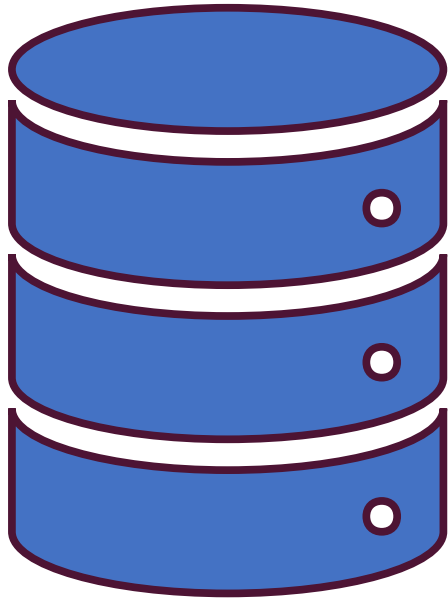




DATABASE EXERCISE

LECTURER: MARK GILLAN

CREATE A DATABASE



Create a database,
naming the file: college



Create a table, naming
the table: students



Within the table,
design fields as noted
opposite

Field Name	Data Type	Format
StudentID	Auto number	Primary Key
FirstName	Short Text	30 characters
Surname	Short Text	30 characters
DOB	Date	Date of Birth
Enrolled	Yes or No	Label Enrolled?

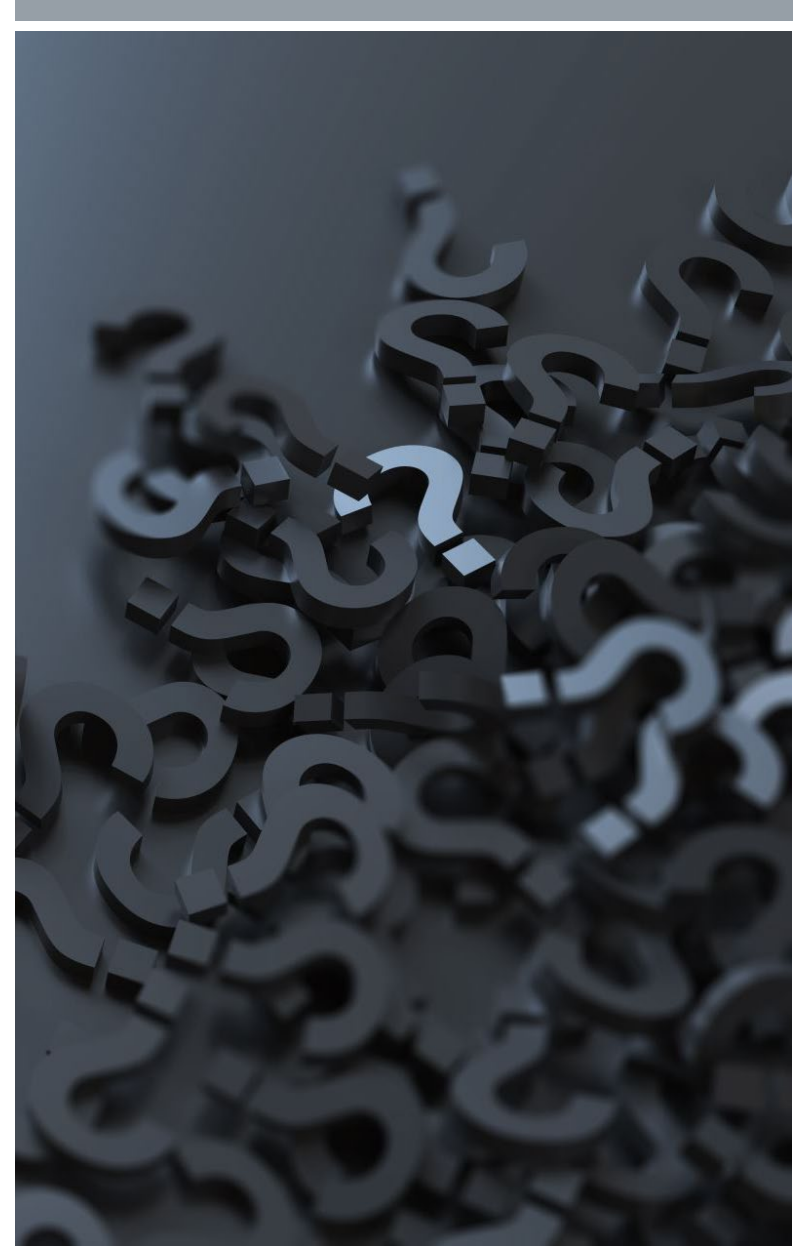


POPULATE THE TABLE AND FORMS

- Populate the table with records
- Try deleting a record or two
- Finish the table with the data as per the list within the Word document file named: studentstable_datalist
Note: names and details are fictitious and any likeness to persons is sheer coincidence with no intentions of same
- Create a form for viewing or editing or adding records to the students table
- Save the database and continue onto the next part of this exercise on the next page, ensuring you have about 30 records plus one for your name using the form generated within the previous step

QUERIES

- Create a query to list all students having enrolled from the students table, saving the query as: enrolled
- Change on of the records in the students table from being enrolled to not enrolled
- Run the query named enrolled and note the record not within the list now
- Using the enrolled query, change the list to students enrolled with a date of birth prior to 1/1/1995 and save as a new query named: enrolled95
- Edit the query named enrolled95 to only include enrolled students with a date of birth prior to 31/12/1998 – try a few other queries of your own





REPORTS

- Create a report showing all the records of students having not enrolled yet, listing their first name, surname and date of birth only, naming the saved report as: notenrolled
- Create a report showing all the records of students with a date of birth prior to 1/1/1990, saving the report as: maturestudents
- Edit some records, add some records, ensuring more students not enrolled and date of birth prior to 1990
- Try running all reports again and not the changes
- Save the database, try out some more queries and reports. Have some fun with your database. End of exercise when you know:
 - Tables
 - Forms
 - Queries
 - Reports