

Guided Project 2-1

Central Sierra Insurance wants to expand the database you created in the Pause & Practice 1-4 project in Chapter 1. To ensure consistency, the starting file is provided for you. For this project, you use Design view to create a second table, edit field properties, and integrate data integrity rules. You also create a relationship between the two tables and enforce referential integrity constraints. Finally, you view how the table records will print using *Print Preview*. **This project has been modified for use in SIMnet®.**

Skills Covered in This Project

- Create a table using *Design view*.
- Add fields into a table.
- Edit field properties in *Design view*.
- Define an input mask.
- Use the *Lookup Wizard* to create a drop-down list.
- Save a table.
- Enter records.
- Verify the existence of a foreign key.
- Create a 1:M relationship between tables.
- Enforce referential integrity.
- View a table in *Datasheet view* and expand related records.
- Preview table results for printing.

Step 1:
Download
start file

1. Open the **CentralSierra-02** database start file.
2. The file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor.
3. Enable content in the security warning.
4. Click the **Table Design** button [*Create tab, Tables group*] to open a new table in *Design view*.
5. Add new fields into the table and set field properties.
 - a. Type **Branch** in the *Field Name* property box of the first row. Press the **Tab** key to move to the *Data Type* property.
 - b. Select the **Short Text** *Data Type*. Press the **Tab** key to move to the *Description* property.
 - c. Type **Unique branch name**.
 - d. Click the **Primary Key** button [*Table Tools Design tab, Tools group*].
 - e. Press the **Tab** key to move to the next row.
 - f. Add the remaining fields into the table using the following information:

	Field Name	Data Type	Description
g.	Address	Short text	Street address of the branch
h.	City	Short text	Branch city
i.	State	Short text	Branch state
j.	ZIP	Short text	Branch ZIP code
k.	Phone	Short text	Branch main phone number
l.	DateOpened	Date/Time	Date the branch first opened

- m. Click the **Save** button to save the table as **Branches**. It is a good idea to periodically save a table when you are creating it so you don't lose your work.
- n. Click the **row selector** to select the *Branch* field.
- o. Type **30** in the *Field Size* property box in the *Field Properties* area.
- p. Set the *Required* property to **Yes** if necessary.

- q. Click the **row selector** to select the *Address* field.
- r. Change the remaining field properties in the *Branches* table using the following information:

	Field Name	Field Size	Format	Default Value	Required
s.	<i>Address</i>	40			Yes
t.	<i>City</i>	20			Yes
u.	<i>State</i>	2		CA	Yes
v.	<i>ZIP</i>	9			Yes
w.	<i>Phone</i>	10			Yes
x.	<i>DateOpened</i>		Medium Date		Yes

- y. Save the table by clicking the **Save** button.
6. Create an input mask for the *ZIP* field.
 - a. Click to select the *ZIP* field.
 - b. Click the property box for the *Input Mask* property.
 - c. Click the **Build** button to launch the *Input Mask Wizard*.
 - d. Select the **Zip Code Input Mask**.
 - e. Click the **Next** button.
 - f. Click the **Next** button without making any changes to the *Input Mask* or *Placeholder character*.
 - g. Select the **Without the symbols in the mask, like this** radio button if necessary.
 - h. Click the **Finish** button.
 - i. Save the table.
 7. Create an input mask for the *Phone* field.
 - a. Click to select the **Phone** field.
 - b. Click the property box for the *Input Mask* property.
 - c. Click the **Build** button to launch the *Input Mask Wizard*.
 - d. Select the **Phone Number Input Mask**.
 - e. Click the **Next** button.
 - f. Click the **Next** button without making any changes to the *Input Mask* or *Placeholder character*.
 - g. Select the **Without the symbols in the mask, like this** radio button if necessary.
 - h. Click the **Finish** button.
 - i. Save the table.
 8. Enter records into the *Branches* table.
 - a. Change to *Datasheet* view of the table.
 - b. Enter the following records into the *Branches* table. The *DateOpened* values will display in the *Medium Date* format, DD-Mon-YY, after you enter them.

	Branch	Address	City	State	ZIP	Phone	DateOpened
c.	Cameron Park	3360 Coach Lane	Cameron Park	CA	95682-8454	530-672-3232	1/1/2014
d.	Folsom	75 Natoma Street, #B1	Folsom	CA	95630-2640	916-458-5555	2/5/2014
e.	Granite Bay	6132 Del Oro Road	Granite Bay	CA	95746-9007	916-791-8787	1/1/2016

- f. Save and close the table.

9. Modify the *Department* field in the *Employees* table to use a *Combo Box*.
 - a. Open the *Employees* table in *Design view*.
 - b. Click to select the **Department** field.
 - c. Click the property box for the **Data Type** property, click the **arrow**, and select **Lookup Wizard**. The *Lookup Wizard* dialog box opens.
 - d. Select the **I will type in the values that I want** radio button.
 - e. Click the **Next** button.
 - f. Click the first cell in the *Col1* column.
 - g. Type **Administration**.
 - h. Press the **down arrow** key to move to the next row.
 - i. Type **Health and Benefits**. Press the **down arrow** key to move to the next row.
 - j. Type **Insurance Sales**. Press the **down arrow** key to move to the next row.
 - k. Type **Property and Casualty**.
 - l. Click the **Next** button.
 - m. Click the **Limit To List** check box.
 - n. Click the **Finish** button.
 - o. Save the table. If prompted to test the existing data against the new rules, click **Yes**.
10. Verify the existence of a foreign key and create a one-to-many relationship between the *Branches* and *Employees* tables. The *Branch* field is the field in common across the two tables. It is the primary key in the *Branches* table.
 - a. Open both tables in *Design view* and verify that the *Branch* field has the same *Data Type* and *Field Size* in both tables.
 - b. Edit the *Description* property of the *Branch* field in the *Employees* table to read **Branch assigned to – Must match a Branch in the Branches table**.
 - c. Save and close any tables that you may have opened.
 - d. Click the **Relationships** button [*Database Tools* tab, *Relationships* group].
 - e. Select the **Branches** table in the *Show Table* dialog box and click the **Add** button.
 - f. Select the **Employees** table and click the **Add** button.
 - g. Click the **Close** button.
 - h. Drag the **Branch** field from the *Branches* table on top of the **Branch** field in the *Employees* table. Release the pointer. The *Edit Relationships* dialog box opens.
 - i. Verify that the field names displayed are correct. If necessary, use the drop-down arrows to make any corrections.
 - j. Click the **Enforce Referential Integrity** check box.
 - k. Click the **Cascade Update Related Fields** check box.
 - l. Leave the *Cascade Delete Related Records* check box not selected. The company does not want to delete employees just because they may close a branch. This allows them to reassign employees.
 - m. Click **Create**. The *Relationships* window updates with the relationship line added. The 1 and infinity symbols display indicating that referential integrity is enforced.
 - n. Save the changes made to the relationships.
 - o. Click **Close** [*Relationship Tools Design* tab, *Relationships* group].
11. Enter the following record into the *Employees* table to test the new drop-down list:

Emp ID	FirstName	LastName	Branch	Title	Department	Start Date	Base Monthly Salary
200	Timothy	Hansen	Cameron Park	Insurance Agent	Health and Benefits	9/15/2016	3900

12. Save and close the table.
13. Open the *Branches* table in *Datasheet* view.
 - a. Adjust the width of the fields so that the entire field contents shows for each field.
 - b. Click the **plus sign** to the left of the *Branch* field for the *Cameron Park* branch. You should see the 11 employees assigned to Cameron Park.
 - c. Click the **minus sign** to close the related records.
14. Preview the data records in the *Branches* table before printing.
 - a. Click the **Print** button [*File* tab] to display the printing options.
 - b. Click the **Print Preview** button. The *Print Preview* tab opens and shows a preview of how the table will print.
 - c. Click the **Landscape** button [*Print Preview* tab, *Page Layout* group] to change the page orientation. The report preview should appear similar to that in Figure 2-82.

Branch	Address	City	State	ZIP	Phone	DateOpened
Cameron Park	3360 Coach Lane	Cameron Park	CA	95682-8454	(530) 672-3232	01-Jan-14
Folsom	75 Natoma Street, #B1	Folsom	CA	95630-2640	(916) 458-5555	05-Feb-14
Granite Bay	6132 Del Oro Road	Granite Bay	CA	95746-9007	(916) 791-8787	01-Jan-16

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2-82 *Print Preview of Branches table records*

- d. Click the **Close Print Preview** button.
15. Save and close the *Branches* table.
16. Close the database.
17. Upload and save your project file.

Step 2
Upload &
Save

Step 3
Grade my
Project

18. Submit project for grading.