

STUDENT ACTIVITY 2.3B: 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**.