Purpose: The purpose of this activity is to create relationships, between tables in Access and create forms and reports from multiple tables.

Learning Outcomes: Students will be able to:

* Create a new table.
* Create 1:N relationships between tables.
* Create forms and reports from data in two tables.

## Tasks-Creating a table:

1. Launch Access.
2. Open the WMCRM database that we created during the first week of classes.
3. In the Design View create a new table Contact which has the following columns:
   1. Field ContactID, type Number is the primary key of the table.
   2. Field CustomerID is of type Number and is required.
   3. Field ContactType is of type Short Text and is required.
   4. Field ContactDate is of type Date/Time, format Short Date, required = Yes.
   5. Field Remarks is of type Short Text and is required.
4. Save and close the table.

## Tasks-Establishing 1:N relationships between tables:

1. Each customer can contact the company in different ways multiple time. Whereas each contact is by a single customer. This means that there is a 1:N relationship between Customer and Contact tables.
2. Relationships button is in the Database Tools tab on the main ribbon.
3. Using this button create a relationship between Customer and Contact tables, so that:
   1. CustomerID (primary key of Customer table) becomes the foreign key in the Contact table.
      1. For this to work, Contact table should have a column CustomerID already created in it.
   2. Enforce referential integrity.
      1. For a value of customer id to be added in the Contact table, it has to first exist in the primary key column in Customer table.
4. In the Datasheet view add data to the Contact table shown in figure AW-2-19 on page 113.
   1. If referential integrity is not followed, data entry will lead to errors. (Most common cause of errors)

## Tasks-Creating forms and reports from two tables:

1. Using the form wizard create a CUSTOMER\_CONTACT\_FORM consisting of all fields from the CUSTOMER table and Contact\_Date, Contact\_Type and Remarks columns from CONTACT table.
   1. View your data by Customer as “Form with subforms”
   2. Default datasheet layout will work.
2. Using the report wizard create a CUSTOMER\_CONTACT report consisting of LastName, FirstName, Phone, Fax and Email from CUSTOMER table and ContactDate, ContactType and Remarks from CONTACT table.
   1. View the data “By CUSTOMER”
   2. We won’t group the data
   3. Sort data by ContactDate, Ascending
   4. Leave the layout as Stepped, but change the orientation to Landscape
3. Save and submit your .accdb file on D2L.