

**STUDENT ACTIVITY 2.3 B: 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

**Lesson Objective:**

**2.3b:** Create views using 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.)
- The 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**.