

MS Access DB Tour 2– Relationships and Queries

Reference Material

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

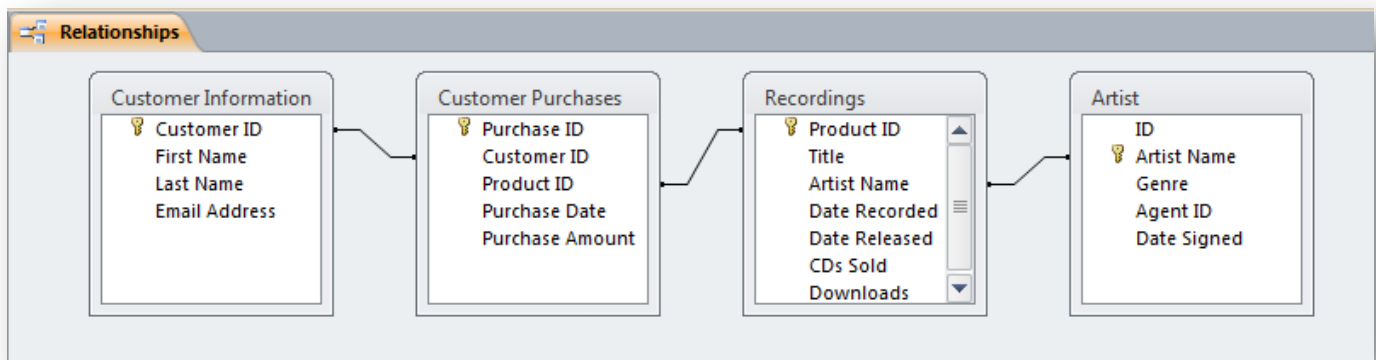
Skills

- Building Relationships between tables
- Building Queries with one or more tables

Assignment

Part 1 – Establishing Table Relationships

1. To start with, download an existing Access Database:
<https://www.cs.mtsu.edu/~hcarroll/1150/tours/msOffice/accessTour2.accdb>.
2. Open the file, it should open with MS Access. Once the file opens, click File and choose **Save Database As**. Save the file as **accessTour2-YourName.accdb**.
3. If the Security Warning appears you can click **Enable Content**
4. What are the Primary Keys in each of the tables? (Hint – look at each table in design view)
5. Close each table (Right click the tab and choose close). Go to the **Database Tools** tab on the Ribbon, and then click **Relationships**.
6. Using the **Show Table** icon add the following tables (in this order). You will click on each table name and then click Add. Close the show table window when all four are added.
 - a. Customer Information
 - b. Customer Purchases
 - c. Recordings
 - d. Artist
7. Establish the following relationships by dragging the correct field name from the first table to the second, release the mouse, double check that the correct columns are listed in the window, and then click CREATE. The next page shows what it will end up looking like.
 - a. Customer Information table Customer ID to Customer Purchases table Customer ID
 - b. Customer Purchases table Product ID to Recordings table Product ID
 - c. Recordings table Artist Name to Artist table Artist Name



8. Right click on the Relationships tab, click SAVE and then close the Relationships.
9. Close any open objects, saving them if needed.


Note that you can now tie a Customer to the artists that they purchased recordings of through their purchases. Also note the Primary Key in the Artist table.

Part 2 – Database Queries

Query 1 – To establish a catalog of the Artists’ work, you’ve been asked to create a report showing each Artist’s Recording’s Titles.

1. Go to the **Create** tab on the Ribbon, then click the **Query Wizard** icon, choose Simple Query Wizard, and then OK.
2. Select the “Table: Recordings” in the drop down box.
 - a. Select, in this order, Artist Name and Title (double click them to add to Selected Fields).
3. Click next, use default name of Recordings Query.
4. Click Finish.

Your results should look like the following (subset shown below, should have 20 records).

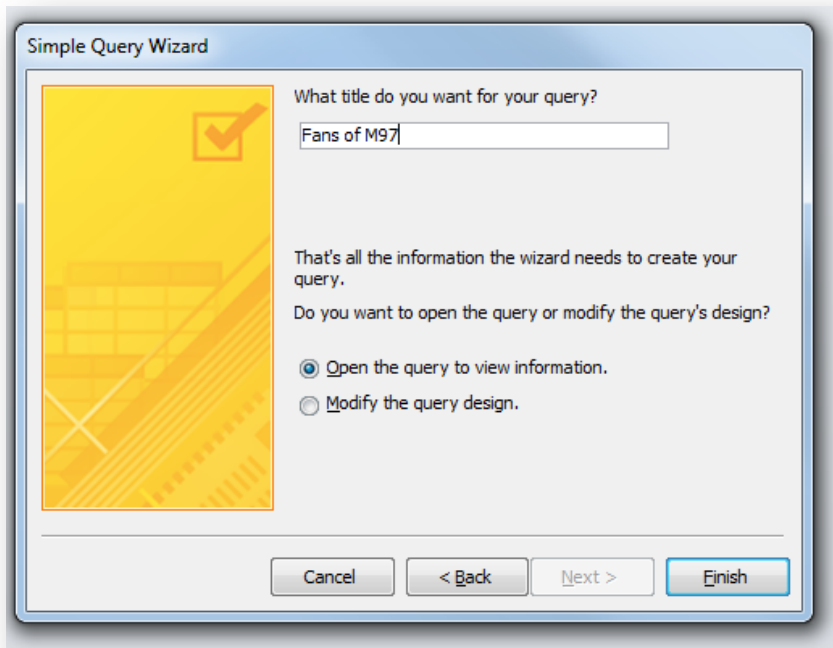


Recordings Query	
Artist Name	Title
Patty Proudly	Better Ways
Mose Alison	V-8 Ford Blues
Patty Proudly	Out of the Way
Patty Proudly	Back to the Wa
Sue Lightly	Turpentine
Sue Lightly	Revultion
Sue Lightly	Crazy Ex-Girl M
Mike Starfield	East-West
Mose Alison	Wild Man on th
Randy Scoot	Around the Bel
Randy Scoot	Friend Me Plea
M97	White Flies

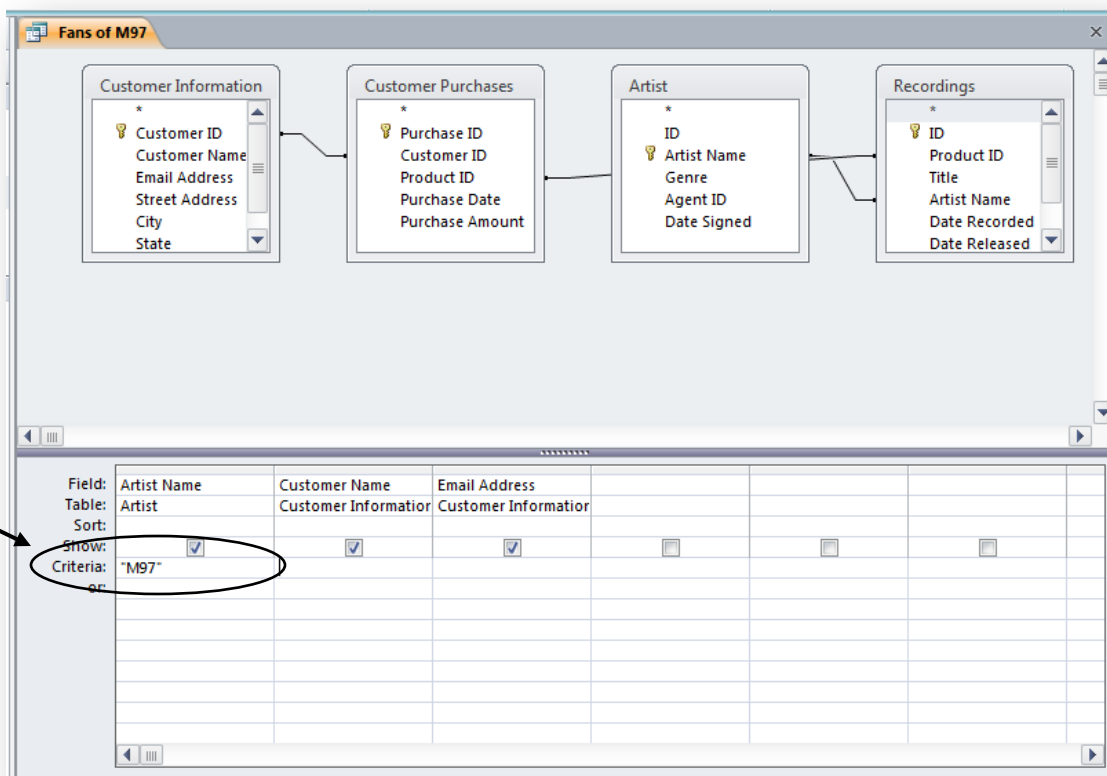
5. Save and Close the query.

Query 2 – WHP wants to send an email to all of the Customers who purchased a Recording by M97. Create a query that provides the email list including the First and Last names and Email Address for just the M97 customers. Don’t worry about duplicate names.

1. Go to the Create tab Query Wizard, Simply Query Wizard
2. Select the Artist table
 - a. Select Artist Name
3. Select the Customer Information table
 - a. Select Customer Name
 - b. Select Email Address
4. Click Next twice and then change the query title to Fans of M97

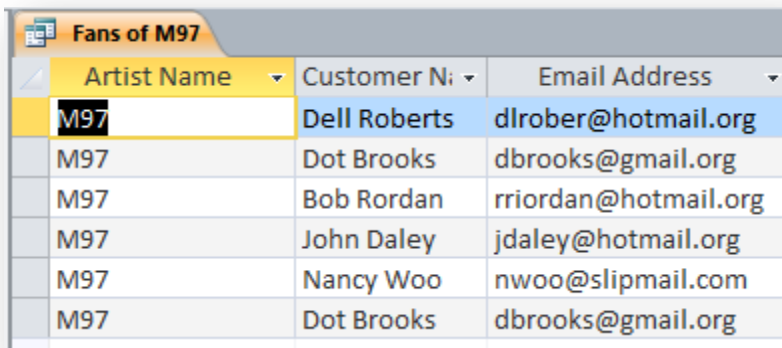


5. Click Finish (you'll have 35 records)
6. Switch to Design View for the query
7. Enter M97 (don't type quotes, it will put those in for you) next to Criteria in the Artist Name column of the chart (Note that it shows the Relationships that are being used for the query). See picture on next page.



8. Switch back to Datasheet view (You should now have a list of 6 customers that have purchased a recording by M97)

Your results should look as follows:



Artist Name	Customer Name	Email Address
M97	Dell Roberts	dlrober@hotmail.org
M97	Dot Brooks	dbrooks@gmail.org
M97	Bob Rordan	rriordan@hotmail.org
M97	John Daley	jdaley@hotmail.org
M97	Nancy Woo	nwoo@slipmail.com
M97	Dot Brooks	dbrooks@gmail.org

9. Save and close the query
10. Close Access.
11. Submit your *accessTour2-YourName.accdB* file into the "MS Access Tour 2 – Relationships and Queries" D2L dropbox at elearn.mtsu.edu. Late submissions **will be ignored**. If you re-submit an assignment, only the latest resubmission will be graded.