

CIS 11051 – PRACTICAL FOR DATABASE DESIGN
DEPARTMENT OF ICT
FACULTY OF TECHNOLOGY
SOUTH EASTERN UNIVERSITY OF SRI LANKA

Lab Sheet: 02

Date:

Title: Sorting and Filtering Records.

Aims:

- Import data into MS Access.
- Sorting and Filtering Records.
- Working with Forms.

Task 1:

1. Import the customer dataset into Ms Access and save it as *tblCustomer*.
 - I. Sort the “First Name” field in Descending order.
 - II. Filter the “City” field for Chapel Hill.
2. Import the order dataset and save it as *tblOrder*.
 - I. Select all the records after 10/12/2013
 - II. Select all the pre orders availability.
3. Create a form for customer table and name it as *frmCustomer*.
(your form should be following screenshot – remove layout)
 - I. Add the following buttons.
 - Button 1 Search
 - Button 2 Previous
 - Button 3 Save
 - Button 4 Print
 - Button 5 Close
 - Button 6 Next

II. By using the **combo box**, change the **Add to mailing list field?**

CUSTOMERS FORM

ID	1	<input style="width: 90%;" type="text" value=""/>	
First Name	Tracey	Email	beck@email.com
Last Name	Beckham	Phone Number	919-555-2314
Street Address	7 East Walker Dr.		City
			Raleigh
State	NC	Zip Code	27612
		Add to mailing List ?	<input style="width: 100%;" type="text" value=""/>

Task 2:

1. Create a new table and name it as “tblStudent” with the following field names and respective data type.

<i>Field</i>	<i>Data Type</i>
<i>Student ID</i>	Auto Number
<i>First Name</i>	Short Text
<i>Last Name</i>	Short Text
<i>DOB</i>	Date/Time
<i>Email</i>	Long Text
<i>City</i>	Short Text
<i>Active/ Not Active</i>	Yes/ No

2. Create a new form and call it as “frmStudent” for the table “tblStudent”.
3. Add the following buttons and text box for the form.

Button 1 Add new record
 Button 2 Save
 Button 3 Delete
 Button 4 Search

4. Populate the table with following records.

Student ID	First Name	Last Name	DOB	Age	Email	City	Active/ Not Active
1	Perera	Sandun	1998.09.09	25	perera@gmail.com	Colombo	Yes
2	Anu	Padol	1996.10.29	27	anu@gmail.com	Kandy	No
3	Rosi	Raj	1995.03.25	28	rosi@yahoo.com	Matale	No
4	Abi	Bob	2000.10.13	23	Abi13@yahoo.com	Ampara	Yes
5	Robin	Giri	1999.02.19	24	robin@gmail.com	Batti	Yes
6	Sala	Nadhi	1997.12.26	26	sala@gmail.com	Trincomalee	No
7	Ravi	Jaru	2002.03.18	21	Ravi@yahoo.com	Badulla	Yes
8	Dilruksha	Rajapaksha	1995.10.29	28	Dilruksha30@gmail.com	Galle	Yes
9	Meena	Meen	1990.02.04	33	meen@yahoo.com	Colombo	Yes
10	Ram	Karan	1991.08.16	32	ramkaran@gmail.com	Colombo	No

5. Sort the Age field in the descending order.

6. Apply a filter in the Age field to show only the records above the age of 25 years.

7. Add records using form and delete unwanted records using forms.

8. Write the macro code to open *frmStudent*.