# Shree M.M.Ghodasara Mahila College

## Junagadh

## Computer Science Department

# B.C.A.

## Lab Manual

# MS - Access

**Shree M.M.Ghodasara Mahila College**
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# ACCESS PRACTICAL

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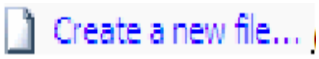
# *Tables*

# *EXERCISE OF CREATING DATABASE*

## Exercise 1: Create database "ACCESS_DB".

1. make sure your task pane is showing. If it isn't, go to the View menu and select Task Pane (or press [Ctrl] [F1]).
2. From the list of options in the task pane, click 

(you can also click the icon on the toolbar).
3. From the new list of options which appears, click 

4. For the file location, select (or create) and appropriate folder in your student drive. Type **"ACCESS_DB"** for the file name and click Create.
5. Than after "Database window" will appear.

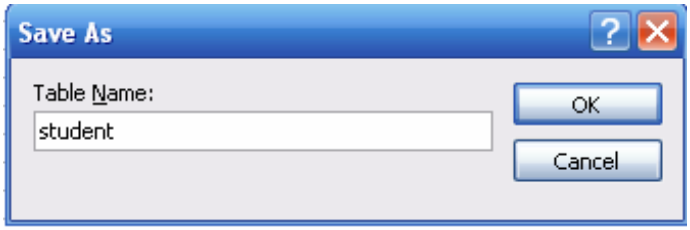
## Exercise 2: Create table "student" in Design View.

1. In the Database window click on 

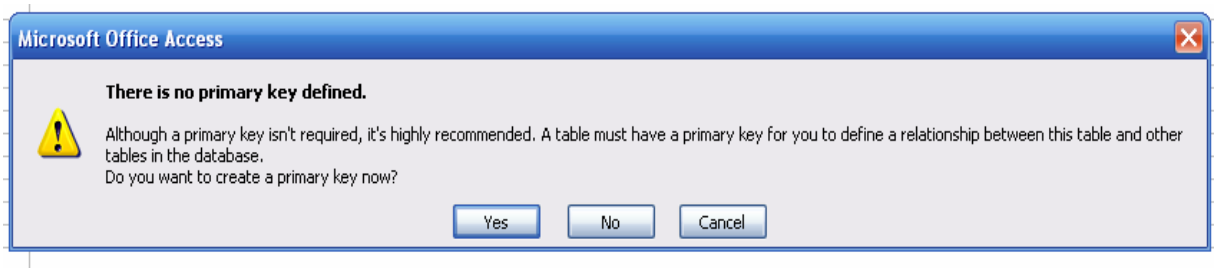
.
2. The table design window will look similar to the one below.
3. Create a Table in Design View using following structure.

| **Student :table** | | |
|---|---|---|
| **FieldName** | **Data Type** | **Description** |
| s_id | Number | student's id will automatically gnerated by Access |
| s_no | Number | student number |
| s_name | Text | student name |
| s_address | Memo | full address of student |
| phone | Text | Phone number of student |

4. Click on "Save" Button on toolbar OR ctrl+S
5. In Save As dialogbox , type "student" in Table Name textbox.




6. Than Access will ask to set primary key.In following Dialog box click on No.




7. Close the design view of the table.
8. Reopen "student" table in design for additional fields.

9. Add the fields using following structure.

| **Student :table** | | |
|---|---|---|
| **FieldName** | **Data Type** | **Description** |
| birthdate | Date/Time | Student's birthdate |
| email_id | Hyperlink | Email id of student |
| photo | OLE Object | Photo of student |
| City | Lookup Wizard | City of student |
| state | Text | State of student |

- **Step to insert OLE Object in photo field**
  - Open table in datasheet view.
  - Right click on photo field
  - Click on insert object option
  - In appeared dialog box select "Select From File " option button.
  - Click on browse button and select appropriate path for your image.
  - Click on ok button.

- **Step of Lookup wizard in city field**
  - Select datatype Lookup Wizard and then press Enter.
  - Choose second option button " I will type the value that I want" then click "next".
  - Type your city name list under "Col1" column Like Bombay,Pune,Junagadh,Rajkot…...
  - Click next .
  - Write label for your lookup column.
  - Click Finish.

## Exercise 3 : Entering data in Table.

1. open table in Datasheet View and Enter following record in it.

| **s_id** | **s_no** | **s_name** | **S_address** | **phone** | **birthdate** | **email_id** | **photo** | **city** | **state** |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 1001 | Patel Liza | M.G. Road | 02852630633 | 09/09/87 | Liza@gmail.com | Package | Junagadh | GUJ |

## Exercise 4 : Creating Primary Key

1. Open "student" table in Design view.
2. Right click on row of "s_id" field .
3. From the pop up menu select Primary key option.

**Note :** We can also set primary key,From the Edit menu select Primary Key. A key symbol will appear next to that field.

## Exercise 5 : Create another tables “student_fees” and “sports_detail”in Design view from following structure.

| student_fees :table | | |
|---|---|---|
| **FieldName** | **Data Type** | **Description** |
| s_id | Number | student's id will automatically gnerated by Access |
| s_fees | Currency | Fees of student |
| pay_date | Date / Time | Date of payment |

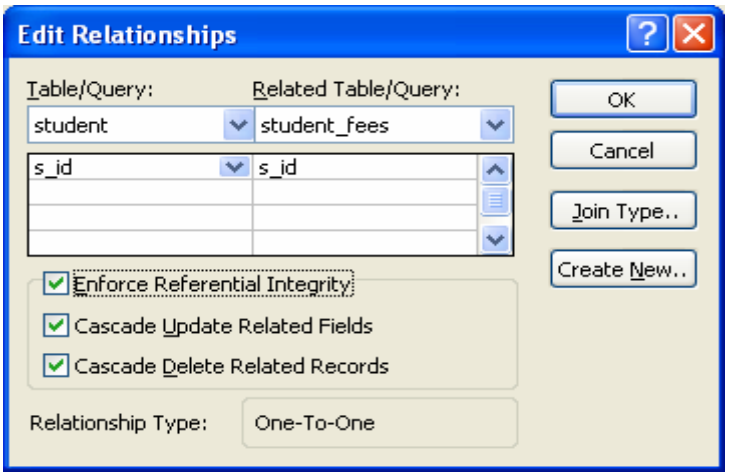
**Note : set Primary Key on “s_id” field.**

| sports_detail :table | | |
|---|---|---|
| **FieldName** | **Data Type** | **Description** |
| s_id | Number | student's id will automatically gnerated by Access |
| sports_id | Text | Sports ID |
| game_played | Text | Name of Game |
| duration_hour | Text | Hours of Game |
| playing_date | Date / Time | Date of playing |

## Exercise 6 : Defining a Relationship

### One to One Relationship

1. Right click on blank area of Database Window → select Relationship.
2. Right click on Relationship Window → select Show Table.
3. Select “student” and “student_fees” tables from Show Table Dialogbox.
4. “s_id” field of “student” table drag and drop on “s_id” field of “student_fees” table
5. then Edit relationship dialogbox will appear.

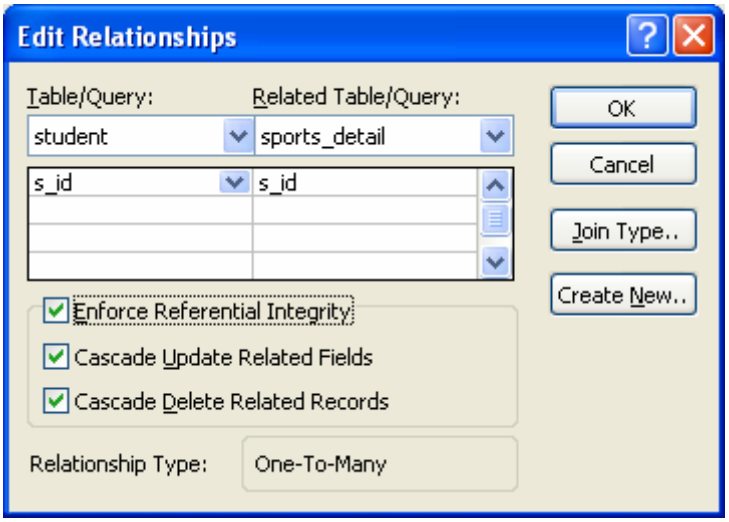



6. In it select three check boxes
   - Enforce Referential Integrity
   - Cascade Update Related Fields
   - Cascade Delete Related Records

   **Note :** In this dialogbox you will see the type of Relationship at bottom.
7. click on create button.
8. Close the relationships window. When you are prompted to save the changes, click Yes.

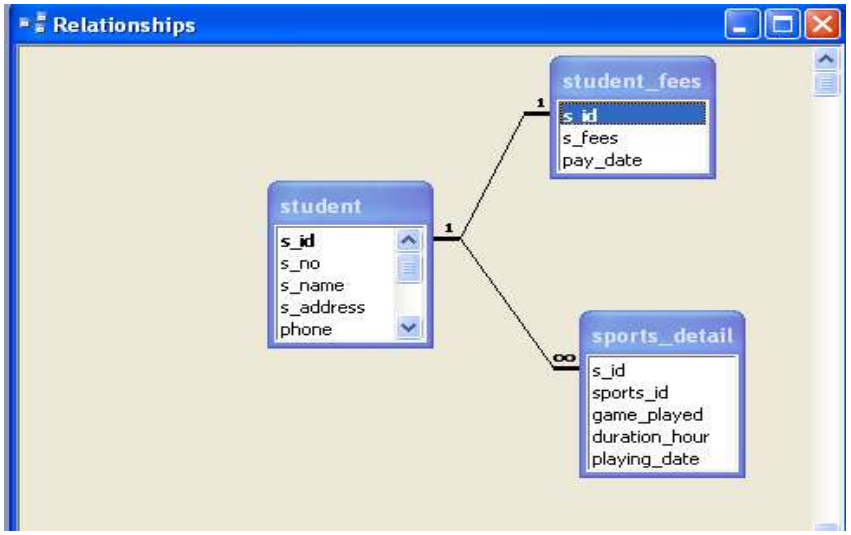
### One to many Relationship

1. Right click on blank area of Database Window → select Relationship.
2. Right click on Relationship Window → select Show Table.
3. Select "student" and "sports_detail" tables from Show Table Dialogbox.
4. "s_id" field of "student" table drag and drop on "s_id" field of "sports_detail" table
5. then Edit relationship dialogbox will appear.




6. In it select three check boxes
   - Enforce Referential Integrity
   - Cascade Update Related Fields
   - Cascade Delete Related Records

   **Note :** In this dialogbox you will see the type of Relationship at bottom.
7. click on create button.
8. Close the relationships window. When you are prompted to save the changes, click Yes.



## Exercise 7 : Record Entry

**student : Table**

| S_id | s_no | NAME | s_address | phone | birthdate | email_id | photo | city | state |
|---|---|---|---|---|---|---|---|---|---|
| 2 | 1002 | Rayja Naitik | Yagnik Road | 02812678652 | 2/4/88 | Naitik_R@gmail.com | Package | Rajkot | GUJ |
| 3 | 1003 | Mehta Pratham | Galaxy Chowk | 02812699512 | 3/8/04 | Mehta_P@rediff.com | Package | Rajkot | GUJ |
| 4 | 1004 | Doshi Darshil | Ring Road | 02842349877 | 9/10/87 | Doshi_dd@yahoo.com | Package | Pune | MHA |
| 5 | 1005 | Joshi Kriya | Rani Para Road | 02792789129 | 9/8/87 | Joshi_k@gmail.com | Package | Kattani | MP |
| 6 | 1006 | Shah Lipsa | Raiya Road | 02312989877 | 5/3/82 | Shah_l@rediif.com | Package | Delhi | UP |
| 7 | 1007 | Sharma Pratik | Cross Road | 02612349879 | 1/1/79 | Partik_s@yahoo.com | Package | Bombay | MHA |
| 8 | 1008 | Vyas Nija | Challa Road | 02892773344 | 3/7/86 | Nija_V@gmail.com | Package | Kotta | RST |
| 9 | 1009 | Vora Krutika | University Road | 02762339955 | 2/6/86 | Vora_smit@gmail.co | Package | Umariya | MP |
| 10 | 1010 | Pandya Pihu | Sai Road | 02312299882 | 8/12/90 | pihu@rediff.com | Package | Shiradi | MHA |

**student_fees : Table**

| s_id | s_fees | pay_date |
|---|---|---|
| 1 | $8,000.00 | 11/11/11 |
| 2 | $10,000.00 | 9/9/11 |
| 3 | $12,000.00 | 3/5/12 |
| 4 | $20,000.00 | 1/2/10 |
| 5 | $15,000.00 | 4/7/10 |
| 6 | $10,000.00 | 2/6/10 |
| 7 | $12,000.00 | 4/9/11 |
| 8 | $12,500.00 | 1/3/11 |
| 9 | $10,500.00 | 5/7/09 |
| 10 | $13,000.00 | 9/6/10 |

**Sports_detail : Table**

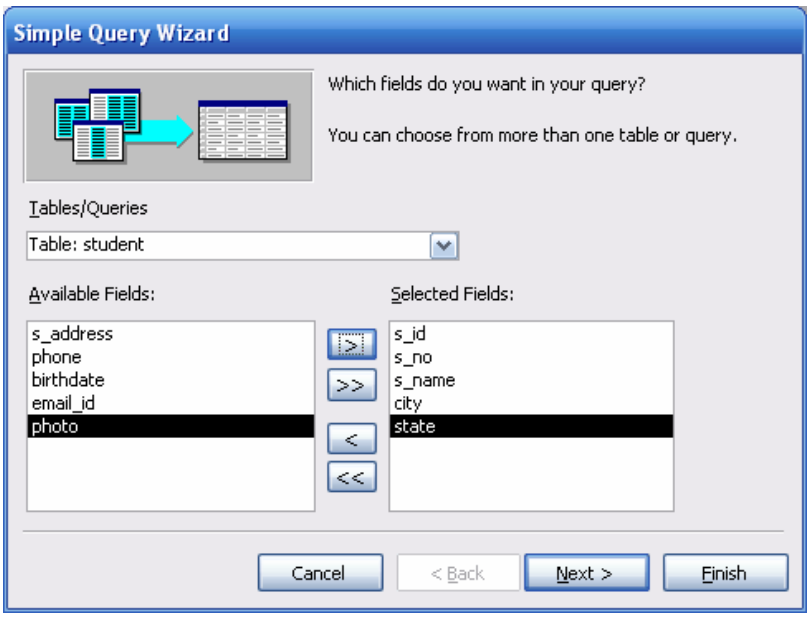
| s_id | sports_id | game_played | duration_hour | playing_date |
|---|---|---|---|---|
| 1 | S001 | volly ball | 25 minutes | 6/1/12 |
| 2 | S002 | cricket | 1 Day | 7/2/12 |
| 3 | S001 | volly ball | 30 minutes | 6/6/12 |
| 1 | S002 | cricket | Test match | 8/8/12 |
| 2 | S003 | basket ball | 25 minutes | 8/9/12 |
| 3 | S002 | cricket | 1 Day | 7/3/12 |

**Note** : Close the Database “ACCESS_DB”

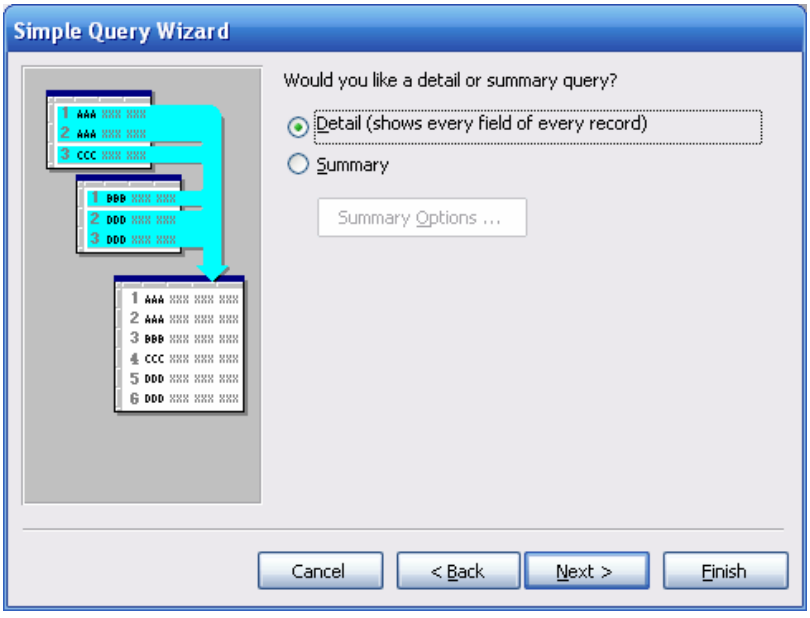
# *Query*

## Exercise 8 : Create Query using wizard

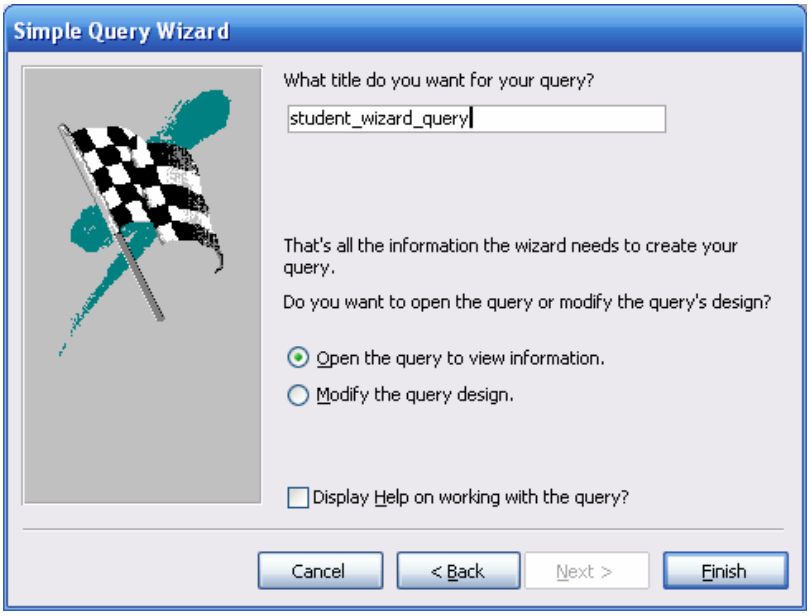
1. Open MS-Access and open Database “ACCESS_DB”.
2. Select Query Tab from Objects form Database Window.
3. Click on “Create query by using Wizard”.
4. In simple Query wizard Dialogbox , select table “student” and add selected field from available fields and click on Next.




5. Without change click Next.

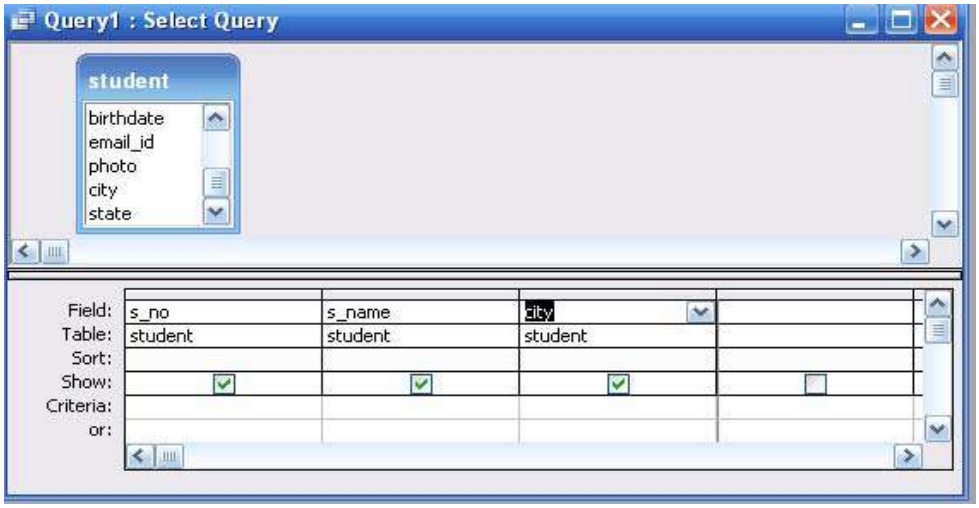



6. Type name of Query “student_wizard_query” and click Finish.




## Exercise 9: Create Select Query

1. In Database window →click **Queries** under **Objects** .
2. Click on “Create Query in Design View”.
3. In show table dialogbox select “student “ table and click on Add.
4. Close show table Dialogbox.
5. Add s_no,s_name and city fields to QBE Grid.




6. Click on Run Button from toolbar.
7. Save the Query named “student_select”

# Exercise 10 : Create Different Action Queries.

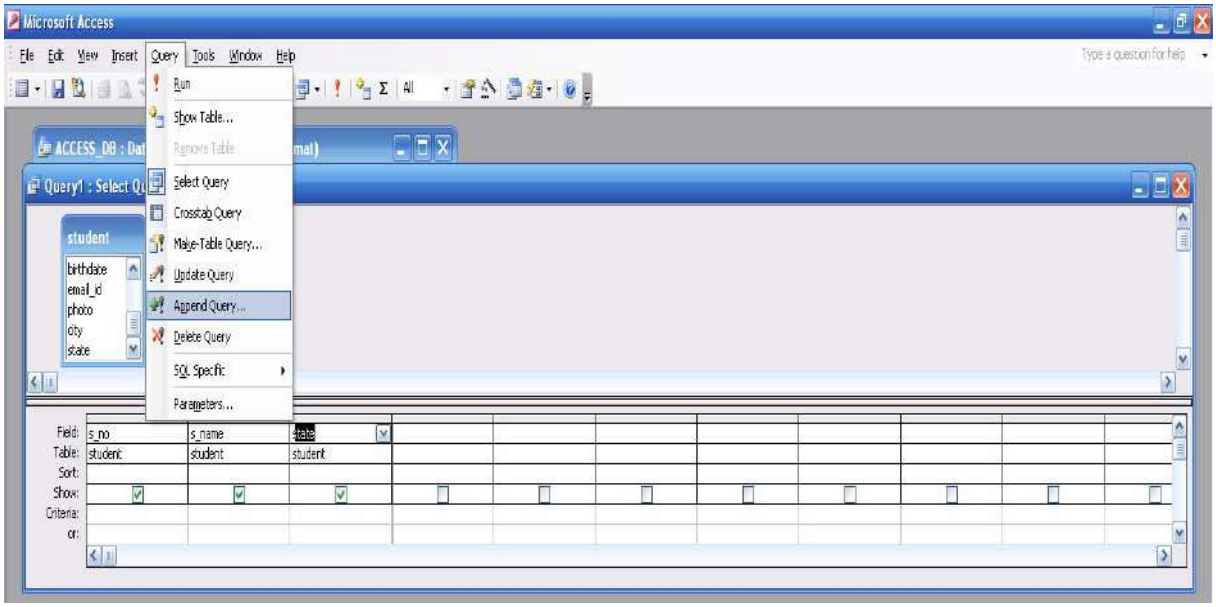
## Append Query

1. Create table “Append_student” using following structure.

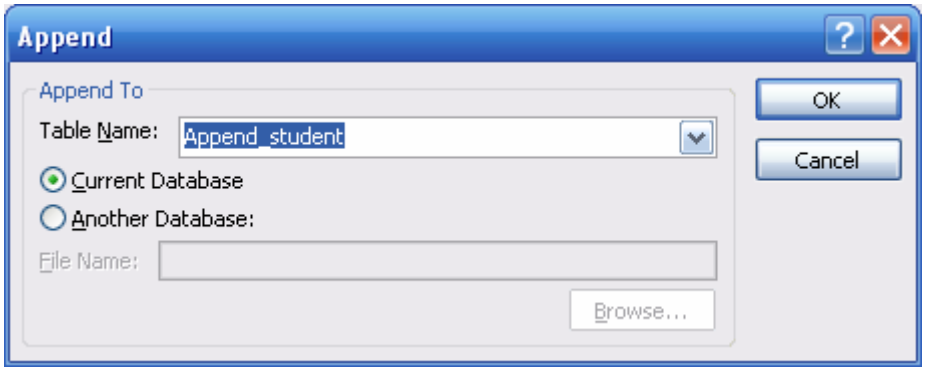
| Append_student :table | | |
|---|---|---|
| **FieldName** | **Data Type** | **description** |
| s_no | Number | Student number |
| s_name | Text | Student name |
| State | Text | State of student |

**Note : Do not enter records in Append_student table**

2. In Database window →click **Queries** under **Objects** .
3. Click on “Create Query in Design View”.
4. In show table dialogbox select “student “ table and click on Add.
5. Close show table Dialogbox.
6. Add s_no,s_name and state fields to QBE Grid.
7. From Query menu select Append Query.

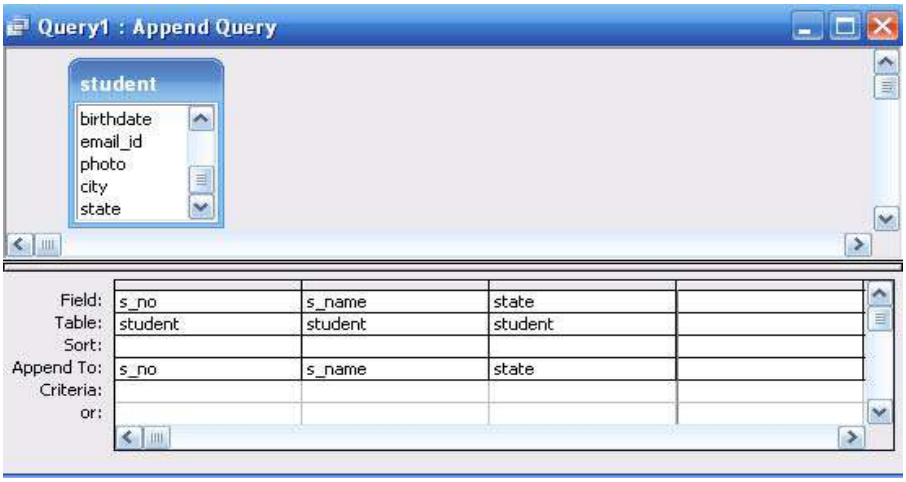



8. In appeared dialogbox ,Choose “Append_student” table form dropdown list

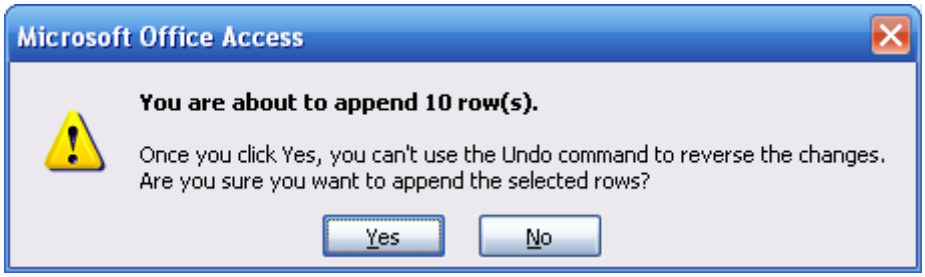



9. Click Ok.

10. You can see additional row " Append To " in QBE Grid




11. Click Run button from toolbar ,click on Yes in dialog box

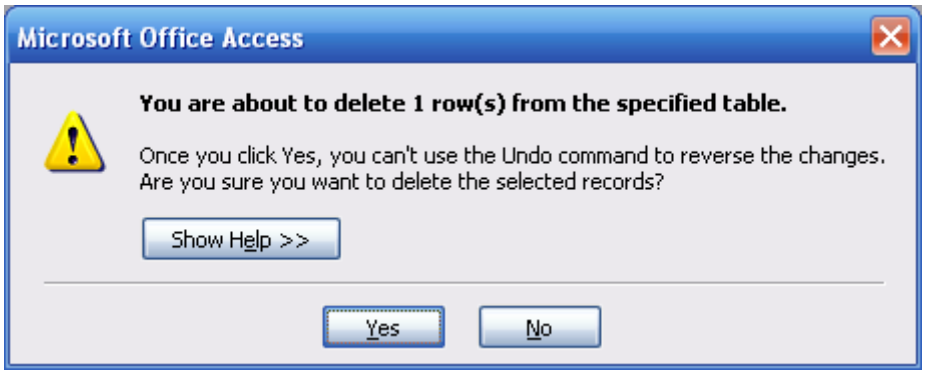



12. Save Query named "student_append"
13. Close the Query window.
14. To View result for this Query ,From Table tab open "Append_student" table

### Delete Query

1. In Database window →click **Queries** under **Objects** .
2. Click on "Create Query in Design View".
3. In show table dialogbox select "marksheet " table and click on Add.
4. Close show table Dialogbox.
5. Add "std_id" field to QBE Grid.
6. From Query menu select Delete Query.
7. You can see additional row "Delete" in QBE Grid.

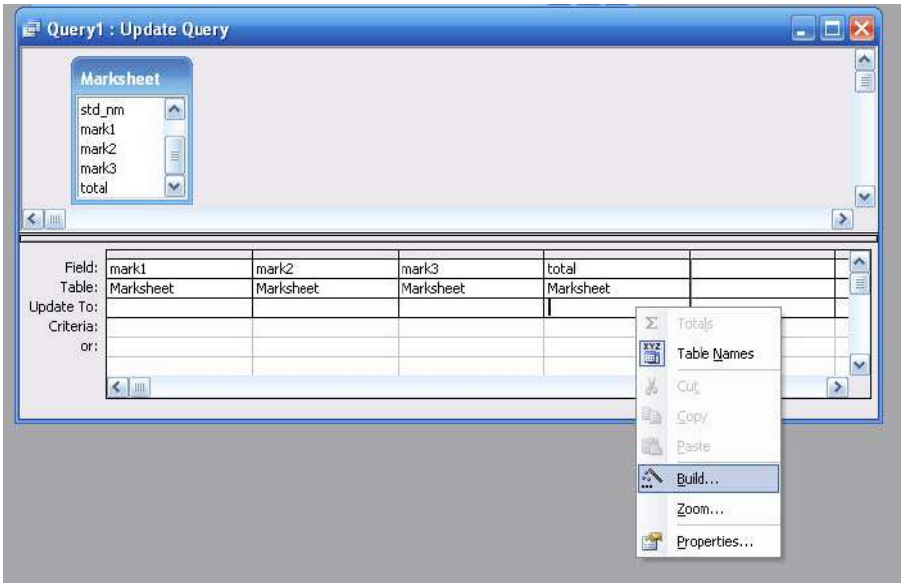
8. Type condition **>4** in criteria row.
9. click on Run button and click yes in dialogbox.



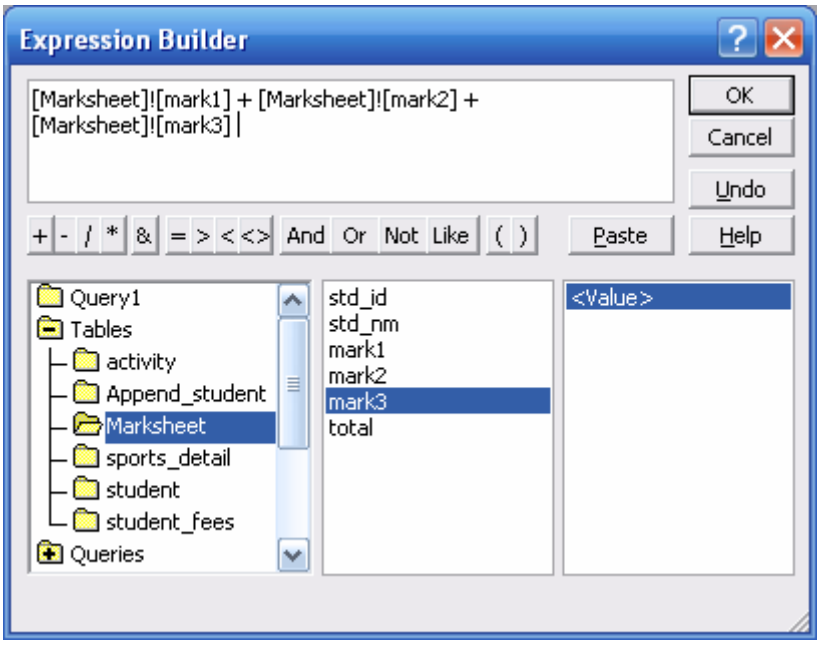

10. Save Query named “marksheet_delete”.
11. Close the Query window.
12. To View result for this Query ,From Table tab open “marksheet” table

### Update Query

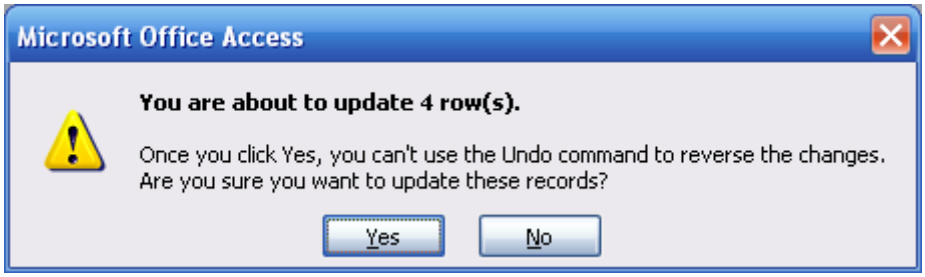
1. In Database window →click **Queries** under **Objects** .
2. Click on “Create Query in Design View”.
3. In show table dialogbox select “marksheet “ table and click on Add.
4. Close show table Dialogbox.
5. Add mark1,mark2,mark3 and total fields to QBE Grid.
6. From Query menu select Update Query.
7. You can see additional row “Update To” in QBE Grid.
8. In total column Right click on
9. Update To row → select Build .




10. In Expression Builder specify condition as follow.



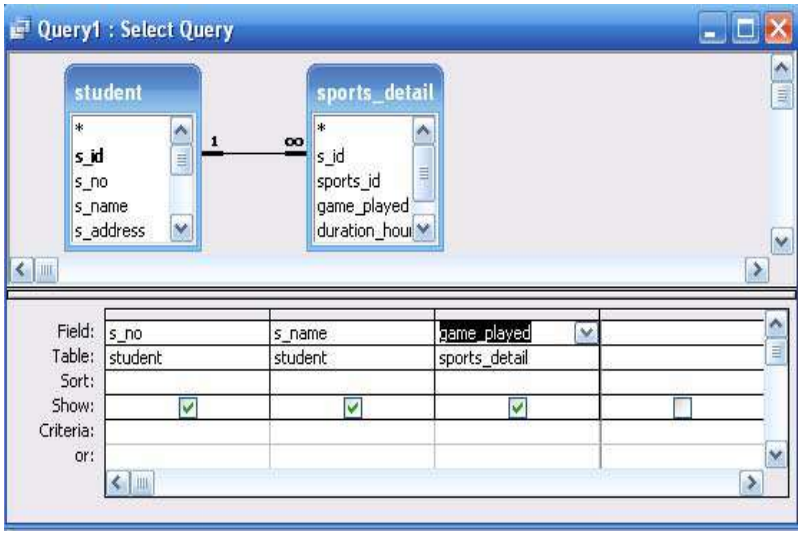

11. Click ok.
12. Click on Run Button and click Yes.



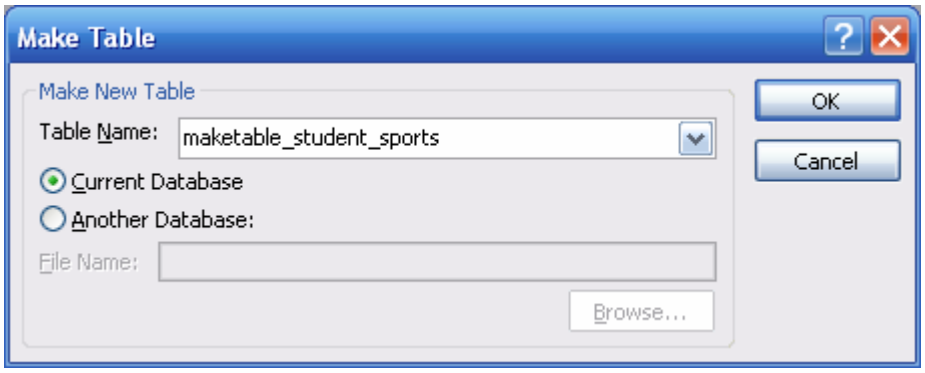

13. Save Query named “marksheet_update”
14. Close the Query window.
15. To View result for this Query ,From Table tab open “marksheet” table

### Make-Table Query

1. In Database window →click **Queries** under **Objects** .
2. Click on “Create Query in Design View”.
3. In show table dialogbox select “student “ and “sports_details” tables and click on Add.
4. Close show table Dialogbox.
5. Add “s_no and s_name” fields of student table , Add “game_played” field of sports_detail to QBE Grid.




6. From Query menu select Make Table Query.
7. In Make Table Dialog box ,Type New Table name “maketable_student_sports” and click Ok.




8. Click on Run Button and Click Yes.


9. Save Query named “student_sports_maketable”.
10. Close the Query window.
11. To View result for this Query ,From Table tab open “maketable_student_sports” table

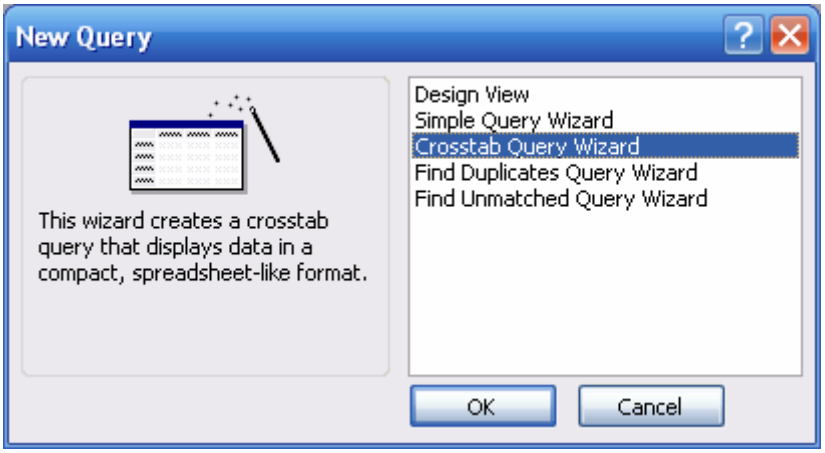
# Exercise 11 : Create query using CrossTab Query Wizard.

## Cross Tab Query

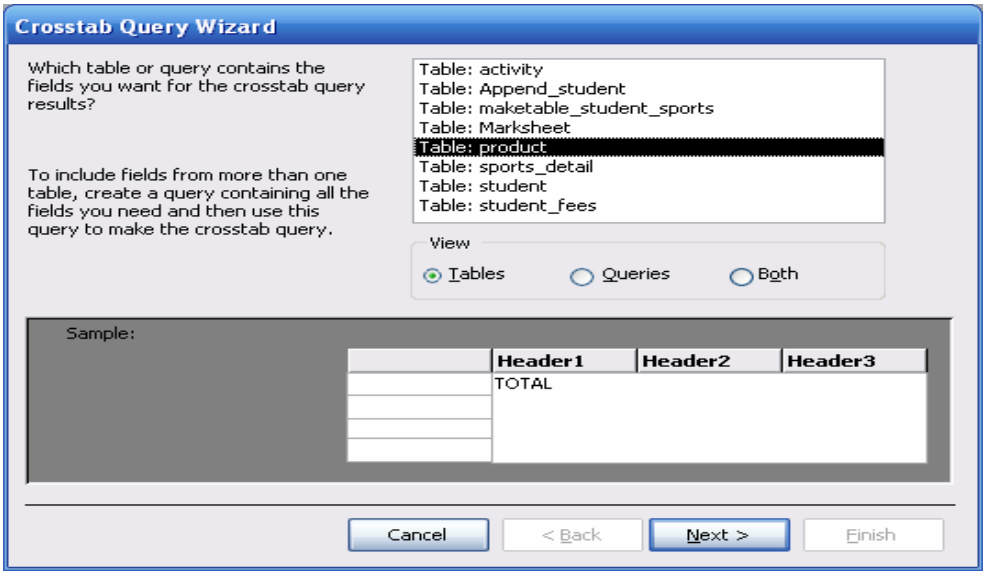
1. Create “Product” Table with following records .

| Product : Table | | |
|---|---|---|
| **company** | **product** | **sale** |
| colgate | toothpaste | 5000 |
| HLL | soap | 9000 |
| HLL | toothpaste | 8000 |
| johnson | soap | 4000 |
| britania | biscuit | 8000 |
| Parle | biscuit | 8000 |
| johnson | toothpaste | 4500 |
| colgate | soap | 8500 |

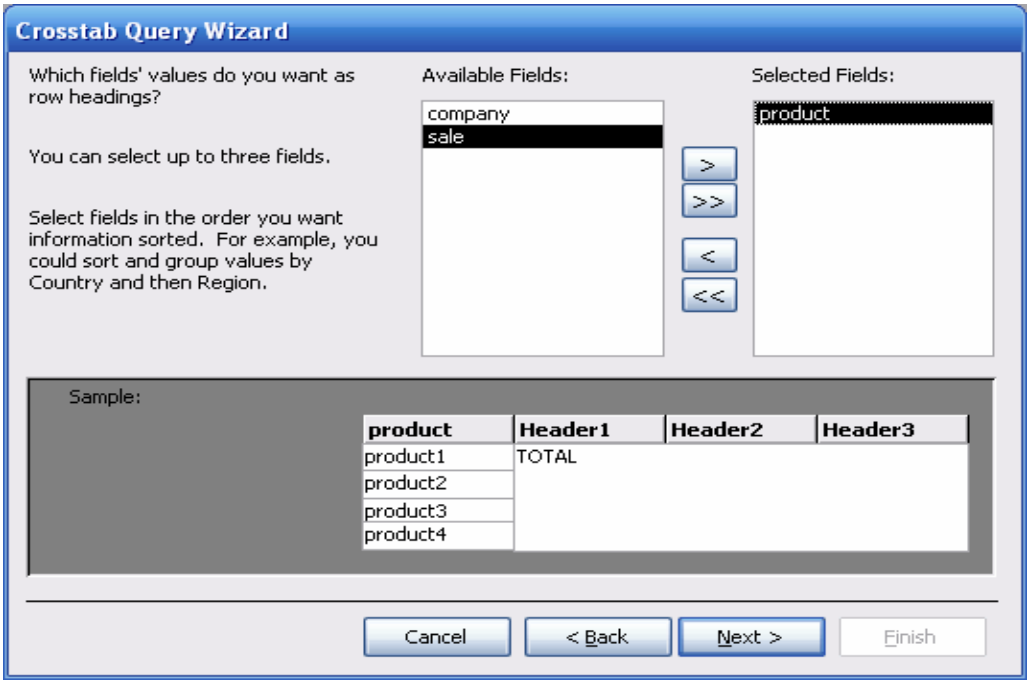
2. In Database window →click **Queries** under **Objects** .
3. Click on New button in Database window and select CrossTab Query Wizard.



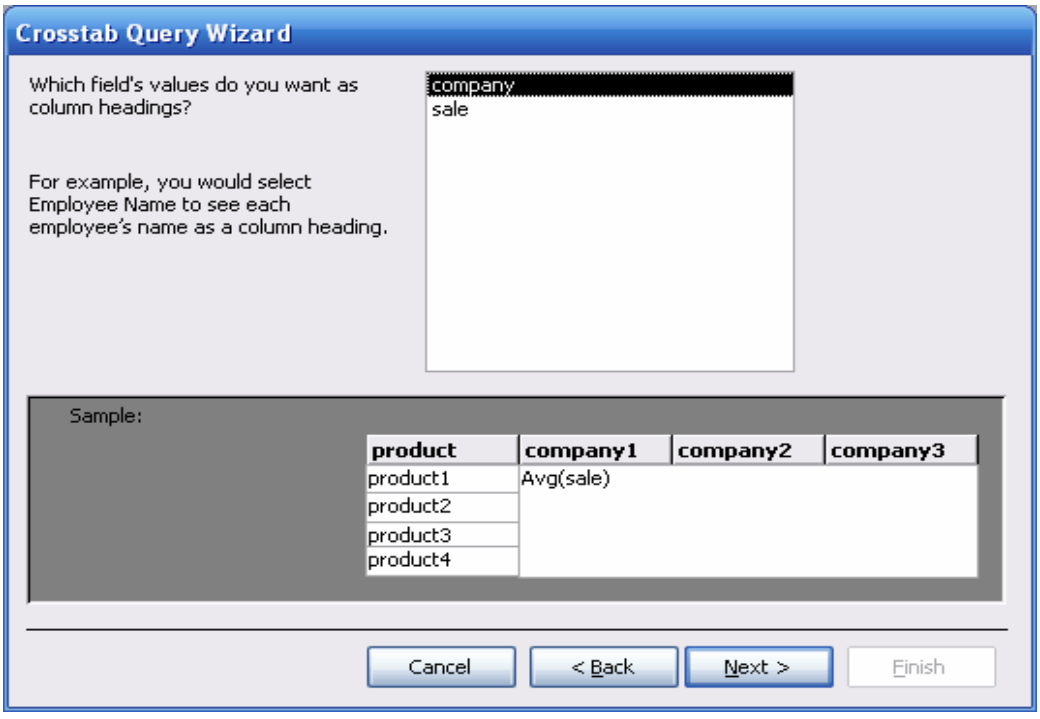

4. Select “Product” Table and click Next.



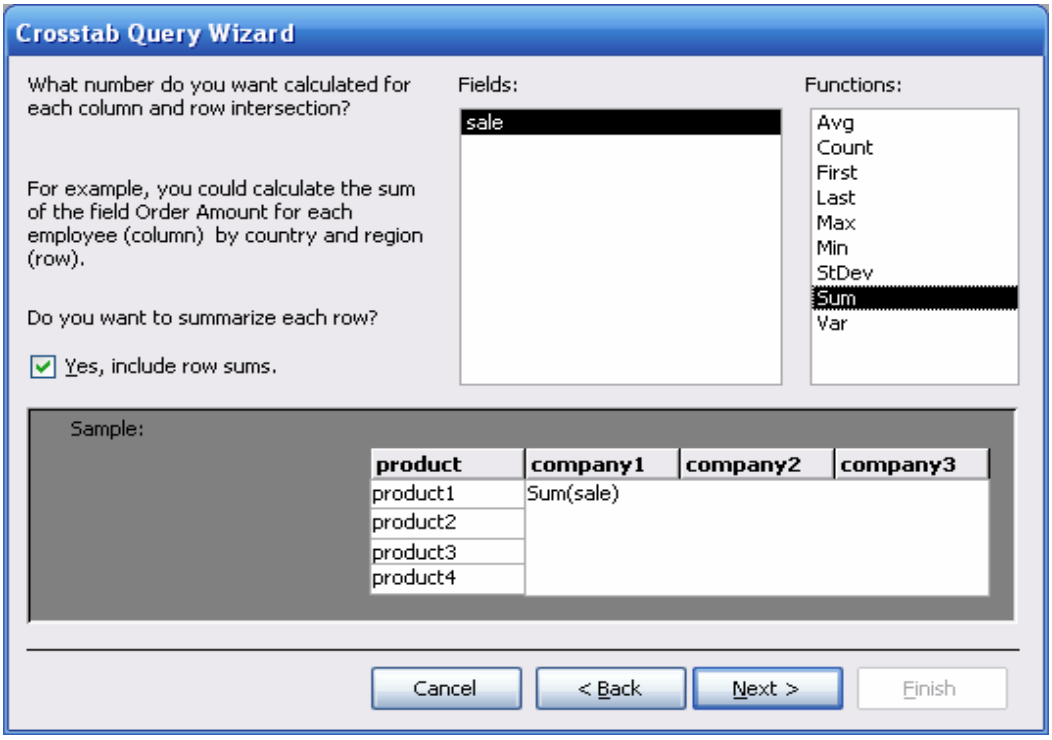
5. Select “product” field and click next.



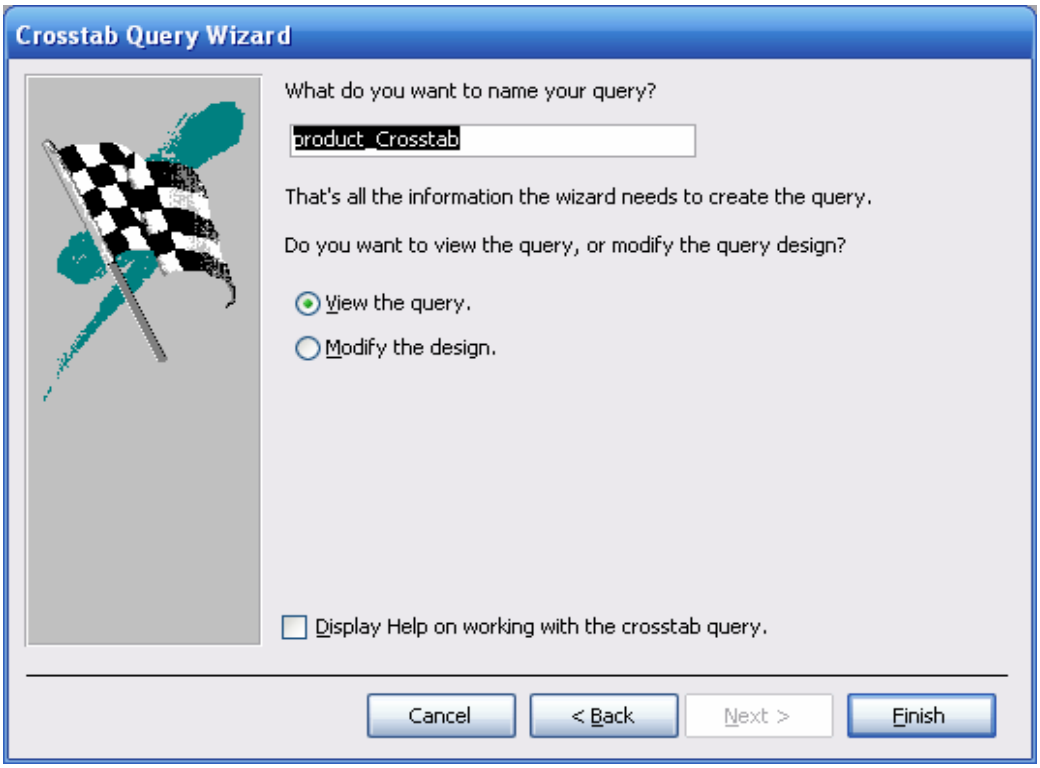

6. Select “company” field and click Next.



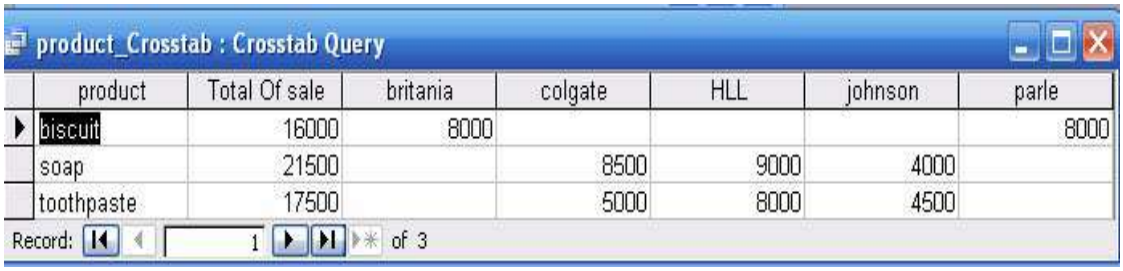
7. Select “sale” field and “Sum” from functions List and click Next




8. Click Finish



9. You can see Result like this.



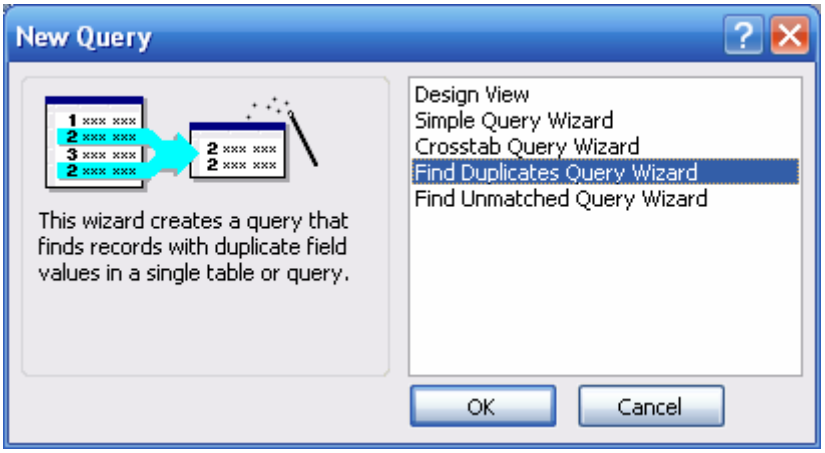
product_Crosstab : Crosstab Query

| product | Total Of sale | britania | colgate | HLL | johnson | parle |
|---|---|---|---|---|---|---|
| biscuit | 16000 | 8000 | | | | 8000 |
| soap | 21500 | | 8500 | 9000 | 4000 | |
| toothpaste | 17500 | | 5000 | 8000 | 4500 | |

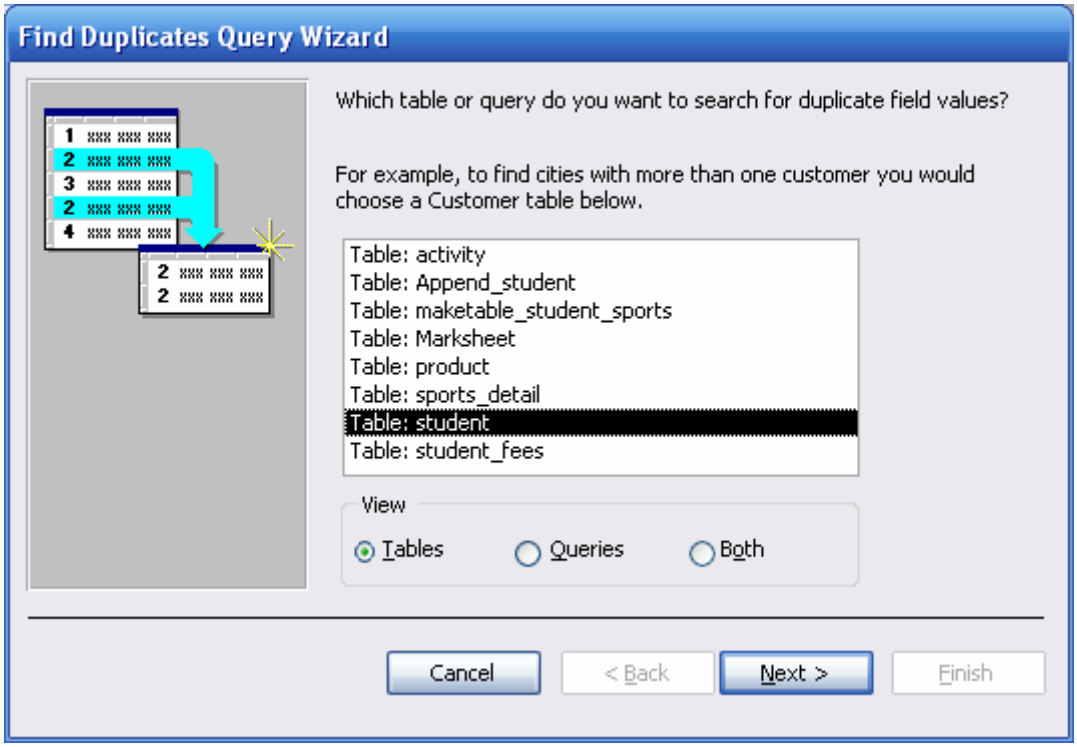
Record: 1 of 3

## Find Duplicate Query

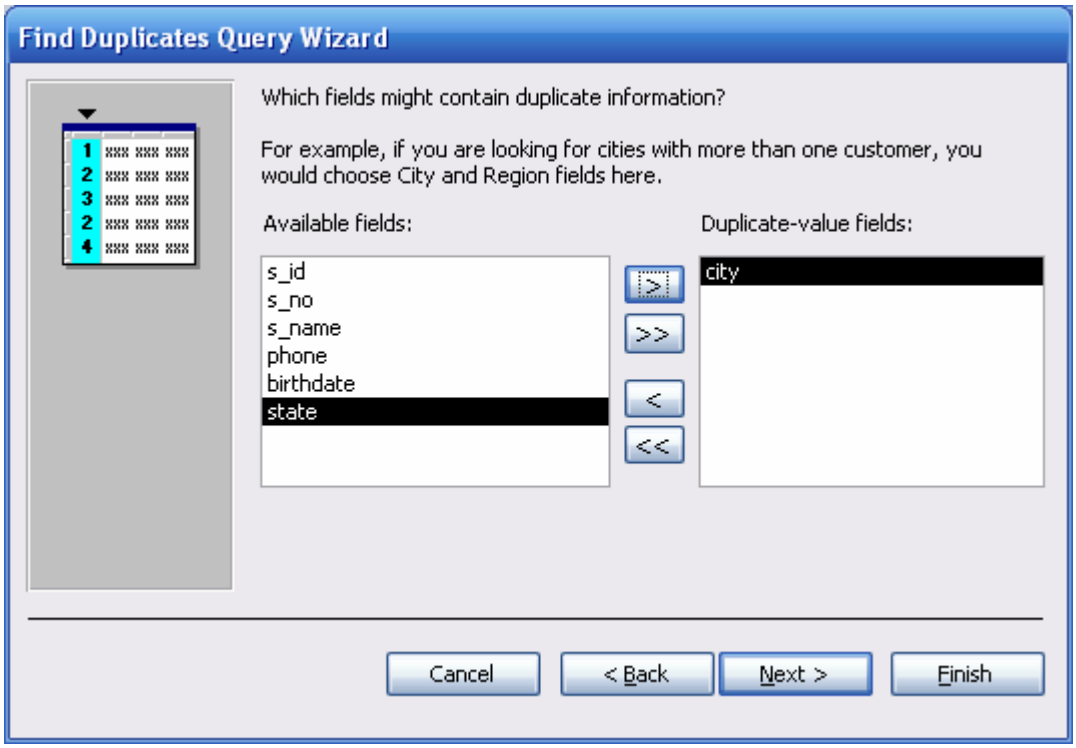
1. In Database window →click **Queries** under **Objects** .
2. Click on New button in Database window and select Find Duplicates Query Wizard.



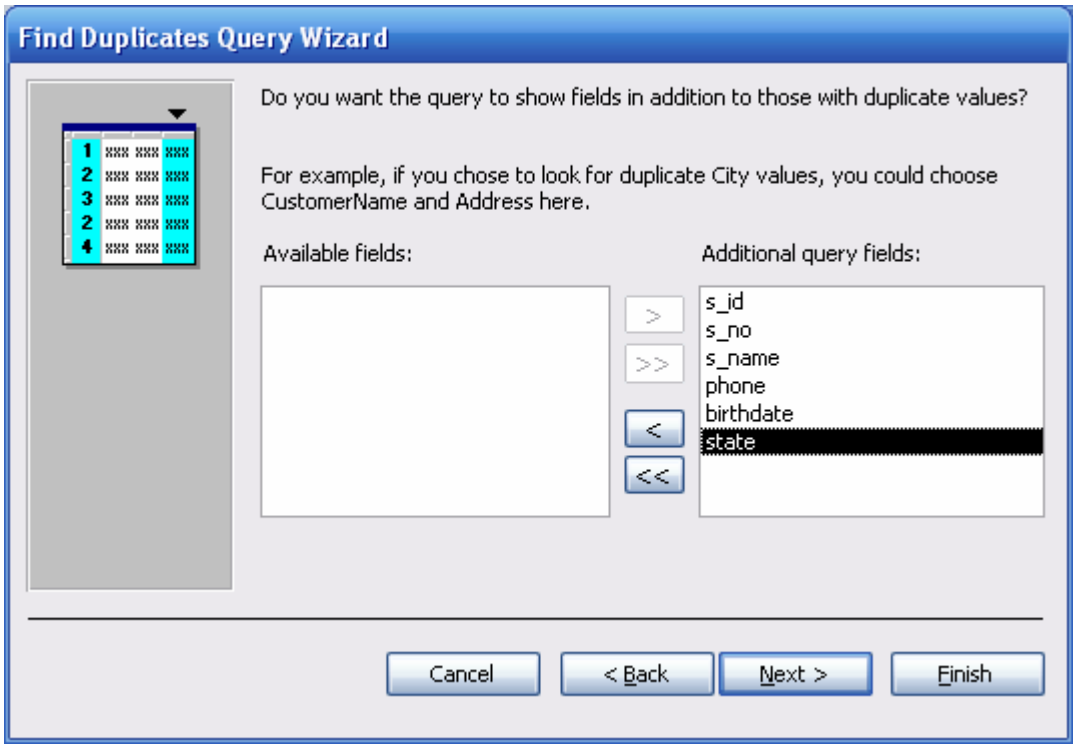

3. Select “student” table from Dialogbox and click Next.



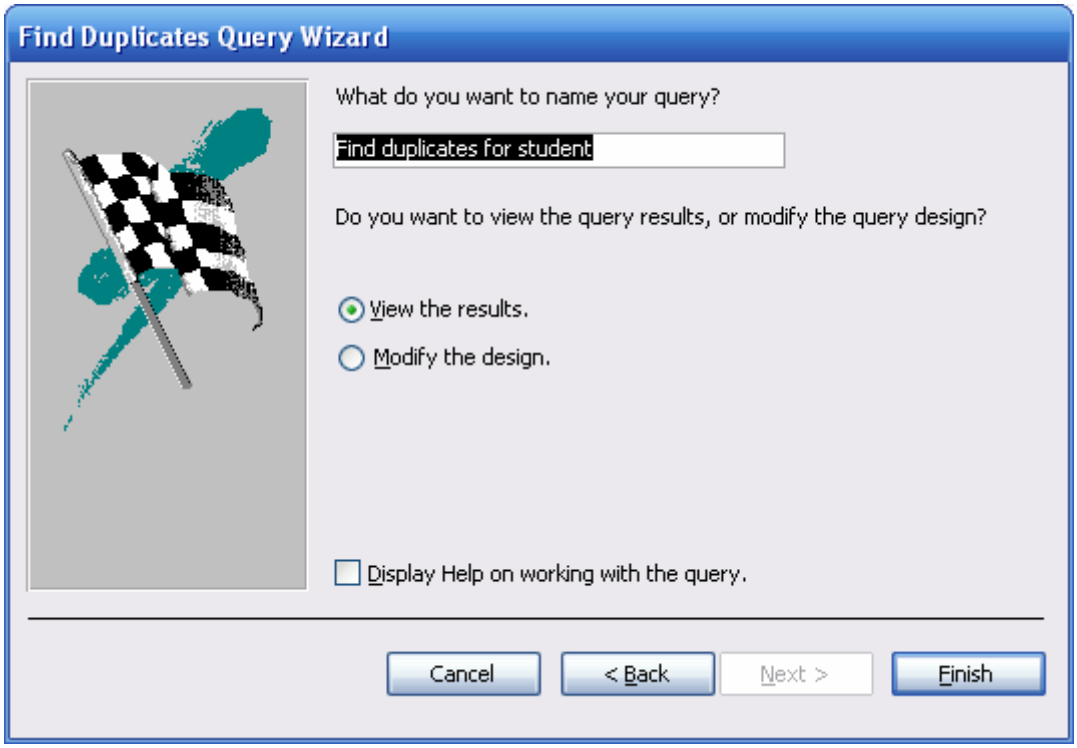
4. Select “city” for find duplicate value and click Next.



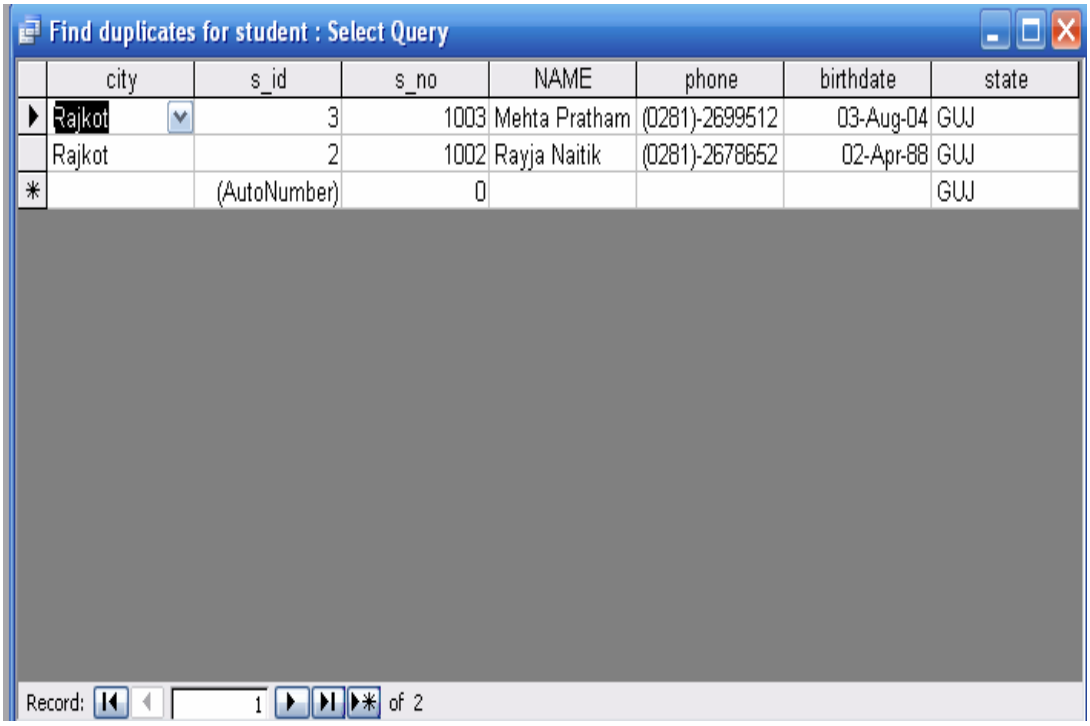

5. Select Additional fields for Query and click Next.



6. Click Next without change and click Finish.

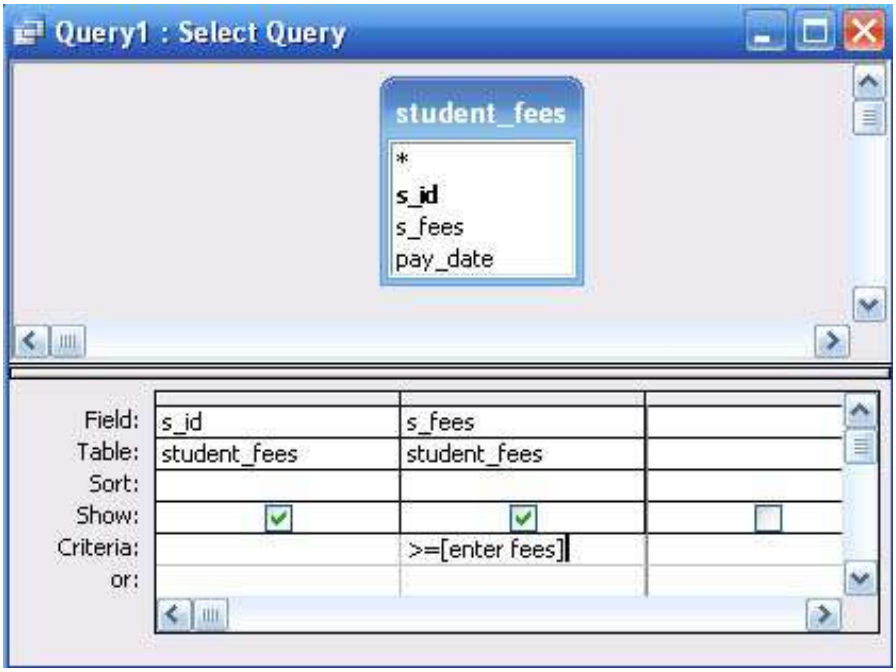



7. Result for above query.

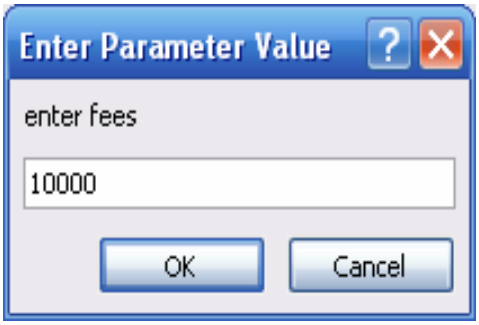


## Exercise 12 : Create Parameter Queries.

1. In Database window →click **Queries** under **Objects** .
2. Click on “Create Query in Design View”.
3. In show table dialogbox select “student_fees “ table and click on Add.
4. Close show table Dialogbox.
5. Add “s_id and s_fees” fields of student_fees table to QBE Grid.
6. Type >=**[enter fees]** in criteria row.




7. Click Run and you will get following Dialog box and write your parameter and click Ok.




8. Now you will get out put and save query named “student_fees_parameter” .

# Lab Manual
# Developed at
# Computer Science Laboratory
# Of
# Shree M.M.Ghodasara Mahila College
# Under guidance of

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| | |

***~ There is no alteration of Hardwork***