

MS Access DB Tour 1- Table Basics

Reference Material

- GCFLearnFree.org lessons: <http://www.gcflearnfree.org/Access2013>

Skills

- Adding Data to an existing Table
- Adding a Table to an Existing Database

Assignment

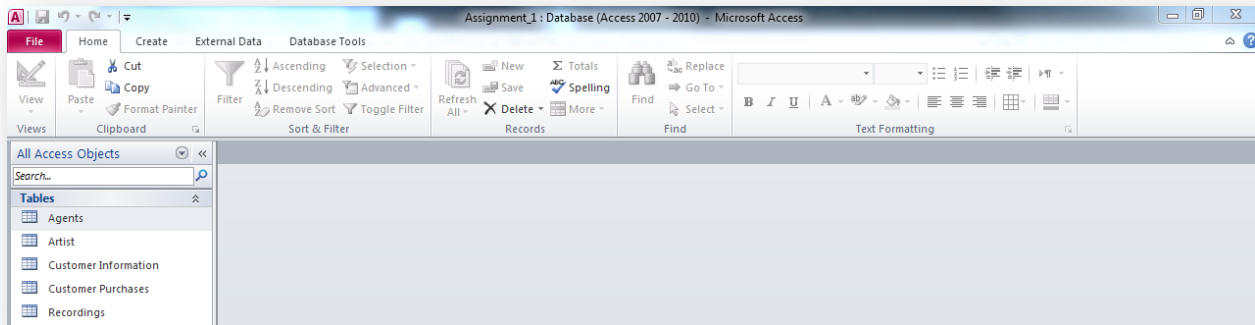
For this assignment, you will submit an Access database file **and** a Word document. The Word document has questions in it that need to be answered. You can download the file from:

https://www.cs.mtsu.edu/~hcarroll/1150/tours/msOffice/accessTour1_tableBasics-questions.docx.

Save the file as *accessTour1-answers-YourName.docx*.

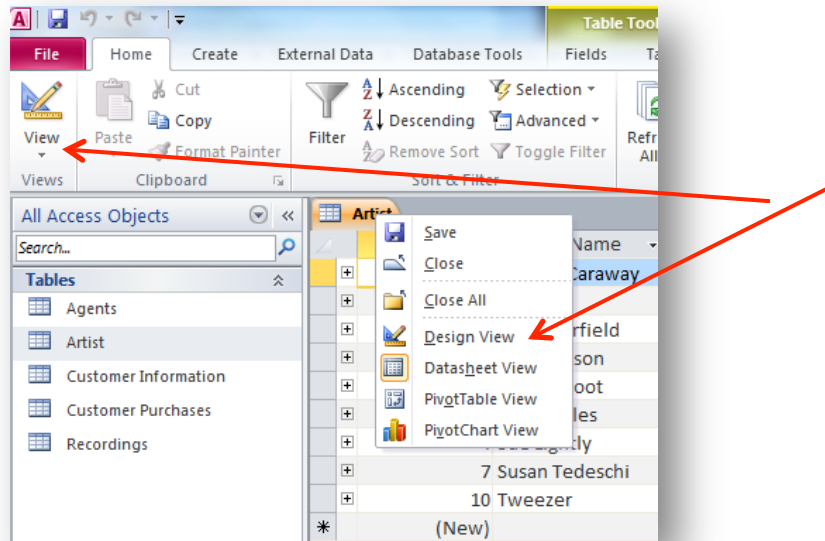
Part 1 – Adding Data to an Existing Table


1. To start with, download the following Access Database:
<https://www.cs.mtsu.edu/~hcarroll/1150/tours/msOffice/accessTour1.accdb>
and save it as *accessTour1-YourName.accdb*.
2. Open the file (it should open in the MS Access program. Most of you may not have the Access program on your own computers, you will have to do it on a campus computer).



3. Answer question #1 in the Word document. (How many tables are there in the database?)
Open the Artist table by double-clicking on the entry
Be sure you're in Datasheet view
4. Answer question #2 in the Word document. (How many records (rows of data) are there in the Artist table? Always go by the number at the bottom of the screen.)
5. Answer question #3 in the Word document. (How many current fields (columns of data) are there in the Artist table's records?)
6. Switch to Design view (see how on next page)

Note: You can get to Design view either by clicking on it on the Artist table tab or the icon on the upper right-side of the Access window



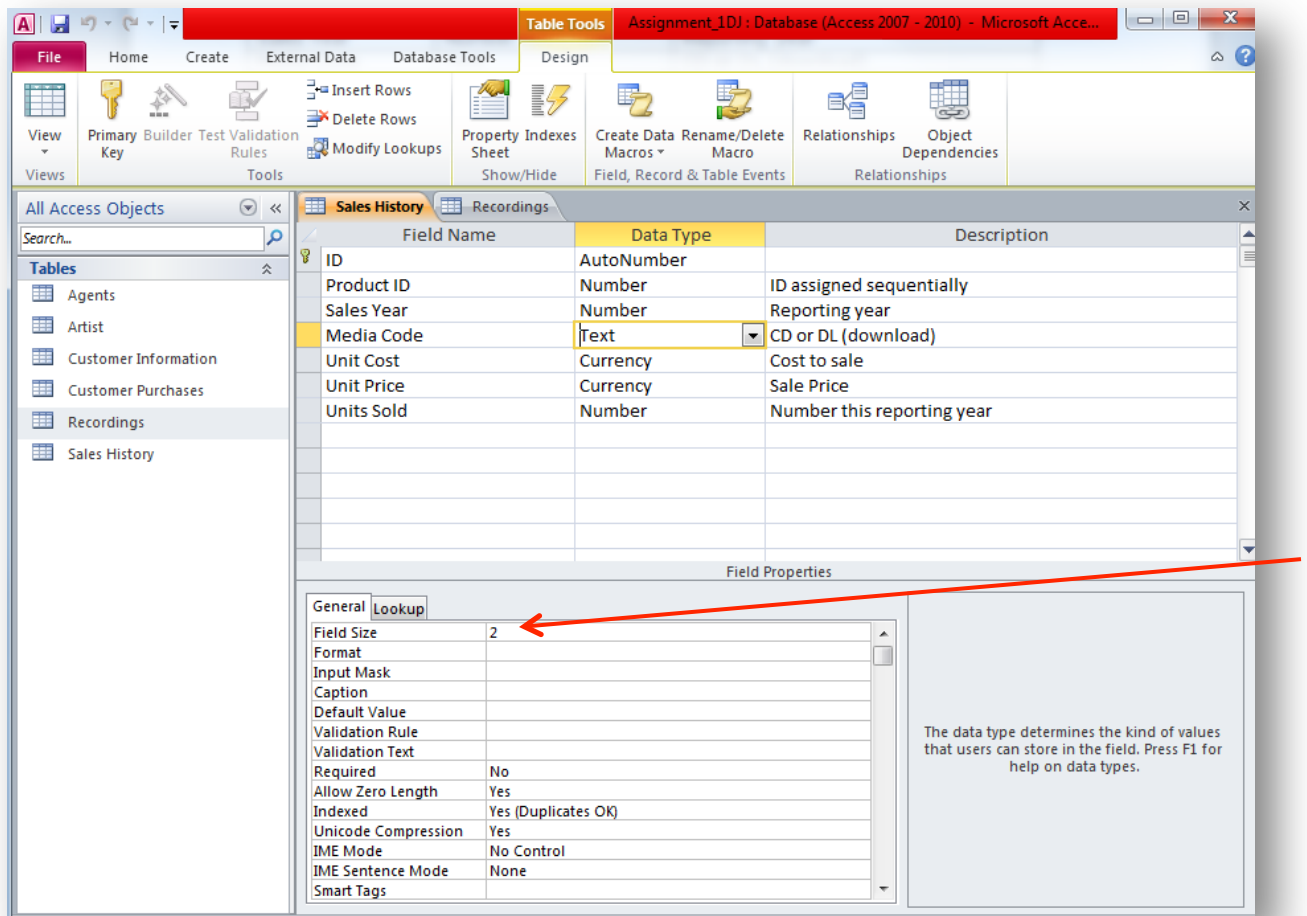
7. Answer question #4 in the Word document. (What is the Primary Key for the Artist table (Look for the Key icon  next to a Field))
8. Answer question #5 in the Word document. (What is the data type of the Agent ID field?)
9. Answer question #6 in the Word document. (What's the data type of the Date Signed field?)
10. Add a new record to the Artist table with the following fields.
Switch to Datasheet view (same options as you used to get to Design view)
ID = just hit Tab on keyboard, this field autonumbers for you, it will not let you type anything
Artist Name = your name
Genre = select either Blues, Country or Indie
Agent ID = select J Doe in drop down box
Date Signed = use today's date
Date Dropped = leave this field blank
11. Save the table (right click the Artist tab and select Save)

Part2 - Creating a New Table

1. Create a new Table by going to the Create tab and selecting the Table option (left side of the ribbon)
2. Switch to Design view and when prompted change the table name to **Sales_History**
3. Define the following fields as shown in table on next page: You specify the field length (size) in the Field Properties pane

Name	Type	Description	Field Size
ID	AutoNumber	Access assigned sequential number	
Product ID	Number	Foreign Key to Product Table	
Sales Year	Number	Reporting year	
Media Code	Short Text	CD or DL (download)	2 (change from 255 to 2, see arrow below)
Unit Cost	Currency	Cost to produce this recording	
Unit Price	Currency	Price charged for this recording	
Units Sold	Number	Number of units sold	

***Important Note:** You specify the field length (size) in the Field Properties pane



4. Save the table Design (right-click the Sales_History tab and select Save)
5. Switch to Datasheet view
6. Enter the following data, expanding any fields you need to so that the data is visible.

ID	Product ID	Year	Media	Unit Cost	Unit Price	Units Sold
Tab over	1	2014	CD	\$8.99	\$12.99	10000
It fills	1	2014	DL	\$3.99	\$6.99	12000
This field	1	2015	CD	\$8.99	\$13.99	8000
In for you	1	2015	DL	\$3.59	\$6.49	13000

7. Save the table.
8. Close the tables and exit out of (close) Access
9. You need to submit two files for this tour. First, submit your *accessTour1-answers-YourName.docx* file into the "MS Access Tour 1 – Table Basics Answers" D2L dropbox at elearn.mtsu.edu. Second, submit your *accessTour1-YourName.accdb* file into the "MS Access Tour 1 - Table Basics" D2L dropbox. Late submissions **will be ignored**. If you re-submit an assignment, only the latest resubmission will be graded.