Access Practice Exercise

Question Scenario:

ABC Trucking Inc. operates four trucks that are assigned to customer transport needs. The details are presented below:

Truck ID	Make	Model
1	Ford	F990
2	GM	G870
3	Dodge	D950
4	Mercedes	M800

Customer-ID	Name	Address	City
1	John	100 rue John	Montreal
2	Mary	200 rue Mary	Toronto
3	Alex	300 rue Alex	Toronto
4	Talla	400 rue Talla	Montreal

Transaction ID	Customer ID	Truck ID	Number of Days
1	1	4	11
2	3	1	5
3	2	3	17
4	3	2	15
5	4	3	10
6	2	1	7
7	4	2	5

(a) **Using MS Access, create a database for the above data, by creating the tables and establishing relationships among the tables.**

(b) **Generate a query that presents the transaction ID, Customer name and Truck make and model.**

(c) **Generate a report for the required data, e.g. transaction ID, Customer name, Truck make and model, and the number of days.**
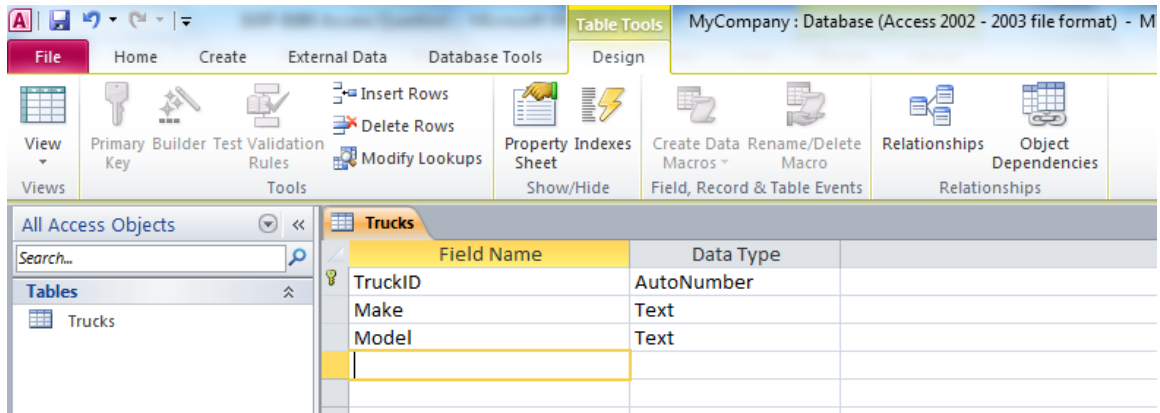
Solution:

1. **Open MS Access. Enter a name (e.g. MyCompany) and** **Create a database****.**
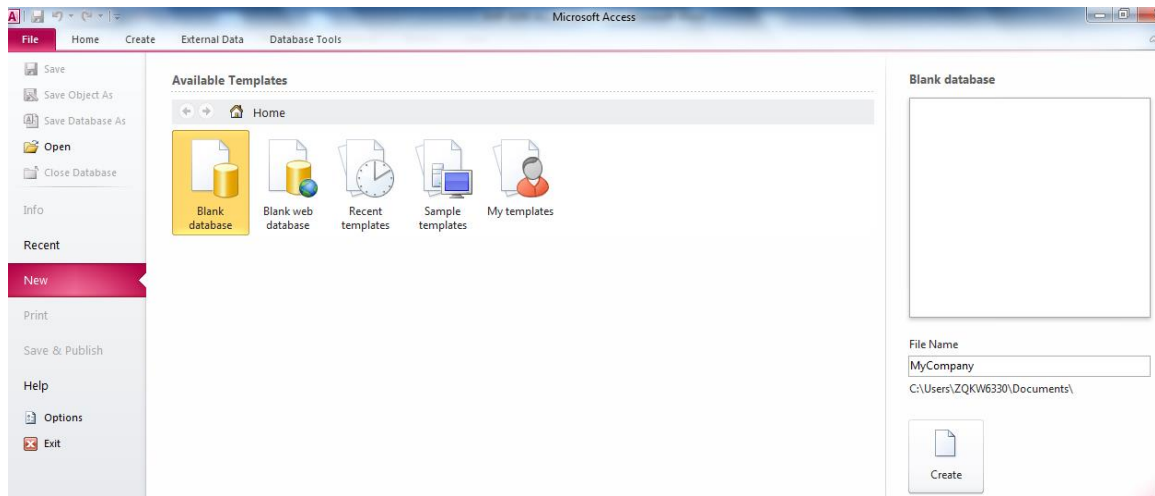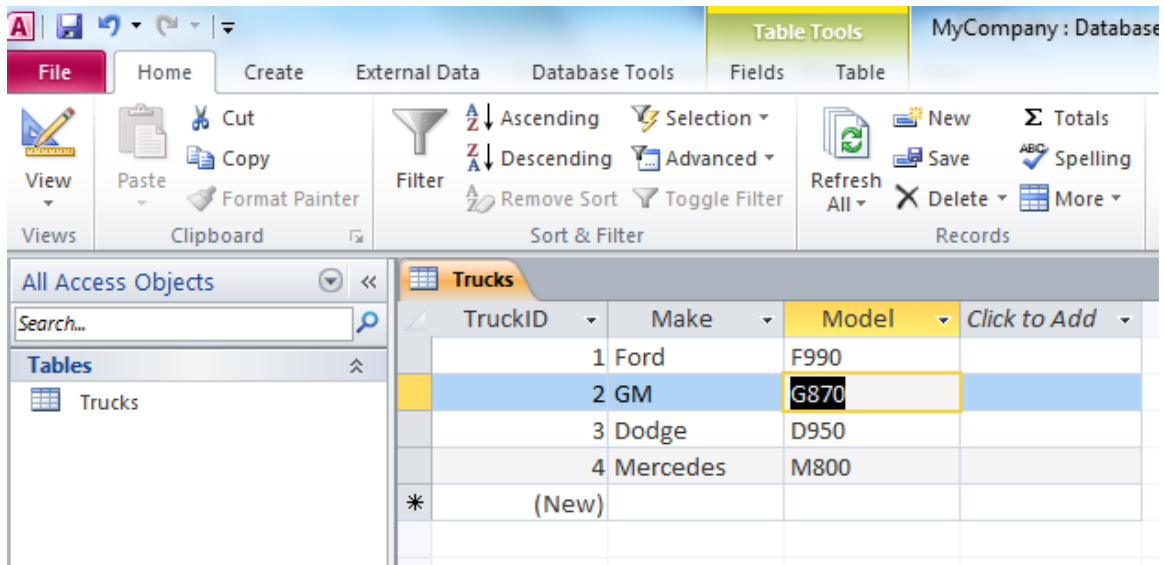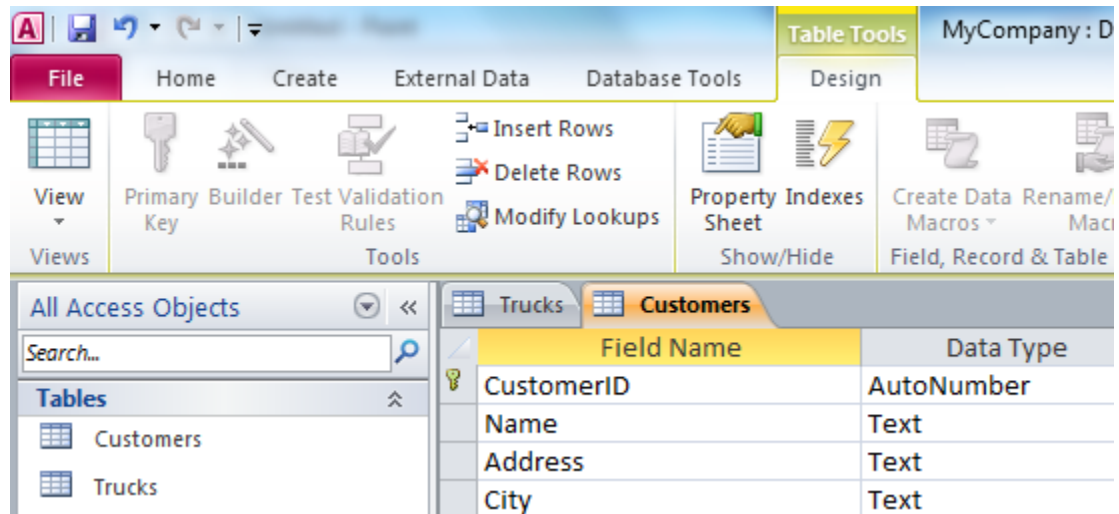
2. Create tables as follows:

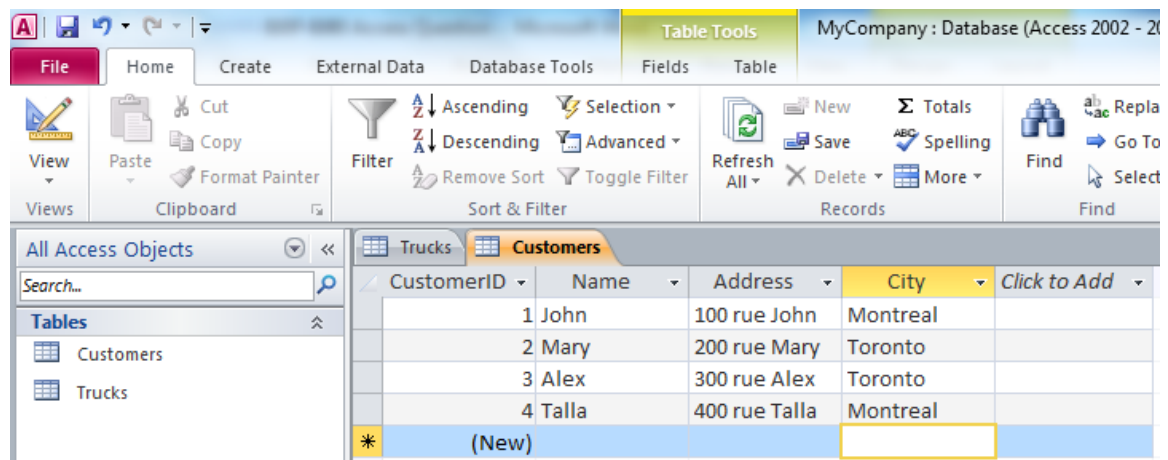**Click on Create tab, Click on Table, Name it as Trucks, select Design View.**

Save the table. Change the mode to Datasheet View and enter all data.
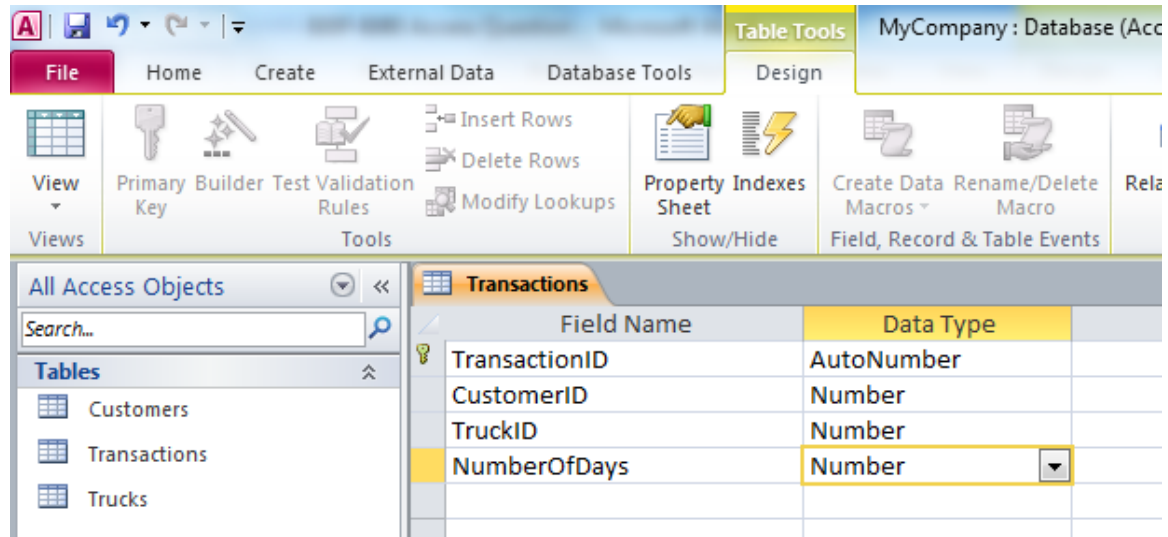
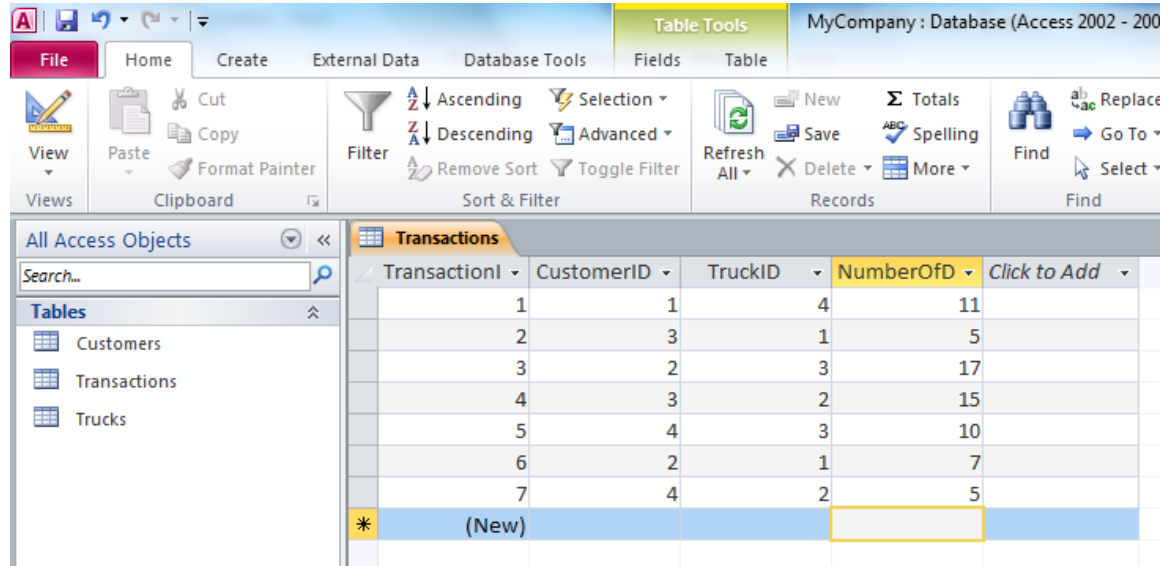**Click on Create tab, Click on Table, Name it as Customers, select Design View.**

Save the table. Change the mode to Datasheet View and enter all data.

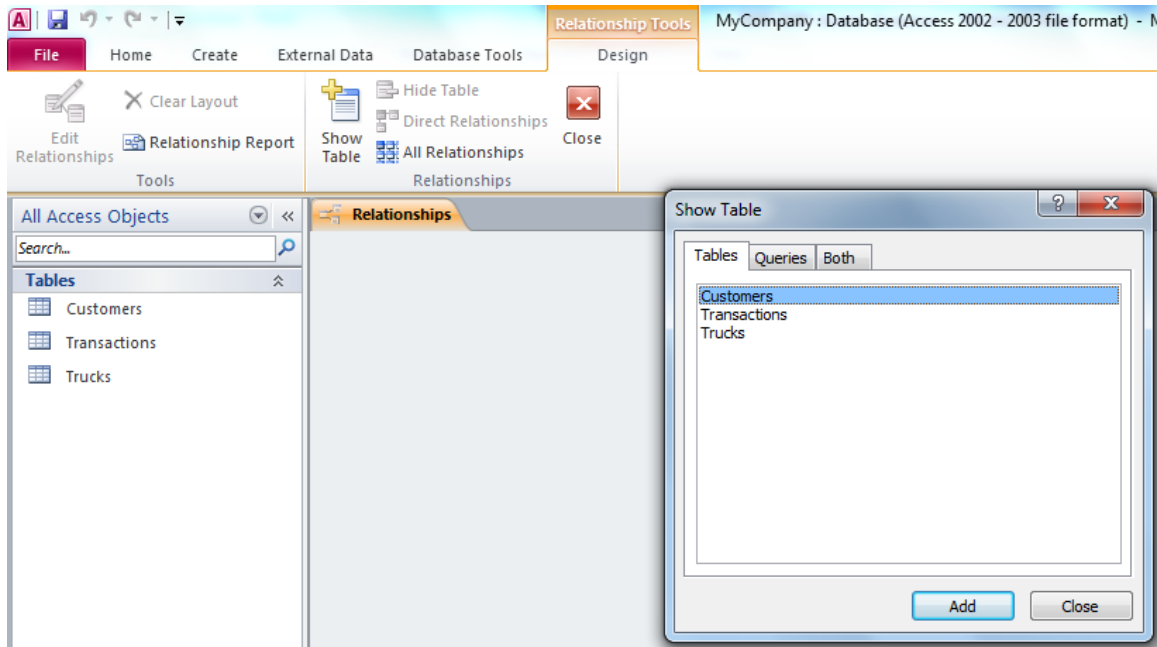**Click on Create tab, Click on Table, Name it as Transactions, select Design View.**

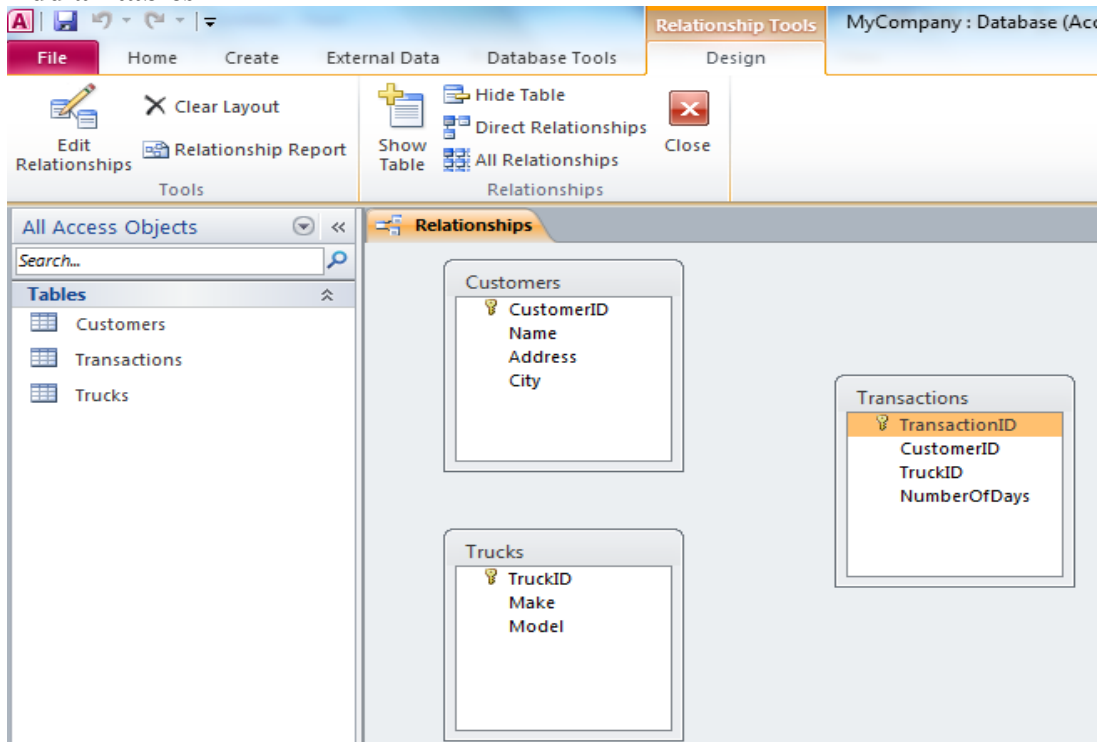**Save the table. Change the mode to Datasheet View and enter all data.**
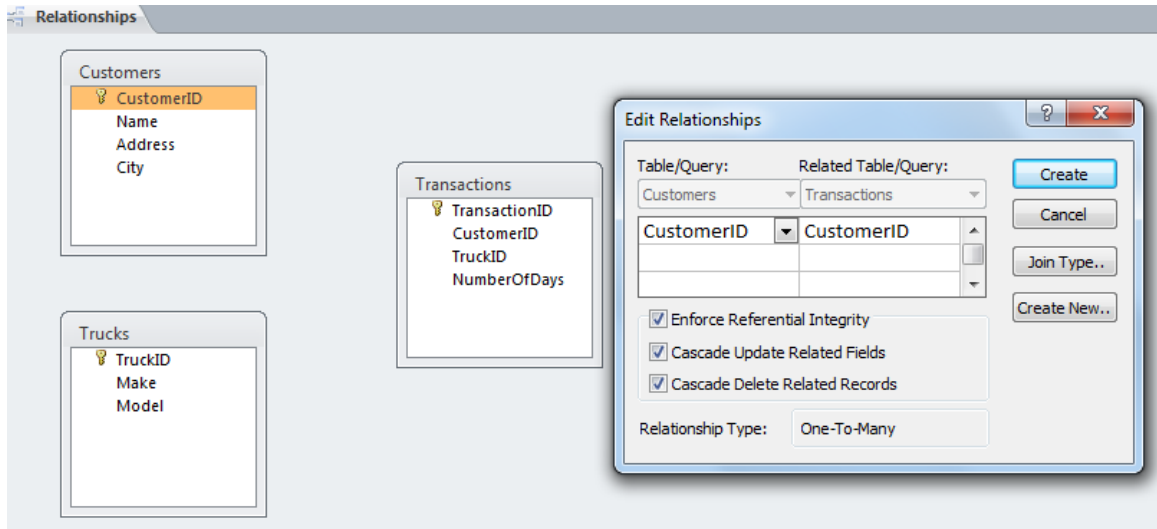
3. Create relationships among tables as follows:

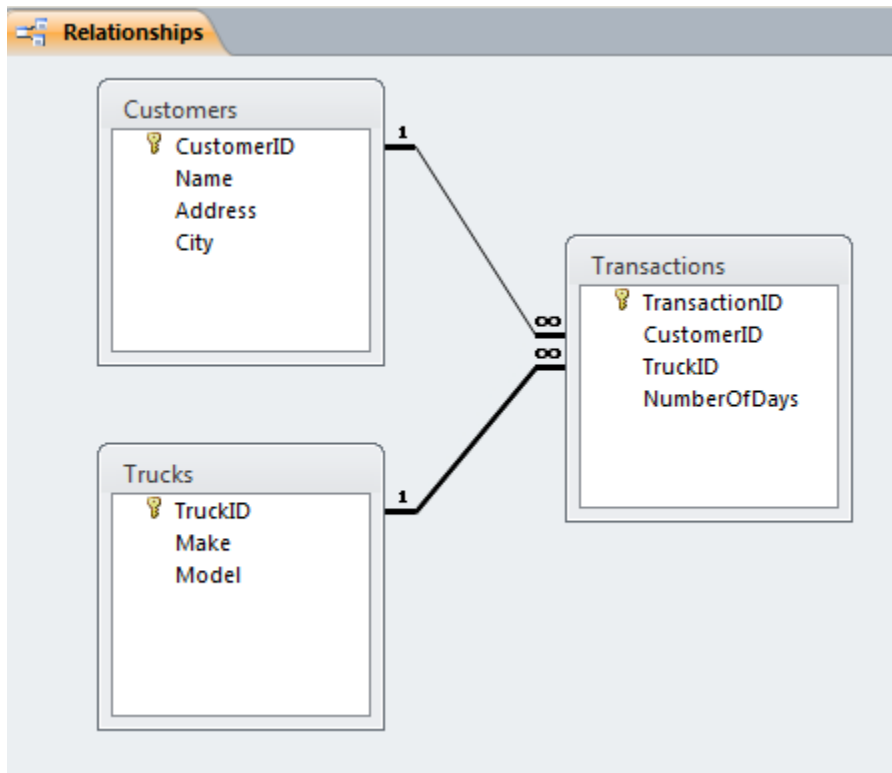**Click on "Database Tools", and "Relationships"**

Add all tables

Drag CustomerID in customer table to Transactions table and enforce referential integrity as follows and click create.

Drag TruckID in Trucks table to Transactions table and enforce referential integrity as follows and click create.
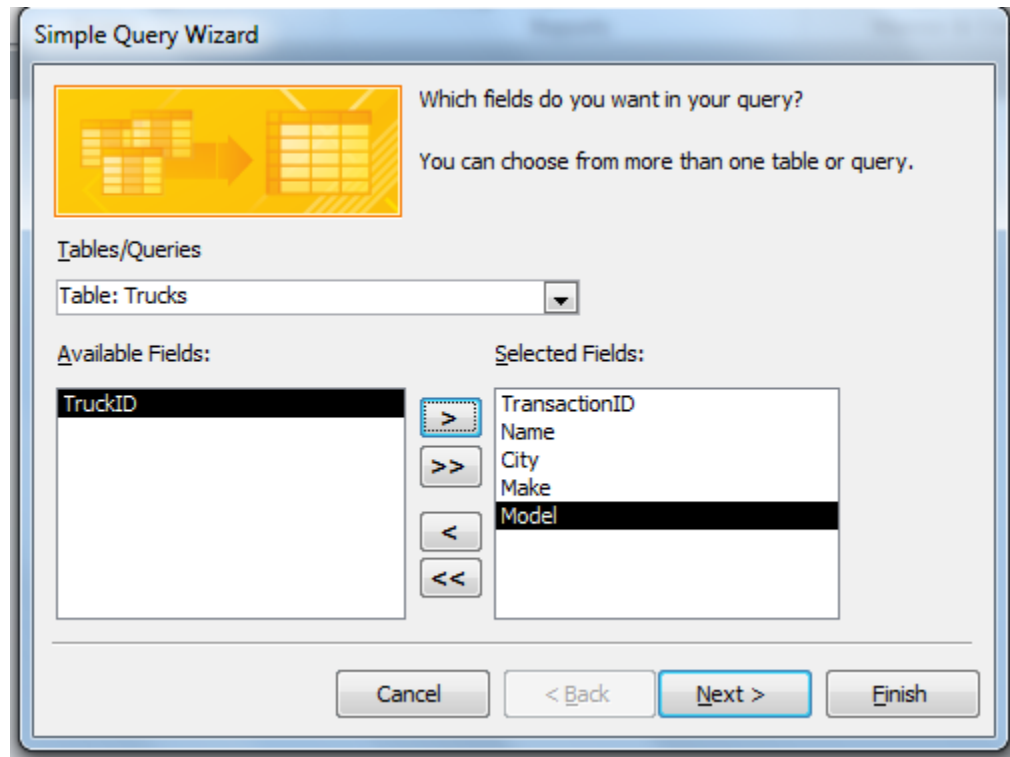

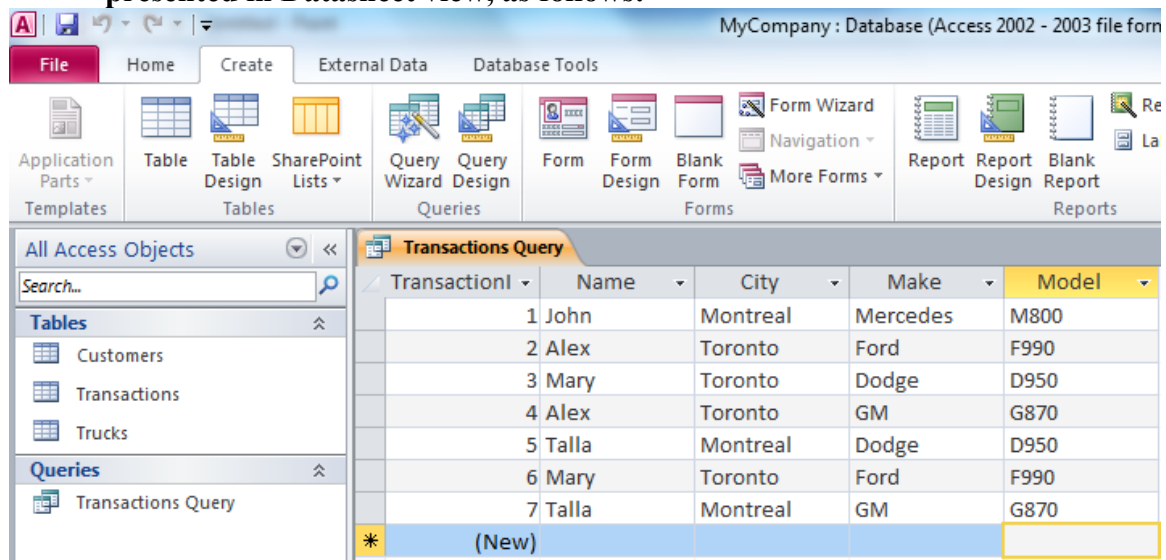**Your database is done. Click save.**

4. Create a query to present the data from different tables into one single view as we wish.

Click on create, and Query wizard.
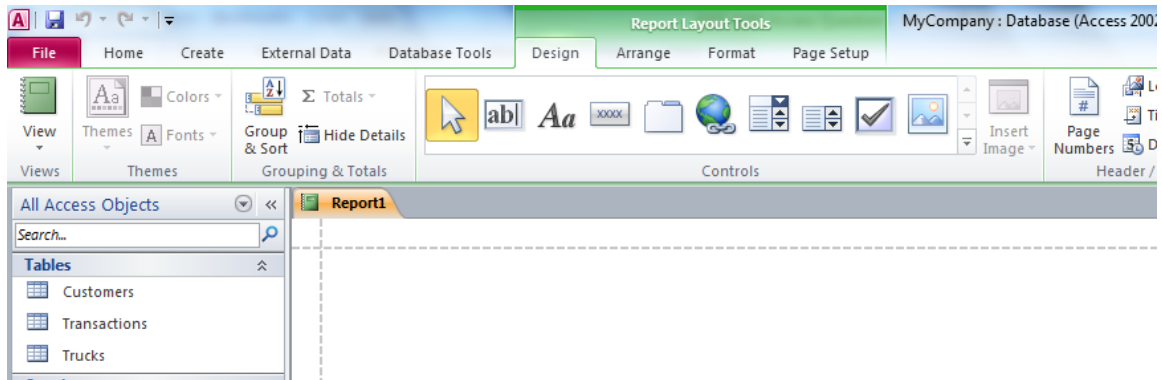**Select the required fields from different tables as follows as an example.**

Name the query as "Transactions Query" and save it. The results are presented in Datasheet view, as follows:
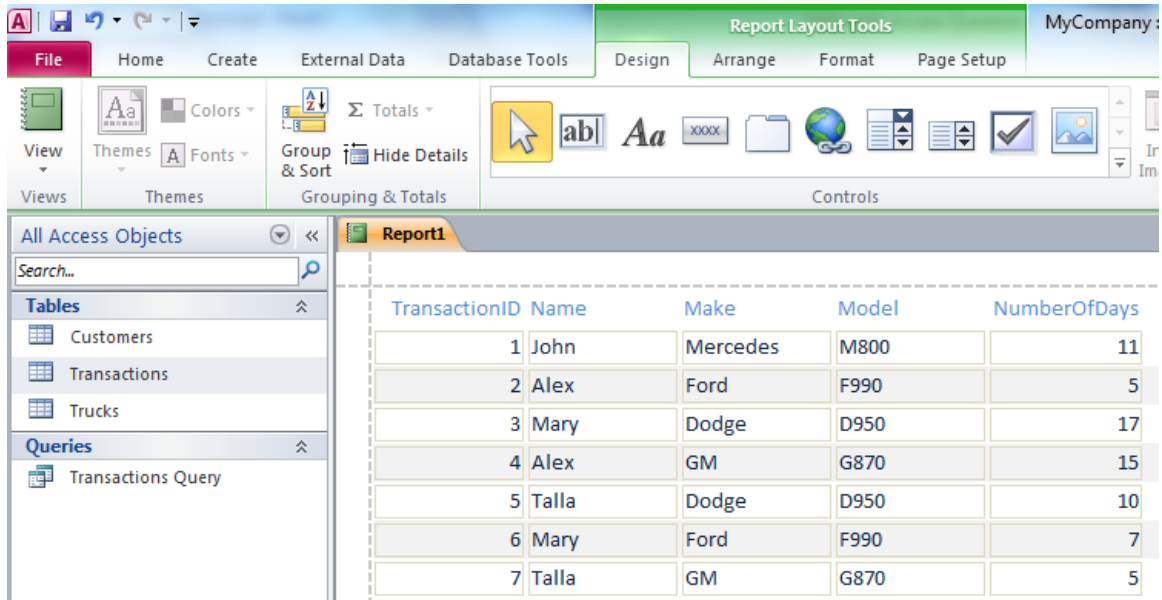

Congratulations! You have successfully generated the results for a query.

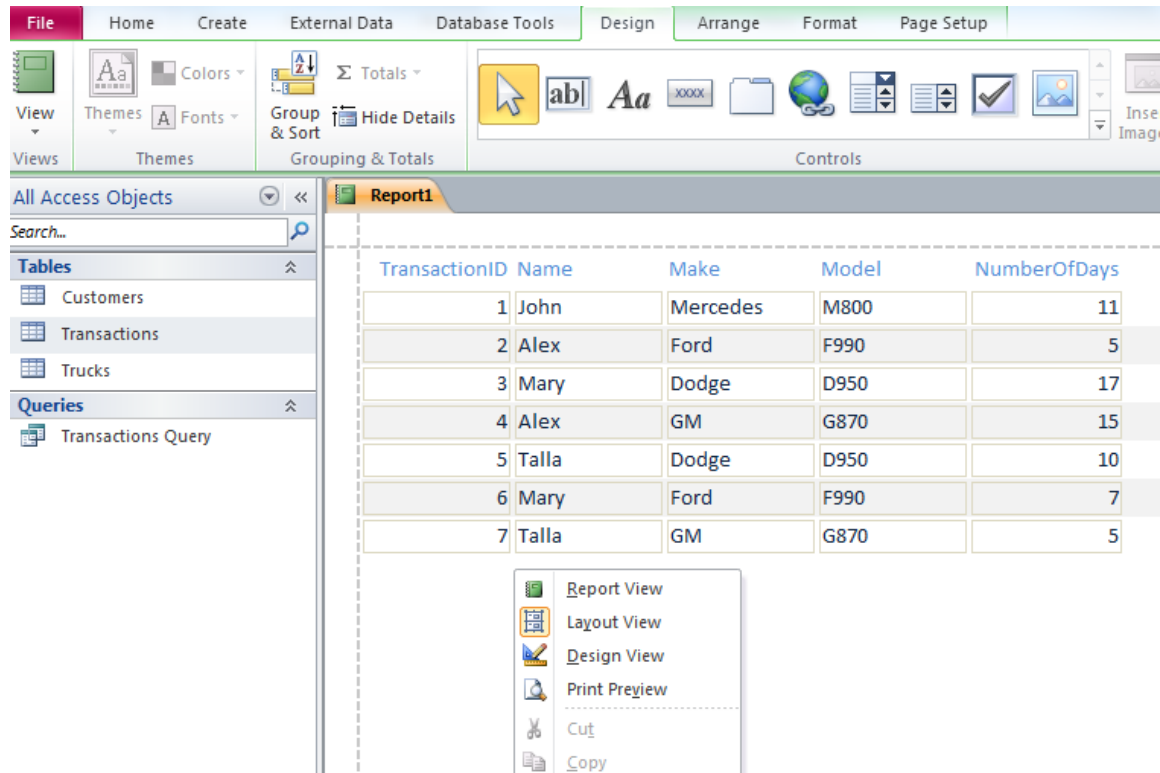**5. Create a report for the transactions.**

Click on create button, and blank report. Click on show all tables.

Drag and drop the required fields into the report.

Right click and select print preview

The Report is:

TransactionID	Name	Make	Model	NumberOfDays
1	John	Mercedes	M800	11
2	Alex	Ford	F990	5
3	Mary	Dodge	D950	17
4	Alex	GM	G870	15
5	Talla	Dodge	D950	10
6	Mary	Ford	F990	7
7	Talla	GM	G870	5

Congratulations! You have successfully generated a report too!

I hope, you have enjoyed the exercise.