

DATABASE ACTIVITY > INTRODUCTION TO DATABASES

In this activity you will download Access databases named NeTrouble and Ch01 to familiarize yourself with their functions. In particular, you need to learn about the ribbons, commands, menus, help options, and database objects that are available to you. The objective of this first activity is to learn how to navigate an Access database.

1. What type and how many objects are available in the Access database named NeTrouble?

Locate the four tables within the Ch01 database. Open each table and answer the following questions:

2. How do you navigate through each record in a table?
3. How many customers in the Customer table have yet to place an order?
4. How many orders have been paid? Which tables would you use?
5. Which customers have outstanding balances? Which table would you use?
6. How can the address field in the Customers table be divided further?
7. What additional useful fields could be added to the Customers table?
8. How would you modify the Customers table, once it has been created?

Locate the four forms (e.g. Customers, Orders, Payments, and Balances) and use them to answer questions 3, 4, and 5 again.

9. How do you navigate through a form?
10. Which table information is displayed in the Orders form? In the Payments form?
11. How many tables have information on the Balances form?
12. How do you add a new customer via the Customer form?

Relationships link the four tables together, enabling fields from linked tables to be displayed on a form. The figure below displays the relationships among the four tables. Close all the open forms and tables and then locate the Database Tools ribbon to explore the relationships between the four tables. Try right-clicking on a relationship to edit it or on a table to modify the table's design.

