

# Databases Using Access XP – Assignment 5

1. Navigate to the folder where you saved the file: **Colleges.exe**. Double-click on the filename and indicate a folder when the file should be unzipped.
2. Open the **Colleges.mdb** file. The database file will startup with the following form.

*Add a record via a Form*

1. At the Navigation Bar, click on the Add New Record button



Add the following information:

Field Name	Text to Enter
Name of Institution	College of Notre Dame
Address	4701 North Charles Street

Field Name	Text to Enter
City	Baltimore
State	MD
Zip	21210
Program	Computer Science
Institution Type	4 Yr
Tuition Cost	3800
Financial Assistance	Yes
Start Date	09/07/2003
Contact Person	Your Instructor
Website	www.ndm.edu

### *Print a selected record*

- At the current record [your record], click on the **Record Selector** 
- Select File from the menu bar, select the Print option
- At the Print dialog window, under the Print Range area, select the **Selected Record(s)** option.

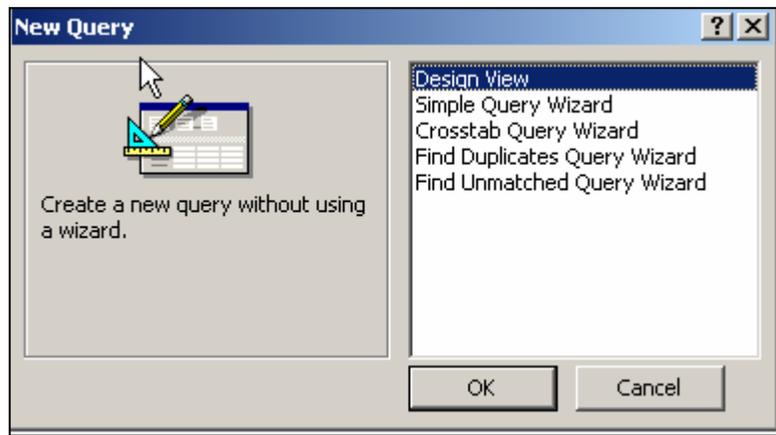


- Click the OK button
- Press the F11 key to display the Database window

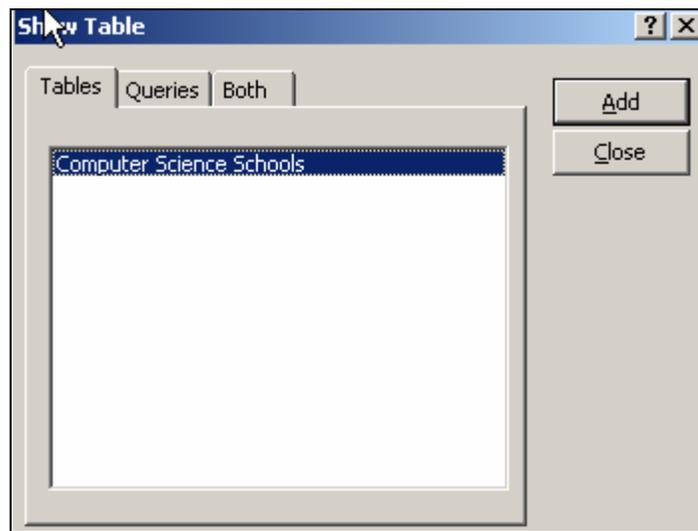
### Working with Queries (Conditional and Unconditional)

#### *Creating an Unconditional Query (specifying what fields to appear in the dynaset)*

- Activate the **Query** tab
- Click on the **New** button, a similar window will appear:



3. Select the **Design View** option
4. Click the OK button, the following dialog window will appear:



5. Click on the **Add** button to add the above table. Then click on the **Close** button
6. At the Query Design View window add the fields in the order as indicated below

- Institutional Name
- Program
- Institutional Type
- Start Date
- Contact Person

7. From the Query Design View toolbar, locate and click on the  button to display the dynaset (result) window. At the dynaset datasheet window, click in the **Programs** column and arrange the records in

ascending order by clicking on the  button. Widen any columns. Click on the Save button and provide the following name for the query: **Program Listings**

8. Request a Print Preview of the records. In Print Preview mode, click on the multiple page  button. Change the Page Setup to print all resulting page on one page with the following settings:
9. Within the Print Preview mode window, click on the **Setup** button make the following adjustments:



- Activate the **Page** tab
- Change the **Orientation** to: **Landscape**
- Click the OK button
- Click on the Printer icon button

### *Create an .OR. Conditional Query*

1. While still in Print Preview mode, click on the Design View  button
2. At the Query Design View window, click in the Program Name column on the criteria row and write the appropriate criteria(s) to list all prospective Management Science and Computer Science students. Execute the query. Arrange the records by Program name in ascending order
3. Save the query using the **Save As** option under the name: **CS/MS Students**
4. Request Print Preview and printout

### *Create a Conditional Query [Range of Values]*

1. While still in Print Preview mode, click on the Design View  button
2. Remove all criteria(s)
3. At the Query Design View window, click in the Start Date column on the criteria row and write the appropriate criteria to list all prospective students who will begin classes during the fall semester of current year. **Hint:** Between 9/1/2003 And 12/31/2003
4. While in the Query Design View window, in the Start Date column, click on the Sort row, arrange the records in ascending order
5. Execute the query

6. Save the query using the **Save As** option under the name: Fall Prospective Students
7. Request a Print Preview and printout
8. Close the query

- At the database window you should have 3 saved queries for future reference.

### *Print an Existing Report*

1. From the taskbar click on the **Computer Science** button
2. Click on the  button. In the Page Footer section of the form, highlight the textbook text “**Insert Your Full Name**” and replace with the requested information
3. Close the report design window, and acknowledge **Yes** to save changes
4. At the form window, click on the  button to request a printout of the report
5. Click on the  button to exit Access
6. Attach staple all printouts to the Evaluation Sheet - Databases Using Access XP