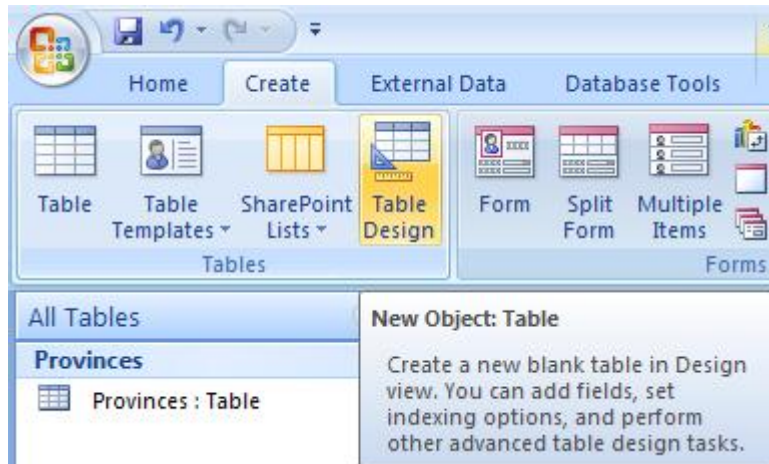


BTT10 Databases Step 2: Related tables and forms

Now that you have completed your first table in Access, we can create a second table and connect them together.

Go to the “**Create**” tab and click **Table Design**. This will create a new table in design view mode.

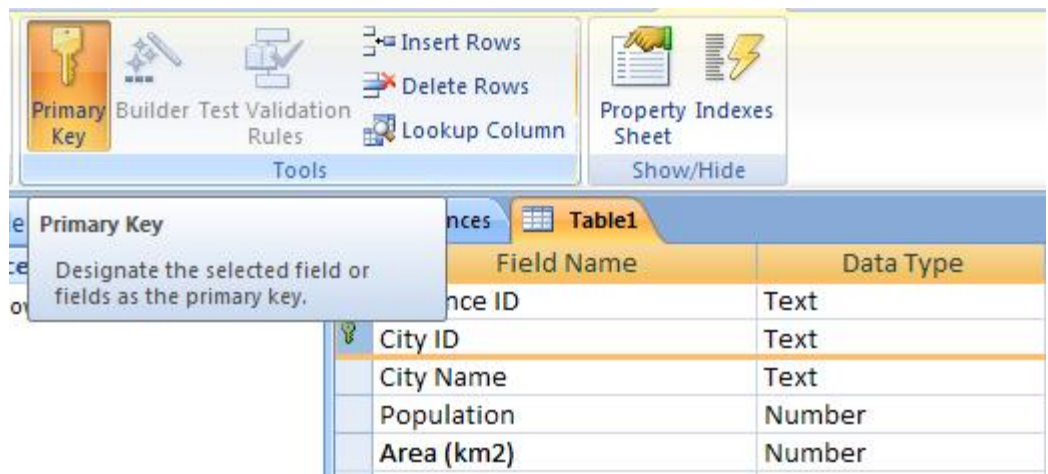


In this table, create four fields called Province ID, City ID, City Name and Population. If you're feeling ambitious, add Area as well.

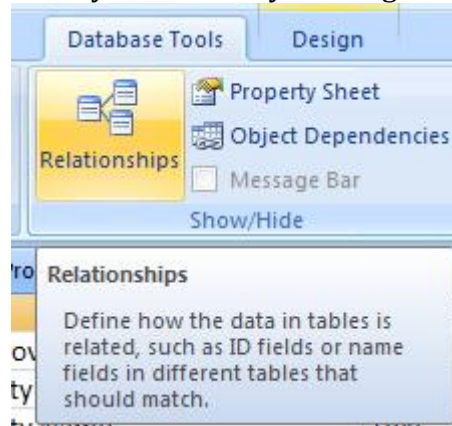
Field Name	Data Type
Province ID	Text
City ID	Text
City Name	Text
Population	Number
Area (km2)	Number

Next, we need to establish a primary key. For this table, we want two keys to keep it nicely organized by province and city.

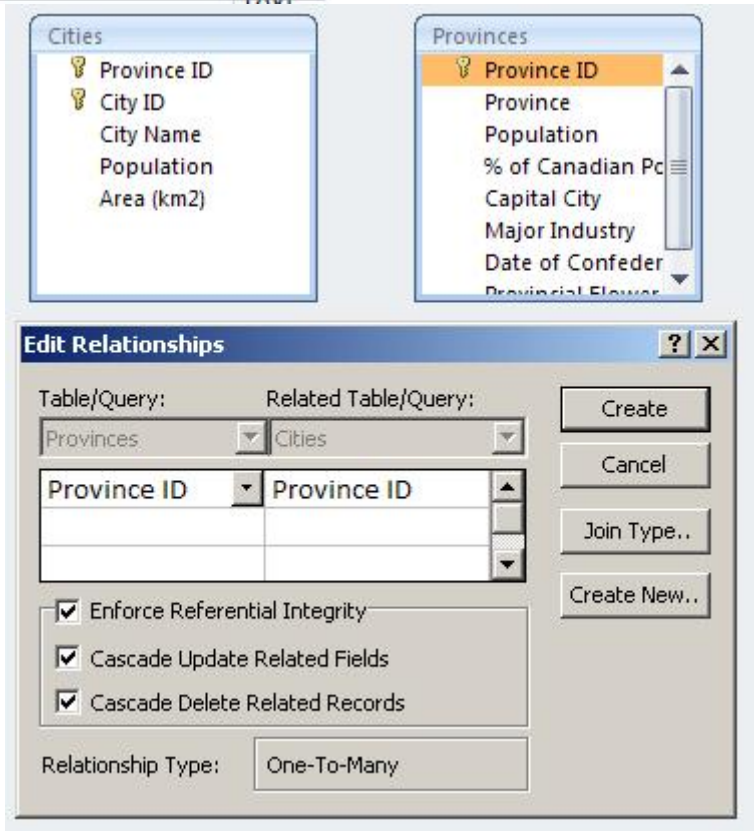
To accomplish this, select **Province ID** and **City ID** by shift clicking on the two fields. When both are selected, click the primary key button in the top left of the screen under the design tab. Remember to save your table. Call it “Cities”.



Now that your table is made, we need to connect it to our other table. This is done using a tool called **“Relationships”**. Click on the **Database Tools** tab and click on Relationships. It is near the centre of the tab menu. A window should pop up asking what tables you want to select. Pick both your tables by clicking **Add** then click close.

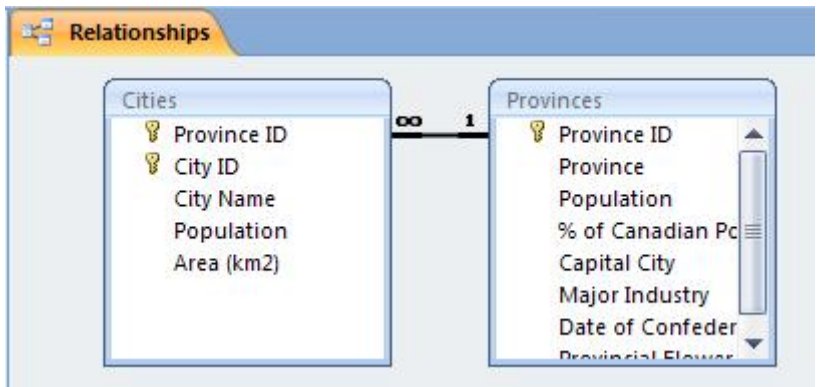


Next, click and drag the **Province ID** field from the Provinces table window to the Cities table window. This creates a relationship between these two fields. A window should pop up asking you how you want the relationship to work.

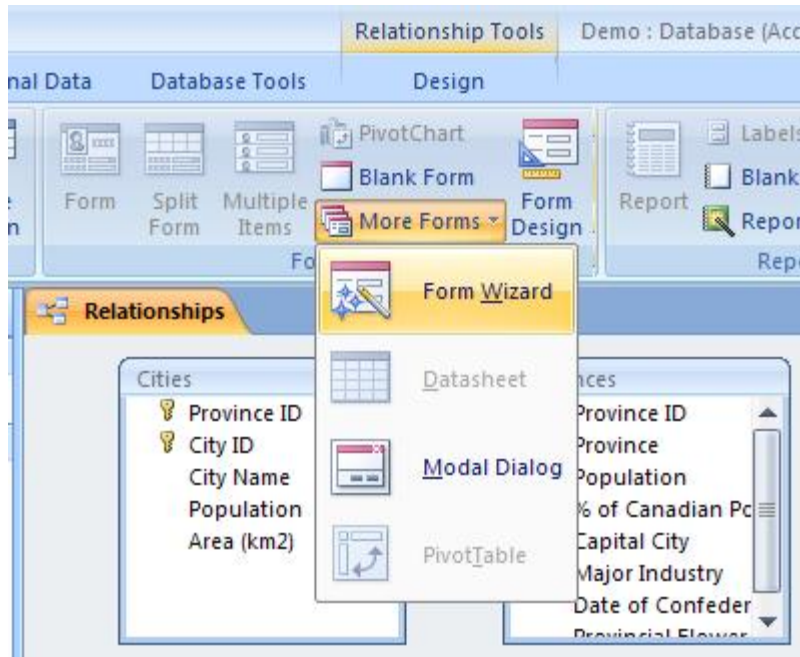


Click all three check boxes in the window to ensure that the fields will work together. Before you leave this window, make sure that the relationship type says **One-To-Many**. This is accomplished through the set up steps listed above. If the type is not One-To-Many, go back to the beginning and double check your work.

Your relationship window should now look like this:



Next, we will create a form to make entering data easier. Under the **Create** tab, click **More Forms** and **Form Wizard**.



In the window that pops up, add all the fields from the Provinces table and all the fields from the Cities table except Province ID because we already have Province ID from the Provinces table. Click next a few times until the window where you can select a style for your form. Select a style you like and click next and finish. Your form should now be displayed.

The form acts as a shell on top of your tables, making it an easier way to conceptualize data. When you add data to a form, it is automatically entered into your tables as well. With your new form, find five cities in each province and add their name and population to your city table using your form. In other words, enter the data using your form.