Santa’s List

Reinforced Skills:

Setting primary key

Creating Relationships

Creating Queries

Editing Queries

Sorting Queries

Access

Save Santa’s List file to your eDisk. Include your name after the word “List”.

Open File from eDisk.

Enable Content if needed.

1. Open each table and set the ChildID field as the primary key. Close tables.
2. Create a relationship between all three tables using the ChildID field.
3. Using the Queries Wizard (or Query Design), create the following Queries:

# Query #1

1. From the Children Table add the FirstName and Age fields
2. From the Wish List table, add the Present field
3. From the Santa’s List table, add the Getting Present? Field
4. Run it. Figure out what field would tell you if they are getting presents and how you can tell. Go back to Design View.
5. Criteria: children getting presents (Hint: what does a checkmark mean? Yes?)
6. Sort First Name in ascending order
7. Change to Datasheet View (Run)
8. Title the Query “Presents YOUR NAME”
9. In Design view, add the Gender field to the Query, but don’t show field (uncheck it)
10. Delete the Getting Present Field from Query
11. Use criteria to find the children who are Boys under 5 years old
12. Run the Query (to make sure it worked)
13. Save as “Boys Under Age 5 YOUR NAME” (Query)
14. Return to Design View
15. Delete previous criteria
16. Use criteria to find children who are receiving a Video Game OR Books
17. Sort Age from smallest to largest (ascending order)
18. Run the Query
19. Save as “Video Games OR Books YOUR NAME”
20. Return to Design View
21. Delete previous criteria
22. Use criteria to find children older than 9 AND that are getting an iPod as a present
23. Sort the First Name field in descending order
24. Run the Query
25. Save as “iPod >9 YOUR NAME”

Close all Queries and start the next in Query Wizard or Query Design again.

INSTRUCTIONS CONTINUE ON THE BACK

# Additional Queries

Close all previous queries and start each of the following queries with Query Wizard or Query Design.

Fields: First Name, Last Name, Naughty

Criteria: Naughty children

Sort: Ascending by Last Name

Save as Query: Naughty Kids YOUR NAME

Fields: First Name, Last Name, City, State, Nice, Present

Criteria: Nice kids in Florida

Sort: Descending by City

Don’t Show: Nice field

Save as Query: FL nice kids YOUR NAME

Fields: Child ID, First Name, Present

Criteria: Less than 100 Child ID OR Greater than 300 Child ID

Sort: Descending by Child ID

Save as Query: Child ID YOUR NAME

Fields: First Name, Last Name, Getting Present, Present

Criteria: Getting a football as a present and their last name starts with M

Sort: Alphabetical by First name

Save as Query: Football M’s YOUR NAME

Fields: First Name, City, State

Criteria: Cities that start with C

Sort: Descending by City

Save as Query: C Cities YOUR NAME

## PRINTING/SAVING INSTRUCTIONS

1. Close all Queries
2. Copy all Queries in to a blank Word Document
3. Make sure to push enter before pasting a new one.
4. Save as Santa NAME in to your ACCESS FOLDER
5. Turn in to DocuShare.