

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.

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