

## Concepts Review

### True/False Questions

Each of the following statements is either true or false. Indicate your choice by circling T or F.

- T F 1. After you create a table using a template, you can rename fields and change the data type of fields in **Design View**.
- T F 2. A database template is a ready-to-use database containing only tables but lacking the queries, forms, and reports needed to perform specific tasks.
- T F 3. Data integrity is the condition through which data can transferred from one computer system to another.
- T F 4. The primary key field of a table must contain unique data.
- T F 5. Fields can be deleted only through **Design View**.
- T F 6. When applying a validation rule to a field that contains data, Access asks if you want to apply the new rule to the existing data.
- T F 7. In **Datasheet View**, the **Description** property of a field displays as the column header.
- T F 8. When exporting a table to Microsoft Word using the Access Export Wizard, a copy of the object's data will be stored as a Rich Text Format (rtf) file.

### Short Answer Questions

Write the correct answer in the space provided.

1. When must you create a blank database from scratch?

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2. When using the Leszynski Naming Conventions, what would you rename a table called Food Costs?

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3. Name the four ways to add/create a table to a database.

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4. What kind of data type does a template use for a street address?

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5. What field data type can store more than 255 characters?

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## UNIT 1 Understanding Access Databases

6. In what view can you change the data type or description of a field?  
\_\_\_\_\_
7. In **Design View**, which function key toggles the insertion point between the lower and upper panes?  
\_\_\_\_\_
8. What kind of field must store unique or different data for each record?  
\_\_\_\_\_

## Critical Thinking


Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.



1. Access Templates use field names such as StateOrProvince and PostalCode instead of State or ZIPCode. Why do you think Access does this? Give an example when using the default field names might not be appropriate.
2. Many businesses find it necessary to import tables into Access. Give an example when a business might need to import data.

## Skills Review

### Exercise 4-20

You have been asked to create a new database to help track tasks for company employees. You create a new database to manage these tasks.

1. Create a new database by following these steps:
  - a. With Access running and no database open, click **Sample templates** and choose **Tasks**.
  - b. In the **File Name** textbox, key **[your initials]-EcoMed-Tasks**.
  - c. Verify the save location.
  - d. Click **Create** .
2. Change the appearance of the **Navigation Pane** by following these steps:
  - a. Click **Enable Content**.
  - b. Expand the **Navigation Pane**, click the **Task Navigation** bar, and choose **Object Type**.
  - c. Close the form **Task List**.
  - d. Double-click the table **Tasks**.

3. Delete fields in **Datasheet View** by following these steps:
  - a. Click on the column header for the **Description**.
  - b. From the **Fields** tab, in the **Add & Delete** group, click **Delete** .
4. Delete fields in **Design View**, by following these steps:
  - a. From the **Home** tab, in the **Views** group, click **View**  to switch to **Design View**.
  - b. Click on the field selector for **Attachments**.
  - c. From the **Design** tab, in the **Tools** group, choose **Delete Rows** .
  - d. Press **Ctrl+S** to save the changes.
5. Change field properties by following these steps:
  - a. Click on the field selector for **Title**.
  - b. In the property **Field Size**, key **200**.
  - c. Press **Ctrl+S** to save the changes.
6. Close an object by following these steps:
  - a. Right-click the **Tasks** tab. From the shortcut menu, select **Close** .



## Assessment

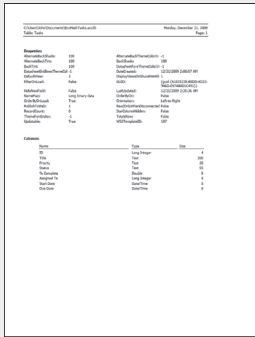


- Close the database.
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.


-OR-



- Create a Database Documenter report by following these steps:
  - a. From the **Database Tools** tab, in the **Analyze** group, choose **Database Documenter** .
  - b. In the **Documenter** dialog box, on the **Tables** tab, click the check box for **Tasks**.
  - c. Click **Options** to open the **Print Table Definition** dialog box.
  - d. For the **Include for Table** section, check **Properties**.
  - e. For the **Include for Fields** section, select **Names, Date Types, and Size**.
  - f. For the **Include for Indexes** section, select **Nothing**.
  - g. Click **OK** to close the **Print Table Definition** dialog box.
  - h. Click **OK** to create the document report.
- Save a Database Documenter report by following these steps:
  - a. From the **Print Preview** tab, in the **Data** group, click **PDF or XPS**  to save the printout as a file.
  - b. Save the file with the following settings:
    - In the dialog box's **Navigation Pane**, select the location where you want to store your class work.
    - **Save as type** as PDF.
    - **File name** as *[your initials]-04-20-A*.
    - **Open file after publishing** should be checked.






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- c. Close the **Export – PDF** window.
- d. Depending on your class procedures, print or turn in the PDF file.
- e. From the **Print Preview** tab, in the **Close Preview** group, click **Close Print Preview** .
- f. Close the database.

## Exercise 4-21

**The structure for the table inventory needs to be modified. Using Design View, modify the structure and then verify your work by saving a documenter report.**

1. Locate and copy a database by following these steps:
  - a. Locate and open the **Lesson 04** folder.
  - b. If you already have a copy of *[your initials]-EcoMed-04*, skip to step 2.
  - c. Right-click the file **EcoMed-04** and from the shortcut menu, choose **Copy**.
  - d. Right-click an unused part of the folder. From the shortcut menu, choose **Paste**.
  - e. Right-click the new file and from the shortcut menu, choose **Rename**. Rename the file to *[your initials]-EcoMed-04*.
  - f. Right-click *[your initials]-EcoMed-04* and from the shortcut menu, choose **Properties**. Make certain that the **Read-only** attribute check box is not checked. Click **OK**.
2. Change the design of a table by following these steps:
  - a. Open **tblInventory**. Switch to **Design View**.
  - b. In the top pane, click in the **BulbShapes** row and press **F6**.
  - c. In the **Field Size**, key **20**.
  - d. In the top pane, click in the **BulbCategory** row and press **F6**.
  - e. In the **Field Size**, key **15**.
  - f. In the top pane, click in the **3Way**.
  - g. From the **Design** tab, in the **Tools** group, click **Delete Rows** . Click **Yes** to confirm the deletion.
  - h. In the top pane, click in the **EnergyStar**.
  - i. From the **Design** tab, in the **Tools** group, click **Insert Rows** .
  - j. Key **Available** as the new **Field Name**.
  - k. Press **Tab** and choose **Yes/No** as the new **Data Type**.
3. Close an object by following these steps:
  - a. Right-click the **tblInventory** tab. From the shortcut menu select **Close** .
  - b. Save the changes to the table and click **Yes** when warned that some data might be lost.



2. Add fields by following these steps:
  - a. Open **tblBulbShapes**. Switch to **Design View**.
  - b. In the top pane, click in the **BulbShape** row.
  - c. From the **Design** tab, in the **Tools** group, select **Insert Row** .
  - d. For the **Field Name** key **BulbShapeID**.
  - e. For the **Data Type** select **AutoNumber**.
3. Change a field's properties by following these steps:
  - a. From the **Design** tab, in the **Tools** group, select **Primary Key** .
  - b. Double-click to select the field name **BulbShape**. Press **Ctrl**+**C**.
  - c. Press **F6**. Change the **Field Size** to **30**.
  - d. In the **Format** property, key **>**.
  - e. Press **↓** until you reach the **Caption** property. Press **Ctrl**+**V**.
  - f. Add a space between the words "Bulb" and "Shape."
4. Close an object by following these steps:
  - a. Right-click the **tblBulbShapes** tab. From the shortcut menu, select **Close** .
  - b. Save the changes to the table and click **Yes** when warned that some data might be lost.




### Assessment

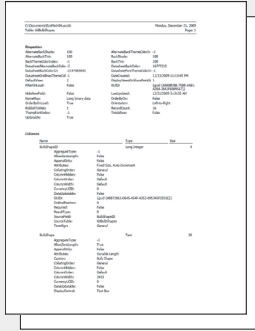


- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.


-OR-



- Create a **Database Documenter** report by following these steps:
  - a. From the **Database Tools** tab, in the **Analyze** group, choose **Database Documenter** .
  - b. In the **Documenter** dialog box, on the **Tables** tab, click the check box for **tblBulbShapes**.
  - c. Click **Options** to open the **Print Table Definition** dialog box.
  - d. For the **Include for Table** section, check **Properties**.
  - e. For the **Include for Fields** section, select **Names, Data Types, Size, and Properties**.
  - f. For the **Include for Indexes** section, select **Nothing**.
  - g. Click **OK** to close the **Print Table Definition** dialog box.
  - h. Click **OK** to create the document report.
- Save a **Database Documenter** report by following these steps:
  - a. Click the **File** tab. From the **Print** option, choose **Print Preview** .
  - b. From the **Print Preview** tab, in the **Data** group, click **PDF or XPS**  to save the printout as a file.





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- c. Save the file with the following settings:
  - In the dialog box's **Navigation Pane**, select the location where you want to store your class work.
  - **Save as type** as PDF.
  - **File name** as *[your initials]-04-22-A*.
  - **Open file after publishing** should be checked.
- d. Close the **Export – PDF** window.
- e. Depending on your class procedures, print or turn in the PDF file.
- f. From the **Print Preview** tab, in the **Close Preview** group, click **Close Print Preview** .

## Exercise 4-23

**New bulbs to be added to the inventory table have been entered into an Excel spreadsheet. Rather than retype the information, you have been instructed to import the records from the spreadsheet and append these records into the inventory table.**

1. The database *[your initials]-EcoMed-04* is required to complete this exercise.
  - a. Double-click the database *[your initials]-EcoMed-04*.
  - b. If the Message Bar's **Security Warning** appears, click the **Enable Content** button.
2. Import Excel data by following these steps:
  - a. From the **External Data** tab, in the **Import & Link** group, click **Excel** .
  - b. In the **Get External Data** dialog box, click **Browse**.
  - c. Locate the **Lesson 04** folder and select **New Bulbs**. Click **Open**.
  - d. Select the **Append a copy of the records to the table:** option. Select the table **tblInventory**. Click **OK**.
  - e. Click **Finish**.
  - f. The message box tells you that the table has been imported. Click **Close**.
  - g. Open **tblInventory** in **Datasheet View**.
3. Filter the table by following these steps:
  - a. Click anywhere in the **BulbShapes** field.
  - b. From the **Home** tab, in the **Sort & Filter** group, click **Filter** .
  - c. Click the **(Select All)** check box to remove the checkmark.
  - d. Scroll down the list and click on **Other**. Click **OK**.
  - e. Resize each column to show all the data.





## Lesson Applications

### Exercise 4-24

The sales department needs to send marketing literature to the Chief Executive Officers (CEOs) of all client facilities. Rather than have the sales department work with the full database, you have been asked to create a temporary facilities database. You will import the facilities table from the EcoMed database and add a CEO field to the table.

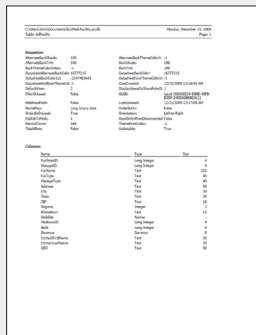
1. Create a blank database named *[your initials]-EcoMed-Facility*.
2. Import **tblFacilities** from *[your initials]-EcoMed-04*.
3. Rename the table **tblFacility**.
4. Add a text field named **CEO** as the last field of the table.
5. Set the field size to **50**.

### Assessment



- Close and save the table, then 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 **tblFacility** using the following settings:
  - Include for Table: **Properties** only
  - Include for Fields: **Names, Data Types, and Size**
  - Include for Indexes: **Nothing**
- Save the **Documenter** report as a PDF file named *[your initials]-04-24-A*.
- According to your class procedures, print or turn in the PDF file.
- Close the **Export – PDF** window.
- Close and save the table, then compact and close the database.

### Exercise 4-25

The sales department has determined that the company now needs to track sales events. You have been asked to add a new table to the existing database.

1. Use the database *[your initials]-EcoMed-04* database.
2. Create a new table named **tblSalesEvent**.

3. Open the table in **Design View**. Add the following fields to the table.

| Field     | Data Type | Caption              |
|-----------|-----------|----------------------|
| SalesRep  | Text      | Sales Representative |
| StartDate | Date/Time | Start Date           |
| EndDate   | Date/Time | End Date             |

4. Change the **Format** to **Short Date** for the **StartDate** and **EndDate** fields.

5. Add Short Date **Input Mask** for both dates.

6. Change the **Field Size** property for **Sales Rep** to **35**.

7. Rename the field **ID** to **SaleEventID**.

### Assessment



- Close and save the table, then compact and close the database.
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-



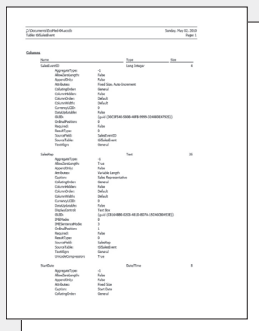
- Create a **Database Documenter** report for **tblSalesEvent** using the following settings:

- Include for Table: **Nothing**
- Include for Fields: **Names, Data Types, Size, and Properties**
- Include for Indexes: **Nothing**

- Save the **Documenter** report as a PDF file named **[your initials]-04-25-A**.

- According to your class procedures, print or turn in the PDF file.

- Close and save the table, then compact and close the database.



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### Exercise 4-26

**On occasion, employees purchase supplies for the company. These expenses need to be tracked. Create a new table to track employee expenses.**

1. Using the database **[your initials]-EcoMed-04** database, create a new blank table.

2. In **Datasheet View**, add the following record:

|           |   |
|-----------|---|
| ID:       | <b>Press Tab</b>                          |
| Column 2: | <b>464-4824</b>                           |
| Column 3: | <b>Supplies</b>                           |
| Column 4: | <b>10/15/11</b>                           |
| Column 5: | <b>\$14.85</b>                            |
| Column 6: | <b>Cleaning Supplies</b>                  |
| Column 7: | <b>Trash Bags, Soap, and Paper Towels</b> |



**TIP**

To add a new field in **Datasheet View**, you must click in the Click to Add column.

3. Save the table as **tblEmpExp-[your initials]**.
4. Set **Field1** as the primary key and delete the **ID** field.
5. Rename the field names to the following:
 

|         |                      |
|---------|----------------------|
| Field1: | <b>EmpID</b>         |
| Field2: | <b>ExpenseType</b>   |
| Field3: | <b>DatePurchased</b> |
| Field4: | <b>AmountSpent</b>   |
| Field5: | <b>Purpose</b>       |
| Field6: | <b>Description</b>   |
6. Set the **Caption** for **EmpID** to **Employee ID**.
7. Create appropriate captions, by adding a space, for the fields **ExpenseType**, **DatePurchased**, and **AmountSpent**.
8. Enter the following record:
 

|                 |                             |
|-----------------|-----------------------------|
| Employee ID:    | <b>234-7890</b>             |
| Expense Type:   | <b>Supplies</b>             |
| Date Purchased: | <b>10/22/11</b>             |
| Amount Spent:   | <b>\$25.34</b>              |
| Purpose:        | <b>Office Supplies</b>      |
| Description:    | <b>Key [your full name]</b> |
9. Resize columns so all data is visible.

### Assessment

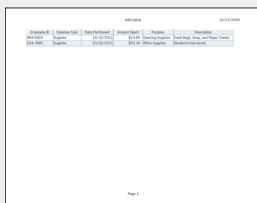


- Close and save the table, then compact and close the database.
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-



- Save the table **tblEmpExp** as a PDF file named **[your initials]-04-26-A**, in landscape orientation.
- According to your class procedures, print or turn in the PDF file.
- Close and save the table, then compact and close the database.



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### Exercise 4-27 ♦ Challenge Yourself

Normally, EcoMed payments are tracked by the accounting department through a separate application. The director of the IT department would like to test tracking expenses through the current access database. Create a new database and add the appropriate table.

1. Create a blank database and name it *[your initials]-Application-04*.
2. Create a new table named **tblPayments-[your initials]**, and use **Design View** to add the following fields:

| Field Name           | Data Type         | Field Size     |
|----------------------|-------------------|----------------|
| <b>PaymentID</b>     | <b>AutoNumber</b> |                |
| <b>CustomerID</b>    | <b>Number</b>     | <b>Integer</b> |
| <b>OrderID</b>       | <b>Number</b>     | <b>Integer</b> |
| <b>PaymentAmount</b> | <b>Currency</b>   |                |
| <b>PaymentDate</b>   | <b>Date/Time</b>  |                |
| <b>Description</b>   | <b>Text</b>       | <b>40</b>      |

3. Delete the Field **ID**.
4. Set **PaymentID** as the primary key.

### Assessment

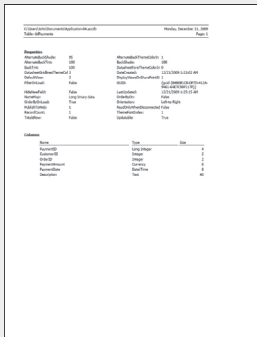


- Close and save the table, then compact and close the database.
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-



- Create a **Database Documenter** report for **tblPayments** using the following settings:
  - Include for Table: **Properties** only
  - Include for Fields: **Names, Data Types, and Size**
  - Include for Indexes: **Nothing**
- Save the **Documenter** report as a PDF file named *[your initials]-04-27-A*.
- According to your class procedures, print or turn in the PDF file.
- Close and save the table, then compact and close the database.



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## On Your Own

**In these exercises you work on your own, as you would in a real-life work environment. Use the skills you've learned to accomplish the task—and be creative.**

### Exercise 4-28

Using the Contact Template, create a new database to store the member information you collected and organized for the On Your Own exercises of Lessons 1 through 3. Enter the member information. Print the datasheet view of the table. On the first sheet of your printout, write your name and class information. Continue to Exercise 4-29.

### Exercise 4-29

Review the structure of the main table in the database you created in Exercise 4-28. On a blank sheet of paper, list the fields, data types, and field sizes from the table that are most appropriate for your organization's needs. Add any additional fields that would improve the usability of the table. Without using a database template, create a blank database. Create a table to store the data. Enter the member information. Print properties for the table. Continue to Exercise 4-30.

### Exercise 4-30

Search the Templates section of the Microsoft Office home page. Locate a template that will enhance the database you created in the previous exercise. Using the template you located on the Internet, create a new database. Enter appropriate data for at least five records. Print the table. Submit to your instructor the printouts from Exercises 4-28 through 4-30 along with your field list from 4-30. Make sure your name, the date, and your class information is written on the printouts. Keep a copy of the three databases you created in Exercises 4-28 through 4-30. They may be used in subsequent lessons.