# MIS DATABASE ASSIGNMENT HELP FILE

## Part A

Create a new table, and name it Task

1. Create a new database using "Blank Database Template", save it as ***Task*** to a location of your interest. As a result, a new data table "Table 1" is automatically created. Otherwise, ***Create*** menu will enable you to create a new table anytime.
2. To provide new content to this table, the first task is to create all the needed data fields. Right click each data field header to pick Rename Column.
3. Once you are done with naming all the data fields, you are ready to enter all the data into the data table. Make sure you are in Datasheet View. All you have to do in 2007 version is to key in all the data according to the example in the Task Table image. There are 23 records in this table. This version of MS-Access will recognize and specify the data type and other attributes from the data you enter into each field. Therefore, you may examine and modify data attributes for each data field after you finish keying in all the needed data.
4. Always remember to save your data. The first time you save your data, you will see a **Save As** box. Please change the table name from "Table 1" to "Tasks".
5. Now, it is the time to examine all the data attributes in Design View for each data field. Please check against the data property list provided in Part A of the assignment description. Please make sure the ***Frequency*** field has the "Field Size" equal to ***1***; type ***"D" Or "W" Or "M"*** into "Validation Rule" area; Set "Required" to ***Yes***. ***Task ID*** uses the data type " AutoNumber" and ***Time*** uses "Date/Time" as data type and "Short Time" as data format.
6. When designing ***Task Name***, ***Time*** and ***Recipient*** fields, also set "Required" property to ***Yes***.
7. Remember to set your **Task ID** field the primary key field.

   * When you are designing the "Field Properties", you may read the explanation to each item in the left frame.

Option: Enter the Data

Create all the data fields in Design View and then switch to "Datasheet View" (the first icon on the Home Bar at the top), or simply "Open" the table of "Tasks" and key in the data from Item #2 in the assignment description.

Add a Note

1. Choose the Design View of the table ***Tasks***;
2. Enter ***Note: Leave blank for daily, 1-7 for weekly and two-digit date for monthly*** as the description for table field "When".
3. Save the table.

## Part B

### Create a Form

1. Please activate **Create** menu sheet tab, but this time is to create a form. Once you click on the **Form** icon, the program will automatically create a form based on data table "Tasks". All you have to do is to modify the look of this form according to Figure 2.1.
2. Once the form is created, the **Format** sheet table should be activated automatically to let you see all the format tools. Please choose an **AutoFormat** of your interest by using the up or down arrow.
3. Click **Title** icon to modify the form title. Please name this form ***Define Tasks*** and use **Century** as the font style and **20** as the size;
4. Save the form as ***Tasks***;
5. Now you are ready to modify the form detail. Please move your mouse point to the upper edge of Form Footer and press your mouse to increase the length. Move your mouse point to the right edge of the form background and press your mouse to increase its width.
6. Please switch to Layout View. In order to leave space for a note, you will have to remove some text boxes. Please right-click on Time text box to select the menu command **Layout** and **Remove**;
7. Move down the **Time** text box. Please repeat the same procedures to text boxes **Recipient** and **Frequency**, so that you have enough space for inserting a label underneath **When**.
8. Switch to Design View and click the **Label** icon to create the note.
9. Switch to Form View to see the result. Save and close this form.

### Create Query "***Daily and Weekly Tasks***"

1. Choose **Query Wizard** from **Create** to create this query.
2. Choose **Simple Query Wizard**;
3. Choose Table: Task and select all the Available Fields into Selected Fields by clicking the double right arrow, click Next;
4. Click Next to accept the default;
5. Name the query as ***Daily and Weekly Tasks*** and select Modify the query design before you click on Finish;
6. In the "Design View", you can see two parts. The upper section contains the data sources (tables) and the lower part contains fields in the query. Each field has a list of display format criteria, including "Field", "Table", "Sort", "Show", "Criteria";
7. In the data field column of Frequency, Choose Ascending as the Sort order, type ***"D"*** for Criteria and ***"W"*** for Or as the field content. All the daily and weekly tasks should be listed in this query table.
8. Click Run to see the effect;
9. Save and close this query table.

### Create a Report "***Tasks Sequenced by Frequency Report***"

1. Click on sheet tab Create to create a report;

2. This time we use Report Wizard and use "table: Tasks" as the data source;
3. Select data fields (Frequency, When, Task name, Time and Recipient) from the "Available Fields" into "Selected Fields", and go "Next";
4. Select "Frequency" as the "grouping level" and go "Next";
5. Choose "When" as the sort by field and accept Ascending as the sorting order;
6. Click Next to choose a "Layout" and accept all the default by clicking on Next;
7. Choose ***Flow*** from the style list and click on Next;
8. Name the report as ***Tasks Sequenced by Frequency Report***;
9. Press Finish to see the effect;
10. Save and close this report.

Create a New Table "***Worklog***"

Easy job. Use the similar method as the first job in Part A. Please use the data field information provided in Item 4 of the assignment description. Pay attention to the Field Properties. Medium form of Date/Time data type will allow you to see a.m. or p.m.

Create a New Form "***Worklog for Today***"

You can do this. Use the similar method as the first job in Part B. This time, however, choose Multiple Items as the form layout.

1. When you build the Exit and Delete Task buttons, select Button icon to draw a command button in the form header and use the Command Button Wizard;
2. Select "Form Operations" in "Categories" and choose "Close Form" in "Actions" to create a close form button;
3. You may use either an image button or a text button for the purpose but the same style for both command buttons.
4. While still in Design View, click on Date and Time to insert a date and time;
5. Click on Page Number to insert a page number to the center of the Page Footer;
6. Save and close the form.

## Part C

Create an "Append" query

1. This time choose "Query Design" to create this query.
2. In the prompt "Show Table", Add table of "Tasks" and close this pop up window.
3. Choose "Task Name", "Frequency", "Time" and "When" as the query table fields;
4. Sort "Time" field in Ascending order;
5. In the Criteria row, type ***"D"*** underneath Frequency, and ***"W"*** in the cell below and "***M***" in the next cell. This way the three searching criteria are aligned vertically.
6. For the searching Criteria of When, make sure you set up a criterion of "**Weekday(Date())**" for ***"W"*** (Or, right click your mouse to choose Build command from the menu; Double click Function; choose Built-In Functions; choose "Date/Time"; double click "Weekday" to get this function into the Expression Builder window; Select

«number» in the parenthesis, double click "Date" to replace "«number»"). You also have to set up a criterion of "**Day(Date())**" for "***M***". Since you are familiar with Expression Builder tool now, try to work it out on your own.

7. Insert a column between "Time" and "When" fields, In the "Field" name cell, use "Built-In Functions" (similar as above) to choose "Date/Time" in the middle list and choose "Date" in the right list to set an "Expr1:Date()" field. This field allows you to use today's date to examine all the scheduled tasks to be handled now.
8. Look up to the Design tool bar to choose Append, select ***Worklog*** table to be appended. Click "OK" button.
9. For Append to line, Task Name and Frequency should be selected under Task Name and Frequency fields respectively. Please remember to select **Time Scheduled** for Time field, and **Date Scheduled** for "Expr1:Date()" field.
10. Name the query, ***Worklog for Today Query***.

Run the Query

If your append query does not work and does not give any error message, you need to check the Security Warning. Put a check mark in front of Enable and Run this append query again.

Open your Worklog table to see the appended records.

Notice the changes when you run the query on different days.

Now you can fill up Date Completed and Time Completed columns based on how the tasks are being handled in reality and put your name initials to those completed records.

Enter New Record

This task is too easy for you now.

Add Delete Record Button

This task is very easy now. You use the Command Button Wizard to select the "Record Operations" in "Categories" and choose "Delete Record" in "Actions" to create a delete record button.

Finally, run each object in the database to ascertain that you get the needed results.

**DONE!**