# **Exp19\_Access\_Ch02\_HOEAssessment - Drama Club 1.0**

## **Project Description:**

You are the treasurer of the local drama club, and have begun to create a database of potential donors and volunteers for your organization. You discovered that some donations have already been made, but the records are stored in an Excel workbook. You use your newly gained knowledge of Access to create a relational database to track the donors and their donations. You will begin by importing the Excel workbook into the database. You will create a table from scratch to track the dates for which volunteers have signed up to help, create relationships between the tables, and then create some baseline queries.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
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| 1 | Start Access. Open the downloaded Access file named *Exp19\_Access\_Ch2\_HOEAssessment\_Drama*. Grader has automatically added your last name to the beginning of the filename. Save the file to the location where you are storing your files. | 0 |
| 2 | You will examine the data in the downloaded Excel worksheet to determine which field will become the primary key in the table and which field will become the foreign key so that you can join it to the existing table in the database.  Open the *Donations.xlsx* Excel workbook, examine the data, and close the workbook.   You will import the Excel workbook that contains donation information into the database.  Click the **External Data tab**, click **New Data Source**, point to **From File** in the Import & Link group, and then select **Excel**. Navigate to and select the *Donations.xlsx* workbook to be imported as a new table in the current database. Ensure that **First Row Contains Column Headings** is selected. Set the DonationID field Indexed option to **Yes (No Duplicates)**. Select **DonationID** as the primary key when prompted and accept the table name *Donations*. Do not save the import steps. | 9 |
| 3 | Change the Data Type of the DonationID field to **Short Text** in Design view of the Donations table. Set the Field Size of DonationID to **5**. Set the Field Size of DonorID to **Long Integer**. Save the changes and open the table in Datasheet view. Close the table. | 6 |
| 4 | You will create a new table that will enable the club to associate each donor who agrees to volunteer with dates in the database.  Create a new table in Design view. Add the following fields in Design view and set the properties as specified:  Add the primary key field as **VolunteerID** with the **AutoNumber Data Type** and **Number assigned to a new volunteer activity.** (type the period) as the Description. Set the Caption property to **Volunteer ID.** | 6 |
| 5 | Add **DonorID** with the **Number Data Type** and **Donor Volunteer** as the Description. Set the Caption property to **Donor ID** and the Required property to **Yes**. | 6 |
| 6 | Add **VolunteerDate** with the **Date/Time Data Type**. Set the Caption property to **Volunteer** **Date**. Switch to Datasheet view and save the table as **Volunteer Dates** when prompted. You will enter data into the table in a later step. Close the table. | 5 |
| 7 | You will create the relationships between the tables using the Relationships window.  Add all three tables to the Relationships window. Identify the primary key field in the Donors table and join it with its foreign key counterparts in the related Donations and Volunteer Dates tables. Select the **Enforce Referential Integrity** and **Cascade Update Related Fields check boxes**. Save and close the Relationships window. | 11 |
| 8 | You will add 8 records to the Volunteer Dates table so that you can test referential integrity in the database.  Add the following records to the Volunteer Dates table:   |  |  | | --- | --- | | Donor ID | Volunteer Date | | **9** | **4/10/2021** |  | | **9** | **4/24/2021** |  | | **10** | **4/10/2021** | | **10** | **4/24/2021** | | **11** | **5/01/2021** | | **11** | **5/08/2021** |  | | **19** | **5/01/2021** |  | | **20** | **5/08/2021** |  |   Close the table. | 6 |
| 9 | Sort the records in the Donations table by the DonationAmount field in descending order. Save and close the table. | 2 |
| 10 | You will use the Simple Query Wizard to create a query of all donors who indicate that they are willing to volunteer.  Add the **Firstname**, **Lastname**, **Phone**, and **Volunteer** fields from Donors (in that order). Save the query as **Donor Volunteers**. | 10 |
| 11 | Add a criterion in Design view to select only donors with **Yes** in the Volunteer field. | 6 |
| 12 | Sort the query results in ascending order by Lastname. Run, save, and close the query. | 2 |
| 13 | You will copy the Donor Volunteers query and modify it to add an additional table and field.  Copy the **Donor Volunteers query** and paste it using **Donor Volunteers and Dates** as the query name. | 4 |
| 14 | You decide to hide the Volunteer column from the query results, as the value repeats in every record of the datasheet.  Open the **Donor Volunteers and Dates query** in Design view and in the Volunteer column, click the **Show check box** to deselect it. | 2 |
| 15 | You will add a field from a related table to display whom has volunteered for which dates.  Add the **Volunteer Dates table** to the top pane of the query design window. Add the **VolunteerDate** field to the last column of the design grid. Run, save, and close the query. | 2 |
| 16 | You will create a query that identifies donors and their associated donations. Because there is a relationship between the two tables, you can now pull data from each of them together as usable information.  Create a query in Design view that includes the **Donors** and **Donations** tables. The query should list the Firstname and Lastname (in that order), then the DonationAmount and the DonationDate (in that order). | 5 |
| 17 | Sort the query by the DonationAmount in ascending order. Run, close, and save the query as **Donors and Amounts**. | 5 |
| 18 | You determine that the data in the Donor Volunteers and Dates query could be summarized with a Total row. You will group the records by donor name, and then count the number of dates that each has volunteered.  Copy the **Donor Volunteers and Dates query** and paste it using **Summary of Volunteer Dates** as the query name. | 4 |
| 19 | Open the **Summary of Volunteer Dates query** in Design view and delete the **Firstname**, **Phone**, and **Volunteer columns**. | 3 |
| 20 | Click **Totals** in the Show/Hide group on the Query Tools Design tab. Click in the **Total row** of the VolunteerDate field, click the **arrow**, and then select **Count**. The records will be grouped by the last name and the dates for each one will be summarized. | 4 |
| 21 | Modify the field name of the VolunteerDate column as **Date Count: VolunteerDate** to make the field more identifiable. Click **Run** in the Results group (5 records display in the Datasheet). The results display the date count for each last name. Save and close the query. | 2 |
| 22 | Close all database objects. Close the database and then exit Access. Submit the database as directed. | 0 |

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| **Total Points** | **100** |