
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:

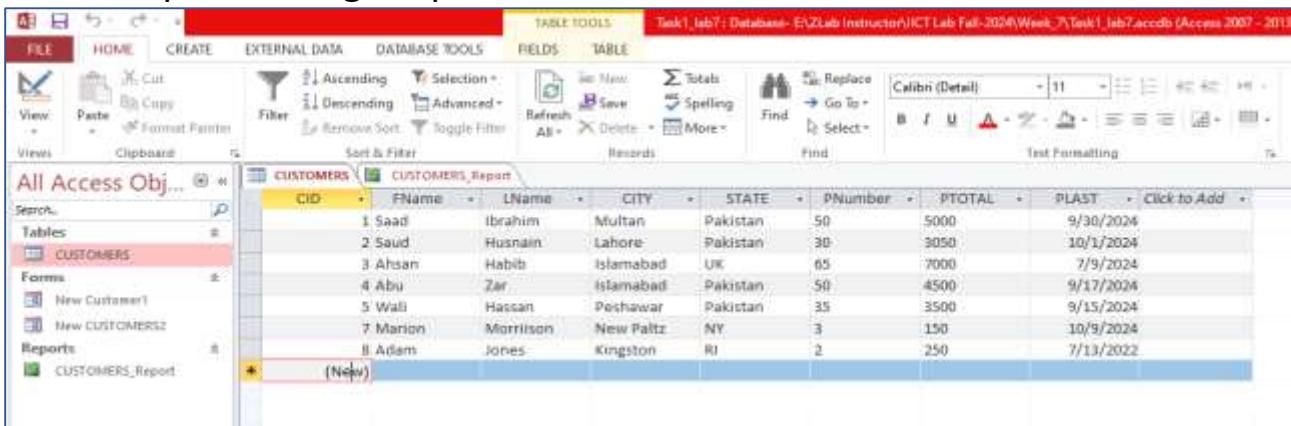
Marion Morrison New Paltz NY 3 \$150.00 March 12, 2010

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

After the creation of the form, edit the last name and state of the 3rd 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	CICKTOD
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	RU	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)

FirstName(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 5th 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.