

Guided Project 9-1

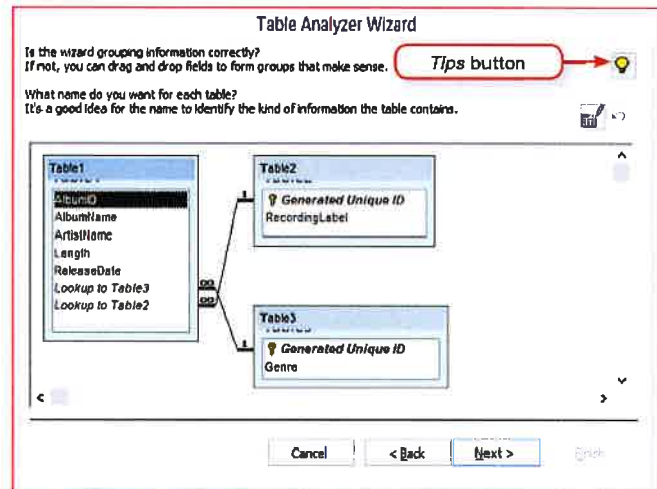
For this project, you enhance the functionality of a database for a friend's music collection. You analyze the table structure and assess the performance of the database. Next, you create a custom Navigation pane and encrypt the database with a password. *This project has been modified for use in SIMnet®.*

Skills Covered in This Project

- Use the **Table Analyzer** tool.
- Back up a database.
- Use the Performance Analyzer tool.
- Create a custom Navigation pane.
- Create a custom category and custom groups.
- Assign objects to groups.
- Modify shortcut properties.
- Hide objects and groups.

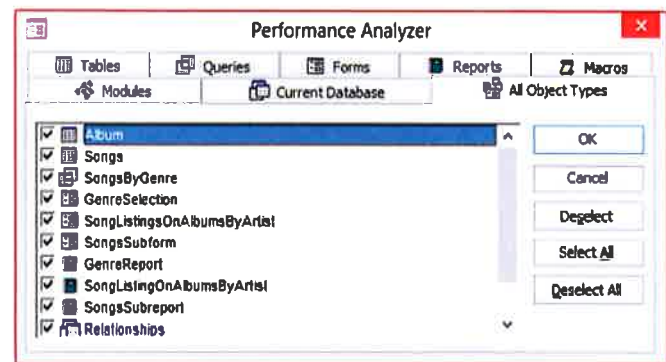
Step 1 Download start file

1. Open the **MusicDatabase-09.accdb** database start file.
2. The file will be renamed automatically to include your name.
3. Enable content in the security warning bar.
4. Analyze the **Album** table.
 - a. Click the **Analyze Table** button [Database Tools tab, Analyze group] to open the **Table Analyzer Wizard**.
 - b. If the **Looking at the Problem** information window displays, click **Next** to move to the second information screen.
 - c. If the **Solving the Problem** information window displays, click **Next** to move to the next step of the wizard.
 - d. Select the **Album** table and click **Next**.
 - e. Select the **Yes, let the wizard decide** radio button and click **Next**. The wizard displays the recommendations.
 - f. Enlarge the tables so you can read all of the content (Figure 9-87).
 - g. Click the **Tips** button to open the **Table Analyzer** dialog box. Read the suggestions. The wizard suggests moving the **RecordingLabel** and **Genre** fields into separate tables. Based on the way that you use the data, that is not a good idea because storing the lookup fields in both tables wouldn't save space and the tables would need to be joined to display the actual values.
 - h. Close the **Table Analyzer** dialog box.
 - i. Since the wizard has no other suggestions and you determine that the table is in 3NF, click the **Cancel** button in the **Table Analyzer Wizard** dialog box.
5. Analyze the **Songs** table.
 - a. Click the **Analyze Table** button [Database Tools tab, Analyze group] to open the **Table Analyzer Wizard**.
 - b. If the **Looking at the Problem** information window displays, click **Next** to move to the second information screen.

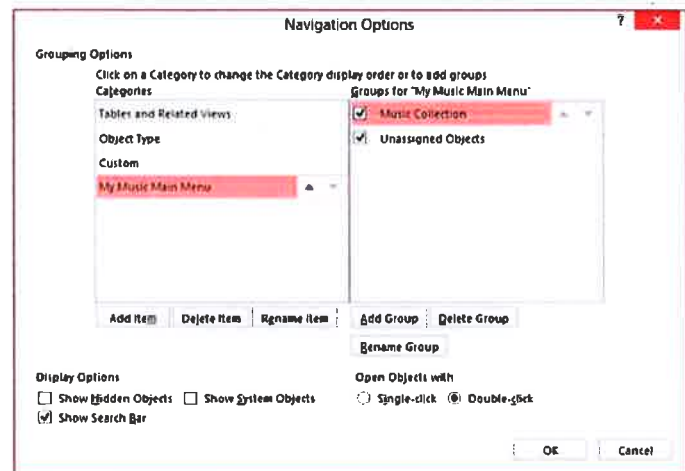


9-87 Table Analyzer Wizard dialog box

- c. If the *Solving the Problem* information window displays, click **Next** to move to the next step of the wizard.
 - d. Select the **Songs** table and click **Next**.
 - e. Select the **Yes, let the wizard decide** radio button and click **Next**. A dialog box displays informing you that the wizard doesn't recommend any splitting of the table.
 - f. Click the **Cancel** button to exit the wizard.
6. Back up the database.
 - a. Click the **File** tab to open the *Backstage* view and click the **Save As** button.
 - b. Click the **Back Up Database** button in the *Advanced* grouping of the *Save Database As* section and then click the **Save As** button. The *Save As* dialog box displays.
 - c. Select the location to store the file.
 - d. Access suggests a filename which adds the current date to the end of the file name. Rename the file as **Your.Name-MusicDatabase-09_Backup.accdb** and click the **Save** button.
 7. Analyze the performance of the database.
 - a. Click the **Analyze Performance** button [*Database Tools* tab, *Analyze* group] to open the *Performance Analyzer*.
 - b. Click the **All Object Types** tab and click the **Select All** button (Figure 9-88).
 - c. Click **OK**. The *Performance Analyzer* window shows the *Analysis Results*. You will not be implementing these suggestions.
 - d. Click **Close** to exit the analyzer.
 8. Create a category and group for a custom *Navigation* pane.
 - a. Right-click the **Navigation pane Title bar** to open the shortcut menu and select the **Navigation Options** button.
 - b. Click the **Add Item** button to add a new custom category into the *Categories* list.
 - c. Type **My Music Main Menu** in the category box and press **Enter**.
 - d. Click the **Add Group** button to add a new group in this category.
 - e. Type **Music Collection** in the group box and press **Enter**. The *Navigation Options* dialog box should look similar to Figure 9-89.
 - f. Click **OK** when done.
 9. Assign objects and modify the *Navigation* pane.
 - a. Click the **Navigation pane** arrow to open the *Navigation* menu and select the **My Music Main Menu** category.
 - b. Click, hold, and drag the **GenreSelection** form from the *Unassigned Objects* group to the *Music Collection* group.

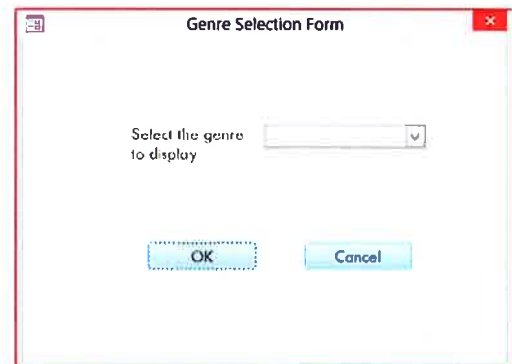


9-88 Performance Analyzer dialog box



9-89 New category and group in the Navigation Options dialog box

- c. Click, hold, and drag the **SongListingOnAlbumsByArtist** form from the *Unassigned Objects* group to the *Music Collection* group. Recall that this form contains the *SongsSubform* form, although you are not assigning that form to any group.
 - d. Click, hold, and drag the **SongListingOnAlbumsByArtist** report from the *Unassigned Objects* group to the *Music Collection* group. Recall that this report contains the *SongsSubreport* report, although you are not assigning that report to any group.
 - e. Right-click the **GenreSelection** shortcut and select the **Rename Shortcut** option. Type **Open Genre Report** as the shortcut name and press **Enter**.
 - f. Right-click the **Open Genre Report** shortcut and select the **View Properties** option.
 - g. Select the **Disable Design View shortcuts** check box and click **OK**.
 - h. Right-click the **SongListingOnAlbumsByArtist** form shortcut and select the **View Properties** option.
 - i. Select the **Disable Design View shortcuts** check box and click **OK**.
 - j. Right-click the **SongListingOnAlbumsByArtist** report shortcut and select the **View Properties** option.
 - k. Select the **Disable Design View shortcuts** check box and click **OK**.
 - l. Right-click the **Unassigned Objects** heading and select the **Hide** option.
 - m. If necessary, drag the **divider bar** to widen the *Navigation* pane. The completed *Navigation* pane should look similar to Figure 9-90.
10. Test the custom *Navigation* pane.
 - a. Double-click the **Open Genre Report** shortcut. The *GenreSelection* form opens (Figure 9-91). This form collects a parameter and opens the associated report.
 - b. Click the **combo box** drop-down arrow, select **Pop**, and click **OK**. The report opens. Notice in the *Status* bar that *Design* view is still an available option. You disabled *Design* view for *Open Genre Report*, which is the shortcut to the *GenreSelection* form. This form opened the *GenreReport* object. Ultimately, you may decide to address this issue.
 - c. Close the report.

9-90 Completed *Navigation* pane

9-91 Select a genre to display in the associated report

Step 2
Upload &
Save

11. Close the database.
12. Upload and save the **Your.Name-MusicDatabase-09.accdb** file.

Step 3
Grade my
Project

13. Submit project for grading.