Academy of Learning
CAREER COLLEGE

ACS19E2 - Practical Component Instructions

Complete the practical component by following these instructions. You will use your completed Access database files to answer the 40 questions of the online exam. You will not submit or upload your completed files in myAOLCC.

Please return these instructions to your Learning Coach once you have completed the online exam.

Please note that these are general and not step-by-step instructions. In this practical component, you will use Microsoft Access 2019 to perform the following functions:

- Use the primary key
- Create a composite index
- Use auto indexing
- Customize the ribbon
- Create tabs and groups on the ribbon
- Find, add, edit, and delete records in Datasheet View
- Use advanced sorting and filtering options
- Use subdatasheets
- Link an external database using a linked table
- Split an Access database
- Convert a shared table in a table
- Create a macro
- Work with the AutoExec macro
- Run VBA codes and handle errors
- Create an Update query
- Use operators in SQL statements
- Use password encryption and decryption
- Format a field on a form and use format painter

Instructions

Complete the following steps using any technique you wish.

1. Using the template library, create a database **Nutrition_Tracking** using the Nutrition tracking template. Once the database is created, if there is a security warning at the top of the window, click **Enable Content**.
2. Identify the field with the primary key in the **My Profile** table in the database. Create a composite index named **FoodServing** in the **Foods** table and add the following fields in it: **Serving Size** and **Food**. Keep **Ascending** as the Sort Order for both the fields.
3. Add diet in the AutoIndex on Import/Create field and test it. Delete **diet** from the AutoIndex on Import/Create field. Delete the field with **diet** in the name that you've created to test the AutoIndex.
4. Add a new tab called **EDITS** to the ribbon and add the group, **Quick Formats**. Add the **Format Painter**, **Paste**, and **Paste Special** commands to the group. Remove the new tab, group, and commands in the new group.
5. Sort the **Food Type** column of the **Foods** table from A to Z. Remove the sort from the field.
6. In the same table, sort the **Potassium** and **Zinc** columns simultaneously from largest to smallest. Make a note of the top values in the Potassium and Zinc columns you can see after sorting, because you'll need that information later. Remove sort from the fields.
7. Filter the **Serving Size** field in the Foods table of Nutrition_Tracking database to identify 0.1fruit. Remove the filter.
8. Freeze the first four columns in the **Foods** table. Unfreeze all the fields.
9. Attach the **FoodLog** table as a subdatasheet in the **Foods** table using the Property Sheet. Expand and collapse the subdatasheet added in the sheet. Remove the Subdatasheet.
10. Split the **Nutrition_Tracking** database into front-end and back-end. Save the back-end file to your personal folder.
11. Create and run the macro, **mcrHealthMessage**, in the **Nutrition_Tracking** database with the following details:

    Message: **Inspiring Message**

    Beep: **Yes**

    Type: **None**

    Title: **You are worth it!**

    Convert this macro into a VBA module and name the module, **basHealth**.

12. Create a module named **basTest01** in the Nutrition_Tracking database. Add a subroutine named Sub Test and then add the following information as Dim statements in the Code window (make sure Option Explicit is enabled in the Declaration section):

    - Declare variable X as an integer, put value of X = 4
    - Declare variable Y as an integer, put value of Y = 2
    - Add a code below the value of Y that will show the result of multiplying X and Y in a message box (use Intellisense).
    - Run the code.

    Make a note of the line where the Intellisense appeared.

    Note: Place your cursor at the end of the MsgBox line while running the code.

13. In the Nutrition_Tracking database, create a new Update query, **qrytest01**, to update **Sweets** to **Desserts** in the Food Type column from the **Foods** table. Run the query and make a note of the number of records that are updated after running the query. Confirm whether the records have been updated.

14. In the Nutrition_Tracking database, using the AutoExec macro, remove the **Startup Screen** that opens as soon as the database is opened. Reinstate the screen.

15. Create a compiled format file (**.accde**) of the Nutrition_Tracking database and save it to your personal folder.

16. Encrypt the Nutrition_Tracking database with the password, he@lth. Decrypt the database.

17. Create a **New** folder in your personal folder. Move the back-end file of the Nutrition_Tracking database created in Step 10 to the **New** folder. Note the new folder location.

18. Open the front-end file of the Nutrition_Tracking database, use the **Linked Table Manager** to link the database tables to the back-end file again. Add the new location of the back-end file to the Trusted Locations list. Remove the new added location from the Trusted Locations list.

19. Edit the formatting of the Saturated Fat text field in the Food Details form in the Nutrition_Tracking database as follows:

    Back Color: **Blue, Accent 1**

    Font Name: **Times New Roman**

    Text Align: **Center**

    Apply the same formatting to the **Mono Sat Fat** and **Poly Sat Fat** at the same time.

    Restore formatting of all 3 fields to the original.

20. Save the database file.

21. Create another database named **Healthy_Foods**. Add a table named **tblFoodType** and include the following fields:

    - ID (AutoNumber)
    - FoodType (Short Text)
    - FoodOrders (Short Text)
    - Source (Short Text)
    - Quantity (Number)

    Use default properties.

22. Link the **FoodLog** table from the Nutrition_Tracking database to the **tblFoodType** table of the Healthy_Foods database.
23. Open the **FoodLog** table in Design View and check if you can edit the fields.
24. Establish a relationship between the **FoodEaten** field from the FoodLog field table of the Nutrition_Tracking database and the **FoodType** field from the tblFoodType table of the Healthy_Foods database.
25. Save the database file and keep it open.

Let your Learning Coach know once you have completed your practical component. Keep the database files open on your desktop so that you will have the information available as you complete the online exam.

Your Learning Coach will provide a code for you to access the online exam.