

Access Lesson 02 – Project1

Purpose: To demonstrate the ability to create a **database** and 2 **tables**.

1. **Create and Save the Database As:**
Babbage CPA Firm (followed by your initials)
2. The database consists of two tables, **Bookkeeper** and **Client**.
 - a. The **Bookkeeper** table contains data on available Bookkeepers.
 - b. The **Client** table contains data about the clients.
3. **Table 1: Switch to DESIGN VIEW, create the 1st table:**
Save As Bookkeeper – followed by FirstName LastName

Field Name	Data Type	Field Size	Primary Key?	Description
Bookkeeper Number	Text	2	Yes	
Last Name	Text	25		
First Name	Text	25		
Address	Text	25		
City	Text	25		
Postal Code	Text	10		
Hourly Rate	Currency			
Earnings YTD	Currency			

4. **Table 2: Switch to DESIGN VIEW, create the 2nd table:**
Save As Client – followed by FirstName LastName

Field Name	Data Type	Field Size	Primary Key?	Description
CL #	Text	3	Yes	
Client Name	Text	25		
Street	Text	25		
City	Text	25		
Postal Code	Text	10		
Amount Paid	Currency			
Balance Due	Currency			
BKR #	Text	2		

5. **Switch to DATASHEET VIEW, enter the records in each table.**

Records for Bookkeeper

Bookkeeper Number	Last Name	First Name	Address	City	Postal Code	Hourly Rate	Earnings YTD
22	Lewes	Johanna	26 Cotton	Buda	27032	\$17.50	\$16,245.00
24	Rodriguez	Mario	79 Marsdale	Burles	28817	\$16.50	\$15,745.00

Records for Client

CL #	Client Name	Street	City	Postal Code	Amount Paid	Balance Due	BKR #
A54	Afton Mills	612 Revere	Granger	27036	\$575.00	\$315.00	22
A62	Atlas Suppliers	227 Dandelion	Burles	28817	\$250.00	\$175.00	24