**✓Directions**

Use Access to complete the exercise below. Carefully follow the directions and check all data after entry.

The office manager of Upscale Mail Order has asked you to create a database that will maintain customer names and addresses and credit card information.

**Create a Database and a Table**

1. Start Access.
2. Create a new database; name it **A1A\_firstname\_lastname**.
3. Create a new table by entering data in Datasheet view.
4. Create the table by entering the field names and data shown in Illustration A at the bottom of the page. Access will create the ID primary key field.
5. Close the table and save it as **tblCustomers**.

**Edit Field Names in a Table**

1. Open tblCustomers and change the ID field name to CustID.
2. Change the field names for each of the following fields shown in Illustration B.

**Illustration B**

|  |  |
| --- | --- |
| **Field** | **Change to** |
| First | First Name |
| Middle | Middle Name |
| Last | Last Name |

1. Change to Design view.
2. Change the data type for the ZIP field to Number.
3. Add a new field **Updated** after Telephone.
4. Select a data type of Date/Time.
5. Add the Description **Date record was changed**.
6. Save the table design, and switch to Datasheet view.

**Enter New Data and Edit Records**.

1. Enter data in the new field as shown in Illustration C.  
   *Hint: CustID and Last Name are shown for ease of reference. Enter the date in m/d/yyyy format (4/3/2011).*

**Illustration C**

|  |  |  |
| --- | --- | --- |
| **CustID** | **Last Name** | **Updated** |
| 1 | Baldwin | 4/3/2011 |
| 2 | Barrel | 6/22/2011 |
| 3 | Chalmers | 1/27/2012 |

1. Change Gleaner Baldwin’s middle name to **Orrel**.
2. Change the Updated field for Baldwin to **4/42011.**
3. Add the record for the new customer shown in Illustration D at the bottom of the page.
4. Close the table, saving the table design if prompted.

**Illustration A**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **First** | **Middle** | **Last** | **Address** | **City** | **State** | **Zip** | **Telephone** |
| Gleaner | Owen | Baldwin | 1804 Reaper Road | Davenport | IA | 52805 | (319) 555-0001 |
| Creighton | Earl | Barrel | 27 Fork Place | Chicago | IL | 60639 | (312) 555-8787 |
| Alice | Cramden | Chalmers | 1483 Farmers Circle | La Porte | IN | 46352 | (219) 555-5656 |

**Illustration D**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CustID** | **First Name** | **Middle Name** | **Last Name** | **Address** | **City** | **State** | **Zip** | **Telephone** | **Updated** |
| 4 | Jackson | Pollock | Fletcher | 123 Access Lane | Jasper | IN | 47546 | (610) 555-0123 | 2/22/2012 |