

Panic Guide to Moreshire

Relationship is 1 to 1, not 1 to Many

Primary key – no duplicates, Foreign key – duplicates OK

Eg MemberID set to no duplicates in tblMember but duplicates should be set to OK in related tables, eg tblPayment or whatever tables you set up when you see the data.

Relationship is Indeterminate

You are not linking the correct fields.

Importing Data to Tables

You import all the members correctly but when you go to import data into other tables, you find that records are lost because of validation errors. This is entirely normal – there will be more members than films, so if one of the data files holds details of members and films, each film will be imported only once. All other records with the same film will be not be imported.

Append Queries

You set up your append query and you are fairly sure that you have done it correctly but it won't append.

Two things to check:

1. Check that the table is not open in Design View. You can't append to a table that is open in design view, it just won't work. Close the table and try again.
2. Your table is open in Datasheet View showing the records. You append a new record but it doesn't show. Refresh the table by clicking on a record and pressing F5 or close the table and open it again.

Form Problems

You make an unbound control and add the correct expression to create a username but when you switch to Form View, you get an error.

Before you jump to the conclusion that your expression is wrong

1. Check that the related tables are not open in Design View. Close the table(s), save the form, close it and open it again.
2. Check for typos. If you named your table as tblMember and your form refers to tlbMembers, it won't work – it will ask you for the data for this expression. Similarly, if you have typos in field or control names, the form won't work. Safest is to use the Expression Builder. It might seem long winded and tedious but it avoids typos.

If you still have a problem, try building the expression in parts. Use an unbound control for each part of the expression to work out which part does not work. When you have it all correct, just copy and paste the parts together.

Report Problems

Each section does not seem to begin on a new page

Look at your report in Print Preview, not in Report View.

Also: make sure that your name, centre number and candidate number are in the Page Footer, not the Report Footer.

Backup

Save a version of your database as a backup, eg right click, send to compressed folder – after each exam session. Rename the compressed zip folder with the date.

If you make a bad mistake in the next session, you can go back to an earlier version.

Finally

Don't get stuck and waste ages in a session. My advice to my students is to start with Activity 2, setting up the tables and importing the data. If they get stuck, they can do Activity 1 and then revise how to import data before the next session.

Your teacher is allowed to give generic help. This means that if you have problems with an append query (for example), your teacher can work through append queries from a different database. Don't ask your teacher – or me – to show you how to do something using the live data from Edexcel. That is called cheating.

Good luck – don't get stuck. Remember, you do not have to hand in the database, just screenshots.