

# CGS 2545: Database Concepts Spring 2014

## LAB #5

**Includes Lab Assignment #5 – Due April 11<sup>th</sup>**

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# Lab #5

- The objective of this lab is to give you some experience creating a database and its associated tables before you begin to implement your project.
- We'll also look at some techniques for getting data into the tables as the database is created.
- As with the earlier labs, this lab is more of a tutorial on creating tables, however, once you've examined the examples in the notes, you will be able to implement your own tables following a similar format.

**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.



# Lab #5 – Downloads

- To complete this lab, you will need to download the following files from either WebCourses or the course website.
  1. PuttsForPaws.accdb
  2. PuttsGolfers.xlsx
  3. PuttsContacts.xlsx
  4. PuttsVolunteers.xlsx
  5. PuttsDonors.txt



# Lab #5 – Background

- We'll start with the PuttsForPaws database which you can download from WebCourses or the course website.
- This database is a partially created database to which you will add new tables and import data into tables in this lab. You will also define the relationships between the various tables in the database as well as the constraints on those relationships.
- The scenario for this lab is that the local golf club is sponsoring a charity tournament, Putts For Paws, to raise money for the local pet shelter. You are in charge of modifying a database for the tournament that tracks money being raised from the event. The scope of the database is limited to tracking monies.



# Lab #5 – Background

- Your database is not designed to track whether a participant is a golfer, volunteer, or has some other role.
- Anyone can donate money in the form of a hole sponsorship or other donation item.
- Your database is designed to track the money derived from corporate sponsorship.
- In addition to modifying a database by adding new tables, you will also bring in data for the event form various external sources including Excel spreadsheets and text files.



# Lab #5 – Table Design Features

- Open the PuttsForPaws database.
  1. From the All Access Objects, double click the tblParticipant table object to open it.
  2. By default, in Access, a table opens in the Datasheet view. You are familiar with this view from earlier labs.
  3. Move to the first record in the table and replace the name shown with your last name and first name in the first two columns.
  4. Switch to the Design View for this table.
  5. The following few pages illustrate the steps listed above:



View Paste Copy Format Painter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All New Save Delete Find Text Formatting

All Access Objects

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant**
- qryOrderOver1000
- frmItem
- rptTournamentOrders

Step 1 – Open the tblParticipant table



PuttsForPaws : Database- G:\CGS 2545 - Database C...

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS TABLE TOOLS FIELDS TABLE

View Paste Copy Format Painter Filter Ascending Descending Selection Advanced Refresh All Delete Find

Calibri (Detail) 11 B I U Text Formatting

All Access Objects

tblParticipant

ParticipantID LastName

1 Last

2 Trujillo

3 McShane Ian 823 4th St NW Albuquerque NM 87106 (505) 5

5 Fresquez Marge 534 Asiento Blvd Pueblo NM 81232 (505) 5

8 Maestas Marcus 83 Vuelta Rancho Santa Fe NM 87508 (505) 5

9 Marquardt Keith 228 E Alejo Rd Palm Springs CA 92262 (760) 5

11 Neidhart Kate 54 E Dona Rosa Tr Las Vegas NM 87701 (505) 5

15 Reed Thomas 743 Windstone Dr. Albuquerque NM 87105 (505) 5

16 Reid Cynthia 158A Calle Derecho Las Vegas NM 87701 (505) 5

17 Romero Joseph 819 Calle Don Roberto Santa Fe NM 87502 (505) 5

19 Sanchez Ricardo 158 Tesuque Village Rd Agua Fria NM 87507 (505) 5

20 Sanchez Julie 158 Tesuque Village Rd Agua Fria NM 87507 (505) 5

21 Schilling John 15365 Sombra Del Monte Santa Fe NM 87508 (505) 5

24 Thomas Joe 4355 Celsior St Brougham CA 92267 (760) 5

26 Trent Eileen 433 Tortuga Ln Las Cruces NM 88003 (505) 5

27 Brevard Jacque 23 Calle Montoya Bernanillo NM 87001 (505) 5

29 Winston Mary 157 Green Galliard Rd Agua Fria NM 87506 (505) 5

30 Fox Jeff 1509 Las Cruces Drive Las Cruces NM 88003 (505) 5

31 Silva Jackie 1509 Main Street Santa Ana Pueblo NM 87044 (505) 5

Record: 1 of 19 No Filter Search

A unique ID that identifies each participant

NUM LOCK

Step 2 – The table will open in the Datasheet view. Select the Design View from the View option menu

CGS 2545: Database Concepts (Lab #5) Page 8 © Dr. Mark Llewellyn

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN

View Primary Key Builder Test Validation Rules Insert Rows Delete Rows Modify Lookups Property Indexes Sheet Show/Hide Create Data Macros Rename/Delete Macro Relationships

The Design view of the table tblParticipant in the PuttsForPaws database.

All Access Objects

Search...

Tables

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant**

Queries

- qryOrderOver1000

Forms

- frmItem

Reports

- rptTournamentOrders

Field Name	Data Type	Description (Optional)
ParticipantID	Number	A unique ID that identifies each participant
LastName	Short Text	Last name
FirstName	Short Text	First name
StreetAddress	Short Text	Street Address
City	Short Text	City
State	Short Text	State abbreviation
ZipCode	Short Text	Five digit zip code
ContactPhoneNumber	Short Text	Phone number for the individual participant
CorporatePhoneNumber	Short Text	Phone number for the corporation the participant represents

Field Properties

General	
Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Indexed	Yes (No Duplicates)
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.



# Table Design Features

- Notice that the upper pane of the Design View has three columns: Field Name, Data Type, and Description.
  - The Field Name is the column name that appears in the Datasheet view.
  - The Data Types define the kind of data that can be entered into a field, such as numbers, text, or dates. The data type tells Access how to store and display the field. Number and Short Text are the two most commonly used data types. Once your database has been created, the next step is to create the tables that comprise your database.
  - The third column, Description, helps the user discern the meaning of the field.
- The Field Properties pane in Design View gives more information on how the data is stored, entered, and processed. If you select the ParticipantID field, you can see that its Field Size is Long Integer.



All Access Obj...

Search...

Tables

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant**

Queries

- qryOrderOver1000

Forms

- frmItem

Reports

- rptTournamentOrders

Field Name	Data Type	Description (Optional)
ParticipantID	Number	A unique ID that identifies each participant
LastName	Short Text	Last name
FirstName	Short Text	First name
StreetAddress	Short Text	Street Address
City	Short Text	City
State	Short Text	State abbreviation
ZipCode	Short Text	Five digit zip code
ContactPhoneNumber	Short Text	Phone number for the individual participant
CorporatePhoneNumber	Short Text	Phone number for the corporation the participant represents

Field Properties

General		Lookup
Field Size	25	
Format		
Input Mask		
Caption		
Default Value		
Validation Rule		
Validation Text		
Required	No	
Allow Zero Length	Yes	
Indexed	No	
Unicode Compression	Yes	
IME Mode	No Control	
IME Sentence Mode	None	
Text Align	General	

Some of the specifics of the various data types in this table. Previous slide illustrated a Number type.

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

# Importing Data

- Access is somewhat unique in the world of DBMSs in that it is part of the Microsoft Office suite. The applications within this suite work together which allows you to import data into an Access database easily from Excel, Notepad, and Access.
- We'll import data from all three different applications, after which, you will be able to further analyze and refine the table structure for the database.
- It is quite possible, and often the case, that data from other sources is not in the exact format that you desire for your database. Often it also contains extraneous or redundant data that you do not want to incorporate into your database.
- In our scenario, it is quite likely that some of these other data sources have been tracking the participant's roles in the event, whereas we are concerned with tracking only corporate involvement.



# Copy And Paste From Excel

- In the PuttsForPaws database, only a few participants were entered into the tblParticipants. Other data was entered into an Excel worksheet.
- We'll now copy the data from the Excel worksheet into the Access table tblParticipants in the PuttsForPaws database.
- Follow the steps on the next few slides to accomplish the importing of the spreadsheet data into the database.



View Paste Copy Format Painter Filter Sort & Filter Records Find

Ascending Descending Remove Sort Refresh All Delete

New Save Delete Find

Calibri (Detail) 11

B I U

Switch back to the Datasheet view of the tblParticipant table. (Select the Datasheet view from the View option menu.)

All Access Objects

Search...

Tables

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant**

Queries

- qryOrderOver1000

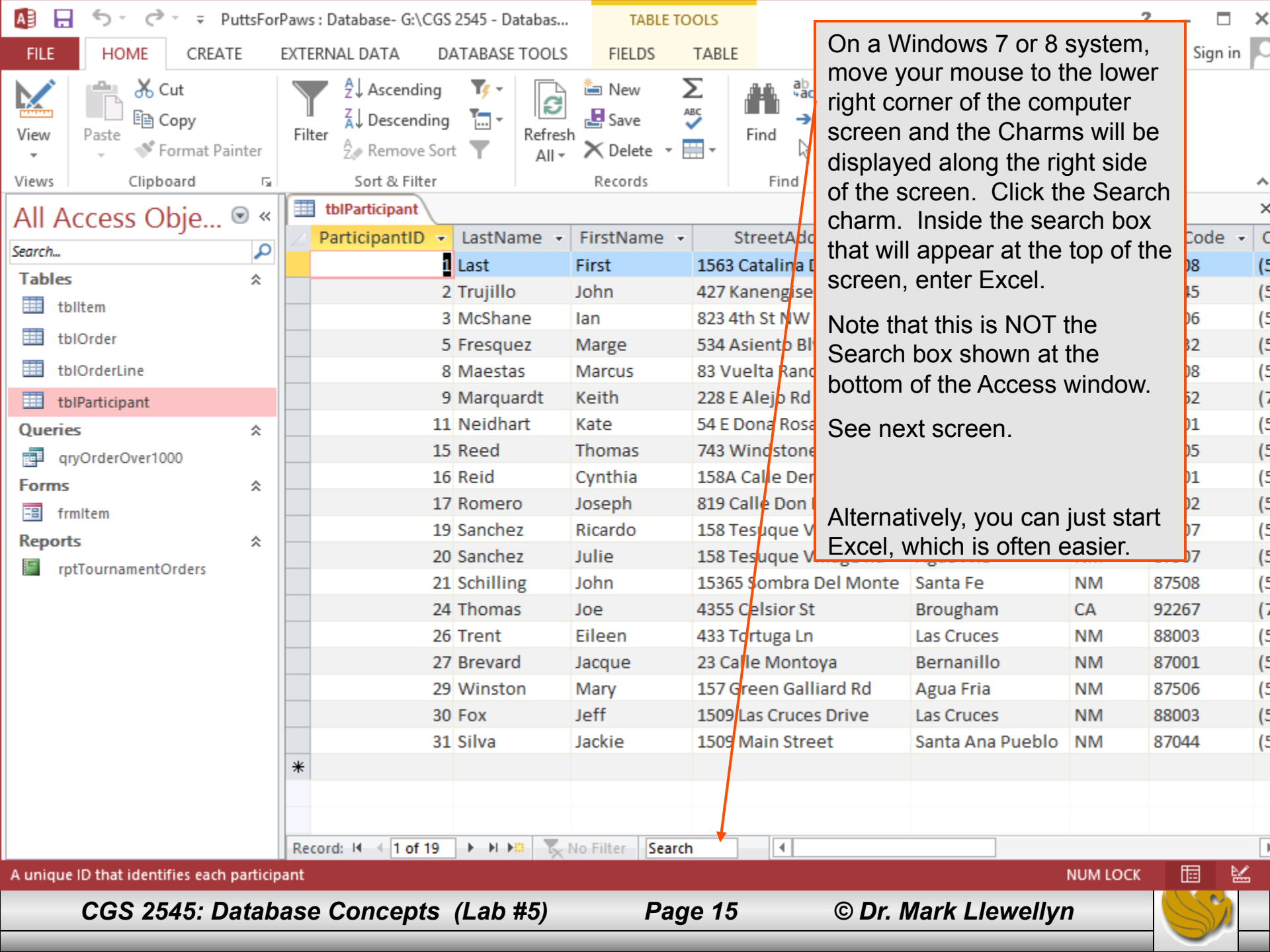
Forms

- frmItem

Reports

- rptTournamentOrders

ParticipantID	LastName	FirstName	StreetAddress				
1	Last	First	1563 Catalina Dr				
2	Trujillo	John	427 Kanengiser Rd	Santa Ana Pueblo	NM	87045	(50
3	McShane	Ian	823 4th St NW	Albuquerque	NM	87106	(50
5	Fresquez	Marge	534 Asiento Blvd	Pueblo	NM	81232	(50
8	Maestas	Marcus	83 Vuelta Rancho	Santa Fe	NM	87508	(50
9	Marquardt	Keith	228 E Alejo Rd	Palm Springs	CA	92262	(76
11	Neidhart	Kate	54 E Dona Rosa Tr	Las Vegas	NM	87701	(50
15	Reed	Thomas	743 Windstone Dr.	Albuquerque	NM	87105	(50
16	Reid	Cynthia	158A Calle Derecho	Las Vegas	NM	87701	(50
17	Romero	Joseph	819 Calle Don Roberto	Santa Fe	NM	87502	(50
19	Sanchez	Ricardo	158 Tesuque Village Rd	Agua Fria	NM	87507	(50
20	Sanchez	Julie	158 Tesuque Village Rd	Agua Fria	NM	87507	(50
21	Schilling	John	15365 Sombra Del Monte	Santa Fe	NM	87508	(50
24	Thomas	Joe	4355 Celsior St	Brougham	CA	92267	(76
26	Trent	Eileen	433 Tortuga Ln	Las Cruces	NM	88003	(50
27	Brevard	Jacque	23 Calle Montoya	Bernanillo	NM	87001	(50
29	Winston	Mary	157 Green Galliard Rd	Agua Fria	NM	87506	(50
30	Fox	Jeff	1509 Las Cruces Drive	Las Cruces	NM	88003	(50
31	Silva	Jackie	1509 Main Street	Santa Ana Pueblo	NM	87044	(50
*							



On a Windows 7 or 8 system, move your mouse to the lower right corner of the computer screen and the Charms will be displayed along the right side of the screen. Click the Search charm. Inside the search box that will appear at the top of the screen, enter Excel.

Note that this is NOT the Search box shown at the bottom of the Access window.

See next screen.

Alternatively, you can just start Excel, which is often easier.



This is the PuttsGolfers spreadsheet. It is an Excel worksheet. You'll need to download this spreadsheet from WebCourses or the course website.

1. In Excel, drag to select cells A1 through I9.
2. On the Home tab, in the clipboard group, click Copy to copy these cells.

ParticipantID	LastName	FirstName	StreetAddress	City	State	ZipCode	ContactPhone Number	CorporatePhone Number
50	Druplet	Brenda	1522 Watson Ln	Las Cruces	NM	88001	(505) 555-1835	
51	Maestas	Marcus	83 Vuelta Rancho	Santa Fe	NM	87508	(505) 555-2525	
52	Marquardt	Keith	228 E Alejo Rd	Palm Springs	CA	92262	(760) 555-4836	
53	Nelson	Kris	915 Somerset Ln	Las Cruces	NM	88018	(505) 555-4103	(505) 555-1800
54	Nelson	Rodney	915 Somerset Ln	Las Cruces	NM	88018	(505) 555-3237	(505) 555-1800
55	Romero	Maria	819 Calle Don Roberto	Santa Fe	NM	87502	(505) 555-3242	
56	Thomas	Joe	4355 Celsior St	Brougham	CA	92267	(209) 555-3227	
57	Thomas	Lois	4355 Celsior St	Brougham	CA	92267	(209) 555-3227	



All Access Obj... Search...

Tables

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant**

Queries

- qryOrderOver1000

Forms

- frmItem

Reports

- rptTournamentOrders

ParticipantID	LastName	FirstName	StreetAddress	City	State	ZipCode	Co
1	Last	First	1563 Catalina Dr	Santa Fe	NM	87508	(50
2	Trujillo	John	427 Kanengiser Rd	Santa Ana Pueblo	NM	87045	(50
3	McShane	Ian	823 4th St NW			87106	(50
5	Fresquez	Marge	534 Asiento Blvd			81232	(50
8	Maestas	Marcus	83 Vuelta Rancho			87508	(50
9	Marquardt	Keith	228 E Alejo Rd			92262	(76
11	Neidhart	Kate	54 E Dona Rosa Tr			87701	(50
15	Reed	Thomas	743 Windstone Dr.			87105	(50
16	Reid	Cynthia	158A Calle Derecho			87701	(50
17	Romero	Joseph	819 Calle Don Roberto	Santa Fe	NM	87502	(50
19	Sanchez	Ricardo	158 Tesuque Village Rd	Agua Fria	NM	87507	(50
20	Sanchez	Julie	158 Tesuque Village Rd	Agua Fria	NM	87507	(50
21	Schilling	John	15365 Sombra Del Monte	Santa Fe	NM	87508	(50
24	Thomas	Joe	4355 Celsior St	Brougham	CA	92267	(76
26	Trent	Eileen	433 Tortuga Ln	Las Cruces	NM	88003	(50
27	Brevard	Jacque	23 Calle Montoya	Bernanillo	NM	87001	(50
29	Winston	Mary	157 Green Galliard Rd	Agua Fria	NM	87506	(50
30	Fox	Jeff	1509 Las Cruces Drive	Las Cruces	NM	88003	(50
31	Silva	Jackie	1509 Main Street	Santa Ana Pueblo	NM	87044	(50
*							

Back in Access in the tblParticipant table, position the cursor on the append row (in Datasheet view).

Clipboard group in Access ribbon:

- Cut
- Paste
- Copy
- Format Painter

Sort & Filter group:

- Filter
- Ascending
- Descending
- Remove Sort

Records group:

- Refresh All
- Delete

Click the Paste option from the Clipboard group in Access.

All Access Objects

Search...

Tables

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant**

Queries

- qryOrderOver1000

Forms

- frmItem

Reports

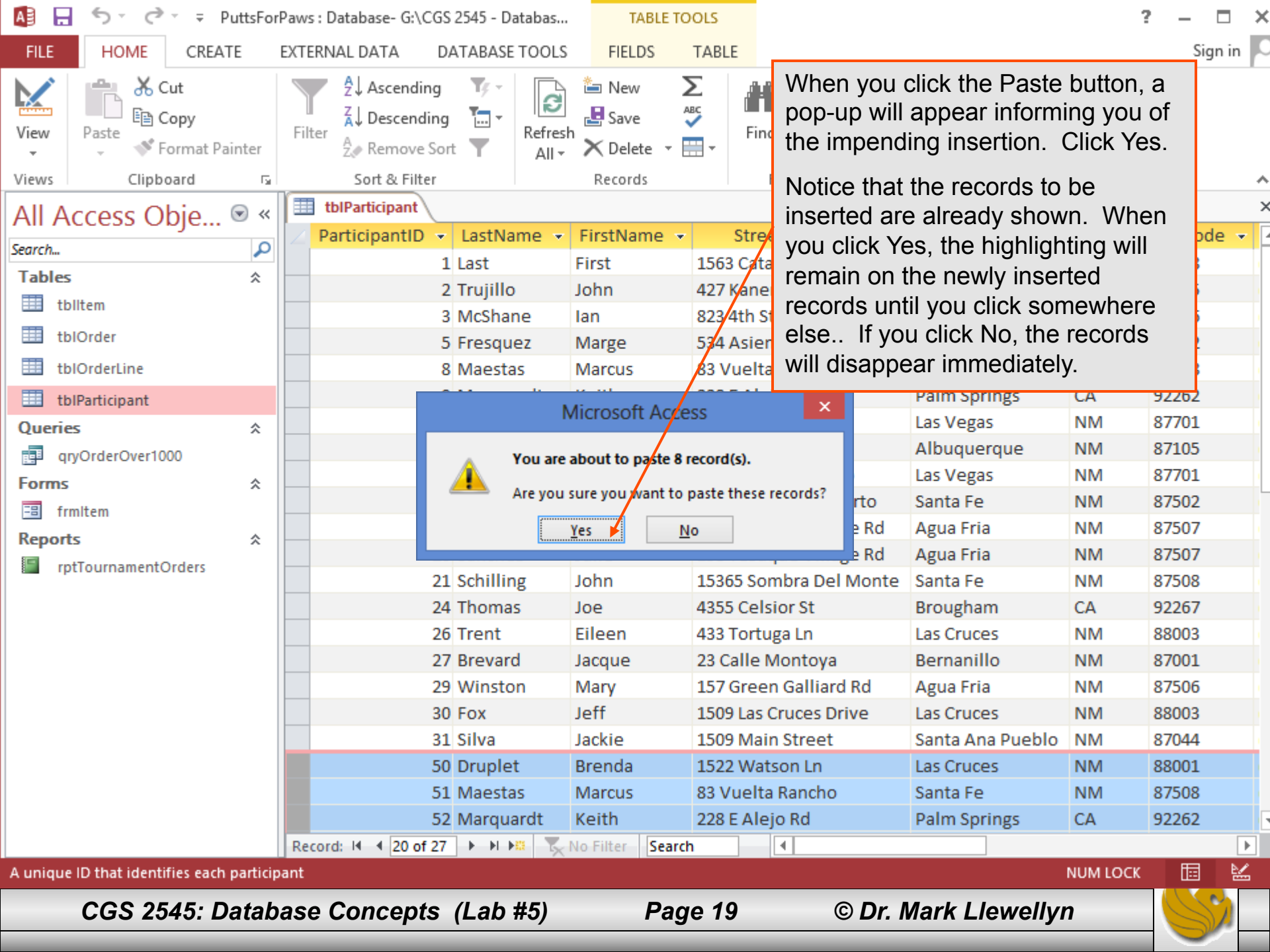
- rptTournamentOrders

ParticipantID	LastName	FirstName	StreetAddress	City	State	ZipCode
1	Last	First	1563 Catalina Dr	Santa Fe	NM	87508
2	Trujillo	John	427 Kanengiser Rd	Santa Ana Pueblo	NM	87045
3	McShane	Ian	823 4th St NW	Albuquerque	NM	87106
5	Fresquez	Marge	534 Asiento Blvd	Pueblo	NM	81232
8	Maestas	Marcus	83 Vuelta Rancho	Santa Fe	NM	87508
9	Marquardt	Keith	228 E Alejo Rd	Palm Springs	CA	92262
11	Neidhart	Kate	54 E Dona Rosa Tr	Las Vegas	NM	87701
15	Reed	Thomas	743 Windstone Dr.	Albuquerque	NM	87105
16	Reid	Cynthia	158A Calle Derecho	Las Vegas	NM	87701
17	Romero	Joseph	819 Calle Don Roberto	Santa Fe	NM	87502
19	Sanchez	Ricardo	158 Tesuque Village Rd	Agua Fria	NM	87507
20	Sanchez	Julie	158 Tesuque Village Rd	Agua Fria	NM	87507
21	Schilling	John	15365 Sombra Del Monte	Santa Fe	NM	87508
24	Thomas	Joe	4355 Celsior St	Brougham	CA	92267
26	Trent	Eileen	433 Tortuga Ln	Las Cruces	NM	88003
27	Brevard	Jacque	23 Calle Montoya	Bernanillo	NM	87001
29	Winston	Mary	157 Green Galliard Rd	Agua Fria	NM	87506
30	Fox	Jeff	1509 Las Cruces Drive	Las Cruces	NM	88003
31	Silva	Jackie	1509 Main Street	Santa Ana Pueblo	NM	87044
*						

Record: 20 of 20

A unique ID that identifies each participant






When you click the Paste button, a pop-up will appear informing you of the impending insertion. Click Yes.

Notice that the records to be inserted are already shown. When you click Yes, the highlighting will remain on the newly inserted records until you click somewhere else.. If you click No, the records will disappear immediately.

Microsoft Access

 **You are about to paste 8 record(s).**

Are you sure you want to paste these records?

ParticipantID	LastName	FirstName	Street	City	State	Zip
1	Last	First	1563 Catalina	Palm Springs	CA	92262
2	Trujillo	John	427 Kane	Las Vegas	NM	87701
3	McShane	Ian	823 4th St	Albuquerque	NM	87105
5	Fresquez	Marge	534 Asier	Las Vegas	NM	87701
8	Maestas	Marcus	83 Vuelta	Santa Fe	NM	87502
21	Schilling	John	15365 Sombra Del Monte	Agua Fria	NM	87507
24	Thomas	Joe	4355 Celsior St	Agua Fria	NM	87507
26	Trent	Eileen	433 Tortuga Ln	Santa Fe	NM	87508
27	Brevard	Jacque	23 Calle Montoya	Brougham	CA	92267
29	Winston	Mary	157 Green Galliard Rd	Las Cruces	NM	88003
30	Fox	Jeff	1509 Las Cruces Drive	Bernanillo	NM	87001
31	Silva	Jackie	1509 Main Street	Agua Fria	NM	87506
50	Druplet	Brenda	1522 Watson Ln	Las Cruces	NM	88003
51	Maestas	Marcus	83 Vuelta Rancho	Las Cruces	NM	88003
52	Marquardt	Keith	228 E Alejo Rd	Santa Ana Pueblo	NM	87044
				Palm Springs	CA	92262

Record: 14 of 20 of 27 No Filter Search

A unique ID that identifies each participant

NUM LOCK



PuttsForPaws : Database- G:\CGS 2545 - Databas... TABLE TOOLS

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS FIELDS TABLE Sign in

View Paste Copy Format Painter Views Clipboard Filter Sort & Filter Records Find Text Formatting

Ascending Descending Remove Sort New Save Delete Find

Close and save the tblParticipant table.

All Access Obj...

Search...

Tables

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant**

Queries

- qryOrderOver1000

Forms

- frmItem

Reports

- rptTournamentOrders

ParticipantID	LastName	FirstName	StreetAddress	City	State	ZipCode
9	Marquardt	Keith	228 E Alejo Rd	Palm Springs	CA	92262
11	Neidhart	Kate	54 E Dona Rosa Tr	Las Vegas	NM	87701
15	Reed	Thomas	743 Windstone Dr.	Albuquerque	NM	87105
16	Reid	Cynthia	158A Calle Derecho	Las Vegas	NM	87701
17	Romero	Joseph	819 Calle Don Roberto	Santa Fe	NM	87502
19	Sanchez	Ricardo	158 Tesuque Village Rd	Agua Fria	NM	87507
20	Sanchez	Julie	158 Tesuque Village Rd	Agua Fria	NM	87507
21	Schilling	John	15365 Sombra Del Monte	Santa Fe	NM	87508
24	Thomas	Joe	4355 Celsior St	Brougham	CA	92267
26	Trent	Eileen	433 Tortuga Ln	Las Cruces	NM	88003
27	Brevard	Jacque	23 Calle Montoya	Bernanillo	NM	87001
29	Winston	Mary	157 Green Galliard Rd	Agua Fria	NM	87506
30	Fox	Jeff	1509 Las Cruces Drive	Las Cruces	NM	88003
31	Silva	Jackie	1509 Main Street	Santa Ana Pueblo	NM	87044
50	Druplet	Brenda	1522 Watson Ln	Las Cruces	NM	88001
51	Maestas	Marcus	83 Vuelta Rancho	Santa Fe	NM	87508
52	Marquardt	Keith	228 E Alejo Rd	Palm Springs	CA	92262
53	Nelson	Kris	915 Somerset Ln	Las Cruces	NM	88018
54	Nelson	Rodney	915 Somerset Ln	Las Cruces	NM	88018
55	Romero	Maria	819 Calle Don Roberto	Santa Fe	NM	87502
56	Thomas	Joe	4355 Celsior St	Brougham	CA	92267
57	Thomas	Lois	4355 Celsior St	Brougham	CA	92267



# Copy And Paste From Excel

- Copying and pasting data from Excel into Access requires that the columns be in exactly the same format in both Excel and Access.
- There cannot be any missing columns or columns in different orders between the two applications.
- You cannot paste fields that are nonnumeric into numeric fields.
- If you have any doubts about the data being compatible, use the Import feature to append the data to the table.
- Use Copy and Paste only when:
  - You started in Access and exported the data to Excel, made additions, and now want to import it into Access. This way you know the columns are the same.
  - You are copying and pasting the contents of a single field from Excel into Access, such as a street address and you know the data types match.



# Importing Data From Excel

- Access also allows you to import and entire worksheet or a smaller portion of the worksheet into a table.
- This is quite useful as Excel is so frequently used in organizations. Excel column headings are frequently imported as the field names.
- In our scenario, lets assume that golf club has been keeping corporate contracts for the event in an Excel worksheet.
- Follow the steps on the next few slides and you will import this worksheet into the tblParticipant table in the PuttsForPaws database.



PuttsContacts - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A B I U \$ % .00 .00

General Conditional Formatting Insert Delete Format

Format as Table Cell Styles

Sort & Find & Filter Select

A1 ParticipantID

	A	B	C	D	E	F	G	H	I	J
1	ParticipantID	LastName	FirstName	CorporatePhoneNumber	StreetAddress	City	State	ZipCode	ContactPhoneNumber	
2	40	Levant	Ronald	(505) 555-1200	672 N Mesquite St	Las Cruces	NM	88001	(505) 555-3878	
3	41	Dearman	Seth	(505) 555-1000	1717 Junior Hills Rd	Santa Ana Pueblo	NM	87044	(505) 555-9217	
4	42	Reed	Thomas	(505) 555-2000	743 Windstone Dr.	Albuquerque	NM	87105	(505) 555-7943	

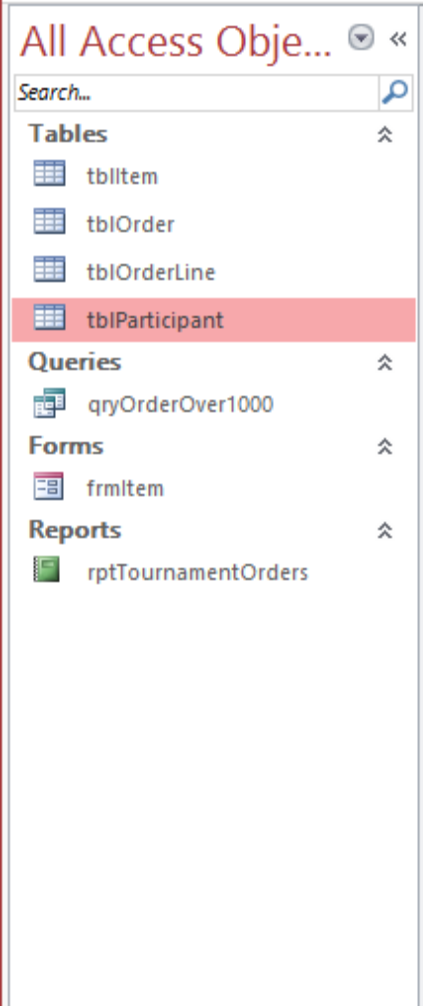
Open the Excel spreadsheet titled PuttsContacts.

You should see this screen.

Notice that the data in this table looks like the tblParticipants table in many ways. However, the corporate phone number immediately follows the participant's name in this table rather than being at the end of the record as it is in the Access table. An import from Excel into an existing Access table is ideal for this type of import because as long as the columns have the same name, Access will match up the columns, skipping any missing columns.

You cannot copy and paste the same way that we just did however, since the columns are not in the same order.

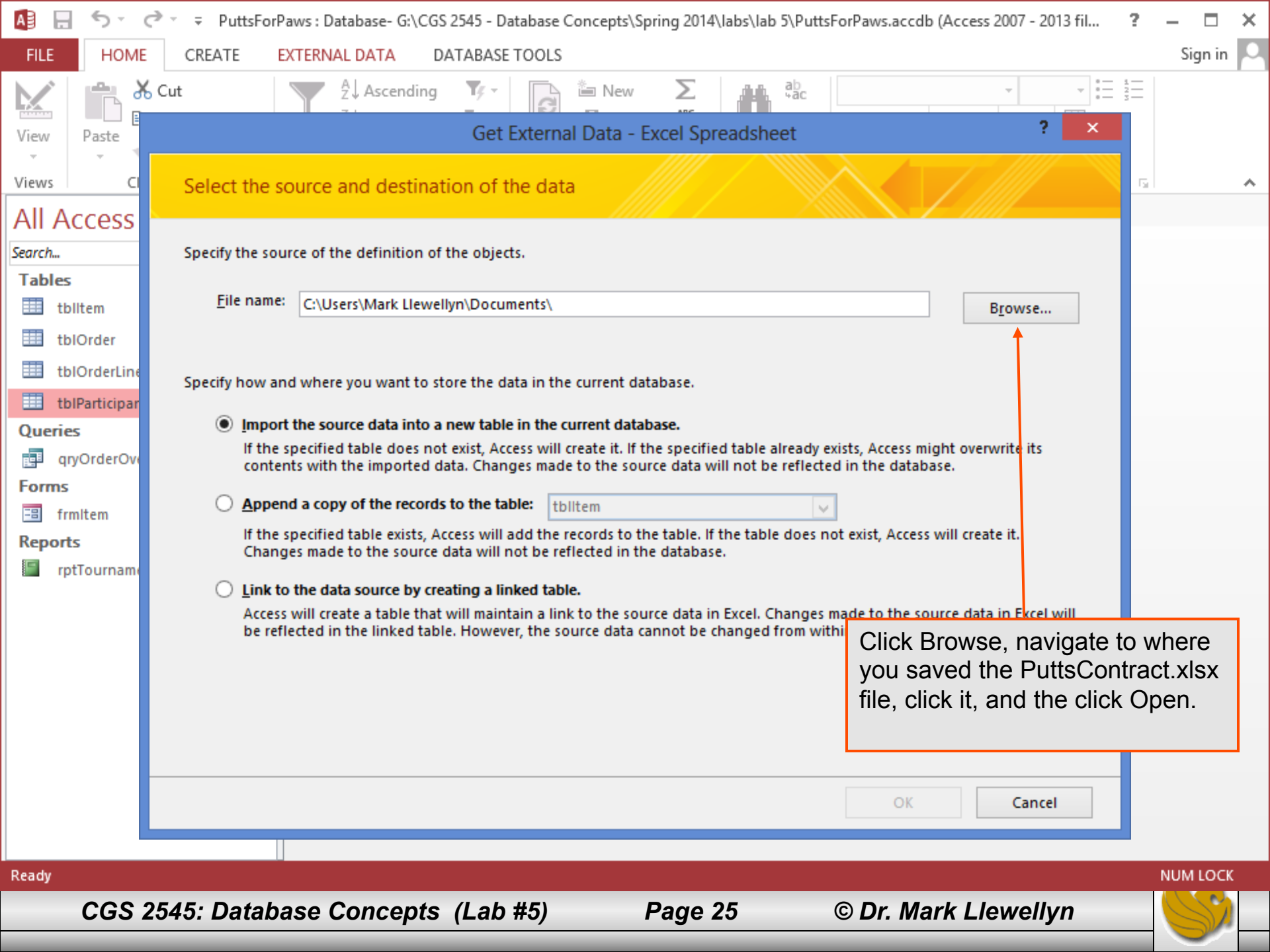
Close Excel.



Back in Access, click the External Data tab, then in the Import & Link group, click Excel.

The Get External Data – Excel Spreadsheet dialog box will appear (see next page.)





## Select the source and destination of the data

Specify the source of the definition of the objects.

File name: C:\Users\Mark Llewellyn\Documents\

Browse...

Specify how and where you want to store the data in the current database.

**Import the source data into a new table in the current database.**

If the specified table does not exist, Access will create it. If the specified table already exists, Access might overwrite its contents with the imported data. Changes made to the source data will not be reflected in the database.

**Append a copy of the records to the table:** tblItem

If the specified table exists, Access will add the records to the table. If the table does not exist, Access will create it. Changes made to the source data will not be reflected in the database.

**Link to the data source by creating a linked table.**

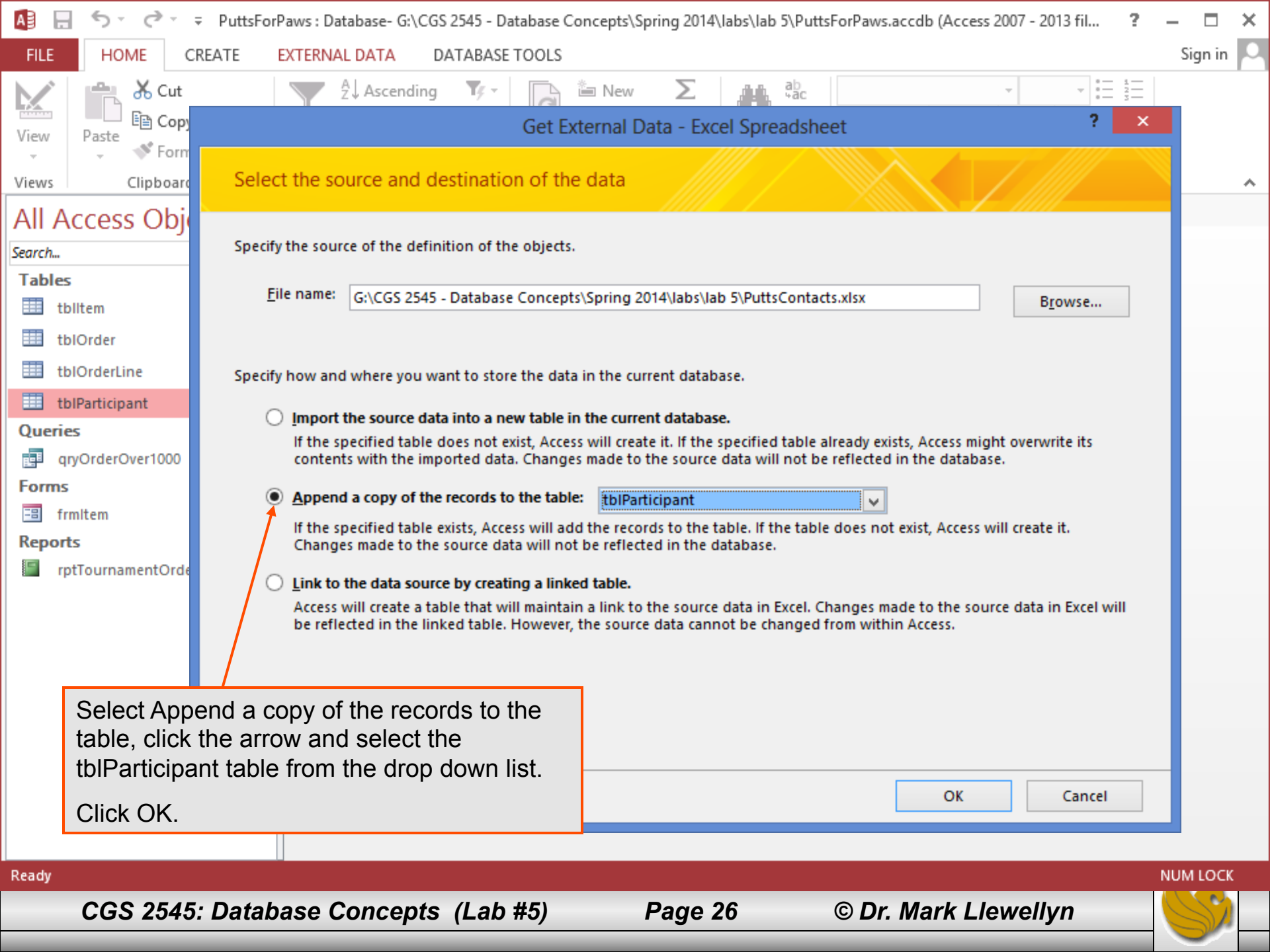
Access will create a table that will maintain a link to the source data in Excel. Changes made to the source data in Excel will be reflected in the linked table. However, the source data cannot be changed from within Access.

Click Browse, navigate to where you saved the PuttsContract.xlsx file, click it, and the click Open.

OK

Cancel





Select the source and destination of the data

Specify the source of the definition of the objects.

File name: G:\CGS 2545 - Database Concepts\Spring 2014\labs\lab 5\PuttsContacts.xlsx

Browse...

Specify how and where you want to store the data in the current database.

Import the source data into a new table in the current database.

If the specified table does not exist, Access will create it. If the specified table already exists, Access might overwrite its contents with the imported data. Changes made to the source data will not be reflected in the database.

Append a copy of the records to the table: tblParticipant

If the specified table exists, Access will add the records to the table. If the table does not exist, Access will create it. Changes made to the source data will not be reflected in the database.

Link to the data source by creating a linked table.

Access will create a table that will maintain a link to the source data in Excel. Changes made to the source data in Excel will be reflected in the linked table. However, the source data cannot be changed from within Access.

OK

Cancel

Select Append a copy of the records to the table, click the arrow and select the tblParticipant table from the drop down list. Click OK.



## Import Spreadsheet Wizard

Your spreadsheet file contains more than one worksheet or range. Which worksheet or range would you like?

- Show Worksheets  
 Show Named Ranges

Corporate contacts

Sample data for worksheet 'Corporate contacts'.

	ParticipantID	LastName	FirstName	CorporatePhoneNumber	StreetAddress	City
1	240	Levant	Ronald	(505) 555-1200	672 N Mesquite St	Las Cruces
2	341	Dearman	Seth	(505) 555-1000	1717 Junior Hills Rd	Santa Ana P
3	442	Reed	Thomas	(505) 555-2000	743 Windstone Dr.	Albuquerque

The Import Spreadsheet Wizard opens, which displays worksheets and named ranges in the Excel workbook.

1. Make sure that Show Worksheets is selected and the Corporate contacts worksheet is highlighted.
2. Click Next.

Cancel

&lt; Back

Next &gt;

Finish



## Import Spreadsheet Wizard

Microsoft Access can use your column headings as field names for your table. Does the first row specified contain column headings?

First Row Contains Column Headings

	ParticipantID	LastName	FirstName	CorporatePhoneNumber	StreetAddress	City
1	40	Levant	Ronald	(505) 555-1200	672 N Mesquite St	Las Cruces
2	41	Dearman	Seth	(505) 555-1000	1717 Junior Hills Rd	Santa Ana P
3	42	Reed	Thomas	(505) 555-2000	743 Windstone Dr.	Albuquerque

Access will display the next page of the wizard which shows that Access found the column headings in Excel and matched them to the field names in the Access table.

1. Click Next.

Cancel

&lt; Back

Next &gt;

Finish



### Import Spreadsheet Wizard

That's all the information the wizard needs to import your data.



Import to Table:

tblParticipant

I would like a wizard to analyze my table after importing the data.

Click Finish.

Cancel

< Back

Next >

Finish



## Get External Data - Excel Spreadsheet

## Save Import Steps

Finished importing file 'G:\CGS 2545 - Database Concepts\Spring 2014\labs\lab 5\PuttsContacts.xlsx' to table 'tblParticipant'.

Do you want to save these import steps? This will allow you to quickly repeat the operation without using the wizard.

Save import steps

1. Don't check the save import steps, we won't be repeating the process.
2. Click Close.

Close



All Access Objects

Search...

**Tables**

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant**

**Queries**

- qryOrderOver1000

**Forms**

- frmItem

**Reports**

- rptTournamentOrders

ParticipantID	LastName	FirstName	StreetAddress	City	State	ZipCode
17	Romero	Joseph	819 Calle Don Roberto	Santa Fe	NM	87502
19	Sanchez	Ricardo	158 Tesuque Village Rd	Agua Fria	NM	87507
20	Sanchez	Julie	158 Tesuque Village Rd	Agua Fria	NM	87507
21	Schilling	John	15365 Sombra Del Monte	Santa Fe	NM	87508
24	Thomas	Joe	4355 Celsior St	Brougham	CA	92267
26	Trent	Eileen	433 Tortuga Ln	Las Cruces	NM	88003
27	Brevard	Jacque	23 Calle Mo			87001
29	Winston	Mary	157 Green G			87506
30	Fox	Jeff	1509 Las Cr			88003
31	Silva	Jackie	1509 Main S			87044
40	Levant	Ronald	672 N Mesq			88001
41	Dearman	Seth	1717 Junior			87044
42	Reed	Thomas	743 Windst			87105
50	Druplet	Brenda	1522 Watso			88001
51	Maestas	Marcus	83 Vuelta R			87508
52	Marquardt	Keith	228 E Alejo			92262
53	Nelson	Kris	915 Somers			88018
54	Nelson	Rodney	915 Somers			88018
55	Romero	Maria	819 Calle Don Roberto	Santa Fe	NM	87502
56	Thomas	Joe	4355 Celsior St	Brougham	CA	92267
57	Thomas	Lois	4355 Celsior St	Brougham	CA	92267

Open the tblParticipant table and you will now see the three new corporate contacts entered into the table. They have participantIDs of 40-42. Close the table.



# Importing From A Named Range From Excel

- Access also allows you to import only a part of a worksheet, known as a named range, into a table.
- A **named range** is a group of cells that have been given a name that can then be used within a formula or function. This part of the worksheet can then be referenced in formulas or charts by name rather than by cell address or range address.
- In our scenario, the golf club has been keeping information about the volunteers for the event in an Excel worksheet. This worksheet contains other information about volunteering that we do not need in our database.
- The range containing the contact information for the volunteers has been named VolunteerNameAddress.
- Follow the steps on the next few slides to import this named range.



Clipboard: Paste, Copy, Cut, Undo, Redo

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Indent, Decrease Indent, Increase Indent, Wrap Text, Merge Cells, Unmerge Cells

Number: General, Currency (\$), Percentage (%), Decimals (0.00), Thousands Separator (0.00), Percentages and Decimals (0.00%)

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Formulas (Sum, Average, Max, Min, Count, CountA, CountB, MaxA, MinA, MaxB, MinB, CountA2, CountB2, MaxA2, MinA2, MaxB2, MinB2)

A1: X ✓ fx Volunteer Information for Putts for Paws

	A	B	C	D	E	F	G	H
1	Volunteer Information for Putts for Paws							
2								
3	Volunteer Coordinator:		Darlene Selbert	Don't call before 2 pm				
4								
5	ParticipantID	LastName	FirstName	StreetAddress	City	State	ZipCode	ContactPhoneNumber
6	60	Selbert	Darlene	1171 Lomax Dr	Las Cruces	NM	88003	(505) 555-5131
7	61	Tapia	Tim	811 Sandia Ridge Rd	Albuquerque	NM	87105	(505) 555-3221
8								
9								
10								
11								
12								
13								
14								
15								

Open the Excel workbook named PuttsVolunteers.xlsx available on WebCourses or the course website.

Notice that this worksheet contains information about the volunteers as well as other information.



FILE

HOME

INSERT

PAGE LAYOUT

FORMULAS

DATA

REVIEW

VIEW

Sign in



Paste

Clipboard

Calibri

11



Font

Alignment

General

\$ % ' ,

←.0 .00

.00 →.0

Number

Conditional Formatting

Format as Table

Cell Styles

Styles

Insert

Delete

Form

Cells

Highlight the cells A5 through H7. Notice that this is a named range.

Close Excel and return to Access.

VolunteerNamesAddress

ParticipantID

A

B

C

D

E

F

G

H

1 Volunteer Information for Putts for Paws

2

3 Volunteer Coordinator:

Darlene Selbert

Don't call before 2 pm

4

5 ParticipantID LastName FirstName StreetAddress City State ZipCode ContactPhoneNumber

6

60

Selbert

Darlene

1171 Lomax Dr

Las Cruces

NM

88003

(505) 555-5131

7

61

Tapia

Tim

811 Sandia Ridge Rd

Albuquerque

NM

87105

(505) 555-3221

8

9

10

11

12

13

14

15

Volunteers



AVERAGE: 60.5

COUNT: 24

SUM: 121



100%



## Get External Data - Excel Spreadsheet

## Select the source and destination of the data

Specify the source of the definition of the objects.

File name: G:\CGS 2545 - Database Concepts\Spring 2014\labs\lab 5\PuttsVolunteers.xlsx

Specify how and where you want to store the data in the current database.

 **Import the source data into a new table in the current database.**

If the specified table does not exist, Access will create it. If the specified table already exists, Access might overwrite contents with the imported data. Changes made to the source data will not be reflected in the database.

 **Append a copy of the records to the table:** 

If the specified table exists, Access will add the records to the table. If the table does not exist, Access will create it. Changes made to the source data will not be reflected in the database.

 **Link to the data source by creating a linked table.**

Access will create a table that will maintain a link to the source data in Excel. Changes made to the source data in Excel will be reflected in the linked table. However, the source data cannot be changed from within Access.

OK

Cancel

As before, click the External Data tab in Access. In the Import & Link group, click Excel and the Get External Data – Excel Spreadsheet dialog box will appear as shown.

Browse to the PuttsVolunteers worksheet and select Append a copy of the records to the table, and from the drop down list select tblParticipant.



### Import Spreadsheet Wizard

Your spreadsheet file contains more than one worksheet or range. Which worksheet or range would you like?

- Show Worksheets
- Show Named Ranges

VolunteerNamesAddress

Select Show Named Ranges (there will only be one).  
Then click Next.

Sample data for range 'VolunteerNamesAddress'.

	ParticipantID	LastName	FirstName	StreetAddress	City	State	ZipC
1	260	Selbert	Darlene	1171 Lomax Dr	Las Cruces	NM	8800
2	361	Tapia	Tim	811 Sandia Ridge Rd	Albuquerque	NM	8710

Cancel

< Back

Next >

Finish





### Import Spreadsheet Wizard

That's all the information the wizard needs to import your data.

Import to Table:

tblParticipant

I would like a wizard to analyze my table after importing the data.

Cancel

< Back

Next >

Finish

Click Finish.



### Get External Data - Excel Spreadsheet

#### Save Import Steps

Finished importing file 'G:\CGS 2545 - Database Concepts\Spring 2014\labs\lab 5\PuttsVolunteers.xlsx' to table 'tblParticipant'.

Do you want to save these import steps? This will allow you to quickly repeat the operation without using the wizard.

Save import steps

Click Close.

Close



All Access Obj...

Search...

**Tables**

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant**

**Queries**

- qryOrderOver1000

**Forms**

- frmItem

**Reports**

- rptTournamentOrders

ParticipantID	LastName	FirstName	StreetAddress			
1	Last	First	1563 Catalina Dr			
2	Trujillo	John	427 Kanengiser Rd			
3	McShane	Ian	823 4th St NW			
5	Fresquez	Marge	534 Asiento Blvd			
8	Maestas	Marcus	83 Vuelta Rancho			
9	Marquardt	Keith	228 E Alejo Rd			
11	Neidhart	Kate	54 E Dona Rosa Tr			
15	Reed	Thomas	743 Windstone Dr.			
16	Reid	Cynthia	158A Calle Derecho	Las Vegas	NM	87701
17	Romero	Joseph	819 Calle Don Roberto	Santa Fe	NM	87502
19	Sanchez	Ricardo	158 Tesuque Village Rd	Agua Fria	NM	87507
20	Sanchez	Julie	158 Tesuque Village Rd	Agua Fria	NM	87507
21	Schilling	John	15365 Sombra Del Monte	Santa Fe	NM	87508
24	Thomas	Joe	4355 Celsior St	Brougham	CA	92267
26	Trent	Eileen	433 Tortuga Ln	Las Cruces	NM	88003
27	Brevard	Jacque	23 Calle Montoya	Bernanillo	NM	87001
29	Winston	Mary	157 Green Galliard Rd	Agua Fria	NM	87506
30	Fox	Jeff	1509 Las Cruces Drive	Las Cruces	NM	88003
31	Silva	Jackie	1509 Main Street	Santa Ana Pueblo	NM	87044
40	Levant	Ronald	672 N Mesquite St	Las Cruces	NM	88001
41	Dearman	Seth	1717 Junior Hills Rd	Santa Ana Pueblo	NM	87044
42	Reed	Thomas	743 Windstone Dr.	Albuquerque	NM	87105

Double click the tblParticipant table and in the Datasheet view you will see the two volunteers added to the table. The new volunteers had ID numbers 30 and 31. Close the table.

# Importing An Excel Worksheet Into A New Table

- In the previous examples of importing from Excel worksheets, we imported into already existing Access tables.
- You can also import into a new table. Access creates the table using the column headings for field names. Access will define the fields with default definitions.
- After performing the import, open the table in the Design view and adjust the fields and properties as necessary.
- Some things that should be considered in these adjustments are:
  - What field did Access assign as the primary key? Access will default to creating a new field called ID for the primary key.
  - The default length for all short text fields is 255 characters. Adjust the field size properties to sizes that are appropriate for your fields. Check all field definitions for errors.
  - Are the field names descriptive? The column headings in Excel might not be appropriate as field names in Access.



# Importing From A Text File

- Access also has the capability of importing data from text and Word files.
- Typically, these files would have data organized in tables. In Word, these tables would have actual rows and columns. In true text files, the tables are generally implied by the separation of columns. This separation is done using delimiter characters. A delimiter is a character such as a tab or comma that separates the fields. The rows in the text tables will be imported as records (rows) into the Access table.
- In our scenario, let's assume that the golf course has been keeping information about the donors for the event in a text file and we will now import that data into our database.
- Follow the next set of slides to accomplish a text file import.



Note: when you open this file in Notepad, it might not look as pretty as the one shown below. This is because Notepad does not save font formatting, but it does save the tabs, so don't worry, the data will be retrieved properly.

Open the PuttsDonors.txt file in Notepad.

Notice that this text file has a tabular appearance which was created with tab characters (not visible by default). Also there are column headings.

PuttsDonors - Notepad

File Edit Format View Help

ParticipantID	LastName	FirstName	StreetAddress	City	State	ZipCode	ContactPhoneNumber
30	Ortiz	Luis	1801 Brilliant Sky Dr	Santa Fe	NM	87508	(505) 555-1722
33	Ramirez	Alice	124 Nana Lou St.	Avondale	CO	81022	(719) 555-9247
34	Victor	Lisa	988 Elguitarra Rd	Santa Fe	NM	87507	(505) 555-2757



FILE HOME CREATE **EXTERNAL DATA** DATABASE TOOLS Sign in

Import & Link: Saved Imports, Linked Table Manager, Excel, Access, ODBC Database, Text File, XML File, More ▾

Export: Saved Exports, Excel, Text File, XML File, PDF or XPS, Email, Access, Word Merge, More ▾

All Access Obj... ⌵ ⌵

Search...

**Tables** ⌵

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant**

**Queries** ⌵

- qryOrderOver1000

**Forms** ⌵

- frmItem

**Reports** ⌵

- rptTournamentOrders

In Access, click the External Data tab and this time select Text File.

The Get External Data – Text File dialog box will open.

### Get External Data - Text File

Select the source and destination of the data

Specify the source of the definition of the objects.

File name:

Specify how and where you want to store the data in the current database.

- Import the source data into a new table in the current database.**  
If the specified table does not exist, Access will create it. If the specified table already exists, Access might overwrite its contents with the imported data. Changes made to the source data will not be reflected in the database.
- Append a copy of the records to the table:**    
If the specified table exists, Access will add the records to the table. If the table does not exist, Access will create it. Changes made to the source data will not be reflected in the database.
- Link to the data source by creating a linked table.**  
Access will create a table that will maintain a link to the source data. You cannot change or delete data that is linked to text file. However, you can add new records.

In this dialog box, navigate to where you stored the PuttsDonors.txt file and choose it. Select Append a copy of the records to the table and select the tblParticipant table. Then click OK.





### Import Text Wizard

Your data seems to be in a 'Delimited' format. If it isn't, choose the format that more correctly describes your data.

Delimited - Characters such as comma or tab separate each field

Fixed Width - Fields are aligned in columns with spaces between each field

Sample data from file: G:\CGS 2545 - DATABASE CONCEPTS\SPRING 2014\LABS\LAB 5\PUTTSDONORS.TXT.

	ParticipantID	LastName	FirstName	StreetAddress	City	State	ZipCode	Contact	PhoneNumber
1	30	Ortiz	Luis	1801 Brilliant Sky Dr	Santa Fe	NM	87508	(505) 555-1722	
3	33	Ramirez	Alice	124 Nana Lou St.	Avondale	CO	81022	(719) 555-9247	
4	34	Victor	Lisa	988 Elguitarra Rd	Santa Fe	NM	87507	(505) 555-2757	

Advanced... Cancel < Back Next > Finish

Access will realize that the text file contains columns that are delimited by tabs or commas.

Click Next.



### Import Text Wizard

What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates your fields:

Tab
  Semicolon
  Comma
  Space
  Other:

First Row Contains Field Names
 Text Qualifier: {none}

ParticipantID	LastName	FirstName	StreetAddress	City	State	ZipCode	ContactPhc
30	Ortiz	Luis	1801 Brilliant Sky Dr	Santa Fe	NM	87508	(505
33	Ramirez	Alice	124 Nana Lou St.	Avondale	CO	81022	(719
34	Victor	Lisa	988 Elguitarra Rd	Santa Fe	NM	87507	(505

Tell Access that the file columns are delimited by tabs., and then click to select the First Row Contains Field Names check box.  
Click Next.

Advanced...

Cancel

< Back

Next >

Finish



### Import Text Wizard

That's all the information the wizard needs to import your data.



Import to Table:

tblParticipant

I would like a wizard to analyze my table after importing the data.

Advanced...

Cancel

< Back

Next >


Finish

Click Finish.



### Import Text Wizard

That's all the information the wizard needs to import your data.



Import to Table:  
tblParticipant

An error occurred because one of the records that we were importing contained a ParticipantID value that was already in the table. Thus we violated the key integrity. Click No.

### Microsoft Access

**Microsoft Access was unable to append all the data to the table.**

**i** The contents of fields in 0 record(s) were deleted, and 1 record(s) were lost due to key violations.  
 \* If data was deleted, the data you pasted or imported doesn't match the field data types or the FieldSize property in the destination table.  
 \* If records were lost, either the records you pasted contain primary key values that already exist in the destination table, or they violate referential integrity rules for a relationship defined between tables.  
 Do you want to proceed anyway?

I would like a wizard to analyze my table after importing the data.



### Import Text Wizard

That's all the information the wizard needs to import your data.

Import to Table:

tblParticipant

### Import Text Wizard



Operation canceled by user.

OK

Click OK.

I would like a wizard to analyze my table after importing the data.

Advanced...

Cancel

< Back

Next >

Finish



### Import Text Wizard

That's all the information the wizard needs to import your data.



Import to Table:

tblParticipant

Click OK.

### Import Text Wizard



An error occurred trying to import file 'G:\CGS 2545 - Database Concepts\Spring 2014\labs\lab 5\PuttsDonors.txt'. The file was not imported.

OK

I would like a wizard to analyze my table after importing the data.

Advanced...

Cancel

< Back


Next >

Finish



### Import Text Wizard

That's all the information the wizard needs to import your data.

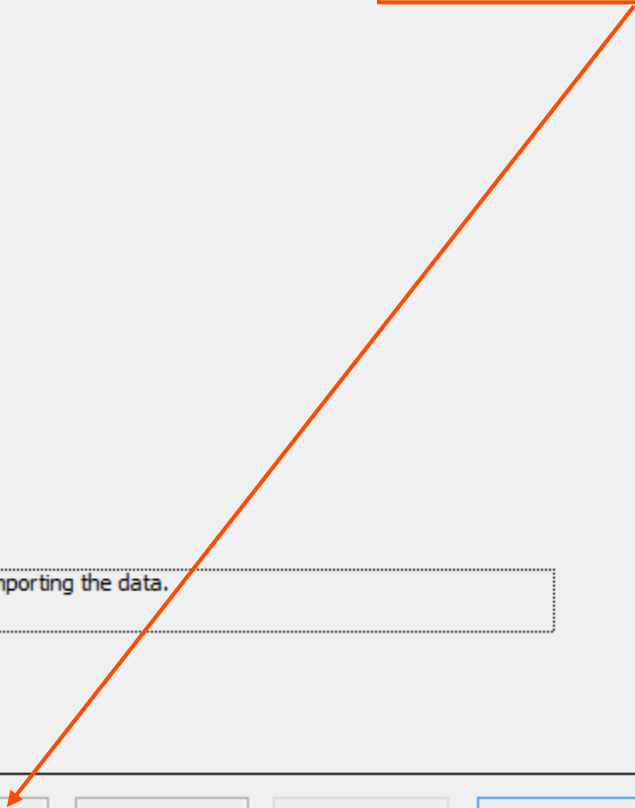


Import to Table:  
tblParticipant

I would like a wizard to analyze my table after importing the data.

Advanced... Cancel < Back Next > Finish

Click Cancel.



Let's assume that an error was made entering this data into this text file and that for the first row of data, the intended value of the ParticipantID was supposed to be 32 not 30.

Modify the text file to show the correct id value and then save it and repeat the previous steps to properly import this data.

### PuttsDonors - Notepad

File Edit Format View Help

ParticipantID	LastName	FirstName	StreetAddress	City	State	ZipCode	ContactPhoneNumber
30	Ortiz	Luis	1801 Brilliant Sky Dr	Santa Fe	NM	87508	(505) 555-1722
33	Ramirez	Alice	124 Nana Lou St.	Avondale	CO	81022	(719) 555-9247
34	Victor	Lisa	988 Elguitarra Rd	Santa Fe	NM	87507	(505) 555-2757



Import & Link: Saved Imports, Linked Table Manager, Excel, Access, ODBC Database, Text File, XML File, More

Export: Saved Exports, Excel, Text File, XML File, PDF or XPS, Email, Access, Word Merge, More

All Access Objects

Search...

Tables

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant**

Queries

- qryOrderOver1000

Forms

- frmItem

Reports

- rptTournamentOrders

ParticipantID	LastName	FirstName	StreetAddress			
1	Last	First	1563 Catalina Dr			
2	Trujillo	John	427 Kanengiser Rd			
3	McShane	Ian	823 4th St NW			
5	Fresquez	Marge	534 Asiento Blvd			
8	Maestas	Marcus	83 Vuelta Rancho			
9	Marquardt	Keith	228 E Alejo Rd	Palm Springs	CA	92262
11	Neidhart	Kate	54 E Dona Rosa Tr	Las Vegas	NM	87701
15	Reed	Thomas	743 Windstone Dr.	Albuquerque	NM	87105
16	Reid	Cynthia	158A Calle Derecho	Las Vegas	NM	87701
17	Romero	Joseph	819 Calle Don Roberto	Santa Fe	NM	87502
19	Sanchez	Ricardo	158 Tesuque Village Rd	Agua Fria	NM	87507
20	Sanchez	Julie	158 Tesuque Village Rd	Agua Fria	NM	87507
21	Schilling	John	15365 Sombra Del Monte	Santa Fe	NM	87508
24	Thomas	Joe	4355 Celsior St	Brougham	CA	92267
26	Trent	Eileen	433 Tortuga Ln	Las Cruces	NM	88003
27	Brevard	Jacque	23 Calle Montoya	Bernanillo	NM	87001
29	Winston	Mary	157 Green Galliard Rd	Agua Fria	NM	87506
30	Fox	Jeff	1509 Las Cruces Drive	Las Cruces	NM	88003
31	Silva	Jackie	1509 Main Street	Santa Ana Pueblo	NM	87044
32	Ortiz	Luis	1801 Brilliant Sky Dr	Santa Fe	NM	87508
33	Ramirez	Alice	124 Nana Lou St.	Avondale	CO	81022
34	Victor	Lisa	988 Elguitarra Rd	Santa Fe	NM	87507

Record: 1 of 35

After modifying the text file and repeating the steps, the data was imported properly into the tblParticipant table and we now see the three new donors.

Close the table.

# Entering Data Manually

- If the data that you need to enter into your database does not already exist in another form, then the data may be entered directly into the tables in Access.
- You've dealt with both techniques for manually entering data into Access tables in earlier labs. The two techniques are from the Datasheet view or from a form.
- We'll look at a few aspects of manual data entry from the Datasheet view over the next few slides.



Import & Link: Saved Imports, Linked Table Manager, Excel, Access, ODBC Database, Text File, XML File, More

Export: Saved Exports, Excel, Text File, XML File, PDF or XPS, Email, Access, Word Merge, More

All Access Objects

Search...

Tables

- tblItem
- tblOrder**
- tblOrderLine
- tblParticipant

Queries

- qryOrderOver1000

Forms

- frmItem

Reports

- rptTournamentOrders

OrderID	AmountPaid	MethodOfPayment	ResortRoom
1	\$2,550.00	CC	
2	\$2,000.00	CC	
3	\$1,000.00	CC	
4	\$2,850.00	CC	
5	\$400.00	ROOM	217 24
6	\$200.00	CC	29
7	\$3,000.00	CC	15
8	\$550.00	ROOM	283 9
9	\$0.00		16
10	\$0.00		8
11	\$850.00	CC	19
*(New)			

Open the tblOrder table in Datasheet view.

Move to the append row and in the AmountPaid column begin to type 200.

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS FIELDS TABLE

Import & Link: Saved Imports, Linked Table Manager, Excel, Access, ODBC Database, Text File, XML File, More

Export: Saved Exports, Excel, Text File, XML File, PDF or XPS, Email, Access, Word Merge, More

All Access Objects

Search...

Tables

- tblItem
- tblOrder**
- tblOrderLine
- tblParticipant

Queries

- qryOrderOver1000

Forms

- frmItem

Reports

- rptTournamentOrders

	OrderID	AmountPaid	MethodOfPayment	ResortRoom
	1	\$2,550.00	CC	
	2	\$2,000.00	CC	
	3	\$1,000.00	CC	
	4	\$2,850.00	CC	
	5	\$400.00	ROOM	
	6	\$200.00	CC	
	7	\$3,000.00	CC	
	8	\$550.00	ROOM	
	9	\$0.00		
	10	\$0.00		8
	11	\$850.00	CC	19
	12	200		
*	(New)			

Notice that when you begin to type the number 200, a pencil icon appears in the record selector on the left side of the table. The pencil icon means that the record is actively being modified. Also notice that the OrderID field was filled in with "12". This happened because the OrderID field has a data type of AutoNumber

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS FIELDS TABLE

Sign in

Import & Link

Export

Import & Link: Saved Imports, Linked Table Manager, Excel, Access, ODBC Database, Text File, XML File, More

Export: Saved Exports, Excel, Text File, XML File, PDF or XPS, Email, Access, Word Merge, More

Press the Tab key to continue filling in the record with a MethodOfPayment of CC, leave the ResortRoomNumber empty, and type 1 in ParticipantID.

Press the Tab key to go to the next record. The pencil icon will disappear. Unlike Word and Excel, Access will have immediately saved the data change.

Close the tblOrder table. Notice that Access did not ask you if you wanted to save changes...they were already saved.

All Access Objects

Search...

Tables

tblItem

**tblOrder**

tblOrderLine

tblParticipant

Queries

qryOrderOver1000

Forms

frmItem

Reports

rptTournamentOrders

OrderID	AmountPaid	MethodOfPayment	ResortRoomNumber
1	\$2,550.00	CC	
2	\$2,000.00	CC	
3	\$1,000.00	CC	
4	\$2,850.00	CC	
5	\$400.00	ROOM	
6	\$200.00	CC	
7	\$3,000.00	CC	
8	\$550.00	ROOM	
9	\$0.00		
10	\$0.00		
11	\$850.00	CC	
12	\$200.00	CC	
*	<b>(New)</b>		

Record: 13 of 13 No Filter Search



FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS FIELDS TABLE

Sign in



Open the tblOrderLine table, click in the OrderID column of the append row and enter the value 12.

Continue filling in the append row with LineNum = 1, ItemID = G1, and Quantity = 1.

Close the table.

All Access Obj...

Search...

Tables

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant

Queries

qryOrderOver1000

Forms

frmItem

Reports

rptTournamentOrders

tblOrderLine

OrderID	LineNum	ItemID	Quantity	Click to Add
	1	1 CART	1	
	1	2 TEAM	1	
	2	1 CART	1	
	3	1 FLAG	1	
	3	2 HOLE	1	
	4	1 CTEAM	1	
	4	2 CART	1	
	5	1 G1	2	
	6	1 G1	1	
	7	1 CART	1	
	7	2 HOLE	1	
	7	3 FLAG	1	
	8	1 TEAM	1	
	9	1 G1	1	
	10	1 G1	1	
	11	1 CTEAM	1	
	12	1 G1	1	
*				

Record: 17 of 17 No Filter Search

Quantity of this item purchased

NUM LOCK



Import & Link: Saved Imports, Linked Table Manager, Excel, Access, ODBC Database, Text File, XML File, More

Export: Saved Exports, Excel, Text File, XML File, PDF or XPS, Email, Access, Word Merge, More

All Access Objects

Search...

**Tables**

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant**

**Queries**

- qryOrderOver1000

**Forms**

- frmItem

**Reports**

- rptTournamentOrders

ParticipantID	LastName	FirstName	StreetAddress			
1	Last	First	1563 Catalina Dr			
2	Trujillo	John	427 Kanengiser Rd			
3	McShane	Ian	823 4th St NW			
5	Fresquez	Marge	534 Asiento Blvd			
8	Maestas	Marcus	83 Vuelta Rancho			
9	Marquardt	Keith	228 E Alejo Rd			
11	Neidhart	Kate	54 E Dona Rosa Tr	Las Vegas	NM	87701
15	Reed	Thomas	743 Windstone Dr.	Albuquerque	NM	87105
16	Reid	Cynthia	158A Calle Derecho	Las Vegas	NM	87701
17	Romero	Joseph	819 Calle Don Roberto	Santa Fe	NM	87502
19	Sanchez	Ricardo	158 Tesuque Village Rd	Agua Fria	NM	87507
20	Sanchez	Julie	158 Tesuque Village Rd	Agua Fria	NM	87507
21	Schilling	John	15365 Sombra Del Monte	Santa Fe	NM	87508
24	Thomas	Joe	4355 Celsior St	Brougham	CA	92267
26	Trent	Eileen	433 Tortuga Ln	Las Cruces	NM	88003
27	Brevard	Jacque	23 Calle Montoya	Bernanillo	NM	87001
29	Winston	Mary	157 Green Galliard Rd	Agua Fria	NM	87506
30	Fox	Jeff	1509 Las Cruces Drive	Las Cruces	NM	88003
31	Silva	Jackie	1509 Main Street	Santa Ana Pueblo	NM	87044
32	Ortiz	Luis	1801 Brilliant Sky Dr	Santa Fe	NM	87508
33	Ramirez	Alice	124 Nana Lou St.	Avondale	CO	81022
34	Victor	Lisa	988 Elguitarra Rd	Santa Fe	NM	87507

Data can be deleted from a table easily in Datasheet view. Simply right click on the record selector for the row to be deleted. Then select Delete record from the pop-up selection menu.

Let's delete golfer Kate Neidhart from the tournament.



FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS FIELDS TABLE

Import & Link

Export

Saved Imports
 Linked Table Manager
 Excel
 Access
 ODBC Database
 Text File
 XML File
 More
 Saved Exports
 Excel
 Text File
 XML File
 PDF or XPS
 Email
 Access
 Word Merge
 More

Click Yes.  
Close the table.

All Access Objects

- Search...
- Tables**
- tblItem
  - tblOrder
  - tblOrderLine
  - tblParticipant**
- Queries**
- qryOrderOver1000
- Forms**
- frmItem
- Reports**
- rptTournamentOrders

ParticipantID	LastName	FirstName	StreetAddress			
1	Last	First	1563 Catalina Dr			
2	Trujillo	John	427 Kanengiser Rd			
3	McShane	Ian	823 4th St NW			
5	Fresquez	Marge	534 Asiento Blvd			
8	Maestas	Marcus	83 Vuelta Rancho			
				Las Vegas	NM	87701
				Albuquerque	NM	87105
				Las Vegas	NM	87701
				Santa Fe	NM	87502
				Agua Fria	NM	87507
				Agua Fria	NM	87507
				Santa Fe	NM	87508
				Brougham	CA	92267
				Las Cruces	NM	88003
				Bernanillo	NM	87001
				Agua Fria	NM	87506
				Las Cruces	NM	88003
				Santa Ana Pueblo	NM	87044
				Santa Fe	NM	87508
				Avondale	CO	81022
				Santa Fe	NM	87507
21	Schilling	John	15365 Sombra Del Monte			
24	Thomas	Joe	4355 Celsior St			
26	Trent	Eileen	433 Tortuga Ln			
27	Brevard	Jacque	23 Calle Montoya			
29	Winston	Mary	157 Green Galliard Rd			
30	Fox	Jeff	1509 Las Cruces Drive			
31	Silva	Jackie	1509 Main Street			
32	Ortiz	Luis	1801 Brilliant Sky Dr			
33	Ramirez	Alice	124 Nana Lou St.			
34	Victor	Lisa	988 Elguitarra Rd			

Microsoft Access

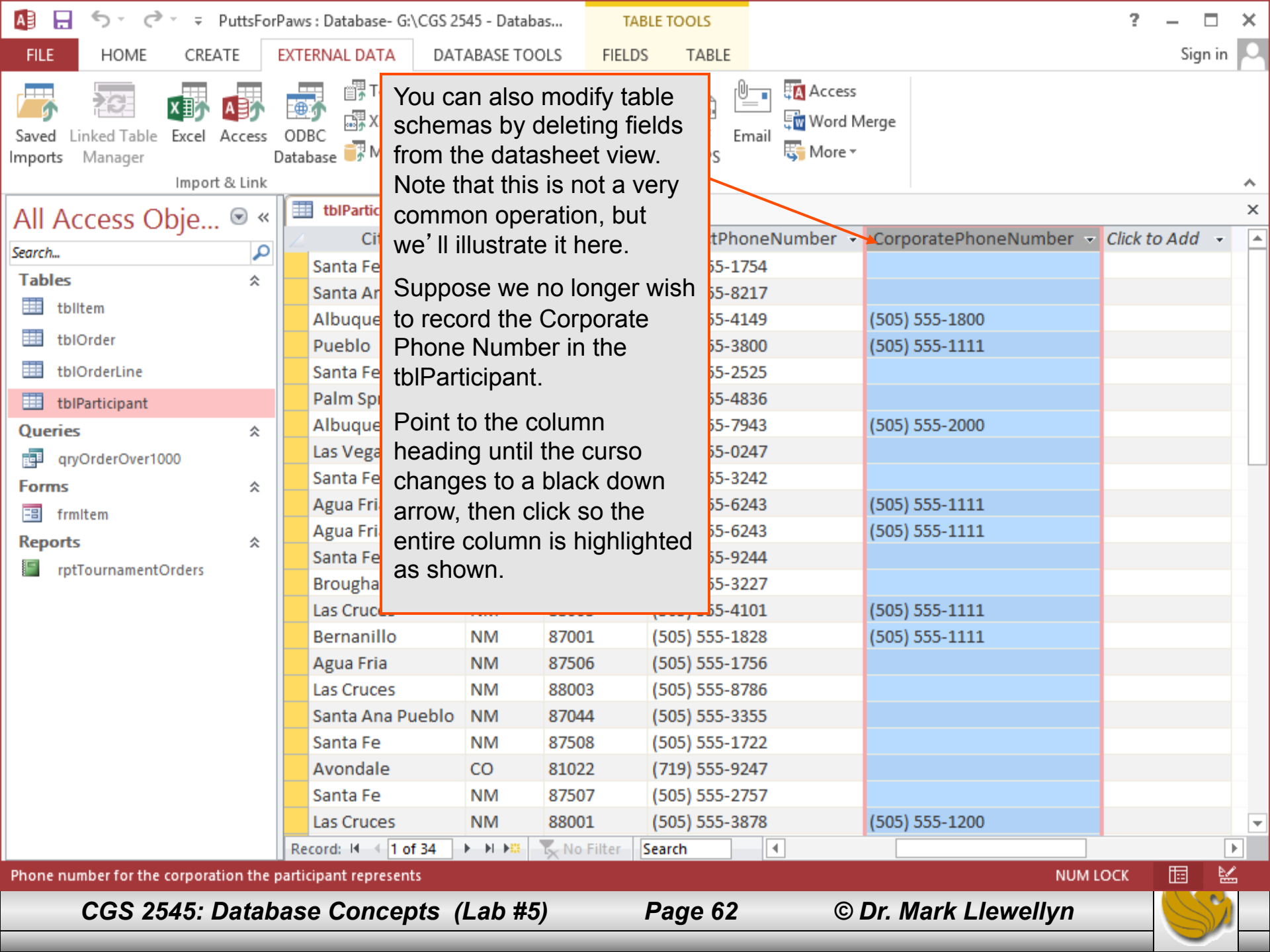
**You are about to delete 1 record(s).**

If you click Yes, you won't be able to undo this Delete operation. Are you sure you want to delete these records?

A unique ID that identifies each participant

NUM LOCK





You can also modify table schemas by deleting fields from the datasheet view. Note that this is not a very common operation, but we\'ll illustrate it here.

Suppose we no longer wish to record the Corporate Phone Number in the tblParticipant.

Point to the column heading until the cursor changes to a black down arrow, then click so the entire column is highlighted as shown.



Import & Link

Import & Link

All Access Objects

Search...

Tables

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant**

Queries

- qryOrderOver1000

Forms

- frmItem

Reports


- rptTournamentOrders

ParticipantName	City	State	Zip	PhoneNumber	CorporatePhoneNumber	Click to Add
Santa Fe				55-1754		
Santa Ana				55-8217		
Albuquerque				55-4149	(505) 555-1800	
Pueblo				55-3800	(505) 555-1111	
Santa Fe				55-2525		
Brougha				55-3227		
Las Cruces				55-4101	(505) 555-1111	
Bernanillo	NM	87001		(505) 555-1828	(505) 555-1111	
Agua Fria	NM	87506		(505) 555-1756		
Las Cruces	NM	88003		(505) 555-8786		
Santa Ana Pueblo	NM	87044		(505) 555-3355		
Santa Fe	NM	87508		(505) 555-1722		
Avondale	CO	81022		(719) 555-9247		
Santa Fe	NM	87507		(505) 555-2757		
Las Cruces	NM	88001		(505) 555-3878	(505) 555-1200	

Since this type of delete cannot be undone, Access will ask you if you are sure you want to proceed.

Click Yes, then close the table.

Microsoft Access

 Do you want to permanently delete the selected field(s) and all the data in the field(s)?

To permanently delete the field(s), click Yes.

Clipboard: Cut, Copy, Paste, Format Painter

Views: Filter, Sort

If you reopen the table, you'll notice that the CorporatePhoneNumber column is now gone.

Font: Calibri (Detail), 11

Text Formatting: Bold, Italic, Underline, Paragraph, Styles

All Access Objects

Search...

Tables

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant**

Queries

- qryOrderOver1000

Forms

- frmItem

Reports

- rptTournamentOrders

StreetAddress	City	State	ZipCode	ContactPhoneNumber	Click to Add
1563 Catalina Dr	Santa Fe	NM	87508	(505) 555-1754	
427 Kanengiser Rd	Santa Ana Pueblo	NM	87045	(505) 555-8217	
823 4th St NW	Albuquerque	NM	87106	(505) 555-4149	
534 Asiento Blvd	Pueblo	NM	81232	(505) 555-3800	
83 Vuelta Rancho	Santa Fe	NM	87508	(505) 555-2525	
228 E Alejo Rd	Palm Springs	CA	92262	(760) 555-4836	
743 Windstone Dr.	Albuquerque	NM	87105	(505) 555-7943	
158A Calle Derecho	Las Vegas	NM	87701	(505) 555-0247	
819 Calle Don Roberto	Santa Fe	NM	87502	(505) 555-3242	
158 Tesuque Village Rd	Agua Fria	NM	87507	(505) 555-6243	
158 Tesuque Village Rd	Agua Fria	NM	87507	(505) 555-6243	
15365 Sombra Del Monte	Santa Fe	NM	87508	(505) 555-9244	
4355 Celsior St	Brougham	CA	92267	(760) 555-3227	
433 Tortuga Ln	Las Cruces	NM	88003	(505) 555-4101	
23 Calle Montoya	Bernanillo	NM	87001	(505) 555-1828	
157 Green Galliard Rd	Agua Fria	NM	87506	(505) 555-1756	
1509 Las Cruces Drive	Las Cruces	NM	88003	(505) 555-8786	
1509 Main Street	Santa Ana Pueblo	NM	87044	(505) 555-3355	
1801 Brilliant Sky Dr	Santa Fe	NM	87508	(505) 555-1722	
124 Nana Lou St.	Avondale	CO	81022	(719) 555-9247	
988 Elguitarra Rd	Santa Fe	NM	87507	(505) 555-2757	
672 N Mesquite St	Las Cruces	NM	88001	(505) 555-3878	



# Assessment Point #1

- At this point you've been exposed to several different techniques to enter data into Access tables.
- Be sure that you are familiar with the basic techniques for each of these methods.
- Once you're fairly certain you understand each technique, then move on to the next part of this lab which will deal with table creation.



# Table Creation In Design View

- In our golf event scenario, you've been charged with maintaining the database to keep track of corporations who are involved with the tournament.
- You do not have a source that you can import, so you will need to design and create a new table to maintain this data.
- As we dealt with table design extensively in class, what we'll focus on here is now to implement a table design in Access.
- As you are aware, part of the design of any database table is deciding what data types should be applied to a given field (attribute).
- Let's augment the PuttsForPaws database with a new table to maintain information about the corporations involved with the tournament.



FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Sign in

Application  
Parts  
Templates

Table

Table  
DesignSharePoint  
Lists

Tables

Query  
WizardQuery  
Design

Queries



Form

Form  
DesignBlank  
Form

Forms



Form Wizard



Navigation



More Forms



Report

Report  
DesignBlank  
Report

Reports



Report Wizard



Labels



Macro



Macro

Macros &amp; Code

All Access Obj...

Search...

## Tables

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant

## Queries

- qryOrderOver1000

## Forms

- frmItem

## Reports

- rptTournamentOrders

Click the CREATE tab and then click Table Design in the Tables group.

Access will open a blank table in Design View as shown on the next page.





All Access Obj...

Search...

Tables

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant

Queries

- qryOrderOver1000

Forms

- frmItem

Reports

- rptTournamentOrders

Field Name	Data Type	Description (Optional)
CompanyName	Short Text	Company name

1. Enter CompanyName for the Field Name, then tab to the Data Type column and select Short Text, finally, enter Company name for the Description.

Field Properties

General	
Field Size	50
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

2. With the Description field highlighted, in the Field Properties box, enter 50 for the field size (default is 255).

All Access Objects

Search...

**Tables**

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant**

**Queries**

- qryOrderOver1000

**Forms**

- frmItem

**Reports**

- rptTournamentOrders

Field Name	Data Type	Description (Optional)
CompanyName	Short Text	Company name
StreetAddress	Short Text	Company's street address
City	Short Text	Company's city
State	Short Text	State abbreviation
ZipCode	Short Text	Zip code either 5 or 9 character format
PhoneNumber	Short Text	Phone number with area code

Field Properties

General	
Field Size	14
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

Continue entering the data as shown in this screen shot. Make the field sizes as follows: StreetAddress and City = 40, State = 2, ZipCode = 10, PhoneNumber = 14

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.

All Access Objects

Search...

Tables

- tblItem
- tblOrder
- tblOrderLine
- tblParticipant**

Queries

- qryOrderOver1000

Forms

- frmItem

Reports

- rptTournamentOrders

Field Name	Data Type	Description (Optional)
CompanyName	Short Text	Company name
StreetAddress	Short Text	Company's street address
City	Short Text	Company's city
State	Short Text	State abbreviation
ZipCode	Short Text	Zip code either 5 or 9 character format
PhoneNumber	Short Text	Phone number with area code

Save As

Table Name:

tblCorporate

OK Cancel

Save the new table with the name tblCorporate.

General Lookup

Field Size	14
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.



Microsoft Access

**There is no primary key defined.**

Although a primary key isn't required, it's highly recommended. A table must have a primary key for you to define a relationship between this table and other tables in the database. Do you want to create a primary key now?

Yes No Cancel

tblParticipant

Queries  
 qryOrderOver1000

Forms  
 frmItem

Reports  
 rptTournamentOrders

Phonenumber	Short Text	Phone number with area code

Field Properties

General	
Field Size	14
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

Click No, we'll define a primary key later.  
 Close the table.

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.



# Changing Data Type

- You can change the size of a data field in Access quite easily. In the field needs to be made longer, you can change it without concern. However, if the field is made shorter, and there is data in the table that require a length longer than the resulting length will be, you can truncate those values. Access will warn you if data may be lost due to a change in field size. You can elect whether or not to proceed.
- We'll change the data field length to a longer value on the next couple of slides.



All Access Obj...

Search...

**Tables**

- tblCorporate
- tblItem**
- tblOrder
- tblOrderLine
- tblParticipant

**Queries**

- qryOrderOver1000

**Forms**

- frmItem

**Reports**

- rptTournamentOrders

Field Name	Data Type	Description (Optional)
ItemID	Short Text	Unique Identifier of the item
ItemDescription	Short Text	Description of Item
QuantityAvailable	Number	Quantity available to be sold
AmountToBeCharged	Currency	Amount charged for item
Notes	Short Text	Further description of Item

Field Properties

General	
Field Size	50
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

Open the table tblItem in Design view. Notice that the Notes field is defined as short text. Modify it to be Long Text by clicking in the Data Type column and selecting Long Text.

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Views | Tools | Show/Hide | Field, Record & Table Events | Relationships

View Primary Key Builder Test Validation Rules Modify Lookups Property Indexes Sheet Create Data Macros Rename/Delete Macro Relationships Object Dependencies

### All Access Objects

- Search...
- Tables**
- tblCorporate
  - tblItem
  - tblOrder
  - tblOrderLine
  - tblParticipant
- Queries**
- qryOrderOver1000
- Forms**
- frmItem
- Reports**
- rptTournamentOrders

Field Name	Data Type	Description (Optional)
ItemID	Short Text	Unique Identifier of the item
ItemDescription	Short Text	Description of Item
QuantityAvailable	Number	Quantity available to be sold
AmountToBeCharged	Currency	Amount charged for item
Notes	Long Text	Further description of Item

Field Properties

General	
Format	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Format	Plain Text
Text Align	General
Append Only	No

Notice that Long Text no longer impose a field size – it does not show the maximum field length.

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.



# Assessment Point #2

- At this point practice creating several tables using the design view. Try several different data types and tables.
- You might also try some of the various options for table modification.
- In the datasheet view of a table, for example, place the cursor on the name of the column and right click the mouse. You will see a list of options that can be performed at this point.
  - For example, if you want to add a new field (column) to a table, then from the design view, just put the cursor on the column which you want to the new field to appear before and then right click.
- Similarly, in the design view of a table, placing the cursor on a particular field definition (row in the design view) and then right clicking will give you a set of options which includes the option of inserting a new field.
- Delete any tables you create at the end of this step.



# Creating An Input Mask

- One of the nice features of a DBMS is that it can ensure that data is entered, stored, and displayed in a consistent manner.
- Masks and formatting are two of the methods that Access uses to ensure this consistency.
- Input masks are used to ensure that data is entered in a consistent fashion for any field for which an input mask is defined. For example, phone numbers can be typed as (555) 555-5555, 555-5555, or 555-555-5555.
- An input mask defines a consistent template and provides the punctuation, so you do not have to type it.
- Access contains wizards that will create automatic masks for Social Security numbers, zipcodes, passwords, file extensions, dates, and times.
- You can also create your own custom masks. You will now create an input mask.



All Access Obj...

Search...

**Tables**

- tblCorporate
- tblItem
- tblOrder
- tblOrderLine
- tblParticipant

**Queries**

- qryOrderOver1000

**Forms**

- frmItem

**Reports**

- rptTournamentOrders

Field Name	Data Type	Description (Optional)
CompanyName	Short Text	Company name
StreetAddress	Short Text	Company's street address
City	Short Text	Company's city
State	Short Text	State abbreviation
ZipCode	Short Text	Zip code either 5 or 9 character format
PhoneNumber	Short Text	Phone number with area code

Field Properties

General Lookup

Field Size	14
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

Open the tblCorporate table in Design view and select the PhoneNumber field.

In the Field Properties pane, click in the Input Mask box.

Click the ... box to start the Input Mask Wizard.

### Input Mask Wizard

Which input mask matches how you want data to look?

To see how a selected mask works, use the Try It box.  
To change the Input Mask list, click the Edit List button.

Input Mask:	Data Look:
Phone Number	(206) 555-1212
Social Security Number	831-86-7180
Zip Code	98052-6399
Extension	63215
Password	*****
Long Time	1:12:00 PM

Try It:

Description (Optional)
Company name
Company's street address
Company's city
State abbreviation
Zip code either 5 or 9 character format
Phone number with area code

Access will suggest a format.  
Let's accept this template value.  
Click Next.

Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General



### Input Mask Wizard

Do you want to change the input mask?

Input Mask Name: Phone Number

Input Mask:

What placeholder character do you want the field to display?  
Placeholders are replaced as you enter data into the field.

Placeholder character:  ▾

Try It:

Field Name	Description (Optional)
Company name	
Company's street address	
Company's city	
State abbreviation	
Zip code either 5 or 9 character format	
Phone number with area code	

Field Name	Field Properties																				
Phone Number	<table border="1"> <tr><td>Default Value</td><td></td></tr> <tr><td>Validation Rule</td><td></td></tr> <tr><td>Validation Text</td><td></td></tr> <tr><td>Required</td><td>No</td></tr> <tr><td>Allow Zero Length</td><td>Yes</td></tr> <tr><td>Indexed</td><td>No</td></tr> <tr><td>Unicode Compression</td><td>Yes</td></tr> <tr><td>IME Mode</td><td>No Control</td></tr> <tr><td>IME Sentence Mode</td><td>None</td></tr> <tr><td>Text Align</td><td>General</td></tr> </table>	Default Value		Validation Rule		Validation Text		Required	No	Allow Zero Length	Yes	Indexed	No	Unicode Compression	Yes	IME Mode	No Control	IME Sentence Mode	None	Text Align	General
Default Value																					
Validation Rule																					
Validation Text																					
Required	No																				
Allow Zero Length	Yes																				
Indexed	No																				
Unicode Compression	Yes																				
IME Mode	No Control																				
IME Sentence Mode	None																				
Text Align	General																				

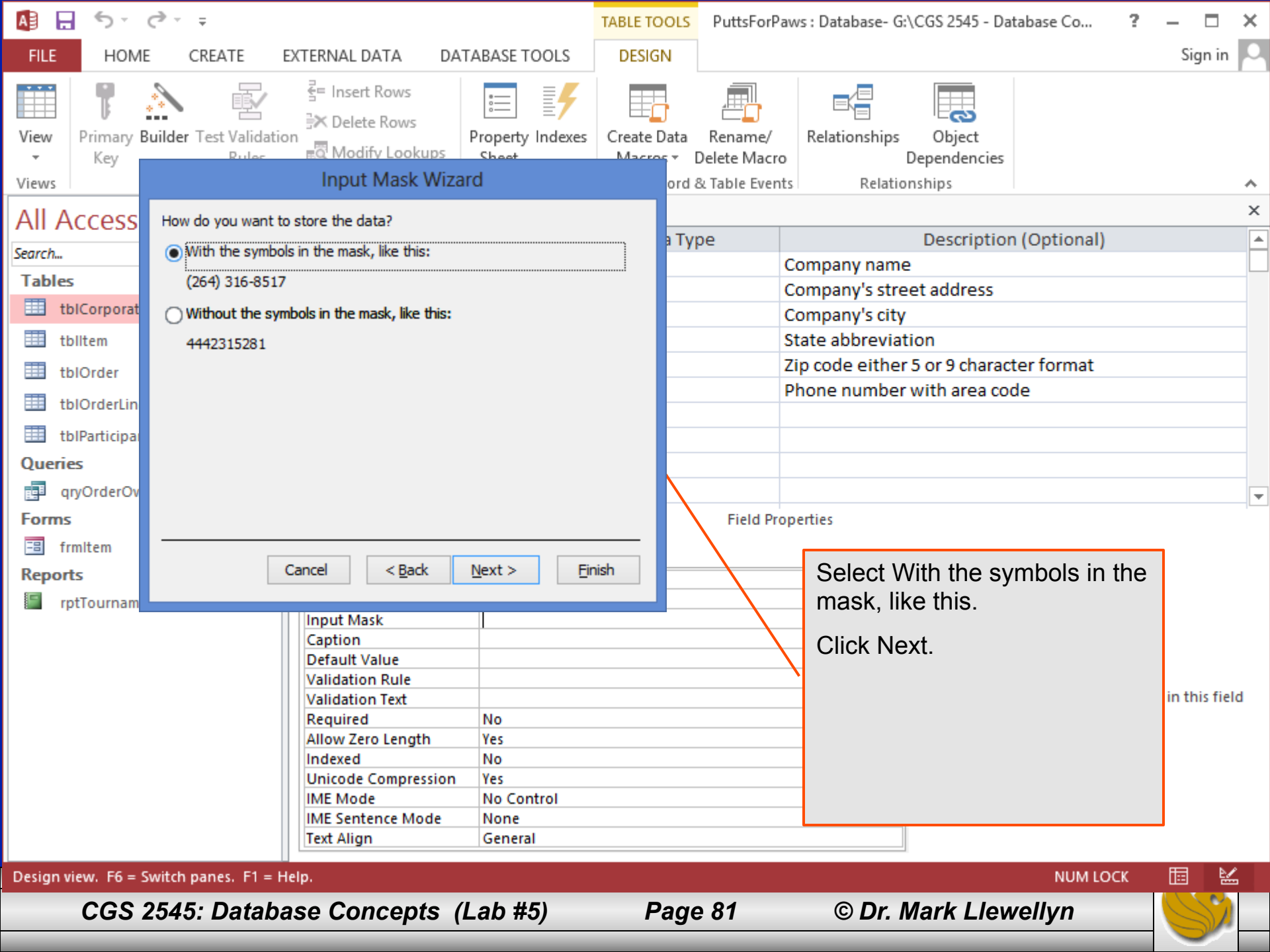
This means that the area code is optional and will be enclosed in parentheses if present.

The ! means that the characters should be typed from left to right.

Click Next.

in this field





### Input Mask Wizard

How do you want to store the data?

With the symbols in the mask, like this:  
(264) 316-8517

Without the symbols in the mask, like this:  
4442315281

Select With the symbols in the mask, like this.  
Click Next.

Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

in this field




PuttsForPaws : Database- G:\CGS 2545 - Database Co...

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN

View Primary Key Insert Rows Delete Rows Relationships Object Dependencies

### Input Mask Wizard

That's all the information the wizard needs to create your input mask.



Cancel < Back Next > Finish

Field Name	Description (Optional)
Company name	
Company's street address	
Company's city	
State abbreviation	
Zip code either 5 or 9 character format	
Phone number with area code	

Field Properties

Field Size	14
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

Click Finish.  
Save the changes to the table's design.

in this field

Design view. F6 = Switch panes. F1 = Help.

NUM LOCK



All Access Obj...

Search...

Tables

- tblCorporate
- tblItem
- tblOrder
- tblOrderLine
- tblParticipant

Queries

- qryOrderOver1000

Forms

- frmItem

Reports

- rptTournamentOrders

CompanyName	StreetAddress	City	State	ZipCode	PhoneNumbe
Tesuque Mirage Market	8 Tesuque Mirage Rd	Santa Fe	NM	87506	(505) 555-1111
Hotel Playa Real	125 Madison Avenue	Santa Fe	NM	87508	(505) 555-1800
Bouzouki Museum	716 Camino Cercano	Santa Fe	NM	87505	(505) 555-1200
McDoakes Restaurant	2017 High Street	Santa Fe	NM	87501	(505) 555-1000
Benson & Diaz	1953 A Piazza Place, Suite 101	Santo Domingo	NM	87052	(505) 555-2000
*					

Enter the data shown above into the tblCorporate table. Notice how the input mask operates as you enter the various phone numbers.

# Lab Assignment #5

Lab Assignment #5 – Due April 11<sup>th</sup> by 11:59 pm (WebCourses time) – 25 points

Import the four Excel worksheets contained in the spreadsheet “suppliers-parts-jobs-shipments.xlsx” available on the course website and WebCourses to create a new blank Access database named SPJX.accdb. Create four tables in the new database from the Excel worksheets mentioned above.

Adjust the field definitions as follows:

In the Suppliers table, the status field is an integer, all others are short text.

In the Parts table, the weight field is an integer, all others are short text.

In the Jobs table, the numworkers field is an integer, all others are short text.

In the Shipments table, the quantity field is an integer, all others are short text.

Define two different input masks somewhere within this database. Your choice of which tables and attributes to select for this part.

Provide screen shots from the design view of the table which clearly illustrate your input masks. Add some additional data into each table using datasheet view to enter the data.

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

HW05\_LastNameFirstName.accdb

