Independent Project 1-5

Life's Animal Shelter (LAS) is an animal adoption agency that strives to keep its expenses down and donations up and is mainly run by volunteers. LAS does not turn any animal away, and its goal is to find homes for all animals within six months of their arrival. Julie Freed, one of the volunteers, has begun building a database for LAS. For this project, you work with her database, which currently has one table that contains information about the pets currently at LAS. Add new field into the table, edit field properties, enter data into records, modify the datasheet layout, and sort and filter the data in the table. [Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5]

DO NOT use the files below if you are completing an autograded SIMnet Project. Using the linked files below will prevent you from uploading and submitting your work in SIMnet. The files for all autograded SIMnet Projects **MUST** be downloaded from your class assignment.

File Needed: *LifesAnimalShelter-01.accdb*
Completed Project File Name: *[your initials] Access 1-5.accdb*

Skills Covered in This Project

- Open an existing database
- Use the Navigation Pane
- Edit field properties in Datasheet view
- Add a new field into a table
- Save a table
- Enter records
- Change the datasheet layout
- Sort data in a table
- Filter data in a table

1. Open the *LifesAnimalShelter-01* database from your student data files.
2. Save a new copy of your database.
   a. Select the **Save As** button [File tab]. The **Access Database** button should be selected in the Save Database As area.
   b. Click the **Save As** button.
   c. Select the desired location to which to store the copy of your database.
   d. Type *[your initials] Access 1-5* in the File name box.
   e. Click the **Save** button.
3. Enable content in the security warning.
4. Open the Navigation Pane.
5. Open the *Pets* table in Datasheet view.
6. Edit the field properties of the *Pets* table using the information in the following table. For several of the fields, you see a Some data may be lost warning message display when you change the field size. The sizes provided are large enough based on the data entered, so no data will be lost. Click the **Yes** button to make the change.

Field Name	Caption	Size
ID	Pet ID	AuN.
PetName	Pet Name	15
Type		10
Breed		40

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Dwayne Natwick

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