

Access Assignment 1

Data Files Used: CCRIClasses.accdb

This assignment is designed to familiarize you with the fundamental Access components of: Tables, Queries, Forms, and Reports.

1. Create a new database and name it "YourLastName'University. For example, I would name it KellyUniversity. In the new database, create a Table (name it Classes) based on the metadata in the table below:

<u>Field Name</u>	<u>Data Type</u>	<u>Field Size</u>	<u>Additional Properties</u>
Campus	Short Text	3	
Course	Short Text	8	Part of Composite Key
CourseSect	Short Text	3	Part of Composite Key
CourseTitle	Short Text	30	
Credits	Number	Integer	Decimal Places: 0
Day	Short Text	1	
BeginTime	Date/Time		Format: Medium Time
EndTime	Date/Time		Format: Medium Time
Room	Short Text	4	

Add the rows in the table below to the Classes table you just created:

<u>Campus</u>	<u>Course</u>	<u>CourseSect</u>	<u>CourseTitle</u>	<u>Credits</u>	<u>Day</u>	<u>BeginTime</u>	<u>EndTime</u>	<u>Room</u>
FL	COMI1422	150	Intermediate Spreadsheets	1	T	10:00AM	11:50AM	6108
KN	COMI2037	101	Intro. To Cybersecurity	3	M	6:00PM	10:00PM	2106
DL	COMI2510	600	Advanced Java Programming	3				WEB
KN	COMP1230	700	Systems Analysis & Design	4	F	9:00AM	1:00PM	3074
DL	COMP1200	SD2	Database Design & Mgt.	3				WEB

2. Open the CCRIClasses database (included with this assignment). Open the table CurrentClasses and copy all the rows in the datasheet. Go back to your database created in the previous step and paste the records into the Classes table.

3. Create a query using the Simple Query Wizard. Select all the columns and name the query "ClassList". Open Design View to the QBE view and edit the query you just created to only return rows with "WEB" in the criteria. Save this new query as "WebClasses".
4. Create a Form using the Classes table and the Form Wizard. Select all columns, choose the columnar type and save it as "ClassForm".
5. Create a Report using the Classes table and the Report Wizard. Select only the Campus, Course, and CourseTitle columns. Choose Campus as a grouping level, sort by course in ascending order, choose landscape orientation and save the report as "CurrentClasses".