

CA141 - Homework #4-1

Objective: Practice creating a three table database, set field properties, create a lookup list, and import table data from an Excel file.

Scenario:

Assignment: Big Bird tried to build his own database called *Practice.accdb* that contains *tblCustomers*, but he just did not understand the basic principles of creating a database. Therefore, Big Bird has hired you to build him database for his Pet Adoption Rescue. Please complete the following

Create the three tables

1. Create a new database file called *PetAdoptions_yourfirstname*.
2. Import the three tables
 1. *tblCustomers* from [Practice.accdb](#) (do not link the table)
 2. Excel table [Adoptions.xls](#) as a database table. (In wizard, create an artificial Primary Key field)
 3. Excel table [Pets.xls](#) as a database table. (In wizard, choose the natural Primary Key field)
3. Correct in accordance to LNC
 1. table names
 2. field names - 5 incorrect

Set the following Field Properties:

4. Apply the best **data type** to each field. (Email data type - text)
5. Apply the best **field size** to each field.
6. Label the **foreign keys** in the Description area of the Field Properties (right of Data Type)
7. Verify or set the **primary key** for each table.
 1. Verify **index** has been set appropriately for each Primary Key and Foreign Key
 2. If an artificial PK is used, don't forget to use AutoNumber. Also, set its Foreign Key index appropriately.
8. Apply the appropriate **field properties** for the following fields:
 1. PetID - uppercase, requires three letters and two numbers, example CAT24.
 2. state - uppercase and set default to NY
 3. dates - enter as a short date and display a medium date
 4. zip code - requires 5 digits and set default to 21345
 5. telephone - requires a 10 digit number with parentheses and dash appropriately

9. Find / Replace

1. change all the occurrences of "NY" in the city field to "New York."
2. change all the customer email addresses from "sesame.com" to "sesamestreet.com."

Enter records and data

10. Records

1. Pets table - add two new Pets
2. Customers table - Import the remaining customer records from [Customers.xls](#)

11. Data

1. Add phone numbers to each customer record (make them up).

12. **Spell check** each table to find 5 spelling problems

13. Sort and/or Filter

1. adoption records - order and print the table showing the most expensive to the least expensive adoption price paid.
2. print only the customers that live in zip code 21345
3. print only the customers that live together at 234 Sesame Street in NY state.

Hand In

1. Bring the three printouts from #12 to class and hand in.
2. Submit your homework file by uploading it via the class web site.
3. Due by next class by 6 pm.