8th Grade Digital Citizenship – Project 1C Access

E-Learning Day 2

Instructions:

Follow the instructions for 1C. Complete the assignment, save the assignment; upload the assignment to your Google Drive account.

If you get stuck on an instruction, you will have time once you return to school to consult your instruction manual, or you can reach me by email bmiller@ccsgoshen.org.

Have a great E-Learning Day.

Mr. Miller

Skills Review | Project **1C** Work Study Students Database (continued)

1 **Start** Access. Click **Blank database**, and then in the lower right corner, click the **Browse** button. In the **File New Database** dialog box, navigate to your **Access Chapter 1** folder, and then in the **File name** box, replace the existing text with **Lastname_Firstname_1C_Student_Workers** Press Enter, and then in the lower right corner, click **Create**.

a. **Close** the **Navigation Pane**. Click in the text *Click to Add*. Click **Text**, type **Last Name** and then press Enter.

b. In the third field name box, click **Text**, type **First Name** and then press Enter. In the fourth field name box, click **Text**, type **Middle Initial** and then press Enter. Create the remaining fields as shown in **Table 1**, pressing Enter after the last field name.

c. Scroll as necessary to view the first field. Click the **ID** field name. In the **Properties group**, click the **Name & Caption** button. In the **Enter Field Properties** dialog box, in the **Name** box, change *ID* to **Student ID** and then click **OK**. In the **Formatting group**, click the **Data Type arrow**, and then click **Text**.

d. In the first record row, click in the **Student ID** field, type 3512784 and press Enter. In the **Last Name** field, type **Elkington** In the **First Name** field, type **Susan** In the **Middle Initial** field, type **A** In the **Address** field, type **185 Kevin Ln**

e. Continue entering data in the fields as shown in **Table 2**, pressing Enter to move to the next field and to the next row.

f. Click **Save**, and then in the **Table Name** box, using your own name, replace the selected text by typing **Lastname Firstname 1C Student Workers** and then click **OK**.

2 Scroll, if necessary, to view the first field. In the new record row, click in the **Student ID** field, and then enter the information for two additional students as shown in **Table 3**, pressing Enter to move from field to field.

a. **Close** your **1C Student Workers** table. On the **External Data tab**, in the **Import & Link group**, click the **Excel** button. In the **Get External Data - Excel Spreadsheet** dialog box, click the **Browse** button. In the **File Open** dialog box, navigate to your student data files, and then double-click the **a01C_Student_Workers** Excel file.

b. **Append a copy of the records to the table**, and then click **OK**. Click **Next**, click **Finish**, and then click **Close**. **Open** the **Navigation Pane**, and then widen it so that you can view the entire table name. In the **Navigation Pane**, double-click your **1C Student Workers** table to open it, and then **Close** the **Navigation Pane**—30 total records display.

Table 1

Data Type				Text	Text	Text	Text	Text	Text	Text	Currency
Field Name	ID	Last Name	First Name	Middle Initial	Address	City	State/Region	ZIP/Postal Code	Phone Number	Employing Division	Hourly Pay

(Return to Step 1-c)

Table 2

City	State/Region	ZIP/Postal Code	Phone Number	Employing Division	Hourly Pay
Alexandria	VA	22336	(571) 555-5816	DIV-ENLW	15

(Return to Step 1-f)

Table 3

Student ID	Last Name	First Name	Middle Initial	Address	City	State/Region	ZIP/Postal Code	Phone Number	Employing Division	Hourly Pay
3641892	Monroe	Stephen	D	48 Monrovia Rd	Potomac	MD	20854	(240) 555-7701	DIV-ENLD	10.5
4126538	Ludwig	Karen	E	1508 Moonlit Ave	Fairfax	VA	22030	(703) 555-2109	DIV-ENGC	9.75

(Return to Step 2-a)

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Skills Review | Project 1C Work Study Students Database (continued)

3 Click the **Home tab**, and then in the **Views group**, click the **View** button to switch to **Design** view.

   a. To the left of **Middle Initial**, point to the row selector box, and then click to select the entire row. On the **Design tab**, in the **Tools group**, click the **Delete Rows** button, and then click **Yes**.

   b. Click anywhere in the **State/Region** field name, and then under **Field Properties**, set the **Field Size** to **2** In the **State/Region** row, click in the **Description** box, and then type **Two-character state abbreviation**

   c. Click in the **Student ID** field name box, set the **Field Size** to **7** and in the **Description** box, type **Seven-digit Student ID** Then **Save** the design of your table; click **Yes**. On the **Design tab**, in the **Views group**, click the **View** button to switch to **Datasheet** view.

4 On the Ribbon, click the **External Data tab**, and then in the **Import & Link group**, click the **Excel** button. In the **Get External Data – Excel Spreadsheet** dialog box, click the **Browse** button. Navigate to your student data files, and then double-click **a01_Divisions**. Be sure that the **Import the source data into a new table in the current database** option button is selected, and then click **OK**.

   a. In the **Import Spreadsheet Wizard** dialog box, click to select the **First Row Contains Column Headings** check box, and then click **Next**.

   b. Click **Next** again. Click the **Choose my own primary key** option button, and to the right, be sure that *Division ID* displays. Click **Next**. In the **Import to Table** box, type **Lastname Firstname 1C Divisions** and then click **Finish**. Click **Close**, **Open** the **Navigation Pane**, and then open your **1C Divisions** table. **Close** the **Navigation Pane**—22 records display.

   c. At the top of the object window, click the **1C Student Workers tab**. To the left of the **Student ID** field name, click the **Select All** button. Click the **Home tab**, and in the **Records group**, click the **More** button. Click **Field Width**, and in the **Column Width** dialog box, click **Best Fit**. Click in any field, and then **Save** the table.

   d. Display **Backstage** view, click **Print**, and then click **Print Preview**. In the **Page Layout group**, click the **Landscape** button. Create a paper or electronic printout as directed by your instructor; two pages result. Click **Close Print Preview**, and then **Close** your **1C Student Workers** table.

   e. With your **1C Divisions** table displayed, to the left of the **Division ID** field name, click the **Select All** button, and then apply **Best Fit** to all of the columns. Click in any field, **Save** the table, and then display the table in **Print Preview**. Change the **Orientation** to **Landscape**. Create a paper or electronic printout as directed—two pages result. **Close Print Preview**, and then **Close** your **1C Divisions** table.

5 On the **Create tab**, in the **Queries group**, click the **Query Wizard** button. In the **New Query** dialog box, click **Simple Query Wizard**, and then click **OK**. Click the **Tables/Queries arrow**, and then be sure your **Table: 1C Divisions** is selected.

   a. Under **Available Fields**, click **Division ID**, and then click the **Add Field** button to move the field to the **Selected Fields** list on the right. Using either the **Add Field** button or by double-clicking, add the following fields to the **Selected Fields** list: **Division Name**, **Campus**, **Dean Last Name**, **Dean First Name**, **Division Phone**, and **Division E-mail**. The query will answer the question, *What is the Division ID, Division Name, Campus, Dean's name, Division Phone number, and Division E-mail address of every division?*

   b. Click **Next**. In the **Simple Query Wizard** dialog box, change the query title to **Lastname Firstname 1C All Divisions Query** and then click **Finish** to run the query.

   c. Display the query in **Print Preview**. Change the **Orientation** to **Landscape**. In the **Page Size group**, click the **Margins** button, and then click **Normal**. Create a paper or electronic printout as directed—one page results. **Close Print Preview**, and then **Close** the query.

   d. **Open** the **Navigation Pane**, open your **1C Student Workers** table, and then **Close** the **Navigation Pane**. The table contains 10 fields. On the **Create tab**, in the **Forms group**, click the **Form** button. Click **Save**, and then in the **Save As** dialog box, accept the default name for the form—*Lastname Firstname 1C Student Workers*—by clicking **OK**. In the navigation area, click the **Next record** button three times to display the record for *James Parkhill*. At the left edge of the form, click the gray **record selector bar** to select only this record. By using the instructions in Activity 1.15, print or create an electronic printout of this record as directed. **Close** the form object. Your **1C Student Workers** table object remains open.

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6 Open the **Navigation Pane**, open your **1C Divisions** table, and then **Close** the **Navigation Pane**. On the **Create tab**, in the **Reports group**, click the **Report** button. In the field names row at the top of the report, click the **Division ID** field name. On the Ribbon, click the **Arrange tab**. In the **Rows & Columns group**, click the **Select Column** button, and then press Del. Using the same technique, delete the **Campus** field.

a. Scroll to position the **Dean MI** field at the left of your screen, and click the field name **Dean MI**. Hold down Ctrl, and then click the field names for **Address**, **City**, **State/Region**, and **ZIP/Postal Code**. On the **Arrange tab**, in the **Rows & Columns group**, click the **Select Column** button, and then press Del.

b. Scroll to the left, and then click in the **Dean Last Name** field name. By using the ↔ pointer, decrease the width of the field until there is about **0.25 inch** of space between the **Dean Last Name** field and the **Dean First Name** field. Decrease the widths of the **Dean First Name** and **Division Phone** fields in a similar manner. In the **Division E-mail** field, click in the first record—the data in the field displays on two lines. Increase the width of the field slightly so that each record's data in the field displays on one line. Be sure that the width of the report is within the dotted boundaries.

c. Click the **Division Name** field name. On the Ribbon, click the **Home tab**. In the **Sort & Filter group**, click

the **Ascending** button to sort the report in alphabetic order by Division Name.

d. **Save** the report as **Lastname Firstname 1C Divisions Report** and then click **OK**. Display the report in **Print Preview**. In the **Zoom group**, click the **Two Pages** button, and notice that the report will print on two pages because the page number is beyond the right margin of the report. **Close Print Preview**. With the report displayed in **Layout** view, scroll down and to the right to display the page number—**Page 1 of 1**. Click the page number, press Del, and then **Save** the changes to the report.

e. Display the report in **Print Preview**, and notice that the report will print on one page. In the **Zoom group**, click the **One Page** button. Create a paper or electronic printout of the report as directed. Click **Close Print Preview**. Along the top of the object window, right click any **object tab**, and then click **Close All** to close all of the open objects, leaving the object window empty.

f. **Open** the **Navigation Pane**. If necessary, increase the width of the **Navigation Pane** so that all object names display fully. Display **Backstage** view, click **Close Database**, and then click **Exit**. As directed by your instructor, submit your database and the five paper or electronic printouts—two tables, one query, one form, and one report—that are the results of this project.

End **You have completed Project 1C** _____