

## Access Lesson 03 – Parks and Recreation Classes

**Problem:** The **Class** database contains records of Class and Teacher.

1. Open your **Access Lesson 04** folder. Rename the **Class** database file as follows:

**Parks and Recreation Classes** (followed by your initials)

2. Open the **Class** table in Datasheet View. Look at the table to familiarize yourself with the data. Look at the 7 Fields (Class ID, Class Name, Location, Start Date, End Date, Fee, Teacher ID)
3. Using the Create Tab, **CREATE** the 2 queries using **Query Design view** with the following search criteria. (*\*HINT: You have to look at the Table to view what you are searching for.*)

Query	Add Table	Add Fields	Search Criteria	Save As
Query1	Class	Class Name, Location, Start Date, Fee	Classes held only at the Activity Center	Activity Center Classes – FirstName LastName
Query2	Class	Class Name, Location, Start Date, Fee	Classes that cost \$100 or less	Classes \$100 or Less – FirstName LastName

4. Save each query, and then close it.
5. Close the database.