

Part II: Workbook Preparation

Storage Preparation

If you have not already done so, please read Part I of this tutorial.

To satisfy Ms. Lorenzo's design specifications, you will develop a database that contains Customer, Item, and Enrollment tables; Customer, Item, and Enrollment forms; qrySingleSession, qryInactive, and qryNewEnrollment queries, and a Customer List report. Additionally, you must establish relationships between the Customer and Enrollment tables, as well as the Item and Enrollment tables.

The Salon database preparation is separated into four primary activities. These activities involve creating the database and designing the tables, creating the forms, creating the queries, and creating the report. Each activity is described below.

Activity 1: Database Creation and Table Design

Activity 1 involves five primary tasks. The first task creates the Salon database. The second task designs the Customer table. The third task creates the Item table. The fourth task designs the Enrollment table, and the fifth task creates the necessary relationships. (Please keep in mind that you should periodically save your work.)

Task 1: Create the Database

To create the Salon database, perform the following steps:

1. Start Microsoft Access 2007.
2. Click the Blank Database option in the Microsoft Access 2007 welcome screen.
3. In the Blank Database name box, type "Salon", and then click the Create button. The newly created Salon database will open. See Figure 5.

Task 2: Create the Customer Table

To create the Customer table, perform the following steps:

1. From the Views group, click the down arrow on the View button.
2. Select the Design view option. See Figure 6.
3. In the Save As dialog box, type "tblCustomer", and then click the OK button. See Figure 7. The Customer table opens in Design view. See Figure 8.

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4. In the first row of the Field Name column, enter "CID" as the new field name. Click the tab key twice.
5. For the description, enter "Serves as primary key". See Figure 8.

Figure 5: Newly Created Salon Database

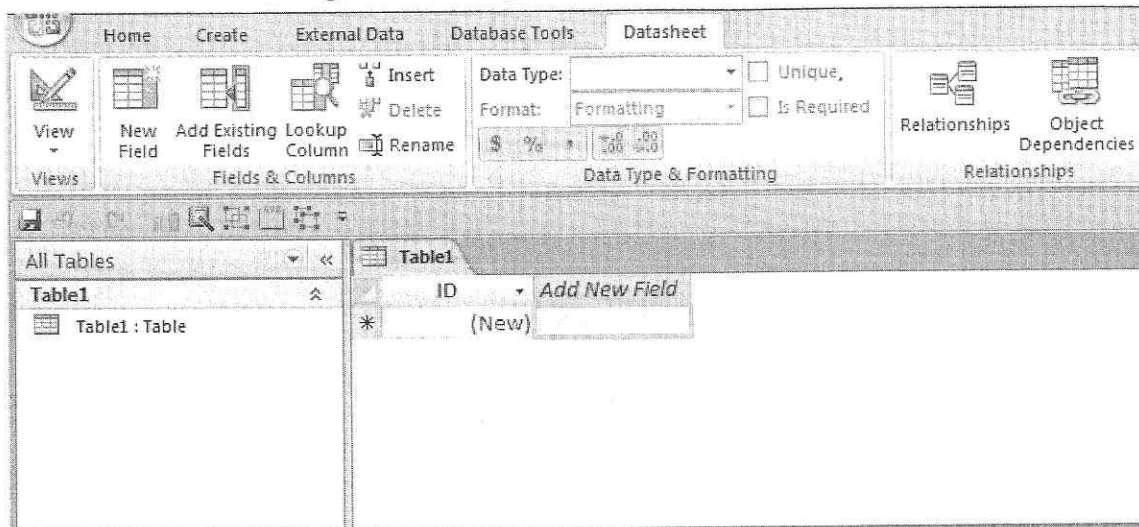


Figure 6: Design View Command

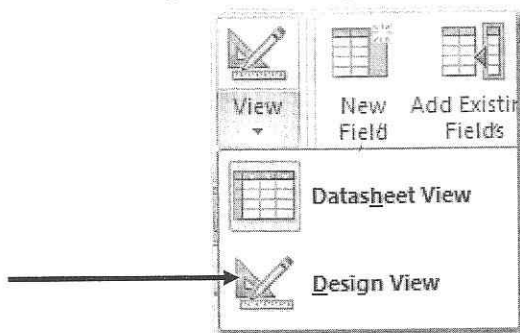


Figure 7: Save As Dialog Box

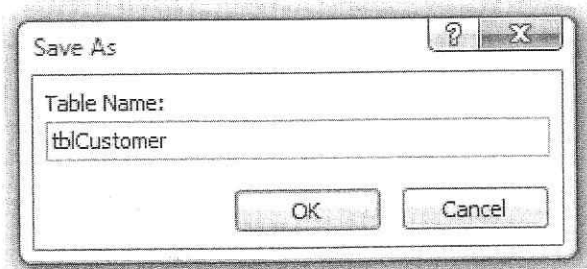
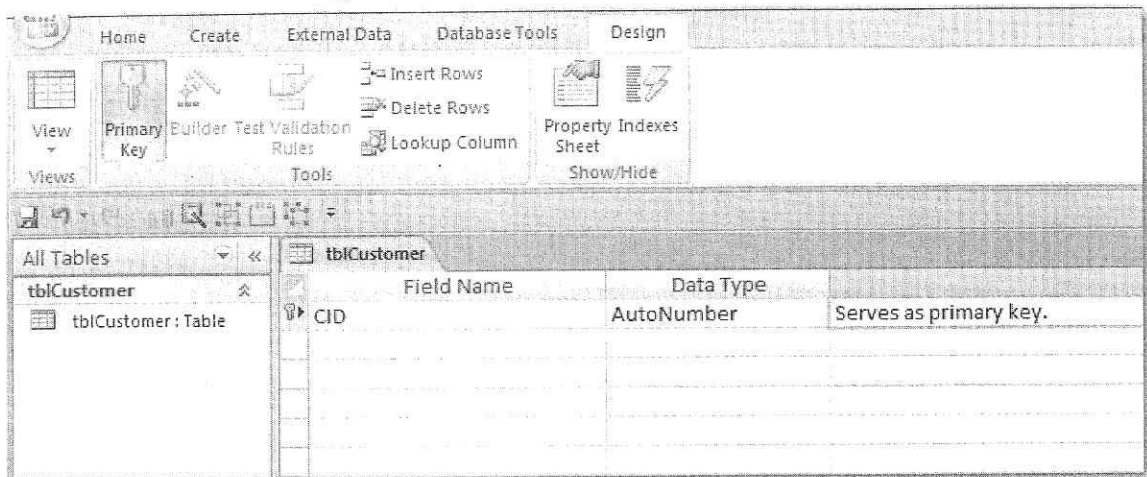



Figure 8: Customer Table Design View



6. In the Field Name column, click in the Field Name box below the CID field. Enter "LastName" as the new field name.
7. Press the F6 key. In the Field Size property box, enter "50".
8. In the Field Name column, move to the empty box below the LastName field. Enter "FirstName" as the new field name.
9. Press the F6 key. In the Field Size box, enter "25".
10. In the Field Name column, move to the empty box below the FirstName field. Enter "PhoneNumber" as the new field name. Press F6.
11. In the Field Size property box, enter 15.
12. Move to the Input Mask property box, and click the Build button.  When prompted, save the Customer table. The Input Mask Wizard appears. See Figure 9.
13. Select the Phone Number Input Mask, and then click the Next button.
14. Do not change the input mask. Click the Next button. See Figure 10.
15. When prompted, store the symbols with the mask. Click the Next button. See Figure 11.
16. Click the Finish button. The Input Wizard is now finished.
17. Move to the next empty Field Name box. Enter "SAddress" as the new field name. Press F6, and set the field size to 30.

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18. Move to the next empty Field Name box. Enter "City" as the new field name. Press the F6 key, and set the field size to 30.
19. Move to the Default Value property box, and enter "San Francisco".
20. Move to the next empty Field Name box. Enter "State" as the new field name. Press the F6 key, and set the field size to 2.
21. Move to the Default Value property box, and enter "CA".
22. Move to the next empty Field Name box. Enter "ZipCode" as the new field name. Press the F6 key, and set the field size to 5.
23. Move to the Input Mask property box, and enter "00000;:_". (Do not include the quotation marks and the period.)
24. Click the Save button on the Quick Access Toolbar. (If the Quick Access Toolbar is not showing, use your system's online help system to learn how to display the Quick Access Toolbar.)
25. Close the Design View window.

Figure 9: Input Mask Wizard Selection Dialog Box

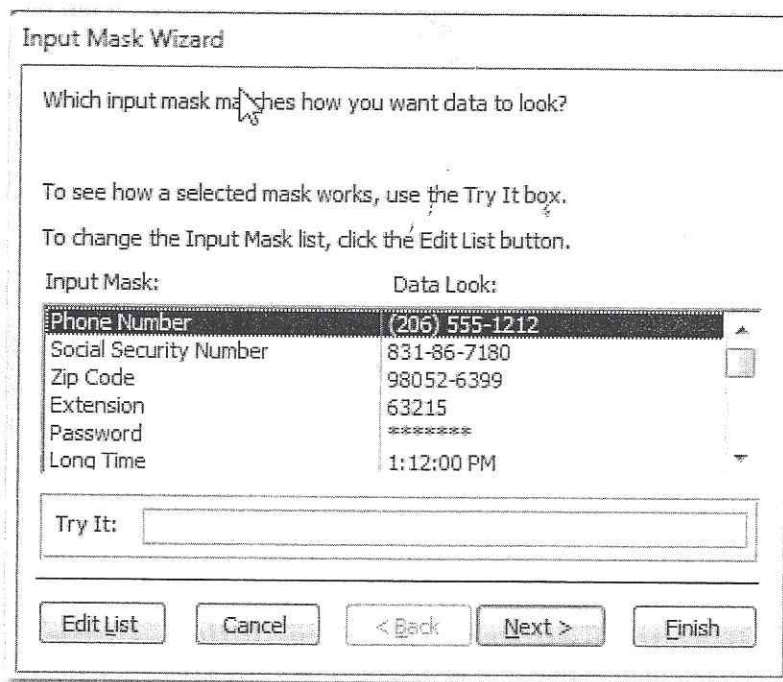


Figure 10: Input Mask Wizard Changes Dialog Box

Input Mask Wizard

Do you want to change the input mask?

Input Mask Name: Phone Number

Input Mask: (999) 000-0000

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

Placeholder character: _

Try It:

Cancel < Back Next > Finish

Figure 11: Input Mask Wizard Symbol Storage Dialog Box

Input Mask Wizard

How do you want to store the data?

With the symbols in the mask, like this:
(655) 337-0776

Without the symbols in the mask, like this:
04873813

Cancel < Back Next > Finish

Task 3: Create the Item Table

1. From the Tables group located on the Create tab, click the Table button. See Figure 12.
2. From the Views group, click the down arrow on the View button.
3. Select the Design View option.
4. When prompted, save the table as "tblItem". Click the OK button.
5. In the first row of the Field Name column, enter "IType" for the field name. Press the Tab key.
6. In the Data Type box, click the drop-down arrow, and then select Text. See Figure 13. Press the Tab key.
7. In the Description column, enter "Serves as primary key".
8. Press the F6 key. Set the Field size to 5.
9. Click the Save button located on the Quick Access toolbar.
10. In the Field Name column, click in the Field Name box below the Itype field. Enter "Description" as the new field name.
11. Press the F6 key. Set the Field size to 50.
12. In the Field Name column, click the Field Name box below the Description field. Enter "Price" as the field name. In the Data Type box, click the drop-down arrow and then select Currency.
13. Press the F6 key, and then set the Decimal Places property to 2.
14. Click the Save button on the Quick Access Toolbar.
15. Close the Design View window

Figure 12: Table Button

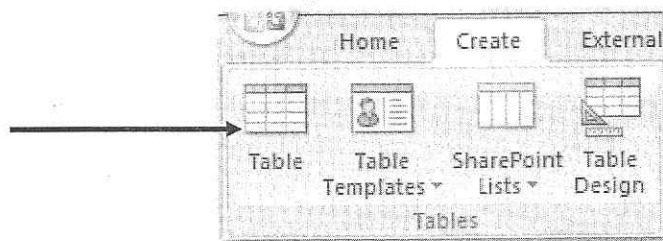
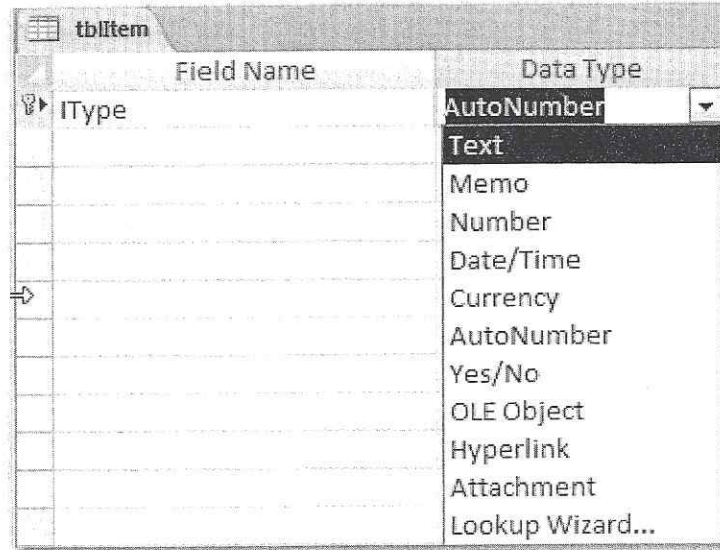


Figure 13: Data Type Option



Task 4: Create the Enrollment Table

1. From the Tables group located on the Create tab, click the Table button.
2. From the Views group, click the down arrow on the View button.
3. Select the Design View option.
4. When prompted, save the table as "tblEnrollment". Click the OK button.
5. In the first empty row of the Field Name column, enter "ENID". Press the Tab key twice.
6. In the Description box, enter "Serves as primary key."
7. In the empty Field Name box below the ENID field, enter "CID". Press the tab key.
8. In the Data Type column, click the drop-down arrow and select Lookup Wizard. The Lookup Wizard dialog box appears. Make sure the "I want the lookup column to lookup the values in a table or query" option is selected. Click the Next button. See Figure 14.
9. When prompted by the Lookup Wizard, specify tblCustomer as the table that provides the values for your lookup column. Click the Next button. See Figure 15.
10. When prompted by the Lookup Wizard, specify that the CID, LastName, and FirstName fields are the values that you want included in your lookup column. Click the Next button. See Figure 16.

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11. When prompted by the Lookup Wizard, specify the sort order as shown in Figure 17. Click the Next button.
12. When prompted by the Lookup Wizard, adjust the column widths, if necessary. Make sure the Hide key column option is selected. Click the Next button. See Figure 18.
13. When the Lookup Wizard prompts you for a label name, name the field "CID". (CID is the default name displayed in the label name box. If not, then change the name to CID.) See Figure 19. Click the Finish button.
14. When prompted, save the table.
15. In the next empty Field Name box, enter "IType". For the data type, select the Lookup Wizard. You will perform the same steps as you did for the CID field.
16. When prompted by the Lookup Wizard, specify that the value should be looked up from a table.
17. When prompted by the Lookup Wizard, specify that the tblItem table provides the values.
18. When prompted by the Lookup Wizard, specify that IType and IDescription contain the values that you want included in your lookup column.
19. When prompted by the Lookup Wizard, do not specify a sort order. Click the Next button.
20. When prompted by the Lookup Wizard, adjust the column width, if necessary. Make sure the Hide key option is not selected.
21. When prompted by the Lookup Wizard, specify that the IType column contains the value that you want to store in your database.
22. When prompted, name the column "IType". Click the Finish button.
23. When prompted, save the table.
24. In the next empty Field Name box, enter "EDate" as the new field name. Set the data type to Date/Time.
25. Press the F6 key. In the Format box, click the drop-down arrow and select the Short Date format.
26. Save the Enrollment table.
27. Close the Design View window

Figure 14: Lookup Wizard Dialog Box

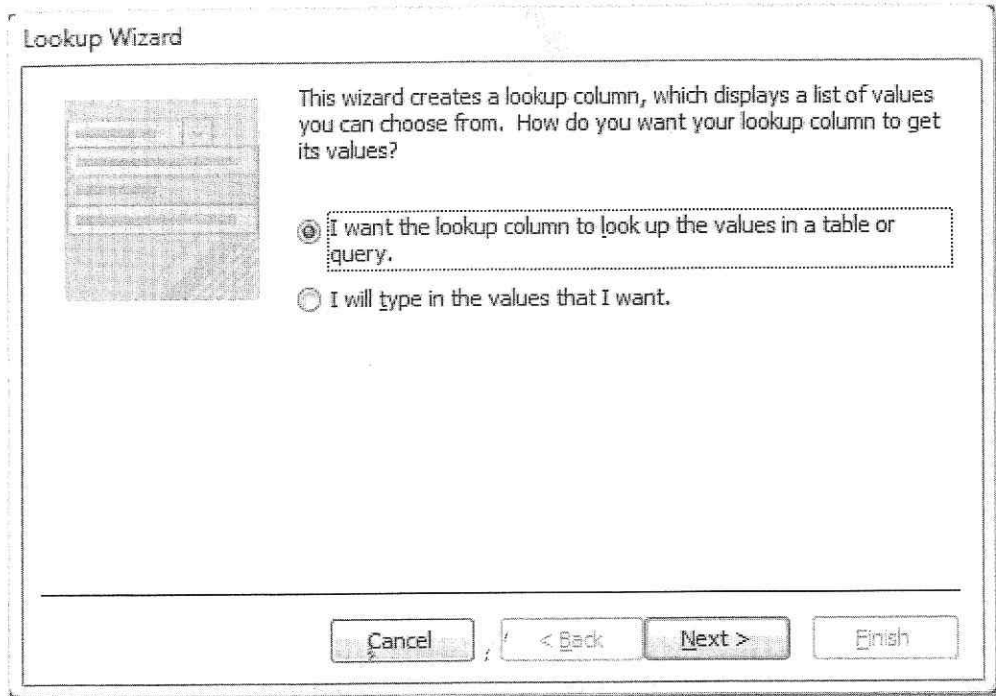


Figure 15: Lookup Wizard Table Values Dialog Box

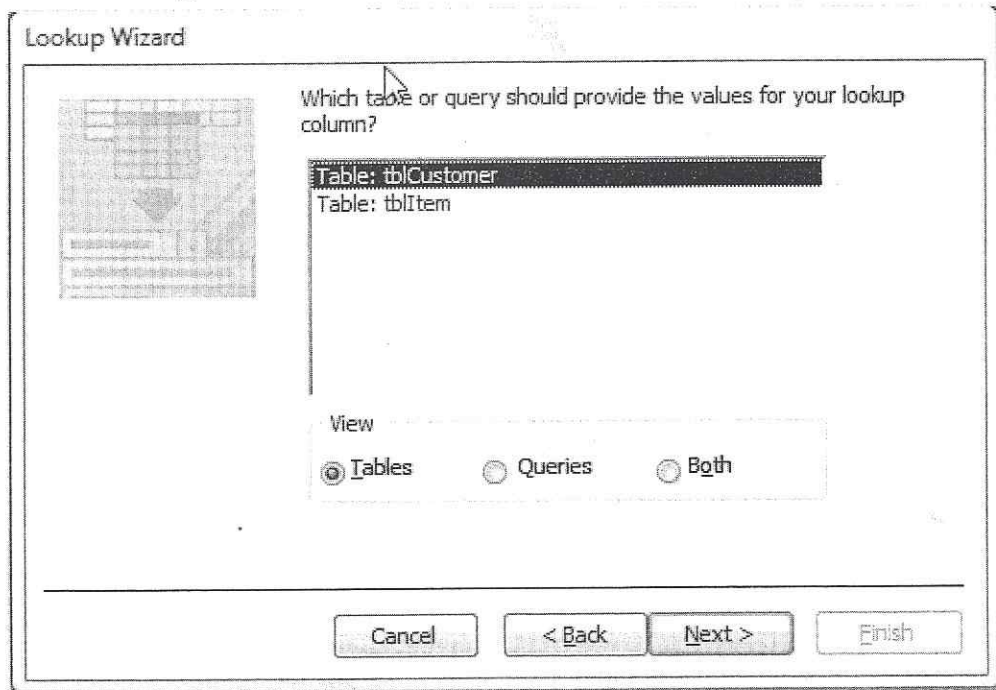


Figure 16: Lookup Wizard Lookup Column Fields Dialog Box

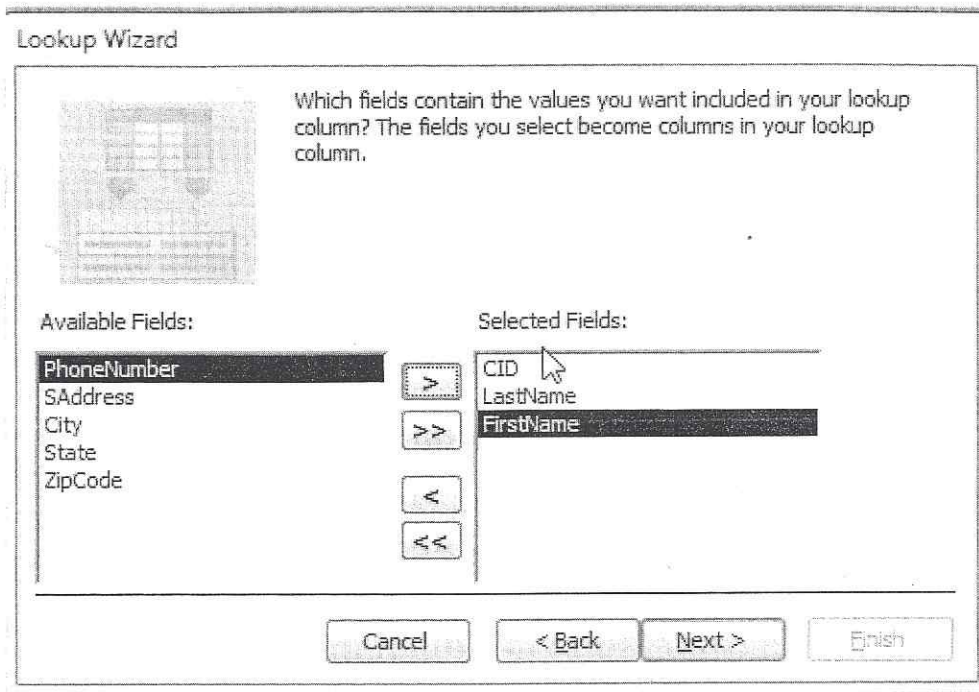


Figure 17: Lookup Wizard Sort Order Dialog Box

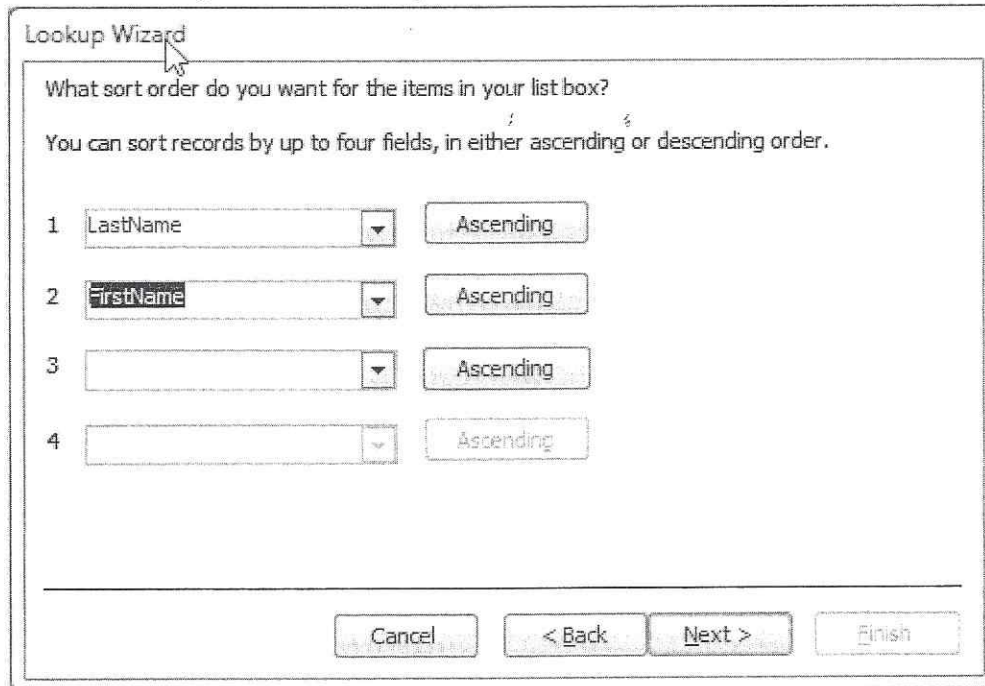


Figure 18: Lookup Wizard Column Width Dialog Box

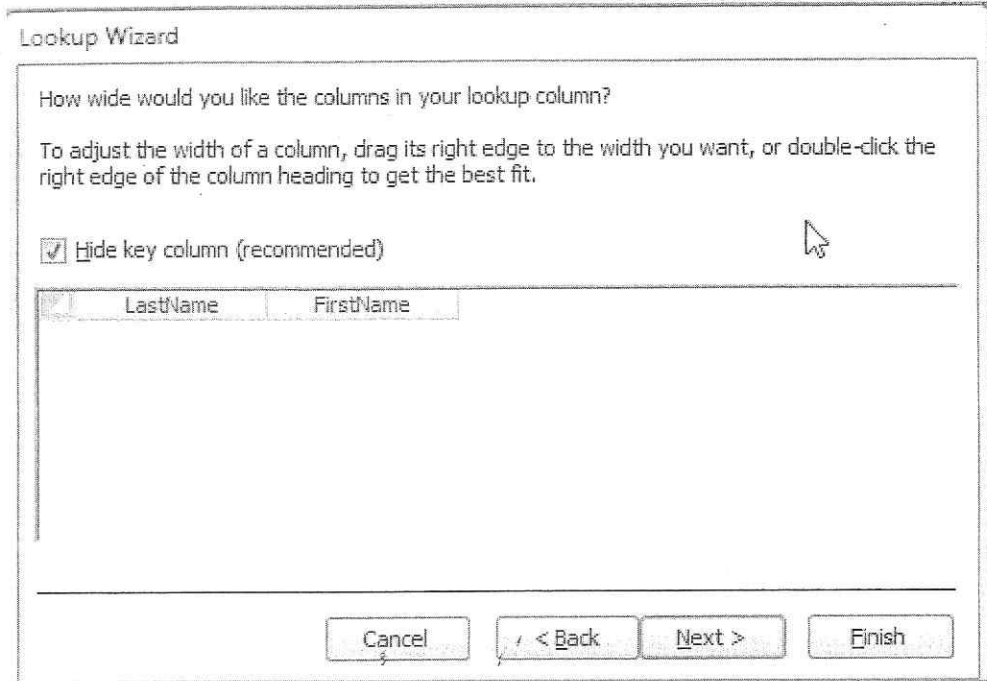
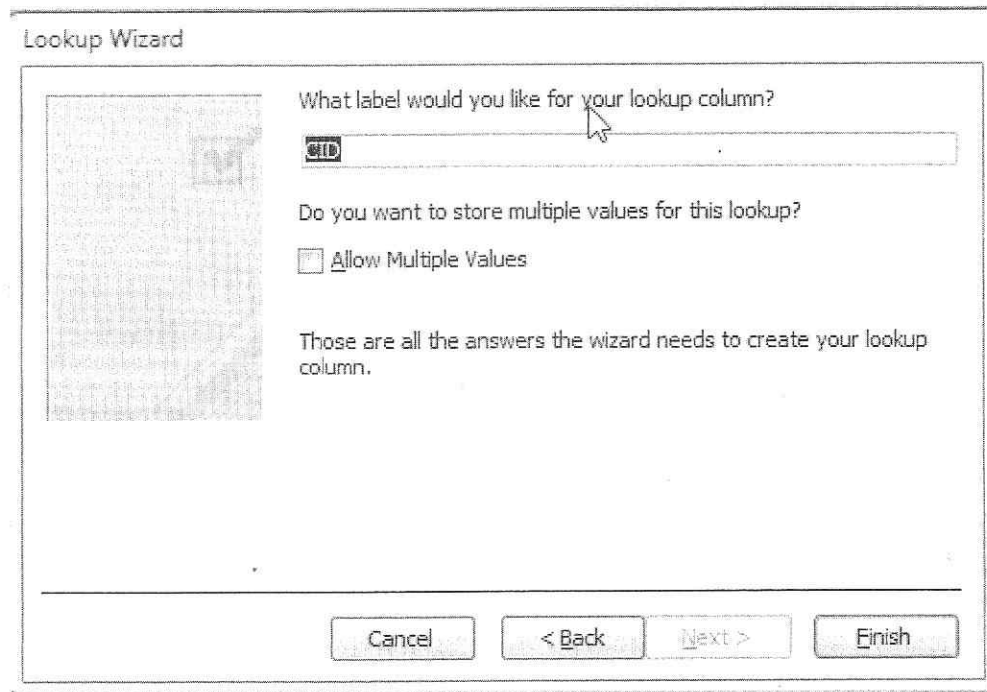


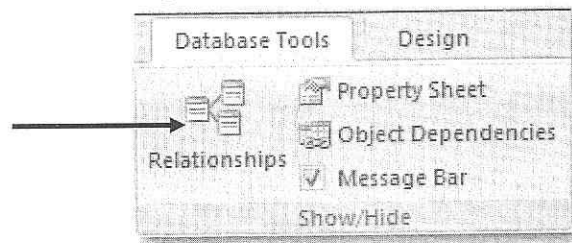
Figure 19: Lookup Wizard Label Dialog Box



Task 5: Create Relationships

1. From the Show/Hide group located on the Database Tools tab, click the Relationships button. See Figure 20. The Relationships window will open. See Figure 21.
2. If a table is not showing, click the Show Table button located in the Relationships group. See Figure 22. (The Relationships group is located on the Design tab.) Double-click the table name in the Show Table dialog box. See Figure 23. Click the Close button.
3. Double click the line that connects the tblCustomer and tblEnrollment tables. The Edit Relationships dialog box opens.
4. Select the Enforce Referential Integrity, Cascade Update Related Fields, and Cascade Delete Related Records options. Click the OK button. See Figure 24.
5. Double click the line that connects the tblEnrollment and tblItem tables. The Edit Relationships dialog box opens.
6. Select the Enforce Referential Integrity and Cascade Update Related Fields options. Click the OK button.
7. Click the Save button located on the Quick Access Toolbar.
8. Close the Relationships window.

Figure 20: Relationships Button



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Figure 21: Relationship Window for Salon Database

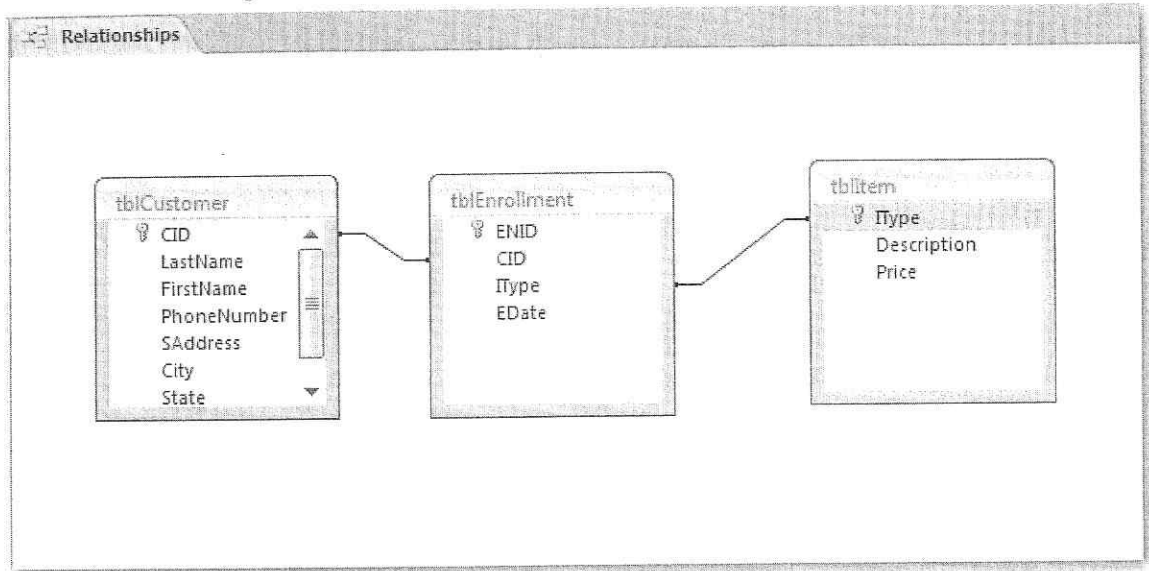


Figure 22: Show Table Button

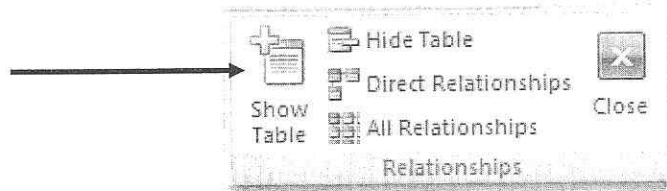


Figure 23: Show Table Dialog Box

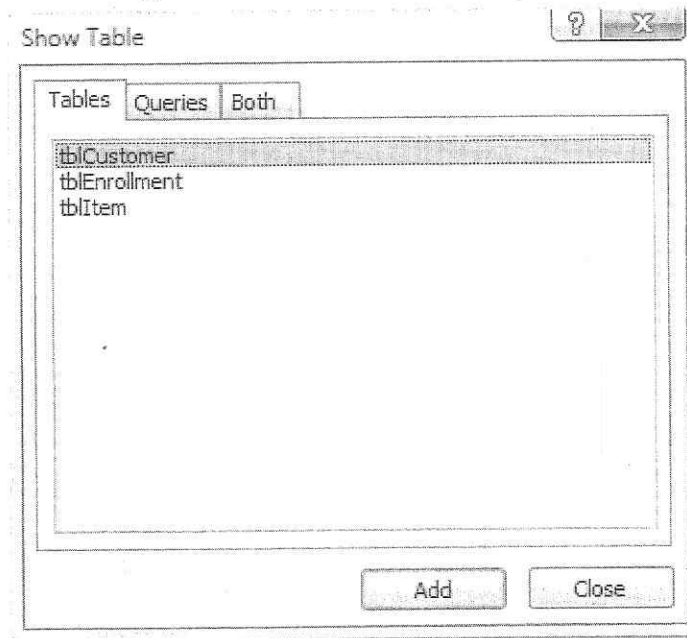
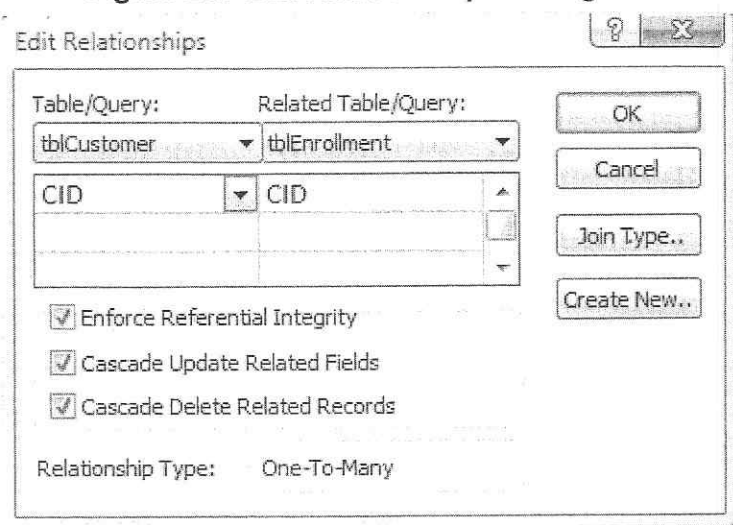


Figure 24: Edit Relationships Dialog Box



Activity 2: Form Creation and Test Data Entry

Activity 2 requires you to design Customer, Item, and Enrollment forms, as well as use the forms to enter test data. When designing these forms, you can use Figures 36, 39, and 42 as references. Once the forms are created, you can use the forms to enter the data shown in Figures 43 - 45.

Task 1: Create the Customer Form

To create the Customer form, you can:

1. From the Forms group located on the Create tab, click the More Forms button.
2. From the drop-down menu, select the Form Wizard option. See Figure 25.
3. Click the drop-down arrow, and select tblCustomer. Add all the tblCustomer fields to the form. See Figure 26. Click the Next button.
4. Select the columnar layout. See Figure 27. Click the Next button.
5. Select the Access 2007 style. See Figure 28. Click the Next button.
6. Name the form "frmCustomer". See Figure 29. Click the Finish button. The initial Customer form is displayed. See Figure 30.
7. From the Views group, click the down arrow on the View button, and then select Design view. Figure 31 shows the initial Customer form in Design view.
8. If the Field List box is open, click the Close button on the Field List box.