

Access Lesson 01 – Project1-4

Purpose: To demonstrate the ability to open an existing **database** and rearrange and format the fields and delete records in a **table**.

Problem: A **Company** wants to keep track of its **Staff**. A database file is created to store the data.

1. Open your **Access Lesson 02** folder. Rename the Company database file as follows:

Company (followed by your initials)

2. Open the Company database. Rename the Staff table object as follows:

Staff - followed by your **firstname lastname**

3. The database file consists of the Staff table. The Staff table contains data on employees of the company
4. Open the Staff table in Datasheet View.
5. Rearrange the Fields (Columns) so it appears as follows:

Employee ID	Last Name	First Name	Address	Zip Code	Title	Department	SS Number	Birth Date	Salary
1052	Worthman	Scott	8770 Geneva Ave	79835-3286	Account Executive	Advertising	262-78-2925	8/30/1972	2800
2012	Alexander	Audrey	5611 Red River	79835-1290	Manager	Sales	564-43-2201	2/28/1955	3300
2185	Stanford	Shawna	9853 98th St	79835-9853	Manager	Public Relations	433-62-8947	10/22/1960	3150

6. Select Alexander Green's record. Delete the entire record.
7. Sort the records by Last Name.
8. Format the Salary field as Currency. (Use the Fields Tab).
9. Format the Birth Date field as Long Date. (Use the Fields Tab).
10. Resize all columns to best fit.
11. Save the table, and then close it.
12. Close the database.