Lab 4 – Importing and Querying Tables

Assignments and Required Files

Turn-in Assignment Instruction Steps

In this assignment you will create a table by importing data from another application, create relationships between tables, create a multi-table query, add a criteria field to a query, and format and print a query. Follow the directions below to complete the lab.

LITTLE LEAGUE DATABASE

You have been hired as an intern by the Tri-County Little League. They currently maintain a player database in Excel, but they would like to use Access to organize the equipment inventory and the coaches information. Create a new blank database and name it Little League. Import the Excel file ac04_Little League and save the table as Players. Create a new table named Coaches for the coaches information. Include the fields First Name, Last Name, Title, TeamName, HomePhone, and EmailAddress. Create a lookup field for the Title field using the values Coach, Assistant Coach, Manager and Team Parent. Make the TeamName field a required property. Apply an input mask to the HomePhone field.

Add five records to the Coaches table for the coaches of the following team: Cubs, Braves, Marlins, Pirates, and Tigers. Make yourself the coach of the Tigers. The Little League would like to have a report that includes the complete rosters for each team. Create a query that shows each player's First Name, Last Name, Team, and Coach. Name it Roster.

Create a crosstab query that displays the coach's last name and the number of players for which each is responsible. Name the crosstab query Coach Totals.

Run the crosstab query.

Back up and save the Database.