

Unit 1 Applications

Unit Application 1-1

Data in the management table needs to be update. Using the Datasheet View for the table, modify the data and print the recordset as directed.

1. Locate and open the **Unit 1** folder.
2. Make a copy of **EcoMed-U1** and rename it to *[your initials]-EcoMed-U1*.
3. Open and enable content for *[your initials]-EcoMed-U1*.
4. Open **tblManagement**. Change the font of the datasheet to **Arial Narrow**.
5. Hide the columns **Contact First Name**, **Contact Last Name**, and **Contract Ends**.
6. Make the changes shown in Figure U1-1.

Figure U1-1
Editing
tblManagement

Manage ID	Management Company	ZIP	Phone Number
9	Christiana Health Care System	19899-1668	(302) 568-6544
17	Ohio Health Corporate Office	43215	(614) 585-4777
23	Health Alliance - <i>[your full name]</i>	45209	(513) 619-5522
30	Clarian Health - Administration Offices	46206-1367	(317) 916-3525

7. Add the following new record:

Manage ID: *Press [Tab]*
Management Company: *Key [your full name]*
Address: **522 Bend Ave.**
City: **Dayton**
State: **OH**
ZIP: **45390**
Phone Number: **(555) 222-6464**

8. Delete the record for **Manage ID** 96.
9. Apply a filter to only show management companies from **DE**, **IN**, and **OH**.

10. Size all columns wide enough to show the longest text or column heading for each field.
11. Sort the table in ascending order by **Management Company**.
12. Make sure that all data fit on one page in **Landscape** orientation.

Assessment



- Save and close **tblManagement**. Compact and close the database.
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-



- Save the table datasheet as a PDF named **[your initials]-U1-01-A**.
- Depending on your class procedures, print or turn in the PDF file.
- Save and close **tblManagement**.
- Compact and close the database.

Management Company	Address	City	State	ZIP	Phone Number
1) GreenMed Medical	123 Main Ave	Spring	TX	48001	202-222-2222
2) EcoMed Health Care	456 Oak St	Spring	TX	48002	202-222-2222
3) GreenMed Health Care	789 Pine St	Spring	TX	48003	202-222-2222
4) EcoMed Health Care	101 Elm St	Spring	TX	48004	202-222-2222
5) GreenMed Health Care	123 Cedar St	Spring	TX	48005	202-222-2222
6) EcoMed Health Care	456 Birch St	Spring	TX	48006	202-222-2222
7) GreenMed Health Care	789 Maple St	Spring	TX	48007	202-222-2222
8) EcoMed Health Care	101 Walnut St	Spring	TX	48008	202-222-2222
9) GreenMed Health Care	123 Hickory St	Spring	TX	48009	202-222-2222
10) EcoMed Health Care	456 Chestnut St	Spring	TX	48010	202-222-2222

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Unit Application 1-2

The descriptions of the bulb shapes need to be updated. Rather than describe them as “can,” the data need to read “Canister.” In addition, several records need to be updated. Make the appropriate changes and verify your work by printing the inventory report.

1. Open **[your initials]-EcoMed-U1** and enable its content.
2. Open **tblInventory** in **Datasheet View**.
3. Find all bulb shapes that are “can” and replace the text with **Canister**.
4. Add the following new record, leaving fields blank as shown.

Inv ID: *Press* **Tab**
Energy Star: **No**
Model Number: **CN157-990-IG**
Bulb shape: **Canister**
Image: *Attach* **CN157-990-IG.jpg**

5. Open **frmInventory**.
6. For the **Model Number** FL450-175-BF, change the **Vender** to **[your full name]**.



NOTE

The image file can be found in the **Unit 01** folder.

7. For the **Model Number** FL450-300-BF, change the **Bulb Type** to **Halogen**.
8. Open **rptInventory**.
9. Sort records by **Model Number** in **Ascending** order.
10. Filter the report to only show the **Bulb Shape** canister.

Assessment



- Save and close all objects.
- Compact and close the database.
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-



- Save the report as a PDF named *[your initials]-U1-02-A*.
- Depending on your class procedures, print or turn in the PDF file.
- Save and close all objects.
- Compact and close the database.



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Unit Application 1-3

To track procedural issues, you have been directed to create a new table. This table will need to be able to track issues by date and key words. Each event should also be able to include an attachment, such as a memo typed in Microsoft Word. Create the table and document your work by printing the Database Documenter report for the table.

1. Open *[your initials]-EcoMed-U1* and enable its content.
2. Create a new table. Name the table **tblIssues**.
3. Add the following fields:

Field Name	Data Type	Format	Field Size	Caption
IssueID	AutoNumber			
Summary	Memo			
OpenedDate	Date/Time	Short Date		Opened Date
DueDate	Date/Time	Short Date		Due Date
KeyWords	Text		100	
Resolution	Text		100	
Attachments	Attachment			
ReportedBy	Text		30	

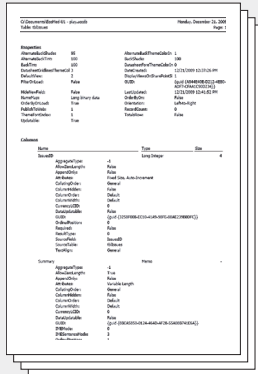
4. Add your full name as the **Description** for the field **ReportedBy**.
5. Make the **IssueID** the **Primary Key**.
6. For the field **OpenedDate**, add a **Validation Rule** of $\geq 1/1/1900$.
7. Add the **Validation Text** **Value must be greater than 1/1/1900**.

Assessment



- Save and close all objects.
- Compact and close the database.
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-



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- Create a **Database Documenter** report for **tblIssues** using the following settings:
 - Include for Table: **Properties** only
 - Include for Fields: **Names, Data Types, Size, and Properties**
 - Include for Indexes: **Nothing**
- Save the **Documenter** report as a PDF file named **[your initials]-U1-03-A**.
- According to your class procedures, print or turn in the PDF file.
- Close and save the table.
- Compact and close the database.

Unit Application 1-4 ♦ Using the Internet

You have been asked to research possible lighting vendors. Using an Internet search, locate a vendor, and enter the contact information included on the Web site. Print the vendor table in landscape orientation.

1. Using the Internet search engine of your choice, locate a company that sells light bulbs. Find the company (vendor) name, address, city, state, ZIP, and FAX number.
2. Open **[your initials]-EcoMed-U1** and enable its content. Open **tblVendor** in **Datasheet View**.
3. Hide the **ContactName**, **Phone Number**, and **FAX** field.
4. Add a new **Hyperlink** field to the table called **URL**.
5. Key the new company's information into the table.
6. Enter the Web address for the company you located into the **URL** field.
7. Size all columns appropriately.
8. Make sure that all data fit on one page in **Landscape** orientation.



TIP

You might need to change the margins to get all the data on one page.

Assessment



- Save and close all objects.
- Compact and close the database.
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-



- Save the table datasheet as a PDF named *[your initials]-U1-04-A*.
- Depending on your class procedures, print or turn in the PDF file.
- Save and close all objects.
- Compact and close your database.

ID	Name	...
1	John Doe	...
2	Jane Smith	...
3
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10

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