

Fall 2015 Database Lab

Assignment: Database Application: Tracking Frequent-Flier Miles at the Campus Travel Agency

Page: 46

Textbook: Valacich, Joseph S. and Schneider, Christoph. Information Systems Today: Managing in the Digital World. 6th Edition. Prentice Hall. ISBN: 9780132971218 (eText: 9780132971799).

Presentation Creator: Preuss

Presentation Date: 10/1/2015

Notes: This presentation shows most if not all the required steps in completing the assignment. It is the student's responsibility to read and understand the assignment to insure the assignment is correctly done.







Best match



 **Access 2013**
Desktop app






Settings

-  Other Ease of **Access** settings
-  Ease of **Access** mouse settings
-  Work Folders
-  Ease of **Access** keyboard settings

Store


-  Get Open **Access**
-  HP Operations Manager i Quick **Access**

Web

-  access
-  access corrections
-  access hollywood



 My stuff

 Web

access|

The presentation opens Access 2013 from Office 365 in Windows 10.

- This PC
- Recycle Bin
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Access

Recent

- Ch 3 employeedata.mdb
Documents » cptr1138 » Lab04
- weather01.accdb
Documents
- sddry.accdb
Documents
- Database3.accdb
Documents
- Database2.accdb
Documents
- Database1.accdb
Documents

Open Other Files

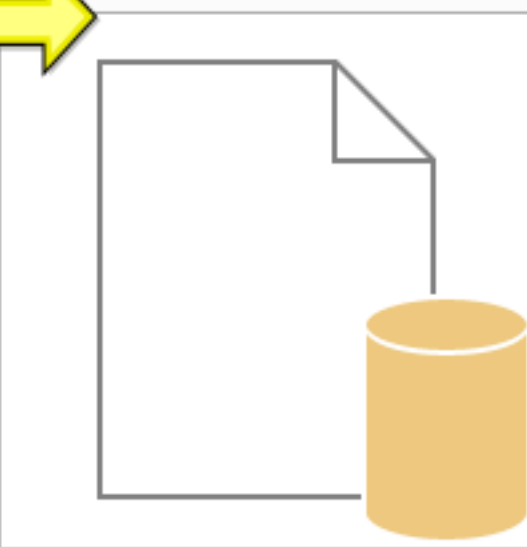
Search for online templates

Tim Preuss
 tim_preuss@my.minnesota.edu
[Switch account](#)


Suggested searches: Database Business

Logs Small Business Industry Lists

Personal



Blank desktop database



The presentation selects "Blank desktop database" to continue.



- This PC
- Recycle Bin
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Access

Recent

- Ch 3 employeedata.mdb
Documents » cptr1138 » Lab04
- weather01.accdb
Documents
- sddry.accdb
Documents
- Database3.accdb
Documents
- Database2.accdb
Documents
- Database1.accdb
Documents

Open Other Files

Search for online templates

- Suggested searches: Database Business
 Logs Small Business Industry Lists
 Personal

Tim Preuss
 tim_preuss@my.minnesota.edu
 Switch account

Blank desktop database

Should I create an Access 2013 app or an Access desktop database?

File Name
.accdb

C:\Users\Tim\Documents\

The presentation names the database appropriately. The presentation saves the database in an appropriate location.

Task View

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (selected), FIELDS, TABLE. Title bar: database_lab02 : Database- C:\Users\Tim\Do... | Tim Preuss

Microsoft Access ribbon: Views (Short Text, Number, Currency), Add & Delete (Date & Time, Yes/No, More Fields, Delete), Properties (Name & Caption, Default Value, Field Size, Modify Lookups, Modify Expression, Memo Settings), Formatting (Formatting dropdown, \$, %, ', $\leftarrow 0$, $.00$, $\rightarrow 0$), Field Validation (Required, Unique, Indexed, Validation dropdown).

All Access Objects pane: Search..., Tables (Table1), Record: 1 of 1, No Filter, Search

Context menu for Table1: Save, Close, Close All, Design View, Datasheet View

The presentation right clicks on the "Table 1" tab and selects "close".

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS

EXTERNAL DATA group: Saved Imports, Linked Table Manager, Excel, Access, ODBC Database, Text File, More

DATABASE TOOLS group: Saved Exports, Excel, Text File, XML File, PDF or XPS, Email, Access, Word Merge, More

The presentation selects the "External Data" tab. Under the tab, the presentation selects "Text File". This will import a text file.

database_lab02 : Database- C:\Users\Tim\Documents\database_lab02.accdb (Access 2007 - 2013 file format) - Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Imported Objects

Text File XML File More

Saved Exports Excel Text File XML File PDF or XPS Email

Access Word Merge More

Get External Data - Text File

Select the source and destination of the data

Specify the source of the definition of the objects.

File name: C:\Users\Tim\Documents\ Browse...

Specify how and where you want to store the data in the current database.

- Import the source data into a new table in the current database.**
If the specified table does not exist, Access will create it, and fill its contents with the imported data. Changes made to the source data will not be reflected in the table.
- Link to the data source by creating a linked table.**
Access will create a table that will maintain a link to the source data. You can add new records to the table, but you cannot change the data in the source file.

OK Cancel

The presentation selects the "browse" button to select the text file to import.

database_lab02 : Database- C:\Users\Tim\Documents\database_lab02.accdb (Access 2007 - 2013 file format) - Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Import & Link: Saved Imports, Linked Table Manager, Excel, Access, ODBC Database, Text File, XML File, More

Export: Saved Exports, Excel, Text File, XML File, PDF or XPS, Email, Access, Word Merge, More

Get External Data - Text File

File Open

Search Lab02

Organize New folder

Name	Date modified	Type
win_client_mailr		
Ch 1 FrequentFliers.txt	8/16/2015 5:39 PM	Text Document
Ch 2 Sales.csv	8/16/2015 5:39 PM	Microsoft Excel

File name: Ch 1 FrequentFliers.txt

Text Files (*.txt;*.csv;*.tab;*.asc)

Open Cancel

The presentation selects the correct text file to import. Once the file is selected, the presentation selects "Open".

database_lab02 : Database- C:\Users\Tim\Documents\database_lab02.accdb (Access 2007 - 2013 file format) - Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Text File XML File PDF or XPS Email Access Word Merge More

Excel Access ODBC Database More

Saved Imports Linked Table Manager Saved Exports Excel Text File XML File PDF or XPS Email Access Word Merge More

Get External Data - Text File

Select the source and destination of the data

Specify the source of the definition of the objects.

File name: C:\Users\Tim\Documents\cptr1138\Lab02\Ch 1 FrequentFliers.txt [Browse...]

Specify how and where you want to store the data in the current database.

Import If the content already exists, Access might overwrite it and the new data will not be reflected in the database.

Link Access text. You cannot change or delete data that is linked to a

OK Cancel

The presentation sees the correct file is listed. The presentation selects "OK" to import the file.

database_lab02 : Database- C:\Users\Tim\Documents\database_lab02.accdb (Access 2007 - 2013 file format) - Access

FILE HOME

Import Text Wizard

Your data seems to be in a 'Delimited' format. If it isn't, choose the format that more correctly describes your data.

Delimited - Characters such as comma or tab separate each field

Fixed Width - Fields are aligned in columns with spaces between each field

DOCUMENTS\CPTR1138\LAB02\CH 1 FREQUENTFLIERS.TXT.

	Address	City	State	ZIP	Phone Number	Frequent Flier Number	Airline
11	Baker Beth	1230 Gibson Street	Pullman	WA	99160509-555-8947219608	American Airlines	V
12	Zhan Man	811 Summit Rd	Pullman	WA	99163509-332-4567978445	Delta	Vegan Aisle
13	Yang Jung	105 NE Spring	Colfax	WA	99111509-357-4509515086	Delta	Vegan Window
14	Hutchinson Eric	800 True St	Albion	WA	99102509-336-5465867814	American Airlines	Vega

Advanced... Cancel < Back Next > Finish

The data in this file is delimited or has a uniform separator between the columns of data.

The presentation selects "Next" to continue.

Import Text Wizard

What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates your fields:

Tab
 Semicolon
 Comma
 Space
 Other:

First Row Contains Field Names
 Text Qualifier: {none}

Last Name	First Name	Address	City	State	ZIP	Phone Number	Frequent
		401 Merman	Moscow	ID	83843	208-882-3476	725722
		900 E 12th	Moscow	ID	83843	208-882-3232	530376
		125 Maryland Ct	Pullman	WA	99163	509-332-2354	144323
		60 Hawthorne Dr	Palouse	WA	99161	509-336-6578	603151
		25 Dexter	Albion	WA	99102	509-336-9807	752937
		54 Diane	Pullman	WA	99163	509-332-4578	803686
		250 Hwy 95 N	Colfax	WA	99111	509-357-4433	211641
		500 Ravenna Ct	Pullman	WA	99163	509-332-6589	740617
		546 Palouse River Road	Palouse	WA	99161	509-123-4561	813258
		230 Gibson Street	Pullman	WA	99160	509-555-8947	219608
		11 Summit Rd	Pullman	WA	99163	509-332-4567	978445
		05 NE Spring	Colfax	WA	99111	509-357-4509	515086
Hutchinson	Eric	800 True St	Albion	WA	99102	509-336-5465	867814
Thompson	Caitlin	225 N Thomas	Pullman	WA	99163	509-332-8790	15782

The presentation insures "Tab" delimiter is selected. This data is tab delimited. Also, the first row contains the field names. The presentation insures "First Row Contains Field Names" is checked.

The presentation selects "Next" to continue.

Import Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: Data Type:

Indexed: Do not import field (Skip)

Last Name	First Name	Address	City	State	ZIP	Phone Number	Frequent
Easton	Dennis	1401 Merman	Moscow	ID	83843	208-882-3476	725722
Lin	Yu-Lin	1900 E 12th				3232	530376
Beasley	Steve	4125 Marylar				2354	144323
Becker	Hubert	560 Hawthorn				6578	603151
Fuhrmann	Leslie	525 Dexter				9807	752937
Gillespie	Patricia	454 Diane				4578	803686
Li	Chun	2250 Hwy 95				4433	211641
Lee	SooJin	1500 Ravenna				6589	740617
Lawrence	Earl	2546 Palouse				4561	813258
Baker	Beth	1230 Gibson				8947	219608
Zhan	Man	811 Summit E				4567	978445
Yang	Jung	105 NE Sprin				4509	515086
Hutchinson	Eric	800 True St				5465	867814
Thompson	Caitlin	225 N Thomas				8790	15782

The presentation made no changes at this screen. The presentation selects "Next" to continue.

Import Text Wizard

Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.

Let Access add primary key.

 Choose my primary key.

 No primary key

	City	State	ZIP	Phone Number	Freq		
erman	Moscow	ID	83843	208-882-3476	7257		
12th	Moscow	ID	83843	208-882-3232	5303		
ryland Ct	Pullman	WA	99163	509-332-2354	1443		
thorne Dr	Palouse	WA	99161	509-336-6578	6031		
ster	Albion	WA	99102	509-336-9807	7529		
ne	Pullman	WA	99163	509-332-4578	8036		
y 95 N	Colfax	WA	99111	509-357-4433	2116		
avenna Ct	Pullman	WA	99163	509-332-6589	7406		
alouse River Road	Palouse	WA	99161	509-123-4561	8132		
10 Baker	Beth	1230 Gibson Street	Pullman	WA	99160	509-555-8947	2196
11 Zhan	Man	811 Summit Rd	Pullman	WA	99163	509-332-4567	9784
12 Yang	Jung	105 NE Spring	Colfax	WA	99111	509-357-4509	5150
13 Hutchinson	Eric	800 True St	Albion	WA	99102	509-336-5465	8678
14 Thompson	Caitlin	225 N Thomas	Pullman	WA	99163	509-332-8790	1578

Buttons: Advanced... | Cancel | < Back | Next > | Finish

The presentation allows Access to add a primary key to the database. The presentation selects "Next" to continue.

Get External Data - Text File

Save Import Steps

Finished importing file 'C:\Users\Tim\Documents\cptr1138\Lab02\Ch 1 FrequentFliers.txt' to table 'Ch 1 FrequentFliers'.

Do you want to save these import steps? This will allow you to quickly repeat the operation without using the wizard.

Save import steps

The presentation does not anticipate the need to import the text file again. The presentation does not save the import steps. The presentation selects "close" to continue.

Close

database_lab02 : Database- C:\Users\Tim\Do... ? - [Close] [Maximize] [Minimize]

Tim Preuss [Profile]

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS TABLE TOOLS

Import & Link: Saved Imports, Linked Table Manager, Excel, Access, ODBC Database, Text File, XML File, More

Export: Saved Exports, Excel, Text File, XML File, PDF or XPS, Email, Access, Word Merge, More

All Access Objects

Search...

Tables

Ch 1 FrequentFliers

ID	Last_Name	First_Name	Address	City	State	ZIP	Phc
	Easton	Dennis	1401 Merman	Moscow	ID	83843	208
			1900 E 12th	Moscow	ID	83843	208
			4125 Maryland	Pullman	WA	99163	509
			560 Hawthorne	Palouse	WA	99161	509
			525 Dexter	Albion	WA	99102	509
			454 Diane	Pullman	WA	99163	509
			2250 Hwy 95 N	Colfax	WA	99111	509
			1500 Ravenna C	Pullman	WA	99163	509
			2546 Palouse R	Palouse	WA	99161	509
			1230 Gibson St	Pullman	WA	99160	509
			811 Summit Rd	Pullman	WA	99163	509
			105 NE Spring	Colfax	WA	99111	509
			800 True St	Albion	WA	99102	509
			225 N Thomas	Pullman	WA	99163	509
15	Baldwin	MaryAnn	450 Lamont St	Moscow	ID	83843	208
16	Dumont	Mark	547 Laurel	Pullman	WA	99163	509
17	Gibson	Fernanda	201 Ponderosa	Moscow	ID	83843	208
18	Sanderson	Sonja	1212 W Pullma	Palouse	WA	99161	509
19	Clausen	Gina	1260 Crescent C	Palouse	WA	99161	509
20	Hunter	Anna	6 State St	Moscow	ID	83843	208
21	Marshal	Debbie	1427 E 5th	Moscow	ID	83843	208

The presentation double clicks on the table name to view the table contents.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (selected), FIELDS, TABLE. Sub-ribbons: Form Wizard, Navigation, More Forms, Report Wizard, Report Design, Blank Report, Macro.

Microsoft Access ribbon: Application Parts, Table Design, SharePoint Lists, Query Wizard, Query Design, Form Design, Blank Form, Report Wizard, Report Design, Blank Report, Macro.

All Access Objects pane: Search..., Tables: Ch 1 FrequentFliers (selected).

ID	Last_Name	First_Name	Address	City	State	ZIP	Phone
1	Easton	De				83843	208
2	Lin	Yu				83843	208
3	Beasley	Ste				99163	509
4	Becker	Hu				99161	509
5	Fuhrmann	Les				99102	509
6	Gillespie	Pa				99163	509
7	Li	Ch				99111	509
8	Lee	SooJin	1500 Ravenna C	Pullman	WA	99163	509
9	Lawrence	Earl	2546 Palouse R	Palouse	WA	99161	509
10	Baker	Beth	1230 Gibson St	Pullman	WA	99160	509
11	Zhan	Man	811 Summit Rd	Pullman	WA	99163	509
12	Yang	Jung	105 NE Spring	Colfax	WA	99111	509
13	Hutchinson	Eric	800 True St	Albion	WA	99102	509
14	Thompson	Caitlin	225 N Thomas	Pullman	WA	99163	509
15	Baldwin	MaryAnn	450 Lamont St	Moscow	ID	83843	208
16	Dumont	Mark	547 Laurel	Pullman	WA	99163	509
17	Gibson	Fernanda	201 Ponderosa	Moscow	ID	83843	208
18	Sanderson	Sonja	1212 W Pullma	Palouse	WA	99161	509
19	Clausen	Gina	1260 Crescent C	Palouse	WA	99161	509
20	Hunter	Anna	6 State St	Moscow	ID	83843	208
21	Marshal	Debbie	1427 E 5th	Moscow	ID	83843	208

The presentation selects the "Create" tab. Under the tab, the presentation selects the "Report Wizard".

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (FIELD, TABLE), REPORT WIZARD, LABELS, MACROS & CODE.

Table: Ch 1 FrequentFliers

ID	Last Name	First Name	Address	City	State	ZIP	Phc
19	Clausen	Gina	1260 Crescent	Palouse	WA	99163	509
20	Hunter	Anna	6 State St	Moscow	WA	99163	509
21	Marshal	Debbie	1427 E 5th	Moscow	WA	99163	509

Report Wizard dialog box:

Which fields do you want on your report?
You can choose from more than one table or query.

Table: Ch 1 FrequentFliers

Available Fields: ID, City, State, ZIP, Phone_Number, Frequent_Flier_Number, Airline, Meal Category

Selected Fields: First_Name, Last_Name, Address

Buttons: Cancel, < Back, Next >, Finish

The presentation select the fields from the table requested by the assignment. The presentation selects "Next" to continue.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (FIELD, TABLE), Tim Preuss

GROUPINGS: Application Parts, Tables, SharePoint Lists, Query Wizard, Query Design, Form Design, Blank Form, More Forms, Report Design, Blank Report, Labels, Macro

All Access Objects | Ch 1 FrequentFliers

ID	Last Name	First Name	Address	City	State	ZIP	Phc
19	Clausen	Gina	1260 Crescent	Palouse	WA	99161	509
20	Hunter	Anna	6 State St	Moscow	ID	83843	208
21	Marshal	Debbie	1427 E 5th	Moscow	ID	83843	208

Report Wizard

Do you want to add any grouping levels?

Fields: First_Name, Last_Name, Address

Buttons: Grouping Options, Cancel, < Back, Next >, Finish

The presentation reviews the report layout. The presentation does not add grouping. The presentation selects "Next" to continue.

19	Clausen	Gina	1260 Crescent	Palouse	WA	99161	509
20	Hunter	Anna	6 State St	Moscow	ID	83843	208
21	Marshal	Debbie	1427 E 5th	Moscow	ID	83843	208

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (selected), FIELDS, TABLE. Sub-ribbons include Application Parts, Tables, Queries, Forms, Reports, and Macros & Code.

All Access Objects | Ch 1 FrequentFliers

ID	Last Name	First Name	Address	City	State	ZIP	Phc
19	Clausen	Gina	1260 Crescent	Palouse	WA	99161	509
20	Hunter	Anna	6 State St	Moscow	ID	83843	208
21	Marshal	Debbie	1427 E 5th	Moscow	ID	83843	208

Report Wizard

What sort order do you want for your records?

You can sort records by up to four fields, in either ascending or descending order.

1	Last Name	Ascending
2		Ascending
3		Ascending
4		Ascending

Buttons: Cancel, < Back, Next >, Finish

The presentation decides to sort the "Last_Name" in Ascending order as shown. The presentation selects "Next" to continue.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (selected), FIELDS, TABLE. Sub-ribbons include Application Parts, Tables, Queries, Forms, Reports, and Macros & Code.

Table: Ch 1 FrequentFliers

ID	Last Name	First Name	Address	City	State	ZIP	Phc
19	Clausen	Gina	1260 Crescent	...	WA	99102	509
20	Hunter	Anna	6 State St	...	WA	99163	509
21	Marshal	Debbie	1427 E 5th	...	WA	99163	509

Report Wizard dialog box: How would you like to lay out your report?

Layout options: Columnar, Tabular, Justified

Orientation options: Portrait, Landscape

Adjust the field width so all fields fit on a page.

Buttons: Cancel, < Back, Next >

The presentation makes no changes. The presentation selects "Next" to continue.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (selected), FIELDS, TABLE

GROUPS: Application Parts, Tables, Queries, Forms, Reports, Macros & Code

TABLE TOOLS SUBGROUPS: Form Wizard, Navigation, More Forms, Report Wizard, Labels

All Access Objects | Ch 1 FrequentFliers

ID	Last Name	First Name	Address	City	State	ZIP	Phc
18	83843	208
19	Clausen	Gina	1260 Crescent	Palouse	WA	99163	509
20	Hunter	Anna	6 State St	Moscow	ID	83843	208
21	Marshal	Debbie	1427 E 5th	Moscow	ID	83843	208

Report Wizard

What title do you want for your report?

Frequent Fliers

That's all the information the wizard needs to create your report.

Do you want to preview the report or modify the report's design?

Preview the report.

Modify the report's design.

Buttons: Cancel, < Back, Next >, Finish

The presentation enters an appropriate name for the report. The presentation selects "Finish" to continue.

FILE PRINT PREVIEW

Print Show Margins Print Data Only

Size Margins Page Size

Portrait Landscape Columns Page Setup

Page Layout

Zoom One Page Two Pages More Pages

Zoom

Refresh All Excel Text File Data

PDF or XPS Email More

Close Print Preview Close Previ...

All Access Objects

Search...

Tables

- Ch 1 FrequentFliers

Reports

- Frequent Fliers

Frequent Fliers

Last_Name	First_Name	Address
Austin	Joseph	448 C Street
Baker	Beth	1230 Gibson Street
Baldwin	MaryAnn	450 Lamont St
Beasley	Steve	4125 Maryland Ct
Becker	Hubert	560 Hawthorne Dr
Boyd	Gloria	445 Kamiaken
Choi	Diane	103 S Main
Clark	Heather	313 S Blaine
Clausen	Gina	1260 Crescent Ct
Cox	Linda	1920 Terre View Dr

Page: 1 No Filter

The presentation reviews the report.

Save As

- File Types**
- Save Database As
 - Save Object As

Save Database As

Database File Types

- Access Database (*.accdb)
Default database format.
- Access 2002-2003 Database (*.mdb)
Save a copy that will be compatible with Access 2002-2003.
- Access 2000 Database (*.mdb)

- Package and Sign
Package the database and apply a digital signature.
- Make ACCDE
File will be compiled into an executable only file.
- Back Up Database
Back up important databases regularly to prevent data loss.
- SharePoint
Share the database by saving it to a document management server.

Microsoft Access

All open objects must be closed prior to continuing this operation.

Do you want Microsoft Access to close the objects?

Yes No

The presentation chooses to save the database. As part of saving the database the question about closing objects appears. The presentation selects "Yes" to continue

- Home
- Info
- New
- Open
- Save
- Save As
- Print
- Close
- Account
- Options

Save As

« cptr1138 » Done » Lab02

Search Lab02

Organize New folder

Name	Date modified	Type
No items match your search.		

File name: database_lab02.accdb

Save as type: Microsoft Access Database (*.accdb)

Save Cancel

Tim Preuss

Text Formatting

The presentation insures the database name is appropriate. The presentation insures the database save location is appropriate. The presentation selects "Save" to continue.

- This PC
- Recycle Bin
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

C:\Users\Tim\Documents\cptr1138\Done\Lab02

File Home Share View

← → ↕ ↑ > This PC > Documents > cptr1138 > Done > Lab02 Search Lab02

Name	Date modified	Type	Size
Ch 1 TicketSales.xlsx	10/1/2015 4:15 PM	Microsoft Excel W...	11 KB
<input checked="" type="checkbox"/> database_lab02.accdb	10/1/2015 4:23 PM	Microsoft Access ...	428 KB

Quick access: Desktop, Documents, Downloads, Pictures

Downloads, Music, Pictures, Videos, Local Disk (C:), Network

2 items | 1 item selected 428 KB

The saved file contains the table and report done in this presentation.