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Project 1-4: Planning Table Fields

You are a volunteer for the Tech Terrace Neighborhood Association that holds an annual March Madness 5K Run. In the past, all data has been kept on paper, but you decide it would be more efficient to create a database. Decide what fields would make sense for a table holding data about the runners.

GET READY. LAUNCH Access if it is not already running.

1. Think about what fields would be useful in a database table that contains information about the runners in an annual 5K road race.
 2. OPEN a new Word document.
 3. In the document, key a list of the names of at least six possible field names.
 4. SAVE the document as **race_fields** and keep the file open.
- LEAVE Access open for the next project.

Mastery Assessment

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Project 1-5: Planning Data Types for Fields

Now that you have decided what fields to use in a database table containing information about runners in an annual 5K road race, you need to determine what data type should be used for each field.

USE the document you used in the previous project.

1. Beneath the name of each possible field name for the table about runners in the annual 5K road race, key the data type that would be used with a short explanation of why you chose that type.
 2. SAVE the document as **data_type** and then CLOSE the file.
- LEAVE Access open for the next project.

Project 1-6: What's New in Microsoft Access 2010

Your supervisor at Margie's Travel has suggested that you research what's new in Access 2010 before you begin to create a database.

GET READY. LAUNCH Access if it is not already running.

1. Open the Backstage view and access the Help menu.
 2. Use Access Help to locate the article "What's New in Microsoft Access."
 3. Read the overview.
- CLOSE Access.

... Save As dialog box, key Customers structure.

12. Click the Structure Only radio button.

13. Click OK.

14. CLOSE the *CallTrackerXXX* database.

LEAVE Access open for the next project.

Project 2-2: Database for Restaurants

As a regional manager for a franchise restaurant chain, you want to keep track of restaurant locations and customer comments. You decide to create a database to store the necessary information.

GET READY. LAUNCH Access if it is not already running.

1. In the Backstage view's New tab, click the **Blank Database** icon.
2. In the Blank Database pane on the right, key **Restaurants XXX** (where XXX is your initials) in the File Name box.
3. If necessary, click the folder icon and choose a different location for the file.
4. Click the Create button.
5. Right-click the Table1 tab and click Save.
6. In the Save As dialog box, key **Locations**.
7. Click OK.

LEAVE Access open for the next project.

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Proficiency Assessment

Project 2-3: Adding Tables

You need to add some tables to the database that you just created for information about the restaurants.

USE the database that is open from the previous project.

1. Use the Application Parts gallery to create a table for comments.
2. In the Create Relationship window that appears, click the **Cancel** button.
3. Rename the table **Uptown Comments**.
4. Copy the structure of the Uptown Comments table to create a new table.
5. Name the new table **Downtown Comments**.
6. **CLOSE** the database.

LEAVE Access open for the next project.

Project 2-4: Nutrition Tracker

You have become health conscious and want to track your activity, exercise, and food logs using Access.

GET READY. LAUNCH Access if it is not already running.

1. If necessary, log on to the Internet.
2. In the *Search Office.com For Templates* box, search for, download, and save the Nutrition template with the file name **Nutrition XXX** (where XXX is your initials).
3. Key your information in the My Profile form that is displayed to see your body mass index and recommended calorie consumption. (If the My Profile form is not displayed, open it first.)
4. Click **OK**.
5. Open the **Tips** table to view the tips stored in the database.
6. Explore the other useful forms and information available.
7. **CLOSE** the database.

LEAVE Access open for the next project.

Project 3-2: Angels Project Wish List

The four kindergarten classes at the School of Fine Art have adopted one boy and one girl "angel" from the community. Children from the classes may purchase holiday gifts for their angels. As an office assistant at the school, you are working with the Angel Project staff to organize information about each angel.

@ The *Angels* file for this lesson is available on the book companion website or in WileyPLUS.

GET READY. LAUNCH Access if it is not already running.

1. **OPEN** *Angels* from the data files for this lesson.
2. **SAVE** the database as *Angels XXX*, where XXX is your initials.
3. Open the List table.
4. Select the Gender field. On the Home tab, in the Sort & Filter group, click the Ascending button.
5. Select the Age field. On the Home tab, in the Sort & Filter group, click the Descending button.
6. On the Home tab, in the Sort & Filter group, click the Remove Sort button.
7. In the Gender field, select the M in the first record.
8. On the Home tab, in the Sort & Filter group, click the Selection button and select Equals "M."
9. On the Home tab, in the Sort & Filter group, click the Toggle Filter button.
10. Select the Wants field. On the Home tab, in the Sort & Filter group, click the Filter button. Select Text Filters from the menu, select Contains from the next menu, and key Bike in the Custom Filter dialog box and press Enter.
11. On the Home tab, in the Sort & Filter group, click the Advanced Filter Options button and select Clear All Filters from the menu.

LEAVE Access open for the next project.

Proficiency Assessment

Project 3-3: Angel Project Contact Information

GET READY. LAUNCH Access if it is not already running.

1. The Angel database should be open on your screen.
2. Open the Contact Information table.
3. Enter the following new records:

ID	Last Name	First Name	Parent's Name	Address	City	State	Zip Code	Home Phone
15	Wright	Steven	Kevin	2309 Monroe Ct	Marietta	GA	34006	770-555-0142
16	Cook	Cathan	Patrick	1268 Oak Dr	Marietta	GA	34006	770-555-0128

4. Switch to Design View. Remove the primary key from the Home Phone field and define the ID field as the primary key.
 5. Save the design and return to Datasheet View.
 6. Select the ID field and sort it in ascending order.
 7. On the DatabaseTools tab, in the Relationships group, click the Relationships button.
 8. Create a one-to-one relationship between the ID field of the List table and the ID field of the Contact Information table.
 9. Save the Relationships View and close it.
 10. **CLOSE** the tables and the database.
- LEAVE** Access open for the next project.

- ☐ F 2. You can edit the data in a report.
- ☐ F 3. Click the Report button to define a record source.
- ☐ F 4. In the Report Wizard, you can skip steps such as Sorting or Grouping by clicking the Next button.
- ☐ F 5. You can drag a field from the Field List pane to the design grid to add it to the report.
- ☐ F 6. Layout View gives you the most options for creating a report, because it shows you the underlying structure of the report.
- ☐ F 7. Templates resize column widths for you.
- ☐ F 8. You can save a filter with a report.
- ☐ F 9. You can use the Group, Sort, and Total pane to specify sort order or view the results of sorting using the shortcut menu.
- ☐ F 10. The Toggle Filter button removes a filter permanently.

Competency Assessment

Project 6-1: Soccer Team Report

You need a copy of the soccer team's roster that you can print and take with you to work. Create a simple report and apply a theme.

GET READY. LAUNCH Access if it is not already running.

1. **OPEN** the *SoccerTeam* database.
2. Save the database as *SoccerTeamXXX* (where XXX is your initials).
3. Click the **Roster** table to select it.
4. On the Create tab, in the Reports group, click the **Report** button. A new report is created.
5. Resize each field so that all fields fit on one page.
6. On the Report Layout Tools Design contextual tab, in the Themes group, click the **Themes** button.
7. Select the purple format in the seventh row, third column named **Opulent**.
8. Click the **Save** button on the Quick Access Toolbar. The Save As dialog box appears with the name Roster in it. Click **OK** to accept that name for the report.
9. Close the report.
10. **CLOSE** the database.

LEAVE Access open for the next project.

@ The *SoccerTeam* file for this lesson is available on the book companion website or in WileyPLUS.

Project 6-2: Fourth Coffee Inventory Report

In your job at Fourth Coffee, you are responsible for maintaining the coffee inventory. Create a report to view the inventory and prepare for the next order.

GET READY. LAUNCH Access if it is not already running.

1. **OPEN** *Coffee* from the data files for this lesson.
2. **SAVE** the database as *CoffeeXXX* (where XXX is your initials)

@ The *Coffee* file for this lesson is available on the book companion