

Week 3 Exercise

Question I

You have been requested to modify the database so a One-to-Many relationship exists between tables **tblInterns** and **tblDept**.

1. Open a database by following these steps:
 - a. Make a copy of **HR-03** and rename it **[your initials]-HR-03**.
 - b. Open and enable content for **[your initials]-HR-03**.
2. Create a One-to-One relationship by following these steps:
 - a. From the **Database Tools** tab, in the **Relationships** group, click **Relationships**.
 - b. In the **Navigation Pane**, drag **tblInterns** and **tblDept** into the Relationships window.
 - c. From **tblInterns**, drag the **DeptID** field to the **DeptID** field in **tblDept**.
 - d. Click **Enforce Referential Integrity** and then **Cascade Update Related Fields**.
 - e. Click **Create**.
 - f. Close the Relationships window and save the changes to the layout.

Question II

Create a **Database Documenter** report by following these steps:

- a. From the **Database Tools** tab, in the **Analyze** group, click **Database Documenter**.
- b. On the **Tables** tab, select **tblEmployees**.
- c. Click **Options**. From the **Include for Tables** section, only include **Properties**.
- d. For **Include for Fields**, select **Nothing**.
- e. For **Include for Indexes**, select **Names and Fields**.
- f. Click **OK** twice.

Save a **Database Documenter** report by following these steps:

- a. From the **Print Preview** tab, in the **Data** group, click **PDF or XPS** to save the printout as a file.
- b. Save the file as a PDF and name the file **[your initials]-A**.
- c. Depending on your class procedures, print or turn in the PDF file.
- d. Close **Print Preview**.

Question III

You have been instructed to improve the efficiency of the database. First, link the pension fund table. Second, in the carrier options table, make the shipment option ID field a primary key. Third, create a Many-to-Many relationship between two tables.

1. Update linked tables by following these steps:
 - a. Open and enable content for **Week 3 Database**.
 - b. From the **External Data** tab, in the **Import & Link** group, click **Linked Table Manager**.
 - c. In the **Linked Table Manager** dialog box, click **Select All**. Click **OK**.
 - e. Locate the database **[your initials]-HR-03** and click **Open**.
 - f. Click **OK** and then close the **Linked Table Manager** dialog box.
2. Create a multiple field Primary Key by following these steps:
 - a. Open **tblCarrierOptions** in **Design View**.

- b. Select the field selector for **ShipOptionID**.
 - c. From the **Design** tab, in the **Tools** group, click **Delete Rows**.
 - d. Click **Yes** to both warning messages.
 - e. Select both remaining fields.
 - f. From the **Design** tab, in the **Tools** group, click **Primary Key**.
 - g. Save and close the table.
3. Create a Many-to-Many relationship by following these steps:
- a. From the **Database Tools** tab, in the **Relationships** group, click **Relationships**.
 - b. In the **Navigation Pane**, drag **tblCarriers**, **tblCarrierOptions**, and **tblDeliveryType**.
 - c. From **tblCarriers**, drag the **CarrierID** field to the **CarrierID** field in **tblCarrierOptions**.
 - d. In the **Edit Relationship** dialog box, click **Enforce Referential Integrity**, and click **Create**.
 - e. From **tblDeliveryType**, drag the **DeliveryID** field to the **DeliveryID** field in **tblCarrierOptions**.
 - f. In the **Edit Relationship** dialog box, click **Enforce Referential Integrity** and click **Create**.
 - g. Close the Relationships window and save the changes.