

Acme Regional Healthcare System Acme Regional Physician Database System
Exercise 1

1. You will need Microsoft Office Professional to complete the software exercises. The Office 2000 or XP versions will work. I strongly recommend that you have the software available to you so you can work conveniently. It is installed on the computers in all the UCF Campus labs. I recommend that if you are using the Main Campus labs you use the one in Classroom Building 1. You can purchase the academic version of the software at the UCF Computer Store for about \$200.

As senior students you need to have ready access to this software for all your course work. Microsoft Office Professional contains Access, Excel, Word and PowerPoint.

2. My expectation is that you have basic PC skills and have used these software packages before or can pick them up easily. If you don't have these skills I suggest that you withdraw from the course and go take CGS 1060 or 2100 first. **These exercises are not difficult to do.** They are demonstration projects that will show you some principles related to the use of information and information systems. I will help you if you need it.

3. You will find a file in the dropbox called acme4.mdb. This is a Microsoft Access database. It is a small database containing the names and other data about doctors at Acme Regional. At a 'real' Acme Regional, we might have 1500-2000 doctors on our medical staff. Download the acme4.mdb file to your computer. (Make sure you name it acme4.mdb) I suggest you make a folder on you disk for these projects. **Make sure you know where you are storing the file**

4. Start Access and open the acme4.mdb file.

5. There is one database table, 5 reports and 1 form. The table contains the columns and rows of this relational database. The reports are specific items from the database table. The form is really a data entry screen you can use to add or edit the data in the table.

6. Click on the table and open it up. Notice the row and column structure. Go to the bottom and add 1 new record. Use fictional data to do this. Make sure you save your work!

7. Click on the form tab and open the form in the list. You can see the database table in a different format. You can browse through the records in the database. Go to the end and open a blank form. I would like you to add 4 more fictional records to our Acme Physician Database. Save your work.

8. Click on the report tab and you will see there are 5 reports that have been designed for us to try out. There are specific reports that might be used by a variety of people at Acme Regional who might need the information.

9. Click on the 'Acme Regional Golf Tournament'. Access will extract the specific

information related to our doctors and their golf handicap. The planners of the annual Acme Golf Charity Tournament need this information to manage the event. Notice the report has extracted only a few of the many fields from the database table and has organized them. You can print this report out if you like. To turn in the report, I would like you to save it as a document file and put it in the dropbox for me. You can use the 'Export' function located under the 'File Pull Down Menu' to do this. For file type choose either word document or Rich Text Format. If you are not familiar with RTF, now is a good time to find out.

10. Repeat item 9 on the two other reports of your choosing. Notice, these are very different reports and might be used by lots of different people.

11. Based on your Acme Regional job, I would like to know what additional fields in the physician database you might want to see. I will be asking you this question on the discussion forum soon.

12. In summary, you are to download the database, add 5 new records, run the 3 reports and then put the 3 report files in the dropbox. Your participation in the discussion forum will be expected.