

Lab 1: Maintaining the Dartt Offsite Services Database

Problem: Dartt Offsite Services is expanding rapidly and needs to make some database changes to handle the expansion. The company needs to know more about its customers, such as services needed. It also needs to add validation rules, and update records in the database.

Note: Use the database modified in Lab 1 of Chapter 2 for this assignment, or see your instructor for information on accessing the files required for this book.

Instructions: Perform the following tasks:

1. Open the Lab 1 Dartt Offsite Services database and open the Client table in Design view.
2. Add a multivalued lookup field, Services Needed, to the Client table. The field should appear after the Postal Code field. Table 3-2 lists the services abbreviations and descriptions that management would like in the multivalued field. Save the change to the table.

Table 3-2 Services Abbreviations and Descriptions

Services Abbreviation	Description
Arch	Archival Storage
Data	Data Backup
Drec	Disaster Recovery
Net	Network Backup
Shrd	Shred Documents
Web	Website Backup

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3. Add a calculated field named Total Amount (Amount Paid + Balance Due) to the Client table. The field should follow the Balance Due field. Save the change to the table.
4. Create the following rules for the Client table and save the changes:
 - a. Ensure that any letters entered in the Client Number field appear as uppercase.
 - b. Make Client Name a required field.
 - c. Ensure that only the values SC and NC can be entered in the State field. Include validation text.
 - d. Assign a default value of NC to the State field.
5. Use Filter By Form to find all records where the city is Kyle and the balance due is \$0.00. Delete the record(s). Do not save the filter.
6. Open the Client table in Datasheet view and add the data shown in Figure 3-84 to the Services Needed field. Resize the field to best fit and save the changes to the layout of the table.

CL#	Client Name	Services Needed	Amount Paid	Balance Due	Total Amount	SR#	Click to Add
BBF32	Babbage CPA Firm	Arch, Data, Drec, Shrd	\$3,524.00	\$567.85	\$4,091.85	24	
BCC76	Buda Community College	Arch, Data, Drec, Net, Web	\$4,445.65	\$750.00	\$5,195.65	21	
BMS53	Bavant Medical Services	Arch, Data, Drec	\$0.00	\$2,295.55	\$2,295.55	21	
CD529	Carter Dental Services	Data, Net, Shrd	\$3,000.00	\$1,100.50	\$4,100.50	37	
GAD74	Grant Antique Dealers	Data	\$2,435.65	\$1,345.75	\$3,781.40	24	
GCF56	Granger City Foundation	Data, Net, Web	\$0.00	\$6,500.00	\$6,500.00	21	
HCH10	Hendley County Hospital	Data, Drec, Net, Shrd	\$3,209.25	\$1,210.87	\$4,420.12	37	
KDS21	KAL Design Studio	Data, Web	\$1,225.45	\$895.95	\$2,121.40	24	
MES14	Mike's Electronic Stop	Web	\$1,267.95	\$989.75	\$2,257.70	37	
PJN34	Patricia Jean Nursery	Data, Net, Web	\$0.00	\$2,367.25	\$2,367.25	37	
SLA77	Smarter Law Associates	Arch, Data, Drec, Shrd	\$3,800.00	\$0.00	\$3,800.00	21	
TVS17	Theon Veterinary Services	Data, Net, Shrd	\$2,750.00	\$1,200.00	\$3,950.00	37	
WEC05	Walburg Energy Company	Arch, Data, Drec, Net	\$1,567.45	\$1,100.50	\$2,667.95	24	
WSC01	Wood Sports Complex	Data, Net, Web	\$2,250.00	\$1,600.00	\$3,850.00	24	

Figure 3-84

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