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Firstly, you import the csv files using the text file option.

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Next you locate the csv files that are required.

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Then you click next

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Make sure that you have the First row contains field names checked.

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Then you click next after that

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Make sure that you choose your own primary key as this will be key for later.

So, make sure that button is clicked.

Then click finish.

And repeat that for the other CSV files.

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There is a mistake throughout the database. What happened is when importing the CSV files there was a space before a quotation mark, so it thought that it was a single character. So, all the values moved to the right by one space.

So, the fix was the to remove all the quotation marks and move the data one place to the left.

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So now we need some relationships between the different tables. And to do that we need to open the relationship tabs.

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Relationships is under Database tools so click on that.

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As you can see you have your tables on the right so click on them to bring them up.

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Your relationship table should look like this so now what need to happen now is the relationship table. Do this by dragging the key and putting It into the next table

There is an issue, one of the tables violate another’s rules.

This is because there is an 8 in the orders table when there are only 7 items that can be ordered

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Only seven items

**So, to solve this issue I deleted the record of that order being 8.**

**Now it is only seven and the tables will link together.**

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**When adding the relationships make sure you check integrity is enabled.**

**So now we need to add reports for the database. To do this we need to locate the report wizard which is located in the create tab** A screenshot of a computer

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**Now we need to click on report wizard.** A screenshot of a computer

Description automatically generated**then you want to select your table for me I am doing customers first. So go ahead and select that then you need to add all the tables you want. For me I want to add all the tables so I will click the double arrows to add it all.** A screenshot of a computer

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**The you want to click next and then again as we don’t need to touch these settings at all**

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Description automatically generated**finally it should look like this. This is where you need to rename the report to something like Customers\_report or another name like that. This is because we already have a Customers table with the name of Customers and it will genereate errors within access in the future.**

**Then click on finish I have repeated this three different times because I have only three tables to do.**

**Now we need to add search queries and to do this we still need to be in the create tab. But instead we need to click on the query design.**

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**This is important as we want to make our own parameters.**

**Now we need to add our tables we imported earlier**

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**Now at the bottom of the screen you will see a grid. At the top there is a field tab I want to add a First name search to find all the people with a specific first name. so I need to add the first name field in the customers table**A screenshot of a computer

Description automatically generated

**In the criteria section you want to put like =[what is your first name? ] be sure to add the customers last name.**

**I repeated this an extra three times.**