McGraw Hill **SIMnet®**

Access 2019 In Practice - Ch 1 Independent Project 1-5

COURSE NAME CRN 80740 | CIS 078 Microsoft Access

Start Date:08/11/2112:00 AMUS/Pacific   **Due Date:**09/07/2111:59 PMUS/Pacific   **End Date:**09/07/2111:59 PMUS/Pacific

Independent Project 1-5

Life's Animal Shelter (LAS) is an animal adoption agency that strives to keep its expenses down and donations up and is mainly run by volunteers. LAS does not turn any animal away, and its goal is to find homes for all animals within six months of their arrival. Julie Freed, one of the volunteers, has begun building a database for LAS. For this project, you work with her database, which currently has one table that contains information about the pets currently at LAS. Add one field into the table, edit field properties, enter data into records, modify the datasheet layout, and sort and filter the data in the table.
[Student Learning Outcomes 1.1, 1.2, 1.3, 1.5, 1.6]

File Needed: **LifesAnimalShelter-01.accdb** (Available from the Start File link.)
Completed Project File Name: **[First Name.Last Name]-LifesAnimalShelter-01.accdb**

Skills Covered in This Project

- Open an existing database.
- Use the Navigation Pane.
- Edit field properties in Datasheet view.
- Add a new field into a table.
- Save a table.
- Enter records.
- Change the datasheet layout.
- Sort data in a table.
- Filter data in a table.

1. ☐ Open the **LifesAnimalShelter-01** start file.

2. ☐ The file will be renamed automatically to include your name.

3. ☐ Enable content on the security warning.

4. ☐ Open the Navigation Pane.

5. ☐ Open the Pets table in Datasheet view.

6. ☐ Edit the field properties of the Pets table using the information in Table 1-17. For several of the fields you see a Some data may be lost warning message display when you change the field size. The sizes provided are large enough based on the data entered, so no data will be lost. Click the **Yes** button to make the change.

Table 1-17

Field Name	Caption	Size
ID	Pet ID	N/A
PetName	Pet Name	15
Type		10

Breed		40
Age		8
Gender		1
Details	Why I'd make a great companion	N/A

7. ☐ Save the table after updating the properties.

8. Add a new field, to the left of the *Details* field. Remember that the field name is still *Details* even though the caption is changed to *Why I'd make a great companion*.

   a. ☐ Select the **Details** column.

   b. ☐ Right-click to open the context menu.

   c. ☐ Select **Insert Field**.

9. Edit the field properties using the following information:

   a. ☐ *Field Name:* **Color**

   b. ☐ *Data Type:* **Short Text**

   c. ☐ *Size:* **25**

10. ☐ Save the table after updating the properties of this new field.

11. ☐ Enter the data values shown in Table 1-18 into the *Color* field.

Table 1-18

Pet ID	Pet Name	Color
1	Abby	Black
2	Alec	Tan
3	Allie	Brown
4	Barnaby	White
5	Lilith	Black/White
6	Martin	Brown Tabby/White
7	Sasha	Tan/White
8	Tate	Black/White
9	Elsa	White/Brown
10	Hubert	White/Brown
11	Bessie	Black/White
12	Connie	Tortoise Shell
13	Topaz	Brown Tabby
14	Lady	Black Brindle/White
15	Ashley	White/Brown
16	Peanut Buttet	Tan/White

12. Change the layout of the *Pets* table.

   a. ☐ Use *AutoFit* to decrease the column width of the *Pet ID, Type, Age*, and *Gender* fields.

   b. ☐ **Center-align** the *Pet ID* and *Gender* fields.

   c. ☐ Change the *Alternate Row Color* to **Light Gray, Background 2, Darker 10%** (third column, second row in the *Theme Colors* category).

   d. ☐ Set the *Column Width* of the *Details* field to **65**.

   e. ☐ Set the *Row Height* of the table to **110**.

   f. ☐ Save the changes to the layout.

13. ☐ Filter the *Pets* table to find the **Dogs** and **Cats** with **Brown** as part of their coloring. The resulting table should look similar to Figure 1-122. Your records may display in a different order.

Figure 1-122 Records filtered on *Type* **and** *Color*

14. ☐ Sort the filtered results in ascending order by the *Gender* field.

15. ☐ Remove the sort criteria. Clear all the filters. The datasheet will update to show all the records.

16. ☐ Close the *Pets* table.

17. ☐ Do not save any of the changes as a result of sorting or filtering the table.

18. Add the following database properties.

    a. ☐ *Title:* **LAS**

    b. ☐ *Author:* **Student Name**

    c. ☐ *Comments:* **Pets table updated on [enter today's date]**

    d. ☐ Click **OK** to save the changes.

19. ☐ Close the database.

20. ☐ Upload and save your project file.

21. ☐ Submit project for grading.