Shelly Cashman Access 2016 | Module 3: SAM Project 1a

****West Coast Outdoor Advertisers

CREATING AND MODIFYING tables and other database objects

# GETTING STARTED

* Open the file **SC\_AC16\_3a\_*FirstLastName*\_1.accdb**, available for download from the SAM website.
* Save the file as **SC\_AC16\_3a\_*FirstLastName*\_2.accdb** by changing the “1” to a “2”.
	+ *Hint*: If you do not see the **.accdb** file extension in the Save As dialog box, do not type it. Access will add the file extension for you automatically.
* Open the **\_GradingInfoTable**table and ensure that your first and last name is displayed as the first record in the table. If the table does not contain your name, delete the file and download a new copy from the SAM website.

# PROJECT STEPS

1. Open the Relationships window and add the *Billboard* table to it. Create a one-to-many relationship between the *BillboardID* field in the *Billboard* table and the *BillboardID* field in the *Rentals* table. Make the relationship enforce referential integrity and cascade update related fields. Do not make the relationship cascade delete related records. Save the relationship.
2. With the Relationships window still open, modify the relationship between the *AdRep* and *Advertiser* tables to cascade update related fields. Do not make the relationship cascade delete related records. Save the relationships and close the window.
3. Open the *Billboard* tablein Design View. Use the Lookup Wizard to change the *Type* field to a Lookup field. Type in the following four values (in the order shown) as the list of possible values for the field: **Digital**, **Bulletin**, **Poster**, and **Junior Poster**. Limit the field values to only the items in the list, and do not allow multiple values for the field.
4. With the *Billboard* table still open in Design View, delete the *Facing* field.
5. With the *Billboard* table still open in Design View, add a new field named **SqrFt** after the *Width* field. This field is a calculated field. Use the expression **Height \* Width** to calculate the field values. Save and close the *Billboard* table.
6. Open the *AdRep* table in Design View and move the *PhoneNumber* field so that it appears after the *PostalCode* field. Save and close the *AdRep* table.
7. Open the *Rentals* table in Design View and make the following updates:
	1. Change the *BillboardID* field to a required field.
	2. Change the Field Size property for the *Facing* field to **6**.
	3. Change the data type of the *Cost* field to **Currency**, and change the Decimal Places property to **0**.
	4. Change the default value of the *Months* field to **1**.

Save the changes to the *Rentals* table. (*Hint*: Because there was a change to a field size, the “Some data may be lost” warning message will appear. Continue saving the table. The data fits within the valid ranges, so ignore this warning and continue saving the table.)

1. Switch to viewing the *Rentals* table in Datasheet View, and then add the Total row to the table. The Total row should average the values in the *Cost* field. Sort the records in ascending order by the *AdvertiserID* field. Save the changes to the table, and then close the datasheet.
2. Create an Update query to update the value of the *Discount* field in the *Rentals* table for all records to **No**. Run the query, and then save it as **Discount Query**. (*Hint*: 24 records will be updated by this query.)
3. Open the *AdRep* table in Datasheet View, and then open the subdatasheet for Abraham Miller (who has the AdRepNumber field value of AM01). In the subdatasheet, update the Germann Inn record (which has the AdvertiserID field value of GRI03) by changing the *Current Due* field value to **2900.50**. Close the subdatasheet and then close the *AdRep* table.
4. Open the *Advertiser* table in Datasheet View. Find the record for Goldendale City Foundation (which has the AdvertiserID field value of GCF56) and delete this record. Close the *Advertiser* table.
5. Open the *Billboard* table in Datasheet View, and then apply a Filter by Form to find all records where the *State* field is equal to ID and the *Type* field is equal to Digital. Toggle the filter and, for the record returned, change the *DEC* field value to **1724**. Toggle the filter, and then save and close the table.
6. Create a Split Form based on the *Billboard* table. Save the form as **Billboard Split Form**, and then close it.
7. Create a Delete query for the *Rentals* table. Delete all rentals where the *BillboardID* field value is LSEU05 and the *Facing* field value is West. Save the query as **Delete Rentals Query**, run the query (*Hint*: Only one record will be deleted.), and then close the query.
8. Create an Append query for the *More States* table. Append the *State* and the *StateName* field values in the *More States* table to the *States* table in the current database. Save the query as **Append States Query**, run the query (*Hint*: Two records will be appended.), and then close the query.
9. Open the *Insurance Query* in Design View, and then modify it by adding the *Insurance* field to the Design grid. *Insurance* is a multivalued field, and each option should appear on a separate row. Run the query, save it, and then close the query.
10. Open the *Rentals Update Form* in Form View, and then navigate to the last record (with the *RentalID* field value 1700227). Change the *Months* field value to **4**. Navigate to the previous record in the form (with the *RentalID* field value 1700226). Change the *Discount* field value to **Yes**.
11. Use the *Rentals Update Form* to add a new record to the *Rentals* table with the values shown in Figure 1 below.

Figure 1: Rentals Update Form



Save and close any open objects in your database. Compact and repair your database, close it, and then exit Access. Follow the directions on the SAM website to submit your completed project.