

Access Application Capstone Exercise



You were recently hired by your local college to help with registering all transfer students. The college's Transfer Counseling Department is a one-stop location for transfer students to come with questions. They have been working with Excel spreadsheets generated by the Information Technology department, but they are hoping to do more with an Access database. They have had a number of problems, including employees putting information in the wrong fields, putting information in the wrong format, and creating incorrect formulas. They are also hoping for more consistent ways of finding information, as well as being able to generate reports. Your tasks include importing an existing Excel worksheet as a table into your Access database; modifying the table; creating a relationship between two tables; creating queries with calculated fields, functions, and totals; creating a form for input; and creating a report.

Set Up the Database File and Import an Excel Worksheet

To start, you have been provided with a database the Information Technology department created. The database has one table and one form. You will be importing an Excel spreadsheet into a table and creating a primary key.

- Start Access. Open *a00c1College* and save the database as **a00c1College_LastFirst**.
- Import the *a00c1Transfer* Excel workbook into a table named **Transfer Schools**. While importing the data, choose **StudentID** as the primary key field. Ensure *StudentID* has a data type of Short Text.

Modify a Table

Now that you have imported the data from the spreadsheet, you will modify the field properties in the Transfer Schools table and demonstrate sorting.

- Set the StudentID field size to **10**.
- Remove the @ symbol from the StudentID format property.
- Change the AdmittingSchool field size to **75**.
- Change the RegistrationFee and TuitionDue fields to have **0** decimal places.
- Switch to Datasheet View. Resize all columns so all data are displayed.
- Sort the Transfer Schools table on the CreditsTransferred field in ascending order.
- Save and close the table.

Create Relationships

Now that the table is imported and modified, you will create a relationship between the two tables.

- Add the Transfer Schools and Transfer Students tables to the Relationships window.
- Create a one-to-one relationship between the StudentID field in the Transfer Students (primary) table and the StudentID field in the Transfer Schools (related) table. Enforce referential integrity between the two tables.
- Save the changes and close the Relationships window.

Modify Data in a Form

You will demonstrate changing information in a form.

- Open the Transfer Students Data Entry form.
- Change the major for *Cornelius Kavanaugh* to **Elementary Education**. Close the form.