

Microsoft Access: Create a Database – Forms, Reports, and Queries

In this exercise, you will create a database that includes a table, form, report, and queries

The County Museum runs a small gift shop that is staffed by volunteers and called “Museum Mercantile.” The museum purchases products from vendors that specialize in handcrafted products and vintage merchandise. The director of the museum has asked you to create and update a database that volunteers can use. The database consists of two tables:

The **Product** table contains information on items available for sale.

The **Vendor** table contains information on the vendors.

Assignment Instructions:

1. Create a New Blank database in which to store all the objects related to the gift shop data
2. Name the Access file as your last name in all lowercase letters.
(For example, Janet Learner would save her file as “learner.accdb”)
(Be sure to name the database before hitting the “Create” button)
3. In Design View, create the Product table using the structure shown below:
 - a. Name the table: Product initials
 - b. Set the “Product ID” field as the Primary Key

Field Name	Data Type	Field Size	Other formatting
Product ID (Primary Key)	Short Text	4	Uppercase (>)
Description	Short Text	25	
On Hand	Number	Long Integer	
Cost	Currency		
Selling Price	Currency		
Vendor Code	Short Text	2	Uppercase (>)

4. Switch to Datasheet View, add the data below to the “Product initials” table:

Product ID	Description	On Hand	Cost	Selling Price	Vendor Code
CH04	Chess Set	11	\$26.75	\$28.90	WW
DI24	Dinosaurs	14	\$3.75	\$4.95	MS
GL18	Globe	2	\$27.50	\$29.95	MS
JG01	Jigsaw Puzzle	3	\$5.40	\$6.95	MS
PC03	Pick Up Sticks	5	\$8.50	\$10.95	WW
ST23	Stationery	8	\$3.95	\$5.00	AR
TD05	Tiddlywinks	6	\$13.75	\$15.95	WW
WI10	Wizard Cards	10	\$7.50	\$9.95	MS
WL34	Wildlife Posters	15	\$2.50	\$2.95	AR
YO12	Wooden Yo-yo	9	\$1.60	\$1.95	WW

5. Modify the column widths as necessary
6. In Design View, create the Vendor table
- Name the table: Vendor initials
 - Set the “Vendor Code” field as the Primary Key

Field Name	Data Type	Field Size	Other formatting
Vendor Code	Short Text	2	
Company	Short Text	20	
Street Address	Short Text	15	
City	Short Text	15	
State	Short Text	2	All caps (>)
Zip Code	Short Text	9	
Telephone Number	Short Text	15	Use input mask

7. Create a form using the Form Wizard based on the “Vendor initials” table
- Use All Fields
 - Layout: Columnar
 - Form Name: Vendor

8. Add the following records using the Form:
(Your field data will not wrap around in the field as shown below)

Vendor Code	Company	Street Address	City	State	Zip Code	Telephone Number
AR	Artisan's Co-op	3540 Grand	Hancock	WI	69780	414-555-7865
MS	Museum Stores	134 Union	Delana	SD	41345	605-555-3498
WW	Woodworkers	655 Clive	Great Falls	WV	34567	304-555-4532

9. When you have finished adding the records, save the form as "Vendor"

10. Modify the "Product initials" table by adding the following record:

Product ID	Description	On Hand	Cost	Selling Price	Vendor Code
MN04	Your Name (Example: Janet Learner)	4	\$17.50	\$21.95	WW

11. Delete the record for "Product ID GL18" in the "Product initials" table
12. Change the quantity on hand for "Product ID DI24" to 20
13. The Vendor Code for "ST23" was incorrectly entered initially; change the Code to "WW"
14. Modify the "Vendor initials" table by changing Vendor Code WW's Name from "Woodworkers" to Your Name (Example: Janet Learner)
15. Perform the following queries; note that each query is a new query – design and run each one as a new query (name them Query 1 and Query 2, accordingly):
- Query 1:** Create a query from the "Product initials" table using the Simple Query Wizard; Display the Product ID, Description, Cost, and Vendor Code for all products where the Vendor Code is MS
 - Criteria: All products whose description begins with the letters "Wi"
(You will use an * as your wildcard symbol. For example: Wi*)
 - Query 2:** From the "Product initials" table: Display all fields
 - Criteria: Products that cost more than \$10 and where the number of units on hand is less than 10

16. Using the Report Wizard, create a report based on the "Product initials" table to include the following fields: Product ID, Description, Cost, and Selling Price
 - a. No grouping is required
 - b. Sort ascending by "Description"
 - c. Layout is "Tabular"
 - d. Orientation is "Portrait"
 - e. Title the report: Museum Mercantile Products

 17. Save your completed Access file as your last name in all lowercase letters.
(For example, Janet Learner would save her file as "learner.accdb") Attach your completed file to the appropriate spot in MyHills and **submit by the due date provided in the Course Schedule.**
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