

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?

Tables – 5 ; Queries – 1; Forms – 1; Reports -1; Total of 8 objects

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?

Tab through each record or use the navigation bar located on the bottom of the open table.

3. How many customers in the Customer table have yet to place an order?

Total of 4 customers {Chesapeake, Shell, Ergon, and EnerVest}

4. How many orders have been paid? Which tables would you use?

Total of 5 orders have been paid as displayed in the Payments table.

5. Which customers have outstanding balances? Which table would you use?

Total of 2 orders have outstanding balances {Rice and Anadarko} in the Orders table linked to the Payments table.

6. How can the address field in the Customers table be divided further?

Address can be further divided into street address, city, state, and zip.

7. What additional useful fields could be added to the Customers table?

Student responses will vary.

8. How would you modify the Customers table, once it has been created?

Switch from Datasheet View to Design View and then modify the table attributes.

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

9. How do you navigate through a form? **Use the navigation bar located on the bottom of the form.**

10. Which table information is displayed in the Orders form? **Customer and order information** In the Payments form? **Customer, order, and payment information**

11. How many tables have information on the Balances form? **Total of 2 tables {Customers and Balances}**

12. How do you add a new customer via the Customer form? **Use the New (Blank) Record button on the navigation bar located on the bottom of the 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.

