

## CA141 - Homework #2

Objective: Practice creating a one table database and paste records from a second database.

### Instructions:

1. Create a new database named Hwk#2-1\_*yourfirstname*.
2. Create a new table and save it using an appropriate table name.
3. Using the table below create all eleven fields, use appropriate field names.
4. Make sure the Primary Key field is identifiable (by name), data type is set correctly and the data is unique.
5. Enter the five records shown below.
  - a. As you enter the first data record, verify the Data Type is set appropriately.
  - b. If Data Type did not automatically set correctly, then you must set it correctly.
  - c. This table will use Text and Date/Time data types.

*Hard to read? This table is located in your book on page AC 37 Figure 1-30.*

Company ID	Company Name	Product Type	Address	City	State	Zip	Phone	Contact First Name	Contact Last Name	Initial Contact Date
AND225	Anderson OnSite	Site furnishings	200 Lincoln Dr	Kalamazoo	MI	49007	269-337-9266	Matt	Anderson	6/3/2009
H0L292	Holland Nursery	Plants	380 W 20th St	Holland	MI	49424	616-396-9330	Brenda	Ehlert	9/2/2010
BES327	Best Paving	Pavers	780 N Main St	Rockford	MI	49341	616-866-6364	Shirley	Hauser	2/14/2010
MID312	Midwest Lighting	Outdoor lighting	435 Central Dr	Battle Creek	MI	49014	269-979-3970	Weston	Caldwell	5/15/2009
BAC200	Backyard Structures	Play equipment	105 E 8th St	Holland	MI	49423	616-396-3989	Alan	Bastian	4/15/2009

6. Add all records from tblBusiness from an existing database called Provider.accdb .  
Download this database file from the class web site schedule page.  
(<http://www.danamathews.com/Classes/index.html> )
7. Spell check – correct 5 misspellings
  - a. Be careful not to change people’s names.
8. Change the table data’s font, font size, and alternate fill/back color.
9. Resize all the columns so all data is completely displayed, save table.
10. Print the table in landscape. Bring printout to class and hand in.
11. Set the database so it will automatically “Compact and Repair” each time the database is closed.
12. Submit your homework file by uploading it via the class web site.
13. Due by next class by 6 pm.