

In the Labs

Design, create, modify, and/or use a database following the guidelines, concepts, and skills presented in this chapter. Labs are listed in order of increasing difficulty. Labs 1 and 2, which increase in difficulty, require you to create solutions based on what you learned in the chapter; Lab 3 requires you to create a solution, which uses cloud and web technologies, by learning and investigating on your own from general guidance.

Lab 1: Creating Objects for the Dartt Offsite Services Database

Problem: Dartt Offsite Services is a local company that provides offsite data services and solutions. The company provides remote data backup, disaster recovery planning and services, website backup, and offsite storage of paper documents for small businesses and nonprofit organizations. Service representatives are responsible for communicating data solutions to the client, scheduling backups and other tasks, and resolving any conflicts. The company recently decided to store its client and service rep data in a database. Each client is assigned to a single service rep, but each service rep may be assigned many clients. The database and the Service Rep table have been created, but the Monthly Salary field needs to be added to the table. The records shown in Table 1–6 must be added to the Service Rep table. The company plans to import the Client table from the Excel worksheet shown in Figure 1–86. Dartt would like to finish storing this data in a database and has asked you to help.

	A	B	C	D	E	F	G	H	I	J	K
1	Client Number	Client Name	Street	City	State	Postal Code	Amount Paid	Balance Due	Service Rep Number		
2	BBF32	Babbage CPA Firm	464 Linnell Dr.	Austin	SC	28796	\$3,524.00	\$567.85	24		
15	WEC05	Theon Veterinary Services	578 Central Ave.	Walburg	NC	28819	\$2,750.00	\$1,200.00	24		
16	WSC01	Walburg Energy Company	12 Polk St.	Walburg	NC	28819	\$1,567.45	\$1,100.50	24		
17		Wood Sports Complex	578 Central Ave.	Walburg	NC	28819	\$2,250.00	\$1,600.00	24		

Figure 1–86

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Perform the following tasks:

1. Start Access and open the Lab 1 Dartt Offsite Services database from the Data Files for Students.
2. Open the Service Rep table in Datasheet view and add the Monthly Salary field to the end of the table. The field has the Currency data type. Assign the caption SR # to the Service Rep Number field.
3. Add the records shown in Table 1–6.
4. Resize the columns to best fit the data. Save the changes to the layout of the table.

Table 1–6 Data for Service Rep Table

Service Rep Number	Last Name	First Name	Street	City	State	Postal Code	Start Date	Monthly Salary
21	Kelly	Jenna	25 Paint St.	Kyle	SC	28797	5/14/2012	\$3,862.45
45	Scott	Josh	1925 Pine Rd.	Byron	SC	28795	4/28/2014	\$3,062.08
24	Liu	Mia	265 Marble Dr.	Kyle	SC	28797	1/7/2013	\$3,666.67
37	Martinez	Mike	31 Steel St.	Georgetown	SC	28794	5/13/2013	\$3,285.00