

---

## CL1000-INTRODUCTION TO INFORMATION AND COMMUNICATION TECHNOLOGIES

---

### Lab Task # 7 MS ACCESS

Create a blank database file, which will require you to **create 2 tables, 2 forms, and 2 reports**. Name your database file as

**Lab7\_Task1\_YourRollno\_Section.accdb**

**Lab7\_Task2\_YourRollno\_Section.accdb**

**Create table: CUSTOMERS** (using design view)

Create the field names and their properties as you need them to store your specific data for customers. You will have **at least five customers** (5 rows) with their information included in your customer table.

**CUSTOMERS Table Field Names:**

Customer ID (Primary Key: CID)

First Name (FNAME)

Last Name (LNAME)

City (CITY)

State (STATE)

Number of Purchases (PNUMBER)

Total Amount of Purchases (PTOTAL)

Date of Last of Purchase (PLAST)

**Create form: New Customers1** (Create form using “Split Form” Option)

Create a form for the Customers table. Include all fields in the form. Use the Form Wizard to create a form (**new Customers2**). Using the **New Customer1** form, enter two additional customers:

Marion Morrison   New Paltz   NY   3   \$150.00   March 12, 2010

Adam Jones   Kingston   RI   2   \$250.00   March 17, 2010

After the creation of the form, edit the last name and state of the 3<sup>rd</sup> row of your data. And check whether the change has been updated in the original data. If yes, you are good to go.

## Create report: CUSTOMERS\_Report

### Create report through report wizard

CID	FName	LName	CITY	STATE	PNumber	PTOTAL	PLAST	Click to Add
1	Saad	Ibrahim	Multan	Pakistan	50	5000	9/30/2024	
2	Saud	Husnain	Lahore	Pakistan	30	3050	10/1/2024	
3	Ahsan	Habib	Islamabad	UK	65	7000	7/9/2024	
4	Abu	Zar	Islamabad	Pakistan	50	4500	9/17/2024	
5	Wali	Hassan	Peshawar	Pakistan	35	3500	9/15/2024	
7	Marion	Morrison	New Paltz	NY	3	150	10/9/2024	
8	Adam	Jones	Kingston	RI	2	250	7/13/2022	
(New)								

Now, you have to do this below task by yourself.

## Create table: STUDENTS (using datasheet view)

Create the field names and their properties as you need them to store your specific data for students. You will have **at least five students** (5 rows) with their information included in your student table.

## STUDENTS Table Field Names: (Enter field names using the “Name and Caption” Option)

Student ID (Primary Key: SID)

First Name (FNAME)

Last Name (LNAME)

School (SCHOOL)

Class (CLASS)

Registration Date (RDATE)

## Create form: New Students (Create form using “Multiple Item” Option)

Create a form for the Students table. Include all fields in the form. Using the **New Students** form, enter two additional students:

Ali Haris BSS 08 March 12, 2010

Javaria Noor Roots 05 March 17, 2010

After the creation of the form, edit the school and registration date of the 5<sup>th</sup> row of your data. And check whether the change has been updated in the original data. If yes, you are good to go.

## Create report: Students Report

Create a report for the Students table.