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New Perspectives Access 2010

Tutorial 2 - Case Problem 1

Pine Hill Music School

Skills

* Save a database with a new filename
* Change a field’s properties in Design view
* Change the data type in Design view
* Create a caption for a field
* Add a field to a table
* Save a table
* Import the structure of a table in an Access database
* Add fields using the Data Type gallery
* Delete a field
* Reorder fields
* Enter a record in Table Datasheet view
* Import data from a text file
* Create a table in Design view
* Set the primary key
* Import data from an Excel worksheet
* Create a one-to-many relationship

Project overview

Yuka Koyama uses the Pinehill database to maintain information about the students, teachers, and contracts for her music school. Yuka asks you to help her build the database by updating one table and creating two new tables.

STUDENT start FILE

***NP\_Access2010\_T2\_CP1a\_FirstLastName\_1.accdb*** (*Note:* Download your personalized start file from www.cengage.com/sam2010)

Instructions

1. Open the file **NP\_Access2010\_T2\_CP1a\_*FirstLastName*\_1.accdb** and save the file as **NP\_Access2010\_T2\_CP1a\_*FirstLastName*\_2.accdb** by clicking the "Save Database As" command in Backstage view. (Note: Verify that your name appears in the first record in the \_SAMProjects table before you begin. If it does not, then please download a new copy of the start file from the SAM Web site.)
2. Open the Teacher table, and set field properties as shown in Table 1.

TABLE 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field Name | Data Type | Description | Field Size | Other |
| TeacherID | Text | Primary key | 7 | Caption = Teacher ID |
| FirstName | Text |  | 20 | Caption = First Name |
| LastName | Text |  | 25 | Caption = Last Name |
| Degree | Text |  | 3 |  |
| School | Text |  | 50 |  |
| HireDate | Date/Time |  |  | Format = Short Date  Caption = Hire Date |

1. Add a new field as the last field in the Teacher table with the field name **Beginners**,the **Yes/No** data type, the Format property of **Yes/No**, and the caption **Takes Beginners**. Save the Teacher table. Click the Yes button when a message appears indicating some data might be lost.
2. In the datasheet, specify that the following teachers can take beginners: Schwartz, Eberle, Norris, Tanaka, Culbertson, and Mueller. Save and close the Teacher table.
3. Import the structure of the Student table in the “support\_NP\_A10\_T2\_Music.accdb” database into a new table named **Student**. (The file “support\_NP\_A10\_T2\_Music.accdb” is available from the SAM Web site.) Do not save the import steps.
4. Add two fields to the end of the Student table: **BirthDate** (with **Date/Time** data type) and **Gender** (with **Text** data type).
5. Use the Phone Quick Start selection in the Data Type gallery to add the Business Phone, Home Phone, Mobile Phone, and Fax Number fields between the Zip and BirthDate fields. (*Hint*: Be sure to make the BirthDate field the active field before adding the new fields.) Delete the Business Phoneand Fax Number fields, and then save the Student table.
6. Modify the design of the Student table so that it matches the design in Table 2, including the revised field names and data types.

TABLE 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field Name | Data Type | Description | Field Size | Other |
| StudentID | Text | Primary key | 7 | Caption = Student ID |
| LastName | Text |  | 25 | Caption = Last Name |
| FirstName | Text |  | 20 | Caption = First Name |
| Address | Text |  | 35 |  |
| City | Text |  | 25 |  |
| State | Text |  | 2 |  |
| Zip | Text |  | 10 |  |
| HomePhone | Text |  | 14 |  |
| MobilePhone | Text |  | 14 |  |
| BirthDate | Date/Time |  |  | Format = Short Date  Caption = Birth Date |
| Gender | Text | F(emale), M(ale) | 1 |  |

1. Move the LastName field so that it follows the FirstName field. Save your changes to the table design.
2. Add the records shown in Figure 1 to the Student table. Close the Student table.

FIGURE 1



1. Yuka exported the student data that she was maintaining in another computer system to a text file, and she asks you to add this data to the end of the Student table.
   1. Specify “support\_NP\_A10\_T2\_Student.txt” as the source of the data. (The file “support\_NP\_A10\_T2\_Student.txt” is available from the SAM Web site.)
   2. Select the option: Append a copy of the records to the table.
   3. Select Student as the table.
   4. In the Import Text Wizard dialog boxes, choose the option to import delimited data, to use a comma delimiter, and to import the data into the Student table. Do not save the import steps.
2. In Design view, create a new table using the table design shown in Table 3. Specify ContractID as the primary key. Save the table using the name **Contract**.

TABLE 3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field Name | Data Type | Description | Field Size | Other |
| ContractID | Text | Primary key | 4 | Caption = Contract ID |
| StudentID | Text | Foreign key | 7 | Caption = Student ID |
| TeacherID | Text | Foreign key | 7 | Caption = Teacher ID |
| LessonType | Text |  | 25 | Caption = Lesson Type |
| LessonLength | Number | 30 or 60 minutes | Integer | Caption = Lesson Length |
| LessonCost | Currency |  |  | Format = Currency  Decimal Places = 0  Caption = Lesson Monthly Cost |
| RentalCost | Currency | Monthly rental charge for instrument |  | Format = Currency  Decimal Places = 0  Caption = Monthly Rental Cost |

1. Switch to Datasheet view, and then use the Start and End Dates Quick Start selection in the Data Type gallery to add two Date/Time fields (**StartDate** and **EndDate**) between the TeacherID and LessonType fields. (*Hint*: Be sure to make the LessonType field active before adding the new fields.)
2. Switch to Design view, specify the **Short Date** Format for the StartDate and EndDate fields, change the field captions to **Contract Start Date** and **Contract End Date** (respectively), and then save and close the Contract table.
3. Use the Import Spreadsheet Wizard to add data to the Contract table from an Excel spreadsheet.
   1. Specify “support\_NP\_A10\_T2\_Lessons.xlsx” as the source of the data. (The file “support\_NP\_A10\_T2\_Lessons.xlsx” is available from the SAM website.)
   2. Select the option: Append a copy of the records to the table.
   3. Select Contract as the table.
   4. In the Import Spreadsheet Wizard dialog boxes, choose the Sheet1 worksheet, and import to the Contract table. Do not save the import steps.
4. Open the **Contract** table and add the records shown in Figure 2.

FIGURE 2



1. Define a one-to-many relationship between the primary Student table and the related Contract table based on the StudentID field. Select the Enforce Referential Integrity option and the Cascade Update Related Fields option.
2. Define a one-to-many relationship between the primary Teacher table and the related Contract table based on the TeacherID field. Select the Enforce Referential Integrity option and the Cascade Update Related Fields option. Save the changes to the Relationships window, and then close the window.

Compact and repair the database, and exit Access. Follow the directions on the SAM Web site to submit your completed project.