

ONLINE SOFTWARE SKILLS BUILDERS

Using Database Management to Track a Class Lending Library

In this activity you will be creating a database file that you can use to organize and track a classroom lending library. Follow each of the steps below to complete this project.

1. Start your database management software.
2. Start a new database called Lending Library.
3. Create the following structure for your lending library database file:

<i>Field Name</i>	<i>Type</i>	<i>Size</i>
Book Title	Text	50
Author Last Name	Text	30
Author First Name	Text	20
Copyright	Text	10
Reading Level	Text	5
Category	Text	30
Subject	Text	30

4. Add the following data to the database.

Book Title	Author Last Name	Author First Name	Copyright	Reading Level	Category	Content
The Universe	Smith	Alex	1999	4-5	Non-Fiction	Science
Mammals of the World	Arnich	Jacob	2002	5-6	Non-Fiction	Science
Women in War	Julius	Angela	1998	4-5	Non-Fiction	Social Studies
My Green Sky	Singleton	Tony	2001	3-4	Fiction	Fantasy
Angela's Kitchen	Ranard	Constance	1997	4-5	Fiction	Adventure
The House Jane Built	Tomas	Tony	2001	3-4	Fiction	Fantasy
Purple Mountains	Selders	Kendra	2000	4-5	Non-Fiction	Social Studies

5. Add three books of your own. Name yourself as the author of one of them.
Sort the database by author's last name.
6. Print a listing of the database records. It should be similar to the one below

Book Title	Author Last Name	Author First Name	Copyright	Reading Level	Category	Content
Mammals of the World	Arnich	Jacob	2002	5-6	Non-Fiction	Science
Women in War	Julius	Angela	1998	4-5	Non-Fiction	Social Studies
Angela's Kitchen	Ranard	Constance	1997	4-5	Fiction	Adventure
Agnes of Sckylarmia	Realon	Orin	1998	3-4	Fiction	Adventure
Purple Mountains	Selders	Kendra	2000	4-5	Non-Fiction	Social Studies
Crafts Galore	Shickel	Martin	2000	4-5	Non-Fiction	Art
My Green Sky	Singleton	Tony	2001	3-4	Fiction	Fantasy
The Universe	Smith	Alex	1999	4-5	Non-Fiction	Science
The House Jane Built	Tomas	Tony	2001	3-4	Fiction	Fantasy
Hockey for Everyone	Trene	Jessica	2001	4-5	Non-Fiction	Sports

7. Create a formal report of all records in the database. Be sure it is sorted by Title. If your software allows, group by category. Print the report. It should look similar to the one below.

Lending Library						
Category	<input type="text" value="Fiction"/>					
Book Title	Author Last Na	Author Firs	Copyrig	Reading	Content	
Agnes of Schybam	Reardon	Orin	1998	3-4	Adventure	
Angela's Kitchen	Ranard	Constance	1997	4-5	Adventure	
My Green Sky	Singleton	Tony	2001	3-4	Fantasy	
The House Jane B	Tomas	Tony	2001	3-4	Fantasy	
Category	<input type="text" value="Non-Fiction"/>					
Book Title	Author Last Na	Author Firs	Copyrig	Reading	Content	
Crafts Galore	Shickel	Martin	2000	4-5	Art	
Hockey for Everyo	Trene	Jessica	2001	4-5	Sports	
Mammals of the W	Arnold	Jacob	2002	5-6	Science	
Purple Mountains	Selders	Kendra	2000	4-5	Social Studies	
The Universe	Smith	Alex	1999	4-5	Science	
Women in War	Julius	Angela	1998	4-5	Social Studies	

8. Query the database so it displays only non-fiction books.
9. Create a report showing all fields for the non-fiction query sorted by last name.
10. Query the database so it displays only fiction.
11. Create a report using all fields and sorted by last name.
12. Your query reports should appear similar to the ones below.

Lending Library Non-Fiction

Author Last Name	Author First Name	Book Title	Copyright	Reading	Category	Content
Arnold	Jacob	Mammals of the Wo	2002	5-6	Non-Fiction	Science
Julius	Angela	Women in War	1998	4-5	Non-Fiction	Social Studies
Selders	Kendra	Purple Mountains	2000	4-5	Non-Fiction	Social Studies
Shickel	Martin	Crafts Galore	2000	4-5	Non-Fiction	Art
Smith	Alex	The Universe	1999	4-5	Non-Fiction	Science
Trene	Jessica	Hockey for Everyo	2001	4-5	Non-Fiction	Sports

Lending Library Fiction

Author Last Name	Author First Name	Book Title	Copyright	Reading Level	Category	Content
Ranard	Constance	Angela's Kitchen	1997	4-5	Fiction	Adventure
Reardon	Orin	Agnes of Schybam I	1998	3-4	Fiction	Adventure
Singleton	Tony	My Green Sky	2001	3-4	Fiction	Fantasy
Tomas	Tony	The House Jane B I	2001	3-4	Fiction	Fantasy