



# **CIS 11051 – PRACTICAL FOR DATABASE DESIGN**

Information and communication Technology

Faculty of Technology

South Eastern University of Sri Lanka

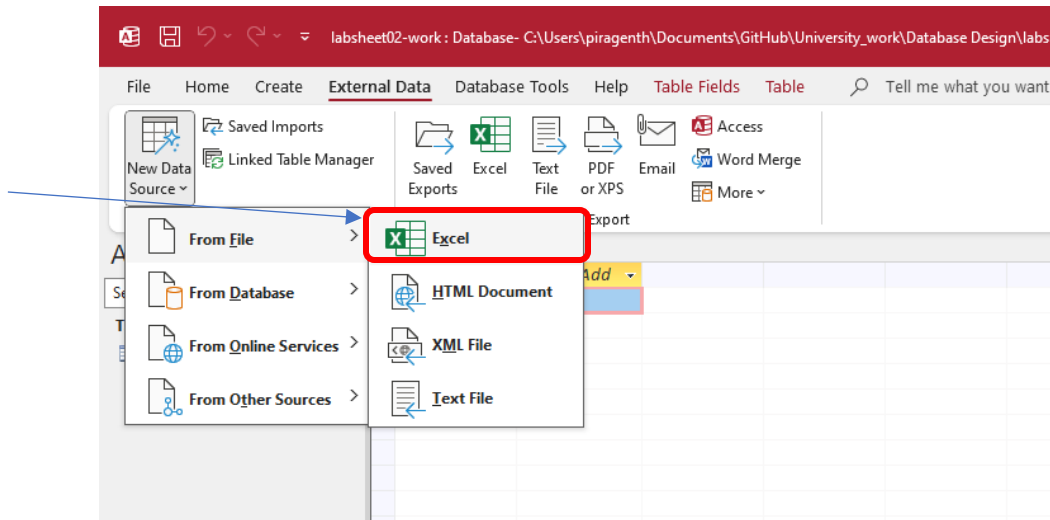
Registration Number: SEU/IS/22/ICT/075

Academic year: 22/23

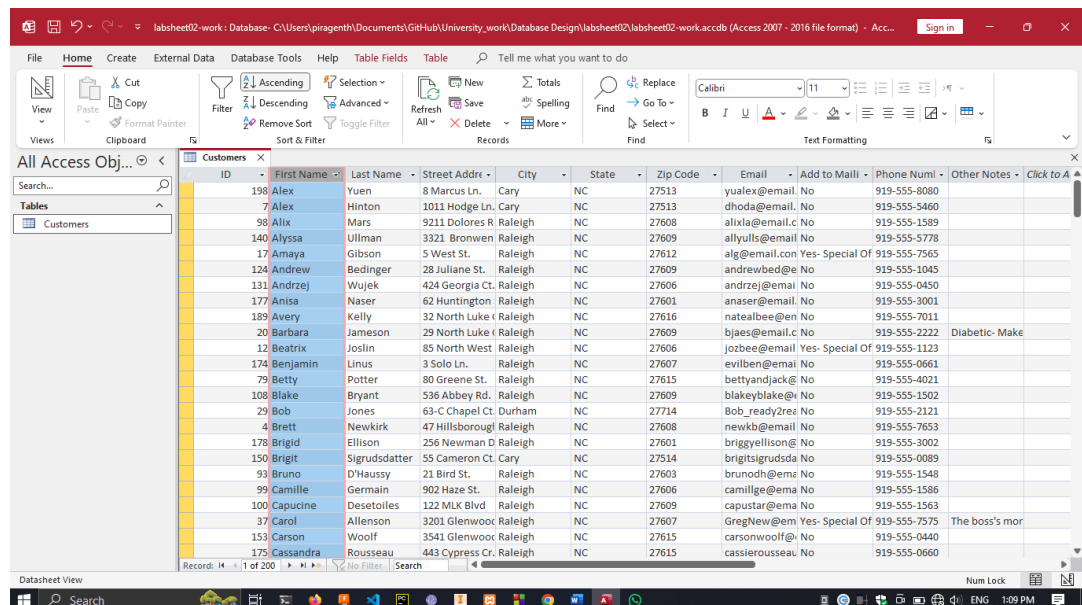
LabSheet02

# Task 1

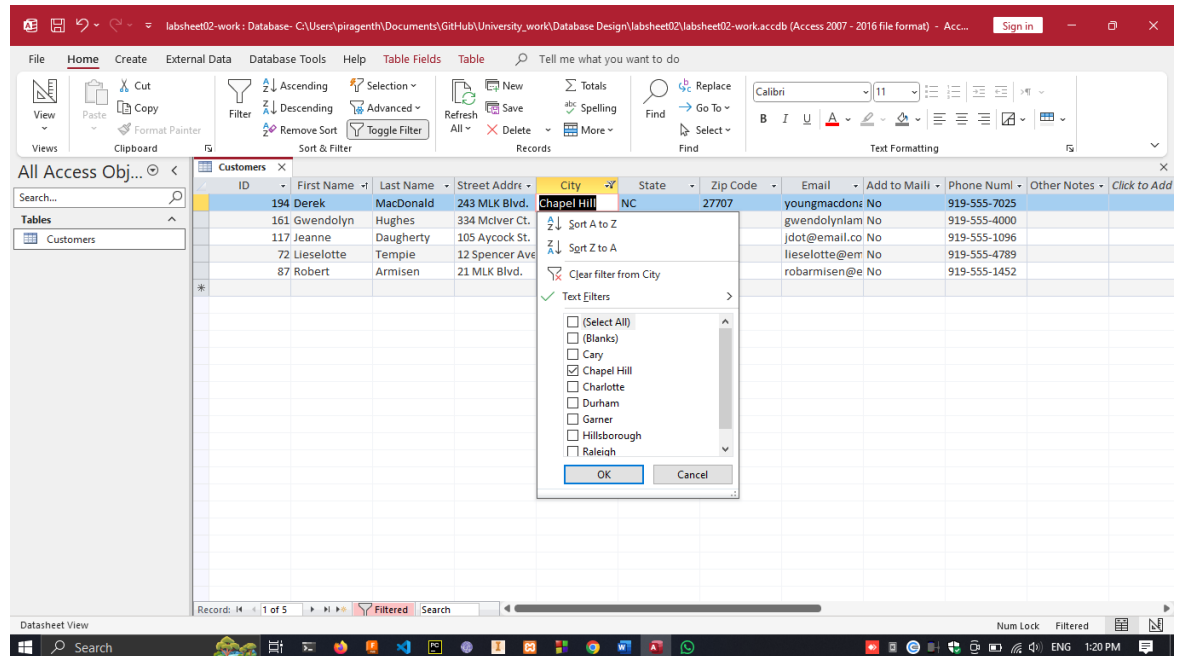
1. Open MS Access -> click on “Blank Document” -> click on “create” -> in ribbon tab click on “external data” -> new source data -> from file -> Excel



- I. Select column name “First Name” -> Under “Home” -> click on “Ascending”

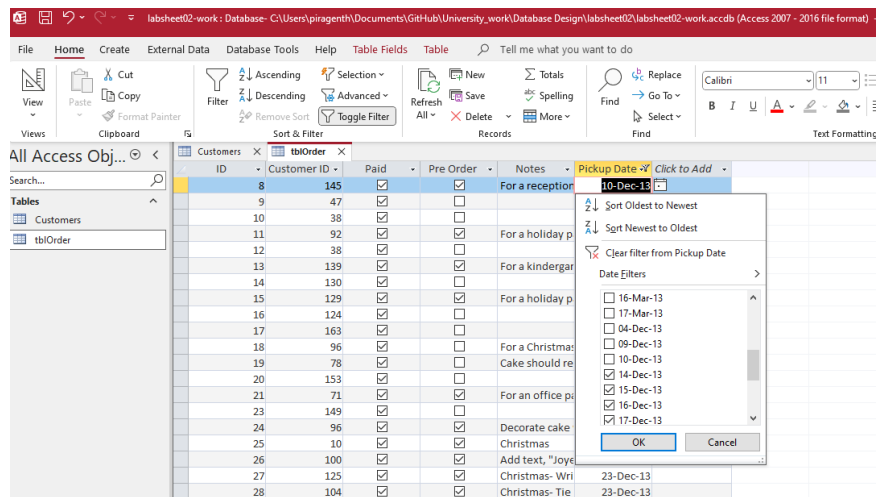


- II. Select "city" -> In "home" -> select "filter" -> uncheck all boxes other than "Chapel Hill"

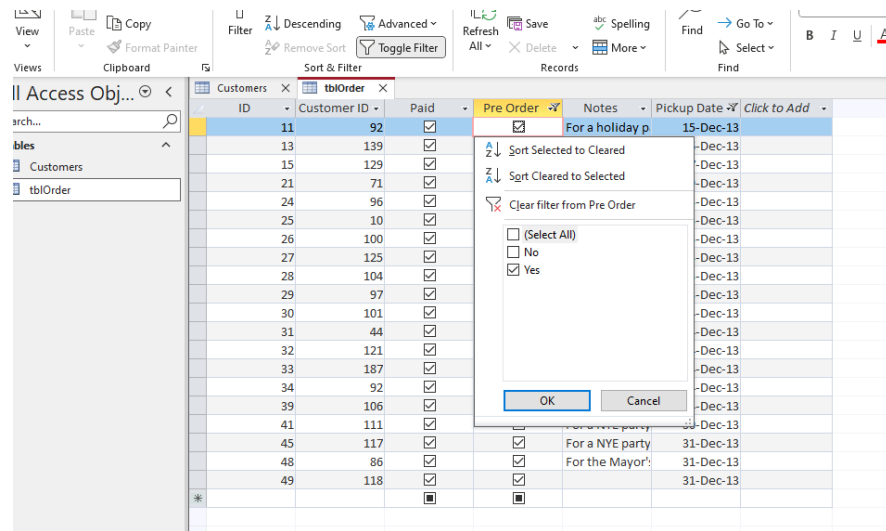


2.

I.

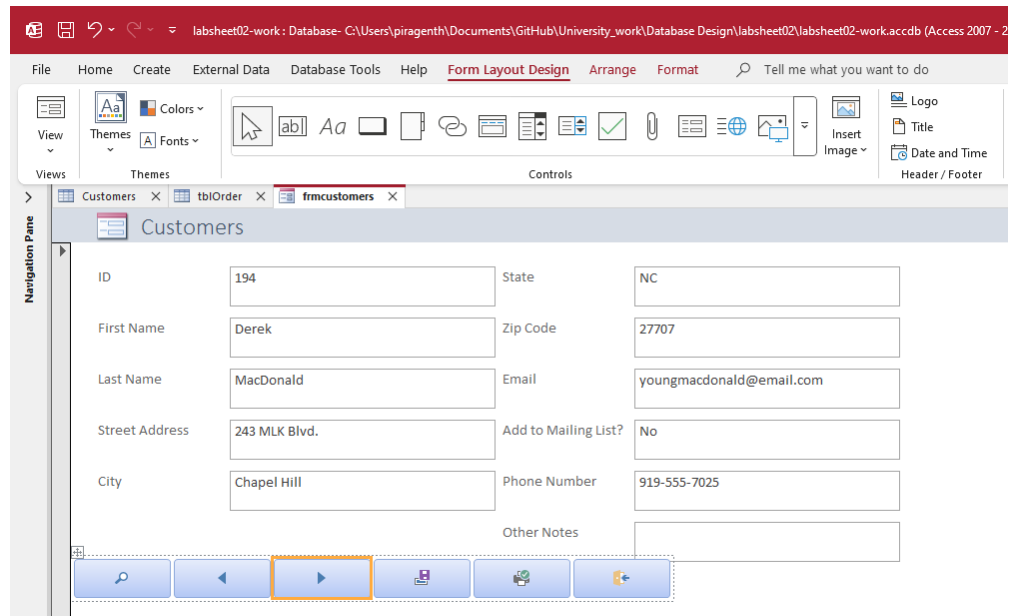


II.



### 3. Form

I.



II.

The screenshot shows the Microsoft Access application window with the 'Form Layout Design' ribbon selected. The 'Customers' form is displayed in the center, showing a data entry form with the following fields and values:

Field Name	Value
ID	194
First Name	Derek
Last Name	MacDonald
Street Address	243 MLK Blvd.
City	Chapel Hill
State	NC
Zip Code	27707
Email	youngmacdonald@email.com
Add to mailing List	No
Phone Number	919-555-7025
Other Notes	

The bottom status bar indicates 'Records: 1 of 5' and 'No Filter'.

## Task02

1.

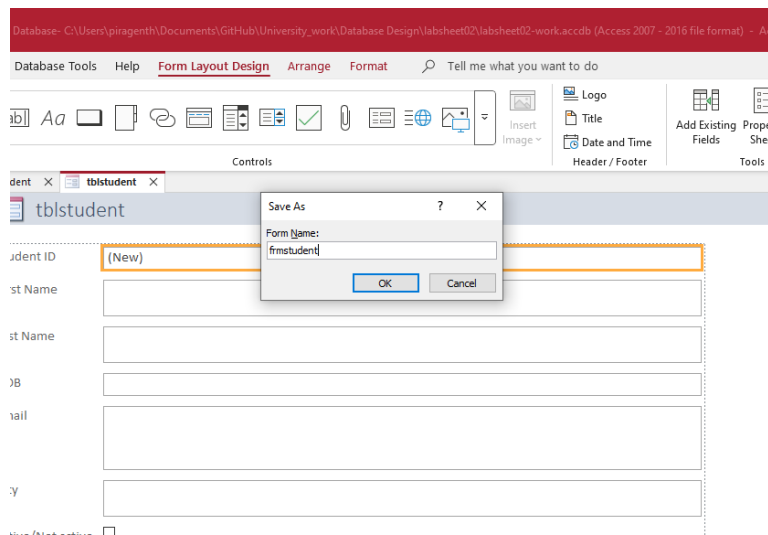
The screenshot shows the Microsoft Access application window with the 'Table Design' ribbon selected. The 'tblstudent' table is displayed in the center, showing the following fields and data types:

Field Name	Data Type	Description (Optional)
Student ID	AutoNumber	
First Name	Short Text	
Last Name	Short Text	
DOB	Date/Time	
Email	Long Text	
City	Short Text	
active/Not active	Yes/No	

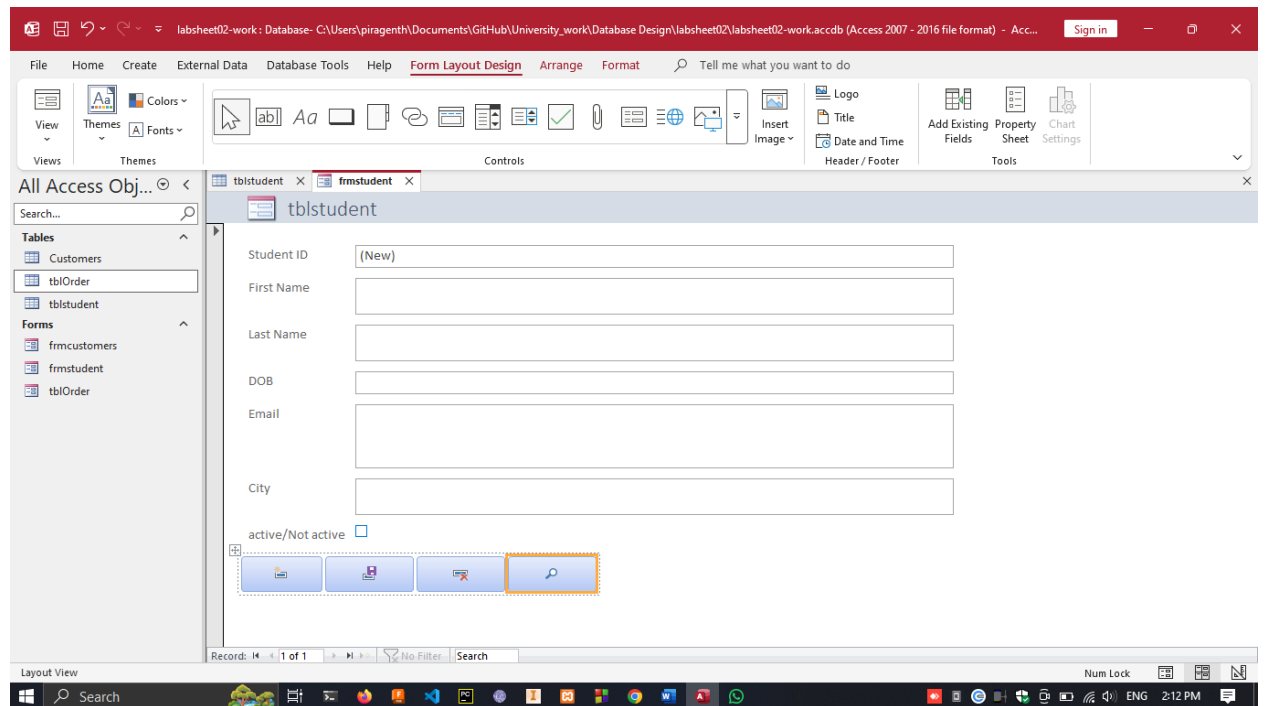
The 'Field Properties' pane is visible at the bottom, showing the 'General' tab for the 'active/Not active' field. The 'Format' property is set to 'Yes/No'.

The bottom status bar indicates 'Design view. F6 = Switch panes. F1 = Help.'

2.



3.



4.

labsheet02-work : Database- C:\Users\piragenth\Documents\GitHub\University\_work\Database Design\labsheet02\labsheet02-work.accdb (Access 2007 - 2016 file format)

File Home Create External Data Database Tools Help Table Fields Table Tell me what you want to do

View Paste Cut Copy Filter Ascending Descending Remove Sort Toggle Filter Selection Advanced Refresh Save New Totals Spelling Find Replace Go To Select Text Formatting

Navigation Pane

Student ID	First Name	Last Name	DOB	Age	Email	City	active/Not a	Click to Add
1	Parera	Sandun	9/9/1998	25	perera@gmail.	Colombo	<input checked="" type="checkbox"/>	
2	Anu	Padol	10/29/1996	27	anu@gmail.coi	Kandy	<input type="checkbox"/>	
3	Rosi	Raj	3/25/1995	28	rosi@yahoo.co	Matale	<input type="checkbox"/>	
4	Abi	Bob	10/13/2000	23	Abi13@yahoo.	Ampara	<input checked="" type="checkbox"/>	
5	Robin	Giri	2/19/1999	24	robin@gmail.c	Batti	<input checked="" type="checkbox"/>	
6	Sala	Nadhi	12/26/1997	26	sala@gmail.coi	Trincomalee	<input type="checkbox"/>	
7	Ravi	Jaru	3/18/2002	21	Ravi@yahoo.cc	Badulla	<input checked="" type="checkbox"/>	
8	Dilruksha	Rajapaksha	10/29/1995	28	Dilruksha30@g	Galee	<input checked="" type="checkbox"/>	
9	Meena	Meen	2/4/1990	33	meen@yahoo.	Colombo	<input checked="" type="checkbox"/>	
10	Ram	Karan	8/16/1991	32	ramkaran@gm	Colombo	<input checked="" type="checkbox"/>	
*	(New)			0			<input type="checkbox"/>	

5.

labsheet02-work : Database- C:\Users\piragenth\Documents\GitHub\University\_work\Database Design\labsheet02\labsheet02-work.accdb (Access 2007 - 2016 file format)

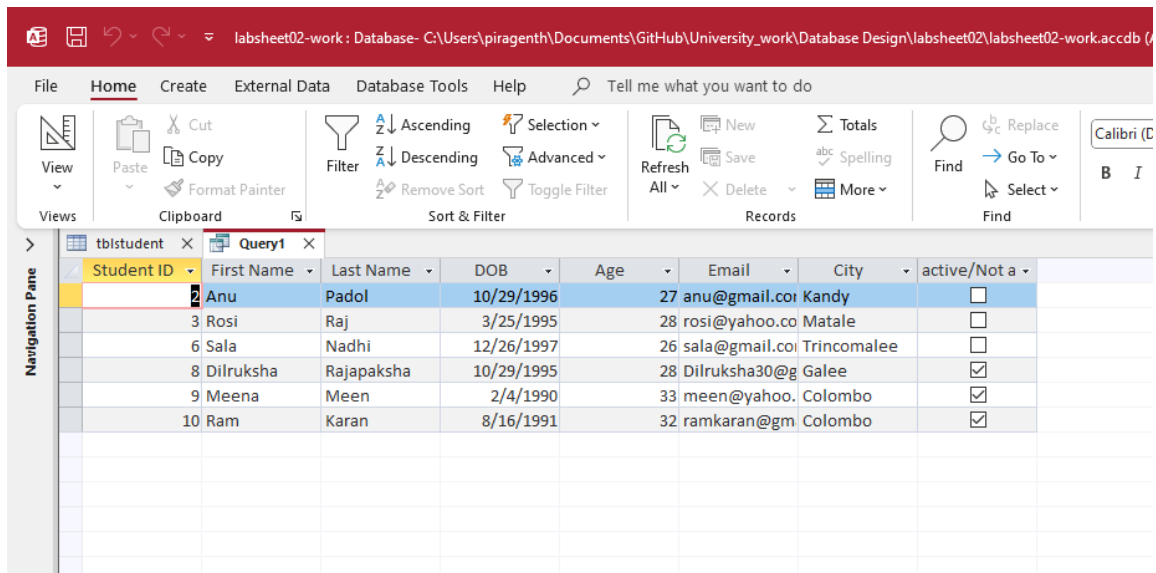
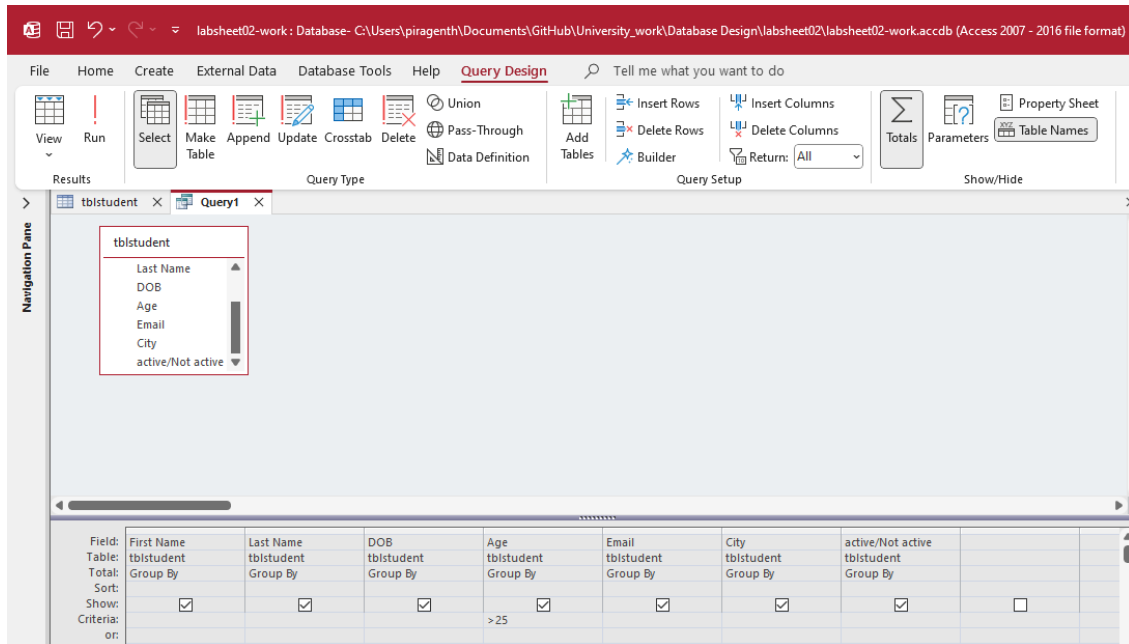
File Home Create External Data Database Tools Help Table Fields Table Tell me what you want to do

View Paste Cut Copy Filter Ascending Descending Remove Sort Toggle Filter Selection Advanced Refresh Save New Totals Spelling Find Replace Go To Select Text Formatting

Navigation Pane

Student ID	First Name	Last Name	DOB	Age	Email	City	active/Not a	Click to Add
9	Meena	Meen	2/4/1990	33	meen@yahoo.	Colombo	<input checked="" type="checkbox"/>	
10	Ram	Karan	8/16/1991	32	ramkaran@gm	Colombo	<input checked="" type="checkbox"/>	
8	Dilruksha	Rajapaksha	10/29/1995	28	Dilruksha30@g	Galee	<input checked="" type="checkbox"/>	
3	Rosi	Raj	3/25/1995	28	rosi@yahoo.co	Matale	<input type="checkbox"/>	
2	Anu	Padol	10/29/1996	27	anu@gmail.coi	Kandy	<input type="checkbox"/>	
6	Sala	Nadhi	12/26/1997	26	sala@gmail.coi	Trincomalee	<input type="checkbox"/>	
1	Parera	Sandun	9/9/1998	25	perera@gmail.	Colombo	<input checked="" type="checkbox"/>	
5	Robin	Giri	2/19/1999	24	robin@gmail.c	Batti	<input checked="" type="checkbox"/>	
4	Abi	Bob	10/13/2000	23	Abi13@yahoo.	Ampara	<input checked="" type="checkbox"/>	
7	Ravi	Jaru	3/18/2002	21	Ravi@yahoo.cc	Badulla	<input checked="" type="checkbox"/>	
*	(New)			0			<input type="checkbox"/>	

## 6. Click on “create” tab -> click “Query Design”





7.

To Add new Record

Student ID: 9

First Name: Meena

Last Name: Meen

DOB: 2/4/1990

Age: 33

Email: meen@yahoo.com

City: Colombo

active/Not active: ☒

To Delete Record

8.

Student ID	First Name	Last Name	DOB	Age	Email	City	active/Not a	Click to Add
9	Meena	Meen	2/4/1990	33	meen@yahoo.	Colombo	<input checked="" type="checkbox"/>	
10	Ram	Karan	8/16/1991	32	ramkaran@gm	Colombo	<input checked="" type="checkbox"/>	
8	Dilruksha	Rajapaksha	10/29/1995	28	Dilruksha30@g	Galee	<input checked="" type="checkbox"/>	
3	Rosi	Raj	3/25/1995	28	rosi@yahoo.co	Matale	<input type="checkbox"/>	
2	Anu	Padol	10/29/1996	27	anu@gmail.co	Kandy	<input type="checkbox"/>	
6	Sala	Nadhi	12/26/1997	26	sala@gmail.co	Trincomalee	<input type="checkbox"/>	
1	Parera	Sandun	9/9/1998	25	perera@gmail.	Colombo	<input checked="" type="checkbox"/>	
5	Robin	Giri	2/19/1999	24	robin@gmail.c	Batti	<input checked="" type="checkbox"/>	
4	Abi	Bob	10/13/2000	23	Abi13@yahoo.	Ampara	<input checked="" type="checkbox"/>	
7	Ravi	Jaru	3/18/2002	21	Ravi@yahoo.c	Badulla	<input checked="" type="checkbox"/>	
(New)				0			<input type="checkbox"/>	