#### Week 1 Exercise

### **Question I**

The structure for the table bulb shapes needs to be modified. Using Design View, modify the structure, then verify your work by saving a documenter report.

- 1. The database *Week 1 database* is required to complete this exercise.
  - a. Double-click the database *Week\_1\_database*.
  - b. If the Message Bar's **Security Warning** appears, click the **Enable Content** button.
- 2. Add fields by following these steps:
  - a. Open tblBulbShapes. Switch to Design View.
  - b. In the top pane, click in the **BulbShape** row.
  - c. From the **Design** tab, in the **Tools** group, select **Insert Row**.
  - d. For the Field Name key BulbShapeID.
  - e. For the Data Type select AutoNumber.
- 3. Change a field's properties by following these steps:
  - a. From the **Design** tab, in the **Tools** group, select **Primary Key**.
  - b. Double-click to select the field name **BulbShape**. Press Ctrl +C.
  - c. Press F6. Change the **Field Size** to **30**.
  - d. In the **Format** property, key >.
  - e. Press until you reach the **Caption** property. Press Ctrl +V.
  - f. Add a space between the words "Bulb" and "Shape."
- 4. Close an object by following these steps:
  - a. Right-click the **tblBulbShapes** tab. From the shortcut menu, select **Close**.
  - b. Save the changes to the table and click **Yes** when warned that some data might be lost.

### **Question II**

The sales department has determined that the company now needs to track sales events. You have been asked to add a new table to the existing database.

- 1. Use the database *Week 1 database* database.
- 2. Create a new table named **tblSalesEvent**.
- 3. Open the table in **Design View**. Add the following fields to the table.

Field Data Type Caption
SalesRep Text Sales Representative
StartDate Date/Time Start Date
EndDate Date/Time End Date

- 4. Change the Format to Short Date for the StartDate and EndDate fields.
- 5. Add Short Date **Input Mask** for both dates.
- 6. Change the **Field Size** property for **Sales Rep** to **35**.
- 7. Rename the field **ID** to **SaleEventID**.

# **Question III**

Normally, EcoMed payments are tracked by the accounting department through a separate application. The director of the IT department would like to test tracking expenses through the current access database. Create a new database and add the appropriate table.

- 1. Create a blank database and name it [your initials]-Application-01.
- 2. Create a new table named **tblPayments-**[your initials], and use **Design View** to add the following fields:

Field Name Data Type Field Size

PaymentID AutoNumber
CustomerID Number Integer
OrderID Number Integer

PaymentAmount Currency
PaymentDate Date/Time

Description Text 40

- 3. Delete the Field **ID**.
- 4. Set **PaymentID** as the primary key.

# **Question IV**

Try to connect online MySQL database and create tables.

- 1. Open browser and open <a href="http://114.215.81.70:8083">http://114.215.81.70:8083</a>. (Please use Rutgers Wi-Fi, not cable internet)
- 2. Login as BDM\_Fall2019, password: RBSFall2019
- 3. Choose Database **BDM\_Fall2019**
- 4. Create a new table named **Contacts\_[your name]**, the rest part will be discussed in course.