



## Access 2019 In Practice - Ch 1 Independent Project 1-6

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 1-6

Boyd Air is a national airline company. For this project, you will create a database, containing one table, to store information about the airplanes in Boyd Air's fleet. After creating the database, add fields into the table, edit field properties, import data, modify the datasheet layout, and find data using the *Search* box.

[Student Learning Outcomes 1.2, 1.3, 1.4, 1.5, 1.6]

File Needed: **AC2019-IndependentProject-1-6.accdb** (Available from the *Start File link.*), **AirplaneDataFile-01.xlsx** (Available from the *Resources link.*)

Completed Project File Name: **[First Name.Last Name]-AC2019-IndependentProject-1-6.accdb**

#### Skills Covered in This Project

- Create a blank database.
- Edit the default primary key.
- Add new fields into a table.
- Edit properties in *Datasheet* view.
- Save a table.
- Import records.
- Change the datasheet layout.
- Sort data in a table.
- Find data using the *Search* box.

1. Open the **AC2019-IndependentProject-1-6** start file.

- ☐ Click the **Enable Editing** button in the *Message Bar* at the top of the presentation so you can modify it.
- ☐ The file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor, and save it.

2. Create a new table and add fields into the table.

- ☐ Use the **Table** button to create a new table. Do not make any changes to the *ID* field.
- ☐ Enter the remaining fields into the table using the information in Table 1-19. After you enter the last field name, *InServiceDate*, press the **down arrow** key to remain in that column.

**Table 1-19**

Data Type	Field Name
Short Text	<b>PlaneModel</b>
Short Text	<b>Manufacturer</b>
Short Text	<b>Length</b>
Number	<b>FirstClassSeats</b>
Number	<b>CoachSeats</b>

Date & Time	InServiceDate
-------------	---------------

- c. ☐ Save the table as **Fleet**.
3. ☐ Edit the field properties of the *Fleet* table using the information in Table 1-20.

**Table 1-20**

Field Name	Caption	Size
ID	<b>Aircraft ID</b>	N/A
PlaneModel	<b>Model</b>	<b>25</b>
Manufacturer		<b>20</b>
Length		<b>7</b>
FirstClassSeats	<b>First Class</b>	N/A
CoachSeats	<b>Coach</b>	N/A
InServiceDate	<b>In-Service</b>	N/A

4. ☐ Save and close the table after updating the properties.
5. Import data from Excel into the *Fleet* table.
- ☐ Launch the *Get External Data – Excel Spreadsheet* dialog box.
  - ☐ Locate and select the **AirplaneDataFile-01** Excel file downloaded from the **Resources** link.
  - ☐ Append the records to the *Fleet* table.
  - ☐ Launch the *Import Spreadsheet Wizard*.
  - ☐ Finish the *Import Spreadsheet Wizard*. Close the *Wizard* after the records have imported.
6. ☐ Open the *Fleet* table in *Datasheet* view. Your table should contain 17 records.
7. Change the layout of the *Fleet* table.
- ☐ Change the *Font Size* to **12**.
  - ☐ Select the entire datasheet and use *AutoFit* to adjust all the fields to their correct size.
  - ☐ **Center-align** the *Aircraft ID*, *First Class*, and *Coach* fields.
  - ☐ Remove the gridlines.
  - ☐ Save the changes to the layout.
8. ☐ Sort the *Fleet* table in descending (newest to oldest) order according to the *In-Service* field. The table should look similar to Figure 1-123.
9. ☐ Remove the sort criteria.
10. ☐ Use the *Search* box to find **Dash8**.
11. ☐ Delete the value from the *Search* box.
12. ☐ Close the *Fleet* table.
13. ☐ Do not save any of the changes as a result of sorting or filtering the table.
14. Add the following database properties.

Aircraft ID	Model	Manufacturer	Length	First Class	Coach	In-Service
15	A319	Airbus	111'0"	8	116	7/30/2019
17	B737-800	Boeing	129'6"	12	150	2/25/2019
16	B737-800	Boeing	129'6"	12	150	10/29/2018
14	A319	Airbus	111'0"	8	116	4/4/2018
11	B777	Boeing	242'4"	30	450	6/1/2017
8	A319	Airbus	111'0"	8	116	8/1/2016
5	A319	Airbus	111'0"	8	116	1/1/2016
4	B737-800	Boeing	129'6"	12	150	10/1/2015
9	B737-800	Boeing	129'6"	12	150	7/25/2015
7	A319	Airbus	111'0"	8	116	6/1/2015
13	B777	Boeing	242'4"	30	450	12/1/2014
12	B747-400	Boeing	231'10"	24	544	4/1/2013
3	Dash8	De Havilland	107'9"	0	70	2/20/2013
1	B747-400	Boeing	231'10"	24	544	1/1/2013
10	B737-800	Boeing	129'6"	12	150	11/10/2012
2	Dash8	De Havilland	107'9"	0	70	3/1/2012
6	B777	Boeing	242'4"	30	450	9/25/2010
* (New)				0	0	

**Figure 1-123** Records sorted on *In-Service* field

- ☐ **Title:** **Boyd Air Fleet Data**
  - ☐ **Author:** **Marcus Sampson**
  - ☐ **Company:** **Boyd Air**
  - ☐ Click **OK** to save the changes.
15. ☐ Close the database.

16. ☐ Upload and save your project file.

17. ☐ Submit project for grading.

---