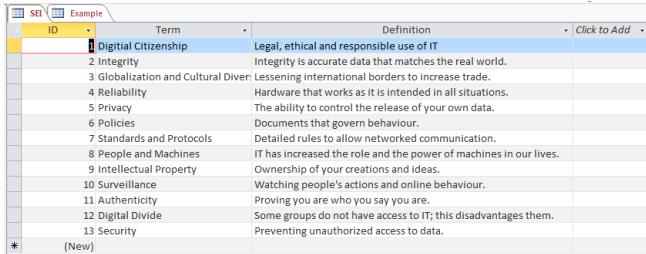


# SEI Database

## 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.



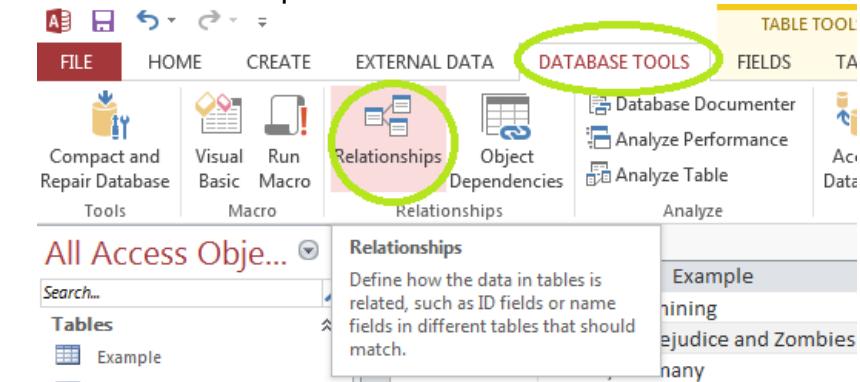
ID	Term	Definition
1	Digital Citizenship	Legal, ethical and responsible use of IT
2	Integrity	Integrity is accurate data that matches the real world.
3	Globalization and Cultural Diversity	Lessening international borders to increase trade.
4	Reliability	Hardware that works as it is intended in all situations.
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.



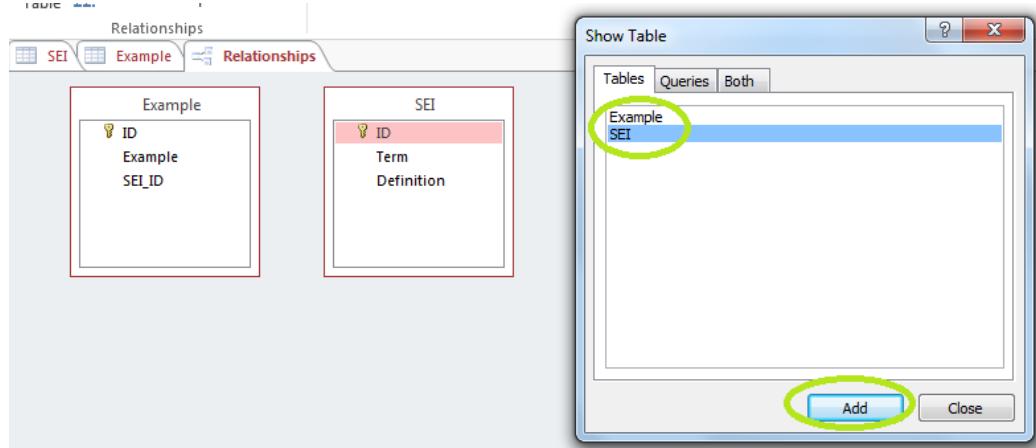
ID	Example	SEI_ID
1	Target Datamining	5
2	Pride and Prejudice and Zombies	9
3	Thessa, Germany	1
4	Cameron Reilly	1
5	CEAL Simulator	8
6	Foldit	8
7	Sony PlayStation Hack	13
8	MET Supercomputer	8
9	Andrea Merkel	10
10	Twitter's Privacy Policy	6
11	PIPEDA	6
12	PHIPA	6
13	CASL	6
14	Zuckerberg - New social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

### B. Establish a Relationship

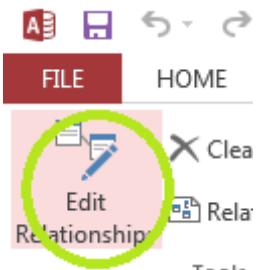
3. Go to database tools and relationships.



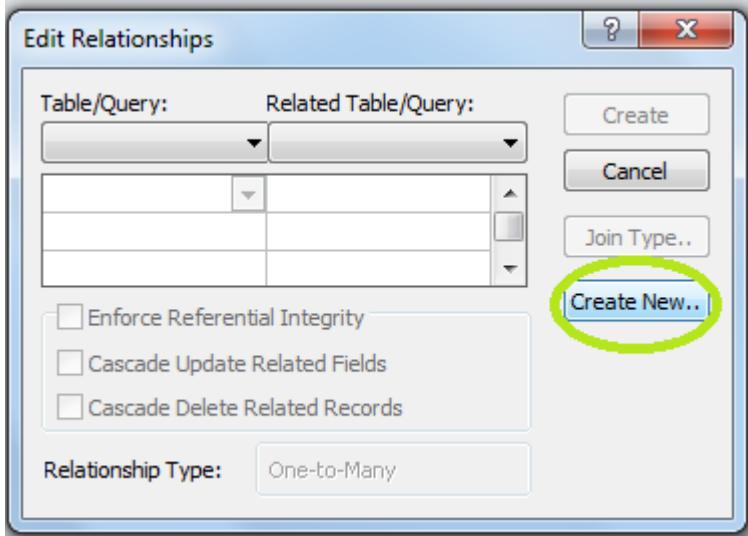
4. Select both tables.



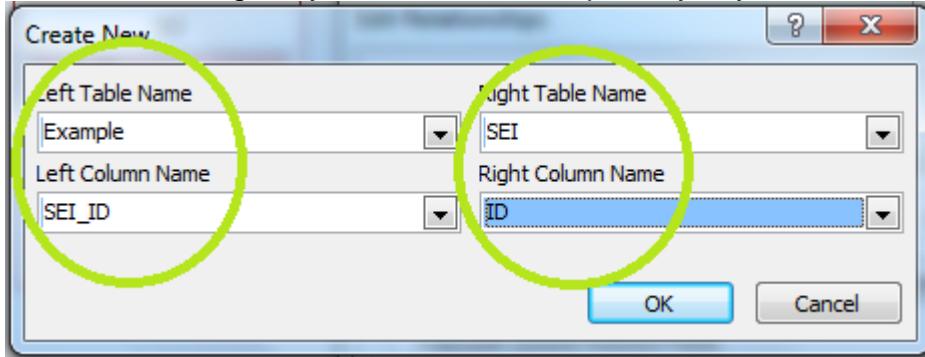
5. Choose to edit the relationship.



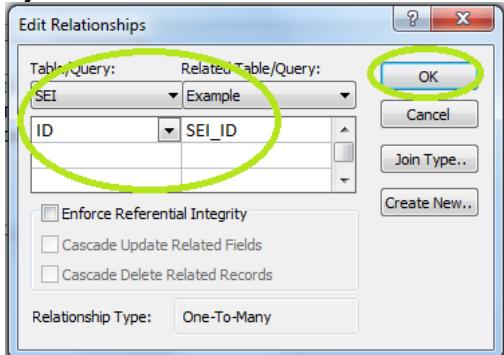
6. Choose Create New:



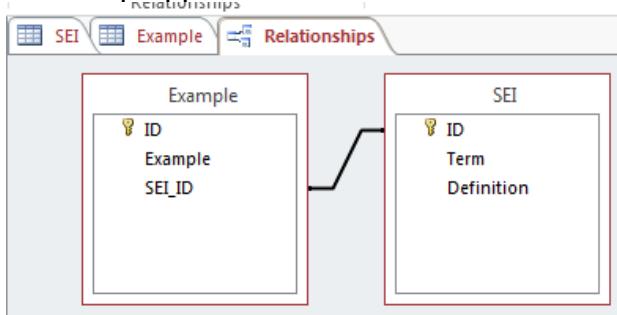
7. Make sure the foreign key is matched to the primary key.



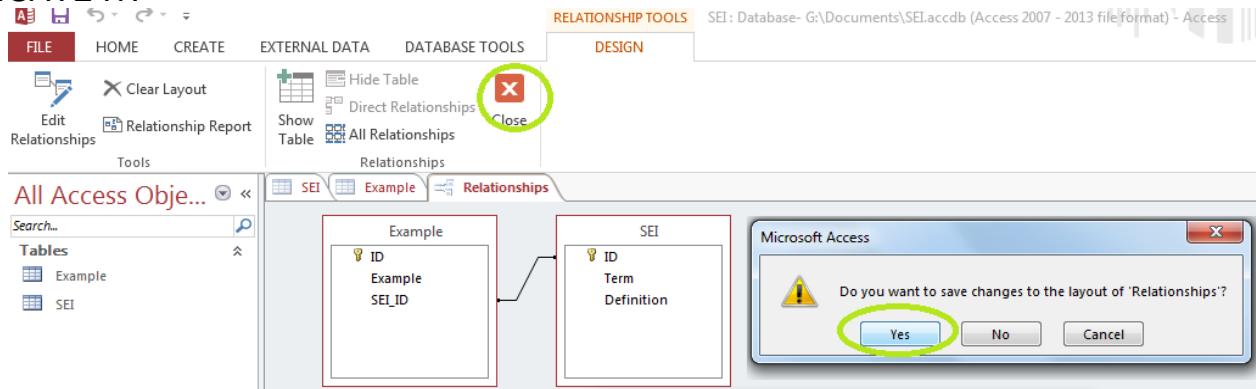
8. Verify the information is correct and click OK



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

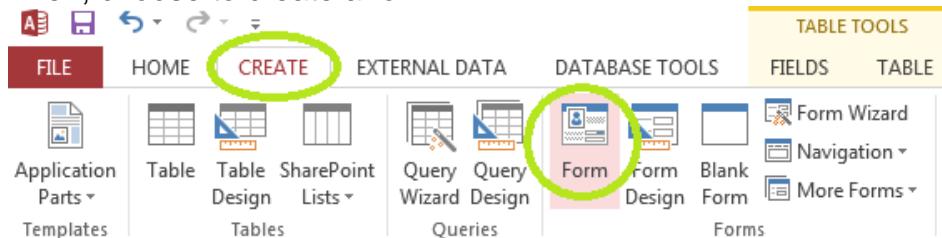


## 10. SAVE IT.



## 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:

<input type="checkbox"/> Example	<a href="#">Edit Table</a>
ID	
Example	
SEI_ID	
<input type="checkbox"/> SEI	<a href="#">Edit Table</a>
ID	
Term	
Definition	

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

The screenshot shows the Microsoft Access interface. On the left, a form titled 'Example' is displayed with fields for 'ID', 'Example', 'SEI\_ID', 'Term', and 'Definition'. The 'Term' and 'Definition' fields are circled in green. On the right, a 'Field List' pane shows the table 'Example' with fields 'ID', 'Example', 'SEI\_ID', and 'SEI'. The 'Term' and 'Definition' fields from the 'SEI' table are listed under 'SEI' with a red oval around the 'Definition' field.

## D. The SEI Form

19. Select the SEI tables. Click on form.

The screenshot shows the Microsoft Access ribbon with the 'CREATE' tab selected. In the 'Forms' section of the ribbon, the 'Form' icon is highlighted with a green oval. On the left, the 'Tables' list shows 'Example' and 'SEI', with 'SEI' circled in green. On the right, the 'SEI' table is displayed in a grid format with data rows 1 through 7.

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 a form for 'SEI'. The 'Definition' field contains a subform that displays a list of 'Example' records. The subform is circled in green. The subform grid shows records 3 and 4, with a '(New)' entry at the bottom.

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

### Tables

Example

SEI

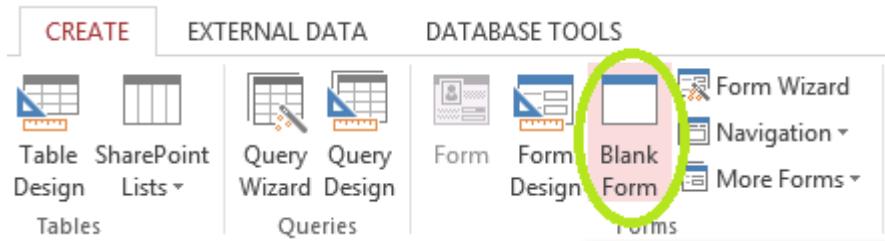
### Forms

Exampleform

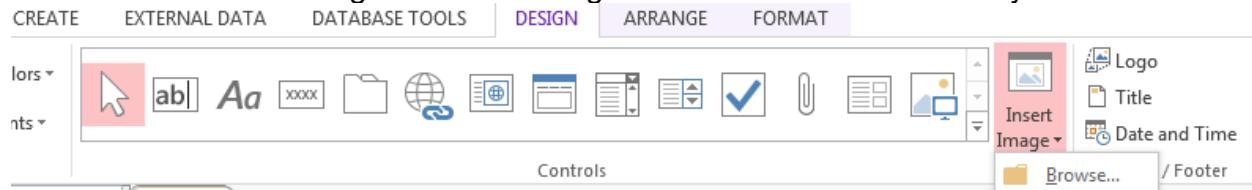
SEIform

## E. Main Menu

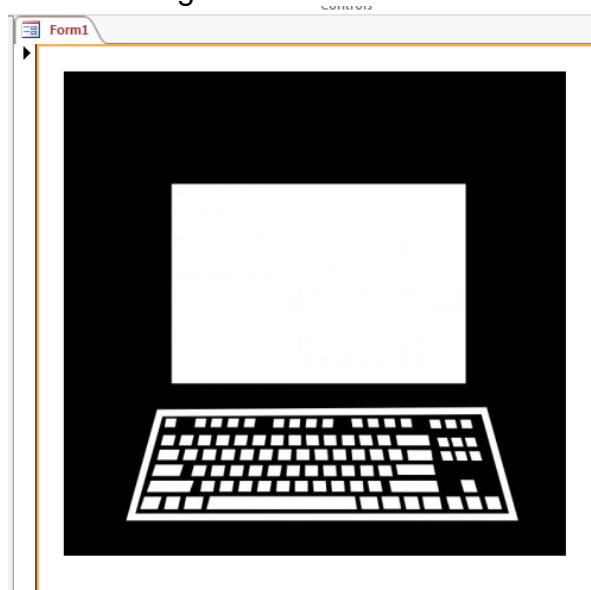
22. Choose to create a blank form.



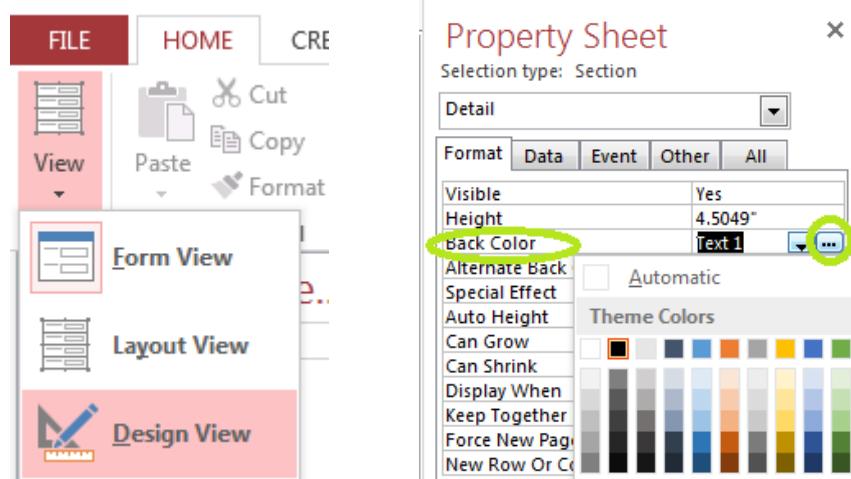
23. Choose to insert an image onto the background. Browse to find where you saved it.



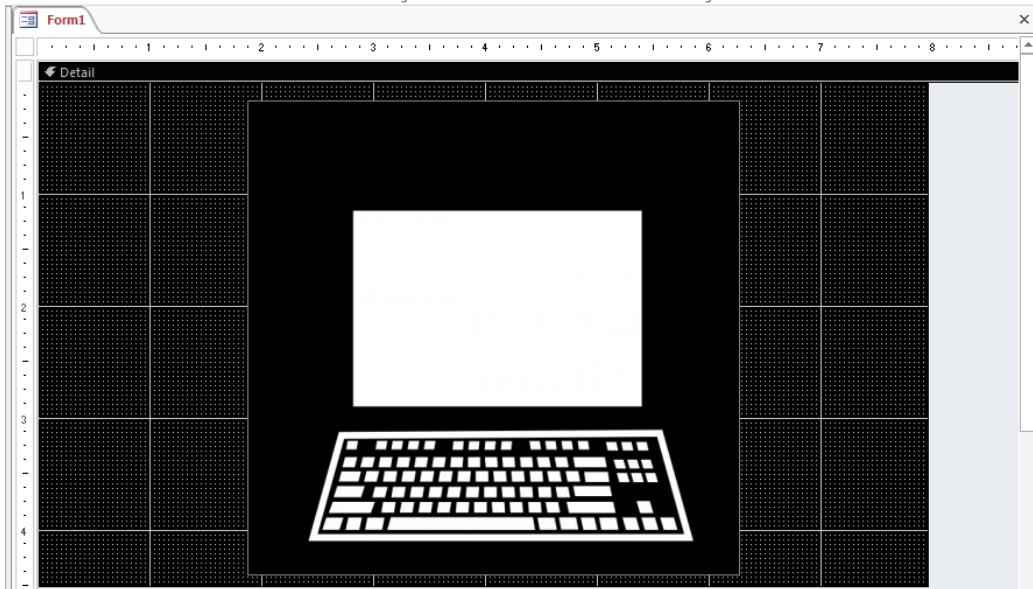
24. You should get this:



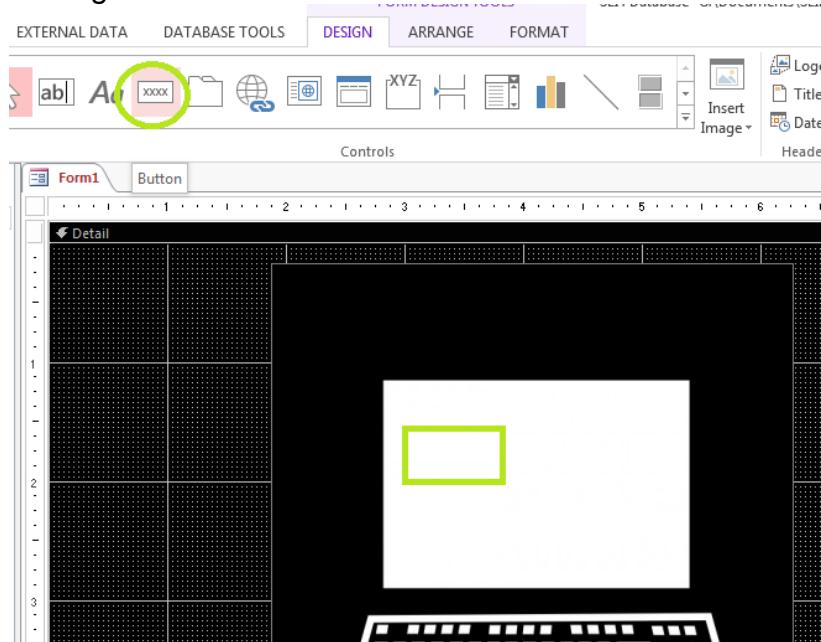
25. Switch to design view. Change the background colour and widen the screen.



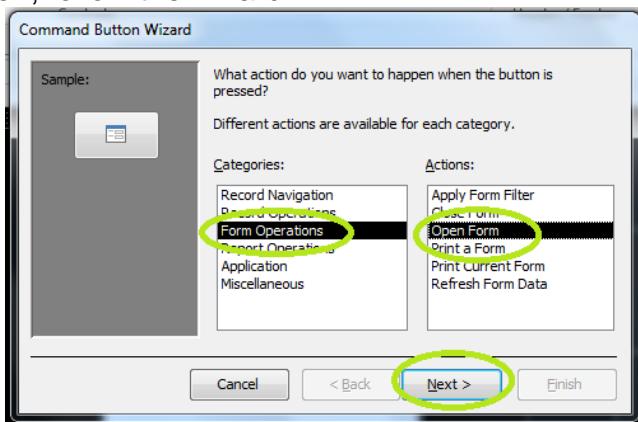
26. You should get this:

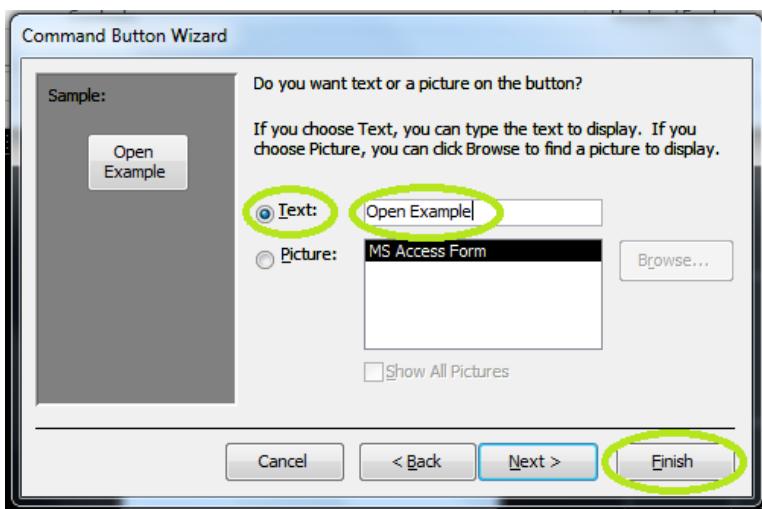
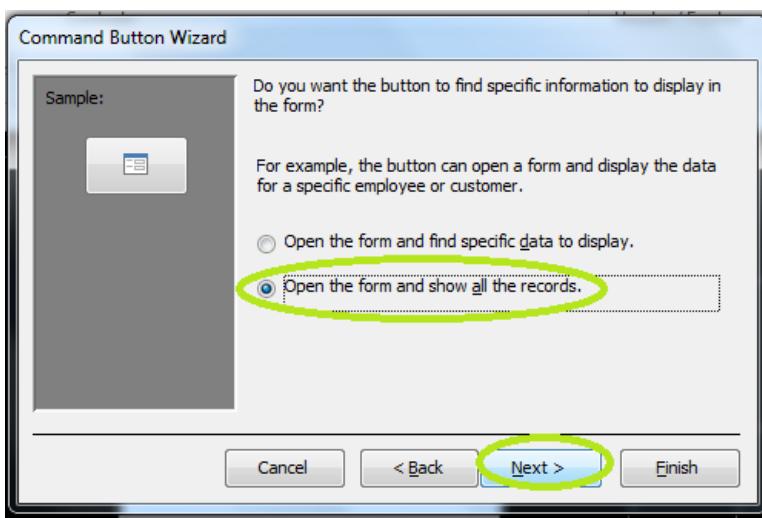
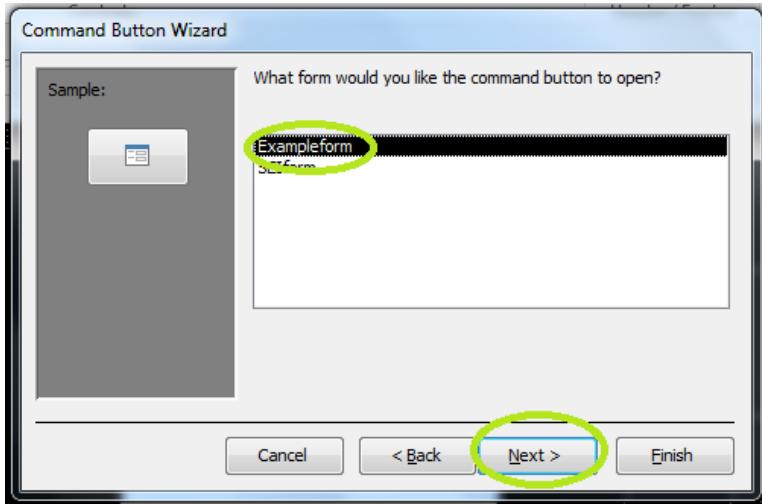


27. Click on button and drag it on the screen.



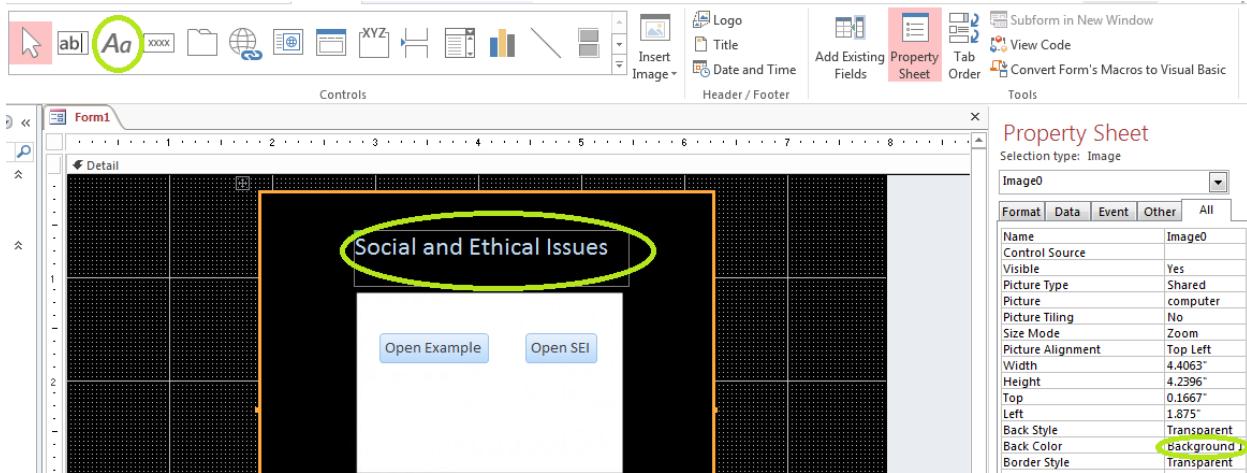
28. Then, follow the wizard:



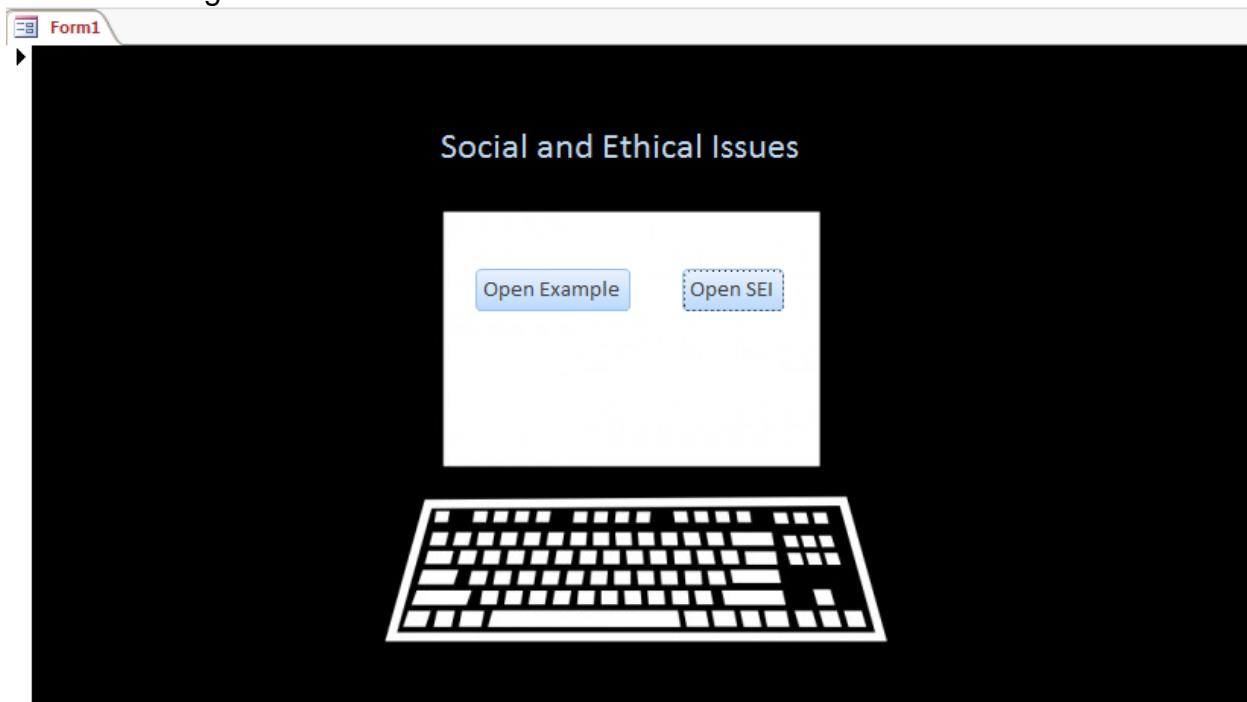


29. Add a second button for the SEI form. Slight changes will be made in the wizard.

30. Add a title:



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



32. The two buttons should work. Test them.