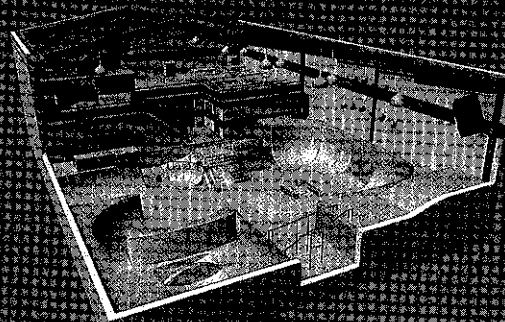


SKATEBOARDS, INC.

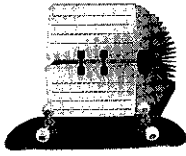
# PART 3: ACCESS



## PROJECTS INCLUDED:

- Project A-1:\* Create an Employee Database
- Project A-2: Create a Member Database
- Project A-3: Create an Advertiser Database

\*This project must be completed before beginning Microsoft Word *Project W-10: Employee Welcome Letter*.



## Create an Employee Database

**New Skills:** Entering Field Names • Defining Field Data Types • Defining Field Size  
• Entering Data into a Database • Using Design View



**IMPORTANT NOTE:** This project must be completed prior to beginning “Project W-10: Create an Employee Welcome Letter Mail Merge” in the Microsoft Word section of this book.



### TASK AND PURPOSE:

Create an employee database for Skateboards, Inc. that includes employee contact information (name, home address, telephone number), position title, location within the park, and extension number. This database will be used to generate a directory of employee names, work locations, and extension numbers to be distributed to all employees of the park. It will also be useful in creating mail-merge documents to employees including letters or memorandums, envelopes, and labels.



### OVERVIEW:

Because businesses communicate frequently with their employees for numerous reasons, it is extremely important that they maintain an up-to-date list of current employee data. Employee databases can be very complex or very basic. In this project, you will create a very basic employee database.



### STRATEGIES AND TIPS TO CONSIDER:

1. Do not use spaces between words in database field names.
2. Be consistent in the wording of the data that you enter in the table so that the results are accurate when you query the table.
3. A Microsoft Access tip: always close all open screens, one by one, before finally closing the Access program.
4. Read through all instructions before proceeding with the project.



### INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Access, open a new blank database.
2. Save the document as **Project A-1 Employee Database** in your “Access Projects” folder under your “Skateboards, Inc. Simulation” folder.
3. Create a new Table using the Design View mode.

- Define the structure of the database Table by entering the following Field Names, Data Types, Descriptions, and Field Sizes provided in **Figure A-1-1** below.  
*Note: Do not use spaces when entering field names.*

**Figure A-1-1**

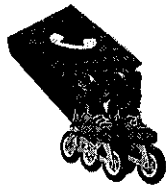
Field Name	Data Type	Description	Field Size
Salutation	Text	Salutation	3
Lname	Text	Last Name	50
Fname	Text	First Name	50
Street	Text	Street Address	25
City	Text	City	25
State	Text	State	2
Zip	Text	Zip Code	5
Tel	Text	Telephone Number	12
Title	Text	Position Title	50
Location	Text	Location/Department	50
TelExt	Text	Telephone Extension	3

- Close the Table Design View window. When prompted to save the design of the table, save it as **Employee Information**. Do not define a Primary Key for this table.
- Open the “Employee Information” table and key the information for each employee record provided in **Figure A-1-2** into the table.  
*Note: The record numbers are provided for reference purposes only and should not be entered in the table.*
- Carefully proofread your work for accuracy and format.
- Close the table. If prompted to save the table, click “Yes.”
- Print Preview and adjust the Page Setup so the document fits on one page.
- Print a copy of the “Employee Information” table if required by your instructor.

## Project A-1: Create an Employee Database continued

Figure A-1-2

Record #	Salutation	First Name	Last Name	Street	City	State	Zip	Rel	Title	Location	Phone
1	Mr.	John	Barnes	33 Wellington Blvd.	Rapid City	SD	57703	605-839-0815	Food Court Clerk	Food Court	213
2	Mr.	Randy	Boardman	360 Jackson Blvd.	Rapid City	SD	57702	888-555-7245	President	General Office	211
3	Ms.	Jennifer	Burton	52 Meadow Lane	Midland	SD	57552	605-310-8811	Pro Shop Clerk	Pro Shop	212
4	Mr.	Alexander	Butler	100 Nelson Road	Sioux Falls	SD	57107	605-735-1096	Security Guard	Security Office	214
5	Ms.	Katie	Carrington	97 Bay Street	Edgemont	SD	57735	605-495-0913	Housekeeper	Facilities Room	215
6	Mr.	Christopher	Edwards	49 Grand Avenue	Springfield	SD	57062	605-938-3553	Food Court Clerk	Food Court	221
7	Mr.	D.J.	Jazz	3053 Center Street	Rapid City	SD	57703	605-873-3212	Disc Jockey	Music Booth	222
8	Mr.	Joshua	Jones	203 Water Street	Clear Lake	SD	57226	605-353-2233	General Manager	General Office	226
9	Ms.	Rebecca	Langford	94 Laurel Lane	Wagner	SD	57361	605-767-8888	Marketing Director	General Office	227
10	Mr.	Kyle	Logan	21 Cottonwood Road	Brookings	SD	57006	605-421-6533	Pro Shop Manager	Pro Shop	217
11	Mr.	Artie	Martin	2 Lexington Road	Midland	SD	57552	605-310-6432	Technician	Facilities Room	216
12	Ms.	Katelyn	Nolin	21 Riverside Drive	Springfield	SD	57062	605-943-5455	Instructor	General Office	218
13	Mr.	Carl	Pickering	355 Greenbrier Street	Sioux Falls	SD	57107	605-755-3035	Food Court Clerk	Food Court	219
14	Ms.	Amy	Reeve	72 Ledge Street	Edgemont	SD	57735	605-493-5395	Marketing Associate	General Office	220
15	Mr.	Antonio	Reis	159 Anderson Way	Wagner	SD	57361	605-767-5349	Security Guard	Security Office	228
16	Ms.	Annie	Sheehan	76 Middle Road	Midland	SD	57552	605-313-5322	Office Manager	General Office	229
17	Mr.	Doug	Stanton	31 Maple Street	Rapid City	SD	57703	605-861-0395	Technician	Pro Shop	223
18	Ms.	Christine	Stone	182 Main Street	Rapid City	SD	57703	605-844-8396	Marketing Associate	General Office	225
19	Ms.	Samantha	Walters	18 Cove Street	Edgemont	SD	57735	605-499-3912	Pro Shop Clerk	Pro Shop	224



## Create a Member Database

**New Skills:** Creating Forms • Designing/Customizing Forms • Using Queries



### TASK AND PURPOSE:

Create a database listing the name, address, telephone number, and birth date of the members who have already joined Skateboards, Inc. The information in this database will be used to contact members about upcoming events, contests, promotions, and other matters pertaining to membership. The database will be updated continually as new members join Skateboards, Inc.



### OVERVIEW:

Recreational facilities often create promotions and contests to help generate an increase in membership. One promotion that is particularly exciting at Skateboards, Inc. is that members will be invited to bring a friend to skate for free as a guest of the park on the member's birthday. General Manager Joshua Jones asks you to do three things: 1) create a member database 2) create a form listing the name and birth date of each member, and 3) create a query listing the names and addresses of members who live in Rapid City.



### STRATEGIES AND TIPS TO CONSIDER:

1. Do not use spaces between words in database field names.
2. Be consistent in the wording of the data that you enter in the table so that the results are accurate when you query the table.
3. A Microsoft Access tip: always close all open screens, one by one, before finally closing the Access program.
4. Have fun designing the form. Though not required, you might want to experiment with using color for either individual fields or the background of the form.
5. Read through all instructions before proceeding with the project.



### INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Access, open a new blank database.
2. Save the document as **Project A-2 Member Database** in your "Access Projects" folder under your "Skateboards, Inc. Simulation" folder.
3. Create a new Table using the Design View mode.

- Define the structure of the database Table by entering the following Field Names, Data Types, Descriptions, and Field Sizes provided in **Figure A-2-1** below.  
*Note: Do not use spaces when entering field names.*

Figure A-2-1

Field Name	Data Type	Description	Field Size
LastName	Text	Member's Last Name	25
FirstName	Text	Member's First Name	25
Address	Text	Member's Street Address	30
City	Text	Member's City	25
State	Text	Member's State	2
Zip	Text	Member's Zip Code	5
Telephone	Text	Member's Telephone Number	12
BirthDate	Date/Time	Member's Birth Date	N/A (See below)

\*Format the BirthDate field Data Type as Date/Time and choose the Short Date option.  
Example: 6/19/1990

- Close the Table Design view window. When prompted to save the design of the table, save it as **Member Information**. Do not define a Primary Key for this table.
- Open the "Member Information" table and key the information for each member record provided in **Figure A-2-2** into the table.  
*Note: The record numbers are provided for reference purposes only and should not be entered in the table.*
- Close the table. If prompted to save the table, click "Yes."
- Click on Forms and create a form that lists each member's last name, first name, and birth date. Use your own creativity to create an attractive format for the form.
- Close the form. When prompted to save the design of the form, save it as **Member Birth Dates**.
- Click on Query and, using the Member Information table, create a query that lists the last name, first name, and telephone number of all members who live in Rapid City.  
*Hint: In this query, the criteria should be equal to "Rapid City" in the City field.*
- Close the Query. When prompted to save the design of the query, save it as **Members from Rapid City**.
- Carefully proofread your work for accuracy and format.
- Print a copy of the table, the form, and the query if required by your instructor. Adjust the Page Setup so that each document fits on one page.

## Project A-2: Create a Member Database continued

Figure A-2-2

Record #	LastName	FirstName	Address	City	State	Zip	Telephone	BirthDate
1	Beaumont	Brian	118 Tickle Road	Rapid City	SD	57703	605-839-3939	2/28/1991
2	Brown	Denzel	13 Captain's Lane	Springfield	SD	57062	605-938-1923	12/19/1993
3	Burke	Thomas	38 Chippaway Road	Edgemont	SD	57735	605-495-3494	1/3/1983
4	Goodrow	Paul	108 Ruggles Road	Clear Lake	SD	57226	605-353-3444	3/10/1990
5	Hernandez	Jorge	1 Leeward Way	Wagner	SD	57361	605-767-4429	4/18/1987
6	Langley	Heather	791 Hathaway Road	Rapid City	SD	57703	605-899-5335	8/15/1992
7	Nolan	Nate	35 Catherine Road	Rapid City	SD	57703	605-739-8998	11/1/1989
8	Norwalk	Vic	57 Cedar Street	Sioux Falls	SD	57107	605-944-3614	4/19/1984
9	Spillane	Matt	383 David Street	Rapid City	SD	57703	605-888-3122	3/12/1988
10	Stetson	Jake	923 James Road	Midland	SD	57552	605-313-1237	4/17/1992
11	Stone	Shania	93 Oak Street	Rapid City	SD	57703	605-876-5243	7/13/1985
12	Striker	Joey	37 Webster Lane	Clear Lake	SD	57226	605-354-6622	2/14/1986
13	Walker	Duke	98 Dana Road	Rapid City	SD	57703	605-789-4439	12/31/1982
14	Ward	Jane	5979 Prince Highway	Midland	SD	57553	605-310-8832	9/27/1988



## Create an Advertiser Database

**New Skills:** Creating a Report • Sorting Records



### TASK AND PURPOSE:

Create a database listing the business name, contact person, address, telephone number, fax number, and email information of the local businesses participating in the banner advertising campaign for Skateboards, Inc. Office Manager Annie Sheehan will use the information in the database to prepare monthly invoices for the advertisers. Marketing Director Rebecca Langford will use it to communicate with advertisers about the campaign.



### OVERVIEW:

Developed by Rebecca Langford, the campaign gives local business owners the opportunity to advertise their businesses on the big screen TVs and on banners of various sizes and colors that will hang from the rafters or be displayed on side walls at the park. Ms. Langford needs to contact the eleven advertisers, who have already enrolled, to remind them to submit the text and graphic information for their banner as soon as possible. This must be done so that Canvas Creations, the banner manufacturer, will have sufficient time to produce the banners prior to the Grand Opening. She asks you to create a report that lists the business name, contact person, phone number, and the contact person's email address.



### STRATEGIES AND TIPS TO CONSIDER:

1. Do not use spaces between words in database field names.
2. Be consistent in the wording of the data that you enter in the table so that the results are accurate when you query the table.
3. A Microsoft Access tip: always close all open screens, one by one, before finally closing the Access program.
4. Read through all instructions before proceeding with the project.



### INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Access, open a new blank database.
2. Save the document as **Project A-3 Advertiser Database** in your "Access Projects" folder under your "Skateboards, Inc. Simulation" folder.
3. Create a new Table using the Design View mode.



## Project A-3: Create an Advertiser Database continued

- Define the structure of the database Table by entering the following Field Names, Data Types, Descriptions, and Field Sizes provided in **Figure A-3-1** below.  
*Note: Do not use spaces when entering field names.*

Figure A-3-1

Field Name	Data Type	Description	Field Size
BusinessName	Text	Advertiser's Company Name	30
ContactPerson	Text	Advertiser's Contact Person	30
PhoneNumber	Text	Advertiser's Phone Number	12
FaxNumber	Text	Advertiser's Fax Number	12
Address	Text	Advertiser's Street Address	30
City	Text	Advertiser's City	30
State	Text	Advertiser's State	2
Zip	Text	Advertiser's Zip Code	5
ContactE-mail	Text	Advertiser's E-mail Address	50

- Close the table design view window. When prompted to save the design of the table, save it as **Advertiser Information**. Do not define a Primary Key for this table.
- Open the "Advertiser Information" table and key the information for each advertiser record provided in **Figure A-3-2** into the table.  
*Note: The record numbers are provided for reference purposes only and should not be entered in the table.*
- Close the table. If prompted to save the table, click "Yes."
- Click on Reports and create a report that lists the business name, contact person, phone number, and the contact person's email address in ascending alphabetical order by business name. This report will be used to contact the eleven advertisers who have enrolled in the Skateboards, Inc. banner advertising campaign. Use your best judgment in formatting the look of the report.
- Close the report. When prompted to save the design of the report, save it as **Advertiser Information Report**.
- Carefully proofread your work for accuracy and format.
- Print a copy of the table and the report if required by your instructor. Adjust the Page Setup so that each document fits on one page.

## Project A-3: Create an Advertiser Database continued

Figure A-3-2

Record #	Business Name	Contact/Person	PhoneNumber	FaxNumber	Address	City	State	Zip	Contact E-mail
1	Aberdeen Workout Club	Diana Tara	605-305-3333	605-315-0393	1059 Second Ave.	Aberdeen	SD	57401	dtara@abardeen.com
2	Ace Bookstore	Murray Ruben	605-325-3298	605-324-2009	154 Water Street	Watertown	SD	57735	mruben@ace.com
3	Clear Lake Electronics	Melinda Prada	605-317-7196	605-477-4400	2 Tyler Road	Clear Lake	SD	57226	mprada@clearlake.com
4	Mt. Rushmore Games	Clay Patterson	605-382-3855	605-382-2221	12 Middle Road	Rapid City	SD	57703	cpatterson@mrtr.com
5	Northern Electronics	Robert Gifford	605-333-2300	605-334-0909	104 State Street	Watertown	SD	57735	rgifford@northern.com
6	Rapid City Motors	Guy Barlow	605-335-4403	605-333-9349	5 Beacon Way	Rapid City	SD	57703	gbarlow@rcmotors.com
7	Rapid City Pizza	Roberto Romo	605-325-6793	605-325-3232	32 Stokes Blvd.	Rapid City	SD	57703	rrromo@rcpizza.com
8	Rapid City Sport Shop	Don Watkins	605-233-9230	605-237-4950	780 Broadway	Rapid City	SD	57703	dwatkins@rcsport.com
9	Salomon Clothing	Mark Bodek	605-373-0931	605-372-3232	12 Hoxey Road	Rapid City	SD	57703	mbodek@salomon.com
10	Speed Demon	Tyler Martin	605-444-2688	605-347-1279	402 Alley Road	Aberdeen	SD	57401	tmartin@sd.com
11	Wind Cave Music	Paul Zabak	605-239-9250	605-237-1235	3892 Ford Hwy.	Rapid City	SD	57703	pzabak@windcave.com