

Chapter Summary

In this chapter you have learned to design a database, create an Access database, create tables and add records to them, print the contents of tables, create queries, create forms, and create reports. You also have learned how to change database properties. The items listed below include all the new Access skills you have learned in this chapter.

1. Start Access (AC 12)
2. Create a Database (AC 13)
3. Create a Database Using a Template (AC 14)
4. Modify the Primary Key (AC 16)
5. Define the Remaining Fields in a Table (AC 19)
6. Save a Table (AC 21)
7. View the Table in Design View (AC 21)
8. Close the Table (AC 23)
9. Add Records to a Table (AC 23)
10. Quit Access (AC 26)
11. Open a Database from Access (AC 27)
12. Add Additional Records to a Table (AC 28)
13. Resize Columns in a Datasheet (AC 29)
14. Preview and Print the Contents of a Table (AC 31)
15. Create a Table in Design View (AC 33)
16. Import an Excel Worksheet (AC 38)
17. Use the Simple Query Wizard to Create a Query (AC 43)
18. Use a Criterion in a Query (AC 46)
19. Print the Results of a Query (AC 48)
20. Create a Form (AC 48)
21. Create a Report (AC 52)
22. Modify Column Headings and Resize Columns (AC 54)
23. Add Totals to a Report (AC 57)
24. Change Database Properties (AC 59)
25. Back Up a Database (AC 61)
26. Compact and Repair a Database (AC 61)
27. Open Another Database (AC 62)
28. Close a Database without Quitting Access (AC 62)
29. Save a Database with Another Name (AC 62)
30. Delete a Table or Other Object in the Database (AC 62)
31. Rename an Object in the Database (AC 62)



If you have a SAM 2010 user profile, your instructor may have assigned an autogradable version of this assignment. If so, log into the SAM 2010 Web site at www.cengage.com/sam2010 to download the instruction and start files.

Learn It Online

Test your knowledge of chapter content and key terms.

Actions: To complete the Learn It Online exercises, start your browser, click the Address bar, and enter the Web address scsite.com/ac2010/learn. When the Access 2010 Learn It Online is displayed, click the link for the exercise you want to complete and then read the instructions.

Chapter Reinforcement TF, MC, and SA

True/false, multiple choice, and short questions that test your knowledge of the content.

Cards

An interactive learning environment where you identify chapter key terms associated with their definitions.

Practice Test

A set of multiple choice questions that test your knowledge of chapter content and key terms.

Who Wants To Be a Computer Genius?

An interactive game that challenges your knowledge of chapter content in the style of a television quiz show.

Wheel of Terms

An interactive game that challenges your knowledge of chapter key terms in the style of the television show *Wheel of Fortune*.

Crossword Puzzle Challenge

A crossword puzzle that challenges your knowledge of key terms presented in the chapter.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Adding a Caption, Creating a Query, Creating a Form, and Creating a Report

Instructions: Start Access. Open the Babbage CPA Firm database. See the inside back cover of this book for instructions for downloading the Data Files for Students, or see your instructor for information on accessing the files required in this book.

The Babbage CPA Firm employs bookkeepers who maintain the books for those clients who need bookkeeping services. The Babbage CPA Firm has a database that keeps track of its bookkeepers and clients. Each client is assigned to a single bookkeeper, but each bookkeeper may be assigned many clients. The database has two tables. The Client table contains data on the clients who use the bookkeeping services of the Babbage CPA Firm. The Bookkeeper table contains data on the bookkeepers employed by Babbage CPA Firm.

Perform the following tasks:

1. Open the Bookkeeper table in Design view and add BKR # as the caption for Bookkeeper Number. Save the changes to the table.
2. Open the Bookkeeper table in Datasheet view and resize all columns to best fit the data. Save the changes to the layout of the table.
3. Use the Simple Query Wizard to create a query for the Client table that contains the Client Number, Client Name, Amount Paid, and Balance Due. Use the name, Client Query, for the query.
4. Create a simple form for the Bookkeeper table. Use the name, Bookkeeper, for the form.
5. Close the Bookkeeper form.
6. Create the report shown in Figure 1–90 for the Client table. The report includes totals for both the Amount Paid and Balance Due fields. Be sure the totals appear completely. You might need to expand the size of the controls. Move the page number so that it is within the margins.
7. Compact the database.
8. Back up the database.
9. Change the database properties, as specified by your instructor. Submit the revised database in the format specified by your instructor.

Client Financial Report

Thursday, April 12, 2012
8:38:16 PM

Client Number	Client Name	Amount Paid	Balance Due	Bookkeeper Number
A54	Afton Mills	\$575.00	\$315.00	22
A62	Atlas Suppliers	\$250.00	\$175.00	24
B26	Blake-Scripps	\$875.00	\$250.00	24
D76	Dege Grocery	\$1,015.00	\$325.00	22
G56	Grand Cleaners	\$485.00	\$165.00	24
H21	Hill Shoes	\$0.00	\$285.00	34
J77	Jones Plumbing	\$685.00	\$0.00	22
M26	Mohr Crafts	\$125.00	\$185.00	24
S56	SeeSaw Industries	\$1,200.00	\$645.00	22
T45	Tate Repair	\$345.00	\$200.00	34
W24	Woody Sporting Goods	\$975.00	\$0.00	34
C29	Catering by Jenna	\$0.00	\$250.00	34
		\$6,530.00	\$2,795.00	

Figure 1–90

Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.

Using a Database Template to Create a Students Database

Instructions: Access includes a number of templates that you can use to create a beginning database that can be modified to meet your specific needs. You will create a Students database using the Students template. The database includes sample tables, queries, forms, and reports. You will change the database and create the Student Birthdays Query, shown in Figure 1–91.

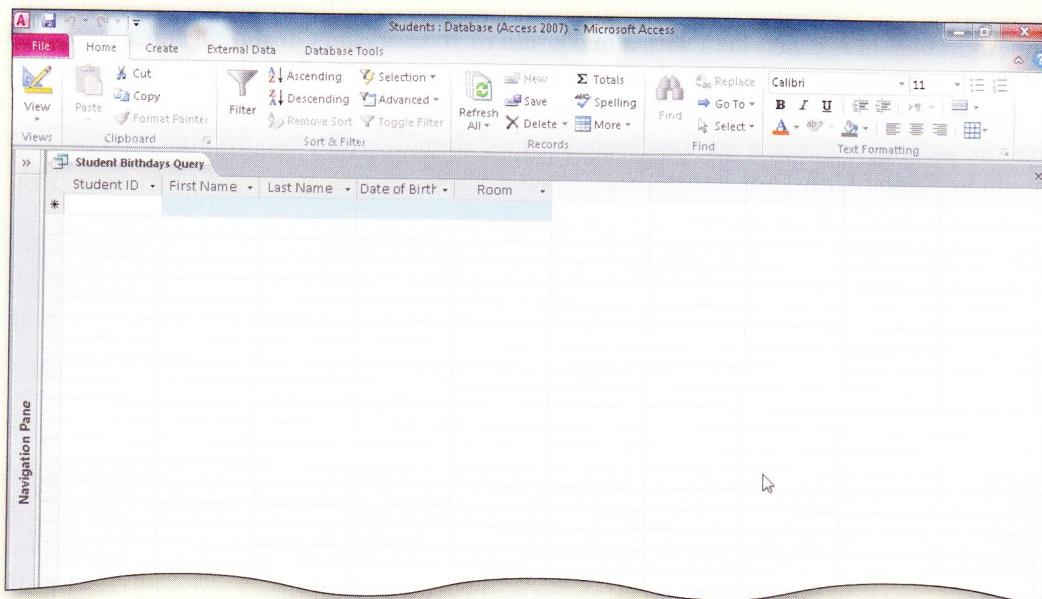


Figure 1–91

Perform the following tasks:

1. Start Access.
2. With a USB flash drive connected to one of the computer's USB ports, ensure the New tab is selected in the Backstage view and select Sample templates in the New gallery.
3. Select the Students template and create a new database on your USB drive with the file name, Students.
4. Close the Student List form and change the organization of the Navigation Pane to Tables and Related Views .
5. Delete the Student Details form.
6. Use the Query Wizard to create the query shown in Figure 1–91. Save the query as Student Birthdays Query.
7. Open the Student Phone List in Layout view and use the tools on the Format tab to make the Student Phone List title bold and change the font size to 24. Delete the control containing the time.
8. Save your changes to the report.
9. Compact the database.
10. Change the database properties, as specified by your instructor. Submit the revised database in the format specified by your instructor.

Make It Right

Analyze a database and correct all errors and/or improve the design.

Correcting Errors in the Table Structure

Instructions: Start Access. Open the Beach Rentals database. See the inside back cover of this book for instructions for downloading the Data Files for Students, or see your instructor for information on accessing the files required in this book.

Beach Rentals is a database containing information on rental properties available at a beach resort. The Rentals table shown in Figure 1–92 contains a number of errors in the table structure. You are to correct these errors before any additional records can be added to the table. The Rental Code field is a Text field that contains a maximum of three characters. The field Address was omitted from the table. The Address field is a Text field with a maximum of 20 characters. It should appear after Rental Code. Only whole numbers should be allowed in the Bedrooms and Bathrooms fields. The column heading Weakly Rental is misspelled, and the field should contain monetary values. The Distance field represents the walking distance from the beach; the field should display two decimal places. The table name should be Rental Units, not Rentals.

Change the database properties, as specified by your instructor. Submit the revised database in the format specified by your instructor.

Rental Code	Bedrooms	Bathrooms	Distance	Weakly Rent	Click to Add
101	3	2	0	200	
*					

Figure 1–92



In the Lab

Design, create, modify, and/or use a database using the guidelines, concepts, and skills presented in this chapter. Labs are listed in order of increasing difficulty.

Lab 1: Creating Objects for the ECO Clothesline Database

Problem: ECO Clothesline is a local company that designs and manufactures eco-friendly casual wear, yoga clothing, and fitness apparel. All clothes are made from earth-friendly fabrics, such as bamboo, hemp, organic cotton, and natural silk. The company recently decided to store its customer and sales rep data in a database. Each customer is assigned to a single sales rep, but each sales rep may be assigned many customers. The database and the Customer table have been created, but there is no data in the Customer table. The Sales Rep table has not been created. The company plans to import the Customer data from an Excel workbook, shown in Figure 1–93a. The other Excel workbook (Figure 1–93b) contains information on the sales representatives that ECO employs. ECO would like to finish storing this data in a database and has asked for your help.

Instructions: Perform the following tasks: Start Access and open the ECO Clothesline database. See the inside back cover of this book for instructions for downloading the Data Files for Students, or see your instructor for information on accessing the files required in this book.

1. Import the Lab 1-1 Customer Data workbook into the Customer table.
2. Add the captions Cust # to the Customer Number field and SR # to the Sales Rep Number field in the Customer table and save the changes.
3. Open the Customer table in Datasheet view and resize the columns to best fit the data. Save the changes to the layout of the table.
4. Use Datasheet view to create a table in which to store the data related to sales reps. Use the name Sales Rep for the table. The fields and the data for the Sales Rep table are shown in Figure 1–93b.

	A	B	C	D	E	F	G	H	I	J	K
1	Customer Number	Customer Name	Street	City	State	Postal Code	Balance	Amount Paid	Sales Rep Number		
2 AM23	Amy's Store	223 Johnson	Oxford	TN	37021	195.00	1,695.00	44			
3 BF34	Barbara's Fashions	1939 Jackson	Lowton	TN	37084	150.00	0.00	51			
4 BL15	Blondie's on Main	3294 Main	Oxford	TN	37021	555.00	1,350.00	49			
5 CM09	Casual by Marie	3140 Halsted	Ashton	VA	20123	295.00	1,080.00	51			
6 CY12	Curlin Yoga Studio	1632 Clark	Georgetown	NC	28794	145.00	710.00	49			
7 DG14	Della's Designs	312 Gilham	Granger	NC	27036	340.00	850.00	44			
8 EC07	Environmentally Casual	1805 Broadway	Pineville	VA	22503	0.00	1,700.00	44			
9 FN19	Fitness Counts	675 Main	Oxford	TN	37021	345.00	1,950.00	51			
10 JN34	Just Natural	2200 Lawrence	Ashton	VA	20123	360.00	700.00	49			
11 LB20	Le Beauty	13 Devon	Lowton	TN	37084	200.00	1,250.00	49			
12 NC25	Nancy's Place	1027 Wells	Walburg	NC	28819	240.00	550.00	44			
13 RD03	Rose's Day Spa	787 Monroe	Pineville	VA	22503	0.00	975.00	51			
14 TT21	Tan and Tone	1939 Congress	Ashton	VA	20123	160.00	725.00	44			
15 TW56	The Workout Place	34 Gilham	Granger	NC	27036	680.00	125.00	51			
16 WS34	Woody's Sporting Goods	578 Central	Walburg	NC	28819	1,235.00	0.00	49			
17											

(a) Customer Data (Excel Workbook)

A	B	C	D	E	F	G	H	I	J
Sales Rep	Last	First							
Number	Name	Name	Street	City	State	Postal	Code	Base Pay	Comm
2 44	Jones	Pat	43 Third	Oxford	TN	37021	13,000.00	0.05	
3 49	Gupta	Pinn	678 Hillcrest	Georgetown	NC	28794	15,000.00	0.06	
4 51	Ortiz	Gabe	982 Victoria	Ashton	VA	20123	12,500.00	0.05	
5 55	Sinson	Terry	45 Elm	Walburg	NC	28819	500.00	0.04	
6									

(b) Sales Rep Data (Excel Workbook)

Figure 1–93

The primary key for the Sales Rep table is Sales Rep Number. Assign the caption SR # to the Sales Rep Number field. Comm Rate is a Number field, and Base Pay YTD is a Currency data type. The field size for Sales Rep Number is 2. The State field size is 2, and the Postal Code field size is 5. All other text fields have a field size of 15.

- Open the Sales Rep table in Design view and change the field size for the Comm Rate field to Single, the format to Fixed, and the Decimal Places to 2.
- Add the data shown in Figure 1–93b to the Sales Rep table. Resize the columns to best fit the data. Save the changes to the layout of the table.
- Create a query using the Simple Query Wizard for the Customer table that displays the Customer Number, Customer Name, Balance, Amount Paid, and Sales Rep Number fields. Use the name Customer Query.
- Create and save the report shown in Figure 1–94 for the Customer table. The report should include Customer Number, Customer Name, Balance, and Sales Rep Number fields. Include a total for the Balance field.
- Change the database properties, as specified by your instructor. Submit the revised database in the format specified by your instructor.

Customer Balance Report					Thursday, April 12, 2012	8:55:32 PM
Customer Number	Customer Name	Balance	Sales Rep Number			
AM23	Amy's Store	\$195.00	44			
BF34	Barbara's Fashions	\$150.00	51			
BL15	Blondie's on Main	\$555.00	49			
CM09	Casual by Marie	\$295.00	51			
CY12	Curlin Yoga Studio	\$145.00	49			
DG14	Della's Designs	\$340.00	44			
EC07	Environmentally Casual	\$0.00	44			
FN19	Fitness Counts	\$345.00	51			
JN34	Just Natural	\$360.00	49			
LB20	Le Beauty	\$200.00	49			
NC25	Nancy's Place	\$240.00	44			
RD03	Rose's Day Spa	\$0.00	51			
TT21	Tan and Tone	\$160.00	44			
TW56	The Workout Place	\$680.00	51			
WS34	Woody's Sporting Goods	\$1,235.00	49			
					\$4,900.00	

Figure 1–94

In the Lab

Lab 2: Creating the Walburg Energy Alternatives Database

Problem: Walburg Energy Alternatives is a nonprofit organization that promotes the use of energy alternatives such as solar power and wind power. The organization provides a variety of services and funds itself through donations. Recently, the organization decided to sell a small number of items in its education center to help fund programs. The store purchases the items from vendors that deal in energy-saving products. Currently, the information about the items and vendors is stored in the Excel workbook shown in Figure 1–95. Each item is assigned to a single vendor, but each vendor may be assigned many items. You volunteer part-time at the store, and the store manager has asked you to create a database that will store the item and vendor information. You have already determined that you need two tables in which to store the information: an Item table and a Vendor table.

Instructions: Perform the following tasks:

1. Design a new database in which to store all the objects related to the items for sale. Call the database Walburg Energy Alternatives.
2. Use the information shown in the Excel workbook in Figure 1–95 to determine the primary keys and determine additional fields. Then, determine the relationships between tables, the data types, and the field sizes.
3. Create the Item table using the information shown in Figure 1–95.
4. Create the Vendor table using the information shown in Figure 1–95. Be sure that the field size for the Vendor Code in the Item table is identical to the field size for the Vendor Code in the Vendor table. Add the caption, Phone, for the Telephone Number field.

Item Number	Description	On Hand	Cost	Selling Price	Vendor Code	Vendor Name	Telephone Number
3663	Air Deflector	8	\$5.45	\$5.99	AS	Asterman Industries	803-555-7641
3673	Energy Booklet	25	\$2.70	\$2.99	JM	JMZ Technologies	517-555-3853
4553	Energy Saving Kit	7	\$42.75	\$43.25	AS	Asterman Industries	803-555-7641
4573	Faucet Aerator	20	\$0.89	\$0.99	SD	Scryps Distributors	610-555-8741
4583	Fluorescent Light Bulb	18	\$4.50	\$4.75	JM	JMZ Technologies	517-555-3853
5923	Low Flow Shower Head	11	\$8.75	\$8.99	SD	Scryps Distributors	610-555-8741
6185	Luminescent Night Light	12	\$3.75	\$4.50	JM	JMZ Technologies	517-555-3853
6234	Programmable Thermostat	3	\$34.25	\$36.99	AS	Asterman Industries	803-555-7641
6345	Rain Gauge	16	\$2.89	\$3.15	SD	Scryps Distributors	610-555-8741
7123	Retractable Clothesline	10	\$13.25	\$13.99	JM	JMZ Technologies	517-555-3853
7934	Shower Timer	15	\$2.45	\$2.99	SD	Scryps Distributors	610-555-8741
8136	Smoke Detector	10	\$6.10	\$6.50	AS	Asterman Industries	803-555-7641
8344	Toilet Tank Water Saver	18	\$3.35	\$3.50	SD	Scryps Distributors	610-555-8741
8590	Water Conservation Kit	8	\$13.45	\$13.99	JM	JMZ Technologies	517-555-3853
9458	Windows Insulator Kit	10	\$4.95	\$5.25	AS	Asterman Industries	803-555-7641

Figure 1–95

5. Add the appropriate data to the Item table. Resize the columns to best fit the data and save the changes to the layout.
6. Add the appropriate data to the Vendor table. Resize the columns to best fit the data and save the changes to the layout.
7. Create a query for the Item table. Include the Item Number, Description, Cost, Selling Price, and Vendor Code in the query. Save the query as Item Query.
8. Open the Item Query and add a criterion to limit retrieval to those items supplied by Scryps Distributors. Save the query as Item-Scryps Query.
9. Create a simple form for the Item table. Use the name, Item, for the form.
10. Create the report shown in Figure 1–96 for the Item table. Do not add any totals.
11. Change the database properties, as specified by your instructor. Submit the database in the format specified by your instructor.

Inventory Status Report

Thursday, April 12, 2012
8:56:19 PM

Item Number	Description	On Hand	Cost
3663	Air Deflector	8	\$5.45
3673	Energy Booklet	25	\$2.70
4553	Energy Saving Kit	7	\$42.75
4573	Faucet Aerator	20	\$0.89
4583	Fluorescent Light Bulb	18	\$4.50
5923	Low Flow Shower Head	11	\$8.75
6185	Luminescent Night Light	12	\$3.75
6234	Programmable Thermostat	3	\$34.25
6345	Rain Gauge	16	\$2.89
7123	Retractable Clothesline	10	\$13.25
7934	Shower Timer	15	\$2.45
8136	Smoke Detector	10	\$6.10
8344	Toilet Tank Water Saver	18	\$3.35
8590	Water Conservation Kit	8	\$13.45
9458	Windows Insulator Kit	10	\$4.95

Figure 1–96

In the Lab

Lab 3: Creating the Philamar Training Database

Problem: Philamar Training provides business processes and information technology training to various companies and organizations. Philamar employs trainers who work with individual companies to determine training needs and then conduct the training. Currently, Philamar keeps data on clients and trainers in two Word documents and two Excel workbooks. Philamar also keeps track of which clients are assigned to which trainers. Each client is assigned to a single trainer, but each trainer might be assigned many clients. Currently, clients BS27, FI28, and MC28 are assigned to trainer 42, Belinda Perry. Clients CE16, CP27, FL93, HN83, and TE26 are assigned to trainer 48, Michael Stevens. Clients EU28 and PS82 are assigned to trainer 53, Manuel Gonzalez. Philamar has an additional trainer, Marty Danville, who has been assigned trainer number 67, but who has not yet been assigned any clients.

Instructions: Using the data shown in Figure 1–97 and the information in the previous paragraph, design the Philamar Training database. The data shown in Figure 1–97 is included in the Data Files for Students in the following files: Lab 1-3a.docx, Lab 1-3b.docx, Lab 1-3c.xlsx, and Lab 1-3d.xlsx. Use the database design guidelines in this chapter to help you in the design process.

Client Number	Client Name	Address	City	State	Postal Code
BS27	Blant and Sons	4806 Park	Kingston	TX	76653
CE16	Center Services	725 Mitchell	San Rita	TX	78364
CP27	Calder Plastics	7300 Cedar	Kingston	TX	76653
EU28	Elba's Furniture	1445 Hubert	Tallmadge	TX	77231
FI28	Farrow-Idsen	829 Wooster	Cedar Ridge	TX	79342
FL93	Fairland Lawn	143 Pangborn	Kingston	TX	76653
HN83	Hurley National	3827 Burgess	Tallmadge	TX	77231
MC28	Morgan-Alyssa	923 Williams	Crummville	TX	78745
PS82	PRIM Staffing	72 Crestview	San Rita	TX	78364
TE26	Telton-Edwards	5672 Anderson	Dunston	TX	77893

(a) Client Address Information (Word Table)

A	B	C	D	E
1	Client Number	Client Name	Amount Paid	Current Due
2	BS27	Blant and Sons	\$11,876.00	\$892.50
3	CE16	Center Services	\$12,512.00	\$1,672.00
4	CP27	Calder Plastics	\$5,725.00	\$0.00
5	EU28	Elba's Furniture	\$3,245.00	\$202.00
6	FI28	Farrow-Idsen	\$8,287.50	\$925.50
7	FL93	Fairland Lawn	\$976.00	\$0.00
8	HN83	Hurley National	\$0.00	\$0.00
9	MC28	Morgan-Alyssa	\$3,456.00	\$572.00
10	PS82	PRIM Staffing	\$7,500.00	\$485.00
11	TE26	Telton-Edwards	\$6,775.00	\$0.00
12				

(c) Client Financial Information (Excel Workbook)

Trainer Number	Last Name	First Name	Address	City	State	Postal Code
42	Perry	Belinda	261 Porter	Burdett	TX	76734
48	Stevens	Michael	3135 Hill	Rockwood	TX	78884
53	Gonzalez	Manuel	265 Maxwell	Camino	TX	76574
67	Danville	Marty	1827 Maple	Dunston	TX	77893

(b) Trainer Address Information (Word Table)

A	B	C	D	E
1	Trainer Number	Last Name	First Name	Hourly Rate
2	42	Perry	Belinda	\$23.00
3	48	Stevens	Michael	\$21.00
4	53	Gonzalez	Manuel	\$24.00
5	67	Danville	Marty	\$20.00
6				

(d) Trainer Financial Information (Excel Workbook)

Figure 1–97

When you have completed the database design, create the database, create the tables, and add the data to the appropriate tables. Be sure to determine the correct data types and field sizes.

Finally, prepare the Client Query shown in Figure 1–98 and the Client Status Report shown in Figure 1–99. The report does not include totals. Change the database properties, as specified by your instructor. Submit the database in the format specified by your instructor.

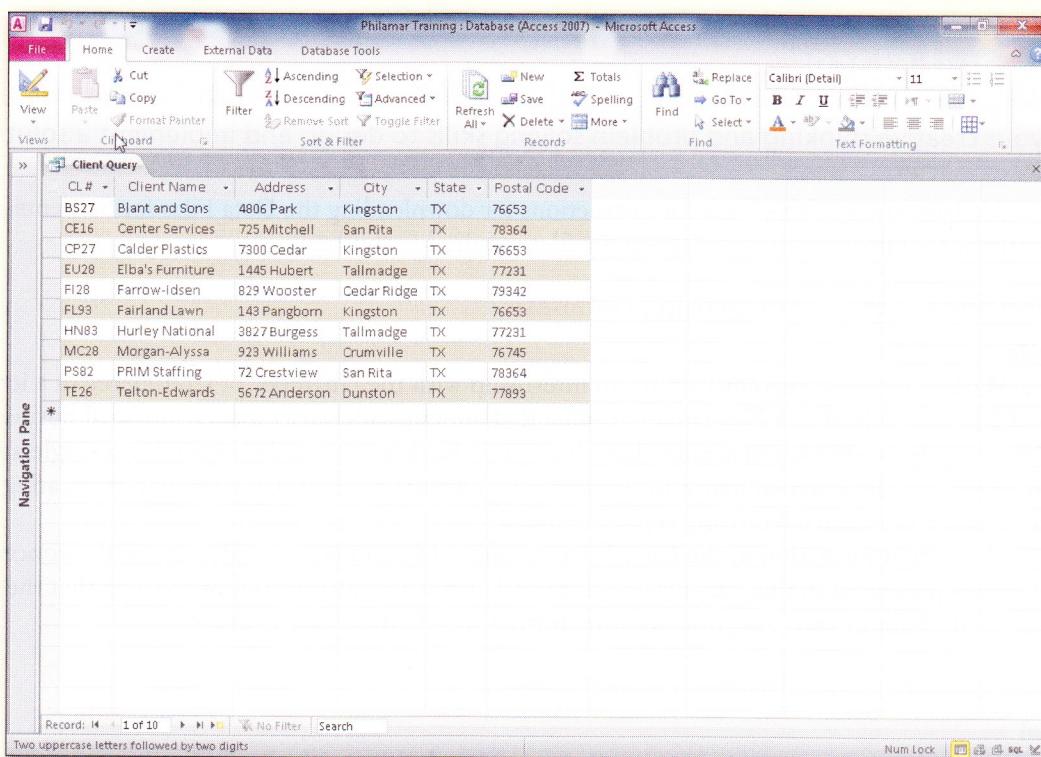


Figure 1–98

Client Status Report					Thursday, April 12, 2012	8:57:10 PM
Client Number	Client Name	Amount Paid	Current Due	Trainer Number		
BS27	Blant and Sons	\$11,876.00	\$892.50	42		
CE16	Center Services	\$12,512.00	\$1,672.00	48		
CP27	Calder Plastics	\$5,725.00	\$0.00	48		
EU28	Elba's Furniture	\$3,245.00	\$202.00	53		
FI28	Farrow-Idsen	\$8,287.50	\$925.50	42		
FL93	Fairland Lawn	\$976.00	\$0.00	48		
HN83	Hurley National	\$0.00	\$0.00	48		
MC28	Morgan-Alyssa	\$3,456.00	\$572.00	42		
PS82	PRIM Staffing	\$7,500.00	\$485.00	53		
TE26	Telton-Edwards	\$6,775.00	\$0.00	48		

Figure 1–99

Cases and Places

Apply your creative thinking and problem solving skills to design and implement a solution.

See the inside back cover of this book for instructions for downloading the Data Files for Students, or see your instructor for information on accessing the files required in this book.

1: Design and Create an Advertising Database

Academic

You are a Marketing major currently doing an internship with the Chamber of Commerce in a local city. The Chamber publishes a Newcomer's Guide that contains advertisements from local businesses. Ad reps contact the businesses to arrange for advertising. Each advertiser is assigned to a single ad rep, but each ad rep may be assigned many advertisers. The Chamber would like your help in creating a database of advertisers and advertising representatives.

Based on the information in the Case 1-1 Chamber of Commerce workbook, use the concepts and techniques presented in this chapter to design and create a database to store the data that the Chamber needs. Submit your assignment in the format specified by your instructor.

2: Design and Create a Consignment Database

Personal

You are involved in a volunteer organization that provides clothing and school supplies to needy children. Recently, the Board of Directors decided to open a consignment shop as a way to raise additional funds. In a consignment shop, individuals bring in unwanted items, and the shop sells the items. Proceeds are split between the seller and the shop. The database must keep track of the items for sale in the shop as well as maintain data on the sellers. Each item is assigned to a single seller, but each seller may be assigned many items. The Board has asked you to create a database to store information about the consignment items.

Use the concepts and techniques presented in this chapter to design and create a database to store the consignment data. Then create the necessary tables and enter the data from the Case 1-2 Consignment workbook. Create an Available Items Report that lists the item number, description, price, and seller code. Submit your assignment in the format specified by your instructor.

3: Design and Create a Senior Care Database

Professional

You are co-owner of a company, Senior Care, that provides nonmedical services to older adults who need assistance with daily living. Helpers will drive individuals to appointments, do the grocery shopping, fill prescriptions, help with personal care, and provide companionship. Each client is assigned to a single helper, but each helper may be assigned many clients. The other owners have asked you to create a database of clients and helpers. Use the concepts and techniques presented in this chapter to design and create a database to meet Senior Care needs. Then create the necessary tables and enter the data from the Case 1-3 Senior Care workbook. Create a Client Report that lists each client's client number, client last name, client first name, balance, and helper number. Submit your assignment in the format specified by your instructor.