

# SEI Database

## Forms & Main Menu

### A. Set Up

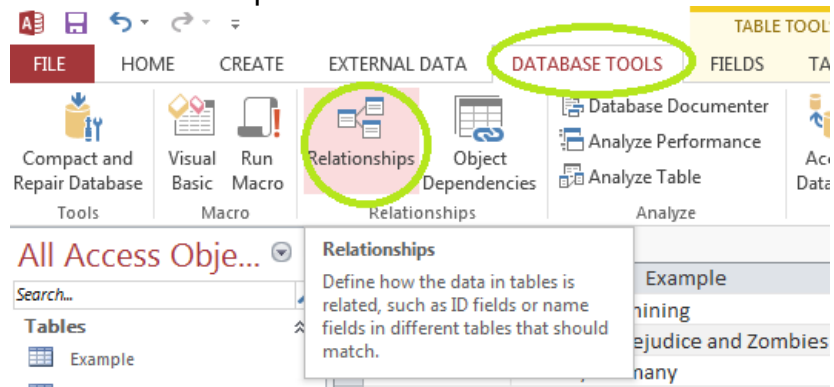
1. This program needs two files: SEI.acdb and computer.png.
2. It has two tables: The SEI table and the Example table.

| ID    | Term                                 | Definition  | Click to Add |
|-------|--------------------------------------|---|--------------|
| 1     | Digital Citizenship                  | Legal, ethical and responsible use of IT                          |              |
| 2     | Integrity                            | Integrity is accurate data that matches the real world.           |              |
| 3     | Globalization and Cultural Diversity | Lessening international borders to increase trade.                |              |
| 4     | Reliability                          | Hardware that works as it is intended in all situations.          |              |
| 5     | Privacy                              | The ability to control the release of your own data.              |              |
| 6     | Policies                             | Documents that govern behaviour.                                  |              |
| 7     | Standards and Protocols              | Detailed rules to allow networked communication.                  |              |
| 8     | People and Machines                  | IT has increased the role and the power of machines in our lives. |              |
| 9     | Intellectual Property                | Ownership of your creations and ideas.                            |              |
| 10    | Surveillance                         | Watching people's actions and online behaviour.                   |              |
| 11    | Authenticity                         | Proving you are who you say you are.                              |              |
| 12    | Digital Divide                       | Some groups do not have access to IT; this disadvantages them.    |              |
| 13    | Security                             | Preventing unauthorized access to data.                           |              |
| (New) |                                      |   |              |

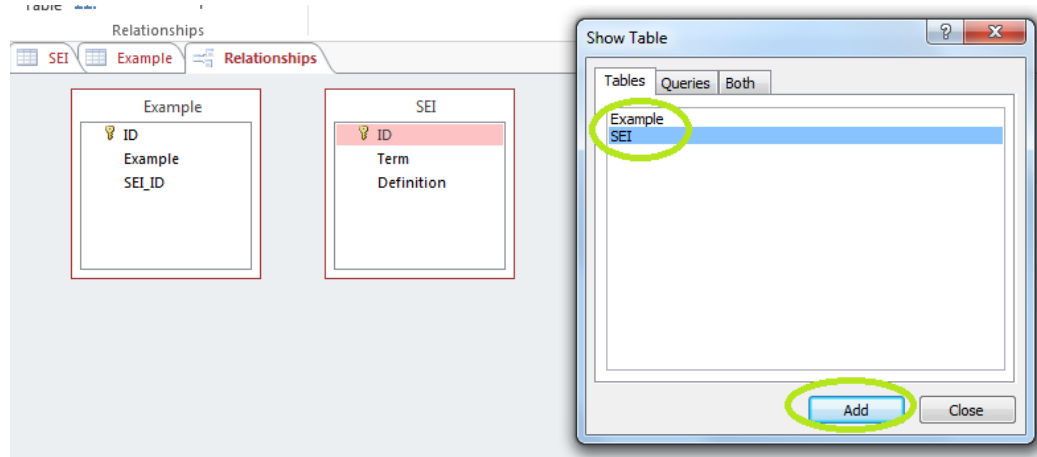
| ID | Example                         | SEI_ID | Click to Add |
|----|---------------------------------|--------|--------------|
| 1  | Target Datamining               | 5      |              |
| 2  | Pride and Prejudice and Zombies | 9      |              |
| 3  | Thessa, Germany                 | 1      |              |
| 4  | Cameron Reilly                  | 1      |              |
| 5  | CEAL Simulator                  | 8      |              |
| 6  | Foldit                          | 8      |              |
| 7  | Sony PlayStation Hack           | 13     |              |
| 8  | MET Supercomputer               | 8      |              |
| 9  | Anela Merkel                    | 10     |              |
| 10 | Twitter's Privacy Policy        | 6      |              |
| 11 | PIPEDA                          | 6      |              |
| 12 | PHIPA                           | 6      |              |
| 13 | CASL                            | 6      |              |
| 14 | Zuckerberg - New social norms   | 5      |              |
| 15 | Blue Kai                        | 5      |              |

### B. Establish a Relationship

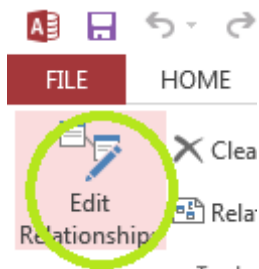
3. Go to database tools and relationships.



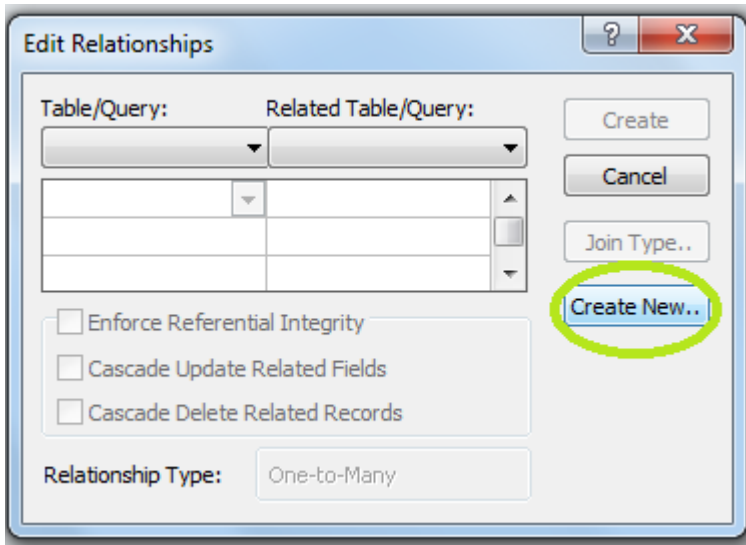
4. Select both tables.



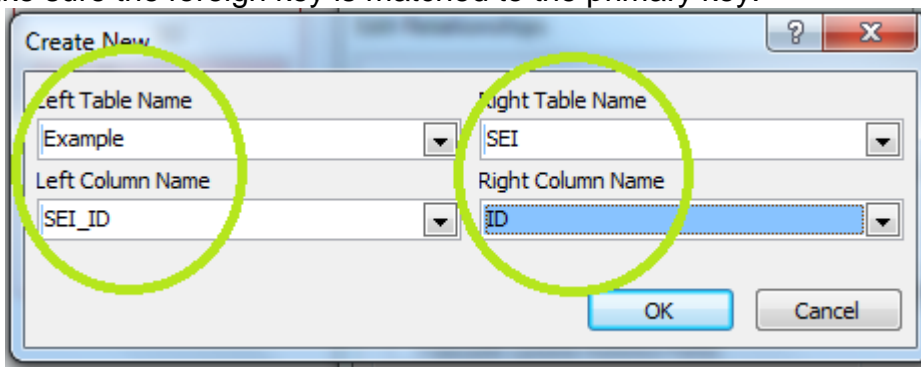
5. Choose to edit the relationship.



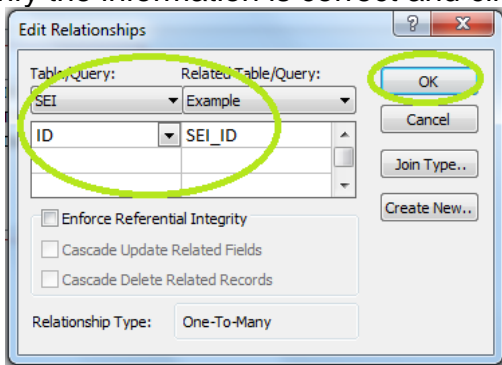
6. Choose Create New:



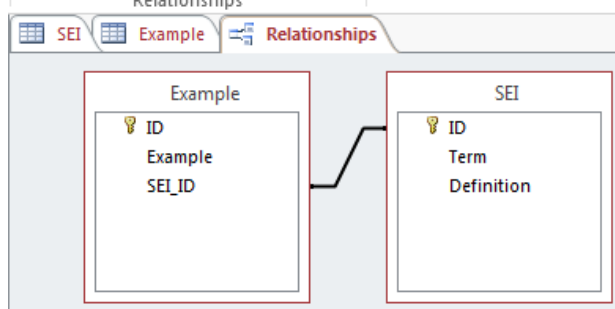
7. Make sure the foreign key is matched to the primary key.



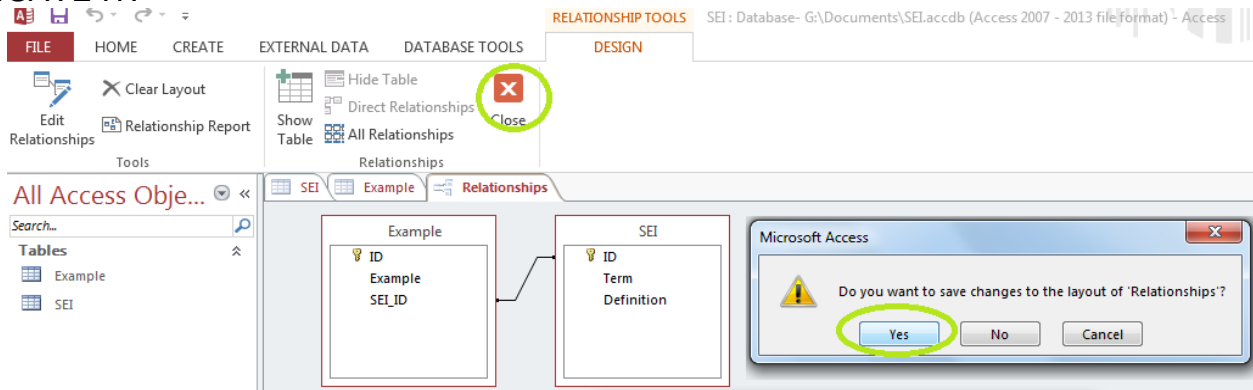
8. Verify the information is correct and click OK



9. The relationship appears in the form of a line.



## 10. SAVE IT.



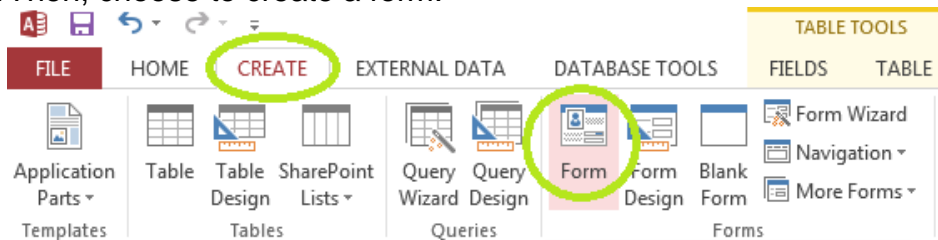
## C. Creating the Example Form

11. Select the Example Table FIRST.

12. I mean it. Go back and select the example table.

13. Go and select the table. This is your final warning.

14. Then, choose to create a form.



15. Then, you will get this:



16. On the right hand side, there are some field options. Click on show all tables.

### Field List

Show all tables

Fields available for this view:

ID

Example

SEI\_ID

17. You get:

### Field List

Show only fields in the current record source

Fields available for this view:

Example

Edit Table

ID

Example

SEI\_ID

SEI

Edit Table

ID

Term

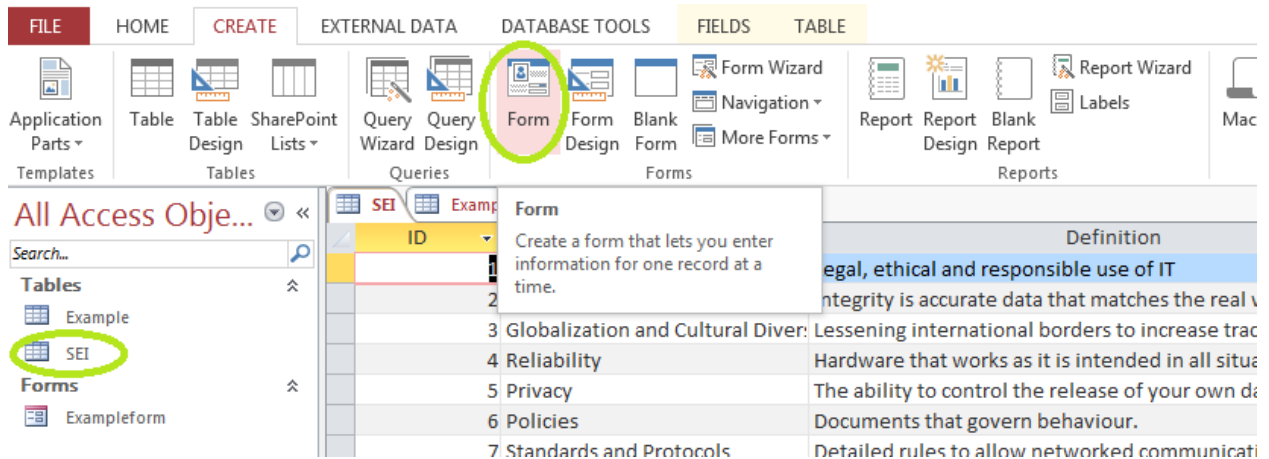
Definition

18. Click on Term and Definition, they will be added to the form using your relationship.

The screenshot shows an Access form titled 'Example' with the following fields: ID (3), Example (Thessa, Germany), SEI\_ID (1), Term (Digital Citizenship), and Definition (Legal, ethical and responsible use of IT). The 'Definition' field is highlighted with a green circle. To the right, the 'Field List' pane shows the 'SEI' table with fields ID, Term, Definition, and ID\_SEI. The 'Term' and 'Definition' fields are highlighted with a green circle, indicating they are being added to the form.

## D. The SEI Form

19. Select the SEI tables. Click on form.



20. Something new appeared (it's circled below). This thing is a subform. You used to have to make it using a long and arduous process. Now, if you have a relationship defined, it just makes one for you.

The screenshot shows an Access form titled 'SEI' with fields for ID (1), Term (Digital Citizenship), and Definition (Legal, ethical and responsible use of IT). Below these fields is a subform titled 'Example' which contains a list of records. The subform is circled in green. The records in the subform are:

| ID | Example         |
|----|-----------------|
| 3  | Thessa, Germany |
| 4  | Cameron Reilly  |
| *  | (New)           |

21. By this stage, you should have the following Access objects. If you don't, save some stuff.

**Tables**

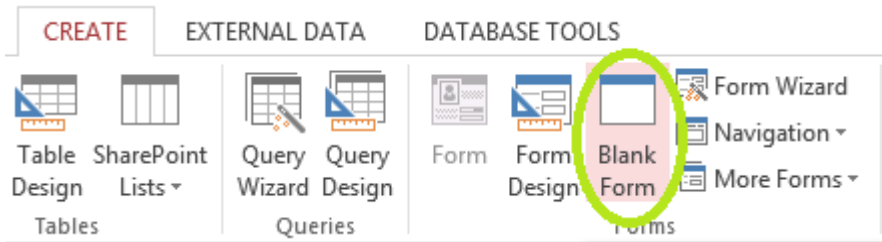
- Example
- SEI

**Forms**

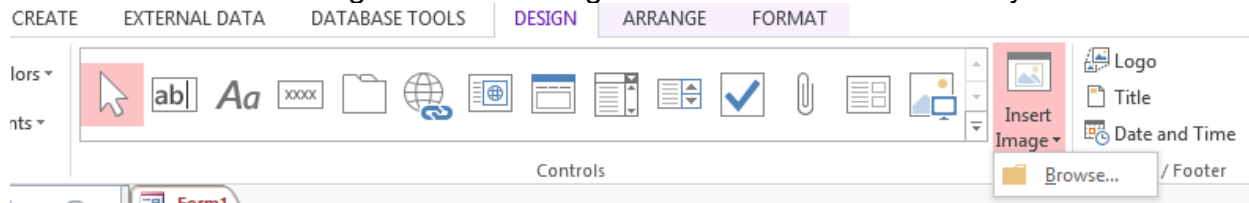
- Exampleform
- SEIform

## E. Main Menu

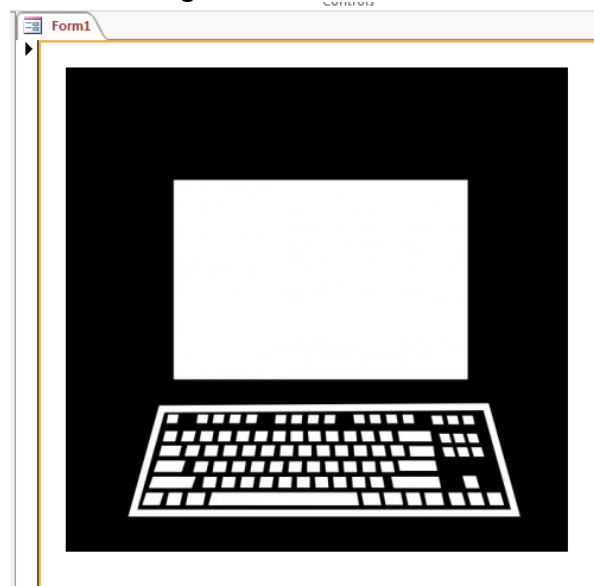
22. Choose to create a blank form.



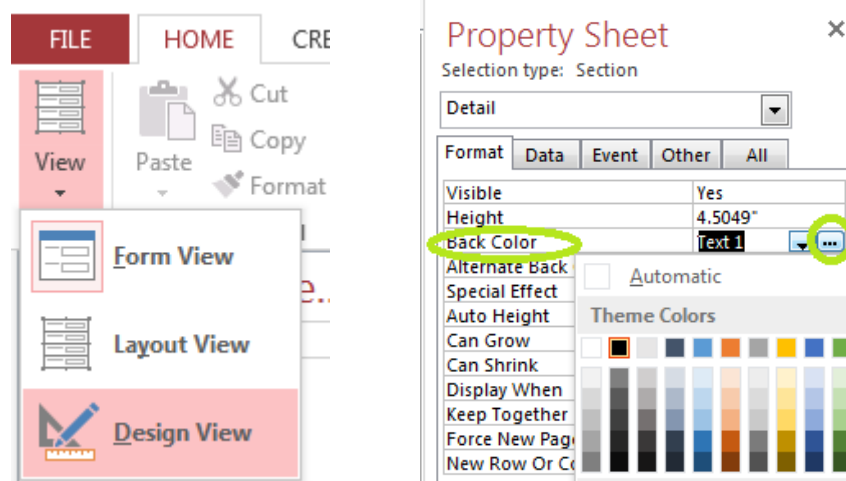
23. Choose to insert an image onto the background. Browse to find where you saved it.



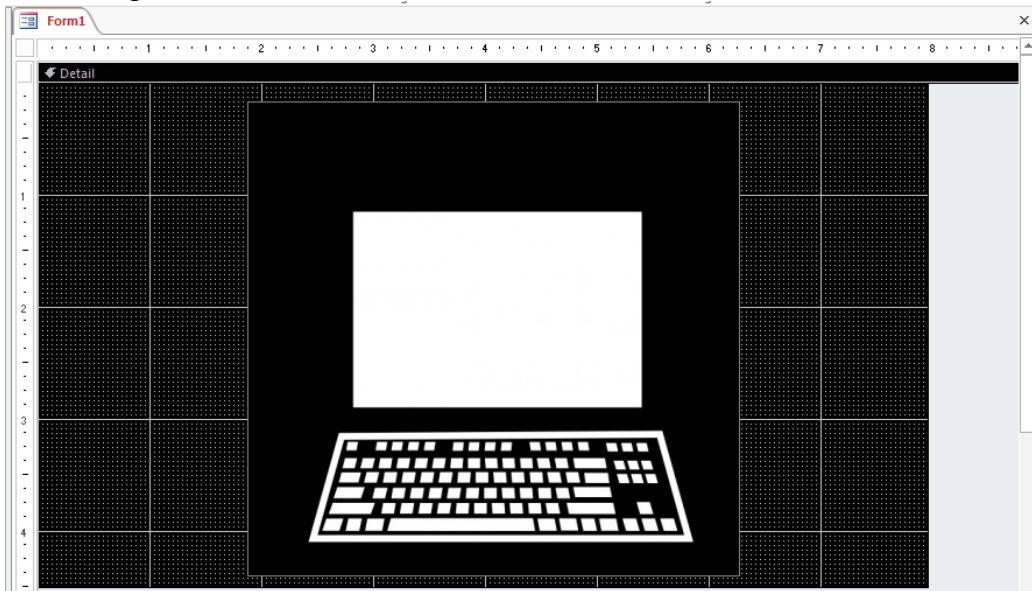
24. You should get this:



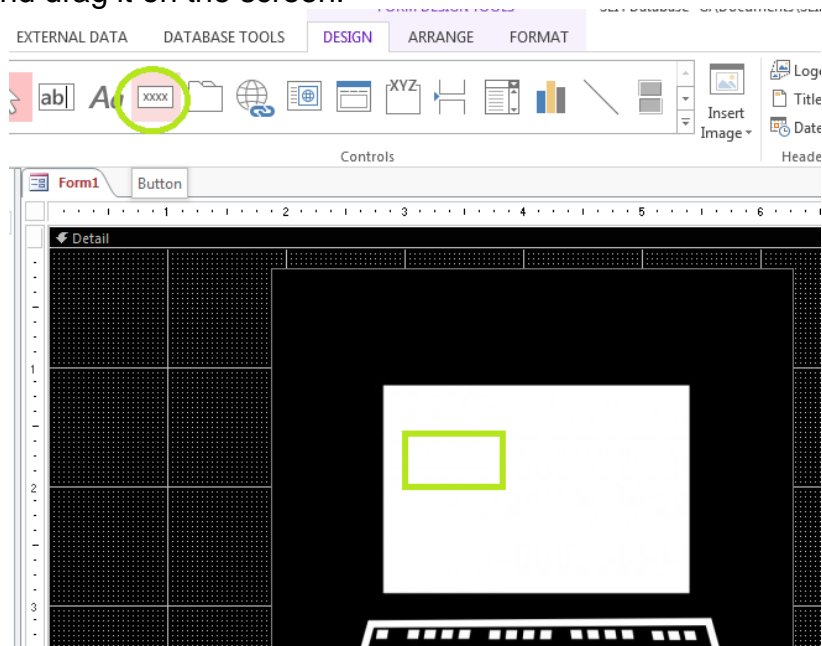
25. Switch to design view. Change the background colour and widen the screen.



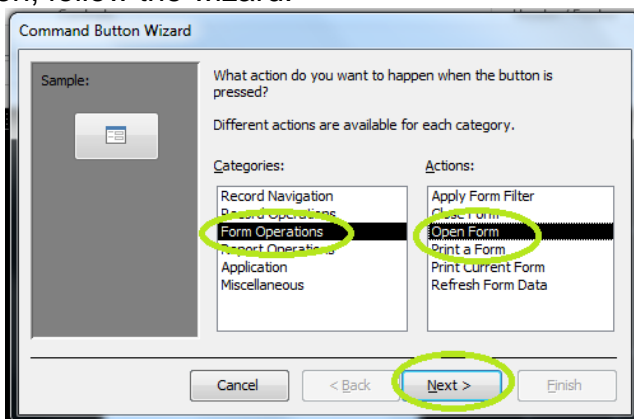
26. You should get this:

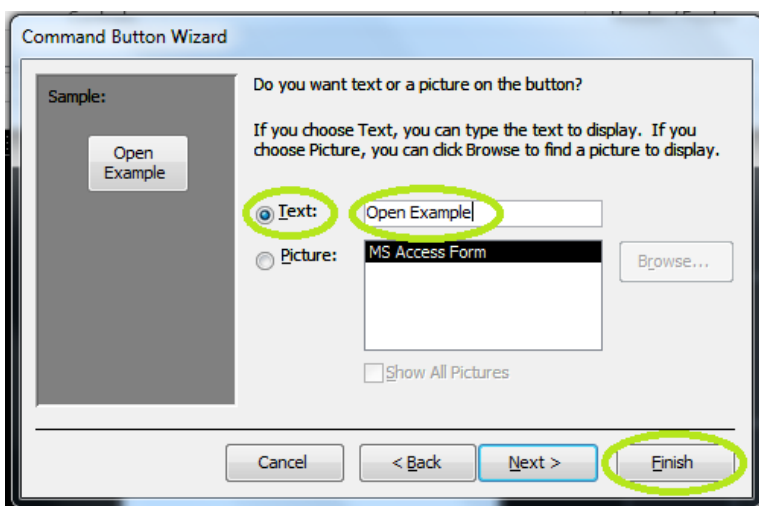
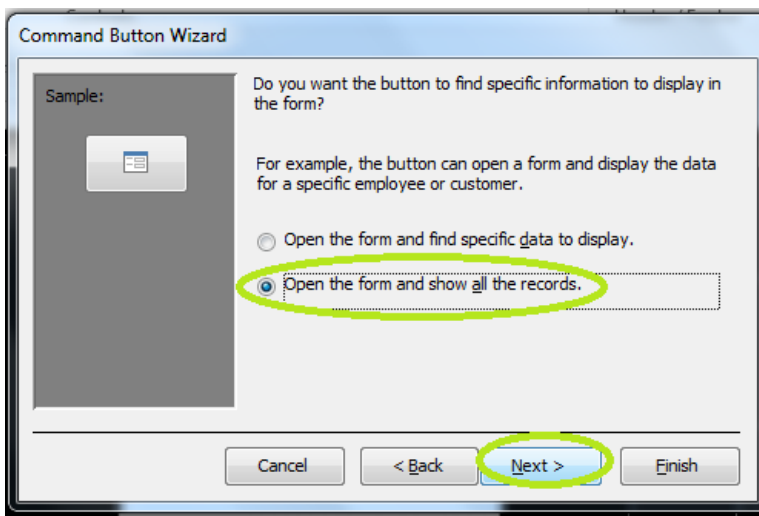
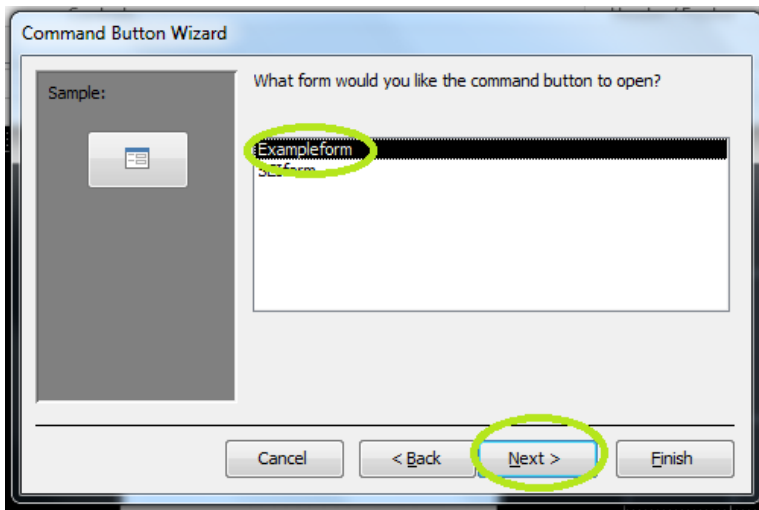


27. Click on button and drag it on the screen.



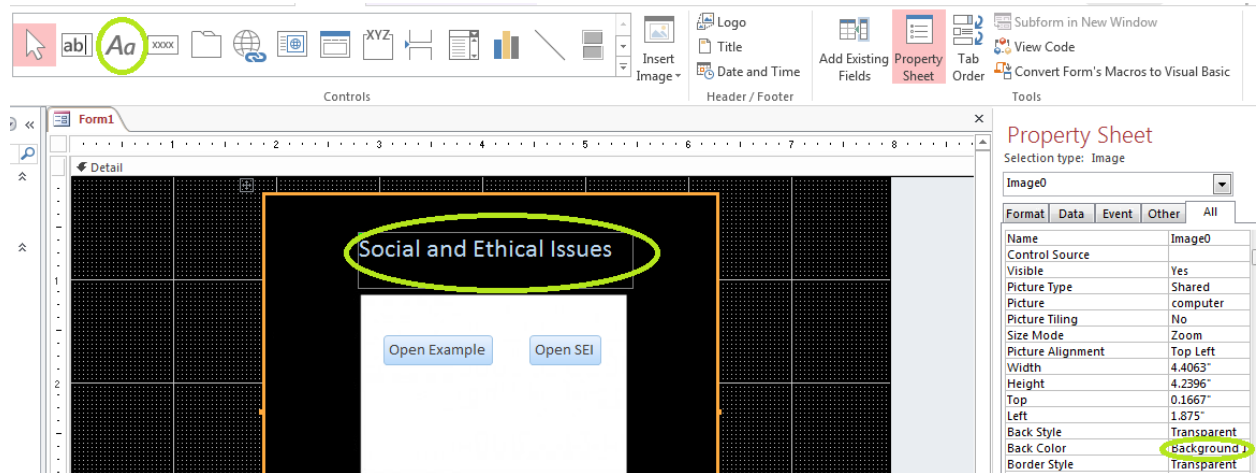
28. Then, follow the wizard:



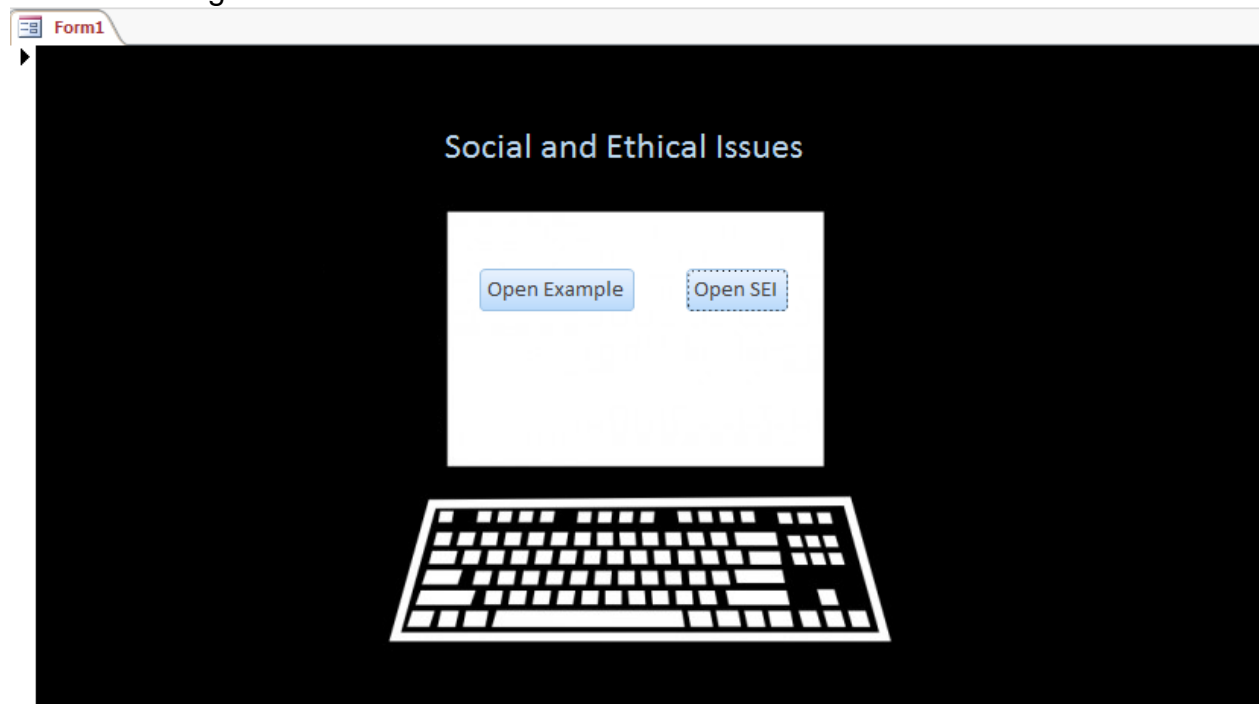


29. Add a second button for the SEI form. Slight changes will be made in the wizard.

30. Add a title:



31. Switch to design view. It should look like this:



32. The two buttons should work. Test them.