

Fall 2015 Database Lab

Assignment: Database Application: Building a Knowledge Database

Page: 137

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.

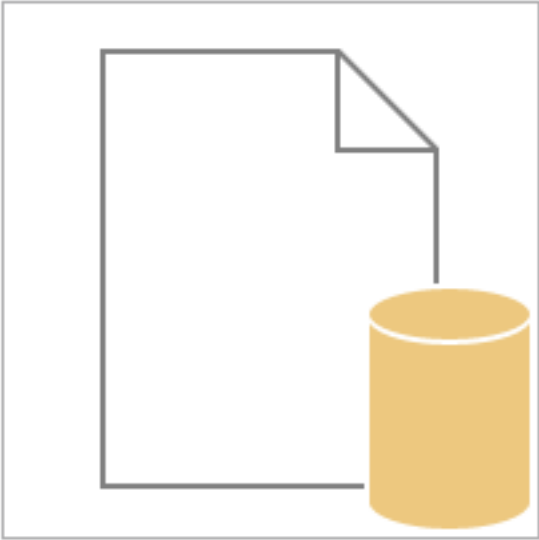

The presentation opens a blank database in Access 2013. The presentation gives the database an appropriate name.

Blank desktop database

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

File Name
 

C:\Users\Tim\Documents\






Create

Access

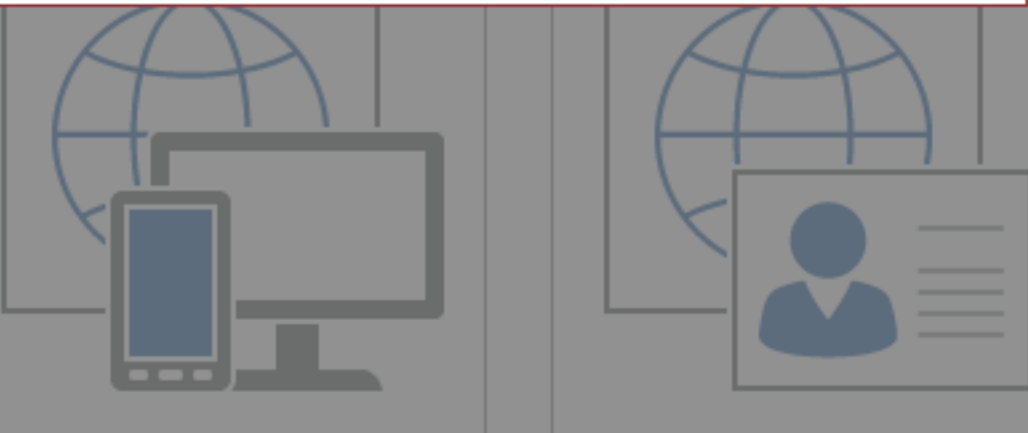
Recent

- asset.accdb
Documents » cptr1138 » Done » Lab03
- Database1.accdb
Documents
- database_lab02.accdb
Documents » cptr1138 »
- database_lab02.accdb
Documents
- Ch 3 employeedata
Documents » cptr1138 »
- weather01.accdb
Documents
- sddry.accdb
Documents
- Database3.accdb
Documents
- Database2.accdb
Documents

 Open Other Files

Search for online templates 

Suggested searches: Database Business
 Logs Small Business Industry Lists
 Personal



employeeedata : Database- C:\Users\Tim\Do... | Tim Preuss

FILE | HOME | CREATE | **EXTERNAL DATA** | DATABASE TOOLS | TABLE TOOLS | FIELDS | TABLE

Saved Imports | Linked Table Manager | Excel | Access | ODBC Database | Text File | XML File | More... |
 Saved Exports | Excel | Text File | XML File | PDF or XPS | Export | Email | Access | Word Merge | More...

The presentation selects the "External Data" tab. The presentation selects "Access" to import an Access database.

Import & Export Wizard

Source and destination of the data

Location of the definition of the objects.

C:\Users\Tim\Documents\ [Browse...]

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. If the specified table already exists, Access might overwrite its contents with the imported data. Changes made to the source data will not be reflected in the database.
- Append a copy of the records to the table:** Table1
If the specified table exists, Access will add the records to the table. If the table does not exist, Access will create it. Changes made to the source data will not be reflected in the database.
- 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 cannot change or delete data that is linked to a text file. However, you can add new records.

[OK] [Cancel]

Datasheet View

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

employeeedata : Database- C:\Users\Tim\Do... | Tim Preuss

Get External Data - Access Database

Select the source and destination of the data

Specify the source of the definition of the objects.

File Open dialog box:

- Path: << cptr1138 >> Lab04
- Search: Search Lab04
- File list:

Name	Date modified	Type
win_client_mailr		
Microsoft Access		
Ch 3 employeeedata.mdb	9/30/2015 1:46 PM	Microsoft Access Database
OneDrive		
This PC		

The presentation navigates to the database. The presentation selects the database. The presentation selects "Open" to continue.

Datasheet View | Tools | Open | Cancel | NUM LOCK

employeeedata : Database- C:\Users\Tim\Do... ? - [Close]

Tim Preuss [Profile]

FILE HOME CREATE **EXTERNAL DATA** DATABASE TOOLS **TABLE TOOLS** FIELDS TABLE

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

Get External Data - Access Database ? [Close]

Select the source and destination of the data

Specify the source of the definition of the objects.

File name: C:\Users\Tim\Documents\cptr1138\Lab04\Ch 3 employeeedata.mdb [Browse...]

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

Import tables, queries, forms, reports, macros, and modules into the current database.
 If the specified object does not exist, Access will create it. If the specified object already exists, Access will append a number to the name of the imported object. Changes made to source objects (including data in tables) will not be reflected in the current database.

Link to the data source by creating a linked table.
 A linked table that will maintain a link to the source data. Changes made to the data in Access will be reflected in the source data. Changes made to the source data will be reflected in the linked table. NOTE: If the source database requires a password, the unencrypted password will be stored in the current database.

[OK] [Cancel]

The presentation selects the "Import" option. The presentation selects "OK" to continue.

The screenshot shows the Microsoft Access interface with the 'Import Objects' dialog box open. The 'Tables' tab is selected, and 'Employees' is listed in the table selection list. The 'OK' button is highlighted with a blue border, and a yellow arrow points to it from a yellow callout box. The callout box contains the text: 'The presentation selects the table name to import. The presentation selects "OK" to continue.'

Import Objects [?] [X]

Tables | Queries | Forms | Reports | Macros | Modules

Employees

OK

Cancel

Select All

TABLE TOOLS

employeeedata : Database- C:\Users\Tim\Do...

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Access

Word Merge

More

Export

Record: 1 of 1 | No Filter | Search

The screenshot shows a Microsoft Access window titled "Get External Data - Access Database". The window has a yellow header bar with the text "Save Import Steps". Below the header, it says "All objects were imported successfully." and "Do you want to save these import steps? This will allow you to quickly repeat the operation without using the wizard." There is a checkbox labeled "Save import steps" which is currently unchecked. A yellow callout box is overlaid on the dialog, containing the text: "The presentation does not 'save import steps'. The presentation selects 'Close' to continue." At the bottom right of the dialog is a "Close" button. The background shows the Access ribbon with the "TABLE TOOLS" tab selected and a table grid.

The presentation does not "save import steps". The presentation selects "Close" to continue.

employeeedata : 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

- Employees

LastName	FirstName	Office	Expertise	Home Phone
Hunter	Anna	Moscow	Continental	208-882-3424
Marshal	Debbie	Moscow	Delta	208-882-1525
Austin	Joseph	Pullman	American Airlin	509-333-4576
Clark	Heather	Pullman	American Airlin	509-332-9087
Thornton	Janet	Pullman	British Airways	509-332-8679
				509-357-5676
			Airways	509-332-6709
			Airways	509-357-5673
			Airways	509-332-1234
			ental	208-875-3333
				509-332-6708
			can Airlin	509-357-3487
			Airways	509-332-4343
			Airways	509-357-8889
			can Airlin	509-332-7456
			Airways	208-882-5478
			ental	509-332-4532
			can Airlin	509-332-1267
Wallace	Alex	Moscow	Delta	208-882-5576
Hall	Marion	Colfax	American Airlin	509-357-3434
Weber	Cliff	Lewiston	American Airlin	208-875-7844

The presentation double clicks on the table to open.

Datasheet View | Record: 1 of 25 | No Filter | Search | NUM LOCK | [Grid] [Edit]

employeeedata : Database- C:\Users\Tim\Documents\... | Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS **TABLE TOOLS** DESIGN

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

All Access Objects

- Search...
- Tables
- Employees

Field Name	Data Type
LastName	Short Text
FirstName	Short Text
Office	Short Text
Expertise	Short Text
Home Phone	Short Text

The presentation changes the input mask of the phone number.

Field Properties

General	
Field Size	255
Format	
Input Mask	!(999) *000\ -0000; ;_
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

A pattern for all data to be entered in this field

Microsoft Access interface showing the 'DESIGN' tab of the 'TABLE TOOLS' ribbon. The 'Employees' table is selected in the 'All Access Objects' pane. The 'Input Mask Wizard' dialog box is open, displaying a list of input masks. The 'Phone Number' mask, with a preview of '(206) 555-1212', is selected. Below the list is a 'Try It:' text box and buttons for 'Edit List', 'Cancel', '< Back', 'Next >', and 'Finish'. The 'General' tab of the table's properties is visible at the bottom, showing the 'Input Mask' property set to '!\\(999) *000\\-0000;_'. The 'Caption' property is empty, and the 'Required' property is set to 'No'.

The presentation selects "Phone Number". The presentation selects "Next" to continue.

A pattern for all data to be entered in this field

Microsoft Access interface showing the 'DESIGN' tab for a table named 'Employees'. The ribbon includes 'VIEW', 'PRIMARY BUILDER', 'TEST VALIDATION', 'INSERT ROWS', 'DELETE ROWS', 'PROPERTY INDEXES', 'CREATE DATA', 'RENAME', 'RELATIONSHIPS', and 'OBJECT DEPENDENCIES'. The 'Input Mask Wizard' dialog box is open, asking 'Do you want to change the input mask?' for the 'Phone Number' field. The 'Input Mask' is set to '(999) 000-0000'. The wizard also asks for a placeholder character, with a dropdown menu currently showing an underscore. A 'Try It:' field is present for testing the mask. At the bottom of the dialog are 'Cancel', '< Back', 'Next >', and 'Finish' buttons.

Background table structure (Employees):

Field Name	Field Type
Last Name	Text
First Name	Text
Office	Text
Expertise	Text
Home Phone	Text

The presentation selects "Next" to continue.

Microsoft Access interface showing the 'Input Mask Wizard' dialog box. The background shows the 'DESIGN' tab of the 'TABLE TOOLS' ribbon and the 'Employees' table in the 'All Access Objects' pane.

Input Mask Wizard

How do you want to store the data?

- With the symbols in the mask, like this:
(264) 316-8517
- Without the symbols in the mask, like this:
4442315281

Buttons: Cancel, < Back, Next >, Finish

Field Properties Table:

Field Size	
Format	
Input Mask	!(999) *000\-0000;_
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

The presentation selects "Next" to continue.

A pattern for all data to be entered in this field

Microsoft Access: employeeedata : Database- C:\Users\Tim\Documents\...

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN

View Primary Builder Test Validation Insert Rows Delete Rows Property Indexes Create Data Rename/ Relationships Object Dependencies

Views Tools

All Access Obj... Search... Tables Employees

Employee Table Fields: LastName, FirstName, Office, Expertise, Home Phone

Input Mask Wizard: That's all the information the wizard needs to create your input mask.

Buttons: Cancel, < Back, Next >, Finish

Field Size	
Format	
Input Mask	!(999) *000\-0000;_;
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

The presentation selects "Finish" to continue.

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS (DESIGN), employeeedata : Database- C:\Users\Tim\Documents\... | Tim Preuss

Microsoft Access ribbon: Views, 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
Employees

Field Name	Data Type
LastName	Short Text
FirstName	Short Text
Office	Short Text
Expertise	Short Text
Home Phone	Short Text

Field Properties

General	
Field Size	255
Format	
Input Mask	\"(999) *000*-0000;\"
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

The presentation verifies the input mask is correct.

A pattern for all data to be entered in this field

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, **TABLE TOOLS** (DESIGN), employeeedata : Database- C:\Users\Tim\Documents\... | 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 (Employees), Views

	Data Type
Last Name	Short Text
First Name	Short Text
Office	Short Text
Experience	Short Text
Home	Short Text

Context menu for 'Home' field:

- Save
- Close
- Close All
- Design View
- Datasheet View

The presentation right clicks on the name tab. The presentation selects "Datasheet View".

Field Properties: General, Lookup

Field Size	255
Format	
Input Mask	!(999) *000\ -0000; ;_
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

A pattern for all data to be entered in this field

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

Microsoft Access Ribbon: 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 (Employees), General, Lookup

Field Name	Data Type	Description (Optional)
LastName	Short Text	
FirstName	Short Text	
Office	Short Text	
Expertise	Short Text	
Home Phone	Short Text	

Field Size	
Format	
Input Mask	!(999) *000\ -0000; ;
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

Microsoft Access dialog box: You must first save the table. Do you want to save the table now? [Yes] [No]

The presentation answers "Yes" to save the table.

A pattern for all data to be entered in this field

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FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS | TABLE TOOLS | FIELDS | TABLE

Views | Clipboard | Sort & Filter | Records | Find | Text Formatting

Filter | Ascending | Descending | Remove Sort | Refresh All | New | Save | Delete | Find | Calibri | 11

All Access Obj...

Search...

Tables

- Employees

LastName	FirstName	Office	Expertise	Home Phone
Nauman	Michael	Colfax	British Airways	509-357-5673
Boyd	Gloria	Pullman	British Airways	509-332-1234
Proctor	Ginny	Lewiston	Continental	208-875-3333
Hunt	Jack	Pullman	Delta	509-333-6789
West	Helen	Colfax	American Air	
Henderson	Angela	Pullman	British Airwa	
Stewart	Kathy	Colfax	British Airwa	
Con	Linda	Pullman	American Air	
ne		Moscow	British Airwa	
la		Pullman	Continental	
nk		Spokane	American Air	
x		Moscow	Delta	
rior		Colfax	American Air	
f		Lewiston	American Air	
ncy		Pullman	Continental	
Sanchez	Ramon	Moscow	Continental	
Tang	Eric	Spokane	Southwest	(509) 555-2511
Connell	Janna	Spokane	Delta	(509) 555-1144
*				

- New Record
- Delete Record
- Cut
- Copy
- Paste
- Row Height...

The presentation may delete a record by right click on the left gray field. The drop down menu will appear.



The other requested operations are rather simple.

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




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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)

Microsoft Access

 **All open objects must be closed prior to continuing this operation.**
Do you want Microsoft Access to close the objects?

As part of saving the database, Access must close all objects. The presentation selects "Yes".

Save As

Navigation: << cptr1138 > Done > Lab04

Search: Search Lab04

Organize | New folder

Name	Date modified	Type
No items match your search.		

Left sidebar: Microsoft Access, OneDrive, This PC, Desktop, Documents, Downloads, Music, Pictures, Videos, Local Disk (C:)

File name: employeedata.accdb

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

Buttons: Hide Folders, Tools, Save, Cancel

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Text Formatting: B I U, A, [List Bullets], [List Numbered], [Table]

The presentation selects an appropriate name and "Save As Type". The presentation selects "Save" to save the database.