**✓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. Access will create the ID primary key field.

**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 |

1. 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 **4/4/2011.**
3. Add the record for the new customer shown in Illustration D at the bottom of the page.
4. Adjust column widths, if necessary, so that all data shows.
5. Close the table, saving the table design if prompted.

**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 |

**Create and Design a New Table**

1. Create a new table in Design view with the fields as defined in Illustration E.

**Illustration E**

|  |  |
| --- | --- |
| **Field Name** | **Data Type** |
| CardID | AutoNumber |
| CustID | Number |
| Card Type | Text |
| Expiration Date | Date/Time |
| Number | Text |

1. Set the CardID field as the primary key.
2. After completing the design, save the table as **tblCreditCard**.
3. Open **tblCreditCard** in Datasheet view and enter the data shown in Illustration F.
4. Adjust column widths, if necessary, so that all data shows.
5. Close the table.

**Illustration F**

|  |  |  |  |
| --- | --- | --- | --- |
| **CustID** | **Card Type** | **Expiration Date** | **Number** |
| 1 | RISA | 6/1/10 | 123-5678-9012-3456 |
| 2 | PrenticeCard | 8/1/11 | 2345-6789-0123-4567 |
| 3 | AMOKS | 9/1/11 | 5678-9012-3456-8901 |
| 4 | PrenticeCard | 8/1/12 | 4567-8901-2345-6789 |