

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 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 Last Name records alphabetically.
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.