# **YO19\_Access\_Ch04\_Prepare - Spa, Part A 1.0**

## **Project Description:**

The Turquoise Oasis Spa has a database with customer, employee, product, and service information for easier scheduling and access. An intern created the database, and the manager and staff members are struggling to use it to its fullest capacity. You have recently been hired to work in the office of the spa, and you have knowledge of Access, so the manager has asked for your help in maintaining the records and creating forms and reports to help better use the data in the database.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
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| 1 | Start Access. Download and open the file named *Access\_Ch04\_Prepare\_Spa\_A.accdb*. Grader has automatically added your last name to the beginning of the filename. Save the file to the location where you are storing your files. | 0 |
| 2 | Datasheet view shows all the records and fields at one time, which is one advantage to using it to update your records. Another advantage is the ability to see all the records in the table, which gives you a perspective on the data you are entering.  Open the *tblCustomer* table, navigate to Customer ID CU0-12 and edit their phone number to be **5055552923**   Close the table. | 5 |
| 3 | When you add a record to a form, you are actually adding the record to the table in which it will be stored. The form will open in Form view, which is the view that allows you to edit the data. As in a datasheet, new records are added at the end of the table, which means that you must go to a blank record to enter new data.  Open the frmEmployee form and create a new employee record using the following information:   |  |  | | --- | --- | | **Field** | **Data to Type** | | First Name | **Samantha** | | Last Name | **Bee** | | Address | **4541 N Cloverleaf Ln** | | City | **Carlsbad** | | State | **NM** | | Phone | **5055559987** |   Close the form. | 7 |
| 4 | When you edit a record in a form, you are actually editing the record in the table in which it is stored.  Open the frmEmployee form, locate the record for Mary Murphy and edit her phone number to be **5055551289** Close the form. | 5 |
| 5 | The spa manager would like to remove employee, Peter Klein from the tblEmployee table. However, Peter currently has appointments scheduled in the tblSchedule table. His appointments must be given to someone else before his record can be deleted.   Open the tblSchedule table and change each instance of Peter in the Employee field to Alex (Alex Weaver). Close the table.  Open the frmEmployee form, locate the record for **Peter Klein** and delete the record. Close the form. | 7 |
| 6 | The manager of the spa wants the staff to be able to enter and update customer information easily. She thinks it would be much easier to enter data in a form rather than in Datasheet view of a table.  Using the Form Wizard create a form using all fields from the tblCustomer table in a Columnar layout, naming the form **frmCustomerInput**  In Design view, add a label to the top-left corner of the Form footer area about 2.5 inches wide. In the label, type **Created by c Smith**  Save and close the form. | 12 |
| 7 | There may be times when you want to create a form using two tables. Before you can use two tables in a form, you must make sure there is a one-to-many relationship between the tables. Access will automatically use the common field between the tables to create the form.  Use the From Wizard to create a form using all the fields from tblCustomer, as well as all the fields from tblSchedule. View the records by Customer as a Form with subform(s). Have the subform viewed as a Datasheet and name the main form **frmCustomerSchedule** and the subform **frmCustomerSubform**  In Design view, add a label to the top-left corner of the Form footer area about 2.5 inches wide. In the label, type **Created by c Smith**  Save and close the form. | 12 |
| 8 | A split form is created from one table and displays each record individually at the top of the window and then again as part of the whole table datasheet in the bottom of the window. This type of form gives you the advantage of seeing each record and the whole table in one place.  Create a Split Form using the tblCustomer table. In Design view, add a label to the top-left corner of the Form footer area about 2.5 inches wide. In the label, type **Created by c Smith**  Save the form as **frmCustomerSplit** Close the form. | 12 |
| 9 | The manager of the spa would like to make the customer input form look more like the colors in the spa. The resort has a set of themes that the manager wants to apply all objects in the database.  Download the *SpaTheme.thmx* file. Save the file to the location where you are storing your files. Open the frmCustomerInput form and in Layout view, apply the *SpaTheme.thmx* theme to the database.   Edit the form title to be **Customer Input** Save and close the form. | 10 |
| 10 | Controls can be resized to make the form more user friendly. When you create a form using the wizard, the order in which you choose the fields in the wizard step is the order in which the fields are added to the form. Once the form has been created, you may decide the fields should be in a different order.  Open the frmCustomerSchedule form and make the following changes: Adjust the size of the Last Name text box control to match that of the First Name text box above.  Extend the width of the Address text box control so that it matches that of the City text box below.  Edit the form title to be **Customer Schedule** Delete the frmCustomer subform label Use the AutoFit feature to adjust the width of each column in the subform. Drag the left border of the subform to the left, if necessary, so that all fields are visible without scrolling.  Delete the CustomerID label and text box controls. Select the Phone label, Phone text box, Email label, and Email text box and move them up and to the right until they are right next to the First Name and Last Name controls.  Drag the subform datasheet up and to the left so that is just under the State label.  Change the font of the form title to be Bold with a Font size of 28.  Apply a Bold font style to the First Name and Last Name text boxes.   Save the form. | 20 |
| 11 | Pictures can be added to forms to make them more appealing. When a picture is added to a form, the same picture will appear for every record in the table. A picture can be inserted in the header, the footer, or the Detail area of the form where the record values are shown.  Download the *SpaLogo.jpg* file. Save the file to the location where you are storing your files. With the frmCustomerSchedule form in Layout view, insert the *SpaLogo.jpg* into the Detail section. Move the picture under the Email text box. Resize the picture so that is fits in between the Email text box and the subform.   Save and close the form. | 10 |
| 12 | Close all database objects. Close the database and then exit Access. Submit the database as directed. | 0 |

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| **Total Points** | **100** |