**Class Summary for Thursday, September 7, 2012**

In today’s class, we learned the following:

1. **Appendix C slides**, covering the topics of –
   1. One-to-one and one-to-many relationships (slides #21-26);
   2. Explained that the “one-to-one” and “one-to-many” cannot be determined until the same question is asked “from left to right, and right to left”, and this question is:
   3. Given any one entity instance/and one row in this entity/this table, how many entity instances/rows in another entity/table will be associated. The question must be asked TWICE, each from one direction, to determine whether the relationship is one-to-one or one-to-many.
2. Then we skipped several slides and jumped to #40-45, talking about
   1. Three operations – projection, selection, and joining;
   2. Four objects – what are they?
3. **Access Tutorial 2** (the one by Dr. David Miller), which covers –
   1. Import data table (P.1) – please learn by yourself;
   2. Establish the Relationships (P. 2) – please learn by yourself; may have a VERY brief demo w/o explanation; (same as **Tech Plug-in 6** [below], part 4)
   3. Create queries and run queries (PP. 3-5): the skills were demonstrated in Demo 2 summarized below; the skills and steps here (PP. 3-5) should be studied by yourself as a review of Demo 2;
   4. Total query and calculated field query (PP. 6-9): not covered yet; please learn by yourself as a preparation for Tuesday’s class.
4. **Demo 2**: Creating queries, which covers –
   1. Simple queries – done;
   2. AND and OR queries – done;
   3. The rest of Demo 2 are to be completed Tuesday. Please study in advance as the preparation.
   4. **You are REQUIRED to replicate/redo the demo problems as your review** (using the posted database [Restaurant DB](http://www.csun.edu/~yz73352/312/312PPT/2-Access/Demo/Chapter%201%20Practice%207%20-%20Peppys%20Relational%20Database.mdb)).
5. Then we quickly went through **Technology Plug-Ins 6 and 7** that came with the book:

**Tech Plug-in 6 covers: (Please study the Plug-In thoroughly, either for review or preview)**

**1.** Describe the primary functions using Microsoft Access.

**2.** Describe the steps for creating a new database file using Access. **– learned last week; plz review**

**3.** Describe the steps for creating and modifying a table and fields using Access. **– last week**

**4.** Describe the steps for creating relationships between tables using Access. - **learn by yourself** (Same as Access Tutorial 2 [above], Part b)

**Tech Plug-in 7 covers: (Please study the Plug-In thoroughly, either for review or preview)**

**1.** Describe the process of using the Query Wizard using Access. **– we learned Query Design**

**2.** Describe the process of using the Design view for creating a query using Access. **– mostly done; PLEASE review**

**3.** Describe the process of adding a calculated field to a query using Access. **– next week**

**4.** Describe the process of using aggregate functions to calculate totals in queries using

Access. **– next week**

**5.** Describe how to format results displayed in calculated fields using Access.**- next week**

6. We then briefly went through the homework:

* The homework was posted on the class web;
* The problems for the homework are from Tech Plug-In 7 (details in the HW and in Plug-in 7);
* The two databases (DBs) needed for the homework are also posted on the class web ([WasteNotRecycling](http://www.csun.edu/~yz73352/312/312Assign/1-Access/T7_WasteNotRecycling.accdb), and [ClassicCars](http://www.csun.edu/~yz73352/312/312Assign/1-Access/T7_ClassicCars.accdb))

EXCEPT for “creating a relationship between data tables” (problem 1, part 2), all the skills that are needed for other problems and for Part 1 of Problem 1, have all been demonstrated in class. It is your responsibility to review those skills using –

* Access Tutorial 2,
* Tech Plug-In 6,
* Tech Plug-In 7

Since I have fairly detailed requirements for the format of the homework outputs, I asked you NOT to print UNTIL AFTER you have carefully studied and understood the requirements, stated at the beginning of the homework assignment (reproduced below).

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Please assemble the printouts **in the order** as given in the assignment; -2 if not.

Requirement for prints: (with explanation)

|  |  |
| --- | --- |
| For tables, and query **results** (list of selected data): use Access Print function; -NOT screen print! | I.e., in Access, click **File**, then click **Print** |
| for ***Design View***: Windows 7 please use Snipit/older Windows please <Alt>-<PrntScrn>, **select the area with query info** (do NOT give me the whole screen/whole desktop – whole screen will result in tiny prints), paste on Word, properly resized & annotate the graph, print the Word doc. | Either use Snipit to select proper area that contains the fields and the criteria, then paste it on Word;  Or use Alt-PrntScrn to print the active screen, then paste on Paint, then choose the proper portion (as indicated above), and paste on Word |
| for data table relationship: same as query Design View (print screen). | |
| All query design view must be carefully selected and resized to be readable; -2 if not | |
| Not resized or selected: | Resized and selected:     * Contains ONLY the RELEVANT info, and resized to be very readable |