

PRN NURSING SERVICES



CREATING A TABLE, QUERY, FORM, AND REPORT TO MANAGE STAFF DATA

PROJECT DESCRIPTION

Amy Rosario, a Registered Nurse, worked as a staff nurse in a doctor's private practice for many years before pursuing a career as a "PRN" nurse. A PRN nurse accepts smaller, contracted jobs to fill in for nurses in private practices, hospitals, and assisted care facilities when regular staff nurses are on leave due to vacation or other absences. Amy enjoyed the diverse experiences that PRN nursing provided, and started her own business to match other PRN nurses with available positions. Over time, Amy has expanded her business to include a staff of nurses with different specialties and credentials working in various types of nursing positions. The recent expansion of Amy's business to include a second office location and several new contractors has necessitated a change in how she manages her company's operations. She has selected Access 2013 to manage her business data. You'll help Amy create and maintain an Access database to store data about nursing contractors, clients, and billing.

GETTING STARTED

- Download the following file from the SAM website:
 - **NP_Access2013_T1_P1b_FirstLastName_1.accdb**
- Open the file you just downloaded and save it with the name:
 - **NP_Access2013_T1_P1b_FirstLastName_2.accdb**
 - If you do not see the **.accdb** file extension in the Save file dialog box, do not type it. Access will add the file extension for you automatically.
- To complete this Project, you will also need to download and save the following support file from the SAM website:
 - **support_NP_A13_T1_P1b_nurses.accdb**
- Open the **_GradingInfoTable** table and ensure that your first and last name is displayed as the first record in the table. If the table does not contain your name, delete the file and download a new copy from the SAM website.

PROJECT STEPS

1. Create a new table in Datasheet view. Save the table as **Client**.
2. Change the name of the ID field in the *Client* table to **ClientID**.

3. Change the data type of the ClientID field to **Short Text**.
4. Create the following fields in the *Client* table, using the Short Text data type: **FirstName**, **LastName**, **Address**, **City**, **State**, and **Zip**.
5. Enter the records shown in Table 1 into the *Client* table.

Table 1: Client Table

ClientID	FirstName	LastName	Address	City	State	Zip
A501	Susan	Rogers	101 W Eagle	Nashville	TN	37244
B505	David	Truax	1201 Rivalto Ct	Murfreesboro	TN	37133

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6. Resize the Address field to best fit the data it contains. Save and close the *Client* table.
7. Open the *Contractor* table in Datasheet view, and then change the name of the ID field to **ContractorID**.
8. Change the data type of the ContractorID field to **Short Text**.
9. Change the data type of the HireDate field to **Date/Time**, and then save the table.
10. Enter the records shown in Table 2 into the *Contractor* table.

Table 2: Contractor Table

ContractorID	FirstName	LastName	Interests	Credentials	HireDate
1025	Alan	Mazuelos	Pediatrics	MSN	3/2/2014
1026	Pamela	McCabe	Obstetrics	MSN	3/4/2014

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11. Amy created a database named **support_NP_A13_T1_P1b_nurses.accdb** that contains a table with additional contractor data. The *Contractor* table you just edited has the same design as the *Employee* table in the **support_NP_A13_T1_P1b_nurses.accdb** database. Copy all the records from the *Employee* table in the **support_NP_A13_T1_P1b_nurses.accdb** database, available for download from the SAM website, and paste them at the end of the *Contractor* table in the current database.
12. Resize the ContractorID column in the *Contractor* datasheet to best fit the data it contains. Save the table, and then close it.
13. Use the Simple Query Wizard to create a query based on the *Contractor* table. Include the **FirstName**, **LastName**, and **Interests** fields from the *Contractor* table in the query, in that order. Name the query **Interests**, and then close the query.

14. Use the Form tool to create a form based on the *Contractor* table. Save the form as **ContractorInfo**. Use the navigation buttons for the *ContractorInfo* form to navigate to the third record, the last record, and the first record. Close the *ContractorInfo* form.
15. Use the Report tool to create a report based on the *Contractor* table. Save the report as **ContractorList**.
16. In Layout view for the *ContractorList* report, use the mouse to reduce the width of the ContractorID column so it is approximately as wide as the text "ContractorID" in the column heading.
17. Select the text box that appears below the ContractorID column (and contains the number 11) in the *ContractorList* report. Then use the mouse to resize the height of the text box slightly (by approximately 1/16-inch) so that it is tall enough to completely display the value it contains, as shown in Figure 1 below. Save the report.

Figure 1: ContractorList Report

ContractorID	FirstName	LastName	Interests
1025	Alan	Mazuelos	Pediatrics
1026	Pamela	McCabe	Obstetrics
1001	Elisa	Osment	Elderly care
1003	Robert	Kerby	Elderly care
1005	Rosalie	Farnsworth	Pediatrics
1010	Thomas	Finney	Office
1015	Teri	Calogero	Office
1018	Elizabeth	Canales	Hospital
1019	Peggy	Johnson	Hospital
1022	Libby	Neblett	Flu shots
1024	Tim	Neumans	Pediatrics

11

Page 1 of 1

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18. Close the Navigation pane. Select the text box that appears below the Interests and Credentials columns and that contains the text "Page 1 of 1." Use an arrow key to move the text box to the left so that its left edge vertically aligns with the left edge of the Interests column above it. View the first page of the report in Print Preview to view the changes you made, and then view the next page of the report in Print Preview. Save and close the report, and then open the Navigation pane.

New Perspectives Access 2013 | Tutorial 1: SAM Project 1b

Save and close any open objects in your database. Compact and repair your database, close it, and exit Access. Follow the directions on the SAM website to submit your completed project.