CIS 11051 – PRACTICAL FOR DATABASE DESIGN

Information and communication Technology

Faculty of Technology

South Eastern University of Sri Lanka
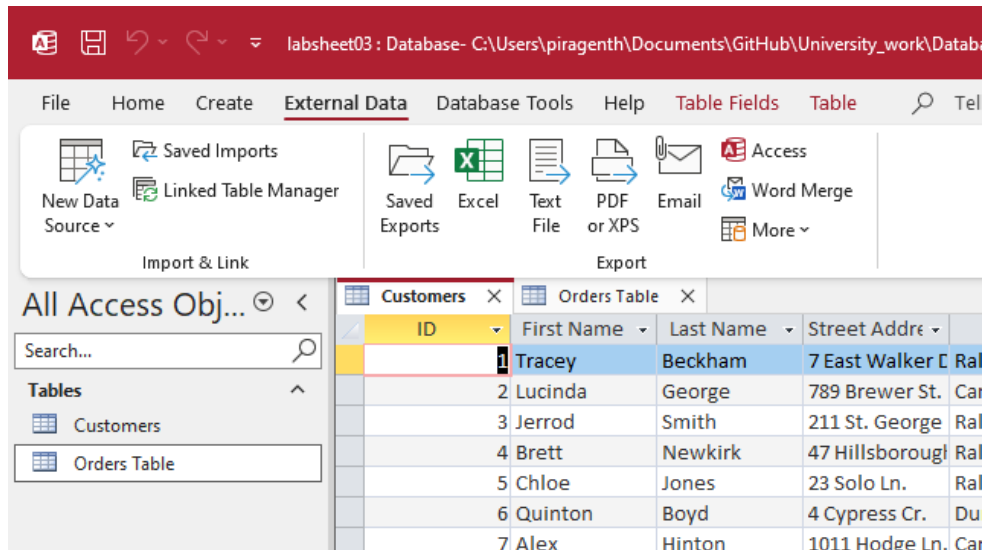
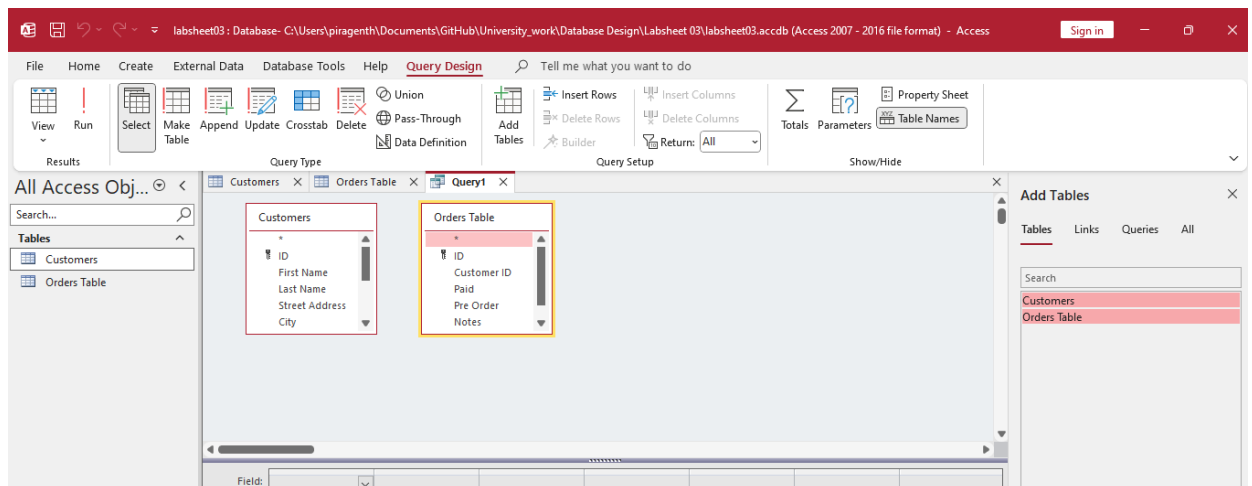Registration Number: SEU/IS/22/ICT/075
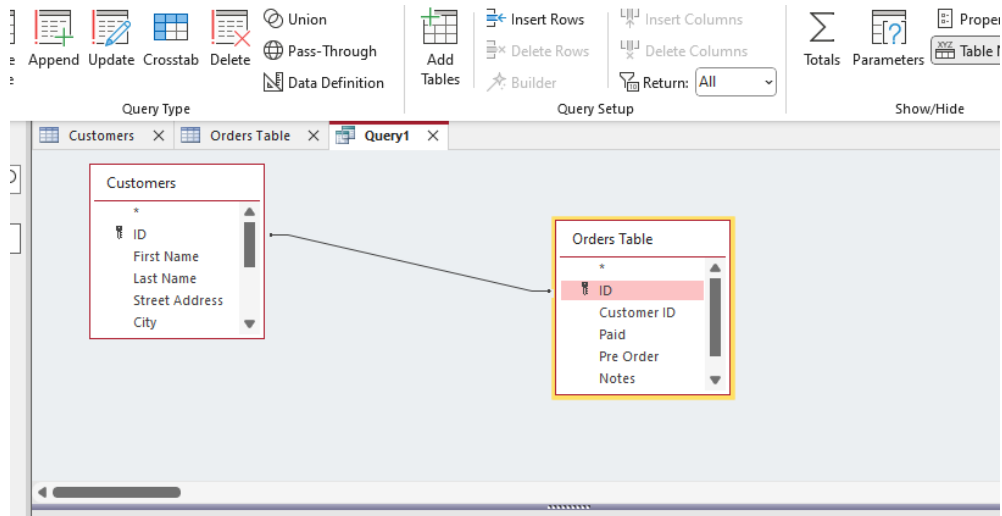
Academic year: 22/23

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.
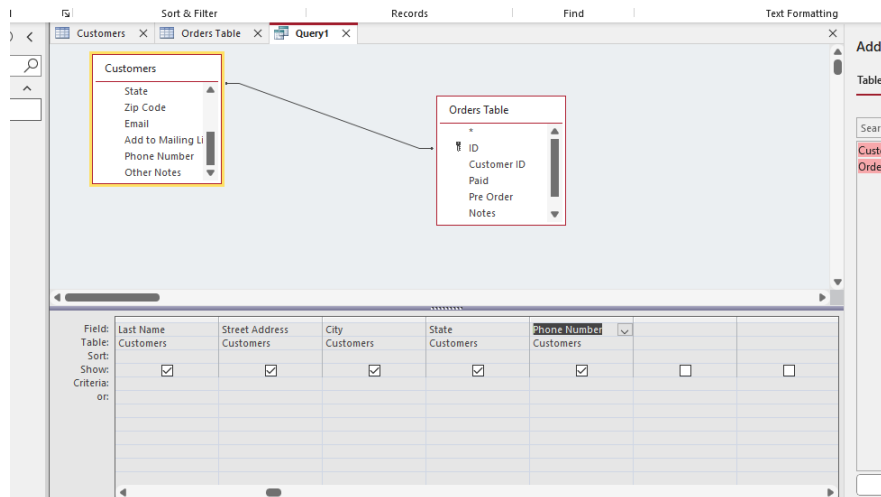

2. Under "create" select on "query design" → select both tables on the right side → click on "Add selected tables".
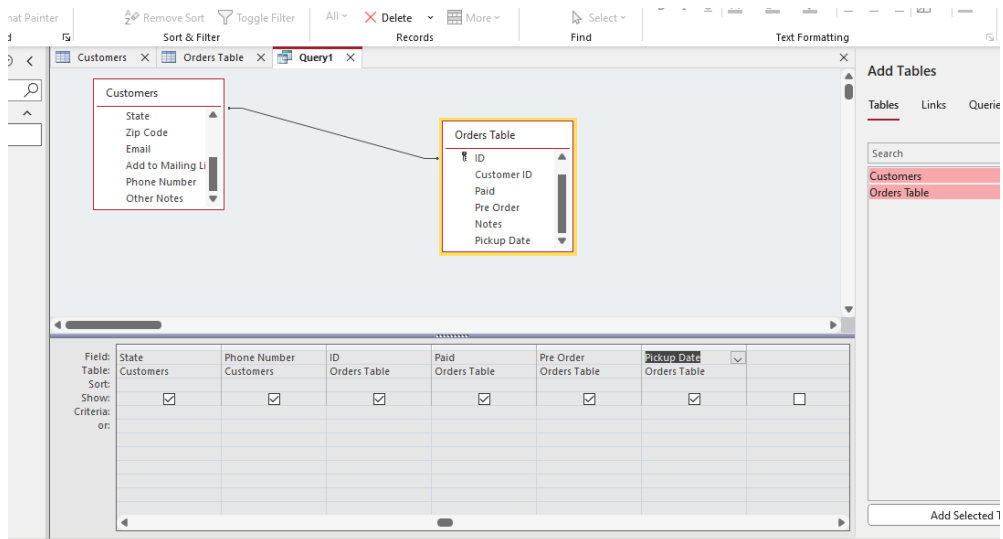
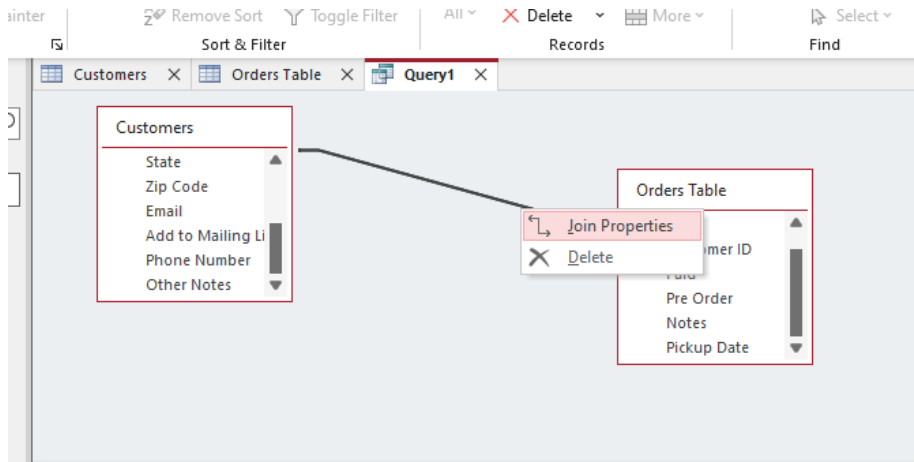3. Select any one of the tables "ID" field drag and drop to another table "ID" field.

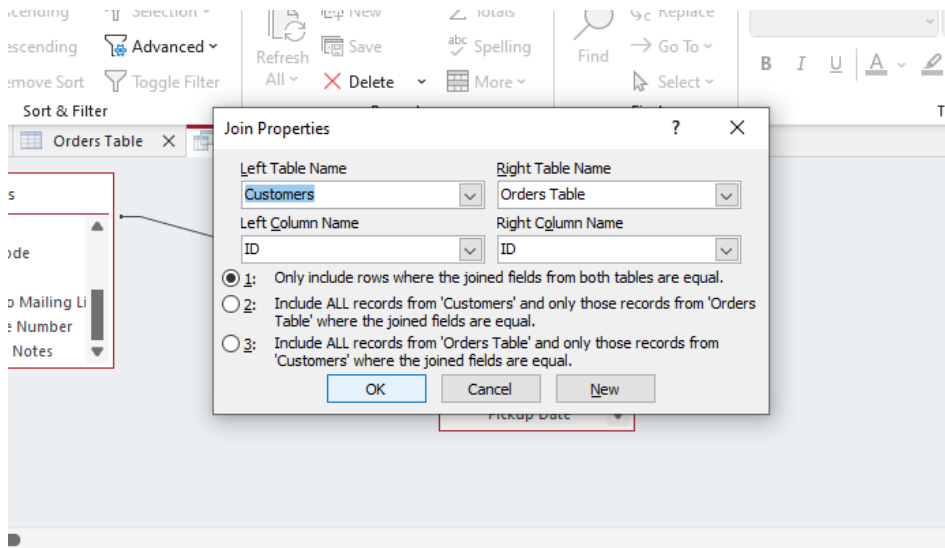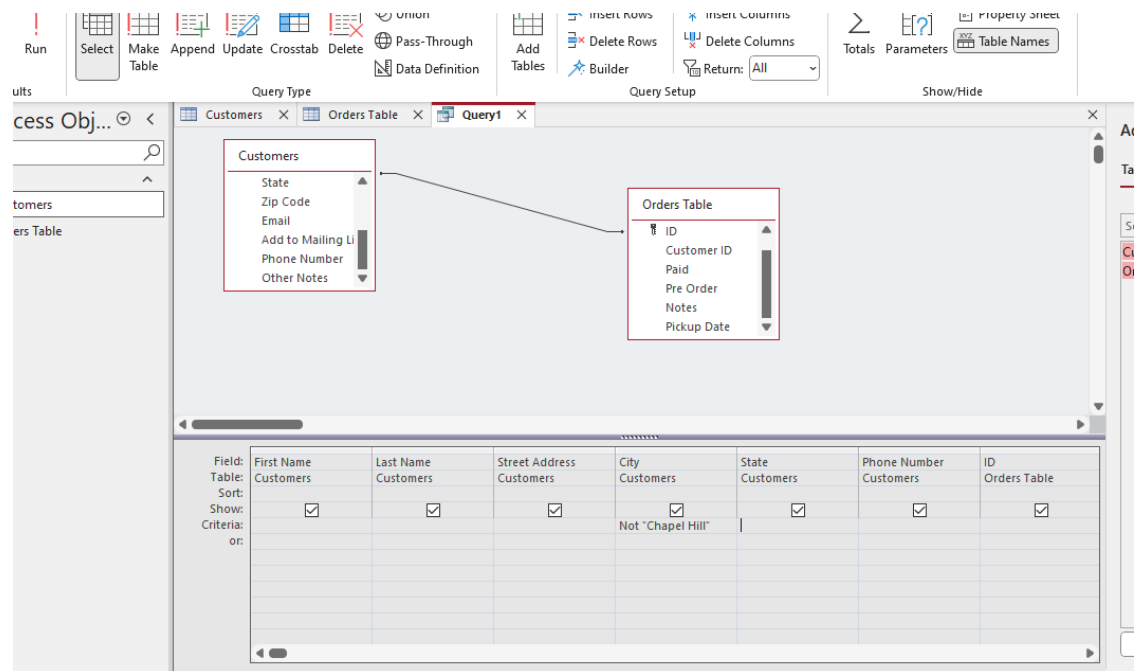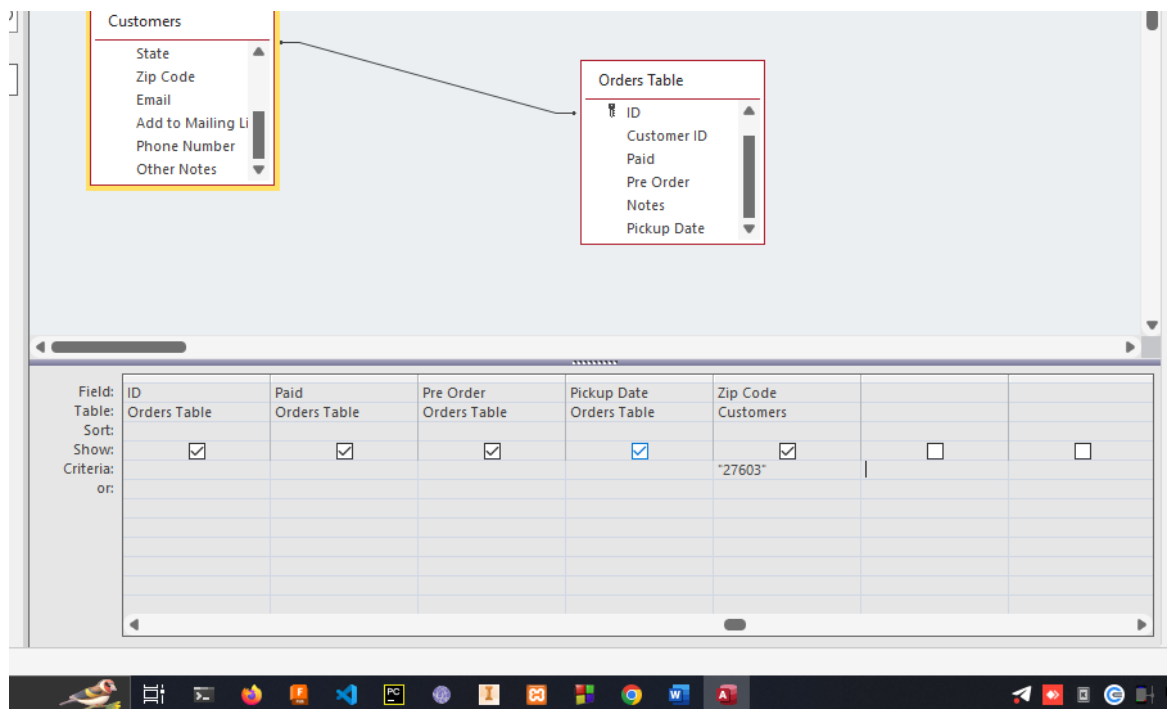4. Double click on the desired field to add

5.

6.

7.

8.

a.

b.

C.

Orders Table

Zip Code
Email
Add to Mailing Li
Phone Number
Other Notes

ID
Customer ID
Paid
Pre Order
Notes
Pickup Date

Search

Customers
Orders Table

Field:	Street Address	City	State	Phone Number	ID	Paid	Pre Order
Table:	Customers	Customers	Customers	Customers	Orders Table	Orders Table	Orders Table
Sort:							
Show:	☑	☑	☑	☑	☑	☑	☑
Criteria:		"Raleigh"					
or:							

Sort & Filter   Records   Find   Text Formatting

Customers   Orders Table   Query1

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

Record: ◄ 1 of 42 ► ►► No Filter   Search

d.

Query design grid:

Field:	Street Address	City	State	Zip Code	Phone Number	ID	Paid
Table:	Customers	Customers	Customers	Customers	Customers	Orders Table	Orders Table
Sort:							
Show:	☑	☑	☑	☑	☑	☑	☑
Criteria:		"Raleigh"		"27603"			
or:							

Datasheet (Query1):

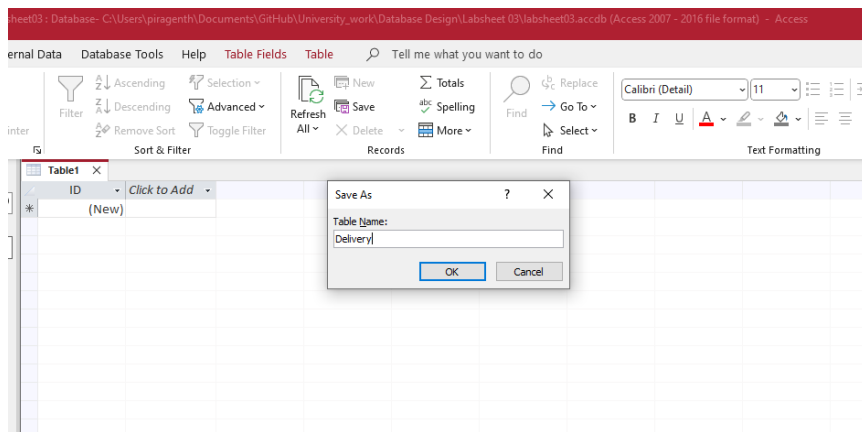| First Name	Last Name	Street Addre	City	State	Zip Code	Phone Numl	ID	Paid	Pre Order	Pickup Date
Sara	Thomas	127 South Peju	Raleigh	NC	27603	919-555-5643	31	☑	☑	24-Dec-13
Pilar	Semana	72 Oberlin Rd.	Raleigh	NC	27603	919-555-5404	48	☑	☑	31-Dec-13
Juanita	Harris	43 Prosperity V	Raleigh	NC	27603	919-555-0475	51	☐	☐	02-Mar-13
Hamish	David	21 Cameron Ct.	Raleigh	NC	27603	919-555-6580	58	☐	☐	17-Mar-13
Emmanual	Colin	11 Sassafras W	Raleigh	NC	27603	919-555-0575	62	☐	☐	

e.
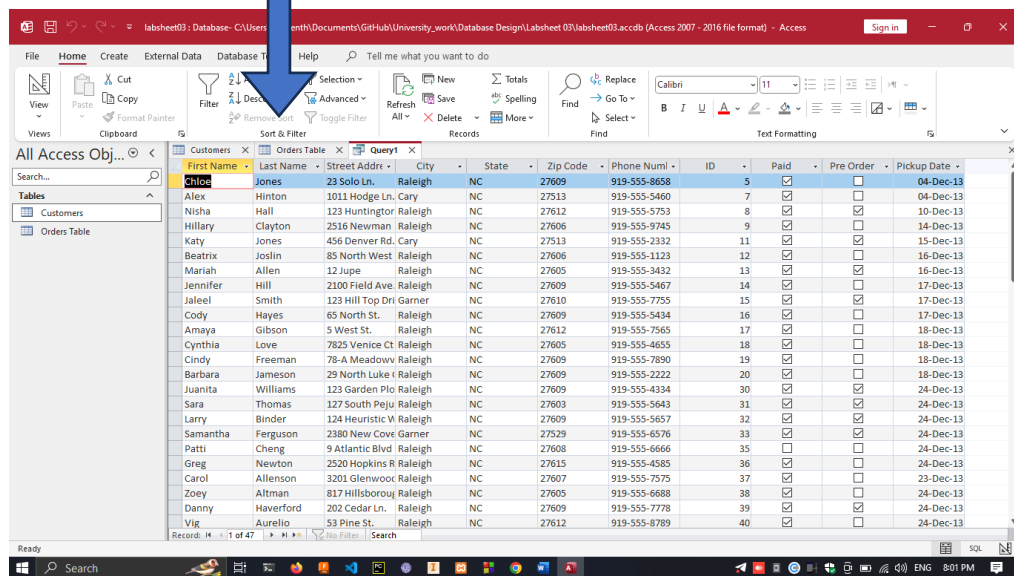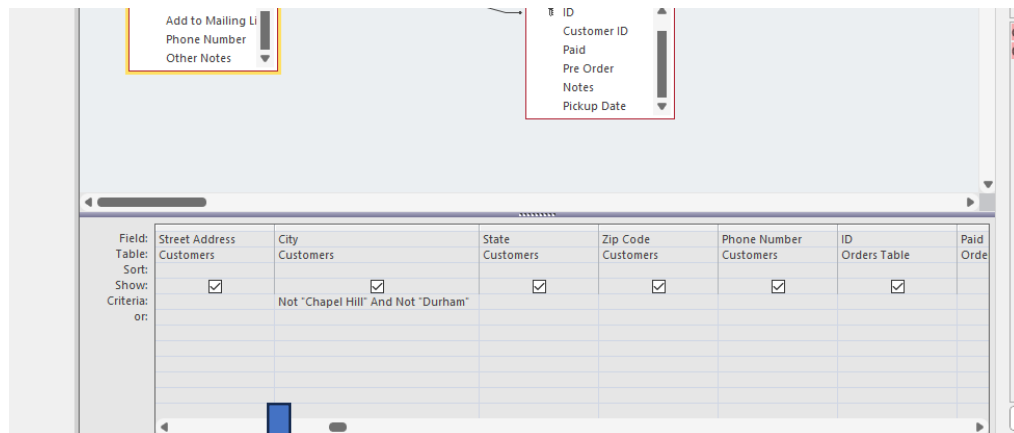
f.
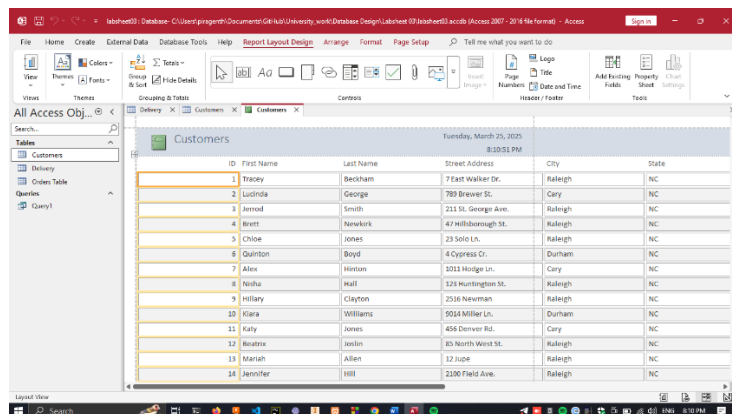
Task 02

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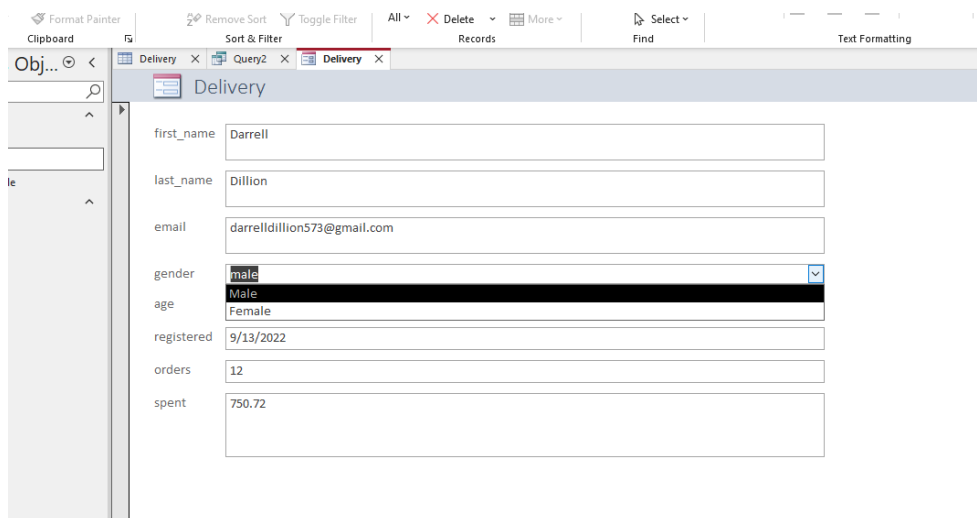

2.

3.

Database Tools | Help | Query Design | Tell me what you want to do

Union
Pass-Through
Data Definition

Insert Rows
Delete Rows
Builder

Insert Columns
Delete Columns
Return: All

Totals | Parameters | Property Sheet | Table Names

Crosstab | Delete | Add Tables

Query Type | Show/Hide

Query2

Join Properties

Left Table Name
Orders Table

Right Table Name
Delivery

Left Column Name
ID

Right Column Name
first_name

○ 1: Only include rows where the joined fields from both tables are equal.

○ 2: Include ALL records from 'Orders Table' and only those records from 'Delivery' where the joined fields are equal.

● 3: Include ALL records from 'Delivery' and only those records from 'Orders Table' where the joined fields are equal.

OK | Cancel | New

4.

Format Painter | Remove Sort | Toggle Filter | All | Delete | More | Select

Clipboard | Sort & Filter | Records | Find | Text Formatting

Delivery | Query2 | Delivery

Delivery

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

5.

6.

a.

b.

Field:	first_name	last_name	email	gender	age	orders	
Table:	Delivery	Delivery	Delivery	Delivery	Delivery	Delivery	
Sort:							
Show:	☑	☑	☑	☑	☑	☑	☐
Criteria:				Not "male"			
or:							

c.

Orders Ta

Field:	email	gender	age	orders	Pre Order		
Table:	Delivery	Delivery	Delivery	Delivery	Orders Table		
Sort:							
Show:	☑	☑	☑	☑	☑	☐	☐
Criteria:							
or:			<60		No		

fx Now | Returns a Variant of type Date specifying the current system dat

d.

Field:	first_name	last_name	email	gender	age	orders	Pre Order
Table:	Delivery	Delivery	Delivery	Delivery	Delivery	Delivery	Orders Table
Sort:							
Show:	☑	☐	☐	☐	☐	☐	☑
Criteria:							
or:							Yes

e.