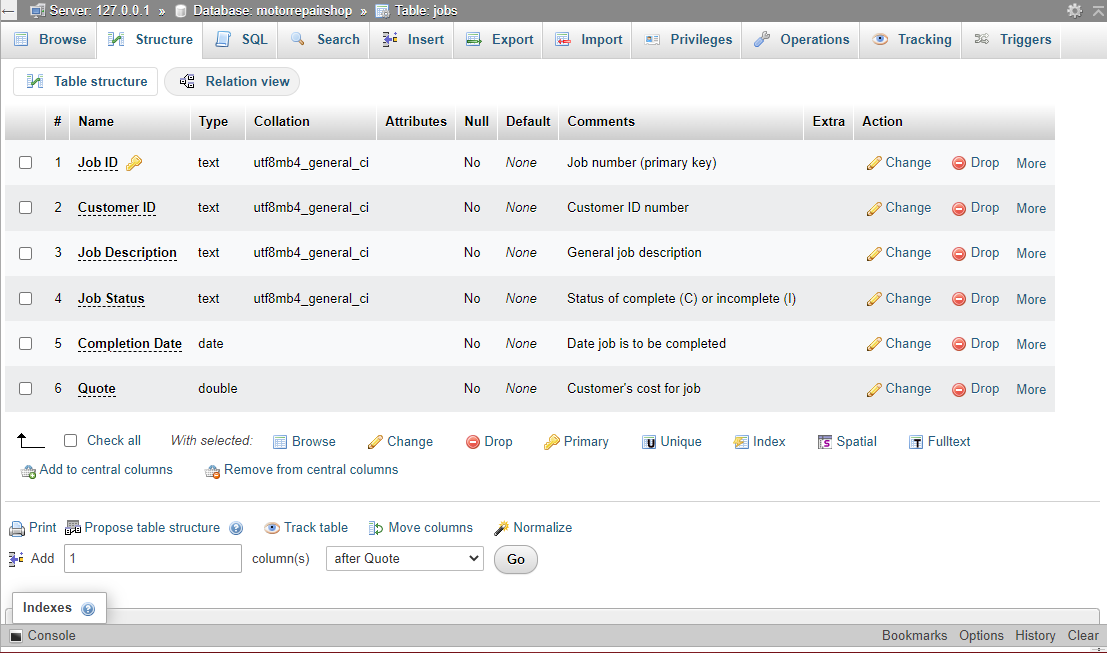
**OLIVER NJIRU NJERU 663565**

* *Save the Jobs table and screen-capture both its structure and data and paste into word.*



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Graphical user interface, application

Description automatically generated

* *Save the Customer table and screen-capture both its structure and data and paste into word.*

Graphical user interface, text, application, email

Description automatically generated

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Graphical user interface, text, application

Description automatically generated

* Now add one record in the Customer table with your name and your particulars – this is mandatory.

*Graphical user interface, text, application

Description automatically generated*

1. Open the Repair Shop database and then open the Jobs table in Design view.

*A screenshot of a computer

Description automatically generated*

2. Create a single field index for the Customer ID field, allowing for duplicates.

Graphical user interface, text, application, email

Description automatically generated

3. Create a multiple field index using the Customer ID and the Job Description fields. Name this index CustIDDesc.

Graphical user interface, text, application, email

Description automatically generated

4. Save these changes and display the Jobs table in browse view.

A screenshot of a computer

Description automatically generated

5. Order the records in the Jobs table in ascending sequence by Job Description within Customer ID.

Graphical user interface

Description automatically generated

8. Add a field called Quote Date between the Completion Date and Quote fields. Define the field as Date/Time. This field will contain the date the quoted price was given.

A screenshot of a computer

Description automatically generated

9. Save these changes and display the Jobs table in Browser view.

A screenshot of a computer

Description automatically generated

10. Change the Job Description for Job ID A564 from Valve Job – 66 Falcon to Rebuild Trans – 61 Thunderbird.

A screenshot of a computer

Description automatically generated

11. Order the records by the Job Description within Customer ID.

Graphical user interface

Description automatically generated

12. Create and save the following validation rules for the Jobs table:

a. Assign a default value of I to the Job Status field.

Graphical user interface, application, Word

Description automatically generated

b. Make Customer ID a required field.

Graphical user interface, application, Word

Description automatically generated

c. Specify that the values for Quote must be greater than or equal to 100 and less than or equal to 10000.

Graphical user interface

Description automatically generated with medium confidence