CS1TQ2 - Commercial Off The Shelf Software
Practical 12 – Basic Databases

For today's practical please make sure that you can carry out the following tasks related to the Microsoft Access Database. Items up to the horizontal line are those normally expected of someone achieving ECDL3 standard and should be regarded as a minimum. Items below the line are not part of the ECDL3 standard but you will find them useful and should attempt them.

Make sure that you understand the following terms used by Access
    Fields..□
    Records ....□
    Tables ....□
Start Microsoft Access, start the Access Database wizard ....□
From the "New" dialog select "general" and "Database" & click "create" □
Create a new table using the table design wizard
    (Choose any of the sample tables available) ....□
Rename some of the fields in the table ....□
Set an appropriate primary key and close the table wizard ....□
Using the datasheet view, enter some example data...............................□
Set appropriate column widths in the datasheet view ....□
Rearrange the columns in the datasheet view..□
Switch to design view and create on or more indexes ....□
Change the data in an existing record, delete an existing record.............□
Change the data type of an existing field (what can be changed to what?)□
Insert a new field into your database ....□
Change the sort order of the records (use two or more sort criteria).........□
Save the sorting criteria as a query ("Records->Advanced Filter") ....□
In design view, create a new query for a subset of columns.....................□
Use the filter to select a subset of records. Can you filter a filtered set?..□
Saving your filter as a query ....□
Modify an existing query ....□
Find an existing record based on its content ....□

Importing Text Files

    The original source of the flights data was a comma delimited text file, available on Blackboard called "`Flights_HP2.csv`", download it to a local directory. Import this into Access. Have all the field types been identified correctly?

<div align="right">Karl Wilcox January 2003</div>