Proficiency Assessment

Project 1-3: Creating a customer database using a template

You are working for a company that has been tracking their customer contacts in an Excel spreadsheet. However, you need a more powerful contact management tool and want to see what Access has to offer. You will open a new database based on a contact management template available from Microsoft and explore it.

1. From New in Backstage view, click the Contacts category in the templates categories.
2. Click the Desktop contacts template.
3. Name the database, Customer Contacts and create the database.
4. If a tutorial box titled, Getting Started with Contacts opens, close the box.
5. From the Navigation pane, open the Contacts table.
6. Type three new records into the table using information of your choosing but applicable to the table. (Hint: Don't worry about typing anything in the ID field; Access will automatically fill in this field for you.)
7. Right-click on one of your records and delete.
8. Type a new record to replace the deleted one.
9. Save and then close the table.

Project 1-4: Creating a new database and adding tables

You need to create a new database to track information regarding a new project. The database will need to have three tables. It will be created from scratch because none of the Microsoft Access templates are applicable to your information.

1. From New in Backstage view, click Blank desktop database.
2. Name the database, Project X and click Create.
3. When the database opens, it will contain one blank table.
4. Click the Create Ribbon tab and click the Tables button in the Tables group. A second blank table called Table 2 will open.
5. Click the Create Ribbon tab again and create a third blank table. It will be called Table 3.
6. In the Navigation pane, filter the Navigation pane list to only display tables.
7. Return the Navigation pane to display all objects.
8. In the Search box, above the Navigation pane, type Table2 and hit enter.
9. Notice even though it is opened, it will become the active table in the middle of your screen.
10. Click File > Save and then File > close to close the database.

Competency Assessment

Project 2-1: Creating a new table in Design view

You will open the Northwind Traders Tables database and create a new table in the Design view and set table properties in the table.

1. Click File. From the Backstage view, click Open and navigate to your student drive.
2. Open the file Northwind Traders Tables. Save the file as Project2-1_done.
3. Click the Create Ribbon tab. From the Tables group, click Table Design.
4. Your new blank table will open in the Table Design view.
5. Your cursor will be blinking in the Field Name column. Type Manager Name in the Field Name text field.
6. In the Data Type column, type Short Text.
7. In the Description column, type Full Manager Name.
8. From the following table, enter the following field names:

Field Name	Data Type	Description
Department	Short Text	Department Name
Department Description	Long Text	Department Description
Department Code	Number	Department Numeric Code

   Right-click on the new table tab and choose Datasheet view.
9. Name the new table, Managers. Don't set a primary key, when it prompts to do this.
10. Close the database.

Project 2-2: Editing a table in Datasheet view

Edit an existing table in the Datasheet view by editing data types and also inserting some new columns into the table.

1. From Open in the Backstage view, navigate to the Acces02lessons folder and open the Northwind Traders Tables database. Save the file as Project2-2_done. From the Navigation pane, open the Customers table in the Datasheet view.
2. Right-click on the Customers table tab and click Design view.
3. In the Description field, for Customer Number, add the following, Each Number should contain the prefix CU#.
4. Scroll down in the field names list and under the last field, Contract Date, add an Email field.
5. Set the data type to Hyperlink.
6. Close the database.