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Access 2019 In Practice - Ch 8 Guided Project 8-1

COURSE NAME **BIS245 JAN21 Master** | Database Essentials for Business with Lab - 10932

Start Date:02/13/2111:59 PMUS/Mountain   **Due Date:**02/21/2111:59 PMUS/Mountain   **End Date:**02/28/2111:59 PMUS/Mountain

Guided Project 8-1

For this project, you add data to the tables in the database for a friend's music collection. To ensure consistency, the starting file is provided for you. Append records from an Excel file to the *Albums* table and append records from a fixed-width text file to the *Songs* table. Edit data records and create a query.

[Student Learning Outcomes 8.1, 8.2, 8.4]

File Needed: **MusicDatabase-08**.accdb *(Available from the* Start File *link.)*, **NewAlbums-08.xlsx**, and **NewSongs-08.txt** *(Available from the* Resources *link.)*

Completed Project File Name: **[your name]-MusicDatabase-08** and**[your name] CorrectedAlbums.xlsx**

Skills Covered in This Project

- Prepare an Excel file for importing.
- Append data from an Excel file to an existing table.
- Prepare a text file for importing.
- Review a table after importing data.
- Append data from a fixed-width text file to an existing table.

1. ☐ Open the **MusicDatabase-08** start file.

2. ☐ The file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor

3. ☐ Enable content in the database.

4. Prepare to import an Excel file.

   a. ☐ Click the **Relationships** button [*Database Tools* tab, *Relationships* group] to open the *Relationships* window. Note the one-to-many relationship between *Albums* and *Songs*. Because you are importing records to both tables, you must import the records into the "one-side" table, *Albums*, first.

   b. ☐ Close the *Relationships* window.

   c. ☐ Open the *Albums* table in *Design* view.

   d. ☐ Click through each field to note the *Field Name* and the *Required* property setting of the field.

   e. ☐ Change the *Required* property of the *Length* and *RecordingLabel* fields to **Yes**.

   f. ☐ Change the *Format* property of the *ReleaseDate* field to **Medium Date**.

   g. ☐ Open the **NewAlbums-08** Excel spreadsheet from your student data files.

   h. ☐ Delete the blank space between the words in the column headers in cells A1, B1, F1, and G1 so the names match the field names in the table. Note that every cell on the data rows contains a value. This matches the *Required* property settings of the fields in the *Albums* table.

   i. ☐ Save the file as [your initials] CorrectedAlbums.xlsx and close Excel.

   j. ☐ Close the *Albums* table.

5. Append data from Excel to an existing table.

a. ☐ Click the **New Data Source** button [*External Data* tab, *Import & Link* group], select **From File**, and then select **Excel**. The *Get External Data – Excel Spreadsheet* dialog box opens.

b. ☐ Click the **Browse** button to launch the *File Open* dialog box.

c. ☐ Locate and select the *[your initials] CorrectedAlbums* Excel file and click the **Open** button. The *File Open* dialog box closes.

d. ☐ Select the **Append a copy of the records to the table** radio button. Select the **Albums** table in the drop-down box if it is not already selected.

e. ☐ Click **OK** to launch the *Import Spreadsheet Wizard*.

f. ☐ Confirm that the data records display in the wizard window (Figure 8-113) and click the **Next** button to advance to the next page of the wizard. Access confirms the name of the table in which to append the records.

g. ☐ Click **Finish**. The wizard displays the *Save Import Steps* screen.

h. ☐ Click the **Close** button to complete the wizard without saving the import steps. Access appends the records to the table.

6. Verify that the records appended successfully.

a. ☐ Open the *Albums* table in *Datasheet* view to verify that the records for *AlbumIDs* 51, 52, 53, and 54 were appended to the table (Figure 8-114).

b. ☐ Click the **plus sign** to the left of *AlbumID 51* to expand the related records. Note that no songs have been attached to Meghan Trainor's album.
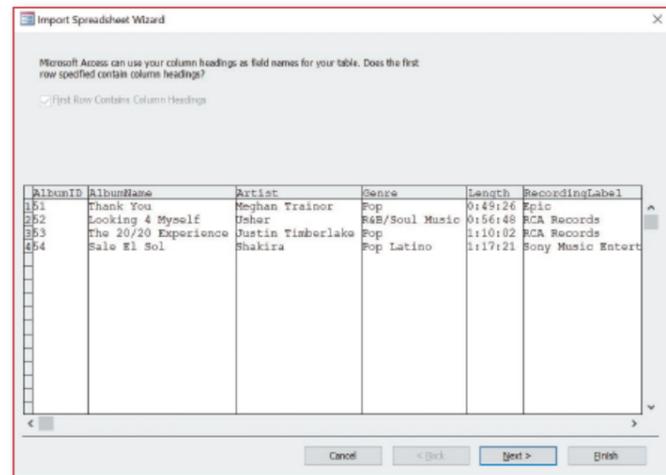
c. ☐ Close the *Albums* table.

7. Prepare to import the fixed-width text file.

a. ☐ Open the *Songs* table in *Design* view.

b. ☐ Click through each field to note the *Field Name* and the *Required* property setting of the field. Also notice that the *Data Type* of the *SongID* field is set to *AutoNumber*.

c. ☐ Right-click the **NewSongs-08.txt** file in File Explorer, select **Open with**, and select **Notepad** to open the file (Figure 8-115).

d. ☐ Note that the first row does not contain field names. Also note the blank space at the far left to represent the *SongID* field. Even though the *SongID* value is added automatically due to the field's data type in the table, the field must be represented in the fixed-width file.

e. ☐ Close Notepad.
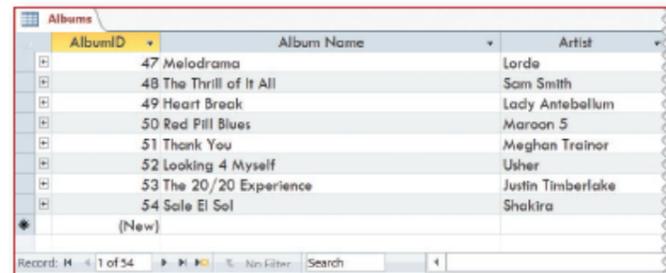
f. ☐ Close the *Songs* table.

8. Append data from a fixed-width text file to an existing table.

a. ☐ Click the **New Data Source** button [*External Data* tab, *Import & Link* group], select **From File**, and then select **Text File** [*External Data* tab, *Import & Link* group]. The *Get External Data – Text File* dialog box launches.

b. ☐ Click the **Browse** button to launch the *File Open* dialog box.

c. ☐ Locate and select **NewSongs-08.txt** and click the **Open** button. The *File Open* dialog box closes.

d. ☐ Select the **Append a copy of the records to the table** radio button, click the **table name** box drop-down arrow and select **Songs**. Click **OK** to launch the *Import Text Wizard* (Figure 8-116). The wizard displays the data records.

e. ☐ Select the **Fixed Width** radio button if it is not already selected, and click the **Next** button to advance to the next page of the wizard. This page indicates the columns represented by each field. Access usually preselects field breaks based on spacing between fields, but they may not be correct or not all the breaks may be indicated.

f. ☐ Click either on the *Ruler* at the tick mark for position 45 or in the data between the "51" and the "0" that starts the *Length* field value. The new field break is added into the window (Figure 8-117).
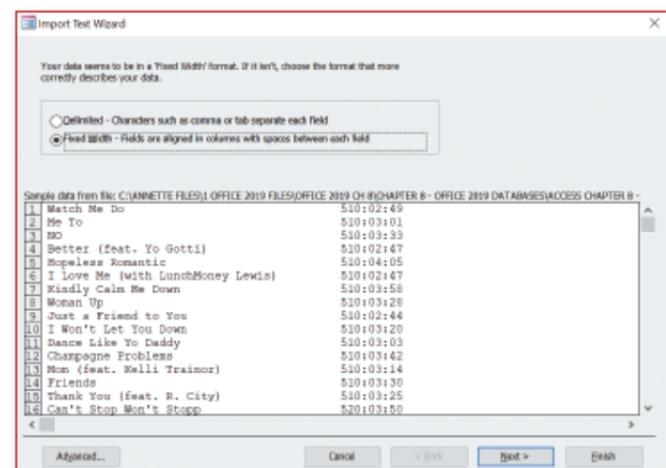
MORE INFO

Figure 8-113 *Import Spreadsheet Wizard*

Figure 8-114 *Datasheet* view of the *Albums* table

Figure 8-115 Song text file in Notepad

Figure 8-116 Select the *Fixed Width* radio button to specify the file format

> If you add a break in the wrong spot, click and drag it to the proper location.

a. ☐ Click to add another field break to the left of the "W" in "Watch" at the tick mark for position 1. The completed window should match Figure 8-118.

b. ☐ Click the **Advanced** button to open the *Import Specification* dialog box.

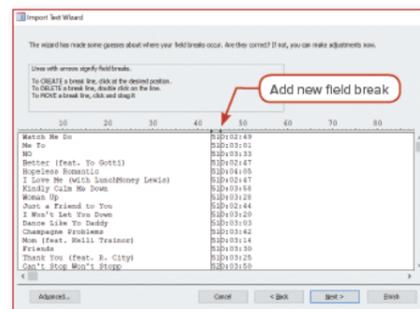c. ☐ Check the **Skip** box for the *SongID* field (Figure 8-119).

Figure 8-117 Select the breaks to indicate each field

ANOTHER WAY

Enter field breaks directly into the *Import Specification* dialog box. Additionally, if any fields are missing in the list, add them to the *Field Information* area.

d. ☐ Click **OK** to close the dialog box.

Figure 8-118 Completed field breaks

a. ☐ Click the **Next** button to advance to the final page of the wizard.

b. ☐ Verify that the *Songs* table name displays in the *Import to Table* box and click **Finish**.

c. ☐ Click the **Close** button to complete the wizard without saving the import steps.
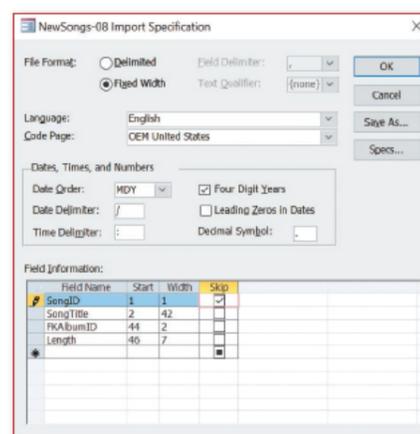
9. Verify that the records appended successfully.

a. ☐ Open the *Songs* table in *Datasheet* view. Scroll down in the table to verify that the records for *SongIDs* 635 through 688 were appended to the table.

b. ☐ Change the misspelling of "Stopp" to "Stop" in the *SongTitle* field of *SongID* 650.

c. ☐ Save and close the table.

d. ☐ Open the *Albums* table in *Datasheet* view.

e. ☐ Click the **plus sign** to the left of *AlbumID 51* to expand the related records. The table should match the records shown in Figure 8-120.

f. ☐ Close the *Albums* table.

Figure 8-119 *Import Specification* dialog box

10. Create a new query in *Design* view. The query finds albums belonging to the Sony recording labels.

a. ☐ Add the *Albums* table into the *Query Design* window.

b. ☐ Add all the fields into the query.

c. ☐ Type **Like "*Sony*"** as the criteria for the *RecordingLabel* field.

d. ☐ Save the query as **SonyAlbums**.

e. ☐ Run the query. The datasheet should display three records.

Figure 8-120 Songs on *Thank You* album

f. ☐ Change the misspelling of "Entertainment" to "Entertainment" in the *RecordingLabel* field of *AlbumID* 54. Remember that the change is automatically made in the table.

g. ☐ Close the query.

11. ☐ Save and close the database.

12. ☐ Upload and save your project file.

13. ☐ Submit project for grading.