SIMnet® Access - Chapter 2 - Using Design View, Data Validation, and Relationships

PAUSE & PRACTICE: ACCESS 2-1

For this Pause & Practice, you create a new database for Ryan Thomas, operations director for Mary's Rentals. You use *Design* view to create a table to store information about the rental equipment. In addition, you modify the field properties to enhance the functionality of this table.

File Needed: **EquipmentDataFile-02.xlsx** *(Student data files are available in the* Library *of your SIMnet account.)*
Completed Project File Name: ***[your initials] PP A2-1.accdb***

Office 365 UPDATE In 2021, Microsoft released an update to how contextual tabs are named. This page has been revised to reflect the update.

1. Create a new blank database.
   a. Open Access or click the **New** button [*File* tab] if an Access database is already open.
   b. Click **Blank database**.
   c. Type [your initials] PP A2-1 in the *File Name* box.
   d. Click the **Browse** button to change the location in which to save the database and click **OK**.
   e. Click the **Create** button. The database opens with a new table showing in *Datasheet* view.
2. Switch to *Design* view and save the table.
   a. Click the **View** button [*Fields* tab, *Views* group] and select the **Design View** option. You are prompted to save the table.
   b. Type Equipment as the new table name.
   c. Click **OK**. The table displays in *Design* view with the default primary key selected.
3. Modify the default primary key.
   a. Click the **ID** *Field Name* property box in your table and type EquipmentID. Press **Tab** to move to the *Data Type* property.
   b. Click the **drop-down arrow** in the *Data Type* property box.
   c. Select the **Short Text** data type. Press **Tab** to move to the *Description* property.
   d. Type Unique ID assigned to each piece of equipment in the *Description* property box. Press **Tab** to move to the next row (Figure 2-20).

MORE INFO

The default *AutoNumber* data type was not appropriate for the *EquipmentID* field because Mary's Rentals already has assigned ID numbers to their equipment. Choose a *Short Text* data type for fields not used in arithmetic operations, even if the field contains numbers.

4. Add new fields into the table.
   a. Type ProductName in the *Field Name* property box of the second row. Press **Tab** to move to the *Data Type* property.
   b. Select the **Short Text** *Data Type*. Press **Tab** to move to the *Description* property.
   c. Do not enter a description; instead, press **Tab** to move to the next row.
   d. Continue adding the remaining fields into the *Equipment* table using the information in Table 2-3.

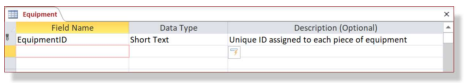


Figure 2-20 Add fields into the *Equipment* table

Table 2-3

Field Name	Data Type	Description

Field Name	Data Type	Description
Category	**Short Text**	Type of equipment
DailyRentalRate	**Currency**	
WeeklyRentalRate	**Currency**	Must be greater than the DailyRentalRate
MonthlyRentalRate	**Currency**	Must be greater than the WeeklyRentalRate
DatePurchased	**Date/Time**	Date we purchased the equipment; not necessarily the date the equipment was made
Comments	**Long Text**	Additional information about the equipment

5. Save all of the modifications to the *Equipment* table.
6. Set the field properties in the *Equipment* table.
   a. Click the **row selector** of the *EquipmentID* field.
   b. Type 5 in the *Field Size* property box in the *Field Properties* area.
   c. Click the **Required** property box and select **Yes** if necessary.
   d. Click the **row selector** of the *ProductName* field.
   e. Continue changing the remaining field properties in the *Equipment* table using the information in Table 2-4.

Table 2-4

Field Name	Field Size	Format
ProductName	45	>[Blue]
Category	30	
DatePurchased		Medium Date

The *Required* property will be set for several of the other fields in *Pause & Practice 2-2* after you have added data validation features into the table design.

7. Save the table. Your completed table design should be similar to Figure 2-21.

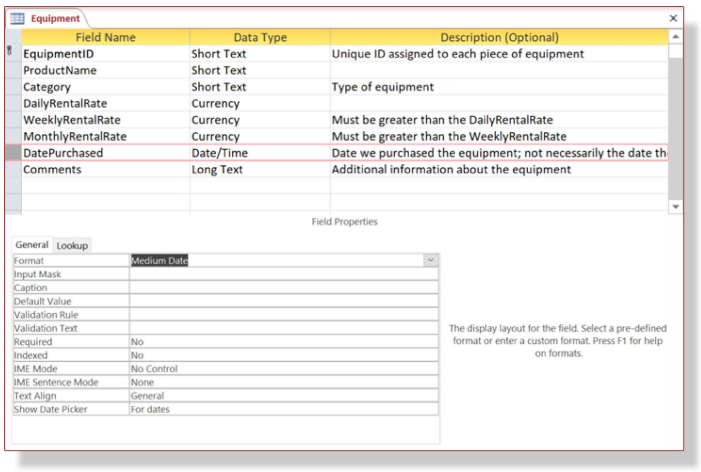
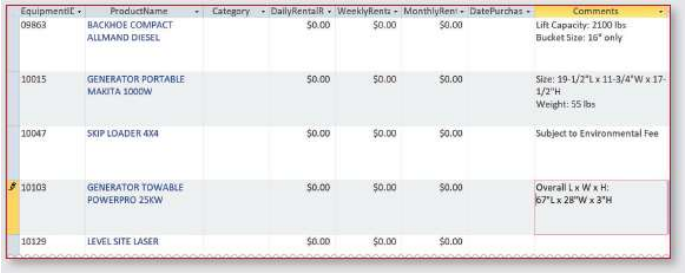


Figure 2-21 *Design* view of the completed *Equipment* table

8. Close the table.
9. Import data records from Excel into the *Equipment* table.
   a. Launch the *Get External Data – Excel Spreadsheet* dialog box.
   b. Locate and select the ***EquipmentDataFile-02*** Excel file.
   c. Append the records to the *Equipment* table.
   d. Launch the *Import Spreadsheet Wizard*. Note that the file only contains values for the *EquipmentID*, *ProductName*, and *Comments* fields. You will adjust the properties of the other fields in *Pause & Practice 2-2* before adding the additional data values.
   e. Finish the *Import Spreadsheet Wizard*. Close the *Wizard* after the records have imported.

10. Open the *Equipment* table in *Datasheet* view. The table should contain 10 records. Access automatically displays a value of $0.00 in currency data type fields that do not have any data. The *ProductName* values display in uppercase blue text as a result of entering >[Blue] in the *Format* property in step 6e.
11. Modify the row height of the table. Recall from chapter 1 that you can change the row height through the context menu.
    a. Select any row in the table.
    b. Right-click to open the context menu and select **Row Height**.
    c. Enter 58 in the *Row Height* box and click **OK**.
12. Modify the field width of the *ProductName* and *Comments* columns. Recall from chapter 1 that you can change the column width through the context menu.
    a. Select the *ProductName* column.
    b. Right-click to open the context menu and select **Field Width**.
    c. Enter 23 in the *Column Width* box and click **OK**.
    d. Repeat steps a–c to change the *Comments* field to a column width of 26.
13. Improve the formatting display of the *Comments* field. You can force a line break in a text field to have text appear on a second line. Press the **Ctrl+Enter** keys at the point where you want the line break to occur.
    a. For EquipmentID 09863, position and click the pointer before the B in "Bucket" and then press **Ctrl**+**Enter**. "Bucket" now starts on a second line.
    b. For EquipmentID 10015, position and click the pointer before the W in "Weight" and then press **Ctrl**+**Enter**.
    c. For EquipmentID 10103, position and click the pointer before the 6 in "67"L," and then press **Ctrl**+**Enter**. The completed table will be similar to Figure 2-22.



EquipmentID	ProductName	Category	DailyRentalR	WeeklyRents	MonthlyRent	DatePurchas	Comments
09863	BACKHOE COMPACT ALLMAND DIESEL		$0.00	$0.00	$0.00		Lift Capacity: 2100 lbs Bucket Size: 16" only
10015	GENERATOR PORTABLE MAKITA 1000W		$0.00	$0.00	$0.00		Size: 19-1/2"L x 11-3/4"W x 17-1/2"H Weight: 55 lbs
10047	SKIP LOADER 4X4		$0.00	$0.00	$0.00		Subject to Environmental Fee
10103	GENERATOR TOWABLE POWERPRO 25KW		$0.00	$0.00	$0.00		Overall L x W x H: 67"L x 28"W x 3"H
10129	LEVEL SITE LASER		$0.00	$0.00	$0.00		

Figure 2-22 PP A2-1 completed

14. Save and close the table.
15. Close the database