

DEFINING ONE-TO-MANY TABLE RELATIONSHIPS

There are several different ways to define Table Relationships. When a table is first created using a Table Wizard, an opportunity is provided to define the relationships. Relationships can also be defined in the Database window or in Design view. The last method provides more control over the Table Relationships. It also displays a quick snapshot of all the relationships for the database.

- ❖ Open the file **Chamber Access Training** from the area where it was stored.
- ❖ Under the **Objects** pane, choose **Tables**.
- ❖ In the list of tables, choose **Productions**.
- ❖ Click the **Design** button on the toolbar (see illustration at right).
- ❖ Once the table is in **Design View**, click the **Row Selector** for the **ID Show** field.
- ❖ Do one of the following:
 - Click the **Primary Key** button on the toolbar (see illustration at right).
 - Click **Edit, Primary Key** on the **Menu Bar**.
- ❖ Save the changes and close the table.
- ❖ In the **Database** window do one of the following:
 - Click the **Relationships** button on the **Database** toolbar (see illustration at right).
 - Click **Tools** on the **Menu Bar** and then select **Relationships** from the list of options.
 - If any relationships had been created earlier, they would display in the dialog box that appears.
- ❖ Do one of the following, if necessary:
 - Click the **Show Table** button on the **Relationship** toolbar (see illustration at right).
 - Click **Relationships** on the **Menu Bar** and then select **Relationships** from the list.
 - If tables haven't been selected yet, the **Show Table** dialog box should appear automatically.
- ❖ In the **Show Tables** dialog box, hold down the **Shift** key and then click the last table in the list, **Time bands**.
- ❖ All the tables in the dialog box should be highlighted (see illustration at right).
- ❖ Click the **Add** button in the **Show Tables** dialog box.
- ❖ This will add all the tables to the relationships window.
- ❖ Click the **Close** button to close the **Show Table** dialog box.
- ❖ In the **Relationships** window, in the **Clients** box, click and hold the pointer over the **IDClient** field. The mouse pointer will turn into a little rectangle.
- ❖ Drag the mouse pointer to the **AnswerableID** field in the **Invoices** table box.
- ❖ Release the mouse button.
- ❖ The **Edit Relationships** dialog box will appear.
- ❖ In the **Edit Relationships** dialog box, click **Create**.
- ❖ This will create a **Relationship** between the **Clients** and **Invoices** tables.

