Access 2019 In Practice - Ch 1 Independent Project 1-4

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 1-4

Courtyard Medical Plaza (CMP) is a full-service medical office complex. For this project, you create a database, containing one table, to store information about the physicians who work at CMP. After creating the database, you add fields into the table, edit field properties, enter records, import data, modify the datasheet layout, and sort and filter the data in the table.
[Student Learning Outcomes 1.2, 1.3, 1.4, 1.5, 1.6]

Files Needed: ***AC2019-IndependentProject-1-4.accdb*** *(Available from the* Start File *link.),* ***PhysiciansDataFile-01.xlsx*** *(Available from the* Resources *link.)*
Completed Project File Name: ***[First Name.Last Name]-AC2019-IndependentProject-1-4.accdb***

Skills Covered in This Project

- Create a blank database.
- Edit the default primary key.
- Add a new field into a table.
- Edit properties in *Datasheet* view.
- Save a table.
- Enter records.
- Import records.
- Change the datasheet layout.
- Sort data in a table.
- Filter data in a table.

1. Open the **AC2019-IndependentProject-1-4** database start file.

    a. ☐ Enable content in the security warning.

    b. ☐ The file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor.

2. Edit the default primary key and add new fields into the table.

    a. ☐ Change the **ID** field name to **DoctorID**. Keep this field as an *AutoNumber* data type.

    b. ☐ Enter the remaining fields into the table using the information in Table 1-14. After you enter the last field name, *MoveInDate,* press the **down arrow** key to remain in that column.

    c. ☐ Save the table as **Physicians**.

Table 1-14

Data Type	Field Name
Short Text	**LastName**
Short Text	**FirstName**
Short Text	**OfficeNumber**
Short Text	**PrimarySpecialty**
Date & Time	**MoveInDate**

3. ☐ Edit the field properties of the *Physicians* table using the information in Table 1-15.

Table 1-15

Field Name	Caption	Size
DoctorID	**Doctor ID**	N/A
LastName	**Last Name**	25
FirstName	**First Name**	20
OfficeNumber	**Office**	3
PrimarySpecialty	**Specialty**	30
MoveInDate	**Tenant Since**	N/A

4. ☐ Save the table after updating the properties.

5. ☐ Enter the data records shown in Table 1-16 into the *Physicians* table. Remember that the *DoctorID* field is automatically entered by Access.

Table 1-16

Last Name	First Name	Office Number	Specialty	Move-In Date
Beyer	**Robert**	**101**	**Cardiovascular Disease**	**2/15/2015**
Scher	**Elizabeth**	**115**	**Pediatrics**	**4/1/2017**
Ostrander	**Emy**	**101**	**Cardiovascular Disease**	**11/8/2017**
Foster	**Margaret**	**200**	**Pediatrics**	**7/1/2008**

6. ☐ Save and close the *Physicians* table.

7. Import the remaining data records from Excel into the *Physicians* table.

   a. ☐ Launch the *Get External Data – Excel Spreadsheet* dialog box.

   b. ☐ Locate and select the **PhysiciansDataFile-01** Excel file.

   c. ☐ Append the records to the *Physicians* table.

   d. ☐ Launch the *Import Spreadsheet Wizard*.

   e. ☐ Finish the *Import Spreadsheet Wizard*. Close the *Wizard* after the records have imported.

8. ☐ Open the *Physicians* table in *Datasheet* view. Your table should contain 16 records.

9. Change the layout of the *Physicians* table.

   a. ☐ Change the *Font Size* to **12**.

   b. ☐ Use *AutoFit* to increase the column width of the *Specialty* field.

   c. ☐ Use *AutoFit* to increase the column width of the *Tenant Since* field.

   d. ☐ **Center-align** the *Doctor ID, Office*, and *Tenant Since* fields.

   e. ☐ Change the *Alternate Row Color* to **Blue, Accent 1, Lighter 60%** (fifth column, third row in the *Theme Colors* category).

   f. ☐ Save the changes to the layout.

10. ☐ Sort the *Physicians* table in ascending order by the *Specialty* field.

11. ☐ Remove the sort criteria.

12. ☐ Filter the *Physicians* table to find the doctors who moved in on or after **1/1/2013** and who have a specialty in **Pediatrics**. The table should look similar to Figure 1-121.

13. ☐ Clear all the filters. The datasheet updates to show all the records.

14. ☐ Close the *Physicians* table.

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

16. Add the following database properties.

   a. ☐ *Title:* **Courtyard Medical Plaza Physicians**

   b. ☐ *Author:* **Caroline Rios**

   c. ☐ *Company:* **CMP**

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

Figure 1-121 Records filtered on *Specialty* and *Tenant Since*

17. ☐ Close the database.

18. ☐ Upload and save your project file.

19. ☐ Submit project for grading.