Purpose: The purpose of this activity is to review basic Access skills from ITEC1001

Learning Outcomes: Students will be able to:

* Create a database.
* Create a new table.
* Insert and modify data in a table
* Create a form and use it to insert and modify data in a table
* Create a report based on a table

## Tasks:

1. Launch Access 2016.
2. Create a new database WMCRM.accdb in a dedicated folder for this class.
3. Create table CUSTOMER in **Design View** with columns as specified in figure AW-1-11 on page 40 of the textbook.
4. Make sure CustomerID is the primary key of the table.
5. Save the table.
6. Add data to the table in the **datasheet view** as specified in figure AW-1-24 on page 48 of the textbook.
7. Delete the record for Jessica Christman.
8. Insert the data in a new row for Jessica Christman.
9. Create a new form “Customer Data Form” using the form wizard. This form will include all the columns from CUSTOMER table and the layout should be “columnar”.
10. Using the newly created form add your information (could be made up, but first and last name should be real) as a new record to the table.
11. Using the newly created form, “navigate” to Judy Hayes’ record and change the first name from Judy to Julie.
12. Using the Report Wizard button, create a report, “Customer Report” that includes columns LastName, FirstName, Phone, Fax and Email. Layout should be tabular and orientation should be Landscape.
13. Save, close and submit your .accdb file on D2L.