

**STUDENT ACTIVITY 2.3B KEY: QUERY1, VIEW OF CLASS INFORMATION**

MTA Course: Database Administration Fundamentals

Topic: Understand how to create a view with a graphical designer

File name: DBAdminFund\_SA\_2.3b\_key

**Lesson Objective:**

**2.3b:** Create views with a graphical designer. *This objective may include but is not limited to:* understanding when to use views and how to create a view by using a graphical designer.

**Resources, software, and additional files needed for this lesson:**

- Microsoft® Access® 2000, 2003, or 2007. (Each version of Microsoft Access will be slightly different and will cause slight changes in the directions. Original lesson created with Microsoft Access 2003.)
- Data used to create the table is from Student Activity 1.2 (DBAdminFund\_SA\_1.2). If you have lost the data from DBAdminFund\_SA\_1.2, then use the data given in step 3b below.

**Content:**

**Directions to the student:**

1. Start Access.
  - a. On the menu bar, click File.
  - b. Click New.
  - c. Click Blank Database.
  - d. In the File Name field, type **Student Records**
  - e. Check that the file is saving to your student drive, and then click Create.

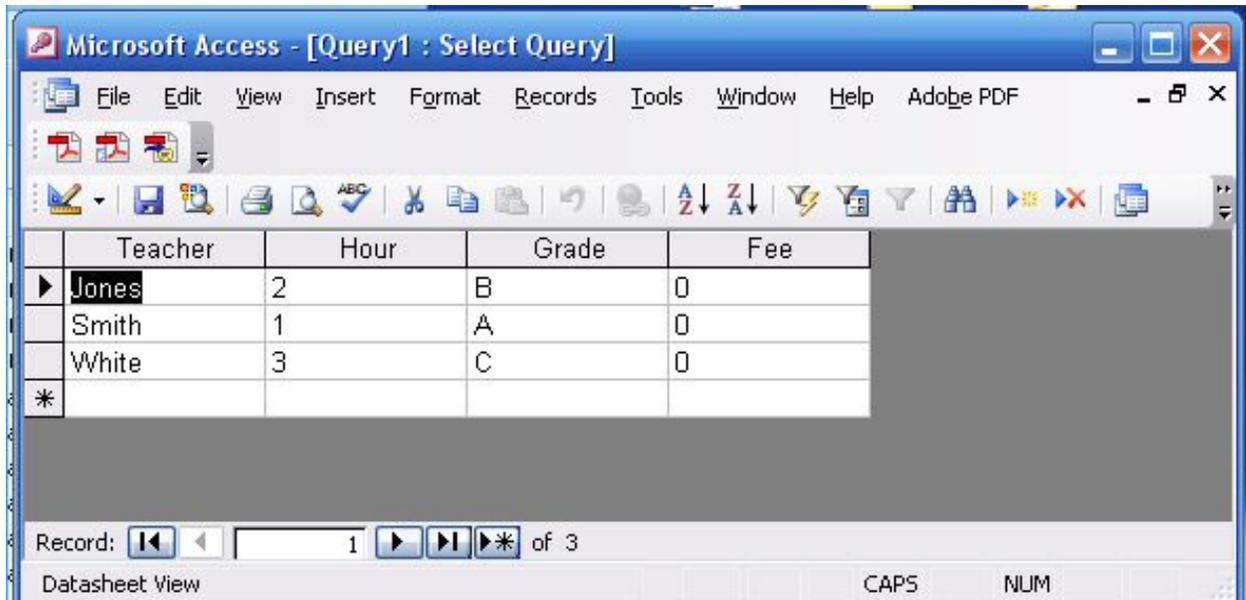
2. Click Create Table in Design View.
  - a. Use the assignment structure from DBAdminFund\_SA\_1.2.
  - b. Type field names, data types, and brief description of the data in the fields.
  - c. On the menu bar, click Save.
  - d. Save the table as Class Info.
  - e. A warning appears, stating, “There is no primary key defined. Do you want to create now?” Select No.
3. Under Objects, click Tables.
  - a. Click Class Info.
  - b. If you still have your data from review lesson 1.2, enter it in the table. Otherwise, use the information below for the data.

Teacher	Hour	Subject	Grade	Fee
Smith	1	English	A	0
Jones	2	Math	B	0
White	3	Science	C	0

- c. Close and save the table.
4. Under Objects, click Queries.
  - a. Double click Create Query in Design View to open
  - b. Select Class Info from the Show Table dialog box, click Add, and then close
  - c. Once the table is selected, you can drag fields from the table field list.
  - d. In the Design grid, click Show to display the fields that you wish to see in the view.
  - e. Run the query, and the results are displayed
  - f. Save as **Query1**.

Below is an example of the answer to this activity.

**Note:** That subject category was intentionally left out. The query shows only what was selected. If time permits, add to this assignment by making the standard grade query optional (Teacher, Hour, Subject, and Grade). You may have to tell beginning students that you left Subject out in this example to show that queries do what you tell them to do, and nothing more.



	Teacher	Hour	Grade	Fee
▶	Jones	2	B	0
	Smith	1	A	0
	White	3	C	0
*				

Record: 1 of 3

Datasheet View

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