



CIS 11051 – PRACTICAL FOR DATABASE DESIGN

Information and communication Technology

Faculty of Technology

South Eastern University of Sri Lanka

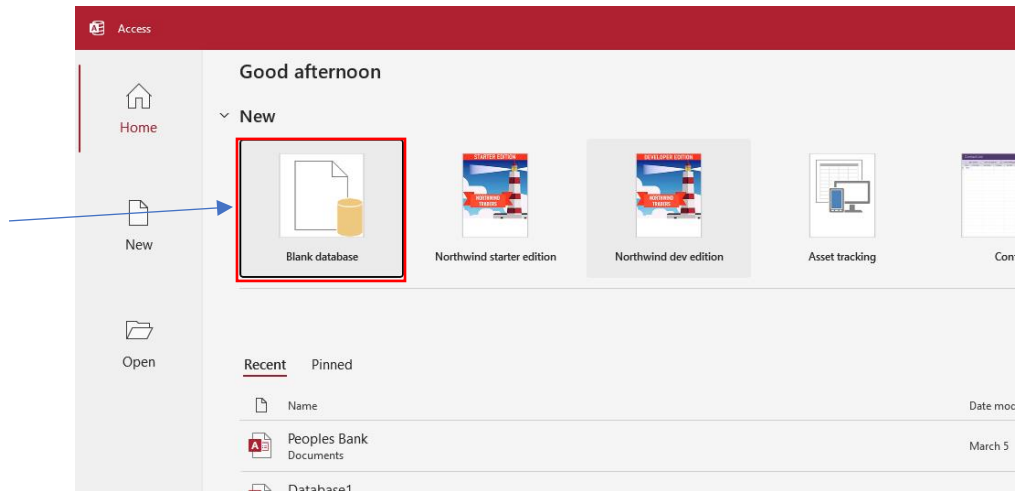
Registration Number: SEU/IS/22/ICT/075

Academic year: 22/23

LabSheet01

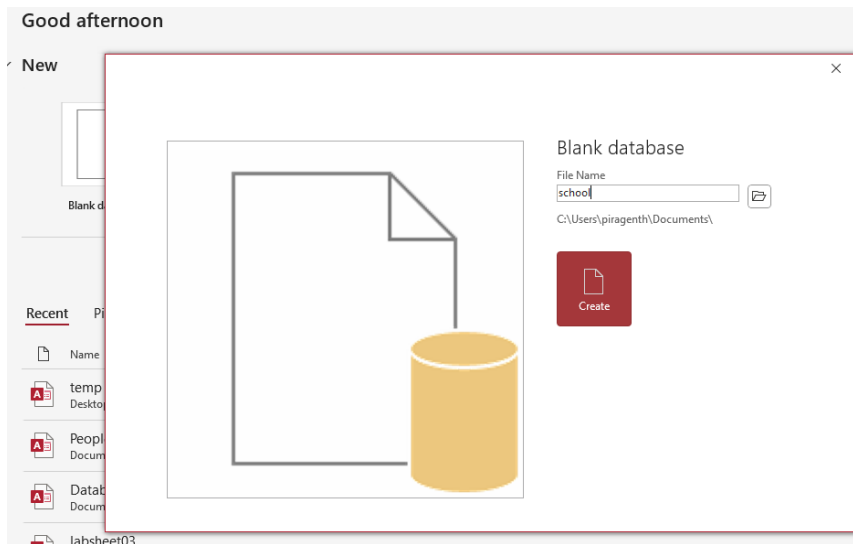
Exercises

1. Open MS Access -> click on “Blank database” -> type the “name” and click on “Create”.

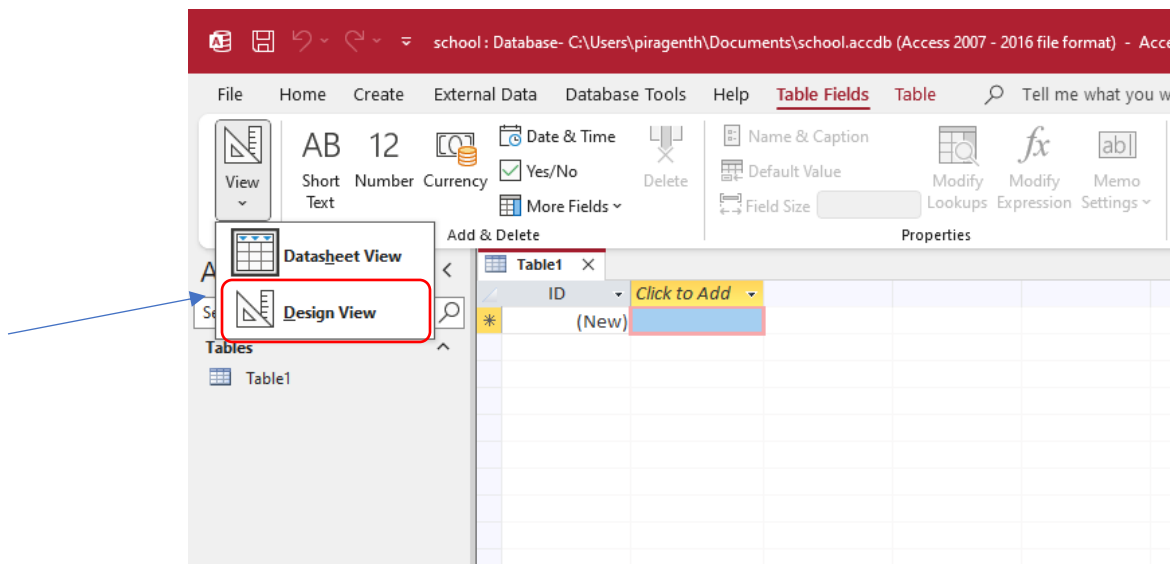


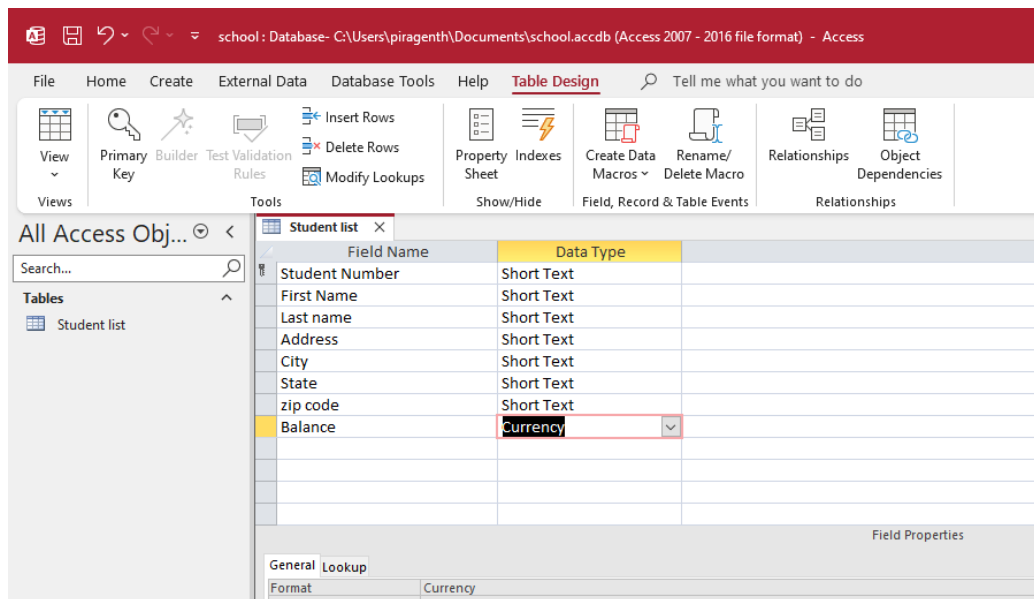
2.
 - a. under Create ribbon tab -> click on “table”
 - b. under Create ribbon tab -> click on “Form”
 - c. under Create ribbon tab -> click on “query wizard”
 - d. under Create ribbon tab -> click on “Report”
3. Short text : text and numbers up to 255 characters.
Long text: text and numbers up to 63,999 characters
Numbers: numeric data used in mathematical calculations
Date/Time: Date, time for years.
Currency: Currency values and numeric data that also used in calculations.
Yes/no : Boolean values only contain two value.

4. In MS Access click on “Blank database” -> rename it as school.

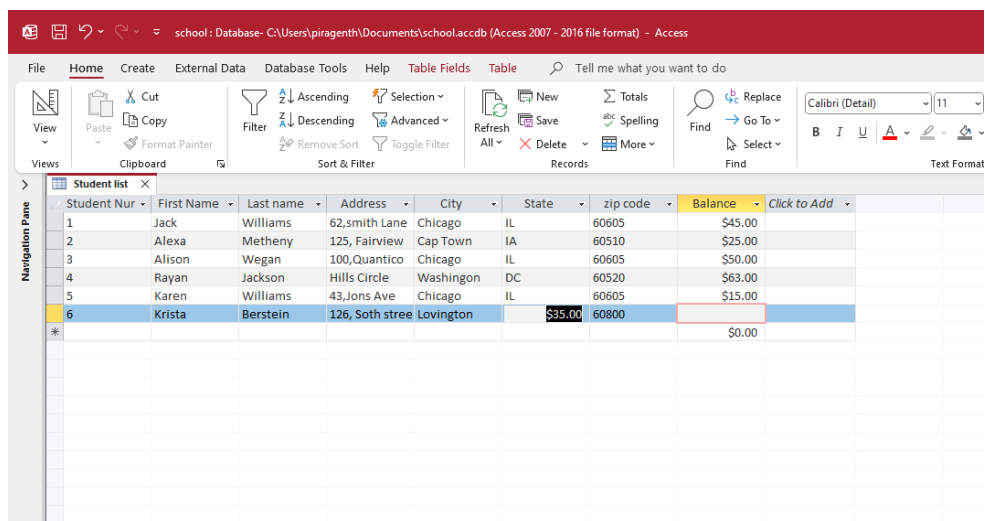


5. click on view -> design view





6. adding data to the table



7.

school : Database- C:\Users\piragenth\Documents\school.accdb (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools Help Tell me what you want to do

View Paste Cut Copy Format Painter Filter Sort & Filter Ascending Descending Advanced Remove Sort Toggle Filter Refresh All Save Delete More Find Replace Go To Select Find

Calibri (Detail) 11 B I U A Text Formatting

Navigation Pane

Student list x Query1 x

| | First Name | Last name | Address | Balance | zip code | State | City |
|---|------------|-----------|---------------|---------|----------|-------|---------|
| 1 | Jack | Williams | 62,smith Lane | \$45.00 | 60605 | IL | Chicago |
| 3 | Alison | Wegan | 100,Quantico | \$50.00 | 60605 | IL | Chicago |
| 5 | Karen | Williams | 43,Jons Ave | \$15.00 | 60605 | IL | Chicago |
| * | | | | \$0.00 | | | |

Record: 1 of 3 No Filter Search

Ready Num Lock SQL

school : Database- C:\Users\piragenth\Documents\school.accdb (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools Help Tell me what you want to do

View Paste Cut Copy Format Painter Filter Sort & Filter Ascending Descending Advanced Remove Sort Toggle Filter Refresh All Save Delete More Find Replace Go To Select Find

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| 1 | Jack | Williams | 62,smith Lane | \$45.00 | 60605 | IL | Chicago |
| 3 | Alison | Wegan | 100,Quantico | \$50.00 | 60605 | IL | Chicago |
| 4 | Rayan | Jackson | Hills Circle | \$63.00 | 60520 | DC | Washington |
| 6 | Krista | Berstein | 126, Soth stree | \$35.00 | 60800 | LC | Lovington |
| * | | | | \$0.00 | | | |

Record: 1 of 4 No Filter Search

Ready Num Lock SQL

8.

school : Database- C:\Users\piragenth\Documents\school.accd (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools Help Form Layout Design Arrange Format Tell me what you want to do

Views Themes Colors Themes Fonts Controls Header / Footer Tools

Navigation Pane

Student list

Student Number 1

First Name Jack

Last name Williams

Address 62,smith Lane

City Chicago

State IL

zip code 60605

Balance \$45.00

Record: 1 of 6 No Filter Search

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9.

school : Database- C:\Users\piragenth\Documents\school.accd (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools Help Report Layout Design Arrange Format Page Setup Tell me what you want to do

Views Themes Colors Themes Fonts Grouping & Totals Hide Details Controls Header / Footer Tools

Navigation Pane

Student list

Thursday, March 20, 2025 4:59:16 PM

| Student Number | First Name | Last name | Address | City | State |
|----------------|------------|-----------|------------------|------------|-------|
| 1 | Jack | Williams | 62,smith Lane | Chicago | IL |
| 2 | Alexa | Metheny | 125, Fairview | Cap Town | IA |
| 3 | Alison | Wegan | 100,Quantico | Chicago | IL |
| 4 | Rayan | Jackson | Hills Circle | Washington | DC |
| 5 | Karen | Williams | 43,Jons Ave | Chicago | IL |
| 6 | Krista | Berstein | 126, Soth street | Lovington | LC |

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