



CIS 11051 – PRACTICAL FOR DATABASE DESIGN

Information and communication Technology

Faculty of Technology

South Eastern University of Sri Lanka

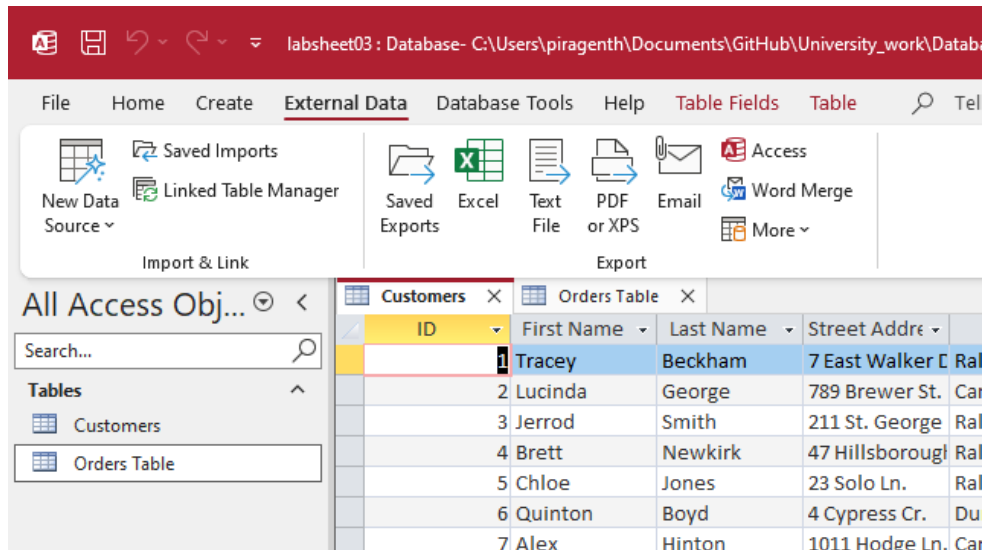
Registration Number: SEU/IS/22/ICT/075

Academic year: 22/23

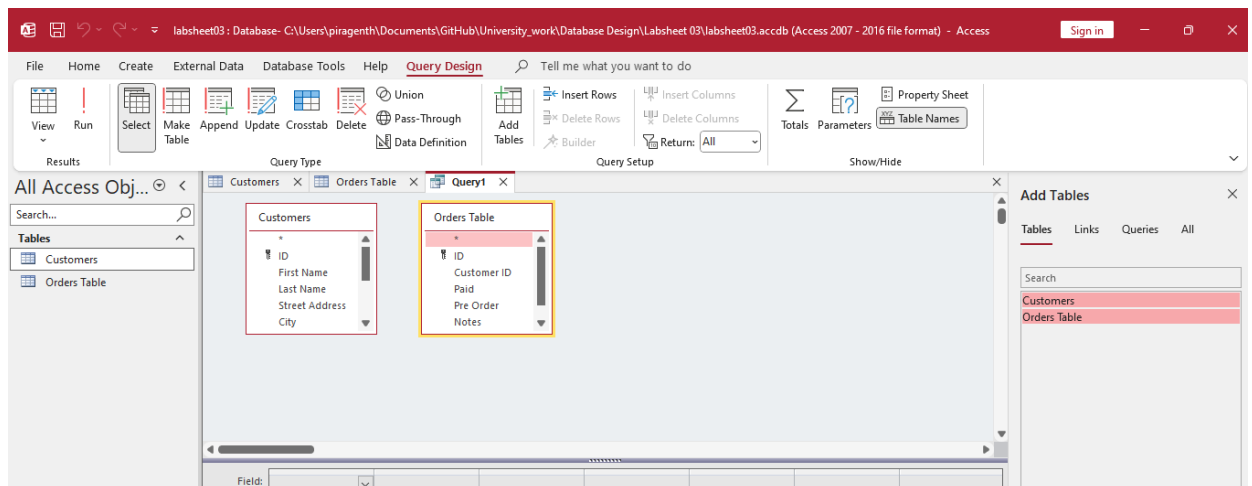
Lab Sheet 03

Task 01

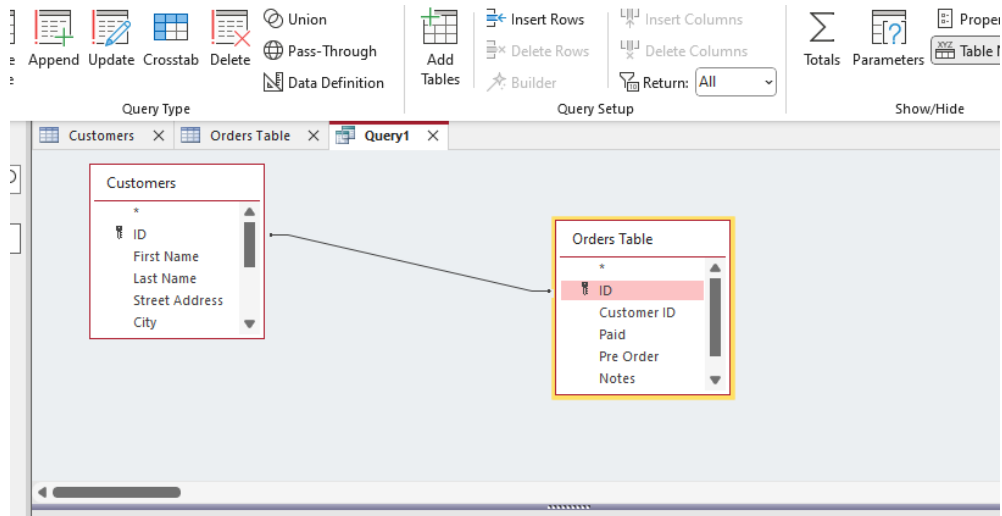
1. Open ms access → click on “Blank Database” → under External data → click on new data source” → click on “from file” → click on “excel” → select the file.



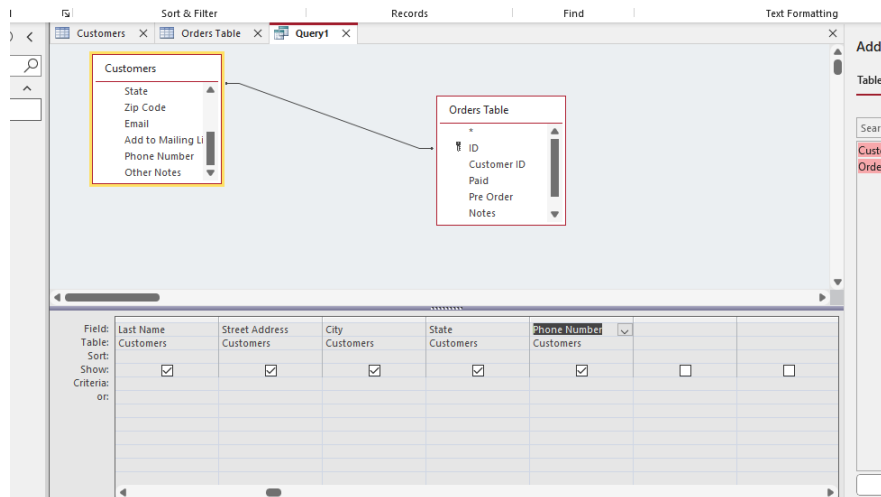
2. Under “create” select on “query design” → select both tables on the right side → click on “Add selected tables”.



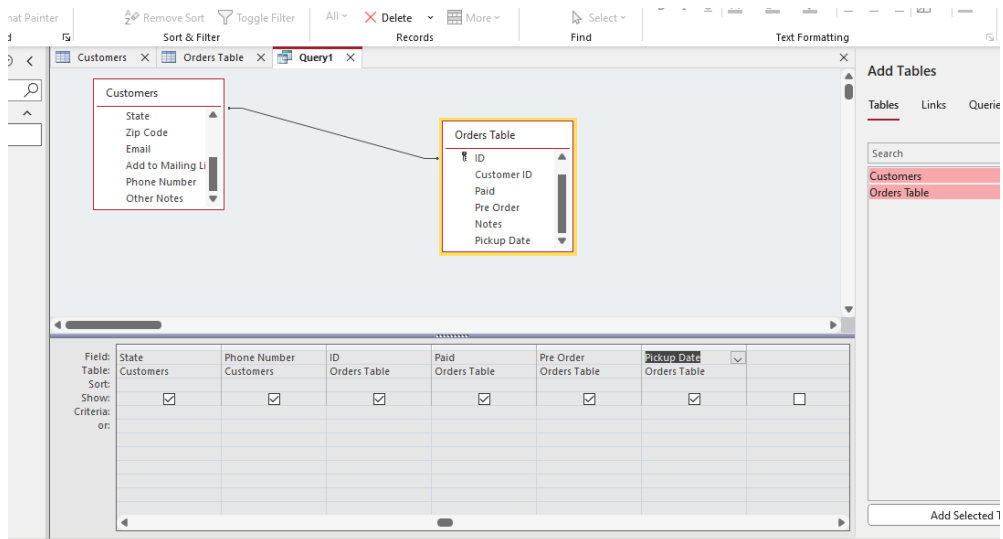
3. Select any one of the tables "ID" field drag and drop to another table "ID" field.



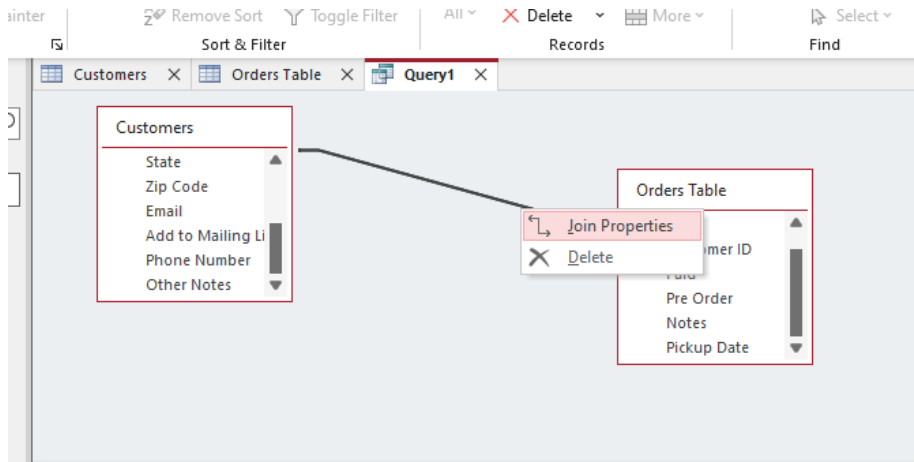
4. Double click on the desired field to add



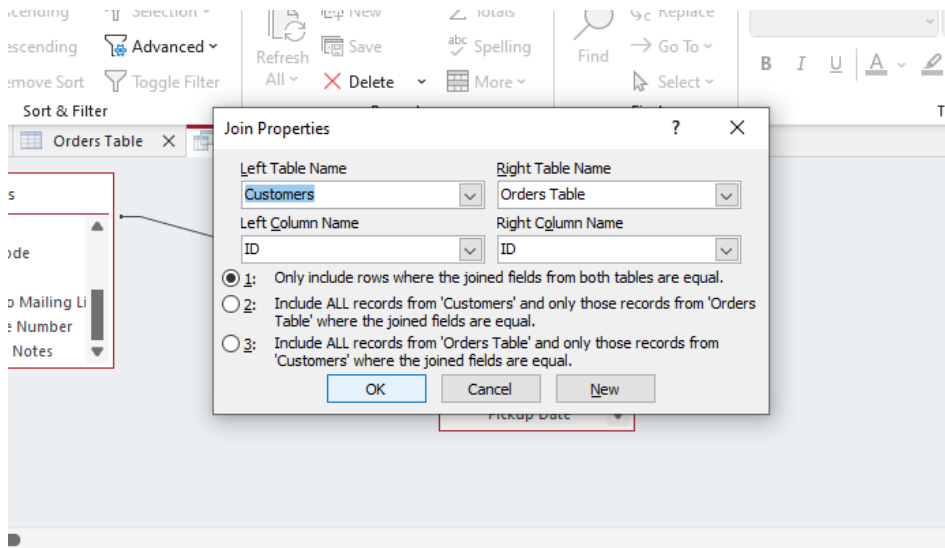
5.



6.

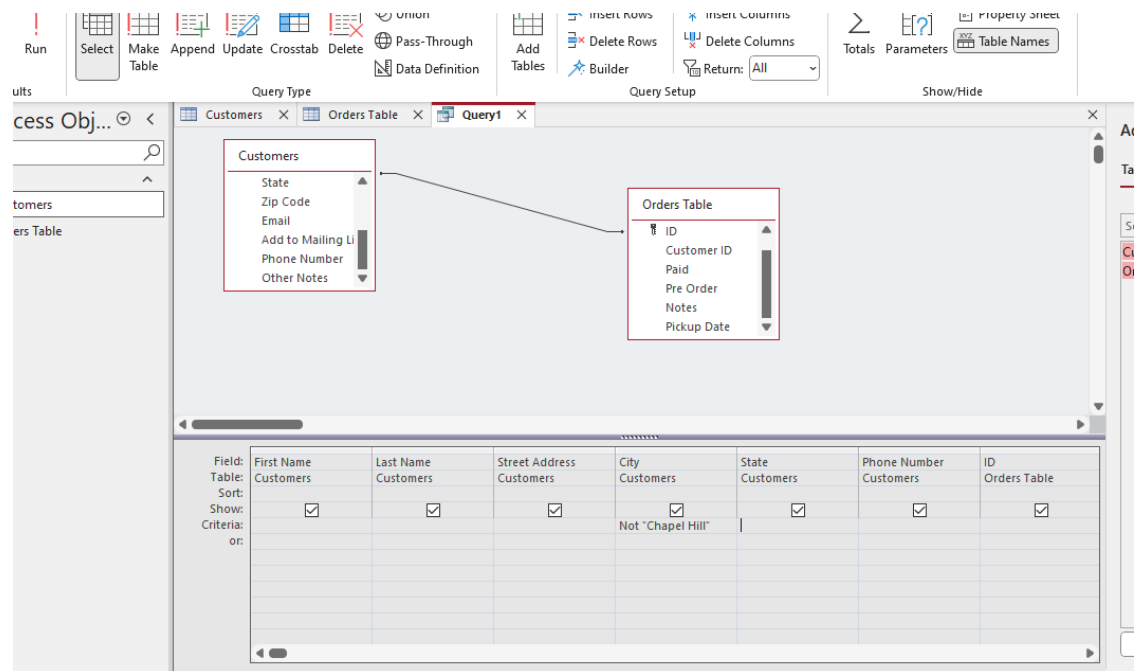


7.

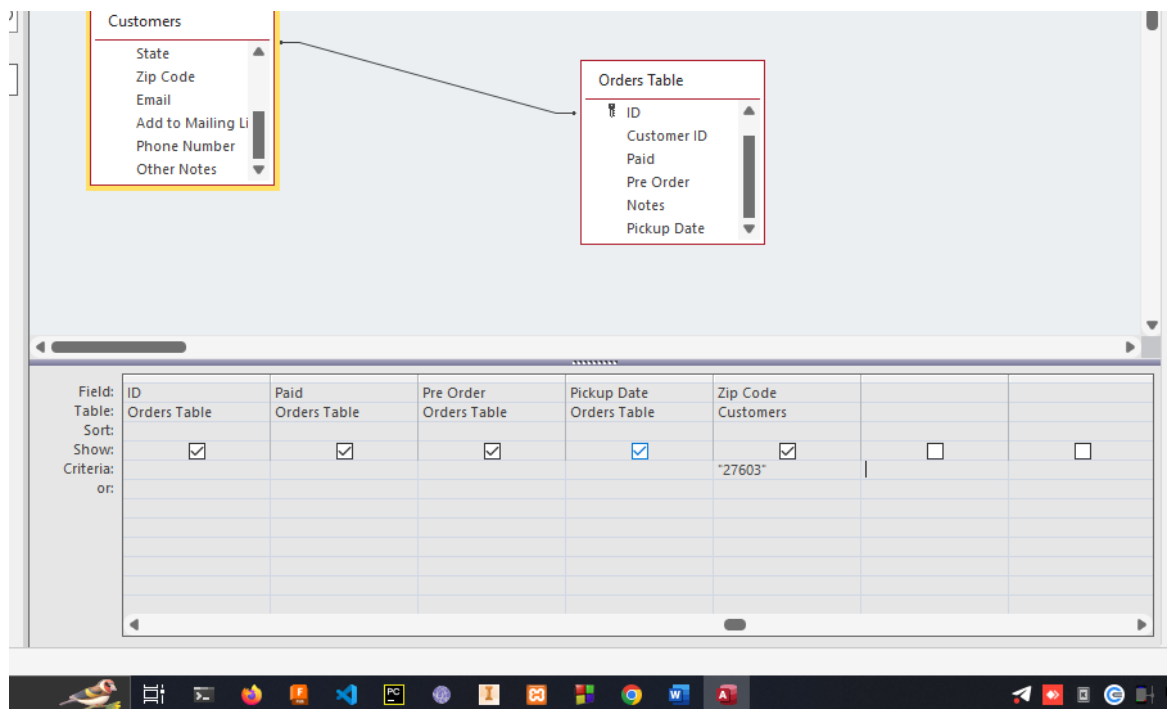


8.

a.



b.



C.

Zip Code

Email

Add to Mailing List

Phone Number

Other Notes

Orders Table

ID

Customer ID

Paid

Pre Order

Notes

Pickup Date

Field:	Street Address	City	State	Phone Number	ID	Paid	Pre Order
Table:	Customers	Customers	Customers	Customers	Orders Table	Orders Table	Orders Table
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	on:	Raleigh					

Query1										
First Name	Last Name	Street Address	City	State	Phone Number	ID	Paid	Pre Order	Pickup Date	Zip Code
Chloe	Jones	23 Solo Ln.	Raleigh	NC	919-555-8658	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04-Dec-13	27609
Nisha	Hall	123 Huntington	Raleigh	NC	919-555-5753	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10-Dec-13	27612
Hillary	Clayton	2516 Newman	Raleigh	NC	919-555-9745	9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	14-Dec-13	27606
Beatrice	Joslin	85 North West	Raleigh	NC	919-555-1123	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	16-Dec-13	27606
Mariah	Allen	12 Jupe	Raleigh	NC	919-555-3432	13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16-Dec-13	27605
Jennifer	Hill	2100 Field Ave	Raleigh	NC	919-555-5467	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17-Dec-13	27609
Cody	Hayes	65 North St.	Raleigh	NC	919-555-5434	16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17-Dec-13	27609
Amaya	Gibson	5 West St.	Raleigh	NC	919-555-7565	17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18-Dec-13	27612
Cynthia	Love	7825 Venice Ct	Raleigh	NC	919-555-4655	18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18-Dec-13	27605
Cindy	Freeman	78-A Meadowv	Raleigh	NC	919-555-7890	19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18-Dec-13	27609
Barbara	Jameson	29 North Luke	Raleigh	NC	919-555-2222	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18-Dec-13	27609
Juanita	Williams	123 Garden Plo	Raleigh	NC	919-555-4334	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	24-Dec-13	27609
Sara	Thomas	127 South Peju	Raleigh	NC	919-555-5643	31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	24-Dec-13	27603
Larry	Binder	124 Heuristic W	Raleigh	NC	919-555-5657	32	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	24-Dec-13	27609
Patti	Cheng	9 Atlantic Blvd	Raleigh	NC	919-555-6666	35	<input type="checkbox"/>	<input type="checkbox"/>	24-Dec-13	27608
Greg	Newton	2520 Hopkins R	Raleigh	NC	919-555-4585	36	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24-Dec-13	27615
Carol	Allenson	3201 Glenwood	Raleigh	NC	919-555-7575	37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	23-Dec-13	27607
Zoe	Altman	817 Hillsborou	Raleigh	NC	919-555-6688	38	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24-Dec-13	27605
Danny	Haverford	202 Cedar Ln.	Raleigh	NC	919-555-7778	39	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	24-Dec-13	27609
Vig	Aurelio	53 Pine St.	Raleigh	NC	919-555-8789	40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24-Dec-13	27612
Jeffery	Bergman	1245 Ross Park	Raleigh	NC	919-555-4644	41	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30-Dec-13	27609
William	Bittman	1122 Glenwood	Raleigh	NC	919-555-6888	42	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30-Dec-13	27609
Megan	Draper	311 Cook St.	Raleigh	NC	919-555-0783	43	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30-Dec-13	27615
Dick	Whitman	105 David St.	Raleigh	NC	919-555-5042	44	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30-Dec-13	27607

d.

Add to Mailing List
Phone Number
Other Notes

Customer ID
Paid
Pre Order
Notes
Pickup Date

Field:	Street Address	City	State	Zip Code	Phone Number	ID	Paid
Table:	Customers	Customers	Customers	Customers	Customers	Orders Table	Orders Table
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		"Raleigh"		"27603"			
or:							

Cut

Copy

Format Painter

Filter

Ascending

Descending

Remove Sort

Selection

Advanced

Toggle Filter

Refresh All

New

Save

Delete

Totals

Spelling

More

Find

Replace

Go To

Select

Calibri

11

B

I

U

Color

Background Color

Text Color

Align

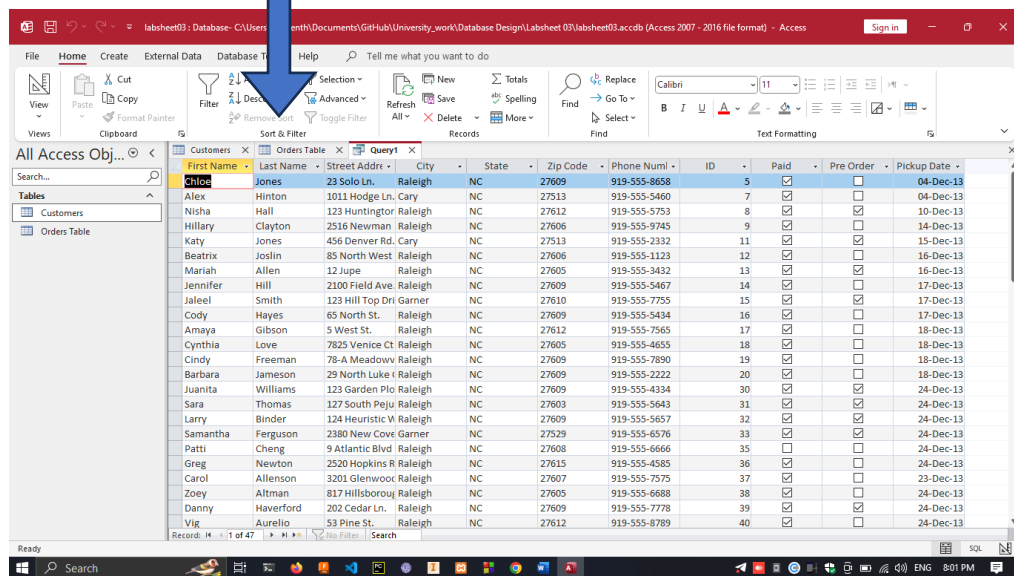
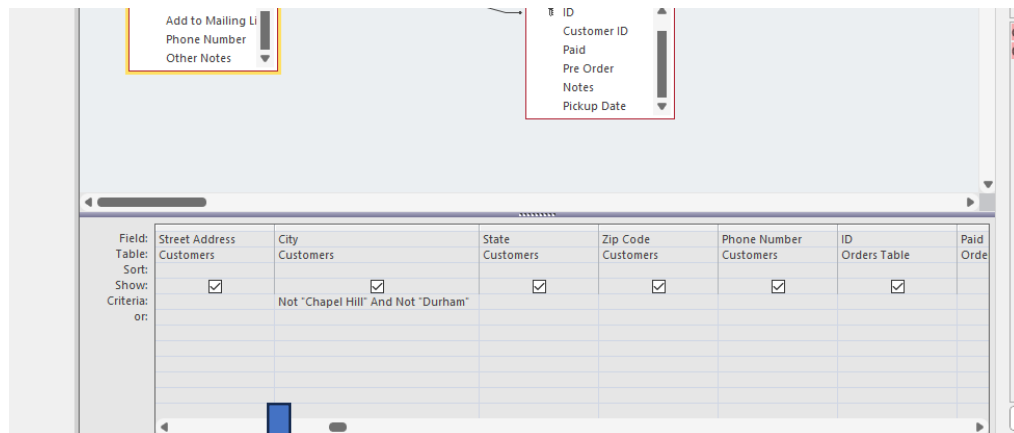
Indent

Decrease Indent

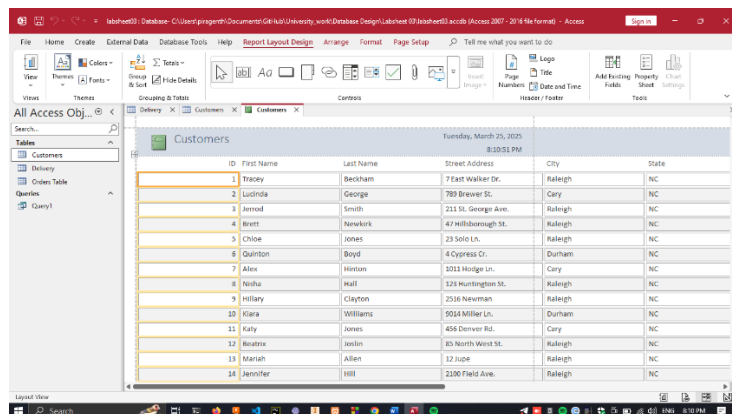
Table

Customers	Orders Table	Query1								
First Name	Last Name	Street Address	City	State	Zip Code	Phone Number	ID	Paid	Pre Order	Pickup Date
Sara	Thomas	127 South Peju	Raleigh	NC	27603	919-555-5643	31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	24-Dec-13
Pilar	Semana	72 Oberlin Rd.	Raleigh	NC	27603	919-555-5404	48	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31-Dec-13
Juanita	Harris	43 Prosperity V	Raleigh	NC	27603	919-555-0475	51	<input type="checkbox"/>	<input type="checkbox"/>	02-Mar-13
Hamish	David	21 Cameron Ct.	Raleigh	NC	27603	919-555-6580	58	<input type="checkbox"/>	<input type="checkbox"/>	17-Mar-13
Emmanual	Colin	11 Sassafras W.	Raleigh	NC	27603	919-555-0575	62	<input type="checkbox"/>	<input type="checkbox"/>	
*								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

e.

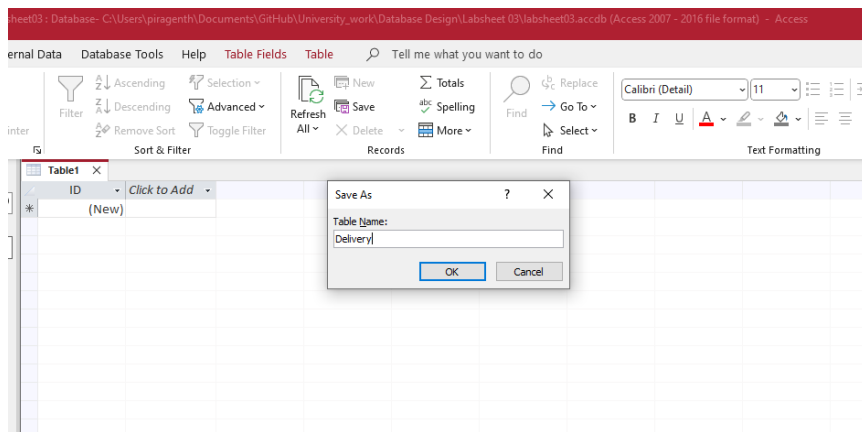


f.

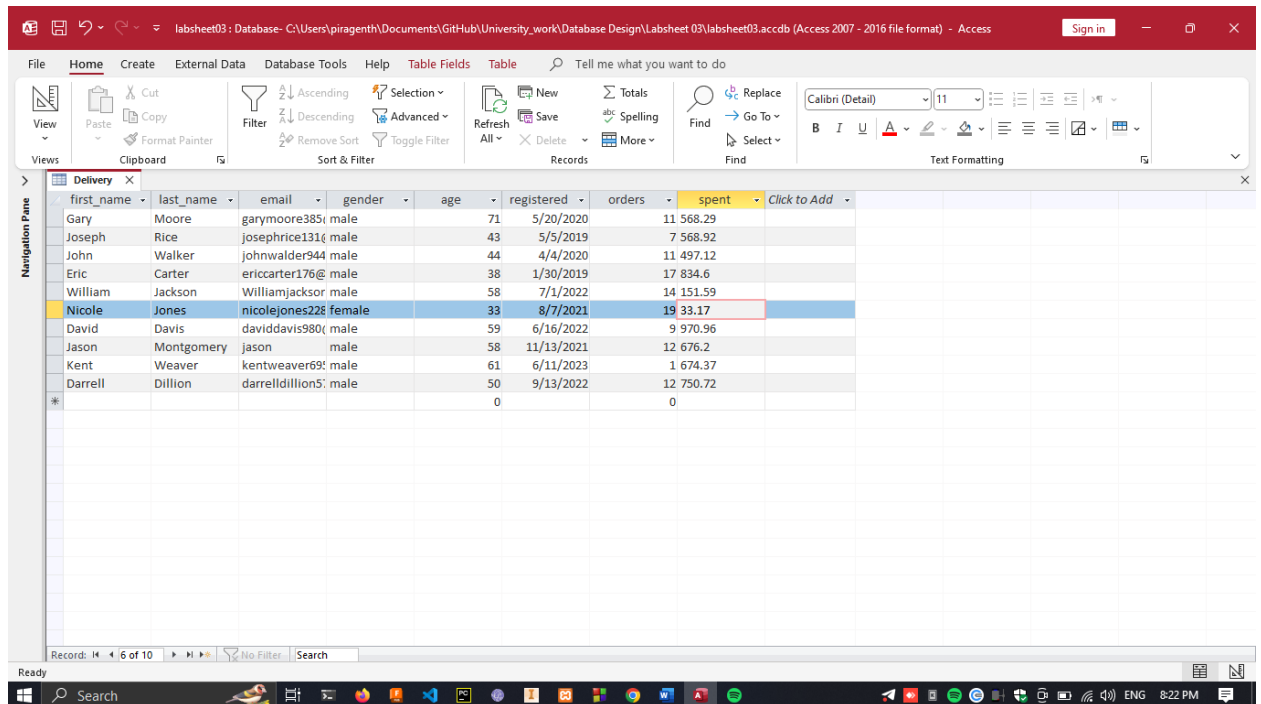


Task 02

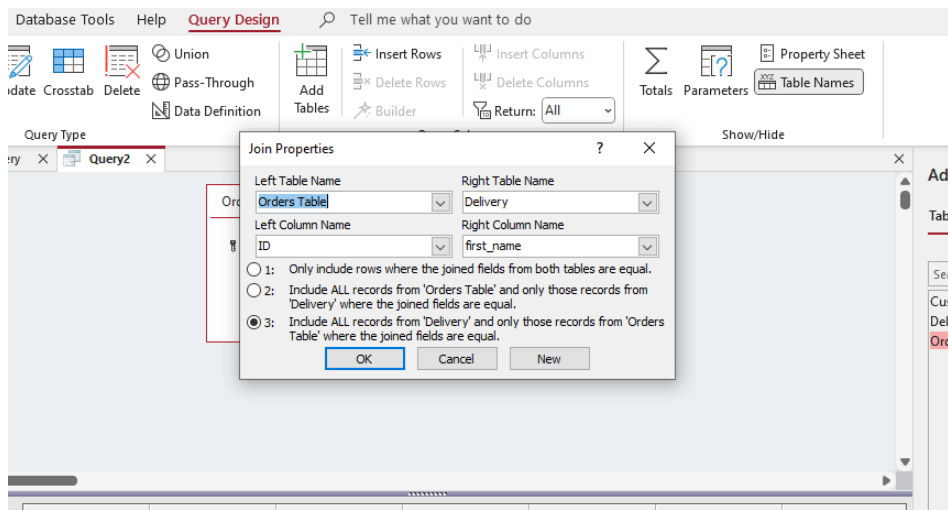
1. Click on “Create” Ribbon tab → click on “Table” → naming it as “Delivery”



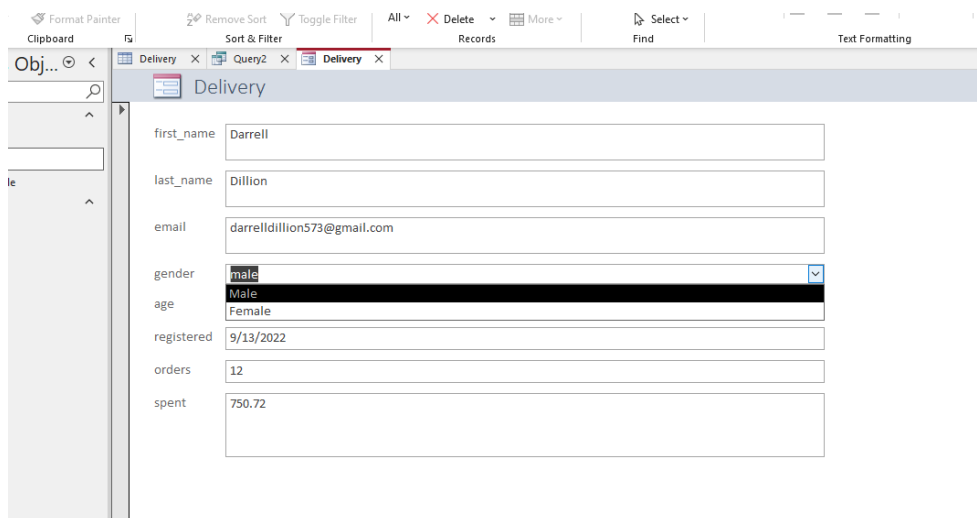
- 2.



3.



4.



5.

The screenshot shows the Microsoft Access interface with the 'Delivery' form open in Layout View. The form contains the following fields and values:

Field	Value
first_name	Darrell
last_name	Dillion
email	darrelldillion573@gmail.com
gender	male
age	50
registered	9/13/2022
orders	12
spent	750.72

At the bottom left of the form, there are two buttons: 'Save' (represented by a floppy disk icon) and 'Cancel' (represented by a trash can icon). These buttons are highlighted with a red rectangular box. A blue arrow points from the left side of the image to the 'Save' button. The status bar at the bottom indicates 'Record: 1 of 10' and 'No Filter'.

6.

a.

The screenshot shows the Microsoft Access interface with the 'Delivery' table open in Datasheet View. The table has the following columns and data:

Field:	first_name	last_name	email	gender	age	Pre Order Orders Table
Table:	Delivery	Delivery	Delivery	Delivery	Delivery	
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:						> 14
or:						

The 'Pre Order Orders Table' column has a checkbox with the value '> 14'. The status bar at the bottom indicates 'Record: 1 of 10' and 'No Filter'.

b.

Field:	first_name	last_name	email	gender	age	orders	
Table:	Delivery	Delivery	Delivery	Delivery	Delivery	Delivery	
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:				Not "male"			
or:							

c.

Field:	email	gender	age	orders	Pre Order Orders Table		
Table:	Delivery	Delivery	Delivery	Delivery	Pre Order Orders Table		
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:			< 60		No		
or:					Now		

Returns a Variant of type Date specifying the current system date

d.

Field:	first_name	last_name	email	gender	age	orders	Pre Order Orders Table
Table:	Delivery	Delivery	Delivery	Delivery	Delivery	Delivery	Pre Order Orders Table
Sort:							
Show:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:							Yes
or:							

e.

The screenshot shows the Microsoft Access application window. The title bar indicates the file is 'labsheet03 : Database- C:\Users\piragenth\Documents\GitHub\University_work\Database Design\LabSheet 03\labsheet03.accdb (Access 2007 - 2016 file format) - Access'. The ribbon is set to 'Report Layout Design'. The 'All Access Objects' pane on the left shows a tree view with 'Tables' (Customers, Delivery, Orders Table), 'Queries' (Query1), 'Forms' (Delivery), and 'Reports' (Delivery). The main area displays a report layout for the 'Delivery' table. The report has a header section with the title 'Delivery' and a date/time stamp 'Tuesday, March 25, 2025 9:23:55 PM'. Below the header is a table with the following columns: 'name', 'last_name', 'email', 'gender', 'age', 'registered', and 'orders'. The data rows are as follows:

name	last_name	email	gender	age	registered	orders
h	Rice	josephrice131@gmail.com	male	43	5/5/2019	7
	Moore	garymoore385@gmail.com	male	71	5/20/2020	11
	Walker	johnwalder944@gmail.com	male	44	4/4/2020	11
	Carter	ericcarter176@gmail.com	male	38	1/30/2019	17
m	Jackson	Williamjackson427@gmail.com	male	58	7/1/2022	14
e	Jones	nicolejones228@gmail.com	female	33	8/7/2021	19

The status bar at the bottom shows 'Layout View' and the system clock indicates 'ENG 9:24 PM'.