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. When you create a table in Datasheet View, all fields are Text data types.

T F   3. The Table Template can create a new database.

T F   4. The primary key field in 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?

_____

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

_____

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

_____

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

_____

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

_____

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 Table Templates uses field names such as StateOrProvince and PostalCode instead of State or ZIP Code. 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 4-21

Create a blank database. Create a table using a template. Delete fields in Datasheet View and Design View. Rename fields.

1. Create a new database by following these steps:
   a. With Access running and no database open, in the **Getting Started with Microsoft Office Access** page, click the Blank Database button ▥.
   b. In the **File Name** textbox, key *[your initials]*-**Issues**.
   c. Verify the file location.
   d. Click **Create**.

2. Create a table, using a template, by following these steps:
   a. From the **Create** tab, in the **Tables** group, click Table Templates ▣ and choose **Issues** from the list.
   b. Press Ctrl + S.
   c. In the **Save As** dialog box, key **tblIssues** and click **OK**.

3. Delete fields in Datasheet View, by following these steps:

   a. Click on the column header for the **Description**.

   b. From the **Datasheet** tab, in the **Fields and Columns** group, choose Delete ⊤.

   c. Click on the column header for the **Category**.

   d. From the **Datasheet** tab, in the **Fields and Columns** group, choose Delete ⊤.

4. Delete and rename fields in Design View, by following these steps:

   a. From the **Datasheet** tab, in the **Views** group, choose View ⊿ to switch to Design View.

   b. Click on the field selector for **Attachments**.

   c. Press Delete.

   d. Double-click on the field selector for **Title**.

   e. Key **Fullname**.

   f. Press Ctrl + S.

5. Change to Datasheet View and save the table. Add the following record:

   a. Enter the following data:

ID:	*Press* Tab
FullName:	*Key [your full name]*
Opened Date:	**7/22/07**
Status:	**Resolved**
Priority:	**(1) High**
Due Date:	**8/1/08**
Comments:	*Press* Tab

6. Print/Save the datasheet in landscape orientation by following these steps:

   a. Click the Office Button ⬒. Hover your mouse pointer over the more options arrow for the Print option and click Print Preview ⬒.

   b. From the tab **Print Preview**, in the group **Page Layout**, click the Landscape command Ａ⁼.

   c. Depending on your classroom procedures, click either the Print command ⬒ or the XPS command ⬒.

Exercise 4-22

Edit field properties. Add records. Print/Save table definitions.

1. The database *[your initials]*-**CC04** is required to complete this exercise.

   a. Double-click the database *[your initials]*-**CC04**.

   b. Click the message bar and enable its content.

2. Change the field captions by following these steps:
   a. Open **tblInvoices**. Switch to Design View.
   b. In the top pane, click in the **CarrierOptions** field.
   c. Click in the **Caption** row in the bottom pane.
   d. Key **Carrier Options**.
   e. In the top pane, click in the **OrderDate** row.
   f. Click in the **Caption** row in the bottom pane.
   g. Key **Order Date** as the Caption.
   h. In the top pane, click in the **ShipDate** row.
   i. Click in the **Caption** row in the bottom pane.
   j. Key **Ship Date** as the **Caption**.
   k. Press Ctrl + S.
3. Change an input mask by following these steps:
   a. In the top pane, click in the **ShipDate** row and press F6.
   b. Click the **Input Mask** property row.
   c. From the **Design** tab, in the **Tools** group, choose the Builder button .
   d. Select the **Medium Date** mask. Click **Finish**.
   e. In the top pane, click in the **OrderDate** row and press F6.
   f. Click the **Input Mask** property row.
   g. From the **Design** tab, in the **Tools** group, choose the Builder button .
   h. Click **Yes** to save the changes to the design of the table.
   i. Select the **Medium Date** mask. Click **Finish**.
4. Change an input mask by following these steps:
   a. In the top pane, click in the **ShipDate** row and press F6.
   b. Move to the **Show Date Picker** property, click the drop-down arrow, and choose **For dates**.
   c. From the **Design** tab, in the **Views** group, choose View to switch to Datasheet View. Click **Yes** to save the changes.
   d. Close the table.
5. Print/Save a Database Documenter Report by following these steps:
   a. From the **Database Tools** tab, in the **Analyze** group, choose the Database Documenter command .
   b. In the **Documenter** dialog box, on the **Tables** tab, click the check box for **tblInvoices**.
   c. Click **Options**.
   d. For the **Include for Table** section, select **Properties**.
   e. For the **Include for Fields** section, select **Names, Data Types, Sizes, and Properties**.
   f. For the **Include for Indexes** section, select **Nothing**.
   g. Click **OK** to accept the changes and close the dialog box.
   h. Click **OK** to view the report.
   i. Depending on your classroom procedures, click either the Print command or the XPS command .

Exercise 4-23

Insert fields. Edit field properties. Add, delete, and edit fields. Add records.

1. The database *[your initials]*-**CC04** is required to complete this exercise.
   a. Double-click the database *[your initials]*-**CC04**.
   b. Click the message bar and enable its content.
2. Add fields by following these steps:
   a. Open **tblStuffedAnimals**. Switch to Design View.
   b. In the top pane, click in the **Picture** row.
   c. From the **Design** tab, in the **Tools** command group, select Insert Row.
   d. For the **Field Name**, key **MinimumOrder**.
   e. For the **Data Type**, select **Number**.
   f. Press F6 and change the **Field Size** to **Integer**.
   g. Tab to the **Validation Rule** property and key **>=100**. Click **Yes**.
   h. Tab to the **Validation Text** property and key **Minimum order must be equal to or greater than 100**.
   i. Close the table and save the changes.
3. Print/Save 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 **tblStuffedAnimals**.
   c. Click **Options**.
   d. For the **Include for Table** section, select **Properties**.
   e. For the **Include for Fields** section, select **Names, Data Types, Sizes, and Properties**.
   f. For the **Include for Indexes** section, select **Nothing**.
   g. Click **OK** to accept the changes and close the dialog box.
   h. Click **OK** to view the report.
   i. Depending on your classroom procedures, click either the Print command or the XPS command.

Exercise 4-24

Import Excel data

1. The database *[your initials]*-**CC04** is required to complete this exercise.
   a. Double-click the database *[your initials]*-**CC04**.
   b. Click the Message Bar and enable its content.

2. Import Excel data by following these steps:

   a. From the **External Data** tab, in the **Import** group, choose Excel.

   b. In the **Get External Data** dialog box, click **Browse**.

   c. Locate the **Lesson 04** folder and select **MoreSales**. Click **Open** and then **OK**.

   d. Click **Show Named Ranges** in the dialog box. Select **NewSales**.

   e. Click **Next**. Set the check box to select the **First Row Contains Column Headings**.

   f. Click **Next**. Click **Next**.

   g. Verify that **No primary key** is selected. Click **Next**.

   h. Verify that the **Import to Table** entry box shows **tblSales**. Click **Finish**.

   i. Do not save the import steps.

   j. Open **tblSales** in Datasheet View to see the new records. Close the table.

3. Print/Save a Database 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 **tblSales**.

   c. Click **Options**.

   d. For the **Include for Table** section, select **Properties**.

   e. For the **Include for Fields** section, select **Names, Data Types, and Sizes**.

   f. For the **Include for Indexes** section, select **Nothing**.

   g. Click **OK** to accept the changes and close the dialog box.

   h. Click **OK** to view the report.

   i. Depending on your classroom procedures, click either the Print command or the XPS command.

   j. Compact and close the database.

Lesson Applications

Exercise 4-25

Create a new database. Import data. Rename field.

1. Create a blank database named *[your initials]*-**Venders**.

2. Import **tblVenders** from *[your initials]*-**CC04**.

3. Rename the table **tblCCVenders**.

4. Add a hyperlink field named **WebSite** as the last field of the table.

5. Use the Database Documenter to Print/Save **tblCCVenders**. Set the Options to include the **Properties** for the table and **Names, Data Types, and Sizes** for the fields.

6. Compact and close the database.

Exercise 4-26

Delete a field in Datasheet View. Change field properties. Print table definition.

1. Open the *[your initials]*-**CC04** database.

2. Using the **Events** table template, create a table named **tblSalesEvent**.

3. Open the table in Design View. As the second field in the table, add a text field named **SalesRep** with a Field Size of **35**.

4. Change the field name **Start Time** to **StartDate**.

5. Change the field name **End Time** to **EndDate**.

6. Change the **Caption** for **SalesRep** to **Sales Representative**.

7. Change the **Caption** for **StartDate** to **Start Date**.

8. Change the **Caption** for **EndDate** to **End Date**.

9. Disable the **Date Picker** for the **StartDate** and **EndDate** fields.

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

11. Use the Database Documenter to Print/Save **tblSalesEvents**. Set the **Options** to include the **Properties** for the table and **Names, Data Types, Sizes, and Properties** for the fields.

12. Delete the **Description** field.

13. Add the following record:

ID:	*Press* Tab
Sales Representative:	*Key [your name]*
Title:	*Key [class name]*
Start Date:	**1/1/07**
End Date:	*Key [today's date]*
Location:	*Key [name of your school]*
Attachments:	*Press* Tab

14. Print/Save the datasheet for this table in landscape orientation.

Exercise 4-27

Create a table in Datasheet View. Set a primary key.

1. Open the *[your initials]*-**CC04** database, and create a new blank table.

2. In Datasheet View, add the following record:

ID:	*Press* Tab
Column 2:	**464-23-4824**
Column 3:	**Supplies**
Column 4:	**10/15/07**
Column 5:	**$14.85**
Column 6:	**Cleaning Supplies**
Column 7:	**Trash Bags, Soap, and Paper Towels**

> **TIP**
>
> To add a new field in Datasheet View, you must click in the Add New Field column.

3. Save the table as **tblEmpExp-***[your initials]*.

4. Delete the **ID** field and set **Field1** as the primary key.

5. Rename the field names to the following:

Field1:	**EmployeeID**
Field2:	**ExpenseType**
Field3:	**DatePurchased**
Field4:	**AmountSpent**
Field5:	**Purpose**
Field6:	**Description**

6. Enter the following record:

EmployeeID	**234-45-7890**
ExpenseType	**Supplies**
DatePurchased	**10/22/07**
AmountSpent	**25.34**
PurposeOfExpense	**Office Supplies**
Description	*Key [your full name]*

7. Resize columns so that all data are visible.

8. Print/Save the table in landscape orientation.

9. Save and close the table.

10. Compact and close the database.

Exercise 4-28 ◆ Challenge Yourself

Create a blank database. Create a table from Design View, edit field properties, and enter records.

1. Create a blank database and name it *[your initials]*-**Applications**.

2. Create a new table named **tblPayments-*[your initials]***, and add the following fields:

Field Name	Data Type	Field Size
PaymentID	Autonumber	
CustomerID	Number	Integer
OrderID	Number	Long Integer
PaymentAmount	Currency	
PaymentDate	Date/Time	
Description	Text	40

3. Delete the Field **ID**.

4. Set **PaymentID** as the primary key.

5. Use the Database Documenter to Print/Save **tblPayments**. Set the **Options** to include the **Properties** for the table and **Names, Data Types, and Sizes** for the fields.

6. Enter the following record:

PaymentID	*Press* [Tab]
CustomerID	1
OrderID	20101
PaymentAmount	500
PaymentDate	11/14/07
Description	*Key [your first name]*
PaymentID	*Press* [Tab]
CustomerID	2
OrderID	20102
PaymentAmount	750
PaymentDate	1/26/08
Description	*Key [your last name]*
PaymentID	*Press* [Tab]
CustomerID	5
OrderID	20103
PaymentAmount	1000
PaymentDate	2/7/08
Description	*Key [your school's name]*

7. Size the columns to the widest text or title.

8. Print/Save the table's Datasheet View in landscape orientation.

9. Compact and close the database.

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 4-29

Using a Database Template, create a 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 table. On the first sheet of your printout, write the name of the template you selected. Continue to Exercise 4-30.

Exercise 4-30

Review the structure of the main table in the database you created in Exercise 4-29. 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 the properties for the table. Continue to Exercise 4-31.

Exercise 4-31

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 4-29 through 4-31 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 4-29 through 4-31. They may be used in subsequent lessons.