CGS 2545: Database Concepts Fall 2010

LAB #1

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Department of Electrical Engineering and Computer Science University of Central Florida





Lab #1

- The objective of this lab is to familiarize yourself with the basic workings of the Access DBMS.
- Step #1 Download Northwind database from WebCourses.
 Start Access from the main Program menu from the Start menu in Windows.
- Step #2 Select the sample database Northwind by clicking on Office button (on the top-left corner of access window), open option. Once you've selected the database, your screen should look like the one shown on the next page.

NOTE: In the slides that follow, if the call-out symbol is outlined in red, it means that there is something for you to try, if the call-out is outlined in blue, I am simply giving you some information about what is displayed on that page.

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Microsoft Access

Sometimes it is desirable to be able to switch between a form view of data and a query view of data (also referred to as the datasheet view). To do this you need to change your view using the view button located here.



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Select or type a customer's name.

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Assessment Point #1

- At this point you have examined a few relations, queries, and forms in the sample database and have navigated through several features of Access.
- If you are still uncertain as to how to move about between relations or within a relation then repeat the steps above until you understand what to do. Don't hesitate to ask the lab instructor for some assistance.
- If you've done ok so far we'll go on at this point and begin to enter some of our own data into the *customers* relation. There are several ways to do this, but we'll stick to the simple ways for right now. First select the Products table and then on the main command bar click on "Insert" and you will see the following drop-down menu appear.



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Same entry as in Suppliers table.

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STEP 1.

Close any open tables, queries, etc. that you may have open at this point and get back to the main screen that looks like this one.

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Assessment Point #2

- At this point you should be able to navigate through an Access db, insert new rows into a table, and view the overall design of the db.
- Our last goal for this lab will be to ask a question of the database. Our question is: "List all of the orders which have been shipped to Ernst Handel".
- To query the sample database we need to filter the data in a particular relation. In this case the information that we require is maintained in the *orders* relation. If you look at the relationships view that we just saw you will see that it is this relation that contains all of the data necessary to answer our query. To pose our query we need to create the correct filter. To do this first go to the *orders* relation. Go to the *ShipName* attribute and find any row whose value for this attribute is "Ernst Handel" and highlight this attribute, as shown in the next slide.
 - To highlight an attribute value, move the cursor to the left side of the attribute location and the cursor should change into the bold cross rather than the thin cross. When this happens just left click the mouse and the attribute should be highlighted.

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Assessment Point #3

- For further practice, suppose that of the rows we just selected, we only wanted to see those that we shipped by Federal Shipping. Can you figure out how to do this?
- Try it before you read any further.
- To accomplish this in the simplest way (basically repeating what we just did to get this first set of results), simply find one of the thirty rows that represents an order which was shipped by Federal Shipping. Then highlight this name and filter by selection again to further constrain the list of rows which now satisfy both constraints that they were shipped to Ernst Handel and done so by Federal Shipping. (See next slide for results.)



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Lab Assignment #1

Lab Assignment #1 – Due Tuesday September 14th by 11:55 pm (Webcourses time) Total – 25 points

Submit the results of 5 different queries against 5 different relations that are part of the Northwind sample database. Each of your queries should use the "filter by selection" criteria as a means for limiting the number of rows in the result. Use whatever filters are necessary so that the results of each of your queries contains no more than 15 rows. Clearly identify, in English, each of your queries and the print out the results (cut and paste is fine, you do not need to generate reports yet).

The next page shows one sample format for your submission.

NOTE: Please use the following naming convention for your uploaded files:

HW01_LastNameFirstName.doc or HW01_LastNameFirstName.pdf



<u>Query #1</u> English version: List the owners of every customer (business).

Access version:

A Word document or similar.

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