

**MAREERE UNIVERSITY BUSINESS SCHOOL**  
**BACHELOR OF BUSINESS ADMINISTRATION 2025/2026**

**COURSE NAME : ADVANCED ICT**

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**MICROSOFT ACCESS: CREATING A DATABASE OF TWO TABLES**

A database is a collection of related data. A database can be created with more than one table. In an event of more than one table to be created in the database, the tables of the database must be related. If the tables are not related, then the records will not be related and yet a database is a collection of related data.

**Creating two tables in Microsoft Access**

- ✓ Design the tables one by one with their fields and data types under table design window
- ✓ Assign primary keys to each table that have been designed
- ✓ Save the two tables one by one with appropriate names

**Relating two tables in Microsoft Access**

- ✓ We relate the two tables of the database using a common field called a **foreign field**
- ✓ A foreign field is a primary field of one table that should or that appears in another table
- ✓ The appearance of a common field (**Foreign field**) in both tables means that the two tables are related and the common field forms the basis of the relationship
- ✓ A table whose primary field is duplicated in another table is called a parent table
- ✓ A table that has its own primary field but also having a field which is a primary field of another table appearing in it is called a child table
- ✓ In Microsoft Access, to relate the two tables, go to database tools, then click on relationship
- ✓ Then next add the two tables of the database by clicking on add and ok
- ✓ Pick the primary key of the parent table and drop it on the foreign key of a child table
- ✓ Click on enforce referential integrity and click on okay to create the relationship
- ✓ When entering data, start by entering data in the parent table before proceeding to the child table because referential integrity means data must exist in the parent table before existing in the child table

## Case Study

In a Patients Management System, a patient is worked on by one Doctor in order to have consistency in the treatment for the patient and a doctor can have a number of patients to work on. Below are sample tables and data to be used in the system.

**Patients Table**

PatientsNo	PatientsName	Address	Sickness	DRid
1	Namisango Betty	Kireka	Malaria	Dr01
2	Nantale Jane	Mukono	Typhoid	Dr01
3	Katala James	Kampala	Malaria	Dr02
4	Nantume Aisha	Mukono	Polio	Dr02
5	Zaidi Suudi	Kampala	Aids	Dr05
6	Nabukenya Jose	Mukono	Malaria	Dr05
7	Okwera Amin	Kireka	Malaria	Dr03
8	Saidi Jamal	Mukono	Typhoid	Dr03
9	Zziva Agness	Mutungo	Aids	Dr04
10	Peter Alirach	Nsambya	Malaria	Dr04

**Doctor Table**

DRid	DRName	Specialization	Time Available	Telephone
Dr01	Edwin Wadri	Dentist	2-4Pm	077290006278
Dr02	Nakabuye Cate	Children	4-6Pm	07815166727
Dr03	Lukwago Brayon	Gynaecologist	8-1Pm	07513144441
Dr04	Nantongo Zawedde	Optician	2-4Pm	07052672888
Dr05	Akello Charlotte	AIDS	8-1Pm	07126272888

### Required;

- Using Ms Access 2013, 2010 or 2007, create the database on the desktop in the folder created in your name and registration number
- In design view create the tables above with appropriate data types
- Assign primary keys for the two tables
- Create a relationship between the two tables and enforce integrity constraints in the relationship.
- Create two forms. One called Doctor Form and another Called Patients form. Use the two forms to populate the two tables above using sample data.
- Create a report for the Doctors table .Name It Doctor Report.
- Create a report for the patients table and name it patients Report
- Create a query to show all patients and name it patients query
- Create a query to show all doctors and the patients. name it General
- List all patients for Dr Edwin Wadri and name it Wadri Patients
- List all patients from mukono and name it Mukono patients
- Create a query to show all patients Not from Kireka and Name it Others