MOAC Access Circling Back 1 (after L5)

# Circling Back

You are a real estate agent and have recently opened your own office—Woodgrove Real Estate— with several other licensed agents. Because you are the one who is most knowledgeable about computers, you will be responsible for keeping track of the listings and other relevant information. You will use Access to begin developing the database that will be used by everyone in the office.

## CB 1 - Project 1: Create a Database and Tables

After sketching out a plan on paper, you are ready to begin creating the database and tables.

**GET READY**. Launch Access if it is not already running.

1. Near the center of the screen, click the **Blank desktop database icon**.
2. In the File Name box, key **WoodgroveXXX** (where XXX is your initials).
3. Click the **folder icon** and browse to the location where you want to store the file.
4. Click the **Create** button to create a new blank database.
5. Click **Click to Add** and click **Short Text** on the shortcut menu.
6. Key **Address** as the column name and press **Enter**.
7. Add new **Short Text** columns named **Bedrooms**, **Bathrooms**, **Square Feet**, and **Price**.
8. Click the **FILE** tab and click **Save**.
9. In the Save As dialog box, key **Listings** as the table name and click **OK**.
10. On the CREATE tab, in the Templates group, click the **Application Parts** button, and click **Contacts** to create a new table. Click **Yes**, if necessary, to close and save the Listings table, then click **Cancel** in the Create Relationship dialog box that appears.
11. Open the **Contacts** table.
12. Right-click the **Company** field header and click **Delete Field** on the shortcut menu. Click **Yes** if you receive a dialog box warning you about the deletion.
13. Delete the Job Title, Business Phone, Fax Number, Address, City, State/Province, ZIP/ Postal Code, Country/Region, Web Page, Notes, and Attachments columns. (If you get a message asking if you want to delete all indexes for the ZIP/Postal Code column, click **Yes**.)
14. **SAVE** the table as **Agents**.
15. Delete all the objects in your database except the Agents and Listings tables.

## PAUSE. LEAVE the database open to use in the next project.

## CB1 - Project 2: Modify Tables and Fields

Now that you have created the tables for your database, you need to modify them to suit your needs.

**USE** the database that is open from the previous project. The Agents table should be displayed.

1. On the HOME tab, in the Views group, click the bottom portion of the View button and then click **Design View**.
2. On the TABLE TOOLS DESIGN contextual tab, in the Show/Hide group, click **Property Sheet**.
3. In the Property Sheet's Description property box, key **Agent contact information**.
4. Click **Close** to **CLOSE** the property sheet.
5. In the upper portion of the table design grid, click the **EmailAddress field** . In the field properties on the bottom, click in the Required property box and set it to **Yes**. In the field properties, click in the Default Value property box and key **@woodgroverealestate.com**.
6. **SAVE** the table and switch back to **Datasheet** View.
7. **OPEN** the **Listings** table. Place the insertion point in the **Price** column.
8. On the TABLE TOOLS FIELDS contextual tab, in the Formatting group, click the **down arrow** in the Data Type box and click **Number**.
9. In the Format box, click the **down arrow** and choose **Currency**.
10. Change the data type/format on the Bedrooms, Bathrooms, and Square Feet fields to **Number / General Number**.
11. Click the **Click to Add** column. Choose **Attachment** as the data type to create an attachment column.
12. **SAVE** the table.

## PAUSE. LEAVE the database open for the next project.

## CB1 - Project 3: Create Forms and Enter Data

Now it is time to enter data into your database. First you create a form to make this task easier.

**USE** the database that is open from the previous project. The Listings table should be displayed.

1. On the CREATE tab, in the Forms group, click the **More Forms** button.
2. Click **Datasheet** to create a datasheet form.
3. Click the **FILE** tab and click **Save**.
4. In the Save As dialog box, key **Listings** as the form name and click **OK**.
5. Use the form to enter data into the Listings table, as shown in Figure 1.



1. Display the **Agents** table.
2. On the CREATE tab, in the Forms group, click the **Form** button.
3. **SAVE** the form as **Agents**.
4. Switch to Form View and use the form to enter the data shown in Figure 2.



1. Click the **Next record** button on the record navigator.
2. Enter the data shown in Figure 3 as the second record.
3. Enter the data shown in Figure 4 as the third record.



1. **CLOSE** the Agents form and the Listings form.

## PAUSE. LEAVE the database open for the next project.

## CB1 - Project 4: Add Attachments and Create a Lookup Field

You have begun to use the database and realize it would be helpful for the Listings table to include the listing agent. Create a lookup field with this information and attach photos for some of the houses.

**USE** the database that is open from the previous project.

1. In the Listings table, double-click the **Attachment** field for the fourth record (677 West Avenue).
2. In the Attachments dialog box, click **Add**.
3. Navigate to the data files for this lesson, select ***677\_West\_Avenue***, and click **Open**.
4. In the Attachments dialog box, click **OK**.
5. Attach the photo named ***2002\_Sundown\_Lane*** to the sixth record.
6. In the Listings table, place the insertion point in the cell under the Click to Add column.
7. On the TABLE TOOLS FIELDS contextual tab in the Add & Delete group, click the **More Fields** button. Click the **Lookup & Relationship** command.
8. Click **Next >** twice.
9. Click **Last Name** and then click the **>** button to move it to the Selected Fields box.
10. Click **Next >** three times.
11. Key **Listing Agent** as the title for your lookup column.



1. **CLOSE** the form.

**STOP. CLOSE** the database.