



SCS1309 Database Management Systems

Practical 01 - MS Access

The College for Advanced Studies seeks to provide a quality education to each of its students. In order to do this, the college administration needs an efficient way to keep track of the vast amounts of information associated with each student served. A college administrator has asked you to create and update a database to help with this task.

1. Create a New blank database
2. Name the Access file as your last name in all lowercase letters. (For example, Janet Learner would save her file as “learner.accdb”) (Be sure to name the database before hitting the “Create” button)
3. In Design View, create a table using the structure shown below:
 - a. Name the table: Student List
 - b. Set the “Student #” field as the Primary Key

| Field Name | Data Type | Field Size | Other field properties |
|----------------------------|------------|------------|---|
| Student # (Primary Key) | Short Text | 5 | |
| Last Name | Short Text | Default | |
| First Name | Short Text | Default | |
| Address | Short Text | Default | |
| City | Short Text | Default | |
| State | Short Text | 2 | Format: Upper case Default value: IL |
| Zip Code | Short Text | 5 | |
| Balance | Currency | Default | |
| First Term Attended | Short Text | 4 | Format: Upper case |

4. In Datasheet View, add the data below to the “Student List” table: Note: For “First Term Attended” the last two characters are numbers, not letters. For example, ‘SP01’ is an

abbreviation of “Spring 2001.” Thus the ‘01’ should both be numbers – not the letter “O” and number “1.”

| Student # | Last Name | First Name | Address | City | State | Zip Code | Balance | First Term Attended |
|------------------|------------------|-------------------|------------------------------|-------------|--------------|-----------------|----------------|----------------------------|
| 54783 | Williams | Jack | 62 Smith Lane | Chicago | IL | 60605 | 42 | SP01 |
| 64589 | Metheny | Alexa | 125 Fairview | Burlington | IA | 60606 | 26 | FA02 |
| 95874 | Van Wegan | Alison | 100 Quantico | Chicago | IL | 60605 | 25 | SP03 |
| 23895 | Jackson | Ryan | 2320 Hills Circle | Decatur | IL | 60641 | 46 | FA02 |
| 96312 | Berstein | Krista | 126 South Street | Chicago | IL | 60605 | 15 | FA00 |
| 54387 | Wylliams | Karen | 43 Jones Ave. | Lovington | IL | 60605 | 28 | FA00 |
| 54123 | (Your name) | (Your name) | (type in any street address) | Your city | Your state | Your zip code | 54 | FA00 |

5. Modify the column widths as necessary
6. Create a form using the Form Wizard based on the “Student List” table
 - a. Use All Fields
 - b. Layout: Columnar
 - c. Form Name: Student Form
7. In Design View, change the Theme to “Executive”
8. Add the following records using the Form: (Your field data will not wrap around in the field as shown below)

| Student # | Last Name | First Name | Address | City | State | Zip Code | Balance | First Term Attended |
|-----------|-----------|------------|------------------|-----------|-------|----------|---------|---------------------|
| 36987 | Booy | Aaron | 21 Fairview Lane | Oskaloosa | IA | 52577 | 18 | WI10 |
| 76213 | McBurney | Colton | 45 Seary Drive | Knoxville | IL | 84134 | 56 | FA09 |

9. When you have finished adding the records, save the form as “Student Form”

10. Using the Report Wizard, create a report based on the “Student List” table, according to the following specifications:
 - a. Use All Fields
 - b. Group by: First Term Attended
 - c. Layout: Stepped
 - d. Orientation: Landscape
 - e. Title the report: Student Report
 - f. Adjust column widths in Design View as necessary

11. Create Queries
 - a. Query 1: Create a query from the “Student List” table using the Simple Query Wizard.

The basis of the query is as follows:

 - I. Your supervisor wants to see a report with the names and student numbers of the students who first attended in the Fall of 2000
 - II. Select the appropriate fields and the appropriate criteria. Run this query.
 - b. Query 2: Create a query from the “Student List” table using the Simple Query Wizard.

The basis of the query is as follows:

- I. You need to mail billing statements to students who owe more than \$20
 - II. Select the appropriate fields and the appropriate criteria. Run this query.
12. Save your completed Access file with your index number and submit it.