

11. Close the Company table, and then compact and repair the Supplier database.
12. Close the Supplier database.



APPLY

Case Problem 1

If you have a SAM 2010 user profile, your instructor may have assigned an autogradable version of this assignment. If so, log into the SAM 2010 Web site at www.cengage.com/sam2010 to download the instructions and start files.

Data File needed for this Case Problem: School.accdb

Pine Hill Music School After giving private piano lessons from her home for several years, Yuka Koyama founded the Pine Hill Music School in Portland, Oregon. Because of her popularity as a music teacher, Yuka attracted top-notch students, and her school quickly established a reputation for excellence. During the past two years, other qualified teachers have joined Yuka to offer instruction in voice, violin, cello, guitar, percussion, and other instruments. As her school continues to grow, Yuka wants to use Access to keep track of information about students, teachers, and contracts. You'll help Yuka create and maintain an Access database to store data about her school. Complete the following:

1. Create a new, blank database named **Pinehill**, and save it in the Access1\Case1 folder provided with your Data Files.
2. In Datasheet view for the Table1 table, rename the default primary key ID field to **TeacherID**. Change the data type of the TeacherID field to Text.
3. Add the following five fields to the new table in the order shown; all of them are Text fields except HireDate, which is a Date/Time field: **FirstName**, **LastName**, **Degree**, **School**, and **HireDate**. Save the table as **Teacher**.
4. Enter the records shown in Figure 1-31 in the Teacher table. For the first record, be sure to enter your first name in the FirstName field and your last name in the LastName field.

Figure 1-31

Teacher table records

TeacherID	FirstName	LastName	Degree	School	HireDate
55-5310	Student First	Student Last	BA	Lewis & Clark College	4/21/2012
13-1100	Yuka	Koyama	MM	Pacific University	1/13/2012
17-1798	Richard	Jacobson	PhD	Pacific University	1/15/2012
22-0102	Andre	Dvorak	BM	University of Portland	3/3/2012
34-4506	Marilyn	Schwartz	BM	University of Portland	5/1/2012

5. Yuka created a database named School that contains a Faculty table with teacher data. The Teacher table you created has the same design as the Faculty table. Copy all the records from the **Faculty** table in the **School** database (located in the Access1\Case1 folder provided with your Data Files) and paste them at the end of the Teacher table in the Pinehill database.
6. Resize columns in the datasheet, as necessary, so that all the field values are completely displayed, and then save the Teacher table.
7. Close the Teacher table, and then use the Navigation Pane to reopen it. Note that the records are displayed in primary key order.
8. Use the Simple Query Wizard to create a query that includes the FirstName, LastName, and HireDate fields (in that order) from the Teacher table. Name the query **StartDate**, and then close the query.
9. Use the Form tool to create a form for the Teacher table. Save the form as **TeacherInfo**, and then close it.
10. Use the Report tool to create a report based on the Teacher table. In Layout view, resize each field so it is slightly wider than the longest entry (either the field name itself or an entry in the field). All six fields should fit within the page area after resizing. Move the

text “Page 1 of 1” to the left so it is within the page area. Also, resize the box containing the total amount that appears below the TeacherID column so that the amount is completely displayed. Display the report in Print Preview and verify that the fields and page number appear within the page area. Save the report as **TeacherList**, print the report (only if asked by your instructor to do so), and then close it.

11. Close the Teacher table, and then compact and repair the Pinehill database.
12. Close the Pinehill database.

Apply what you learned to create a database for a business in the fitness industry.

APPLY

Case Problem 2

Data File needed for this Case Problem: Health.accdb

Parkhurst Health & Fitness Center After many years working in various corporate settings, Martha Parkhurst decided to turn her lifelong interest in health and fitness into a new business venture and opened the Parkhurst Health & Fitness Center in Richmond, Virginia. In addition to providing the usual fitness classes and weight training facilities, the center also offers specialized programs designed to meet the needs of athletes—both young and old—who participate in certain sports or physical activities. Martha’s goal in establishing such programs is twofold: to help athletes gain a competitive edge through customized training, and to ensure the health and safety of all participants through proper exercises and physical preparation. Martha wants to use Access to maintain information about the members who have joined the center and the types of programs offered. She needs your help in creating this database. Complete the following steps:

1. Create a new, blank database named **Fitness**, and save it in the Access1\Case2 folder provided with your Data Files.
2. In Datasheet view for the Table1 table, rename the default primary key ID field to **ProgramID**. Change the data type of the ProgramID field to Text.
3. Add the following three fields to the new table in the order shown; all of them are Text fields except MonthlyFee, which is a Currency field: **ProgramType**, **MonthlyFee**, and **PhysicalRequired**. Resize the columns as necessary so that the complete field names are displayed. Save the table as **Program**.
4. Enter the records shown in Figure 1-32 in the Program table.

Figure 1-32

Program table records

ProgramID	ProgramType	MonthlyFee	PhysicalRequired
201	Junior Full (ages 13-17)	\$40.00	Yes
202	Junior Limited (ages 13-17)	\$30.00	Yes
203	Young Adult Full (ages 18-25)	\$50.00	No
204	Young Adult Limited (ages 18-25)	\$35.00	No

5. Martha created a database named Health that contains a Class table with program data. The Program table you created has the same design as the Class table. Copy all the records from the **Class** table in the **Health** database (located in the Access1\Case2 folder provided with your Data Files) and paste them at the end of the Program table in the Fitness database.
6. Resize columns in the datasheet, as necessary, so that all the field values are completely displayed, and then save the Program table.
7. Use the Simple Query Wizard to create a query that includes all the fields from the Program table. In the second Simple Query Wizard dialog box, select the Detail option. Save the query as **ProgramData**. Resize the columns in the query datasheet so that all the field values are completely displayed, if necessary, and then close the query.

8. Use the Form tool to create a form for the Program table. Save the form as **ProgramInfo**, and then close it.
9. Use the Report tool to create a report based on the Program table. In Layout view, resize the ProgramID and PhysicalRequired fields so they are slightly wider than the longest entry (either the field name itself or an entry in the field). All four fields should fit within the page area after resizing. Move the text “Page 1 of 1” to the left so it is within the page area. Also, resize the box containing the total amount that appears below the MonthlyFee column so that the amount is completely displayed. Display the report in Print Preview and verify that the fields and page number fit within the page area. Save the report as **ProgramList**, print the report (only if asked by your instructor to do so), and then close it.
10. Close the Program table, and then compact and repair the Fitness database.
11. Close the Fitness database.

Expand your skills to create a database for an agency that recycles household goods.

CHALLENGE

Case Problem 3

Data File needed for this Case Problem: RRGGroup.accdb

Rossi Recycling Group The Rossi Recycling Group is a not-for-profit agency in Salina, Kansas that provides recycled household goods to needy people and families at no charge. Residents of Salina and surrounding communities donate cash and goods, such as appliances, furniture, and tools, to the Rossi Recycling Group. The group’s volunteers then coordinate with local human services agencies to distribute the goods to those in need. The Rossi Recycling Group was established by Mary and Tom Rossi, who live on the outskirts of Salina on a small farm. Mary and Tom organize the volunteers to collect the goods and store the collected items in their barn for distribution. Tom wants to create an Access database to manage information about donors, their donations, and the human services agencies. Complete the following steps:

1. Create a new, blank database named **Rossi**, and then save it in the Access1\Case3 folder provided with your Data Files.
2. In Datasheet view for the Table1 table, rename the default primary key ID field to **DonorID**. Change the data type of the DonorID field to Text.
3. Add the following four Text fields to the new table in the order shown: **Title**, **FirstName**, **LastName**, and **Phone**. Resize the columns, if necessary, so that the complete field names are displayed. Save the table as **Donor**.
4. Enter the records shown in Figure 1-33 in the Donor table. For the first record, be sure to enter your title in the Title field, your first name in the FirstName field, and your last name in the LastName field.

Figure 1-33

Donor table records



DonorID	Title	FirstName	LastName	Phone
36012	Student Title	Student First	Student Last	785-823-9275
36016	Mr.	Doug	Showers	620-793-8477
36001	Mrs.	Janis	Fendrick	785-452-8736
36020	Mrs.	JoAnn	Randolph	785-309-6540
36019	Ms.	Connie	Springen	785-452-1178

5. Tom created a database named RRGGroup that contains a Contributors table with data about donors. The Donor table you created has the same design as the Contributors table. Copy all the records from the **Contributors** table in the **RRGroup** database (located in the Access1\Case3 folder provided with your Data Files) and paste them at the end of the Donor table in the Rossi database.

EXPLORE

6. If necessary, resize the columns in the datasheet so that all the field values are completely displayed, and then save the Donor table.
7. Close the Donor table, and then use the Navigation Pane to reopen it. Note that the records are displayed in primary key order.

EXPLORE

8. Use the Simple Query Wizard to create a query that includes all the fields in the Donor table except the Title field. (Hint: Use the  and  buttons to select the necessary fields.) Save the query using the name **DonorPhoneList**.
9. The query results are displayed in order by the DonorID field values. You can specify a different order by sorting the query. Display the Home tab. Then, click the insertion point anywhere in the LastName column to make it the current field. In the Sort & Filter group on the Home tab, click the Ascending button. The records are now listed in order by the values in the LastName field. Save and close the query.

EXPLORE

10. Use the Form tool to create a form for the Donor table. In the new form, navigate to record 8, and then print the form *for the current record only*. (Hint: You must use the Print dialog box in order to print only the current record. Go to Backstage view, click the Print command, and then click Print to open the Print dialog box. Click the Selected Record(s) option button and then click the OK button to print the current record.) Save the form as **DonorInfo**, and then close it.
11. Use the Report tool to create a report based on the Donor table. In Layout view, resize each field so it is slightly wider than the longest entry (either the field name itself or an entry in the field). All five fields should fit within the page area after resizing. Move the text "Page 1 of 1" to the left so it is within the page area. Also, resize the box containing the total amount that appears below the DonorID column so that the amount is completely displayed. Display the report in Print Preview and verify that the fields and page number fit within the page area. Save the report as **DonorList**. Print the report (only if asked by your instructor to do so), and then close it.
12. Close the Donor table, and then compact and repair the Rossi database.
13. Close the Rossi database.

Explore some new skills to create a database for a luxury rental company.

CHALLENGE

Case Problem 4

Data File needed for this Case Problem: Travel.accdb

GEM Ultimate Vacations As guests of a friend, Griffin and Emma MacElroy spent two weeks at a magnificent villa in the south of France. This unforgettable experience stayed with them upon returning to their home in a suburb of Chicago, Illinois. As a result, they decided to open their own agency, GEM Ultimate Vacations, which specializes in locating and booking luxury rental properties, primarily in Europe. Recently, Griffin and Emma expanded their business to include properties in Africa as well. From the beginning, Griffin and Emma used computers to help them manage all aspects of their business. They recently installed Access and now would like you to create a database to store information about guests, properties, and reservations. Complete the following:

1. Create a new, blank database named **GEM**, and then save it in the Access1\Case4 folder provided with your Data Files.
2. In Datasheet view for the Table1 table, rename the default primary key ID field to **GuestID**. Change the data type of the GuestID field to Text.
3. Add the following eight Text fields to the new table in the order shown: **GuestFirst**, **GuestLast**, **Address**, **City**, **State/Prov**, **PostalCode**, **Country**, and **Phone**. Resize the columns, if necessary, so that the complete field names are displayed. Save the table as **Guest**.
4. Enter the records shown in Figure 1-34 in the Guest table. For the first record, be sure to enter your first name in the GuestFirst field and your last name in the GuestLast field.

Figure 1-34 Guest table records

GuestID	GuestFirst	GuestLast	Address	City	State/Prov	PostalCode	Country	Phone
201	Student	First	153 Summer Ave	Evanston	IL	60201	USA	847-623-0975
203	Tom	Davis	5003 Wilson Blvd	Chicago	IL	60603	USA	312-897-4515
206	Li	Zhu	6509 Great Rd	Gary	IN	46401	USA	219-655-8109
202	Ingrid	Gorman	207 Riverside Dr West	Windsor	ON	N9A 5K4	Canada	519-977-8577
205	Richard	Nelson	34 Settlers Dr	Tinley Park	IL	60477	USA	708-292-4441

5. Emma created a database named Travel that contains a Client table with data about guests. The Guest table you created has the same design as the Client table. Copy all the records from the **Client** table in the **Travel** database (located in the Access1\Case4 folder provided with your Data Files) and paste them at the end of the Guest table in the GEM database.

6. Resize columns in the datasheet, as necessary, so that all the field values are completely displayed, and then save the Guest table.

7. Close the Guest table, and then use the Navigation Pane to reopen it. Note that the records are displayed in primary key order.

8. Use the Simple Query Wizard to create a query that includes the following fields from the Guest table, in the order shown: GuestID, GuestLast, GuestFirst, City, and Phone. Name the query **GuestData**.

EXPLORE

9. The query results are displayed in order by the GuestID field values. You can specify a different order by sorting the query. Display the Home tab. Then, click the insertion point anywhere in the GuestLast column to make it the current field. In the Sort & Filter group on the Home tab, click the Ascending button. The records are now listed in order by the values in the GuestLast field. Save and close the query.

EXPLORE

10. Use the Form tool to create a form for the Guest table. In the new form, navigate to record 12, and then print the form *for the current record only*. (Hint: You must use the Print dialog box in order to print only the current record. Go to Backstage view, click the Print command, and then click Print to open the Print dialog box. Click the Selected Record(s) option button and then click the OK button to print the current record.) Save the form as **GuestInfo**, and then close it.

11. Use the Report tool to create a report based on the Guest table. In Layout view, resize each field so it is slightly wider than the longest entry (either the field name itself or an entry in the field). Move the text “Page 1 of 1” to the left so it is within the page area on the report’s first page. Also, resize the box containing the total amount that appears below the GuestID column so that the amount is completely displayed. Display the report in Print Preview and notice that the columns of the report are spread across two pages. Save the report as **GuestList**.

EXPLORE

12. In the Close Preview group, click the Close Print Preview button to return to the report in Layout view. To make more room on the first page, you’ll delete the Address, PostalCode, and Country columns from the report. Click anywhere in the Address column to make it active. Click the Report Layout Tools Arrange tab, and then click the Select Column button in the Rows & Columns group. Click the Home tab, and then click the Delete button in the Records group to delete the selected column. Repeat this process to delete the PostalCode and Country columns. The remaining six fields should now all fit on the report’s first page.

13. Save the report, print it (only if asked by your instructor to do so), and then close it.

14. Close the Guest table, and then compact and repair the GEM database.

15. Close the GEM database.