Access Lesson 03 Submission Tasks

Submission Process

Download **DAD_submission_template.docx** from Canvas.

Paste the required screen captures from the tasks below into this file.

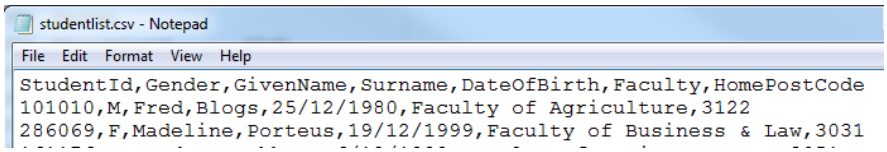
Submit the (.docx) file into the appropriate weekly task on **Doubtfire**.

Setup

- Download the file named movie_actors_db.accdb from Canvas. Open the file using Microsoft Access.
- Rename all of the tables in the database so that they contain a suffix which matched the last 4 digits of your student ID. (If your ID contains an "X" then ignore the 'X' and choose the last 4 digits of the id. 1234567x would be 4567).

Task 1.

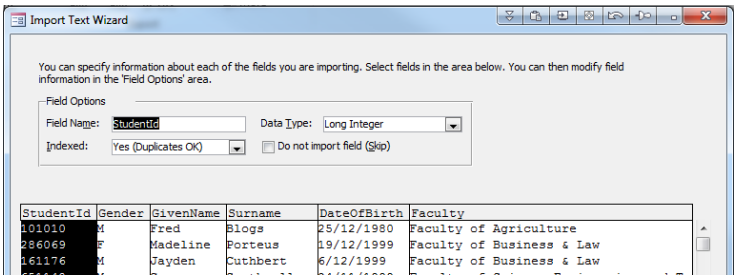
Download the file named **studentlist.csv** from Canvas.
Edit the file using Notepad or Notepad ++ (or similar. MS Word is not a good choice).
Add a new row of student details below the headings.
Use your student name and student ID (drop the X if your student id contains an 'X').
Use your current home postcode.
This example contains my example for Fred Blogs.



Save the file.
Import the text file into MS Access

Take a screen shot during the Field Options process so that your details appear in Row 1.

(See Fred's details in the screen shot example)



Finally take a screen capture of the student datasheet with your name displayed in the list.
Paste the screen captures in the appropriate position in **DAD_submission_template.docx**

Task 2.

Create a single Query based on the Student table called **ListByGender**
The query **must have a parameter**.
The parameter must ask the end-user the Gender value.
Type M if you are Male. Type F if you are female.

Take a screen capture of the Query Design Grid once the query has been tested.
Make sure that you include the Criteria details.
Take a screen capture of the datasheet once the query has been executed.
Ensure that the student record with your details appear in the screenshot.
Paste the screen captures in the appropriate position.

Task 3.

Add a field to the **student** table.
Fieldname: FeesDue. Type: Currency.
Save the changes.

You are about to execute Queries which will modify data in your student table.
At this point, you must make a copy of the Student Table
Right Click on the student table and select COPY.
Then Right Click anywhere beneath the table names and select Paste.
Ensure that the new table is called STUCOPY9999 (where 9999 matches the last 4 digits of your id).

If you need to recreate the student table (because your update queries perform inappropriately, then copy and paste backup copy of your Student table).

Screen Capture the list of tables that includes the both the Student and StuCopy Tables.

Paste the screen captures in the appropriate position.

Task 4.

Create an **Update** Query called **SetFeesToZero**

The query must set the FeesDue to 0 for all students in the STUCOPY table.

Screen Capture the Query Grid Design.

Run the Query.

Screen Capture any 5 rows including the record with your details.

Paste the screen captures in the appropriate position.

Task 5.

Create an **Update** Query called **IncreaseMaleFeesby250**

The query set the FeesDue to 250 for all Male students in the STUCOPY table.

Screen Capture the Query Grid Design.

Run the Query.

Screen Capture 5 rows including the record with your details.

Paste the screen captures in the appropriate position.

Task 6.

Create a **Delete** Query called **DeleteStudentsByPostcode.**

The query must have a parameter.

The parameter must ask the end-user the Postcode value.

The query must delete students that match the Parameter value that is entered.

Screen Capture the Query Grid Design.

Run the Query a few times.

Each time delete a Postcode that appears immediately before or immediately after your postcode in the table.

Do not delete records with your postcode.

Screen Capture the table so that it shows your record and a few rows above and/or below.

Paste the screen captures in the appropriate position**.**

Task 7.

Create a **CrossTab** Query called **StudentCrosstab**

You may create any type of crosstab query that you like based on the student table.

(You may want to copy data from your backup table back to your student table before you run the query)

Screen Capture the Query Grid Design.

Screen Capture the table so that it shows all output generated by your query

Paste the screen captures in the appropriate position.

Task 8.

Download the file named **CustDetails.xlsx** from Canvas.

This file contains two worksheets that contain data about: Customers & Customer Types

Import this data into Access tables and create appropriate relationships.

The table names must be: **CUST9999** and **CUST_TYPE9999**

(where 9999 represents the last 4 digits of your student id).

Note: The Customer data contains two dates (date of birth and last purchase date).

Screen Capture the first few rows of the CUST9999 datasheet view.

Screen Capture all of the rows of the CUST_TYPE9999 datasheet view

Paste the screen captures in the appropriate position.

Task 9.

Create a Query named **LastPurchase9999** (where 9999 is the last 4 digits of your student id).

The query is based on the CUST9999 table.

The query must display the customer id, name, last purchase date and a calculation showing the days since the last purchase (based on the current date (i.e. Today)).

When the query is run, the output must look similar to this: (This example was executed on 19/08/2016)

LastPurchase1234

Customer Id	Given Name	Family Name	Date of Last Purchase	Days since last Purchase
1290	Ben	Mannix	26/07/2016	24
1291	Indiana	Colson	7/08/2016	12

Screen capture the Query Grid Design.

Screen capture the first 10 rows in the datasheet once the query has been executed.

Paste the screen captures in the appropriate position.

References:

Use can use these references (or any others that you find) to assist with the DateDiff() function and the Now() function that you will most likely use.

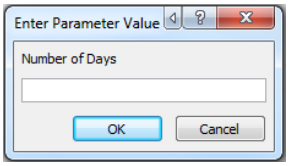
http://www.techonthenet.com/access/functions/date/datediff.php
http://www.techonthenet.com/access/functions/date/now.php http://ms-access-tips.blogspot.com.au/2011/08/calculating-date-difference-using.html

Task 10.

Create a **Parameter** Query named **LastPurchaseSpecifyDays9999** (where 9999 is the last 4 digits of your student id).

This query must use the query named LastPurchase9999 as its source.

This Query must have a parameter that asks the user to enter a number of days.



Only records where the number of days since the last purchase is equal to or greater than the parameter must be displayed.

Screen Capture the Query Grid Design.

Screen capture all of the rows in the datasheet once the query has been executed.

Paste the screen captures in the appropriate position.

Task 11.

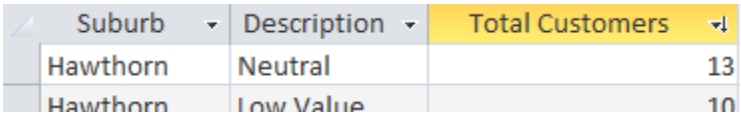
Create a Query named **SuburbAnalysis9999** based on the CUST9999 and CUST_TYPE9999 tables.

This query will **require use of Totals**.

The query must count the number of customers for each combination of Suburb and Customer Type Description.

The results are to be sorted on Descending Total / Ascending Suburb / Ascending Description sequence.

This results must look similar to this example:



Suburb	Description	Total Customers
Hawthorn	Neutral	13
Hawthorn	Low Value	10

Screen Capture the Query Grid Design.

Screen Capture the first 10 rows of the results.

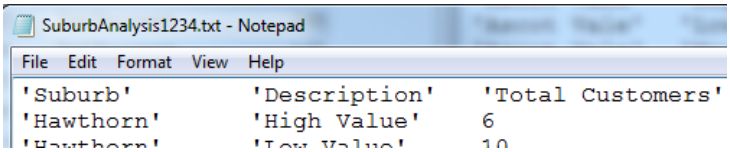
Paste the screen captures in the appropriate position.

Task 12.

Export the results of the **SuburbAnalysis9999** query to a text file named SuburbAnalysis9999.TXT (where 9999 is the last 4 digits of your student id).

The file must have headings in row 1, use a TAB delimiter and single quote around text.

The output must look similar to this example:



Open the file in Notepad or Notepad++ (or similar text editor).

Screen Capture the first 10 rows of data.

Paste the screen captures in the appropriate position.