

INF 293 Computer Programming for Business Applications
Class Work – 9

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

1. Start Access and create a new **GARDEN** database. This database has no tables initially.
2. Use Get External Data command to import the worksheets (**Categories** worksheet and **Products** worksheet) from the **GardenData** folder **into** the new **GARDEN** database.
3. Create a one-to-many relationship between the **Categories** and **Products** 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 Reports* generates a **report** with the default name and header ***Relationships for GARDEN***; the header contains the date that you created the report. You must **save** this report for future reference.
5. Create a select that query that includes the category name, product's name, unit price and units in stock. The query must select the products that are less than 10 in stock (Criteria: Units in stock < 10).
6. Create a report based on the query from part 5. The report should be sorted by Product Name in ascending order.
7. Create an “About the GARDEN database form” similar to the form (About Investment) that was introduced in the Investment database. To do this:
 - a. 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.**
 - b. On the Import window, select **Investment** database, click **Import.**
 - c. On the Import Objects window, click **Forms** tab, select **About Investments**, and click **OK.**
 - d. Rename **About Investments** form as **About GARDEN**, open the form in Design view and make necessary modifications.
8. Create two simple forms, for Categories and Products in the **GARDEN** database.
9. Create a switchboard for the **GARDEN** 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.