

Fall 2015 Database Lab

Assignment: Database Application: Building a System Usage Database

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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.

Access

Recent

- database_lab02.accdb
Documents » cptr1138 » Done » Lab02
- database_lab02.accdb
Documents
- Ch 3 employeedata.mdb
Documents » cptr1138 » Lab04
- weather01.accdb
Documents
- sddry.accdb
Documents
- Database3.accdb
Documents
- Database2.accdb
Documents
- Database1.accdb
Documents

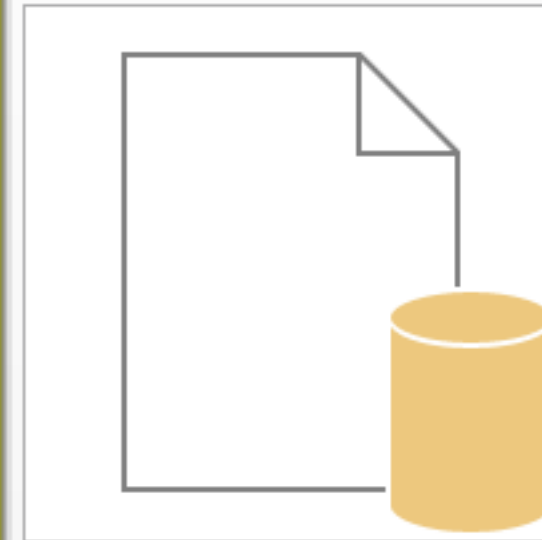
Open Other Files

The presentation selects "Blank desktop database" in Access 2013 from Office 365.

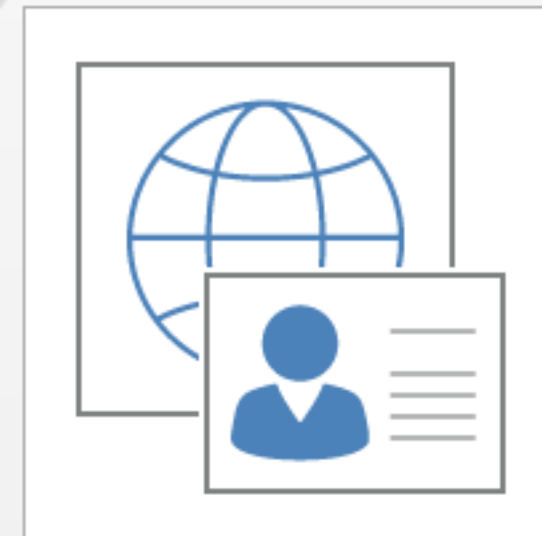
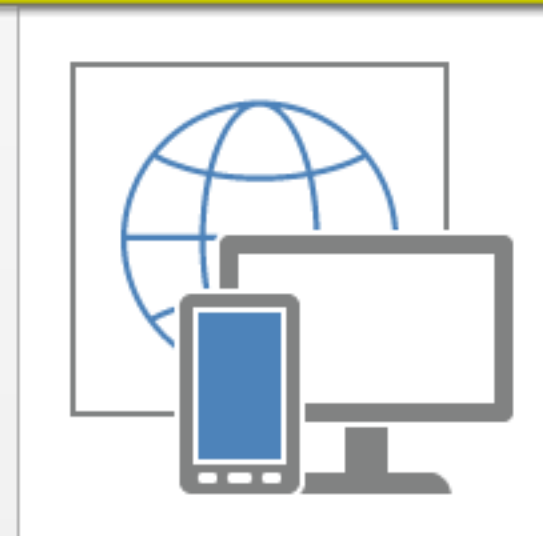
Search for online templates

Suggested searches: Database Business
Logs Small Business Industry Lists

Tim Preuss
tim_preuss@my.minnesota.edu
Switch account



Blank desktop database



Task View

Save As

<< cptr1138 > Done > Lab03

Search Lab03

Organize New folder

Name	Date modified	Type
No items match your search.		

Local Disk (C:)

File name:

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

Save

Tim Preuss

B I U [List Bulleted] [List Numbered] [List None]

A [Color] [Background Color] [Text Color] [Text Background Color]

Text Formatting

The presentation enters the appropriate name. The presentation insures the save type is correct. The presentation selects "Save" to continue.

FILE HOME **CREATE** EXTERNAL DATA DATABASE TOOLS

Application Parts ▾ Table Table SH Design Tables

Form Wizard Navigation ▾ More Forms ▾ Report Wizard Labels Macro

Report Report Design Report Blank Report Reports

Macros & Code

The presentation selects the "Create" tab. Under the tab, the presentation selects the "Table" option to create a table.

All Access Obj...

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

Microsoft Access ribbon: Views (AB, 12, Short Text, Number, Currency, Date & Time, Yes/No, More Fields, Delete), Properties (Name & Caption, Default Value, Field Size, Modify Lookups, Modify Expression, Memo Settings), Formatting (Formatting, \$, %, ', <0.00, >0.00), Field Validation (Required, Unique, Indexed, Validation)

All Access Objects pane: Search..., Tables (Table1)

Table1 grid with context menu: Save, Close, Close All, Design View, Datasheet View

Field List pane: No fields available to be added to the current view.

The presentation right clicks on the "Table 1" tab. The presentation selects "Design View" from the menu.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (selected), FIELDS, TABLE. Path: asset : Database- C:\Users\Tim\Documents\... User: 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, \$, %, , ←.0, →.0), Field Validation (Required, Unique, Indexed, Validation).

All Access Objects pane: Search..., Tables (Table1)

Table1 Datasheet View: ID (Primary Key), (New) record.

Field List pane: No fields available to be added to the current table.

Save As dialog box: Table Name: asset, OK, Cancel

The presentation enters the appropriate name for the table. The presentation selects "OK" to continue.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, **TABLE TOOLS** (DESIGN), [User: Tim Preuss]

Microsoft Access ribbon sub-sections: Views, Tools, Show/Hide, Field, Record & Table Events, Relationships

All Access Objects pane: Search..., Tables (asset)

Field Name	Data Type	Description (Optional)
Item ID	Short Text	
Item Name	Short Text	
Description	Long Text	
Category	Short Text	

Lookup Wizard dialog box:

This wizard creates a lookup field, which displays a list of values that users can choose from. How do you want your lookup field to get its values?

- I want the lookup field to get the values from another table or query.
- I will type in the values that I want.

Buttons: Cancel, < Back, Next >, Finish

The presentation entered field names as shown. The Category field should be a lookup field. The presentation selects "Lookup" under Data Type. This starts the wizard as shown.

The presentation selects "I will type the values that I want."

The presentation selects "Next" to continue.

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

Microsoft Access Ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, **TABLE TOOLS** (DESIGN)

DESIGN Tab Options: View, Primary Key, Builder, Test Validation Rules, Insert Rows, Delete Rows, Modify Lookups, Property Indexes Sheet, Create Data Macros, Rename/Delete Macro, Relationships, Object Dependencies.

All Access Objects

Search...

Tables

- asset

Field Name	Data Type	Description (Optional)
Item ID	Short Text	
Item Name	Short Text	
Description	Long Text	
Category	Short Text	

Lookup Wizard

What values do you want to see in your lookup field? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns:

Col1
hardware
software
other
*

Buttons: Cancel, < Back, Next >, Finish

The presentation enters the possible selections for the records.

The presentation selects "Next" to continue.

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

Microsoft Access Ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, **TABLE TOOLS** (DESIGN tab), Tim Preuss

Microsoft Access Ribbon - DESIGN tab options:

- Views: View
- Tools: Primary Key, Builder, Test Validation Rules, Insert Rows, Delete Rows, Modify Lookups
- Show/Hide: Property Indexes Sheet
- Field, Record & Table Events: Create Data Macros, Rename/Delete Macro
- Relationships: Relationships, Object Dependencies

All Access Objects

Search...

Tables

- asset

Field Name	Data Type	Description (Optional)
Item ID	Short Text	
Item Name	Short Text	
Description	Long Text	
Category	Short Text	

Lookup Wizard

What label would you like for your lookup field?

Category

Do you want to limit entries to the list? Limit To List

Do you want to store multiple values in the field? Allow Multiple Values

Those are all the answers the wizard needs to create your lookup field.

Buttons: Cancel, < Back, Next >, Finish

The presentation does not change the label. The presentation does select "Limit to List".

The presentation selects "Finish" to continue.

terminates the kind of values that users can store in the field. Press F1 for help on data types.

Microsoft Access Ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (DESIGN), and ribbon icons for View, Primary Key, Builder, Test Validation Rules, Insert Rows, Delete Rows, Modify Lookups, Property Indexes Sheet, Create Data Macros, Rename/Delete Macro, Relationships, and Object Dependencies.

All Access Objects pane with search bar and Tables list containing 'asset'.

Field Name	Data Type	Description (Optional)
Item ID	Short Text	
Item Name	Short Text	
Description	Long Text	
Category	Short Text	
Condition	Short Text	

Lookup Wizard dialog box. Text: "This wizard creates a lookup field, which displays a list of values you can choose from. How do you want your lookup field to get its values?"
 I want the lookup field to get the values from another table or query.
 I will type in the values that I want.

The presentation creates a lookup list for this field. The process is the same as an earlier field.

help on data types.

Microsoft Access Ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, **TABLE TOOLS** (DESIGN tab)

DESIGN tab options: View, Primary Key, Builder, Test Validation Rules, Insert Rows, Delete Rows, Modify Lookups, Property Indexes Sheet, Create Data Macros, Rename/Delete Macro, Relationships, Object Dependencies.

All Access Objects | Tables | asset

Field Name	Data Type	Description (Optional)
Item ID	Short Text	
Item Name	Short Text	
Description	Long Text	
Category	Short Text	
Condition	Short Text	

Lookup Wizard

What values do you want to see in your lookup field? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns:

Col1
new
good
fair
poor
*

Buttons: Cancel, < Back, Next >, Finish

The presentation enters the possible options. The presentation selects "Next" to continue.

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

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

Microsoft Access ribbon (TABLE TOOLS - DESIGN): View, Primary Key, Builder, Test Validation Rules, Insert Rows, Delete Rows, Modify Lookups, Property Indexes Sheet, Create Data Macros, Rename/Delete Macro, Relationships, Object Dependencies

All Access Objects pane: Search..., Tables (asset)

Field Name	Data Type	Description (Optional)
Item ID	Short Text	
Item Name	Short Text	
Description	Long Text	
Category	Short Text	
Condition	Short Text	

Lookup Wizard dialog box:

What label would you like for your lookup field?

 Do you want to limit entries to the list?
 Limit To List

 Do you want to store multiple values for this field?
 Allow Multiple Values

 Those are all the answers the wizard needs for this field.

Buttons: Cancel, < Back, Next >

The presentation does not change the label. The presentation does select "Limit to List".

Microsoft Access Ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, **TABLE TOOLS** (DESIGN), [User: Tim Preuss]

Microsoft Access Ribbon - DESIGN Tab:

- Views: View
- Tools: Primary Key, Builder, Test Validation Rules, Insert Rows, Delete Rows, Modify Lookups
- Show/Hide: Property Indexes Sheet
- Field, Record & Table Events: Create Data Macros, Rename/Delete Macro
- Relationships: Relationships, Object Dependencies

All Access Objects

Search...

Tables

- asset

Field Name	Data Type	Description (Optional)
Item ID	Short Text	
Item Name	Short Text	
Description	Long Text	
Category	Short Text	
Condition	Short Text	
Acquisition Date	Date/Time	
Purchase Price	Currency	
Current Value	Currency	

The presentation finishes entering the requested field names and data types.

Field Properties

General	
Format	Currency
Decimal Places	Auto
Input Mask	
Caption	
Default Value	0
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

Views: View, Primary Key, Builder, Test Validation Rules, Modify Lookups

Tools: Insert Rows, Delete Rows, Property Indexes Sheet, Show/Hide

Field, Record & Table Events: Create Data Macros, Rename/Delete Macro

Relationships: Relationships, Object Dependencies

All Access Objects

Search...

Tables

- asset

	Data Type	Description (Optional)
It	Short Text	
It	Short Text	
D	Long Text	
Acquisition Date		
Purchase Price		
Current Value		

General		Lookup	
Format	Currency		
Decimal Places	Auto		
Input Mask			
Caption			
Default Value	0		
Validation Rule			
Validation Text			
Required	No		
Indexed	No		
Text Align	General		

The presentation right clicks on the tab. The presentation selects "Datasheet View" from the drop down menu.

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

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

TABLE TOOLS - FIELD: Filter, Sort & Filter (Ascending, Descending, Remove Sort), Records (New, Save, Delete), Find

TABLE TOOLS - TABLE: Text Formatting (Font: Calibri (Detail), Size: 11, Bold, Italic, Underline, Paragraph, Styles)

All Access Objects

Search...

Tables

- asset

Item ID	Item Name	Description	Category	Condition	Acquisition E	Purchase Pri	Current
10	Fluffy	Nonsense	other	good	12/16/2014	\$25.00	
*						\$0.00	

The presentation entered fictitious data to test the lookup tables.

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

C:\Users\Tim\Documents\cptr1138\Done\Lab03

File Home Share View

← → ↕ ↑ This PC > Documents > cptr1138 > Done > Lab03 Search Lab03

Name	Date modified	Type	Size
<input checked="" type="checkbox"/> asset.accdb	10/1/2015 5:14 PM	Microsoft Access ...	416 KB
<input type="checkbox"/> Clipboard.xlsx	10/1/2015 4:34 PM	Microsoft Excel W...	12 KB

Quick access: Desktop, Documents, Downloads

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

2 items | 1 item selected 416 KB

This database file contains the table created for this presentation.