

CST2355 – Database Systems Lab Assignment 1

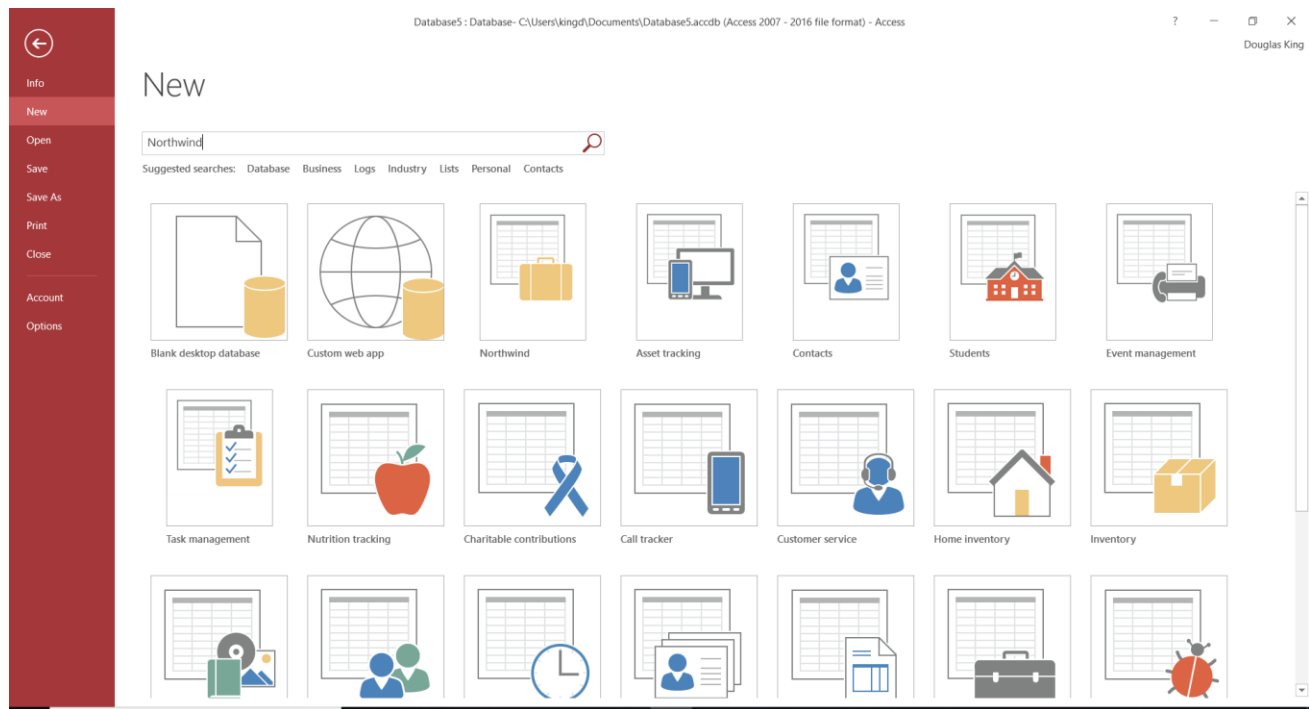
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Hand-in:

1. The lab assignment will be graded out of a maximum 4 points.
2. This template should be used to submit your lab assignment.
3. Make sure you have enough screenshots to completely document that you have completed all the steps.

Activities (Steps):

1. Install MS-Office with MS-Access (if necessary)
 - 1.1. Use the free MS-Office 365 license that you have been provided by Algonquin.
2. Create a new database using Microsoft's "Northwind" online database template.
 - 2.1. Open MS-Access
 - 2.2. Select File > New
and search for Northwind



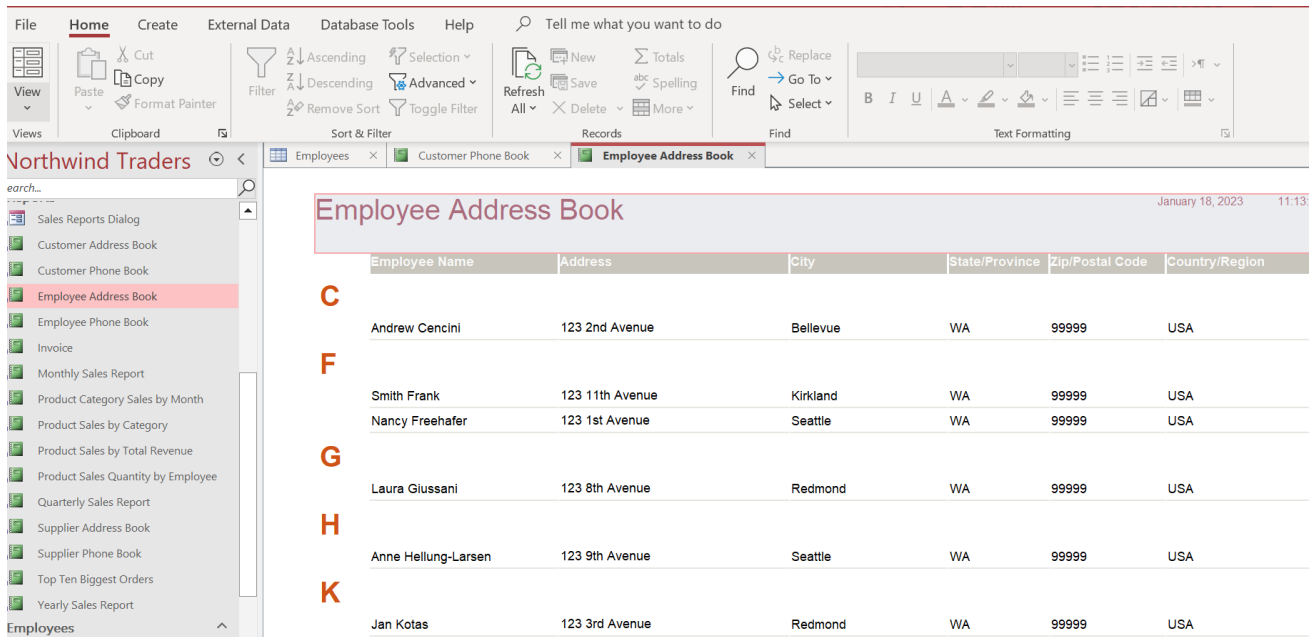
2.3. Once the database is created (it might take a few minutes...) then navigate to find the “Employees” table that is inside the “Supporting Objects” group.

2.3.1. Open the table and see how easy it is to edit the table contents!

3. Investigate the database structure and MS-Access features.

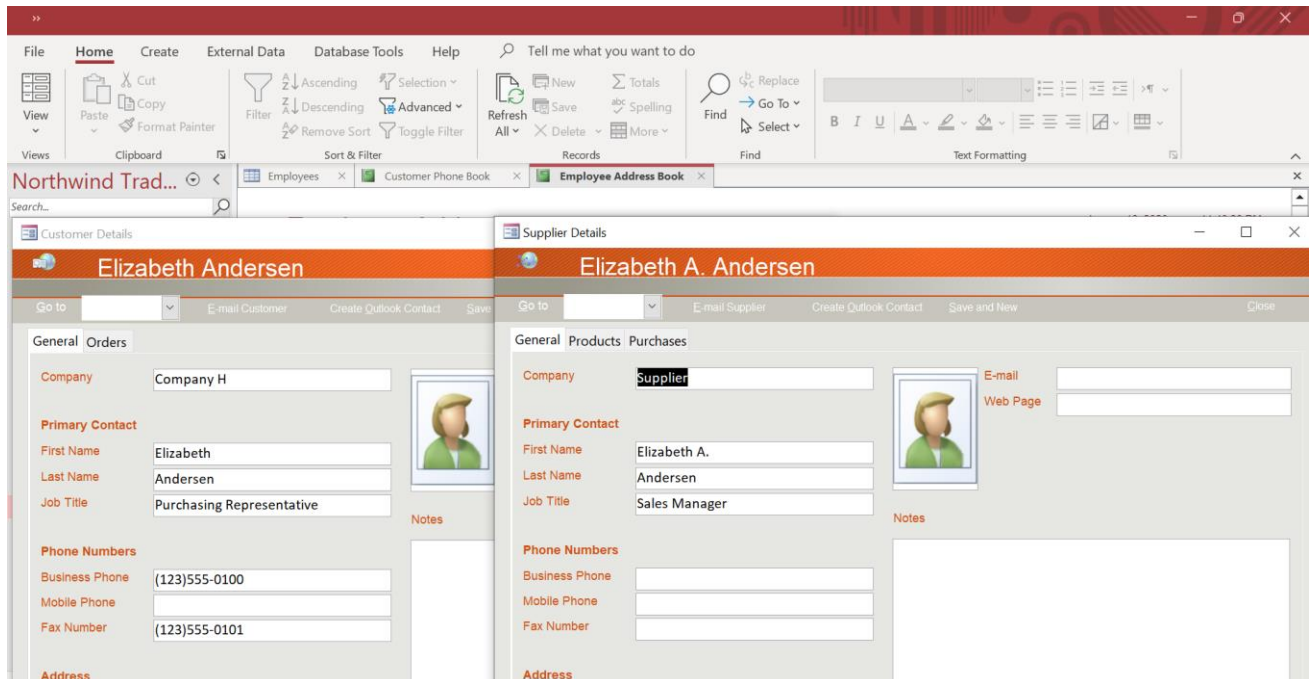
3.1. Find two reports, and two forms: Provide a screenshot....

Two reports: Customer Phone Book, Employee Address Book



Employee Name	Address	City	State/Province	Zip/Postal Code	Country/Region
Andrew Cencini	123 2nd Avenue	Bellevue	WA	99999	USA
Smith Frank	123 11th Avenue	Kirkland	WA	99999	USA
Nancy Freehafer	123 1st Avenue	Seattle	WA	99999	USA
Laura Giusani	123 8th Avenue	Redmond	WA	99999	USA
Anne Hellung-Larsen	123 9th Avenue	Seattle	WA	99999	USA
Jan Kotas	123 3rd Avenue	Redmond	WA	99999	USA

Two forms: Elizabeth Andersen, Elizabeth A. Andersen



Customer Details: Elizabeth Andersen

Go to: [Dropdown] E-mail Customer Create Outlook Contact Save

General Orders

Company: [Text Box] Company H

Primary Contact

First Name: [Text Box] Elizabeth

Last Name: [Text Box] Andersen

Job Title: [Text Box] Purchasing Representative

Phone Numbers

Business Phone: [Text Box] (123)555-0100

Mobile Phone: [Text Box]

Fax Number: [Text Box] (123)555-0101

Address

Supplier Details: Elizabeth A. Andersen

Go to: [Dropdown] E-mail Supplier Create Outlook Contact Save and New Close

General Products Purchases

Company: [Text Box] Supplier

Primary Contact

First Name: [Text Box] Elizabeth A.

Last Name: [Text Box] Andersen

Job Title: [Text Box] Sales Manager

Phone Numbers

Business Phone: [Text Box]

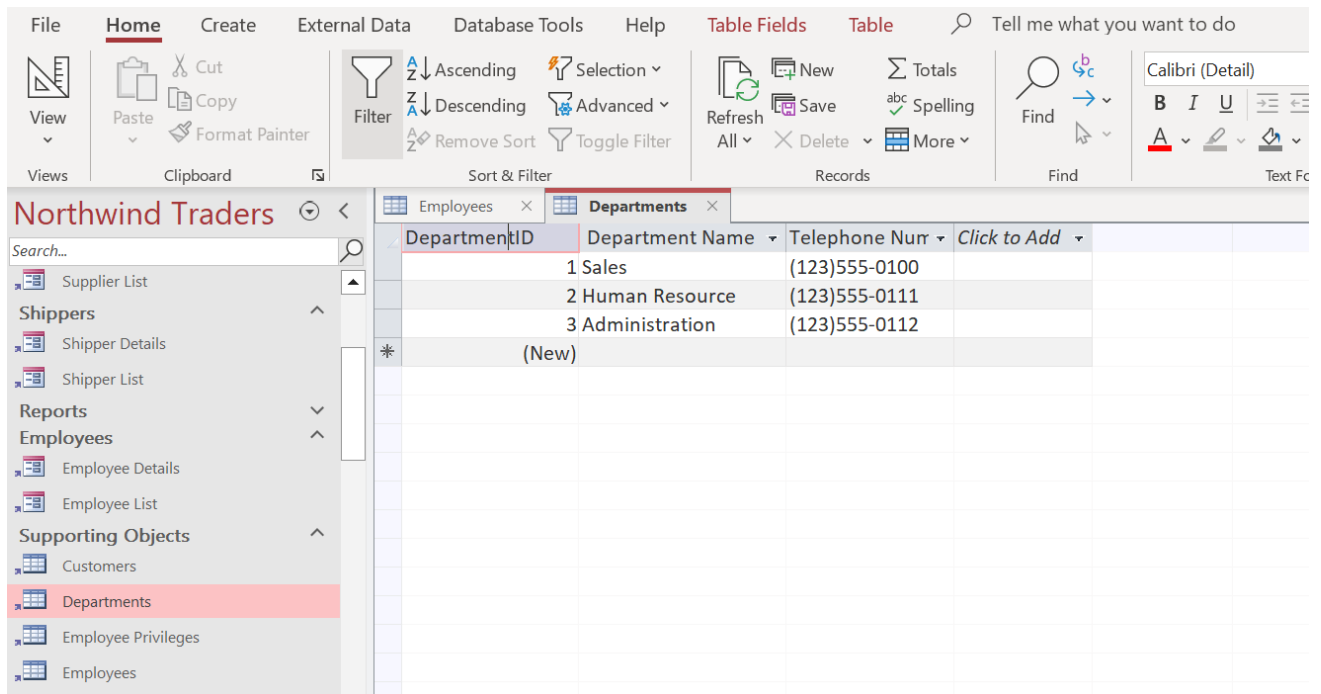
Mobile Phone: [Text Box]

Fax Number: [Text Box]

Address

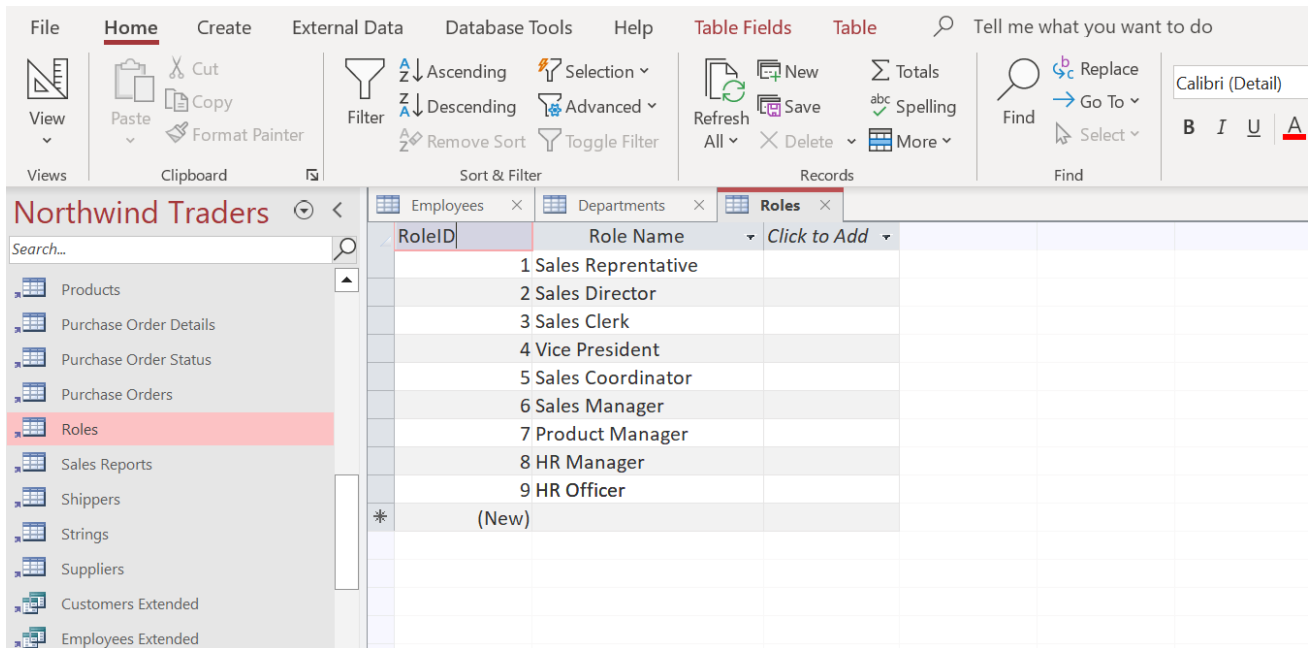
4. Add yourself as to the “Employees” table.
 - 4.1. Open the table and add yourself as an employee.

5. Create a new table for “Departments”, with an integer primary key called DepartmentID.
5.1. Add fields to have the “Department Name” and the telephone number.
6. Create a new table for “Roles”, with an integer primary key called RoleID.
6.1. Add a field to hold the “Role Name”.
7. Move the Departments and Roles table to the “Supporting Objects” Group.
8. Populate the Departments table by inspecting the original employees table and seeing what departments exist (e.g., Sales).
8.1. Provide a screenshot of the resulting table.



DepartmentID	Department Name	Telephone Nur	Click to Add
1	Sales	(123)555-0100	
2	Human Resource	(123)555-0111	
3	Administration	(123)555-0112	
*	(New)		

9. Populate the Roles table by inspecting the original employees table and seeing what types of roles exist (e.g., Manager, Clerk).
9.1. Provide a screenshot of the resulting table.



RoleID	Role Name
1	Sales Representative
2	Sales Director
3	Sales Clerk
4	Vice President
5	Sales Coordinator
6	Sales Manager
7	Product Manager
8	HR Manager
9	HR Officer
*	(New)

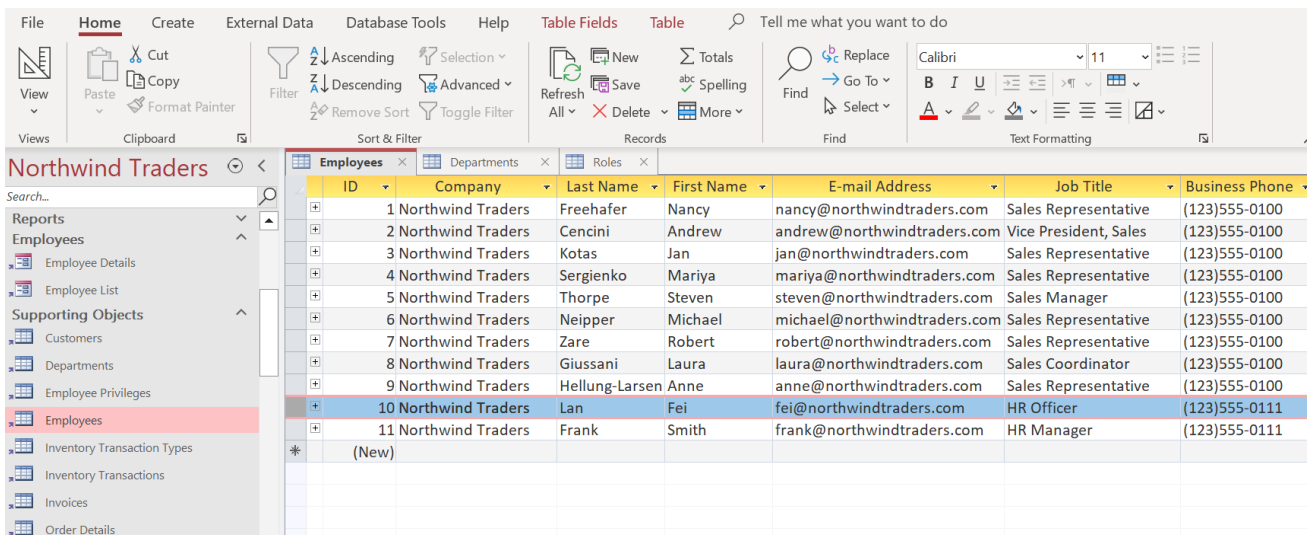
10. Add a “Department” and a “Role” column to the Employees table.

10.1. Open the Employees table.

10.2. Select design view

10.3. Create the two new fields: each as a number (to hold the number that corresponds to the RoleID and DepartmentID fields from your new tables).

10.4. Populate the Employees table and provide a screenshot.



ID	Company	Last Name	First Name	E-mail Address	Job Title	Business Phone
1	Northwind Traders	Freehafer	Nancy	nancy@northwindtraders.com	Sales Representative	(123)555-0100
2	Northwind Traders	Cencini	Andrew	andrew@northwindtraders.com	Vice President, Sales	(123)555-0100
3	Northwind Traders	Kotas	Jan	jan@northwindtraders.com	Sales Representative	(123)555-0100
4	Northwind Traders	Sergienko	Mariya	mariya@northwindtraders.com	Sales Representative	(123)555-0100
5	Northwind Traders	Thorpe	Steven	steven@northwindtraders.com	Sales Manager	(123)555-0100
6	Northwind Traders	Neipper	Michael	michael@northwindtraders.com	Sales Representative	(123)555-0100
7	Northwind Traders	Zare	Robert	robert@northwindtraders.com	Sales Representative	(123)555-0100
8	Northwind Traders	Giussani	Laura	laura@northwindtraders.com	Sales Coordinator	(123)555-0100
9	Northwind Traders	Hellung-Larsen	Anne	anne@northwindtraders.com	Sales Representative	(123)555-0100
10	Northwind Traders	Lan	Fei	fei@northwindtraders.com	HR Officer	(123)555-0111
11	Northwind Traders	Frank	Smith	frank@northwindtraders.com	HR Manager	(123)555-0111
*	(New)					

Country/Reg	Web Page	Notes	Department	Role	Click
USA	http://northwindtraders.com		1	1	1
USA	http://northwindtraders.com	Joined the company as a sales representative, w	1	4	4
USA	http://northwindtraders.com	Was hired as a sales associate and was promote	1	1	1
USA	http://northwindtraders.com		1	1	1
USA	http://northwindtraders.com	Joined the company as a sales representative ar	1	2	2
USA	http://northwindtraders.com	Fluent in Japanese and can read and write Fren	1	1	1
USA	http://northwindtraders.com		1	1	1
USA	http://northwindtraders.com	Reads and writes French,	1	5	5
USA	http://northwindtraders.com	Fluent in French and German.	1	1	1
USA	http://northwindtraders.com	Fluent in Chinese	2	9	9
USA	http://northwindtraders.com		2	8	8
			0	0	0

11. Create a form using the form Wizard to show the information for all employees in a particular department using a nested sub-form. The user should be able to select a department from the department table in the main part of the form, and then see the updated list of employees with the associated information in a sub-form. Provide a Screenshot for the form using the department that you associated with your own employee record.

Departments-from

DepartmentID:

Department Name:

Telephone Number:

Employees

ID	Company	Last Name	First Name	E-mail Address
10	Northwind Traders	Lan	Fei	fei@northwindtraders.com
11	Northwind Traders	Frank	Smith	frank@northwindtraders.cc
(New)				

12. Once you have embedded all of your screenshots, submit the file in Brightspace and you're done!