samlogo_blue_pc.tif

**New Perspectives** Access 2013

Tutorial 3: SAM Project 1a

PHYSICAL THERAPY SPECIALISTS, P.C.

USING QUERIES TO UPDATE AND RETRIEVE INFORMATIONName

# PROJECT DESCRIPTION

# Jennifer Christie needs to update some of the data in the Therapist and Location tables to reflect a contract change and the closure of a business location for Physical Therapy Specialists. She also needs to view specific data about patients, therapists, and billing. She asks you to help her maintain the data in the database and to create query objects to view the data she needs to review.

# GETTING STARTED

* Download the following file from the SAM website:
  + **NP\_Access2013\_T3\_P1a*\_FirstLastName\_*1.accdb**
* Open the file you just downloaded and save it with the name:
  + **NP\_Access2013\_T3\_P1a\_*FirstLastName*\_2.accdb**
  + *Hint:* If you do not see the **.accdb** file extension in the Save file dialog box, do not type it. Access will add the file extension for you automatically.
* Open the **\_GradingInfoTable**table and ensure that your first and last name is displayed as the first record in the table. If the table does not contain your name, delete the file and download a new copy from the SAM website.

# PROJECT STEPS

1. Open the *Therapist* table in Datasheet view. Display the subdatasheet for the record with Therapist ID 699, and then update the record with BillingID A84975 to include **3** sessions and an amount of **$225**. Close the *Therapist* table.
2. Open the *Location* table in Datasheet view. Change the font size for the datasheet to **12 pt**.
3. Select and resize the Address column in the *Location* table datasheet to best fit the data it contains.
4. Delete the record with LocationID C from the *Location* table. Save and close the *Location* table.
5. Create a new query in Design view and based on the *Patient* table. Add the **FirstName**, **LastName**, **BirthDate**, and **Gender** fields, in that order, to the query design. Save the query as **PatientBirthdays**, and then run it.
6. In the *PatientBirthdays* datasheet, use Filter By Selection to select only those records for patients with an **October** birthday. (*Tip:* Use the “Begins with 10” option in the Selection menu.) Redisplay all records in the datasheet, but do not clear the filter you just applied. Save and close the *PatientBirthdays* query.
7. Create a new query in Design view that is based on the *Patient*, *Billing*, and *Therapist* tables. Save the query as **PatientsAndTherapists**, and then do the following:
   1. Add the **LastName** field from the *Patient* table to the query.
   2. Add the **LastName** field from the *Therapist* table to the query.
   3. Add the **StartDate**, **EndDate**, **Sessions**, and **Amount** fields, in that order, from the *Billing* table to the query.
   4. Save and run the query, and then close it.
8. Use the Navigation Pane to copy the *PatientsAndTherapists* query, and then paste it as **PatientsAndTherapistsMarchStart**. Modify the *PatientsAndTherapistsMarchStart* query by adding a condition to the StartDate field to select records with contracts that begin on or after **March 1,** **2016**. Set the StartDate field so it does not appear in the query results, but remains in the query design. Save and run the query, and then close the query.
9. In the Navigation Pane, copy the *PatientsAndTherapistsMarchStart* query, rename the copied query as **PatientsAndTherapistsMarch**, and then do the following:
   1. Add a new condition to the query to select records with contracts that start on or after **March 1, 2016** and end on or before **March 31, 2016**.
   2. Sort the records in ascending order by the StartDate field.
   3. Change the StartDate field so it appears in the query results, and then move the StartDate field so it follows the LastName field in the query design.
   4. Save and run the query, and then close it.
10. Create a new query in Design view that uses the *Therapist* table. Add the **LastName**, **Specialty**, **Certification**, **HireDate**, and **Minors** fields, in that order, to the query design. Add a condition to the Certification field to select records that contain the value **MPT**. Save the query as **MPT**, run it, and then close it.
11. In the Navigation Pane, copy the *MPT* query, rename the copied query as **MPTOrMinors**, and then add a new condition to the *MPTOrMinors* query to select a record with a Certification field that contains the value **MPT** or a record that indicates that the therapist accepts patients who are minors. Save and run the query, and then close it.
12. Create a new query in Design view that is based on the *Patient* and *Billing* tables. Save the query as **PatientAmounts**, and then do the following:
    1. Add the **LastName** and **FirstName** fields from the *Patient* table to the query.
    2. Add the **Sessions** and **Amount** fields from the *Billing* table to the query.
    3. Save and run the query.
13. Add the Total row to the *PatientAmounts* datasheet, and then use a function to calculate the total number of sessions and the total of all contract amounts. Save and close the query.
14. Create a new query in Design view that is based on the *Patient* and *Billing* tables. Save the query as **ContractDays**, and then do the following:
    1. Add the **LastName** field from the *Patient* table to the query.
    2. Add the **Sessions**, **StartDate**, and **EndDate** fields from the *Billing* table, in that order, to the query.
    3. In Design view, create a calculated field named **NumberOfDays** in the fifth column of the query design grid that determines the number of days in each contract, by creating an expression that subtracts the StartDate field value from the EndDate field value. Set the Caption property for the calculated field to **Number of Days**.
    4. Sort the values in the NumberOfDays field in descending order.
    5. Save and run the query. Resize the Number of Days column to best fit the data it contains.
    6. Save and close the query.
15. Create a new query in Design view that is based on the *Billing* and *Therapist* tables. Save the query as **TherapistTotals**, and then do the following:
    1. Add the **TherapistID** and **LastName** fields from the *Therapist* table to the query.
    2. Add the **Sessions** and **Amount** fields from the *Billing* table to the query.
    3. For each therapist, use an aggregate function to calculate the total number of sessions and the total amount billed for those sessions. For these two columns, use the field names **NumberOfSessions** and **TotalAmount**, and the captions **Number of Sessions** and **Total Amount**, respectively.
    4. Save and run the query. Resize the Number of Sessions and Total Amount columns to best fit the data they contain.
    5. Save and close the query.

Compact and repair your database, save your database, and exit Access. Follow the directions on the SAM website to submit your completed project.