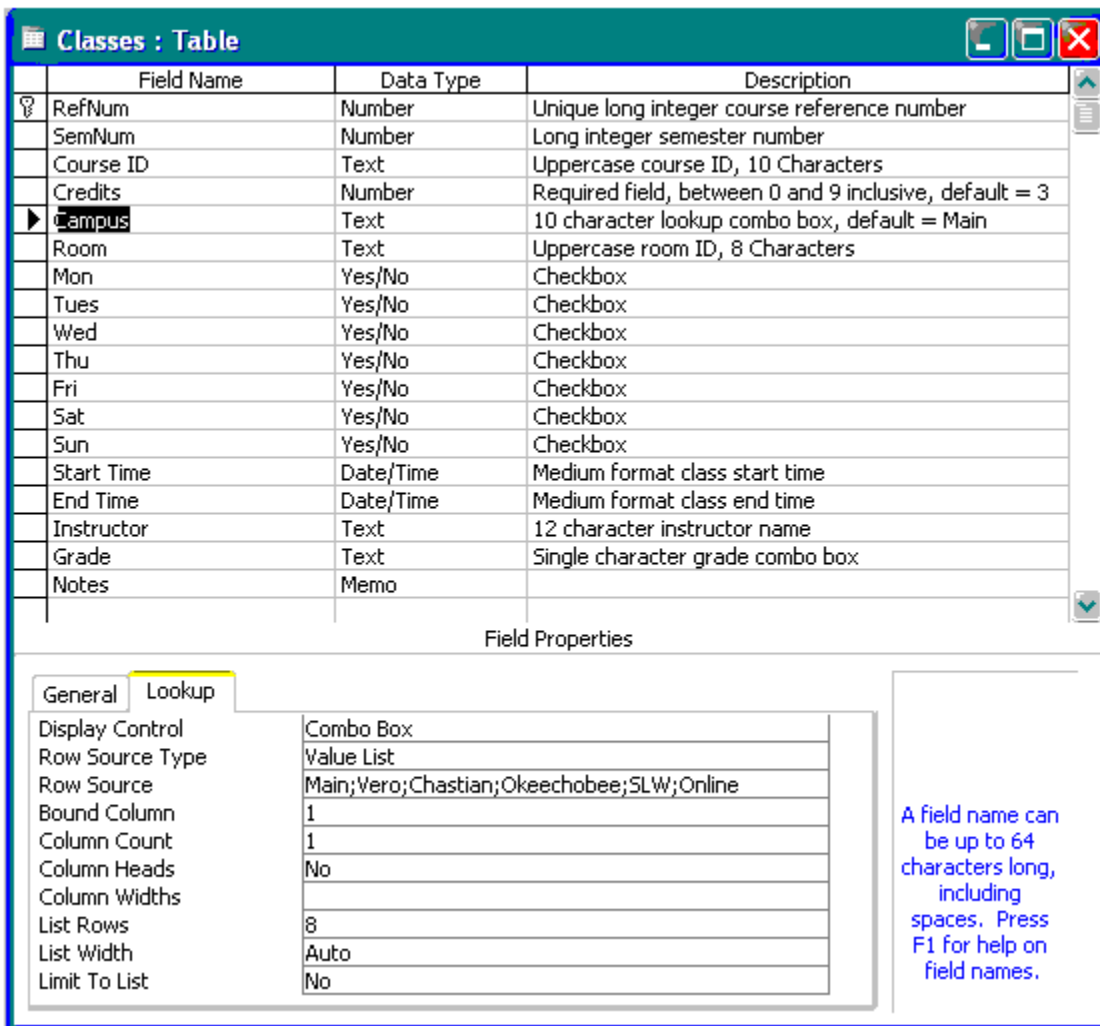


Create a database file named "**Academics.accdb**" for a student to manage data about classes taken. (Note: The file might appear in your folder as just "Academics" if your Windows Folder Options are set to "Hide extension for known file types".) In this file, you will create one or more of each of the following objects: table, form, query, and report.

TABLE (DESIGN):

Use the table Design View to create a *table* named "**Classes**" with field properties as described on the following page. **Note: You cannot simply copy the information below into the program. Instead you must use it to properly fill-in the design specifications for the table while using the Design View.**



Field Name	Data Type	Description
RefNum	Number	Unique long integer course reference number
SemNum	Number	Long integer semester number
Course ID	Text	Uppercase course ID, 10 Characters
Credits	Number	Required field, between 0 and 9 inclusive, default = 3
Campus	Text	10 character lookup combo box, default = Main
Room	Text	Uppercase room ID, 8 Characters
Mon	Yes/No	Checkbox
Tues	Yes/No	Checkbox
Wed	Yes/No	Checkbox
Thu	Yes/No	Checkbox
Fri	Yes/No	Checkbox
Sat	Yes/No	Checkbox
Sun	Yes/No	Checkbox
Start Time	Date/Time	Medium format class start time
End Time	Date/Time	Medium format class end time
Instructor	Text	12 character instructor name
Grade	Text	Single character grade combo box
Notes	Memo	

Field Properties	
General	Lookup
Display Control	Combo Box
Row Source Type	Value List
Row Source	Main;Vero;Chastian;Okeechobee;SLW;Online
Bound Column	1
Column Count	1
Column Heads	No
Column Widths	
List Rows	8
List Width	Auto
Limit To List	No

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Also note that the RefNum field must be marked as the primary key. The detailed properties of all other fields must conform to the notes in the Description column. Use the notations in the Description column of the illustration to determine the properties that must be defined for each field. Note that the illustration presently shows the detailed selections necessary to define a restricted "Value List" for the Campus field that will appear as a drop-down list box when viewing this field on datasheets and forms. The Grade field must be similarly defined with a list limited to the single characters: A,B,C,D,F,W,I,S, or U

TABLE (DATA):

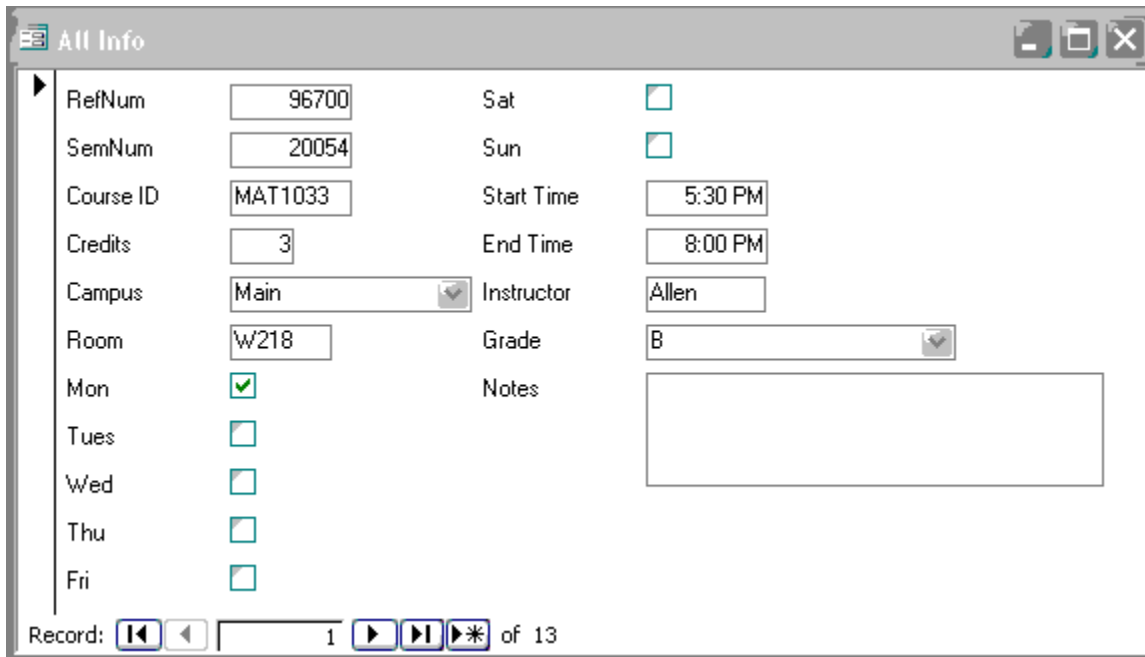
After saving the table design, open the table and enter the following data:

RefNum	SemNum	Course ID	Credits	Campus	Room	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Instructor	Grade	Notes
96700	20054	MAT1033	3	Main	W218	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5:30 PM	8:00 PM	Allen	B	
97111	20061	ENC1101	3	SLW	B102	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9:30 AM	10:45 AM	Sherry	C	
97330	20061	CIS1000	3	Online		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Isenburg	W	
97555	20061	CGS1283	3	Main	V120	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5:30 PM	8:00 PM	Stroth	B	
97777	20061	COP2000	3	Main	V209A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5:30 PM	8:00 PM	Gibson	B	
97999	20061	CGS1555	1	Vero	A101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6:00 PM	10:00 PM	Wilson	S	Weekend Class
98000	20062	CGS1700	3	Main	V120	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5:30 PM	8:00 PM	Richwine	B	
98222	20062	CGS1872	3	Chastian	C112	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11:00 AM	12:15 PM	Nearing	C	
98440	20062	COP1830	3	Online		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Gibson	A	
98444	20062	CIS1000	3	Main	V209A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8:00 AM	9:15 AM	Holly	C	
98666	20062	CET1178	3	Main	V442	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5:30 PM	8:00 PM	Paniyotio	C	Session A
98888	20062	CTS1104	3	Main	V121	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8:00 PM	10:30 PM	Waller	I	
99876	20064	CGS2760	3	Main	V121	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2:00 PM	4:30 PM	Gibson	B	

Sort the table above in ascending order based on the Semester ID, using the Course ID to break any ties. (Hint: select both columns first by dragging through the field labels, and then use the Sort Ascending button in the Sort & Filter group under the Home tab on the ribbon.) Adjust the column widths to fit everything on one page by double-clicking on the right edges of the column headings. You might have to reduce some column widths even smaller than the auto-width results to fit the entire datasheet on one sheet of paper. You will certainly have to set the page layout to landscape orientation and set the left and right margins to 0.5 inches each. Use the Print Preview command under the Office Button to be sure that the table will print on one sheet of paper. If necessary, reduce some column widths to accomplish this.

FORMS:**FIRST FORM:**

Design a columnar *form* named "**Allinfo**" for viewing or entering the data from the "Classes" table that looks similar to the one below.



The screenshot shows a form window titled "All Info" with a columnar layout of fields. The fields are arranged in two columns. The first column contains: RefNum (text box with 96700), SemNum (text box with 20054), Course ID (text box with MAT1033), Credits (text box with 3), Campus (dropdown menu with Main selected), Room (text box with W218), Mon (checkbox checked), Tues (checkbox), Wed (checkbox), Thu (checkbox), and Fri (checkbox). The second column contains: Sat (checkbox), Sun (checkbox), Start Time (text box with 5:30 PM), End Time (text box with 8:00 PM), Instructor (text box with Allen), Grade (dropdown menu with B selected), and Notes (text area). At the bottom, there is a record navigation bar showing "Record: 1 of 13" with navigation buttons.

You do not need to reproduce the exact locations of the fields as they appear above, but the general layout and the wording of the labels (unbound controls) used on the form must match the illustration. You will have to remove the automatic *stacked* layout that Access 2007 imposes on the newly created form before you will be able to reposition and resize the controls (boxes and labels) on the form. To do this:

1. Start in Design View. By default, all controls should be selected (shown with orange borders). If they are not select them all with Ctrl+A.
2. On the ribbon, select the tab "Arrange" under "Form Design Tools". Then select the "Remove" button in the "Control Layout" group.
3. Click on an unused area of the design grid to deselect all of the controls.
4. Use the *resizing handles* (on the tops and sides of the controls) to adjust their sizes. If you drag the edge of a control, then both parts of it (bound and unbound) will move. You can move either part separately by dragging the small square *move handle* in the upper left-hand corner of each control.

SECOND FORM:

Create a second form named "**Basics**" that also accesses the "Classes" table, but limited to only the fields shown below.

QUERIES:**FIRST QUERY:**

Use a design wizard to define a *simple query* named "**Schedule**" that will list only the fields shown below for records from the Classes table from the 20062 semester on the main campus that started at or later than 5:30 PM. It should be sorted in ascending order by Course ID. The output from the query should appear similar to the example below.

Schedule													
SemNum	RefNum	Course ID	Campus	Room	Start Time	End Time	Mon	Tues	Wed	Thu	Fri	Sat	Sun
20062	98666	CET1178	Main	V442	5:30 PM	8:00 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20062	98000	CGS1700	Main	V120	5:30 PM	8:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20062	98888	CTS1104	Main	V121	8:00 PM	10:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECOND QUERY:

Define a separate *query* named "**Grades**" that will list only the fields shown below for records from the Classes table for 3 credit classes that ran after semester 20054 in which the student earned either an "A" or "B" grade. It should be sorted in ascending order by Reference Number. The output from the query should appear similar to the example below.

Grades					
SemNum	RefNum	Course ID	Credits	Instructor	Grade
20061	97555	CGS1283	3	Stroth	B
20061	97777	COP2000	3	Gibson	B
20062	98000	CGS1700	3	Richwine	B
20062	98440	COP1830	3	Gibson	A
20064	99876	CGS2760	3	Gibson	B

REPORT:

Define a report named "**Academic History**" based on the **Classes** table with only the fields shown in the illustration on the following page. Your report output should resemble it. You will find the report easiest to produce using the report wizard, but you will still have to use the Design View afterwards for some finishing touches.

START WITH REPORT WIZARD:

Use the *Report Wizard* to:

- Select the fields (columns) to include in the order shown on the next page. Be sure to include the SemNum field as the first one to accommodate the grouping required in the next item.
- Group the rows of output by Semester Number.
- Set the *sorting order* to be based on the Course ID field.
- Set the *layout* to “Outline” and the *orientation* should to "Portrait".
- Select report *style* named "None". The column labels should match the illustration.
- Name the report “Academic History”.

MODIFY REPORT DESIGN:

After using the wizard to define the initial report design, you will have to modify the design to conform to the following additional requirements:

- Adjust the widths of the columns to appear spaced roughly evenly as shown below.
- Include a *label control* that contains your name just under the report title in the report header. (This must be done in Design View.)
- The grouping header based on the SemNum field should be altered so that the unbound control reads "Semester:" rather than "SemNum"; and the position and width of the bound SemNum control should be adjusted so that it is immediately following the unbound label.
- Include *line* controls above and below the column headers and above the page footer. (This must be done in Design View.)

Note: While in the Design View, you can drag the edges of the design areas to expand or shrink them to allow easier manipulation. Be aware that these palettes will be rendered in the last size you set them.

Use *Print Preview* to check that the report output aligns properly before printing it. Use the Design View to make adjustments. Report output should resemble the output on the next page, but be in "Portrait" orientation.

See illustration on next page.

SUBMISSION:

[Login](#) to the IRSC Online (Angel) Server and use the “Access 2007 Project” drop box under the “Lessons” tab to attach your database file “academics.accdb” as described on the step-by-step directions at:

[http:// www.gibsonr.com/classes/howto/onlinesubm.html](http://www.gibsonr.com/classes/howto/onlinesubm.html)

NOTICE: Access files can often grow to be far larger than necessary if you delete things during the making of your database. Access leaves deleted objects hidden in a file unless you take an extra step to remove them. To do this, open your finished database and click the Office button, then select Manage, and finally Compact and Repair Database. This should purge deleted content from your file and reduce its size before you submit it. *Be sure that you have closed your database and exited Access before copying the file with Windows.*

Academic History

for Joe Student

Semester: 20054

Course ID	Ref. #	Credits	Campus	Room	Instructor	Grade
MAT1033	96700	3	Main	W218	Allen	B

Semester: 20061

Course ID	Ref. #	Credits	Campus	Room	Instructor	Grade
CGS1283	97555	3	Main	V120	Stroth	B
CGS1555	97999	1	Vero	A101	Wilson	S
CIS1000	97330	3	Online		Isenburg	W
COP2000	97777	3	Main	V209	Gibson	B
ENC1101	97111	3	SLW	B102	Sherry	C

Semester: 20062

Course ID	Ref. #	Credits	Campus	Room	Instructor	Grade
CET1178	98666	3	Main	V442	Paniyotio	C
CGS1700	98000	3	Main	V120	Richwine	B
CGS1872	98222	3	Chastian	C112	Nearing	C
CIS1000	98444	3	Main	V209	Holly	C
COP1830	98440	3	Online		Gibson	A
CTS1104	98888	3	Main	V121	Waller	I

Semester: 20064

Course ID	Ref. #	Credits	Campus	Room	Instructor	Grade
CGS2760	99876	3	Main	V121	Gibson	B