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 College for Advanced Studies seeks to provide a quality education to each of its students.
In order to do this, the college administration needs an efficient way to keep track of the vast amounts of information associated with each student served. A college administrator has asked you to create and update a database to help with this task.

Assignment Instructions:

1. Create a New blank database

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 a table using the structure shown below:
   a. Name the table: Student List
   b. Set the "Student #" field as the Primary Key

Field Name	Data Type	Field Size	Other field properties
Student # (Primary Key)	Short Text	5	
Last Name	Short Text	Default	
First Name	Short Text	Default	
Address	Short Text	Default	
City	Short Text	Default	
State	Short Text	2	Format: Upper case Default value: IL
Zip Code	Short Text	5	
Balance	Currency	Default	
First Term Attended	Short Text	4	Format: Upper case

4. In Datasheet View, add the data below to the "Student List" table:
   <u>Note</u>: *For "First Term Attended" the last two characters are numbers, not letters. For example, 'SP01' is an abbreviation of "Spring 2001." Thus the '01' should both be numbers – not the letter "O" and number "1."*

Student #	Last Name	First Name	Address	City	State	Zip Code	Balance	First Term Attended
54783	Williams	Jack	62 Smith Lane	Chicago	IL	60605	42	SP01
64589	Metheny	Alexa	125 Fairview	Burlington	IA	60606	26	FA02
95874	Van Wegan	Alison	100 Quantico	Chicago	IL	60605	25	SP03
23895	Jackson	Ryan	2320 Hills Circle	Decatur	IL	60641	46	FA02
96312	Berstein	Krista	126 South Street	Chicago	IL	60605	15	FA00
54387	Wylliams	Karen	43 Jones Ave.	Lovington	IL	60605	28	FA00
54123	(Your name)	(Your name)	(type in any street address)	Your city	Your state	Your zip code	54	FA00

5. Modify the column widths as necessary

6. Create a form using the Form Wizard based on the "Student List" table
   a. Use All Fields
   b. Layout: Columnar
   c. Form Name: Student Form

7. In Design View, change the Theme to "Executive"

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

Student #	Last Name	First Name	Address	City	State	Zip Code	Balance	First Term Attended
36987	Booy	Aaron	21 Fairview Lane	Oskaloosa	IA	52577	18	WI10
76213	McBurney	Colton	45 Seary Drive	Knoxville	IL	84134	56	FA09

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

10. Using the Report Wizard, create a report based on the "Student List" table, according to the following specifications:
    a. Use All Fields
    b. Group by: First Term Attended
    c. Layout: Stepped
    d. Orientation: Landscape
    e. Title the report: Student Report
    f. Adjust column widths in Design View as necessary

11. Create Queries
    a. **Query 1**: Create a query from the "Student List" table using the Simple Query Wizard. The basis of the query is as follows:
        i.   Your supervisor wants to see a report with the names and student numbers of the students who first attended in the Fall of 2000
        ii. Select the appropriate fields and the appropriate criteria. Run this query.
    b. **Query 2**: Create a query from the "Student List" table using the Simple Query Wizard. The basis of the query is as follows:
        i.   You need to mail billing statements to students who owe more than $20
        ii. Select the appropriate fields and the appropriate criteria. Run this query.

12. 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**.