**L6 - Making your own Database**

Mr Anderson wants you to create a database which will hold details about all students at Bourne Grammar School. He needs you to create tables, validation rules, forms and queries etc.

Use the Snipping Tool to screenshot each of the tasks below that you complete, and then copy and paste the screenshot into the appropriate section in this worksheet.

1. **Thinking of fields and data types**

List between 6 and 8 fields that would store useful information about Bourne Grammar students. For example, **Name**, **Address**, etc.

Be sure to include correct data types for each field **(5 MINS)**

|  |  |
| --- | --- |
| **Field Name** | **Data Type** |
| ID | AutoNumber |
| Name | Text |
| Address | Text |
|  |  |
|  |  |
|  |  |
|  | Completed |
|  |  |

1. **Setting up the database table**

Now you need to set up the actual database table in Access. Make sure you are typing your **fields** in, choosing correct **data types** and putting suitable **descriptions** in.
**(10 MINS)**

 Use **L3 – Creating Databases on Bourne to** **Code** to help you.

Completed

1. **Creating a lookup list**

For one of your fields you need to include a **lookup list** which will only allow the user to enter data that is on the list. **(3 MINS)**

Use **L3 – Creating Databases on Bourne to** **Code** to help you.

Completed

1. **Adding validation rules and error messages**

Once you have done this, you need to add **three validation rules** and **three validation text error messages** to suitable fields**.**

Your validation rule should prevent the user from entering silly data. For example: they should not be able to enter birth dates into the future. **(5 mins)**

Use **L3 – Creating Databases on Bourne to** **Code** to help you.

Completed

1. **Creating a form**

When your table has been completed you need to create a **Form** to allow the user to easily enter data.

Make sure the form is easy to read and you have redesigned it in some way to improve its appearance. Extra credit will be given for a suitable image used. **(10 MINS)**

Completed

Use **L4 – Database Forms on Bourne to** **Code** to help you.

1. **Entering your data into the database**

Add **15 records** to your database using the form, to make sure that your combo box and validation rule works. Make these records up using dummy data, don’t use the personal information of your form. **(5 MINS)**

Completed

1. **Creating a search query**

Create **eight search queries** for your database. At least three of the queries must be complex and use any of the operators from the list below: **(10 MINS)**

* OR
* <, >
* BETWEEN AND
* Like \* \*
* \*a
* a\*

For example: you could search for all students under a certain age.

Use **L5 – Searching on Bourne to** **Code** to help you.

Completed