

Figure 2-53

Design for the Contract table

Field Name	Data Type	Description	Field Size	Other
ContractID	Short Text	Primary key	4	Caption = Contract ID
StudentID	Short Text	Foreign key	7	Caption = Student ID
TutorID	Short Text	Foreign key	4	Caption = Tutor ID
SessionType	Short Text		15	Caption = Session Type
Length	Number		Integer	Decimal Places = 0 Caption = Length (Hrs) Default Value = [no entry]
NumSessions	Number		Integer	Decimal Places = 0 Caption = Number of Sessions Default Value = [no entry]
Cost	Currency			Format = Currency Decimal Places = 0 Default Value = [no entry]
Assessment	Yes/No	Pre-assessment exam complete		Caption = Assessment Complete

16. Specify ContractID as the primary key, and then save the table using the name **Contract**.
17. Add a new field to the Contract table, between the TutorID and SessionType fields, with the field name **ContractDate**, the **Date/Time** data type, the description **Date contract is signed**, the **Short Date** format, and the caption **Contract Date**. Save and close the Contract table.
18. Use the Import Spreadsheet Wizard to add data to the Contract table. The data you need to import is contained in the Agreements workbook, which is an Excel file located in the Access1 > Case2 folder provided with your Data Files.
 - a. Specify the Agreements workbook as the source of the data.
 - b. Select the option for appending the data to the table.
 - c. Select Contract as the table.
 - d. In the Import Spreadsheet Wizard dialog boxes, choose the Agreements worksheet, make sure Access confirms that the first row contains column headings, and import to the Contract table. Do not save the import steps.
19. Open the **Contract** table, and add the records shown in Figure 2-54. (*Hint: Use the New (blank) record button in the navigation buttons to add a new record.*)

Figure 2-54

Records for the Contract table

Contract ID	Student ID	Tutor ID	Contract Date	Session Type	Length (Hrs)	Number of Sessions	Cost	Assessment Complete
6215	PER4055	1018	7/6/2017	Group	2	5	\$400	Yes
6350	LOP4015	1010	10/12/2017	Private	3	4	\$720	Yes

20. Resize columns in the datasheet to their best fit (as necessary), and then save and close the Contract table.
21. Define the one-to-many relationships between the database tables as follows: between the primary Student table and the related Contract table, and between the primary Tutor table and the related Contract table. Resize the table field lists so that all field names are visible. Select the referential integrity option and the cascade updates option for each relationship.
22. Save the changes to the Relationships window and close it, compact and repair the Programming database, and then close the database.