

7.04 Import

Total Points: 25

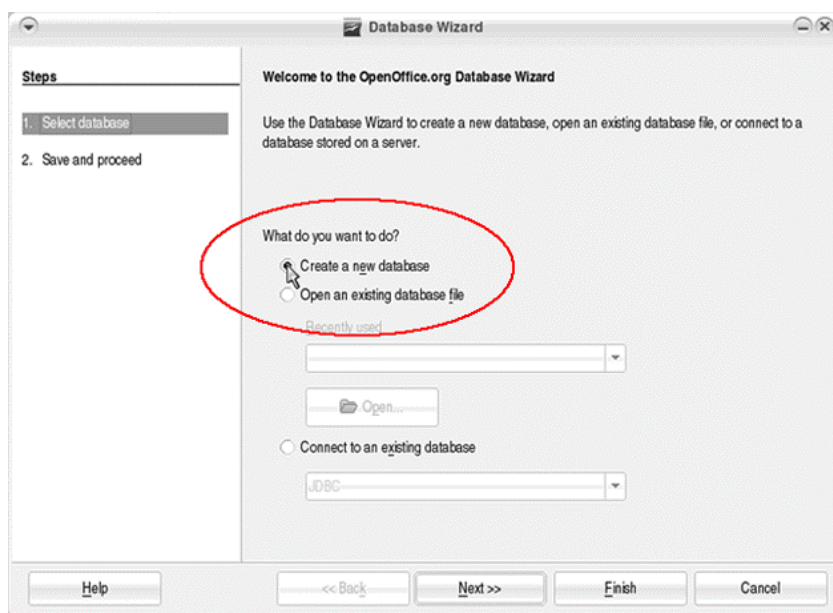
Your first task is to import a spreadsheet into a database table. You will be using the spreadsheet you created in Lesson 5.05.

- The spreadsheet you created in Unit 5, Lesson 5.05 should be titled "Class Tests". You may have named it something different, but you should first identify if you still have that file and that the spreadsheet is correctly set up.
- If you no longer have this file, then go to a spreadsheet program and create a simple spreadsheet of six students and four tests.
 - The spreadsheet headings should be: Student Name, Test 1, Test 2, Test 3, Test 4.
 - Add names for the six students and then add scores for each of the four tests taken by each of the six students. You can make up this information!
 - Name the file "Class Tests" and save it in a location you will remember.

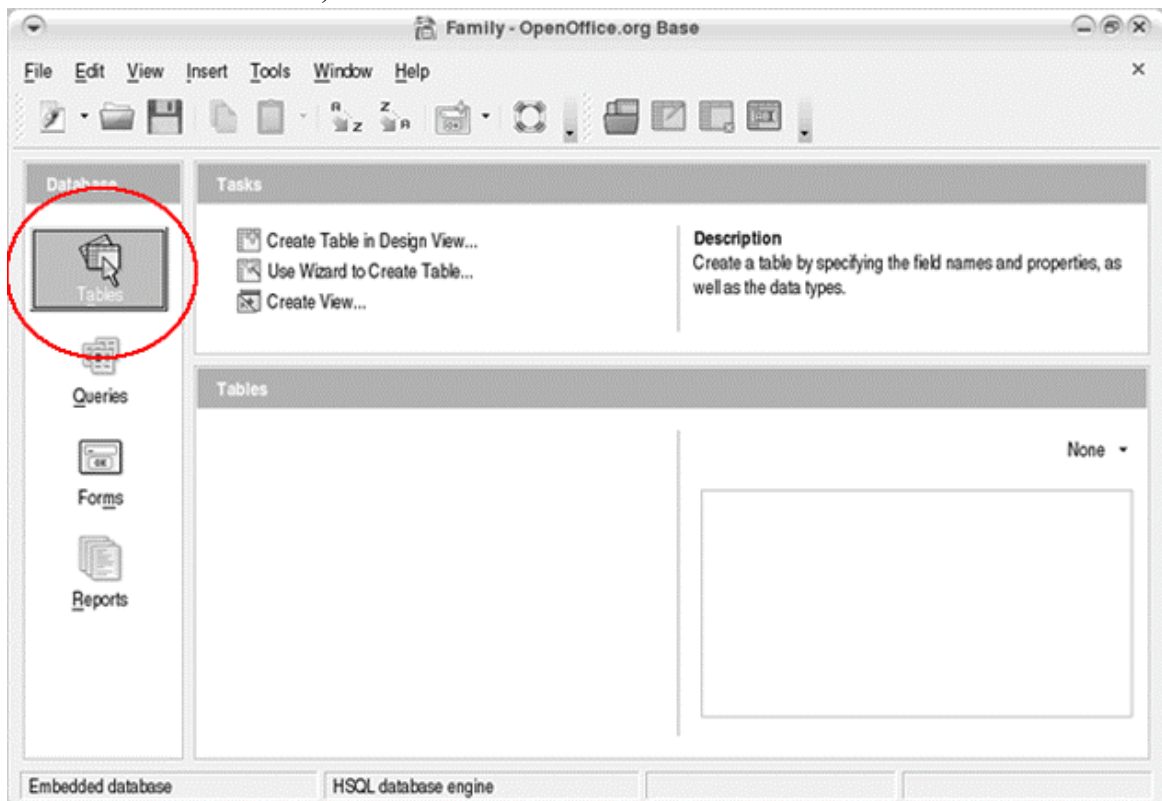
There are two versions of 7.04 Import assignment – one for Microsoft Access and the other for OpenOffice Base; below are instructions for using OpenOffice Base to complete this assignment.

Instructions if you're using OpenOffice Base:

1. Open OpenOffice Base.
2. Create a New Database.



3. Save database as “Student Tests”.
4. Now open the file that contains the data to be imported into Base.
 - a. Use the “Class Tests” spreadsheet file you created in the spreadsheet unit (Unit 5, Lesson 5.05).
 - b. You may have named the file something different, but you should first identify if you still have that file and that the spreadsheet is correctly set up.
 - c. If you no longer have this file, then go to a spreadsheet program and create a simple spreadsheet of six students and four tests.
 - i. The spreadsheet headings should be: Student Name, Test 1, Test 2, Test 3, Test 4.
 - ii. Add names for the six students and then add scores for each of the four tests taken by each of the six students. You can make up this information!
 - iii. Name the file “Class Tests” and save it in a location you will remember.
5. With your Class Tests spreadsheet file open, select all of the data in the spreadsheet. Be sure to include the top row, and then right-click to choose the Copy option.
6. Now go back to the Base program and be in the Tables area (one of the four words on the left side as shown below):



7. In the Student Tests database table area, right click and choose Paste.
8. You see the Copy Table dialog. Most databases need a primary key, so you may want to check the Create primary key box.
9. The spreadsheet data will then appear in the Open Office Base program.
10. Type "Tests" in the filename box; this names your database table.
11. You can delete the rows and columns dealing with Total, AVG, Count, MAX and MIN if you would like.
12. This is how it should look now:

ID	Student	Test 1	Test 2	Test 3	Test 4	Test 5	Test 6	Test 7	Add New Field
1	Joe Smith	80	100	93	89	70	95	100	
2	Ann Thomas	92	85	89		65	92	69	
3	Frank Hardy	95	90	88	91	90	98	78	
4	Mary Sims	76		90	89	87	90	94	
5	Mike Wilson	74	90	89	90	74	90		
*	(New)								

13. Add the following records.

Sam Jackson	Drew Smith	Kelsi Laye	Mike Dillard
Test 1 = 98	Test 1 = 68	Test 1 = 88	Test 1 = 58
Test 2 = 100	Test 2 = 70	Test 2 = 92	Test 2 = 88
Test 3 = 96	Test 3 = 76	Test 3 = 96	Test 3 = 78
Test 4 = 100	Test 4 = 80	Test 4 = 100	Test 4 = 89

14. Save your work and exit the software.