KG Assignment - Worksteps

[0:00]   0.   Preliminary: Download the Excel File "KG Classes"

[0:50]   1.   Create Database - Name "Kindergarden"
   1.   Open Access
   2.   Choose New
   3.   Save in a good location

[1:55]   2.   Import "Classes" Table - using Excel file
   1.   Choose "外部データ" then "Excel"
   2.   Find the Excel File "KG Classes"
   3.   Note the first row contains labels, make sure they are made field names
   4.   Go through the fields and check the type
   5.   Note that the first column contains ID numbers (don't duplicate IDs)
   6.   Save the table as "Classes"

[5:15]   3.   Create "Classes" Form using Wizard
   1.   Choose "作成" then "フォーム ウィザード"
   2.   Choose the "Classes" table and add all the fields
   3.   Choose the desired form layout (表形式 or データシート might be suitable)
   4.   Save as "Classes"

[7:00]   4.   Create "Students" Table - using Design View
   1.   Choose "作成" then "テーブ ルデザイン"
   2.   Create fields
      •   ID — autonumber (make this a Key)
      •   StudentName — short text (40 ~ 80)
      •   Birthdate — date
      •   BoyGirl — short text (1)
      •   ClassID — number
   3.   Save as "Students"

[11:40]   5.   Create a relationship between "Classes" table and "Students" table
   1.   Choose "データベース ツール"
   2.   Choose "テーウルの追加". Add the "Classes" and "Students" tables
   3.   Select/drag "Classes.ID" to "Students.ClassID"
   4.   Check the relationship. Make it "参照整合性"
   5.   The relationship should be shown connected with "1—∞" ('many to one')
   6.   Save and Close

[13:40]   6.   Create "Students" Form using Wizard
   1.   Choose "作成" then "フォーム ウィザード"
   2.   Choose the "Students" table and add all the fields
   3.   Choose the desired form layout (単票形式 [default] is fine)
   4.   Save as "Students"

[14:30] 7. Modify "Students" Form to make drop-down list (i.e., ComboBox)
1. With Form "Students" open switch "表示" to "Design View"
2. Resize the input controls for "Birthdate" and "ClassID"
3. Open the properties tab
4. Replace the Textbox control for "ClassID" with a ComboBox (use right-click)
5. Select the "データ" tab of the properties
6. Change "値集合ソース" to a Query
   - SELECT ID, ClassName FROM Classes
7. Select the "書式" tab of the properties
   - Set the "列数" to "2"
   - Set the "列幅" to "0cm;5cm"
8. Switch "表示" to "Form View". The Control will now be a Dropdown Menu.

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Optional: Modify "Students" Form to use an OptionGroup Control for BoyGirl
1. With Form "Students" open switch "表示" to "Design View"
2. Choose "Option Group" from the "Controls"
3. Follow the steps and make two buttons with values "Boy"and "Girl". This will mean you have to store the two options as numbers "1" and "2".