

INF 293 Computer Programming for Business Applications
Class Work – 8

(Importing External Data, Creating Relationships, Queries, Reports, Forms and Switchboard)

1. Start Access and create a new **ABC** database. This database has no tables initially.
2. Use Get External Data command to import the worksheets (**Patients** worksheet and **Physicians** worksheet) from the **Chapter 4 Practice 2 – HMO Data** (in the Exploring Access folder) into the new **ABC** database.
3. Create a one-to-many relationship between the **Physicians** and **Patients** tables.
4. Create a report that displays the relationships diagram. To do this:
 - a. On the Database Tools ribbon, click Relationships to open the Relationships window.
 - b. On the Relationships Tools ribbon, click Relationships Report
 - c. The *Relationships Report* generates a **report** with the default name and header ***Relationships for ABC***; the header contains the date that you created the report. You can **save** this report for future reference.
5. Create a query that lists all patients in alphabetic order by last name. Your query should include the patient's first and last name, birthdate, gender, the last name of the patient's physician, and the physician's phone number.
6. Create a report based on the query from part 5.
7. Create an "About the ABC database form" similar to the the form (About Investment) that was introduced in the Investment database. To do this:
8. On the **External Data** ribbon, click **Import Access Database**, Select Access file (Investment) and click "**Import tables, queries, forms, reports, macros, and modules into the current database**.
 - a. On the Import window, select **Investment** database, click **Import**.
 - b. On the Import Objects window, click **Forms** tab, select **About Investments**, and click **OK**.
 - c. Rename **About Investments** form as **About ABC**, open the form in Design view and make necessary modifications.
9. Create two simple forms, for patients and physicians, in the ABC database.
10. Create a switchboard for the **ABC** database that provides access to the relationships report in step 4, the report in step 6, the forms in step 7 and 8. The switchboard should also include an Exit item to close the database.