

Capstone Exercise

Your boss expressed concern about the accuracy of the inventory reports in the bookstore. He needs you to open the inventory database, make modifications to some records, and determine if the changes you make carry through to the other objects in the database. You will make changes to a form and verify those changes in a table, a query, and a report. When you have verified that the changes update automatically, you will compact and repair the database and make a backup of it.

Database File Setup

You will open an original database file and save the database with a new name, replace an existing author's name with your name, create a table, create table relationships, sort, and apply a filter by selection.

- Open the *a01c1Books* file and save the database as *a01c1Books_LastFirst*.
- Create a new table in Design view. Save the table as **Publishers**. Change the primary key from ID to **PubID** with a Data Type of **Short Text**. Add the following fields and switch to Datasheet view. Save changes to the table design when prompted.

Field Name	Data Type
PubName	Short Text
PubAddress	Short Text
PubCity	Short Text
PubState	Short Text
PubZIP	Short Text

- Enter the following data in the Publishers table and close the table.

PubID	PubName	PubAddress	PubCity	PubState	PubZIP
BB	Bantam Books	1540 Broadway	New York	NY	10036
FS	Farrar, Straus and Giroux	12 Union Square West	New York	NY	10003
KN	Knopf	299 Park Avenue	New York	NY	10171
LB	Little, Brown and Company	1271 Avenue of the Americas	New York	NY	10020
PH	Pearson/Prentice Hall	1 Lake Street	Upper Saddle	NJ	07458
SS	Simon & Schuster	100 Front Street	Riverside	NY	08075

- Open the Maintain Authors form.
- Navigate to Record 7 and replace *YourName* with your name.
- Add a new Title: **Technology in Action**. The ISBN is **0-13-148905-4**, the PubID is **PH**, the PubDate is **2015**, the Price is \$89.95 (just type **89.95**, no \$), and StockAmt is **95** units. Move to any other record to save the new record. Close the form.
- Open the Maintain Authors form again and navigate to Record 7. The changes are there because Access works from storage, not memory. Close the form again.

Sort a Query and Apply a Filter by Selection

You need to reorder a detail query so that the results are sorted alphabetically by the publisher name.

- Open the Publishers, Books, and Authors Query.
- Click in any record in the PubName column and sort the field in ascending order.
- Check to make sure that four books list you as the author.
- Click your name in the Author's Last Name field and filter the records to show only your books.
- Close the query and save the changes.

View a Report

You need to examine the Publishers, Books, and Authors Report to determine if the changes you made in the Maintain Authors form appear in the report.

- Open the Publishers, Books, and Authors Report.
- Check to make sure that the report shows four books listing you as the author.
- View the layout of the report in Print Preview.
- Close the report.

Filter a Table

You need to examine the Books table to determine if the changes you made in the Maintain Authors form carried through to the related table. You also will filter the table to display books published after 2010 with fewer than 100 copies in inventory.

- Open the Books table.
- Use *Filter by Form* to create a filter that will identify all books published after 2010 with fewer than 100 items in stock.
- Apply the filter and preview the filtered table.
- Close the table and save the changes.

Compact and Repair a Database and Back Up a Database

Now that you are satisfied that any changes made to a form or query carry through to the table, you are ready to compact, repair, and back up your file.

- Compact and repair your database.
- Create a backup copy of your database, accept the default file name, and save it.
- Exit Access. Submit based on your instructor's directions.