New Perspectives Microsoft Office 365 and Access 2016 Comprehensive 1st Edition Shellman Solutions Manual

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Grading Rubric – Access 2016 Module 2, Case Problem 4

Class: Professor: Notes: Solution Filename: Appalachia.accdb

Description	Pts	Your
		Score
"Appalachia" database, "Hiker" table,	6	
a. HikerID: "Primary key" description, size "3", "Hiker ID" caption		
b. HikerFirst: Size "20", "Hiker First Name" caption		
c. HikerLast: Size "25", "Hiker Last Name" caption		
d. Address: Size "35"		
e. City: Size "25"		
f. State: Size "2"		
g. Zip: Size "10"		
h. Phone: Size "14"		
Hiker First Name / Hiker Last Name columns resized to their best fit	1	
"Trip" table structure and data from "Travel" database imported into	3	
new table in "Appalachia" database		
Trip table renamed "Tour" giving the name to the new table in	1	
"Appalachia" database		
a. TourID: Description "Primary key", size "3", "Tour ID" caption	3	
b. TourName: "Tour Name" caption, size "35"		
c. PricePerPerson: "Price Per Person" caption		
Columns resized to their best fit	1	
Table created using design in Fig 2-58	3	
ReservationID primary key, table saved as "Reservation"	2	
TourDate field displays dates in format similar to 02/15/17	1	
Data in the Bookings text file imported into Reservation table	2	
Columns resized to their best fit, date values in TourDate field are	2	
displayed according to the custom format		
One-to-many relationships between tables: Primary Hiker table /	4	
related Reservation table, primary Tour table / related Reservation		
table. All field names visible. Referential integrity, cascade updates		
defined for each relationship		
Appalachia database compacted / repaired	1	
TOTAL POSSIBLE POINTS:	30	0

YOUR SCORE: _____

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Grading Rubric – Access 2016 Module 2, Module Case

Class: Professor: Notes: Solution Filename: Riverview.accdb

Description	Pts	Your
"Riverview" database table created using design in Fig 2-5 table	2	Score
saved as "Billing"	-	
InvoiceNum field (primary key Size: "5" caption: "Invoice Num")	1	
VisitID field (Data type: "Short Text": Description: "Foreign key":	4	
Size: "4": Cantion: "Visit ID")	-	
InvoiceAmt field (Data Type: "Currency": Decimal Places: "2"		
Caption: "Invoice Amt").		
InvoiceDate field (Data type: "Date/Time": Format: "mm/dd/yyy":		
Caption: "Invoice Date").		
InvoicePaid field (Data type: "yes/no"; Caption: "Invoice Paid").		
"InvoiceAmt" appears before the InvoicePaid field.	1	
InvoiceItem field: (Created before InvoicePaid field; Data Type:	1	
"Short Text"; Size: "40"; Caption: "Invoice Item"		
In Visit table,	5	
VisitID field (Format: "Short Date"; Description: "Primary Key";		
Size: "4"; Caption: "Visit ID")		
AnimalID field (Data Type: "Short Text"; Description: "Foreign		
Key")		
VisitDate field (Data Type: "Date/Time"; Caption: "Date of Visit")		
Reason field (Data Type: "Short Text", Size: "60", Caption:		
"Reason/Diagnosis")		
OffSite field (Data Type: "yes/no"; Caption: "Off-Site Visit?"		
Add records shown in Figure 2-21 to Billing table	1	
Data imported from Invoices workbook into Billing table	3	
Columns in all tables resized to their best fit	1	
Import Animal table from AllAnimals database into the Riverview	3	
database		
Import Owner table from Kelly database into the Riverview database	3	
Add fields to the Owner database using the Data Type gallery	1	
Address field via QuickStart section (5 fields added ("Address",		
"City", "State Province", "ZIP Postal", "Country Region")		
Delete "Country Region", "County", and "Notes" fields	1	
Rename: "StateProvince" as "State"; "ZIPPostal" as "Zip"	1	

Edit data types:	4	
Phone field: Data type: "Short Text"; Size: "14"		
Address field: Size: "35"; caption deleted		
City field: Size: "25"; caption deleted		
Sate field: Size: "2"; caption deleted; Default: "WY"		
Zip field: Size: "10"; caption deleted		
OwnerID field: Type: "Primary Key"; Caption: "Owner ID";		
FirstName field: Caption: "First Name"		
LastName field: Caption: "Last Name"		
Add two records to the Owner table, resize columns for best fit	1	
Data imported from Owner text file into Owner table	3	
One-to-many relationships between tables: Primary Owner table /	3	
related Animal table; Primary Animal table / related Visit table;		
Primary Visit table / related Billing table. All field names visible.		
Referential integrity, cascade updates defined for each relationship		
Riverview database compacted / repaired	1	
TOTAL POSSIBLE POINTS:	40	0

YOUR SCORE: _____

Grading Rubric – Access 2016 Module 2, Review Assignment

Class: Professor: Notes: Solution Filename: Vendor.accdb

Description	Pts	Your
		Score
"Vendor" database, "Supplier" table: Field properties as in Fig 2-45	3	
Columns resized to their best fit	1	
Table created using design in Fig 2-46	3	
ProductID primary key, table saved as "Product"	3	
Field added, "Weight" (Data type: "Number"; Size: "Single"; Decimal	4	
Places: "2"; Caption: "Weight in Lbs"; Default Value: [no]) between		
Price / TempControl fields. "Units/Case" positioned between Price /		
Weight fields		
Records in Fig 2-47 entered. Columns resized to their best fit	3	
Data imported from Supplies workbook into Product table	3	
Columns resized to their best fit	1	
One-to-many relationships between tables: Primary Supplier table /	3	
related Product table. All field names visible. Referential integrity,		
cascade updates defined for each relationship		
Vendor database compacted / repaired	1	
TOTAL POSSIBLE POINTS:	25	0

YOUR SCORE: _____

		Last resiz	Name column ed to their best	s fit					
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All Access Obje		Hiker	D - Hiker First Name	Hiker Last Name	Address -	City -	State -	Zip - Pho	ne
earch	P	± 501	Student First	Student Last	123 Jackson St	Boone	NC 2	8607 828-49	7-912
Tables	*	± 503	Ellen	Gilliams	19 Westernville Rd	Spartanburg	SC 2	9301 864-92	1-987
Hiker		± 506	Robert	Taylor	41 Taylor Ln	Jackson	GA 3	0233 770-99	9-239
Reservation		± 509	Sarah	Peeler	32 Mountain Ln	Ridgeview	WV 2	5169 703-45	6-938
Tour			Rebecca	Peeler	32 Mountain Ln	Ridgeview	WV 2	5169 703-45	6-938
Queries	*	± 515	Robert	Peeler	32 Mountain Ln	Ridgeview	WV 2	5169 703-45	6-938
HikerData		± 518	Wilbur	Sanders	512 Loop Rd	Asheville	NC 2	8801 828-92	1-3459
Forms	\$	± 521	Zack	Hoskins	2 Hope Rd	Atlanta	GA 3	0301 404-99	8-238
HikerInfo		± 524	Sissy	Jackson	92 Bobcat Cir	Bethesda	MD 2	0817 240-92	5-012
Reports	\$	± 527	Mark	Billings	43 Oak Ln	Cashiers	NC 2	8717 828-82	9-984
Hikarlist	~	± 530	Todd	Pillow	2 Pillow St	Hendersonville	NC 2	8739 828-98	7-294
- THEFTELSE		± 533	Thomas	Jones	11 Boston Rd	Greenville	SC 2	9601 864-23	4-950
		± 535	Elmer	Jackson	99 River Rd	Blacksburg	SC 2	9702 864-92	1-238
		± 538	Catherine	Johnson	21 Pine St	Cedartown	GA 3	0125 678-98	2-102
		± 541	Douglas	Furrington	44 King St	Hershey	PA 1	7033 717-09	8-938
		± 544	Matthew	Smith	412 Sentry Ln	Gastonia	NC 2	8052 704-99	8-098
		± 547	Heather	Smith	412 Sentry Ln	Gastonia	NC 2	8052 704-99	8-098
		± 550	Jack	Smith	412 Sentry Ln	Gastonia	NC 2	8052 704-99	8-098
		± 553	Seth	Barkley	12 Main St	Stanley	NC 2	8164 704-98	8-201
		± 556	Henry	Billings	5 Loop Rd	Alexis	NC 2	8006 704-92	1-883
		*		1					
					1				
		Record: H 4	1 of 20 🕨 🖬 🛤 🍢 No	Filter Search					
		Appalac HikerII	hia" database,	Filter Search "Hiker" tabl	le, on, size "3".	"Hiker ID'	' captic	m	
	a	. HikerII	D: "Primary ke	y" description	on, size "3",	"Hiker ID'	² captic	n	
	h	HikerF	irst: Size "20"	"Hiker Firs	t Name" can	tion			
		· I IIKCII		, IIIKCI I II 5	t Manie Cap				
	С	. HikerL	ast: Size "25",	"Hiker Last	Name" capt	ion			
	d	Addres	s. Size "35"						
	u	. Audres	5. 51ZC 33						
	e	. City: S	ize "25"						
	f	State: S	Size "?"						
	1.		110 ²						
	g	. Zip: Si	ze "10"						
	h	. Phone:	Size "14"						





Columns resized to their best fit

Table created in Fig 2-58	using design	Reservat key, tabl "Reserva	ionID prir e saved as ation"	nary	TourD dates in 02/15/2	ate field displays n format similar to 17
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All Access O	bie ⊚«	Hiker Reserv	ation		×	
Full / Recession	oje	Reservation ID	Hiker ID +	Tour ID 👻	Tour Date 👻	People - Click to Add -
Search		3000	512	100	09/09/17	3
Tables	~	3005	538	115	09/16/17	1
Hiker		3010	544	115	09/16/17	1
Reservation		3015	547	115	09/16/17	1
Tour Tour		3020	550	115	09/16/17	1
Queries	*	3025	501	130	09/23/17	2
HikerData		3030	521	130	09/23/17	2
Forms	*	3035	535	125	09/30/17	3
🖽 HikerInfo		3040	556	125	09/30/17	2
Reports	*	3045	527	105	10/07/17	1
HikerList		3050	527	125	09/30/17	1
		3055	503	110	09/02/17	1
		3060	553	110	09/02/17	1
		3065	541	120	10/07/17	5
		3070	524	100	09/09/17	2
		3075	506	130	09/23/17	2
		3080	509	125	09/30/17	2
		3085	533	125	09/30/17	1
		3090	530	135	10/14/17	3
		3095	515	140	12/16/17	3
		3100	518	145	08/26/17	2
		3105	527	150	08/19/17	3
		3110	544	150	08/19/17	2
		3115	547	120	10/07/17	2
		3120	503	140	12/16/17	2
	F	lecord: 14 -4 1 of 25	► H M 5	No Filter Se	arch	

Data in the Bookings text file imported into Reservation table Columns resized to their best fit, date values in TourDate field are displayed according to the custom format



	Option ID 👻	Option Description -	Option Cost -	Fee Waived
+	101	Manicure weekly for 1 month	125	
+	102	Manicure weekly for 3 months	350	-
+	103	Manicure weekly for 6 months	650	-
+	104	Manicure weekly for 12 months	1,200	-
+	105	Manicure bi-weekly for 1 month	70	
+	106	Manicure bi-weekly for 3 months	190	
+	107	Manicure bi-weekly for 6 months	350	-
+	108	Manicure bi-weekly for 12 months	650	-
+	109	Manicure monthly for 3 months	140	
+	110	Manicure monthly for 6 months	250	✓
+	111	Manicure monthly for 12 months	450	~
+	112	Pedicure weekly for 1 month	125	
+	113	Pedicure weekly for 3 months	350	~
+	114	Pedicure weekly for 6 months	650	-
+	115	Pedicure weekly for 12 months	1,200	~
+	116	Pedicure bi-weekly for 1 month	70	

- a. OptionID: Description, "Primary key"; size "3"; caption, "Option ID"
- b. OptionDescription: Size "45"; caption, "Option Description"
- c. OptionCost: Format, "Standard"; "0" decimal places; caption, "Option Cost"
- d. FeeWaived: Caption "Fee Waived"

Table cree in Fig 2-4	Mem key, "Men & Caption	MemberID is the primary key, table saved as "Member"					Fields added between LastName / Phone fields			Field added between Phone / OptionEnds fields			
View Short Number Text	r Currency	More Fields *	lete	te 20	Modify Modify ookups Expressio	Memo n Settings - \$ %	1 .00 .00		Indexed	Validation +			
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All Access Obj	e • «	Member ID	- Option ID -	First Name	Last Name -	Street -	City -	State	- Zip -	Phone + O	ption Begin	s - Option Ends	- 0
Search	9	2100	101	Elaine	Diza	192 23rd St	Orlando	FL	32801	407-912-2234	11/5/2	2017 12/5/20	17
lables	^	2103	123	Student First	Student Last	22 Oak St	Orlando	FL	32801	407-832-3944	2/1/2	2017 3/1/20	17
Hember		2105	103	Sandra	Garcia	217 Acorn Ridge Dr	Orlando	FL	32803	407-811-2134	1/15/2	2017 7/15/20	17
Dption		2110	106	Amara	Moreno	41 Balboa Dr	Orlando	FL	32801	786-733-7301	11/6/2	2016 2/6/20	17
Queries	*	2115	123	Jackie	Smith	412 Ashton Cir	Orlando	FL	32805	813-231-3001	2/4/3	2017 3/4/20	117
OptionData		2118	120	Susan	Reyes	3 Balboa St	Orlando	FL	32804	407-216-0091	11/2/3	2016 2/2/20	17
Forms	*	2120	135	Barbara	Jackson	31 Terhune Ave	Orlando	FL	32830	321-417-9980	12/6/3	2016 3/6/20	17
OptionInfo		2123	142	Angella	Delgado	2 Sangunta St	Orlando	FL	32829	407-333-3249	1/6/3	2017 7/6/20	17
Reports	*	2126	111	Ariesa	Romero	33 Baldwin Dr	Celebration	FL	34747	407-912-9230	12/20/3	2016 12/20/20	17
DptionList		2129	128	Angel	Fernandez	19 Midori St	Orlando	FL	32809	954-840-9391	2/1/2	2017 5/1/20	17
		2132	131	Maita	Rios	123 Baja Rd	Orlando	FL	32812	407-801-1240	3/3/3	2017 6/3/20	17
		2135	134	Oleda	Valdez	12 Salerno Ct	Orlando	FL	32819	407-422-3901	1/12/3	2017 2/12/20	17
		2138	110	Lola	Sanchez	82 Hockley Ct	Orlando	FL	32818	407-940-9401	1/15/3	2017 7/15/20	17
		2142	105	Nancy .	Smith	44 Hinson St	Orlando	EI .	32808	954-844-4801	11/10/	2017 12/10/20	17
		2145	120	Mirana	Alvarado	32 Pack Cir	Orlando		0	Addrog	field	. "Straat	" oizo "40"
		2148	143	Gilda	Packson	111 Sailtish St	Orlando		a.	Address	s neiu	. Sueet	, SIZE 40,
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		2157	127	Priscilla	Salazar	101 Rio Ln	Orlando		h	City fie	ld Si	ze "25" (cantion
		2160	141	Gabriel	Martinez	16 Ripley Ct	Celebration		υ.	City IIC	IG. 01	20 23, 0	cuption
		2163	128	Sandra	Medina	41 19th St	Orlando			deleted			
		2166	109	Linda	Salinas	122 Bolcher Ave	Orlando			~ ~		~	
		2169	125	Susan	Miller	98 Riva Ct	Orlando		с.	State fie	eld: "S	State", siz	ze "2".
		2172	112	Allison	Torres	42 Baker Rd	Orlando				1-1-4	. 1 171 :-	1.f
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										between	1 Phoi	ne / Optio	onEnd fields

Records in Fig 2-49 entered. 1st / last names entered. Columns resized to their best fit

Data imported from Customers text file



a.PatronID: Description "Primary key", field size 5, caption "Patron ID" b.Title: Field size 4

c.FirstName: Field size "20", caption "First Name"

d.LastName: Field size "25", caption "Last Name"

- e.Phone: Field size "14"
- f. Email: Field size "35"

FILE HOME	CREA	TE	EXTI	ERNAL DA	TA DATABASE	FOOLS FIELDS	TABLE			
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Tables		\$		± 3001	Stud	Student First	Student Last	404-987-1234	student@e	xample.com
Auction			_	± 3003	IVIS.	Saran	Jonanson	404-987-3985	Jonan19@e	xample.com
Donation			_	± 3000	Dr.	Elbert	Schneider	078-492-9101	countrydoc	@example.com
Datron			-	E 2011	IVITS.	June	Shaltan	404-367-0313	Junebug@e	Sample.net
Quasias		~	-	E 2014	NAr.	Bon	Inekcon	705 917 4019	honnio@ou	@example.com
Queries		~	-	E 3014	Mr.	Edward	Jackson	/00-917-4019	odwardo@	ample.net
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Forms		~	-	E 3013	Dr.	Taylor	Williams	/00-483-3310	thefootdor	@example.com
Patroninfo				+ 3024	Ms	Catherine	McGill	705-421-4491	mcgill12@c	example com
Reports		~	-	E 3024	Mr	David	Thomas	706-921-8830	funnyman/	Devample.com
PatronList				+ 3027	Mrs.	Kathy	Johnston	404-489-4108	iohnstonk1	23@example.com
				± 3028	Mrs.	Sue	Jackson	678-321-2019	susieg@ex	ample.net
				± 3030	Mr.	David	Hampton	404-824-3381	thehampto	ns@example.net
				± 3031	Ms.	Elinor	Zak	404-435-9120	elinorzak@	example.net
				± 3033	Mrs.	Lauren	Shelbert	404-421-0021	bertie32@e	example.com
				± 3035	Mr.	Bill	Thomas	678-876-9419	thombo42(Dexample.com
				± 3038	Ms.	Gail	Fordham	404-349-9310	thefordhan	ns@example.net
				± 3041	Mr.	Frank	Miller	404-824-3431	frankmiller	12@example.net
				± 3044	Mr.	Victor	Washburn	706-982-0184	thewashbu	rns@example.net
			*							
			Re	cord: 14 🚽	1 of 20 + + +	No Filter Sea	rch			



left-justified

places

Primary key Auction table saved as "Auc	onID, ction"	Table created in Fig 2-56	l using design	Data importable from	Data imported to Auction table from Auctions text file			
				IIIC				
FILE HOME CREAT	E EXTERNA	L DATA DATABASE TOOLS	S FIELDS TABLE					
View View	Filter	Ascending Selection	r I → Refresh All → X Delete	∑ Totals ^{ASS} Spelling → More →	ac Replace Go To ▼ Select ▼ B I <u>U</u> <u>A</u>			
All A server Obie	·si		tion	ras F	Ind			
All ACCESS ODJE	 ✓ ✓ Au Z00 205 210 215 220 225 230 235 240 245 255 240 245 255 255 255 	ction ID → Donation ID → 5129 5132 5146 5152 5178 5187 5205 5217 5205 5217 5238 5241 5244 5260	Date of Auction	Minimum Sales Price \$300 \$200 \$150 \$125 \$350 \$200 \$175 \$150 \$125 \$150 \$225 \$400 \$50 \$100 \$100 \$100 \$100 \$100 \$100 \$10	Item Sold at Auction?			
Records added from Fig 2-57		DonationID: m field, description key".	ade 2nd on "Foreign	ŞU				

Columns resized to their best fit



Programming da Tutor table, field set as in Fig 2-50	tabase, l properties D	DATABASE TOOLS	5 FIELDS	TABLE		Field added with name ' "Yes/No" d caption "Gr	as last f 'Groups ata type oups Or	ield ", ly"	
K 🚔 🔏 Cut	Ascending	TF Selection	· D	🖆 New 🛛 Σ Totals	ab ac Replace	Calibri (Detail)	11 - 12 13	e e e m ·	
View Paste	Filter Remove So	g 🔚 Advanced art 🍸 Toggle Fil	ter All •	Save Spelling	→ Go To + Find Select +	B I <u>U</u> <u>A</u> - a⊻ -	$ \begin{array}{c} \textbf{B} I \underline{U} \underline{A} \cdot \underline{\partial} \cdot \underline{\partial} \cdot \underline{\partial} \cdot \underline{a} = \underline{a} \underline{a} \\ \end{array} $		
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Search		am the t	ast warne +	Computer Science	Fear in School +	Hogan University	Alte Date +	Groups Only -	
Tables *	E 1003		illings	Information Systems	Junior	Fikenville College	2/3/2017	7	
Contract	T 1005 B		mith	Computer Science	Graduate	Hogan University	A/18/2017		
Student Student	T 1008 S	ally G	ilhert	Information Systems	Senior	Filings College	1/15/2017		
Tutor	± 1010 C	athy C	owler	Computer Engineering	Graduate	Eikenville College	2/1/2017		
Queries *	± 1013 A	aron B	lack	Computer Science	Junior	Smith Technical College	5/14/2017		
StartDate	± 1015 D	ouglas 🛔 A	rrendale	Computer Engineering	Senior	Ellings College	3/27/2017		
Forms *	1018 F	redrik K	arlsson	Mechatronics	Junior	Smith Technical College	2/6/2017	✓	
Tutorinfo	± 1020 la	an 🦰 R	odriguez	Computer Science	Senior	Potswan College	2/27/2017		
Reports A	🗉 1023 Ja	ake B	allard	Mechatronics	Senior	Smith Technical College	4/2/2017		
TutorList	🗉 1025 La	arry S	mith	Computer Science	Graduate	Hogan University	5/21/2017		
	± 1028 N	like J	ohnson	Mechatronics	Senior	Smith Technical College	1/8/2017		
	± 1031 N	lichole S	chneider	Computer Science	Junior	Switzer University	2/28/2017		
	± 1033 B	arbara A	Izo	Information Systems	Senior	Hogan University	3/12/2017		
	± 1036 E	llen 🔶 D	esoto	Computer Science	Graduate	Hogan University	4/16/2017	•	
	± 1039 G	iail 🦰 F	ordham	Information Systems	Junior	Switzer University	2/22/2017		
	± 1042 H	lenry J	ustice	Computer Science	Graduate	Smith Technical College	4/20/2017		
	± 1045 K	elly R	udd	Computer Science	Graduate	Potswan College	2/27/2017		
	± 1048 A	ngie H	linson	Computer Engineering	Senior	Franklin University	5/10/2017		
	± 1051 D	onald G	allager	Computer Science	Graduate	Hogan University	1/18/2017	~	
	± 1060 S	tudent First S	tudent Last	Computer Science	Senior	Ellings College	2/14/2017		
	*								
	Record: H + 1 of 21	нн	No Filter Se	arch					

Tutors conduct group tutoring sessions only: Carey Billings, Fredrik Karlsson, Ellen Desoto, Donald Gallager



	<u>"Date/Time</u>	Field added, between TutorID / SessionType fields: "ContractDate" name, "Date/Time" data type, "Date		
TOOLS FIELDS TABLE ection → vanced → ggle Filter All → Delete → More → Records Find	Contract is s Go To ↓ Contract is s "Short Date" Date" caption	igned" desc " format, "C on	ription, Contract	
ID • Tutor ID • Contract Date • Session Type 1018 7/6/2017 Group 1025 7/10/2017 Private 1051 7/18/2017 Group 1005 7/21/2017 Private 1001 7/25/2017 Semi-private 1031 8/2/2017 Semi-private 1033 8/11/2017 Group 1008 8/11/2017 Private 1013 8/15/2017 Semi-private 1033 8/17/2017 Private 1028 8/23/2017 Private 1023 8/25/2017 Group 1003 8/30/2017 Group 1003 8/30/2017 Group 1015 9/5/2017 Frivate 1036 9/6/2017 Group 1020 9/12/2017 Semi-private	 Length (Hrs) Number of Session 1 2 1 2 3 2 3 2 3 2 3 3 3 4 4	cost Cost Asset 5 \$400 5 5 \$300 6 6 \$480 - 5 \$300 2 \$360 2 \$360 - - 3 \$300 - - 5 \$400 - - 6 \$720 - - 5 \$600 - - 4 \$480 - - 5 \$400 - - 5 \$400 - - 5 \$400 - 5 5 \$400 - 5 5 \$400 - 5 5 \$300 - -	ssment Complete	
1042 9/18/2017 Private 1045 9/26/2017 Private 1048 9/28/2017 Private 1060 10/2/2017 Semi-private 1018 10/3/2017 Group 1025 10/6/2017 Private 1042 10/9/2017 Private 1015 10/11/2017 Private 1010 10/12/2017 Private	2 1 2 2 1 2 2 2 2 2 3	6 \$720 10 \$600 10 \$1,200 8 \$960 10 \$400 5 \$600 10 \$1,200 4 \$480 4 \$720	Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	
	Image: Section + ranced + rgle Filter Image: Section + Refresh > Delet - Totals > Save > Save > Spelling > Delet - Image: Spelling > Sove > More + Records D + Tutor ID + Contract Date - Session Type 1025 Find 1018 7/6/2017 Group 1025 Totals 7/18/2017 Group 1005 Find 1011 7/21/2017 Private 1001 7/21/2017 Private 1003 Session Type 1005 1001 7/21/2017 Private 1003 S/11/2017 Private 1013 S/12/2017 Private 1028 1002 8/11/2017 Private 1028 S/25/2017 Group 1020 S/25/2017 Group 1020 1015 9/5/2017 Group 1020 S/12/2017 Private 1045 S/26/2017 Group 1020 1020 9/12/2017 Private 1045 S/26/2017 Private 1045 S/26/2017 Private 1045 1042 9/18/2017 Private 1045 S/26/2017 Private 1042 S/3/2017 Private 1042 S/3/2017 Private 1042 1042 10/3/2017 Private 1042 10/3/2017 Private 1042 S/2/2017 Private 1042 S/2/2017 Private 1042 1015 10/11/2017 Private 1015 10/11/2017 Private 1016 1016 10/12/2017 Private 1015 10/11/2017 Private 1016 10/12/20	etcion * anced * Save ∑ Totals Spelling Sector Short Date gle Filter All * ∑ Save ∑ Spelling Sector Sector Sector Date'' Caption D * Tutor ID * Contract Date * ∑ Sector Sector Date'' Caption 1018 7/6/2017 Group 2 2 1025 7/10/2017 Private 1 1051 7/18/2017 Group 2 2 1 1011 7/25/2017 Semi-private 3 1031 8/2/2017 Private 1 1 1 1 1 1005 7/21/2017 Private 1 1 1 1 1031 8/2/2017 Private 2 1 1 1 1033 8/17/2017 Private 2 1 1 1 1033 8/30/2017 Group 2 2 1 1 1 1028 8/23/2017 Private 2 1 1 1 1 1 1029 9/18/2017 Private 3 1 1 1 1 1 1020	tetion + ranced + gle Filter New Save ∑ Totals Spelling (Save Spelling Save Totals Spelling (Find Spelling Select + Find State Short Date'' format, ''C Date'' caption D + Tutor ID + Contract Date + Session Type + Length (Hrs) + Number of Sessions + Cost + Asset 1018 7/6/2017 Group 2 5 \$400 1025 7/10/2017 Private 1 5 \$300 1005 7/21/2017 Private 3 2 \$360 1001 7/25/2017 Semi-private 3 2 \$300 1003 8/11/2017 Private 1 5 \$300 1008 \$11/2017 Private 2 6 \$720 1013 8/15/2017 Semi-private 2 5 \$600 1028 8/23/2017 Private 2 5 \$400 1033 8/17/2017 Private 2 5 \$400 1033 8/12/2017 Group 2 5 \$400 1033 8/25/2017 Group 2 5 \$400 1042 9/18/2017 Private 3 4 \$720	

Columns resized to their best fit



"Riv datal creat desig table "Bill	erview" base, table ted using gn in Fig 2-5; b saved as ling"		VisitID field (Data type: "Short Text"; Description: "Foreign key"; Size: "4"; Caption: "Visit ID"). InvoiceAmt field (Data Type: "Currency"; Decimal Places: "2" Caption: "Invoice Amt"). InvoiceDate field (Data type: "Date/Time"; Format: "mm/dd/yyy"; Caption: "Invoice Date"). InvoicePaid field (Data type: "yes/no"; Caption: "Invoice Paid").					
Views	Clipboard		Sort & Filter	All	Recor	rds	Find	Text Fo
	coors Obio	Billi	ing				A	
All A	ccess Obje	Invo	oice Num 👻 Visit ID	+ Invoice	Date + Inve	oice Amt +	Invoice Item	 Invoice Paid -
Search	\$	4209	1002	11/	09/2016	\$50.00	Lab work	✓
lables	*	4209	99 1002	11/	09/2016	\$75.00	Updated shots	
An An	limal	4210	00 1002	11/	09/2016	\$45.00	Flea & tick medications	
Pil Pil	ling	4211	1006	11/	14/2016	\$35.00	leartworm medication	✓
InvoiceNu	m	4211	1 1006	11,		4		
primary ke	PV	4211	12 1006	11,	"Invoid	ceAmt"	moved and appears	before
printary K	*	4211	1009	11,	the Inv	oicePai	d field	
		4211	1009	11,				
Forms	*	4212	25 1012	11,	Invoi	celtem	field added (Data t	ype:
E Vis	itData	4212	26 1012	11,	"Short	Text";	Size: "40"; Caption	: "Invoice
Report	s 🌣	4212	1012	11,	Item")	hetwee	n InvoiceAmt/Invoi	cePaid
Vis	sitDetails	4212	28 1013	11,	field.			cer ala
		4212	1013	11,	fields			
		4213	1014	11/	21/2016	C7E 00	Lab work	
		4213	1014	11/	21/2010	\$75.00	Lab Work	v
		4213	1015	11/	21/2010	\$75.00	Lab work	2
		4213	1015	11/	21/2016	\$75.00	Undated shots	v
		4213	1016	11/	21/2016	\$75.00	Lab work	v
		4214	15 1020	11/	22/2016	\$275.00	Surgery for wing repair	~
		4214	16 1020	11/	22/2016	\$50.00	Medications for recovery	~
		4214	17 1020	11/	22/2016	\$75.00	Lab work	~
		4215	5 1024	11/	23/2016	\$50.00	Lab work	~
	*	4215	6 1024	11/	23/2016	\$75.00	Updated shots	~
		4215	57 1024	11/	23/2016	\$45.00	Flea & tick medications	~
		Record:	H I of 204 F H F	🛼 No Filter	Search			
Reco enter from into	ords in Fig 2-21 red; Data impor Invoices work Billing table.	ted sheet					Invoice Item coluresized to its bes	ımn t fit

Columns resized to their best fit

VisitID field (Format: "Short Date"; Description: "Primary Key"; Size: "4"; Caption: "Visit ID")

AnimalID field (Data Type: "Short Text"; Description: "Foreign Key")

VisitDate field (Data Type: "Date/Time"; Caption: "Date of Visit")

Reason field (Data Type: "Short Text", Size: "60", Caption: "Reason/Diagnosis")

OffSite field (Data Type: "yes/no"; Caption: "Off-Site Visit?"

Views Clipboar	d ra	Sort &	Filter	Record	s Fi	nd
All Access Obi	e. 🗟 « 🗌	Billing Wis	it			
Search	0	Visit ID	 Animal ID 	 Date of Visit - 	Reason/Diagnosis 🔹	Off-Site Visi 🔻
Tablas		± 1002	12282	11/8/2016 Vac	cinations	
Tables	~	± 1006	12290	11/11/2016 Vac	cinations	
Animal		± 1009	12308	11/15/2016 Nail	clipping and grooming	
Billing		± 1012	12335	11/18/2016 Vac	cinations	~
Owner		± 1013	12337	11/18/2016 Vac	cinations	~
Visit		± 1014	12340	11/18/2016 Vac	cinations	✓
Queries	*	± 1015	12343	11/18/2016 Vac	cinations	~
VisitList		± 1016	12345	11/18/2016 Vac	cinations	•
Forms	\$	± 1020	12328	11/21/2016 Inju	red wing	
VicitData	~		12312	11/22/2016 Vac	cinations	
Paports	~	± 1028	12300	11/28/2016 Groo	oming	
VisitDataila	^	± 1032	12296	11/28/2016 Groo	oming	
VisitDetalis		± 1036	12294	11/29/2016 Dec	lawing	
		± 1040	12286	12/1/2016 Vac	cinations	
		± 1044	12278	12/2/2016 Vac	cinations	
		± 1048	12318	12/2/2016 Inju	red paw	
		± 1052	12325	12/5/2016 Ear i	issue	
		1056	12332	12/6/2016 Spay	ying	
		± 1060	12322	12/8/2016 Vac	cinations	
			12315	12/9/2016 Inju	red paw	
		± 1070	12350	12/12/2016 Vac	cinations	~
		± 1071	12353	12/12/2016 Vac	cinations	✓
		± 1072	12356	12/12/2016 Vac	cinations	~
		± 1073	12359	12/12/2016 Vac	cinations	•
		± 1074	12362	12/12/2016 Vac	cinations	~
		Record: I4 4 1 of 75	F H H 🏹	No Filter Search		

Columns resized to their best fit

HOM

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Paste

Import "Animal" table from AllAnimals database into the Riverview database

FILE HOME CREATE	EXTERNAL DATA	DATABASE TOOI	LS FIELDS TA	ABLE	
View View View View	Filter Ascendi A↓ Descend A↓ Descend	ng 🏹 Selection ling 🔚 Advance Sort 🍸 Toggle F	d + Refresh All + All + X De	ew ∑ Totals ve Ar Spelling elete + More + More + Ar Spelce	Calibri (Detail) - B I U A - aby
Views Clipboard 5	sort	8. Filter	F	Records Find	Тех
All Access Obje 🖲 «	Billing U	isit 🛄 Animal			
Search	Animal ID	• Owner ID •	Animal Name +	Animal Birth Date - Animal Type -	Animal Breed •
Tables &	± <u>12278</u>	2412	Bailey	05/09/2013 Dog	Beagle
Animal	± 12282	2310	Whiskers	04/10/2014 Cat	Burmese
	± 12286	2318	Lady	08/12/2015 Dog	Border collie
Billing		2325	Rustle	09/02/2015 Dog	Australian shepherd
Owner		2335	Bushy	03/02/2015 Cat	Himalayan
Uisit Visit		2350	Patches	02/09/2013 Cat	Siberian
Queries *	± 12300	2358	Buddy	08/02/2013 Dog	Russell terrier
VisitList	± 12304	2366	Tweets	11/12/2010 Bird	Parakeet
Forms &	± 12308	2375	Rosie	07/05/2013 Dog	Dalmatian
		2412	Molly	04/29/2009 Dog	Labrador retriever
Reports	± 12315	2380	Silly	05/02/2012 Dog	Chihuahua
VisitDataile		2314	Tracker	04/29/2013 Dog	Bloodhound
VISICUCIAIIS	· 12322	2322	Ellie	12/22/2014 Dog	Scottish terrier
	· 12325	2340	Butch	11/16/2012 Dog	Bulldog
	± 12328	2354	Lovie	02/03/2002 Bird	Lovebird
	± 12332	2370	Smittie	05/19/2014 Cat	American shorthair
	± 12335	2384	Hereford1	02/04/2015 Cattle	Hereford
	± 12337	2384	Hereford2	03/18/2015 Cattle	Hereford
	± 12340	2384	Hereford3	04/02/2015 Cattle	Hereford
	± 12343	2384	Hereford4	04/17/2015 Cattle	Hereford
	± 12345	2384	Hereford5	04/28/2015 Cattle	Hereford
	± 12350	2388	Merino1	03/14/2014 Sheep	Merino
	+ 12353	2388	Merino2	04/21/2014 Sheep	Merino
	± 12356	2388	Merino3	04/28/2014 Sheep	Merino
	± 12359	2388	Merino4	08/02/2014 Sheep	Merino
	Record: H 4 1 of	57 🕨 🖬 🍋 🏹	No Filter Search		

Import "Owner" table from Add fields to the Owner database using the Data Type gallery Kelly database into the Address field via QuickStart section (5 fields added ("Address", **Riverview** database "City", "State Province", "ZIP Postal", "Country Region") BASE ∑ Totals Selection -New ab Hac Re lace * · EE @@ M · 3 Calibri (Detail) - 11 Advanced -Spelling Save -> Go Find View Paste Filter Refresh U <u>A</u> · ¹⁄₂ · <u>△</u> · ≡ ≡ ≡ <u></u>A · <u>□</u> · Т Format Painter X Delete -More * Select 🕺 Remove Sort 🍸 Toggle Filter All -Text Formatting Clipboard Sort & Filter Find Views 5 Records Billing Visit Animal Owner All Access Obje... • « Phone Owner ID - First Name - Last Name Address City State Email Zip -P Search... + 2310 Student First Student Last 307-824-1245 12 Elm Ln 2414 student@example.com Cody Tables \$ **# 2314** Sally Cruz 307-406-4321 199 18th Ave Ralston W 82440 scruz@example.com Animal H 2318 Sandra Pincher 307-982-8401 12 Rock In Cody w 82414 sp231@example.com Billing 307-843-9810 21 Simple C **# 2322** Billy Ruffton 82435 br299@example.com Garlar Owner ± 2325 Barbara Fishman 307-987-0092 2 Jimmy Rename: "StateProvince" as "State"; Gonzalez 307-987-0334 16 Visit ± 2335 Joey Smith 307-888-4239 17 Oueries "ZIPPostal" as "Zip" Melan Jackson 307-882-1925 42 VisitList 307-887-8873 75 Dan Poleman Forms 307-887-1239 Ralston ssmith@example.com Samantha Smith 14 Rock Ln WY 82440 I VisitData ± 2354 Randy Blacksmith 307-882-9987 245 18th Ave Cody 82414 blacksmith@example.com WY Reports ± 2358 Hendricks 307-943-2234 27 Locklear Ln Powell WY 82440 angie@example.com Angie VisitDetails ± 2362 82440 tj@example.com Thomas Jones 307-985-9981 622 Bobcat Tr Ralston WY ± 2366 Jackson 307-984-1182 17 Ridge Rd Cody WY 82414 ai17@example.com Aaron ± 2370 Billings 307-824-1802 14 Elm Ln Curt Cody WY 82414 curtbillings@example.com 307-824-9863 42 Rock Ln 82414 otterman42@example.com Joseph Otterman Cody WY ± 2380 Billy Smith 307-887-4829 312 Oak Rd Ralston WY 82440 bsmith@example.com **# 2384** Susan Miller 307-824-2756 1283 Old Roundabout Rd Cody WY 82414 susanfarms@example.com Sprawling ± 2388 Jack 307-824-8305 1 Sprawling Farm Rd Cody WY 82414 sprawlingfarms@example.com ± 2392 Elmer Jackson 307-843-8472 22 Jackson Farm Rd Garland WY 82435 ElmerJ22@example.com ± 2396 Richie 307-824-9876 155 Cherry Canyon Rd Cody WY 82414 uptonfarms@example.com Upton

307-883-9481 123 Sheepland Rd

307-824-3575 1 Rascal Farm Rd

307-868-8862 412 River Rd

307-943-2469 880 Powell-Cody Rd

Edit data types: Phone field: Data type: "Short Text"; Size: "14" Address field: Size: "35"; caption deleted City field: Size: "25"; caption deleted Sate field: Size: "2"; caption deleted; Default: "WY" Zip field: Size: "10"; caption deleted OwnerID field: Type: "Primary Key"; Caption: "Owner ID"; FirstName field: Caption: "First Name" LastName field: Caption: "Last Name"

Leslie

Reggie

Tom

Taylor

F H

Smith

Baxter

Rascal

Johnson

± 2400

± 2408

± 2412

Record: H

Delete "Country Region", "County", and "Notes" fields

82433 sheepland@example.com

82440 baxterfarms@example.com

82414 rascalfarms@example.com

82414 taylorj@example.com

Elk Butte WY

WY

WY

WY

Powell

Cody

Cody

Add two records to the Owner table, resize columns for best fit; Data imported from Owner text file into Owner table

Columns resized to their best fit



pro	oper	ties set a	as in Fig 2-45						Colui best f	nns res ït	ized to	their
LE HOME CRE	ATE	EXTERNAL DATA	DATABASE TOOLS FIELDS	TABLE								Pam Conrad 👻
W Paste Format	Painter	Filter	ng Advanced - Sort Toggle Filter	Save	Totals and a constraint of the second	Calibri	(Detail) <u>U</u> A-	- 11 • ⊉ - <u>}</u>	• = = =	€€ M - ∎ @ • ■ •		
ws Clipboard	5	Sort a	9. Filter	Records	Find			Text Fo	rmatting	6		
Access Obje	. 💌 «	Supplier			A 11				0 ((0)	0.1.15	6 ())	
ich	Q	Supplier ID	Company	Category -	Address +	City -	State +	Zip -	Contact Phc +	Contact First +	· Contact Last ·	Initial Contact +
bles	*	# APL619	A+Labs	Equipment	619 West Dr	Omaha	NE	68022	531-219-7206	Jacques	Dupont	4/10/201
Product		# ATB512	All Inings for Birds	Resale	512 Canary Way	Tuisa	OK	74102	539-498-0041	Shou	Miyamoto	1/16/201
Supplier		H BOS412	Boston Medical	Equipment	412 Mass way	Boston	MA	02110	617-984-3961	Ellen	Smith	3/2/201
ariar	*	1 CW1444	Cat World Inc.	Supplies	444 Boxcar Way	San Diego	CA	92110	619-4/7-9482	Amelia	Kline	5/1/201
Suppliedict	~	# DEX012	Dexter Supplies	Supplies	12 Supply Rd	wichita	KS	67202	316-811-2109	Alden	Claxton	4/16/201
suppliercist		IT FISI23	Flea & fick supplies	Resale	123 OVERIOOK LN	Atlanta	GA	30301	404-341-2981	Robert	Jackson	3/6/201
ms	*	E GGF099	Green Gill Food	Resale	99 Guppie Ln	Orlando	FL	32802	321-564-1492	Brittany	Lowry	4/2/201
Supplierinto		HPF042	Henry's Pet Food	Resale	42 EIM Rd	knoxville	TN	37902	865-321-0081	BOD	samuels	1/16/201
ports	~	E IPS009	Iomega Pet Supplies	Supplies	9 International Dr	Dallas	TX CO	75202	469-592-9401	xavier	Jackson	3/21/201
SupplierDetails		I JIVI5499	Jimison Medical Supplies	supplies	499 Techway Bivo	Columbia	SC	29202	803-418-9982	Louise	Jimison	5/7/201
		E KLS321	Kilgore Lab Supplies	Supplies	321 Production Ave	Adolphus	KY	42120	270-397-1008	Tammy	Kilgore	4/19/201
		E LASUII	Luxury Aminal Supplies	Resale	11 Peakview Rd	Asneville	NC	28801	828-432-9401	Sharlene	Packson	1/26/201
		IT IVIVIS311	Montreat Medical Supplies	Supplies	all Supply Rd	wontreat	INC.	28/5/	828-432-9910	Charley	Smith	2/0/201
		E NEGUUI	No Flea Guarantee	Resale	1 Piyler Cir	Plaskskurg	VA	24343	270-942-8820	Zack	Piyer	3/21/201
		E PIVICUIS	Pet Weddat	Equipment	19 waverry Ct	Athene	CA	24001	340-702-0098	Makada	Baxter	2/21/201
			Ouingulab Supplier	Supplier	2 Dairwiew Bd	Columbus	OH	42002	F14 E01 2001	Indeson	Dalmar	2/13/201
		# RDE001	Ramsey Bet Foods	Recale	1 Mountainview Mou	Rillings	MT	59103	405-824-9990	Phillip	Ramsov	2/19/201
		T VIM245	Yummy Dog Food	Rocalo	345 Riverside Dr	Charlotto	NC	28201	704-205-8725	Student First	Student Last	2/1/201
		# 70\$006	Zack's Dat Supplies	Resale	6 Bond Dr	Worcostor	MA	01602	509-421-9200	Zack	Brown	2/21/201
			ENON DI LE GOUDIICO	nearce	or one of	Torocater		01002	200 421-2200	LUCH	Di Ottili	5/21/201

ProductID primary key,

Field added, "Weight" (Data type: "Number"; Size: "Single"; Decimal Places: "2"; Caption: "Weight in Lbs"; Default Value: [no]) between Price / TempControl fields. "Units/Case" positioned between Price/Weight fields

table saved as "Product" ASE TOOLS FIELDS TABLE X Cut Ascending Ty Selection ia New Σ Totals ab Replace 3 Ĥ ・日日 産産 州 Calibri (Detai - 11 Copy Save Spelling A Descending Advanced -→ Go To + View Paste Filte Refresh Find ▲・堂・塗・ 三 三 三 🗐・ 📟 BI 🖋 Format Painte Select * U ove Sort 🍸 Toggle Filter 🗙 Delete 👻 🔛 More * All oo. & Filter Records Find Text Formatting Views Clipboard Supplier I Product All Access Obje... • « Product ID - Supplier ID -Price + Units/Case + Weight in Lbs + Temp Controlled? + Sterile? + Product Name Search... P AT222 KLS321 Adhesive tape roll 75.00 25 3 Tables \$ AU982 BOS412 Autoclave 4,500.00 75 1 Product Blood collection vial • BC100 KLS321 47.00 20 1 Supplier BN111 QLS002 Blood collection needle - large ✓ 17.00 10 1 Queries QLS002 -BN222 Blood collection needle - small 16.00 10 1 SupplierList BS100 ATB512 Premium bird seed 50.00 10 20 Forms \$ BV100 JMS499 Bordetella vaccine 72.00 10 --1 E SupplierInfo CB100 IPS009 Cat bowl 40.00 10 4 ZPS006 25.00 CB999 Cat bed 4 Reports \$ 1 SupplierDetails CC001 CWI444 Cat collar 75.00 10 1 CC500 LAS011 Luxury cat collar 47.00 5 2 CE432 APL619 Centrifuge 5,500.00 1 50 CF111 CWI444 Premium moist cat food 60.00 20 • ✓ 3 CW1444 CF222 Premium dry cat food 55.00 25 7 CF600 NEG001 Cat flea medicine 62.00 5 1 CG001 ATB512 Deluxe bird cage 75.00 1 15 CT100 FTS123 Cat tick collar 70.00 10 CW1444 CT500 Cat toy 10.00 10 2 -Cattle viral respiratory vaccine CV500 NFG001 137.00 10 1 -DB100 IPS009 Dog bowl 40.00 10 4 DB888 ZPS006 Dog bed - large 48,00 1 7 DB999 ZPS006 Dog bed - small 38,00 1 б DC500 LAS011 Luxury dog collar 52.00 5 2 HPF042 **DF100** Premium dry dog food 65.00 10 40 DF200 HPF042 Premium moist dog food 35.00 10 • -2 Record: H 4 1 of 51 + H 🛤 🖉 No Filter Search

Records in Fig 2-47 entered. Columns resized to their best fit Data imported from Supplies workbook into Product table Columns resized to their best fit



Grading Rubric – Access 2016 Module 2, Case Problem 1

Class: Professor: Notes: Solution Filename: Beauty.accdb

Description	Pts	Your
Beauty database Option table	1	Score
a Option D: Description "Primary key": size "3": caption "Option	4	
ID"		
b. OptionDescription: Size "45"; caption, "Option Description"		
c. OptionCost: Format, "Standard"; "0" decimal places; caption,		
"Option Cost"		
d. FeeWaived: Caption "Fee Waived"		
Table created using design in Fig 2-48	3	
MemberID is the primary key, table saved as "Member"	2	
4 Fields added between LastName / Phone fields and one field	2	
between Phone and OptionEnd fields		
a. Address field: "Street", size "40", caption deleted	4	
b. City field: Size "25", caption deleted		
c. StateProvince field: "State", size "2", caption deleted, FL is		
default value		
d. ZIPPostal field: "Zip", size 10, caption deleted		
e. CountryRegion field deleted from Member table structure		
f. "OptionBegin" field added (data type: "Date/Time"; format:		
"Short Date"; Caption: "Option Begins") between Phone /		
OptionEnd fields		
Records in Fig 2-49 entered. 1 st / last names entered. Columns resized	2	
to their best fit		
Data imported from Customers text file; Source: Customer text file;	3	
append the data; Table: Member; import delimited data and use a		
comma delimiter; do not save the import steps		
One-to-many relationship between primary Plan / Member table. All	3	
field names visible. Referential integrity, cascade updates defined for		
the relationship		
Beauty database compacted / repaired	2	
TOTAL POSSIBLE POINTS:	25	0

YOUR SCORE: _____

Grading Rubric – Access 2016 Module 2, Case Problem 2

Class: Professor: Notes: Solution Filename: Programming.accdb

Description	Pts	Your
Programming database. Tutor table field properties set as in Fig 2-50	3	Score
Field added as last field with name "Groups". "Yes/No" data type	3	
caption "Groups Only"	U	
Specify which tutors conduct group tutoring sessions only: Carey	2	
Billings, Fredrik Karlsson, Ellen Desoto, Donald Gallager		
Structure of Student table in Client database imported into table	3	
named "Student" in Programming database		
New fields at end: "BirthDate" (Date/Time), "Gender" (Short Text)	2	
4 fields related to phone numbers added between Zip / BirthDate	3	
BusinessPhone / FaxNumber fields deleted	2	
Design from Fig 2-51, including revised field names / data types	2	
LastName field follows FirstName field	1	
Records in Fig 2-52 added	3	
Fields resized to their best fit	1	
Data imported from Students text file	2	
Columns resized to their best fit	1	
Table created using design in Figure 2-53	3	
ContractID is primary key, table saved as "Contract"	2	
Field added, between TutorID / SessionType fields: "ContractDate"	3	
name, "Date/Time" data type, "Date contract is signed" description,		
"Short Date" format, "Contract Date" caption		
Data imported from Agreements workbook	3	
Records in Fig 2-54 added	3	
Columns resized to their best fit	1	
One-to-many relationships between database tables: Between Primary	5	
Student table / related Contract table, primary Tutor table / related		
Contract table. All field names visible. Referential integrity, cascade		
updates defined for each relationship		
Programming database compacted / repaired	2	
TOTAL POSSIBLE POINTS:	50	0

YOUR SCORE: _____

Grading Rubric – Access 2016 Module 2, Case Problem 3

Class: Professor: Notes: Solution Filename: Center.accdb

Description	Pts	Your
		Score
"Center" database, "Patron" table,	4	
a. PatronID: Description "Primary key", field size 5, caption "Patron		
ID"		
b. Title: Field size 4		
c. FirstName: Field size "20", caption "First Name"		
d. LastName: Field size "25", caption "Last Name"		
e. Phone: Field size "14"		
f. Email: Field size "35"		
Table created with data imported from the Donations workbook	2	
Primary key DonationID, table named "Donation"	2	
Left-justify DonationDescription field	1	
Table matches design in Fig 2-55	3	
Columns resized to their best fit	1	
Donation Value: Made current field, 0 decimal places	2	
Table created using design in Fig 2-56	3	
Primary key AuctionID, table saved as "Auction"	2	
Data imported to Auction table from Auctions text file	2	
Columns resized to their best fit	1	
DonationID: made 2 nd field, description "Foreign key".	2	
Records added from Fig 2-57	2	
One-to-many relationships between tables: Primary Patron table /	5	
related Donation table, primary Donation table / related Auction table.		
All field names visible. Referential integrity, cascade updates defined		
for each relationship		
Center database compacted / repaired	2	
TOTAL POSSIBLE POINTS:		0

YOUR SCORE: _____

Microsoft Access 2016

Module 2: Building a Database and Defining Table Relationships

A Guide to this Instructor's Manual:

We have designed this Instructor's Manual to supplement and enhance your teaching experience through classroom activities and a cohesive module summary.

This document is organized chronologically, using the same headings in <u>blue</u> that you see in the textbook. Under each heading you will find (in order): Lecture Notes that summarize the section, Teacher Tips, Classroom Activities, and Lab Activities. Pay special attention to teaching tips and activities geared towards quizzing your students, enhancing their critical thinking skills, and encouraging experimentation within the software.

In addition to this Instructor's Manual, our Instructor's Resources also contains PowerPoint Presentations, Test Banks, and other supplements to aid in your teaching experience.

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Module Objectives

Students will have mastered the material in this module when they can:

Session 2.1

- Learn the guidelines for designing databases and setting field properties
- Create a table in Design view

- Define fields, set field properties, and specify a table's primary key
- Modify the structure of a table
- Change the order of fields in Design view
- Add new fields in Design view

- Change the Format property for a field in Datasheet view
- Modify field properties in Design view

Session 2.2

- Import data from an Excel worksheet
- Import an existing table structure
- Add fields to a table with the Data Type gallery

Guidelines for Designing Databases

LECTURE NOTES

• Discuss the guidelines for designing databases.

TEACHER TIP

Encourage students to spend adequate time designing their databases; it will save them valuable time later.

The first step in designing a database is to think of all the fields of data you might want to store. Explain to students that for a large database, this step is often done by a group who will "brainstorm" all the data items that will be needed in a database. The next step is to group the fields into tables. Each table will contain a group of related fields. A field will be selected in each table to become the primary key for that table.

The primary key is a field in the table that can uniquely identify a record in the table. When tables will be related to one another, you need to include a common field in the two tables that will be used to form the relationship. For each field, you will need to specify the properties for that field. Field properties include their data type, field sizes, and an optional description of the field.

CLASSROOM ACTIVITIES

1. Classroom Discussion:

What fields would you identify when creating a database of students who attend your school? (Answer: Identify all the fields needed to produce the required information. For example, information about age, majors, full time, part time, etc.)

2. Quick Quiz:

- The _____ uniquely identifies each record in a table. (Answer: D)
 - A. composite key
 - B. customer ID
 - C. first field
 - D. primary key
- When you store the same data in more than one place, ______ occurs. (Answer: data redundancy)

Guidelines for Setting Field Properties

LECTURE NOTES

• Discuss how to name fields and objects.

- Delete and rename fields
- Change the data type for a field in Design view
- Set the Default Value property for a field
- Import a text file
- Define a relationship between two tables

- Discuss the assignment of field data types.
- Discuss how to set field sizes.

TEACHER TIP

When selecting a field size, students should make sure the field is big enough to hold the largest piece of data to be stored there. However, the field should not be larger than necessary because this will result in wasted space.

Point out that database design is a very complicated and intricate process. It takes much practice and experience to become a good database designer. The concepts presented in the book are meant to get the student to start thinking about design issues. However, students should know that there is much more to learn about database design.

CLASSROOM ACTIVITIES

1. Quick Quiz:

- True or False: The Field Size property defines a field value's maximum storage size for Text, Number, and AutoNumber fields only. (Answer: True)
- True or False: The primary key determines what field values you can enter for the field and what other properties the field will have. (Answer: False)
- When would you use the Text data type? (Answer: Use the Text data type for names, addresses, descriptions, and fields containing digits that are not used in calculations.)
- When would you use the Memo data type? (Answer: Use the Memo data type for long comments and explanations.)
- When would you use the Number data type? (Answer: Use the Number data type for fields that will be used in calculations, except those involving money; use the Currency data type for money.)
- 2. Group Activity:

Divide students into groups of five (larger groups allow for more brainstorming). Tell the students they need to set up a database for a softball league. Have students consider that they will need to maintain information about each player and also about each team. Allow students to brainstorm about what fields of information will be needed for each player and for each team. As they consider the required fields, have students also determine each field's properties. Finally, have students determine how these two tables will be related, what type of relationship (e.g., one-to-many) they will have, the common field(s) that form the relationship, and any other specifications that might be important. Have the groups draw out their design similar to Figure 2-2. When they are all finished, have the groups swap their design with another group. Now have each group critique the design that has been passed to them by another group.

Creating a Table in Design View

LECTURE NOTES

- Demonstrate how to create a table.
- Show how to define a field.
- Show how to specify the primary key.
- Demonstrate how to save the table structure.

TEACHER TIP

When students create a table, they will name the fields and define the properties for the fields. They will also specify the primary key for each table and save the table structure. The table structure is set up and modified in Design view. When all the fields have been defined, they will then specify which field(s) will be the primary key. When the table has been fully defined, they will save the table structure.

Use Figure 2-6 through 2-13 to discuss the elements in the Table window in Design view. Although it is not required to enter a description for the fields, it is advisable to do so. Students should always select a field(s) as the primary key. Although Access does not require that you do so, there are several advantages to selecting a primary key.

CLASSROOM ACTIVITIES

1. Class Discussion:

In general, what are the steps in creating a table? (Answer: When students create a table, they will name the fields and define the properties for the fields. They will also specify the primary key for each table and save the table structure. The table structure is set up and modified in Design view. When all the fields have been defined, they will then specify which field(s) will be the primary key. When the table has been fully defined, they will save the table structure.)

2. Quick Quiz:

- If you make a typing error, what should you do? (Answer: Click to position the insertion point where the error is located and use either the Backspace key or the Delete key.)
- What data type should you select if you want to display cents and dollar signs? (Answer: Currency)

LAB ACTIVITIES

Divide students into the groups that designed the database for a softball league. Have students create a table based on their group's design.

Modifying the Structure of an Access Table

LECTURE NOTES

- Demonstrate how to move a field.
- Show how to add a field.

TEACHER TIP

Whenever a database object, such as a table, is modified, Access will ask if you want to save the modification. It is only the structure of the table that must be saved. Records, on the other hand, are automatically stored as they are entered.

When viewing the Relationships window, if the student sees field lists for system tables (beginning with "MSys" in their names), then Access is set to display system tables. To change this setting, click the File tab, click Current Database, click the Navigation Options button, and then clear the "Show Hidden Objects" and "Show System Objects" check boxes. Click the OK button to close the dialog boxes, and then close and reopen the database. (This setting applies to each database and is not a global Access setting.)

CLASSROOM ACTIVITIES

1. Quick Quiz:

- True or False: An Access table cannot be modified once it is created. (Answer: False)
- Text fields have a default field size of _____. (Answer: 255)
- 2. Class Discussion:

What are the steps to add a field between two fields? (Answer: In the Table window in Design view, select the row for the field above where you want to add a new field. In the Tools group on the Table Tools Design tab, click the Insert Rows button. Define the new field by entering the field name, data type, optional description, and any property specifications.) Why might you want to add a field between two fields?

Modifying Field Properties

LECTURE NOTES

- Demonstrate how to change the Format Property in Datasheet View.
- Demonstrate changing Properties in Design View.

TEACHER TIP

You can make some changes to properties in Datasheet view; for others, you'll work in Design view.

CLASSROOM ACTIVITIES

1. Quick Quiz:

- True or False: When formatting a field, you do not change the actual values stored in the table. (Answer: True)
- Property changes are more easily done in ______ view. (Answer: Design)

2. Class Discussion:

Why should you reduce the size of fields that are too large for the data they will hold?

Adding Records to a New Table

LECTURE NOTES

Show how to add a record to a table.

TEACHER TIP

When a table is created, the table structure is established. Once the table has been created, students will then need to add records to the table. As students enter records, they will be placed in the table in the order in which they were entered. However, when students close the table and open it again, the records will be ordered according to the primary key order.

CLASSROOM ACTIVITIES

1. Creative Thinking Activity:

Refer to Figure 2-21. Where would you most likely find the information contained in the table? (Many times when students are given the information, they can enter it into the table, but locating or researching the information can be difficult.)

2. Quick Quiz:

- Use the ______ to open a table in Datasheet view. (Answer: Navigation Pane)
- To insert a check mark in the Yes/No value, press the _____. (Answer: spacebar)

Importing Data from an Excel Worksheet

LECTURE NOTES

• Show how to import a worksheet into a table.

TEACHER TIP

Students often do not realize that information created in one type of software can be imported into another type of software. There are various ways to import this information.

CLASSROOM ACTIVITIES

1. Quick Quiz:

- True or False: Importing data is a process that allows you to copy the data from a source without having to open the source file. (Answer: True)
- True or False: You cannot import a spreadsheet from Excel. (Answer: False)
- 2. Class Discussion:

What are the first three steps for importing a worksheet into a table? (Answer: 1. Click the Close button on the table window bar to close any open tables. 2. Save the table. 3. Click the External Data tab on the Ribbon.)

Creating a Table by Importing an Existing Table Structure

LECTURE NOTES

• Show how to create a table by importing the structure of another table.

TEACHER TIP

Explain that if another Access database contains a table—or even just the design, or structure, of a table—that you want to include in your database, you can easily import the table and any records it contains or import only the table structure into your database.

When copying records from one table to another, it is very important to first determine that the two tables have the exact same data structure. If the two data structures differ in any way, the copy will cause an error. However, when you import, you are importing an entire table including its data and its structure. This is a good way to include a table in your database that was previously designed in a different database.

CLASSROOM ACTIVITIES

1. Class Discussion:

Discuss that in a corporate setting, there may be several people working on a database at one time. The ability to copy records into a table or import an entire table allows for the transfer of data in a collaborative effort. Of course, someone within the corporation must maintain the integrity of the data.

2. Group Activity:

In groups of two or three, have students consider the following situation: An organization has several departments; up to this point, each department has been creating and maintaining its own database that pertains to its particular needs. However, the organization has decided that it could reduce redundancy and improve data integrity by pulling all the data into a single database. Have students discuss how this process might be done and what kinds of problems could arise. Ask students to consider that each department had maintained a customer database. Now that the data will be pulled

together, what will happen if the table structures don't match? How will they import all this data and end up with a single customer database?

Adding Fields to a Table Using the Data Type Gallery

LECTURE NOTES

• Demonstrate how to add fields using the Data Type gallery.

TEACHER TIP

Explain that this feature allows you to add a group of related fields to a table at the same time, rather than adding each field to the table individually, thus saving time.

CLASSROOM ACTIVITIES

1. Quick Quiz:

- How do you make a field active? (Answer: by clicking in it)
- What section provides options that will add multiple, related fields to the table at one time? (Answer: the Quick Start)

2. Class Discussion:

Consider that a large organization has a very large database of information. What kinds of controls do you think will need to be in place for data entry? Do you think anyone in the corporation should be able to update data? Why or why not?

Modifying the Imported Table

- Show how to delete a field from a table structure and in Design view.
- Show how to rename a field in Design view.
- Show how to change the data type for a field in Design view.

TEACHER TIP

It is important to be able to modify an imported table. Remind students that although they can move fields in Datasheet view by dragging a field's column heading to a new location, doing so rearranges only the display of the table's fields; the table structure is not changed.

CLASSROOM ACTIVITIES

1. Quick Quiz:

- True or False: You can delete fields from an imported table structure. (Answer: True)
- You can change a field's data type in ______view? (Answer: Design or Datasheet)

2. Class Discussion:

What is the difference between the Description and the Caption property values? Why do you need both?

Setting the Default Value Property for a Field

LECTURE NOTES

• Demonstrate how to set the Default Value property for a field.

TEACHER TIP

The Default Value property for a field specifies what value will appear, by default, for the field in each new record you add to a table. This makes it quicker and more accurate to enter fields that may repeat in most records such has the state code and area code.

CLASSROOM ACTIVITIES

1. Quick Quiz:

- True or False: A text entry in the Default Value property must be enclosed within quotation marks. (Answer: True)
- True or False: Leaving the quotation marks off will result in an error. (Answer: False, they will be added automatically if left off)
- 2. Class Discussion:

Consider that a large organization has a very large database of information. What kinds of fields might be defined as having default values?

Adding Data to a Table by Importing a Text File

LECTURE NOTES

• Demonstrate how to import data contained in a text file.

TEACHER TIP

Spend some time discussing a delimited text file (one in which fields of data are separated by a character such as a comma or a tab). Refer to Figure 2-38.

CLASSROOM ACTIVITIES

1. Quick Quiz:

- True or False: Click the Append button to copy the records of a text file. (Answer: True)
- True or False: A delimited text file is one in which fields of data are separated by a character such as a comma or a tab. (Answer: True)
- 2. Class Discussion:

Consider that a large organization has a very large database of information. What kinds of controls do you think will need to be in place for data entry? Do you think anyone in the corporation should be able to update data? Why or why not?

Defining Table Relationships

LECTURE NOTES

- Discuss one-to-many relationships.
- Discuss referential integrity.
- Discuss how to define a relationship between two tables.

TEACHER TIP

Discuss the terminology covered in this section (one-to-many relationships, primary table, related table, orphaned record, and referential integrity). This is a basis for understanding how to define a relationship between two tables.

CLASSROOM ACTIVITIES

1. Quick Quiz:

- True or False: Referential integrity is a set of rules that Access enforces to maintain consistency between related tables when you update data in a database. (Answer: True)
- The _____ connects the fields that are common to two tables. (Answer: join line)

2. Class Discussion:

What is the difference between a primary table and a related table? (Answer: The primary table is the "one" table in a one-to-many relationship; in Figure 2-40, the Animal table is the primary table because there is only one animal for each visit. The related table is the "many" table; in Figure 2-40, the Visit table is the related table because an animal can have zero, one, or many visits.)

LAB ACTIVITIES

Divide the class back into the softball database discussion groups. Have them consider the process of determining a primary key for a table. Have them look at their databases. Do any of these fields represent a unique value that could serve as the primary key? If not, what could they do to provide a field that has a unique value for each record? If they decide to create a field, how will it be done? What will be the data type of the primary key? Who will assign the value? How will you make sure that there are no duplicates in this field? Once they have answered these questions, have them go to their databases and modify and create/delete fields to insert a primary key.

TEACHER TIP

In this module, students learn how to add fields using the Data Type gallery. Students add the fields using a Quick Start Selection, which is a sort of template that inserts a group of related fields in a table. In Access, there is a certain degree of unpredictability when using any templates (database templates, table templates, Quick Start Selections, etc.). The end results are not always what you want or intend. For example, you might want to delete one or more of the fields inserted with the Quick Start Selection. When you delete the field in Datasheet view or Design view, the deletion might not be permanent or visible when you switch views, causing the deleted fields to reappear. If students encounter these types of problems, closing and reopening the table might help, but students might also need to close the database, reopen it, and compact and repair it before the deleted fields will remain deleted from the table.

End of Module Material

- **Review Assignments:** Review Assignments provide students with additional practice of the skills they learned in the module using the same module case, with which they are already familiar. These assignments are designed as straight practice and do not include anything of an exploratory nature.
- **Case Problems:** A typical NP module has four Case Problems following the Review Assignments. Short modules can have fewer Case Problems (or none at all); other modules may have five Case Problems. The Case Problems provide further hands-on assessment of the skills and topics presented in the module, but with new case scenarios. There are five types of Case Problems:
 - **Apply**. In this type of Case Problem, students apply the skills that they have learned in the module to solve a new problem.
 - **Create**. In a Create Case Problem, students are either shown the end result (such as a finished Word document) and asked to create the document based on the figure provided, or, students are asked to create something from scratch in a more free-form manner.

- **Challenge**. A Challenge Case Problem involves one or more Explore steps. These steps challenge students by having them go beyond what was covered in the module, either with guidance in the step or by using online Help as directed.
- **Research**. A Research Case Problem requires students to find information on the Internet to help solve a problem or to include in the file they are creating.
- **Troubleshoot**. In this type of Case Problem, certain steps of the exercise require students to identify and correct errors that are intentionally placed in the files. Completing these steps helps to promote problem solving and critical thinking.

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New Perspectives Access 2016 Module 2 Quick Check Answers

Session 2.1

- Identify all the fields needed to produce the required information, organize each piece of data into its smallest useful part, group related fields into tables, determine each table's primary key, include a common field in related tables, avoid data redundancy, and determine the properties of each field.
- 2. The Data Type property determines what field values you can enter into the field and what other properties the field will have.
- 3. Caption
- 4. Short Text, Number, and AutoNumber
- 5. 255
- 6. F6
- 7. A primary key uniquely identifies each record in the table; a primary key prevents duplicate values from being entered in the same field; Access forces you to enter a value for the primary key field in every record in the table; records will always be displayed in a meanginful order by primary key, regardless of the order in which you entered them; Access responds faster to requests for specific records based on the primary key.

Session 2.2

- 1. Ctrl + '
- 2. Importing
- 3. Data Type
- 4. The field and all its values are removed from the table.
- 5. delimited
- 6. primary table; related table
- 7. Referential integrity