Hand In: <u>**Database file only**</u> **in blackboard**

Name: **Mark:**   **/39**

Save these files from Blackboard: **Your First and Last Name Exercise.accdb** (rename with your own name)
Animal Workbook.xlsx

Background information: The database is for an animal rescue center. Residents of the area (referred to as patrons) donate money, time, equipment, and sometimes adopt animals. In other words, one patron may have made many donations.

Create a New Table

Open the database your downloaded and renamed. There should be 2 tables in this database. Create a new table via Table Design named **Animal-XX** (XX are your initials), use a field size of 3 for the AnimalID field, you determine best field size for the other Short Text fields (don't leave them at the default size of 255!)

Type field names **EXACTLY** as shown, don't use any captions properties, enter the date as shown below (it will change format – that's ok!).

You'll be using short text and date data types only.
 Assign animalID as the primary key.
 Be sure to manually enter the two rows below (8)

animalID	animalName	animalGender	animalType	animalDesc	animalArrival	animalAdopted
A23	Missy	Female	Cat	Brown with white spots	09-May-16	08-Jun-16
A29	Rolf	Male	Dog	Beagle mix	23-Aug-16	

Import Workbook

<u>Import</u> the Excel workbook named **Animal Workbook,** <u>append</u> a copy of records to your new **animal-XX** table. Leave the defaults, you don't need to save the import steps**. (2)**

In the Home tab, change font size of this table's data to 14, size to best fit (all data and headings should show and not be cut off) **(2)**

Patron and Donation tables:

- ❑ Create a relationship between the two tables (primary key to foreign key). Enforce referential integrity/cascade updates. **(3)**

- ❑ Create a **form** for the **Patron** table, save as **frmPatron**. **(2)**

  - ❑ You will get a Form and Subform (patrons and donations)

- ❑ Using your new Form, add a new <u>record</u> with a PatronID of 30000 (note number of zeros), your title, first, last name and make up a phone number **(2)**

- ❑ Add a new <u>field</u> to the **Patron** table named Foster, use yes/no data type. Use the caption "Will Foster an Animal" (without the quotes!). Check off the first two Patrons in the table. **(4)**

Queries – create all via Design View, can be done in any order, refer to your class notes

Queries using Patron Table Only:

1. Include all fields. Prompt the user to enter the donor's last name to search when the query is run (parameter query)

   Save query as Q1-XX (XX are your initials) **(3)**

Queries using Donation Table Only:

2. Display date, description, donation value fields. Display only records that have a field value of **cash donation** for the Description Field. Sort from highest to lowest on donation value.

   Save query as Q2-XX (XX are your initials) **(5)**

3. Display DonationID, Date, Description, donation value fields. Display only records where the Description **starts** with the word "cat" (remember the wild card!) **AND** the value is more than $100. Sort alphabetically by Description.

   Save query as Q3-XX (XX are your initials) **(5)**

Query using both Patron and Donation tables:

4. Include last name, phone, donation date, description, and donation value. Sort by alphabetically by last name.

   Save query as Q4-XX (XX are your initials) **(3)**