

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. A record is the smallest storage element within a database.
- T F 2. Through a form, you can edit fields in a recordset.
- T F 3. In **Datasheet View**, each row can have a different height.
- T F 4. You can use the navigation buttons to move to a specific record.
- T F 5. A recordset cannot be more than a single field.
- T F 6. In Access, the **Navigation Pane** organizes major database objects.
- T F 7. The Leszynski Naming Convention emphasizes the use of spaces and underscores to identify types of objects.
- T F 8. When you hide a column in **Datasheet View**, you are deleting the record from the table or query.

Short Answer Questions

Write the correct answer in the space provided.

1. What is the Leszynski Naming Convention prefix for table names?

2. In **Datasheet View**, which buttons are used to move to different records?

3. What is a collection of logically organized commands?

4. What shortcut menu command displays a hidden column in **Datasheet View**?

5. When you click the command tab **File**, what is the name of the resulting screen called?

6. Which navigation button would move the insertion point from Record #3 if it is at Record #2?

UNIT 1 Understanding Access Databases

7. What format command allows alternating rows of a datasheet to display in different colors?

8. Which database utility improves database efficiency and reduces storage requirements?

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.

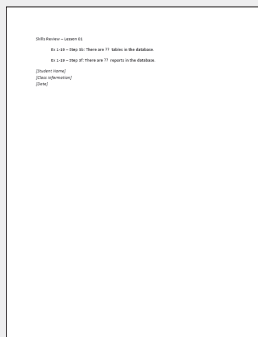
1. Think of situations when it would be better to display a report as a PDF document rather than a printed paper. What best practice guidelines should your school implement to reduce the amount of paper used?
2. When establishing backup procedures, many companies make certain that daily copies are stored off site. Why would a company want to store copies of their data away from their offices? Where would you recommend that your school store backup copies of its databases? Where are you planning on storing copies of your homework or personal data?

Skills Review

Exercise 1-19

Database administrators often require databases to be documented. You have been asked to count the number tables and reports in the current database.

1. Locate and copy a database by following these steps:
 - a. Locate and open the **Lesson 01** folder.
 - b. If you already have a copy of *[your initials]-EcoMed-01*, skip to step 2.
 - c. Right-click the file **EcoMed-01** 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 *[your initials]-EcoMed-01*.
 - f. Right-click *[your initials]-EcoMed-01* and from the shortcut menu, choose **Properties**. Make certain that the **Read-only** attribute check box is not checked. Click **OK**.



01-19-A.docx
1 Page

2. Open a database by following these steps:
 - a. Double-click *[your initials]-EcoMed-01*.
 - b. If the Message Bar's **Security Warning** appears, click the **Enable Content** button.
3. Create a Word document named *[your initials]-01-19-A* and record the answers to the following question:
 - a. How many tables are in the database?
 - b. Record your answer in the new Word file and place **Ex: 1-19 – Step 3a** next to your answer.
 - c. How many reports are in the database?
 - d. Record your answer in the same Word file as in step 3b and place **Ex: 1-19 – Step 3c** next to your answer.
 - e. Add your name, class information, and today's date to the Word file.

Assessment



- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.
- Depending on your class procedures, print or turn in the Word file.


-OR-










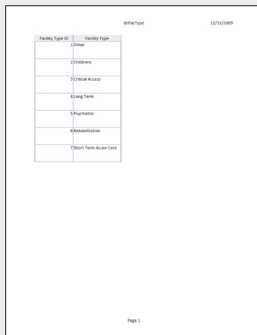
- Depending on your class procedures, print or turn in the Word file.

Exercise 1-20

You have been asked to create a PDF file of the Datasheet View of a table. First, you must resize the rows and columns.

1. The database *[your initials]-EcoMed-01* is required to complete this exercise.
 - a. If needed, double-click the database *[your initials]-EcoMed-01*.
 - b. If the Message Bar's **Security Warning** appears, click the **Enable Content** button.
2. Navigate records in a table by following these steps:
 - a. In the **Navigation Pane**, click the **Tables** group to expand the group.
 - b. Double-click the table **tblFacType** to open it.
 - c. In the Navigation bar, click the **Next Record** button  twice to move to the third record.
 - d. Press **Tab** to move to the second field.
 - e. Press **Ctrl+Home** to move to the first field in the first record.

3. Resize rows and columns in **Datasheet View** by following these steps:
 - a. Place the pointer on the vertical right edge of the column header for **Facility Type**.
 - b. With the two-headed arrow showing, drag the pointer to the right until all the data in the field can be seen.
 - c. Right-click on the record selector for the first row.
 - d. In the **Row Height** dialog box, key **40** and click **OK**.
 - e. Right-click the document tab for **tblFacType**, and choose **Save** .
4. View the **Datasheet View** of a table in **Print Preview** by following these step:
 - a. Click the **File** tab.
 - b. From the **Print** tab, choose **Print Preview** .
5. Save the **Datasheet View** of the table by following these steps:
 - a. In the **Data** command 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.
 - **File name** as *[your initials]-01-20-A*.
 - **Save as type** as PDF.
 - **Open file after publishing** should be checked.
 - c. Click **Publish**. Close the PDF viewer and then close the **Export – PDF** window.
6. Close an object by following these steps:
 - a. In the **Print Preview** tab, click **Close Print Preview** .
 - b. Right-click the **tblFacType** tab. From the shortcut menu, select **Close** .
 - c. If Access asks you to save the changes, click **Yes**.
 - d. In the **Navigation Pane**, collapse the **Tables** group.
7. Close an object by following these steps:
 - a. In the **Print Preview** tab, click **Close Print Preview** .
 - b. Right-click the **tblFacType** tab. From the shortcut menu, select **Close** .
 - c. If Access asks you to save the changes, click **Yes**.
 - d. In the **Navigation Pane**, collapse the **Tables** group.



01-20-A.pdf
1 Page



Assessment

- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.
- Depending on your class procedures, print or turn in the PDF file.





-OR-



- Depending on your class procedures, print or turn in the PDF file.

Exercise 1-21



You have been asked to submit information located in the **vender** table to your supervisor. First, you must resize and hide columns.

1. The database *[your initials]-EcoMed-01* is required to complete this exercise.
 - a. If needed, double-click the database *[your initials]-EcoMed-01*.
 - b. If the Message Bar's **Security Warning** appears, click the **Enable Content** button.
2. Change the view by following these steps:
 - a. In the **Navigation Pane**, expand the **Tables** group.
 - b. In the **Tables** group of the **Navigation Pane**, double-click **tblVender**.
 - c. In the command group **Views**, click the option arrow for the **View** button  and select **Design View**.
 - d. Right-click the document tab for the table, then select **Datasheet View** .
3. Hide and resize fields in a table by following these steps:
 - a. Click on the column header for the field **PhoneNum** and drag through **FAX**.
 - b. Right-click on the column header of a selected columns and select **Hide Fields**.
 - c. Click on the column header for the field **VenderID** and drag through **ZIP**.
 - d. Right-click on the column header of a selected columns and select **Field Width** .
 - e. In the **Column Width** dialog box, click **Best Fit**.
 - f. Right-click the document tab for **tblVender**, and choose **Save** .
4. View the **Datasheet View** of a table in **Print Preview** by following these step:
 - a. Click the **File** tab.
 - b. From the **Print** tab, choose **Print Preview**.
5. According to your classroom procedure, you can print the **Datasheet View** of a table or continue to one of the Assessment steps.

Assessment



- Close an object by following these steps:

- a. In the command group **Close Preview**, click **Close Print Preview** .
- b. Right-click the **tblVender** tab. From the shortcut menu, select **Close** .
- c. If Access asks you to save the changes, click **Yes**.
- d. In the **Navigation Pane**, collapse the **Tables** group.

- Turn in your database only when all assigned exercises have been completed, according to your classroom procedure.

-OR-



- Save the **Datasheet View** of the table by following these steps:
 - a. From the **Print Preview** tab, in the command group **Page Layout**, click **Landscape**
 - b. In the **Data** command group, click **PDF or XPS** to save the printout as a file.
 - 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.
 - **File name** as **[your initials]-01-21-A**.
 - **Save as type** as PDF.
 - **Open file after publishing** should be checked.
 - d. Click **Publish**. Close the PDF viewer and then the **Export – PDF** window.
 - e. Depending on your class procedures, print or turn in the PDF file.
- Close an object by following these steps:
 - a. In the command group **Close Preview**, click **Close Print Preview** .
 - b. Right-click the **tblVender** tab. From the shortcut menu, select **Close** .
 - c. If Access asks you to save the changes, click **Yes**.
 - d. In the **Navigation Pane**, collapse the **Tables** group.

01-21-A.pdf
1 Page

Exercise 1-22

You have been asked to submit to your supervisor information located in the query that counts bulb shapes. First, you must change the datasheet colors. You will also compact the database before closing it.

1. The database *[your initials]-EcoMed-01* is required to complete this exercise.
 - a. If needed, double-click the database *[your initials]-EcoMed-01*.
 - b. If the Message Bar's **Security Warning** appears, click the **Enable Content** button.
2. Change the view by following these steps:
 - a. In the **Navigation Pane**, expand the **Queries** group.
 - b. In the **Queries** group of the **Navigation Pane**, double-click **qryBulbShapeCount**.
 - c. In the command group **Views**, click the option arrow for the **View** button and select **Design View**.
 - d. Right-click the document tab for the queries, then select **Datasheet View**.
3. Change datasheet colors by following these steps:
 - a. In the command group **Font**, click the down arrow for **Alternate Row Color** .

- Of the **Standard Colors**, select **Maroon 2** (row 3, column 6) as the alternate color.
- Press **[Ctrl]+[S]** to save the changes to the query.

Assessment



- Turn in your database only when all assigned exercises have been completed, according to your classroom procedure.
- Close an object by following these steps:
 - Right-click **qryBulbShapeCount** document tab. From the shortcut menu select **Close**.
 - If Access asks you to save the changes, click **Yes**.
 - In the **Navigation Pane**, collapse the **Queries** group.
- Compact and close the database by following these steps:
 - Click the **File** command tab.
 - From the **Info** option, choose **Compact & Repair Database**.
 - Click the **File** command tab and select **Exit**

-OR-



- Save the **Datasheet View** of the table by following these steps:
 - Click the **File** tab. From the **Print** option, choose **Print Preview** .
 - In the **Data** command group, click **PDF or XPS** to save the printout as a file.
 - 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.
 - File name** as *[your initials]-01-22-A*.
 - Save as type** as PDF.
 - Open file after publishing** should be checked.
 - Click **Publish**. Close the PDF viewer and then the **Export – PDF** window.
 - Depending on your class procedures, print or turn in the PDF file.
- Close an object by following these steps:
 - Right-click the **qryBulbShapeCount** document tab. From the shortcut menu, select **Close**.
 - If Access asks you to save the changes, click **Yes**.
 - In the **Navigation Pane**, collapse the **Queries** group.
- Compact and close the database by following these steps:
 - Click the **File** command tab.
 - From the **Info** option, choose **Compact & Repair Database**.
 - Click the **File** command tab and select **Exit** .

The screenshot shows a table named 'qryBulbShapeCount' in Datasheet View. The table has two columns: 'Bulb Shape' and 'Bulb Color'. The data rows are as follows:


Bulb Shape	Bulb Color
Round	Yellow
Round	White
Round	Red
Round	Purple
Round	Blue
Round	Green
Round	Orange
Round	Pink
Round	Grey
Round	Black
Round	White
Round	Yellow
Round	Red
Round	Blue
Round	Green
Round	Purple
Round	Pink
Round	Orange
Round	Grey
Round	Black
Round	White

01-22-A.pdf
1 Page

Lesson Applications

Exercise 1-23

You have been asked to modify the Datasheet View of the query that counts the number of facilities per state.

1. Using the database *[your initials]-EcoMed-01*, make sure that all content is enabled.
2. Open **qryFacStateCount** in **Datasheet View**.
3. Change the **Font Size** to **14** and apply the italic  font style.
4. Size each column to fit its longest data and column title.
5. Save the changes to the query.

Assessment

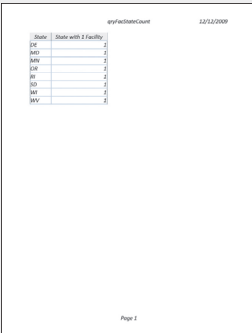


- Close all objects and collapse all groups in the **Navigation Pane**.
- Turn in your database only when all assigned exercises have been completed, according to your classroom procedure.

-OR-



- Save as a PDF file named *[your initials]-01-23-A*.
- According to your class procedures, print or turn in the PDF file.
- Close all objects and collapse all groups in the **Navigation Pane**.





State	Facility Count
IA	2
MI	2
NY	2
PA	2
WI	2
IL	2
IN	2
OH	2
WV	2

01-23-A.pdf
1 Page

Exercise 1-24

You have been asked to change the appearance and font selection of the Datasheet View of a table. You have also been asked to change the orientation of the datasheet to landscape orientation.

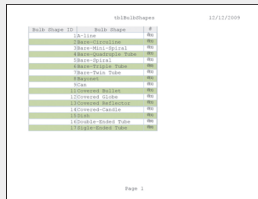
1. With database *[your initials]-EcoMed-01*, open **tblBulbShapes** in **Datasheet View**.
2. Apply the Alternate Row Color  to the standard color **Green 3** (row 4, column 7).
3. Change the **Font** to **Courier New** and the **Font Size** to **16**.
4. Size each column to fit its longest data and column title. All the data should fit on one page.
5. Change the orientation to **Landscape** .

Assessment



- Close all objects and collapse all groups in the **Navigation Pane**.
- Close the query, save changes to the datasheet, and collapse the query group in the **Navigation Pane**.
- Turn in your database only when all assigned exercises have been completed, according to your classroom procedure.

-OR-

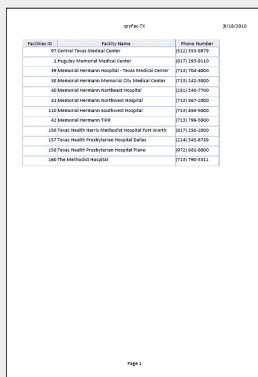


01-24-A.pdf
1 Page

- Save as a PDF file named **[your initials]-01-24-A**.
- According to your class procedures, print or turn in the PDF file.
- Close the query, save changes to the datasheet, and collapse the query group in the **Navigation Pane**.

Exercise 1-25

You have been asked to create a simple PDF file showing facility IDs, facility names, and phone number for facilities in Texas.



01-25-A.pdf
1 Page

1. Using the database **[your initials]-EcoMed-01**, make sure that all content is enabled.
2. Open **qryFac-TX** in **Datasheet View**.
3. Hide all columns except **Facilities ID**, **Facility Name**, and **Phone Number**.
4. Resize the row height to **20**.
5. Size each column to fit its longest data and column title.
6. Set the orientation of the printout to **Portrait**
7. Save the **Datasheet** as a PDF file named **[your initials]-01-25-A**.

Assessment



- Close the query, save changes to the datasheet, and collapse the query group in the **Navigation Pane**.
- Turn in your database only when all assigned exercises have been completed, according to your classroom procedure.

-OR-

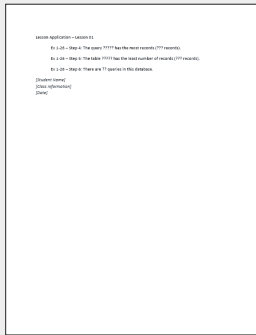


- According to your class procedures, print or turn in the PDF file.
- Close the table, save changes to the datasheet, and collapse the table group in the **Navigation Pane**.

Exercise 1-26 ♦ Challenge Yourself

You have been asked to document specific aspects of the database.

1. Using the database *[your initials]-EcoMed-01*, make sure that all content is enabled.
2. Expand the **Tables** group and **Query** group in the **Navigation Pane**.
3. Create a Word document called *[your initials]-01-26-A* and record the answers to the following questions.
4. Which query has the most records?
5. Which table has the fewest records?
6. How many queries are in this database?
7. Include your name, class information, and today's date on your answer sheet.



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1 Page

Assessment



- Close all objects and collapse all groups in the **Navigation Pane**.
- Turn in your database only when all assigned exercises have been completed, according to your classroom procedure.
- According to your class procedures, print or turn in the Word document.

-OR-



- According to your class procedures, print or turn in the Word document.
- Close all objects and collapse all groups in the **Navigation Pane**.

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.



NOTE

The "On Your Own" exercises in this text are all related. They form a single project. To complete the project, you must do all the "On Your Own" exercises in each lesson.

Exercise 1-27

Assume that you are forming a new club or professional association. Begin analyzing your needs on paper. Decide the name of your organization. Write one or two paragraphs describing the mission or purpose of your group. After you have completed this exercise, continue to the next exercise.

Exercise 1-28

Now think about the specific type of information your club or association will need to track its membership. Write a bulleted list of information you want to collect for each member (e.g., first name, e-mail address). You should have no fewer than seven items. Continue to the next exercise.

Exercise 1-29

Using the list you created in Exercise 1-28, gather information on five potential members. On a single sheet of paper, record the data you collected. Submit your work for Exercises 1-27 through 1-29 to your instructor.