

Fall 2015 Database Lab

Assignment: Database Application: Creating Forms at Campus Travel

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: 10/25/2015

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

There is student responsibility that is not shown in this presentation.

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

C:\Users\Tim\Documents\cptr1138\Lab08

File Home Share View

This PC > Documents > cptr1138 > Lab08

Name	Date modified	Type	Size
<input checked="" type="checkbox"/> Ch 7 employeedata.mdb			
<input type="checkbox"/> Ch 7 ERPSystems.csv			
<input type="checkbox"/> ERPSystems.xlsx			

3 items | 1 item selected | 340 KB

The presentation select the example file to open in Access.

This PC

Recycle Bin

Alternate HASH-Gen...

Google Chrome

Mozilla Firefox

Mozilla Thunderbird

Info

New

Open

Save

Save As

Print

Close

Account

Options

Save As

File Types

- Save Database As
- Save Object As

Save Database As

Database File Types

- Access Database (*.accdb)
Default database format.

Back Up Database
Back up important databases regularly to prevent data loss.

The presentation selects "Save As" to save the database in a current Access format.

Save As

- This PC
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- Google Chrome
- Mozilla Firefox
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Save As

Navigation: < > << >> << cptr1138 > Lab08

Search: Search Lab08

Organize | New folder

Name	Date modified	Type
No items match your search.		

File name:

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

Buttons: Hide Folders | Tools | Save | Cancel

employeedata.mdb (Access 2002 - 2003 file format...)

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Find

Text Formatting

The presentation names and saves the database.

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Ch 7 employeedata : Database- C:\Users\Tim\Documents\cptr1138\Lab08\Ch-7 employeedata.mdb (Access 2002 - 2003 file format...)

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Copy Format Painter Filter Sort & Filter Records

Tables

Employees

The database selects "OK" at the upgrade dialog box.

Microsoft Access

This Database has been upgraded to the Access 2007 File Format. The new database cannot be shared with users of Access 2003 or earlier versions.

For more information about conversion, click Help.

OK Help

NUM LOCK

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

Employee data : Database- C:\Users\Tim\Documents\cptr1138\Lab08\employeeedata.accdb (Access 2007 - 2013 file format) - Access

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Views: All Access Objects [Down Arrow]

Tables: Employees

Clipboard: Paste, Copy, Format Painter

Filter: Ascending, Descending, Remove Sort, Selection, Advanced, Toggle Filter

Refresh: All

Save: Save, Delete

Totals: Totals, Spelling, More

Find: Find

Text Formatting: B, I, U, A, [Font Color], [Text Color], [Bulleted List], [Numbered List], [Decrease Indent], [Increase Indent], [Align Left], [Align Center], [Align Right], [Justify]

First, the presentation selects the down arrow to get the menu shown.

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employeeedata : Database- C:\Users\Tim\Documents\cptr1138\Lab08\employeeedata.accdb (Access 2007 - 2013 file format) - Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates Table Table Design SharePoint Lists Query Wizard Query Design Form Form Design Blank Form Navigation More Forms Report Report Design Blank Report Macro Class Module Visual Basic

All Access Obj...

Tables

- Employees

Form Wizard

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

Tables/Queries
Table: Employees

Available Fields:

LastName
FirstName
Office
Expertise
Home Phone

Selected Fields:

Cancel < Back Next > Finish

The presentation adds the field(s) from the tables as shown.

The screenshot shows the Microsoft Access 2013 interface. The main window displays the 'All Access Objects' pane with a 'Tables' section containing 'Employees'. The 'Form Wizard' dialog box is open, asking 'Which fields do you want on your form?'. It shows 'Table: Employees' selected in the 'Tables/Queries' dropdown. Under 'Available Fields', there are no fields listed. Under 'Selected Fields', the following fields are listed: LastName, FirstName, Office, Expertise, and Home Phone. The 'Home Phone' field is currently selected. At the bottom of the dialog, the 'Next >' button is highlighted with a blue border.

The presentation adds the fields from the table as shown.

- This PC
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employeeedata : Database- C:\Users\Tim\Documents\cptr1138\Lab08\employeeedata.accdb (Access 2007 - 2013 file format) - Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates Table Table Design SharePoint Lists Query Wizard Query Design Form Form Design Blank Form Navigation More Forms Report Report Design Blank Report Report Wizard Labels Macro Class Module Visual Basic


All Access Objects

Tables

- Employees

Form Wizard

What layout would you like for your form?



Columnar
 Tabular
 Datasheet
 Justified

Cancel < Back Next > Finish

The presentation selects the "Datasheet" layout as shown.

The screenshot shows the Microsoft Access 2013 interface. The title bar indicates the file path: `C:\Users\Tim\Documents\cptr1138\Lab08\employeedata.accdb (Access 2007 - 2013 file format)`. The ribbon is set to **CREATE**. The **Form Wizard** task pane is active, showing the **Form Wizard** dialog box. The dialog asks: "What title do you want for your form?" with the text "Employees" entered in the input field. Below this, it says: "That's all the information the wizard needs to create your form. Do you want to open the form or modify the form's design?" There are two radio button options: "Open the form to view or enter information." (which is selected) and "Modify the form's design." At the bottom of the dialog are buttons for "Cancel", "< Back", "Next >", and "Finish".

A yellow callout box on the right side of the dialog contains the text: "The presentation enters the title and selects 'Finish'." This indicates the next step in the process.

- This PC
- Recycle Bin
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View

- Form View
- Datasheet View
- Layout View
- Design View

Controls

ab | Aa | XXXX | [Icons]

Logo | Title

Existing Property Sheet

Tools

Employees

LastName	Hunter
FirstName	Anna
Office	Moscow
Expertise	Continental
Home Phone	208-882-3424

The presentation selects "View" and selects "Layout View".