University Information
Technology Services

Microsoft Office Access 2016 for Windows

Relational Databases & Subforms

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

Copyright © 2016 KSU Division of University Information Technology Services
This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Division (UITS), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITS Division. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITS Division is expressly prohibited.

Published by Kennesaw State University – UITS 2016
The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from UITS use.

Microsoft product screenshot(s) reprinted with permission from Microsoft Corporation.

Microsoft, Microsoft Office, and Microsoft Access are trademarks of the Microsoft Corporation.

University Information Technology Services

Microsoft Office: Access 2016 for Windows

Relational Databases & Subforms

Table of Contents

Introduction 4

Learning Objectives 4

Relationships and Tables 5

- Using Multiple Tables in the Access Database 5
- Relationships Explained 6
- Relationships and Data Types 6
- How to Create the Relationship 7

Relationships and Forms 10

- Creating a Form for a Two Table Relationship 10
- Creating a Form with Tabs for a Multi-Table Relationship 15
  - Create the Main Form for your Customer Info Table 16

Additional Help 21

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 2016*. 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 2016*. Before reading this booklet, it is recommended that you read the following *Access 2016* documents on the UITS Documentation Center at http://uits.kennesaw.edu/cdoc:

- Microsoft Access 2016 – Intro to Access
- Microsoft Access 2016 – Intro to Forms

Learning 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.

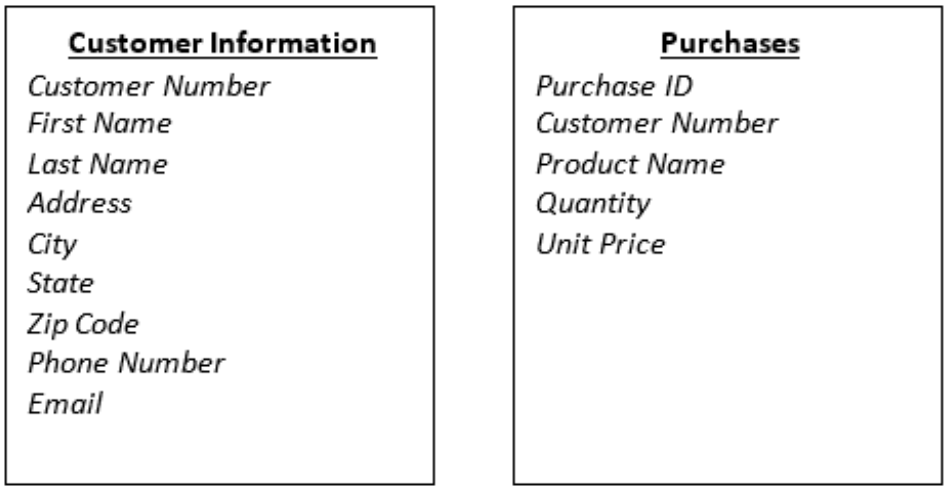

Figure 1 - Two Tables

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.

Click here to download full PDF material