

Lab 18 – Microsoft Access C

Topics covered in this lab

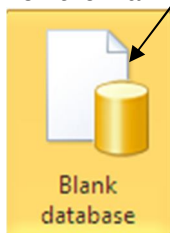
- Modify a report in Layout view
- Create queries using Design view
- Include fields in the design grid
- Use text and numeric data in criteria
- Save a query and use the saved query

Start

- Open Microsoft Access 2010
 - o Click on the start  button > All Programs > Microsoft Office >

 Microsoft Access 2010

- Click on the Blank Database button



- Give your database the name lab18_yourName

File Name

lab18_yourName.accdb

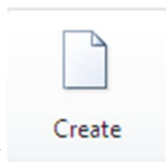


- Click on the browse button, change the location to drive Q, click on the ITE100 folder, click



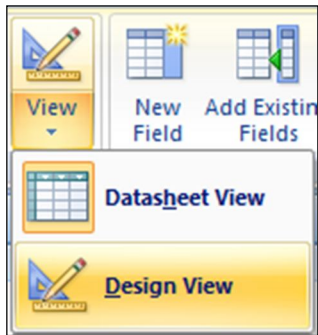
3-Microsoft Access

inside



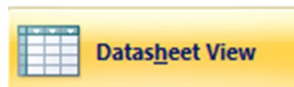
- Click

- Click on View



- Click on Design View
- Give the table the name Faculty
- Press Ok
- Enter the Field Names, Data Types as shown below:

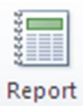
Faculty		
	Field Name	Data Type
1	ID	AutoNumber
2	First	Text
3	Last	Text
4	Subject	Text
5	Degree	Text
6	Years	Number



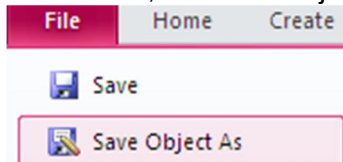
- Click on View, and choose
- For the message click Yes to save the changes
- Enter the following information. Enter the data row by row from left to right (and not column by column), for ID, don't try to type the number:

Faculty						
	ID	First	Last	Subject	Degree	Years
1		Kareem	Majed	English	MA	15
2		Samir	Hadi	Biology	MS	10
3		Mostapha	Ameen	English	PhD	20
4		Razi	Jamal	Computers	MS	6
5		Omer	Hadi	Math	MS	8
6		Ahmed	Mohammed	History	MA	3
7		Khalid	Ryadh	Chemistry	MS	25
8		Raed	Hamza	Computers	MS	8

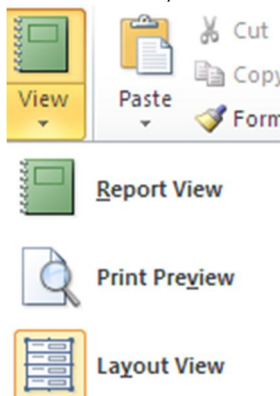
Modify a report in Layout view

- Click on the Create tab, then click on the  button

- Click on File, then Save Object AS



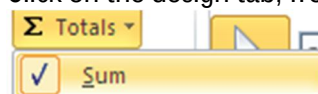
- Give the name Faculty-Report
- Click on Home
- Click on View, choose Layout View



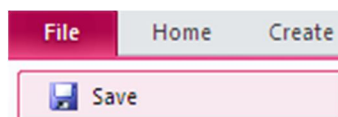
- For the title, type Report next to the word Faculty



- Right click on the Degree column, choose 
- Right click on the Last column, choose 
- Click on the first value for the column years
- Click on the design tab, from Totals, choose Sum

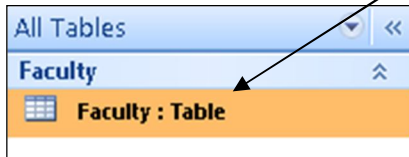


- Click on File, then click Save

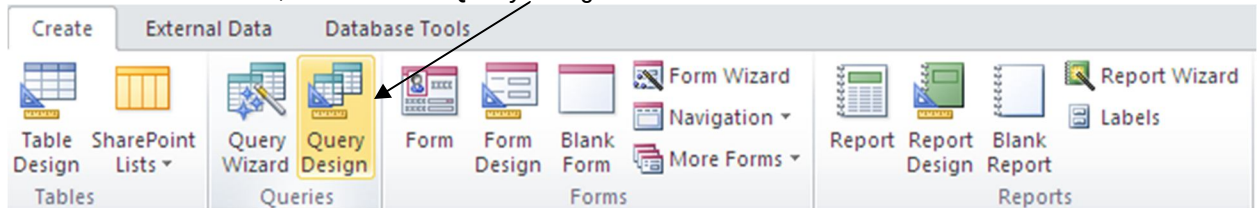


Create queries using Design view

- From the left pane, select the Faculty table



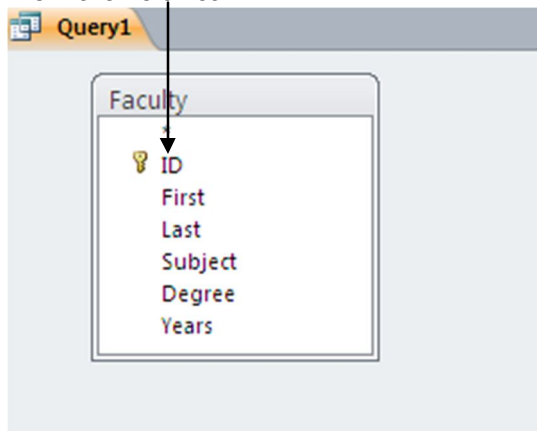
- Click on the Create tab, then click on Query Design



- Click Add once
- Click Close

Include fields in the design grid

- From the field list



- Double click on ID, First, Subject, and Years to add to these fields to the query

Use text and numeric data in criteria

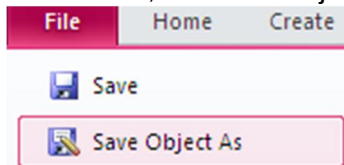
- In the Criteria row for Subject, type English

Field:	ID	First	Subject	Years
Table:	Faculty	Faculty	Faculty	Faculty
Sort:				
Show:	☒	☒	☒	☒
Criteria:			English	

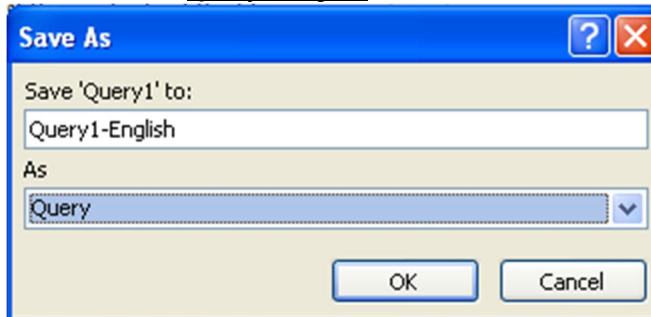
- Click on View > Datasheet View to display the results of the query.
- You should have 2 records for the subject English

Save a query and use the saved query

- Click on File, then Save Object AS



- Give the name Query1-English



- Click Ok

- Click on Home

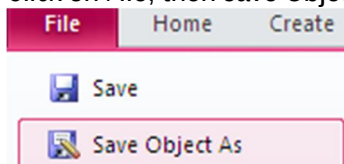


- Click on View, choose
- In the Criteria row for Subject, remove the text "English", and for Years, type 20

Field:	ID	First	Subject	Years
Table:	Faculty	Faculty	Faculty	Faculty
Sort:				
Show:	☒	☒	☒	☒
Criteria:				20

- Click on View > Datasheet View to display the results of the query.
- You should have 1 record returned

- Click on File, then Save Object AS



- Give the name Query2-years20
- Click Ok
- Click on Home
- Show your work to your teacher