

Student Name: Student ID: Username: 

Access 2021 In Practice - Ch 1 Independent Project 1-4

Independent Project 1-4

Courtyard Medical Plaza (CMP) is a full-service medical office complex. For this project, you create a database, containing one table, to store information about the physicians who work at CMP. After creating the database, you add fields into the table, edit field properties, enter records, import data, modify the datasheet layout, and sort and filter the data in the table.

[[Student Learning Outcomes 1.2, 1.3, 1.4, 1.5, 1.6](#)]

Files Needed: **AC2021-IndependentProject-1-4.accdb** (Available from the [Start File link.](#)), **PhysiciansDataFile-01.xlsx** (Available from the [Resources link.](#))

Completed Project File Name: **[First Name.Last Name]-AC2021-IndependentProject-1-4.accdb**

Skills Covered in This Project

- Create a blank database.
- Edit the default primary key.
- Add a new field into a table.
- Edit properties in *Datasheet* view.
- Save a table.
- Enter records.
- Import records.
- Change the datasheet layout.
- Sort data in a table.
- Filter data in a table.

Steps to complete This Project

Mark the steps as checked when you complete them.

1. Open the **AC2021-IndependentProject-1-4** database start file.
 - a. ☐ Enable content in the security warning. **Note:** If a Security Risk message displays when opening your database, please do the following: Navigate to where you saved your file. Right-click the file and select **Properties**. Check the **Unblock** check box on the *General* tab. Click **Apply** and click **OK**.
 - b. ☐ The file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor.
2. Edit the default primary key and add new fields into the table.
 - a. ☐ Open **Table1** and change the **ID** field name to **DoctorID**. Keep this field as an *AutoNumber* data type.
 - b. ☐ Enter the remaining fields into the table using the information in Table 1-16. After you enter the last field name, *MoveInDate*, press the **down arrow** key to move to the first column of the append row.



Table 1-16

Data Type	Field Name
Short Text	LastName
Short Text	FirstName

Short Text	OfficeNumber
Short Text	PrimarySpecialty
Date & Time	MoveInDate

- c. ☐ Save the table as **Physicians**.
3. ☐ Edit the field properties of the *Physicians* table using the information in Table 1-17.

Table 1-17

Field Name	Caption	Size
DoctorID	Doctor ID	N/A
LastName	Last Name	25
FirstName	First Name	20
OfficeNumber	Office	3
PrimarySpecialty	Specialty	30
MoveInDate	Tenant Since	N/A

4. ☐ Save the table after updating the properties.
5. ☐ Enter the data records shown in Table 1-18 into the *Physicians* table. Remember that the *DoctorID* field is automatically entered by Access.

Table 1-18

Last Name	First Name	Office Number	Specialty	Move-In Date
Agarwal	Ashish	101	Pediatrics	2/15/2018
Scher	Elizabeth	115	Cardiovascular Disease	4/1/2020
Sharma	Rajni	101	Pediatrics	11/8/2020
Foster	Margaret	200	Cardiovascular Disease	7/1/2011

6. ☐ Save and close the *Physicians* table.
7. Import the remaining data records from Excel into the *Physicians* table.
- ☐ Launch the *Get External Data – Excel Spreadsheet* dialog box.
 - ☐ Locate and select the **PhysiciansDataFile-01** Excel file.
 - ☐ Append the records to the *Physicians* table.
 - ☐ Launch the *Import Spreadsheet Wizard*.
 - ☐ Finish the *Import Spreadsheet Wizard*. Close the *Wizard* after the records have imported.
8. ☐ Open the *Physicians* table in *Datasheet* view. Your table should contain 16 records.
9. Change the layout of the *Physicians* table.
- ☐ Change the *Font Size* to **12**.
 - ☐ Use *AutoFit* to increase the column width of the *Specialty* field.
 - ☐ Use *AutoFit* to increase the column width of the *Tenant Since* field.
 - ☐ **Center-align** the *Doctor ID*, *Office*, and *Tenant Since* fields.
 - ☐ Change the *Alternate Row Color* to **Blue, Accent 1, Lighter 60%** (fifth column, third row in the *Theme Colors* category).
 - ☐ Save the changes to the layout.
10. ☐ Sort the *Physicians* table in ascending order by the *Specialty* field.
11. ☐ Remove the sort criteria.
12. ☐ Filter the *Physicians* table to find the doctors who moved in on or after **1/1/2017** and who have a specialty in **Pediatrics**. The table should look similar to Figure 1-121.
13. ☐ Clear all the filters. The datasheet updates to show all the records.
14. ☐ Close the *Physicians* table.
15. ☐ Do not save any of the changes as a result of sorting or filtering the table.
16. Add the following database properties.
- ☐ *Title*: **Courtyard Medical Plaza Physicians**

b. ☐ *Author:* **Caroline Rios**

c. ☐ *Company:* **CMP**

d. ☐ Click **OK** to save the changes.

17. ☐ Close the database.

18. ☐ Upload and save your project file.

19. ☐ Submit project for grading.

Doctor ID	Last Name	First Name	Office	Specialty	Tenant Since
1	Agarwal	Ashish	101	Pediatrics	2/15/2018
3	Sharma	Rajni	101	Pediatrics	11/8/2020
10	Dyer	Daniel	115	Pediatrics	4/1/2020
(New)					

Records: 14 of 5 Filtered Search

Figure 1-121 Records filtered on *Specialty* and *Tenant Since*