Kennesaw State University

University Information Technology Services

Microsoft Office Access 2013

Relational Databases and Subforms

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Introduction

Microsoft Access allows people to effectively and efficiently organize data. This document has been developed to show you how to use multiple tables and relational databases in Access 2013. The various sections presented in this document will help you to build a solid knowledge foundation of the software.

The Microsoft Access Booklet Series will provide you the necessary knowledge on how to use Microsoft Office Access 2013. Before reading this booklet, it is recommended that you read the following Access 2013 documents on the UITS Documentation Center at http://uits.kennesaw.edu/cdoc:

1. Microsoft Office Access – Intro to Access 2013
2. Microsoft Office Access - Forms

Objectives

The following objectives are covered in this document:

- Understanding the concept of relationships as they relate to tables.
- Knowing how to define data types for relationships.
- Having the ability to create a relationship.
- Understanding relationships and forms.
- Knowing how to create a form for a two table relationship.
- Knowing how to create a tab form for a multi-table relationship.

Relationships and Tables

The power of Access is the software's ability to create and maintain multiple tables. Access allows multiple tables to work together thereby giving you strong database management capabilities.

Using Multiple Tables in the Access Database

Users of Access begin to utilize the full strength of the system when they use multiple tables to manage data. For example, the following are two tables that could be used by a retail store that sells products to customers (see Figure 1).

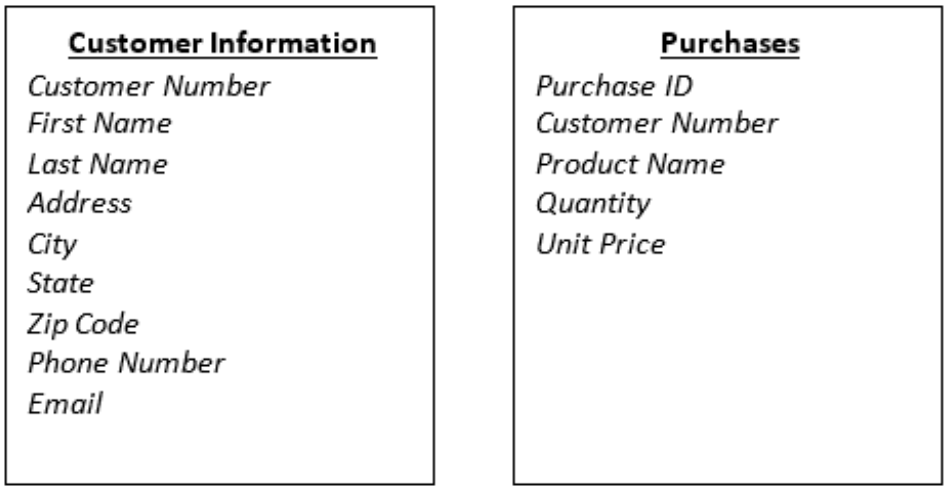

Figure 1 - Two Tables

It would be ineffective to attempt to include all of the fields presented in *Figure 1* in one table. It is much more efficient to create two tables and categorize the various fields within these tables.

An effective database used by a business, educational facility, governmental agency, etc. would ultimately have many tables.

Relationships Explained

When developing a database with multiple tables, it is important to understand relationships. Relationships allow the different tables to communicate with each other. When creating different tables, there must be one field that is common to the different tables. For example, *Figure 2* shows that the *Customer Number* field is common to both tables.