**Step 5:**

A screenshot of a computer

Description automatically generated

Adding the new record in the table

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Description automatically generated

The record “Johnson” has been added

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Description automatically generated

Created and then added the logo

**Step 6:**

A screenshot of a computer

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Enforcing referential integrity

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Description automatically generated

Relationship created.

**Step7:**

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Description automatically generated

Writing a demo query

**Step 8:**

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Description automatically generated

Adjusting the original query to get the desired output

**Step 9:**

**Query 1:**

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Writing the select query using the specified criteria

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Description automatically generated

Output of **select** query.

**Query 2 :**

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Description automatically generated

Update query

A screenshot of a computer

Description automatically generated

Pop-up after hitting run for **Update** query.

A screenshot of a computer

Description automatically generated

SQL view of **Update** query.

**Query 3:**

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Description automatically generated

Window for Making new table.

A screenshot of a computer

Description automatically generated

Output of **make table** query

**Query 4:**

A screenshot of a computer

Description automatically generated

Delete query.

A screenshot of a computer

Description automatically generated

Checking the cascade delete option to make the delete query work

A screenshot of a computer

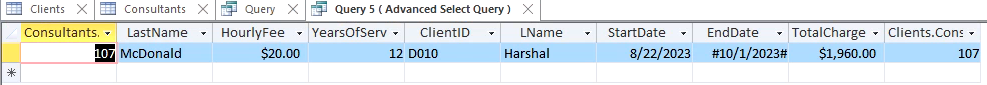
Description automatically generated

**Query 5:**

A screenshot of a computer

Description automatically generated

Writing the query which includes both an **AND** and an **OR** operation.



Output for Advanced select query

**Step 11:**

**Report 1:**

A screenshot of a computer

Description automatically generated

The consultants table report

**Report 2:**

A close-up of a computer screen

Description automatically generated

ID fields report

**Report 3:**

A close-up of a computer screen

Description automatically generated

Report based on query

**Report 4:**

A screenshot of a computer

Description automatically generated

Changing the **Auto\_Time** to **Short time** property.

**Report 5:**

A white rectangular object with a blue background

Description automatically generated

Query report

**Step 12:**

**Task 1:**

A close-up of a computer screen

Description automatically generated

Showing Last updated on current database

**Task 2:**

A screenshot of a computer

Description automatically generated

Performance Analyzer observation

**Task 3:**

A blue and white box with black text

Description automatically generated

Output after using performance analyzer on Tables.

**Task 4:**

A screenshot of a computer

Description automatically generated

Object dependencies for advanced select query

**Task 5:**

A screenshot of a computer

Description automatically generated

Backup file in file manager

**Step 13:**

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Description automatically generated

Performing split operation

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Description automatically generated

Split file in file manager

**Step 15:**

1. List four MS Access data types that were used in one or more of the tables that comprise your database file.

* Data Types in MS Access

Text

Number

Data/Time

Currency

1. The **Consultants** table has the ConsultantID field as the primary key and the **Clients** table has the ClientID as its primary key. Which of the two tables, **Consultants** or **Clients**, has a foreign key reference to the other table?

* Client Table

1. SQL is a standard for database management. What do the letters in the abbreviation SQL represent? Does a Table object have an SQL view? How do you open the SQL View of a query object?

* SQL stands for Structured Query Language. No, a table object does not have a SQL view. When a query is opened, in the MS Access Ribbon, Under the Home Tab, Select View option and change to SQL view.

1. During this project, you queried the two tables that were included in your database file. In your first query, which field of the **Clients** table had this criterion setting? > 1000.

* TotalCharge

1. When using the **Report Wizard** to create a report for your tables, which sort order appears by default: Ascending or Descending?

* Ascending

1. When using the database documenter, explain how you would navigate this feature to reveal the following information.

* The following describes how to use Access's built-in security capabilities to verify object permissions:

1)Activate the Access database.

2)Select the "Database Tools" tab from the Ribbon.

3)Select "User & Group Permissions" from the "Database Tools" menu.

4)A list of the items in your database may be seen on the left side of the "User and Group Permissions" dialog box.

5)Choose the item whose permissions you wish to examine.

6)You can see a list of users and groups who have permissions for the chosen object in the "Users and Groups" section on the right side.

7)To view the precise permissions for a person or group, click on them. You can check if someone has access to read, change, or delete an item.

1. Explain the importance of referential integrity when performing joins, or any modification of a database. Make sure you first define referential integrity.

* Referential integrity is a cornerstone idea in database administration. The connections between tables in a database are upheld by a set of rules and restrictions known as referential integrity. This idea has two crucial components. Foreign key and primary key. Referential Integrity guarantees the consistency of data between tables with relationships and ensures overall integrity. Data anomalies are avoided. Referential integrity makes guarantee that the data obtained is correct during joins. Additionally, it places restrictions on database change.