Week 2 Exercise

Question I

The IT director has noticed that a relationship needs to be created between the facilities and the facilities type tables. You are directed to create the relationship and document your work.

1. Open a database by following these steps:.
      a. Make a copy of **Week_2_Database** and rename it *[your initials]*-**Week_2_Database**.
      b. Open and enable content for *[your initials]*-**Week_2_Database**.

2. Create a relationship by following these steps:
      a. From the **Database Tools** tab, in the **Relationships** group, click **Relationships**.
      b. From the **Design** tab, in the **Tools** group, click **Clear Layout** .Click **Yes** to clear the layout.
      c. From the **Design** tab, in the **Relationships** group, click **Show Table**.
      d. From the **Show Table** dialog box, double-click **tblFacilities** and **tblFacType**.
      e. Click **Close**.
      f. Resize the Field Lists so you can see every field.
      g. From the **tblFacilities** field list, click and drag the **FacType** field to the **FacType** field in the **tblFacType** field list.
      h. In the **Edit Relationship** dialog box, click **Create**.
3. Create a Relationship Report by following these steps:
      a. From the **Design** tab, in the **Tools** group, click **Relationship Report**.
      b. Save the report as **rptRelFac-Type** and click **OK**.

Question II

Now that a relationship has been created between two tables, insert a subdatasheet into the facilities type table using the appropriate field as the link.

1. The database *[your initials]*-**Week_2_Database**.is required to complete this exercise.
   a.Open and enable content for *[your initials]*-**Week_2_Database**.

2. Insert a subdatasheet by following these steps:
   a. Open **tblFacType** in **Datasheet View**.
   b. From the **Home** tab, in the **Records** group, click the **More** button and choose **Subdatasheet**, then **Subdatasheet**, from the menu.
   c. From the list, select **tblFacilities** with the **Child** and **Master** fields **FacType**. Click **OK.**
   d. Close the table and save the changes.

3. Set Enforce Referential Integrity by following these steps:
   a. From the **Database Tools** tab, in the **Relationships** group, click **Relationships**.
   b. Right-click the sloping part of the join line between **tblFacilities** and **tblFacType**, and choose **Edit Relationship.**
   c. Click the check box to select **Enforce Referential Integrity** and click **OK**.
   d. From the Quick Access toolbar, click **Save**.
   e. Close the Relationship window.

Question III

The client facility information stored in the facilities table includes a field to identify the corresponding information for the client's corporate (management) information. Create a Lookup field to allow a user to select the management location by the name of the company.

1. The database *[your initials]*-**Week_2_Database** is required to complete this exercise.
   a. Open and enable content for *[your initials]*-**Week_2_Database**.

2. Create a Lookup field by following these steps:
   a. Open **tblFacilities** in **Design View** and select the field **ManageID**.
   b. Click the down-arrow for the **ManageID**'s **Data Type** and select **Lookup Wizard**.
   c. In the **Lookup Wizard** dialog box, click **Next**.
   d. From the list of tables, select **Table: tblManagement** and click **Next**.
   e. In the **Available Fields** area, double-click **ManageID** and **ManageName**. Click **Next**.
   f. Click the drop-down arrow and choose **ManageName**. Click **Next**.
   g. Resize the **ManageName** column so all data can be seen. Click **Next**.
   h. Name the field **Management**. Click **Finish**.
   i. Save the table and switch to **Datasheet View**.
   j. Close the table.

Question IV

EcoMed employees take days off from work as both vacation and sick days. To display the days taken when the employee uses leave, you will need to link the table storing the employee information to the table storing the leave days. Create a relationship and document any changes that you make.

1. Using the database, *[your initials]*-**Week_2_Database**, make sure that all content is enabled.
2. Open the Relationships window and clear the layout.
3. Add **tblEmployees** and **tblLeaveDays** to the window. Size the Field Lists so that all fields are visible, and identify the common field.
4. Create a **One-To-Many** relationship with referential integrity between the tables. Save and close the layout.
5. Create a Relationship Report for these two tables.
6. Save the report as **rptRelEmpLeave**.