**Address Book for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The address book that you use at home is getting old so you have decided to create an electronic database to keep track of all your friends’ addresses and telephone numbers.

* Save the file as **address book** in your **database** folder
* Using the information below create an Address/Phone Book Database **BUT** before you start, **READ THE WHOLE ASSIGNMENT** to get all the needed information

#### Step 1 – In Design View enter the following Information (fill this out in pencil)

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Name** | **Data Type** | Description | **Field Size or format** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* Primary key = last name (break up the name below into first and last name for your table)
* Close and save the table as **address**.

#### Step 2 – Here is the data that must be recorded:

* Create a **FORM** to enter the data. **Customize the form with a title: My Address Book**
* Enter the following information:

**First & Last Name Address City Province Phone No.**

Sarah Sellearly 123 Bye St. Cambridge Ontario (519)745-7896

Jim Nazium 45 Court St. Waterloo Ontario (519)570-5642

Len Meemoney 87 Bumbanko St. Cambridge Ontario (519)746-6790

Franklee Mydear 92 Slim Dr. Cambridge Ontario (519)570-4598

Anne Ton 456 Croat Cres. Cambridge Ontario (519)747-3958

Carolyn Mice 48 Ratz St. W. Kitchener Ontario (519)570-3586

Sophie Addict 45 Recovery Ave. Kitchener Ontario (519)570-1232

# Chopper John 97 Fage Fairway Kitchener Ontario (519)567-4657

#### Step 3 - Edit the database - Make these changes to the data:

* Change the last name *Sellearly*  to *Superschtar*
* Change Anne Ton’s address to *95 Miller Dovic Dr*.
* Change Jim Nazium’s city to *Cambridge*
* Change Len’s phone number to (519)*911-0911*
* Insert a new field called **postal code** between Province and Phone Number.
* Then add the following postal codes:

Name Postal Code

Sarah Superschtar A2T 4H5

Jim Nazium B3Y 3L9

Len Meemoney C4T 7U8

Franklee Mydear D3S 6P9

Anne Ton E4R 3G5

Carolyn Mice F2R 6W7

Sophie Addict G2A 4R5

Chopper John H7H 5T6

* Add this friend to your database**: Bobbie Lewby, 25 Bester Drive, Cambridge, Ontario, Q1T 4X5, (519)748-1234**

#### Step 4 – Query the database (use practice 9 & 10 in the BTT workbook for guidance)

* Create a new query to find only those friends who live in Cambridge. Include all field names. Name the query **Your Name’s Cambridge Friends.**
* Choose file – print ->click properties button -> choose **landscape** -> OK -> OK (to print)

#### Step 5 – Report on the database

* Create and print an attractive report based on the address table. Include all field names.
* **Group** the report by city and **Sort** in ascending order by last name
* Choose a stepped layout and **landscape** orientation
* Name the report **Your Name’s Friends**
* Preview to ensure it fits on one page. Your name must be in the report title before you print.

|  |
| --- |
|  Summative Application Rubric |
| Database plan filled out on paper, showing ALL fields in databaseFields created correctly (type, size) in Access❑ Form created with customized title**Attach this page with your name****AND****the two printouts****AND****submit to teacher**Accurate data entryModifications made accurately* New field and data added correctly
* Query created correctly
* Query printed as requested
* Report generated correctly
* Report printed as requested, on one page
* Report contains no cut off information ( titles or data)

❑ tables, forms, query and report named as requested |
| All 4 most 3 some 2 few 1 R Incomplete |