

Guided Project 5-1

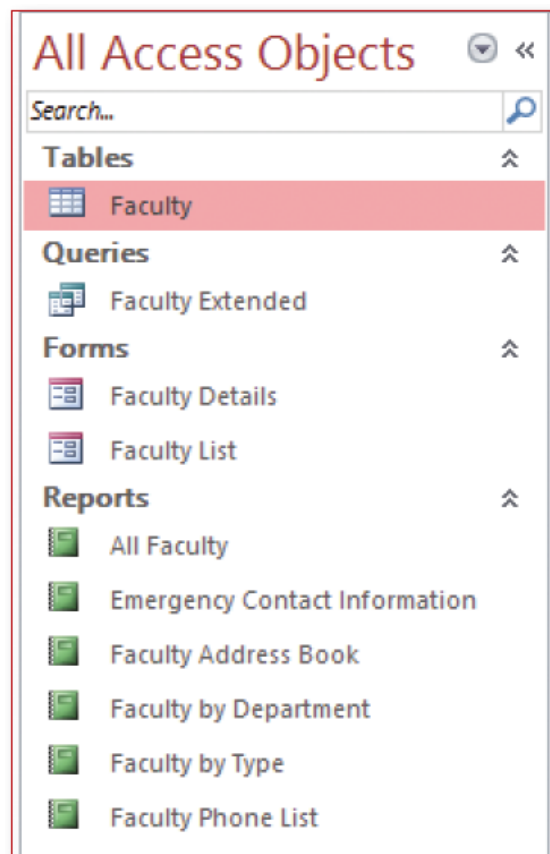
For this project, you create a new database based on the *Faculty* template. You explore the functionality of the database, modify the table and query, and enhance the database by adding a new table and creating a relationship using the *Lookup Wizard*. **This project has been modified for use in SIMnet®.**

Skills Covered in This Project

- Review and modify template objects.
- Create a new table.
- Define a new relationship with the *Lookup Wizard*.
- Use multiple columns in a lookup field.
- View and edit relationship properties.
- Edit properties of the lookup field.

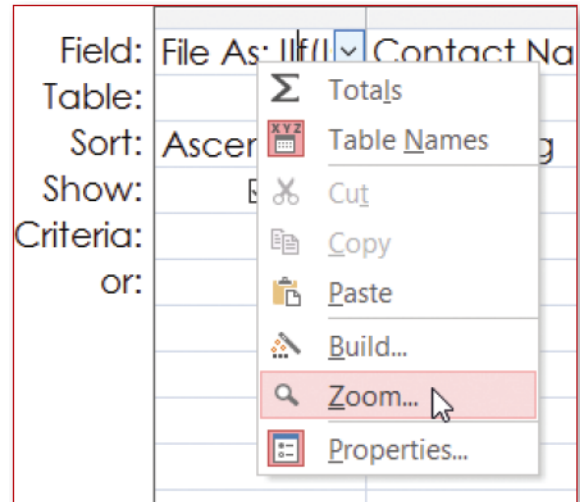
Step 1: Download start file

1. Open the **Faculty-05** 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. Explore the *Navigation Pane*, objects, and relationships.
 - a. Click the **Shutter Bar Open/Close Button** to open the *Navigation Pane*.
 - b. Click the **Navigation Pane** arrow to open the *Navigation* menu.
 - c. Select the **Object Type** category. The *Navigation Pane* updates to show all of the objects (Figure 5-95).
 - d. Open the *Faculty Details* form to get a sense of the design of this template.
 - e. Close the *Faculty Details* form.
 - f. Open the *Faculty List* form.
 - g. Click the **Reports** drop-down arrow on the *Faculty List* form and select the **All Faculty** report. The report displays but there are no faculty records shown.
 - h. Close the report.
 - i. Close the *Faculty List* form.
5. Modify the *Faculty* table as several fields are not needed and others require changes.
 - a. Open the *Faculty* table in *Design* view.
 - b. Select the **Company** field and click the **Delete Rows** button [*Table Tools Design* tab, *Tools* group]. Click **Yes** in the *Message Box* informing you that the index for this field will also be deleted.
 - c. Delete the **ID Number**, **Fax Number**, **Country/Region**, and **Web Page** fields.
 - d. Change the *Field Name* of the *Education Level/Degree* field to **Highest Degree**.
 - e. Select the **Department** field.
 - f. Click the **Lookup** tab.
 - g. Edit the *Row Source* property and add **;"Art"; "History"; "Music"** to the list.
 - h. Save and close the table.



5-95 *Navigation Pane* showing all objects

6. Edit the *Faculty Extended* query.
 - a. Open the *Faculty Extended* query in *Design* view. This query uses the company field you deleted from the table. As a result, you need to update the query.
 - b. Click the **File As** cell in the *Field* row, right-click to open the context menu, and select the **Zoom** button (Figure 5-96) to open the *Zoom* window.
 - c. Delete **[Company]**, from the expression. *Note: You must delete the comma that appears after [Company] for the query to work correctly.*
 - d. Click **OK**.
 - e. Click the **Contact Name** cell in the *Field* row, right-click to open the context menu, and select the **Zoom** button to open the *Zoom* window.
 - f. Delete **[Company]**, from the expression.
 - g. Click **OK**.
 - h. Save and run the query. The query executes but no records display.
 - i. Close the query.

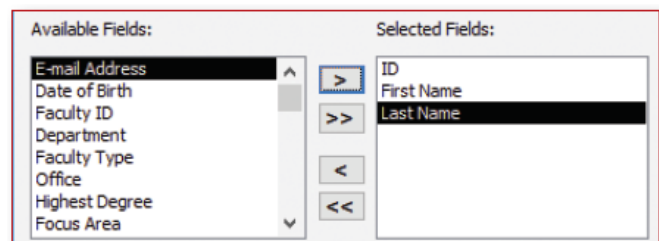


5-96 Context menu

7. Explore the *Faculty Details* form and add records into the database.
 - a. Open the *Faculty Details* form. Note that the form opens in a separate window and you cannot switch to *Design* view while the form is in *Form* view. This is a result of property settings and macros attached to the form.
 - b. Click the **First Name** text box and enter **Bruce**. Note that the *Web Page*, *Fax Number*, and *Country/Region* text boxes display *#Name?* because the links back to the table fields are invalid.
 - c. Click the **Last Name** text box and type **Elkins**.
 - d. Click the **Save and New** button on the form.
 - e. Click the **First Name** text box and enter **Charlotte**. Note that the *Web Page*, *Fax Number*, and *Country/Region* text boxes display *#Name?* because the links back to the table fields are invalid.
 - f. Click in the **Last Name** text box and type **Liu**.
 - g. Click the **Save and New** button on the form.
 - h. Close the form. Don't make any changes to remove the text boxes that are no longer valid in this exercise since you will not use this database later, although those changes must be made before putting the database into operation.
8. Add a second table into the database.
 - a. Click the **Table Design** button [*Create tab, Tables group*].
 - b. Add fields into the table using the following information:

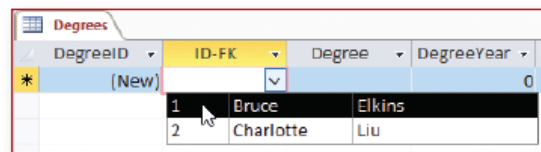
Field Name	Data Type	Description	FieldSize
DegreeID	AutoNumber	Unique identifier for each degree	
ID-FK	Number	Must match a value in the ID field in the Faculty table	
Degree	Short Text	Type of degree earned	50
DegreeYear	Number	Year degree was awarded	
Institution	Short Text	Institution granting the degree	50

- c. Designate the **DegreeID** field as the primary key.
 - d. Select the **Degree** field.
 - e. Click the **Lookup** tab.
 - f. Select **Combo Box** in the *Display Control* property box.
 - g. Select **Value List** in the *Row Source Type* property box.
 - h. Type **“High School Diploma”; “G.E.D.”; “Bachelor’s Degree”; “Master’s Degree”; “Ph.D.”** in the *Row Source* property box.
 - i. Select the **DegreeYear** field and click the **General** tab.
 - j. Type **####** in the *Input Mask* property box.
 - k. Save the table as **Degrees**.
9. Create a relationship using the *Lookup Wizard*.
- a. Click the **Data Type** property box of the *ID-FK* field, click the **drop-down arrow** to display the list of data types, and then select **Lookup Wizard** to launch the wizard.
 - b. Select the **I want the lookup field to get the values from another table or query** radio button and click **Next**.
 - c. Select the **Faculty** table and click **Next**.
 - d. Select **ID** from the list of *Available Fields* and click the **Move Single Field** button to move the field into the *Selected Fields* window.
 - e. Move the **First Name** and **Last Name** fields (Figure 5-97).
 - f. Click **Next**.
 - g. Don’t sort on any fields and click **Next**.
 - h. Deselect the **Hide key column** check box and click **Next**.
 - i. Select the **ID** field to store in the table and click **Next**.
 - j. Check the **Enable Data Integrity** box and the **Cascade Delete** radio button.
 - k. Click **Finish** to complete the wizard. A *Lookup Wizard* dialog box displays.
 - l. Click **Yes** to save the changes to the table so that Access can create the relationship.
 - m. Select the **ID-FK** field and click the **Lookup** tab.
 - n. Click the **Column Widths** property box.
 - o. Change the entry so it reads **.5"; 1"; 1"**. The ID column does not need to be as wide as the name columns.
 - p. Save the table. If a dialog box displays informing you that the table has changed since the last time you opened it, click **Yes** to save your changes.
 - q. Close the table.
10. Edit the relationship.
- a. Click the **Relationships** button [*Database Tools* tab, *Relationships* group] to open the *Relationships* window.
 - b. Select the **relationship line**.
 - c. Click **Edit Relationships** [*Relationship Tools Design* tab, *Tools* group].
 - d. Select the **Cascade Update Related Fields** check box.
 - e. Click **OK**.
 - f. Click **Save** to save the changes made to the relationships.
 - g. Close the *Relationships* window.



5-97 Select fields in the *Lookup Wizard*

11. Add records into the *Degrees* table.
 - a. Open the *Degrees* table in Datasheet view.
 - b. Click the **ID-FK** field, click the **drop-down arrow** and select **Bruce Elkins** (Figure 5-98). The *DegreeID* column is narrower because of the property changes you made in step 9o.
 - c. Select **Ph.D.** from the drop-down list in the *Degree* field.
 - d. Type **2012** in the *DegreeYear* field.
 - e. Type **University of Arizona** in the *Institution* field.
 - f. Click the **ID-FK** field, click the **drop-down arrow**, and select **Charlotte Liu**.
 - g. Select **Ph.D.** from the drop-down list in the *Degree* field.
 - h. Type **2015** in the *DegreeYear* field.
 - i. Type **Rutgers** in the *Institution* field.
 - j. Save and close the table.



5-98 Drop-down list for the *ID-FK* field

12. Test the cascade delete property of the relationship.
 - a. Open the *Faculty* table in *Datasheet* view.
 - b. Click the **plus sign** on *Bruce Elkin's* row to see his related degree records.
 - c. Click the **minus sign**.
 - d. Click the **row selector** box for *Bruce Elkin's* record in the table.
 - e. Click the **Delete** button [*Home* tab, *Records* group]. A warning message displays alerting you that you will delete related records in another table.
 - f. Click **Yes**.
 - g. Close the table.
 - h. Open the *Degrees* tables in *Datasheet* view to verify that the record was deleted.
 - i. Close the table.

Step 2
Upload &
Save

13. Close the database.
14. Upload and save your project file.

Step 3
Grade my
Project

15. Submit project for grading.