

*Benchmark Series Microsoft Access 2000*  
**ERRATA SHEETS**

**PLEASE SAVE THESE SHEETS!**

Due to a printing problem, the second printing of the *Benchmark Series Microsoft Access 2000* text has errors on two pages.

The following two pages represent the **corrected versions of pages A-61 and A-63**. They have been **created to replace pages A-61 and A-63**. They are smaller than the textbook pages, so you can adhere these pages directly over the existing pages. Both of these errors will be corrected in the next printing of the text.

**A-61:** The screen captures are correct, but the text is wrong.

**A-63:** The screen capture shown is wrong.

If you have any questions regarding these corrected pages, contact your class instructor. Instructors may contact their EMC/Paradigm Account Manager or Robert Galvin, National Sales Manager, at 800-848-8122.



- c. Change the number from 4300 to 4308.
  - d. Click once in the *Client #* field for Vernon Cook containing the number 7325.
  - e. Change the number from 7325 to 7325.
  - f. Click the Save button on the Table Datasheet toolbar.
  - g. Close the Clients table.
  - h. Open the Claims table. (Notice that the client numbers for Vernon Cook and Paul Vuong automatically changed.)
  - i. Close the Claims table.
4. Open the Clients table, make sure the table displays in Datasheet View, and then add the following records at the end of the table:

	Client #	Name
	3120	Spenser Winters
	4308	Paul Vuong
	7325	Vernon Cook
	9383	Elaine Hueneka

  

	Claim #	Client #	License #
	102394	9383	776 ERU
	104366	7325	984 CWS
	121039	4308	877 BNN
	153001	9383	776 ERU
	*		

*Client #* = 5508  
*Name* = Martina Bentley  
*Street Address* = 6503 Taylor Street  
*City* = Scottsdale  
*State* = AZ  
*Zip Code* = 85889

*Client #* = 2511  
*Name* = Keith Hammond  
*Street Address* = 21332 Janski Road  
*City* = Glendale  
*State* = AZ  
*Zip Code* = 85310

5. With the Clients table still open, delete the record for Elaine Hueneka. At the message telling you that relationships that specify cascading deletes are about to cause records in this table and related tables to be deleted, click Yes.
6. Save, print, and then close the Clients table.
7. Open the Insurance table, make sure the table displays in Datasheet view, and then add the following records at the end of the table:

	Client #	Name	Street Address	City	State	Zip Code
	3120	Spenser Winters	21329 132nd Street	Glendale	AZ	85310
	4308	Paul Vuong	3451 South Varner	Glendale	AZ	85901
	7325	Vernon Cook	22134 Cactus Drive	Phoenix	AZ	85344
	9383	Elaine Hueneka	9088 Graham Road	Scottsdale	AZ	85889
	5508	Martina Bentley	6503 Taylor Street	Scottsdale	AZ	85889
	2511	Keith Hammond	21332 Janski Road	Glendale	AZ	85310
	*					

mouse button on Edit Relationship. This displays the Edit Relationships dialog box such as the one shown in figure 2.5, where you can change the current relationship.

To delete a relationship between tables, display the related tables in the Relationships window. Position the arrow pointer on the thin portion of the black line connecting the related tables and then click the *right* mouse button. At the pop-up menu that displays, click the left mouse button on Delete. At the message asking if you are sure you want to permanently delete the selected relationship from your database, click Yes.

## Displaying Related Records in a Subdatasheet

When a relationship is established between tables, you can view and edit fields in related tables with a subdatasheet. Figure 2.8 displays the Clients database table with the subdatasheet displayed for the client Spenser Winters. The subdatasheet displays the fields in the Insurance table related to Spenser Winters. Use this subdatasheet to view information and also to edit information in the Clients table as well as the Insurance table. Changes made to fields in a subdatasheet affect the table and any related table.

A plus symbol (+) displays before each record in the Clients table shown in figure 2.8. Access automatically inserts plus symbols before each record in a table that is joined to another table by a one-to-many relationship.

**figure**

2.8

**Table with Subdatasheet Displayed**

