

Database Exercise for USAP

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Database – reminder of knowledge

- Create a flat file database
- Design a table
- Use different data field types
- Control Field Properties
- Edit fields
- Enter records
- Edit records



Create a database

- Create a flat file database, naming the file: Travelco1
- Create a table within the database named: customers
- Design the table using the guide opposite with field names, data type and adjusting field properties as requested

Field Name	Data Type	Field Properties
CustomerID	Autonumber	Primary Key
FirstName	Text	35
Surname	Text	35
Address	Text	50
Town	Text	20
DateOfTravel	Date/Time	LongDate
Destination	Text	30
LocalAirport	Yes/No	Default: Yes
AmountPaid	Currency	Euros



Input Record 1 into table

Field Name:	Data for input:
CustomerID	Automatically generated
FirstName	Jane
Surname	McDonald
Address	10 New Street
Town	Aberdeen
DateOfTravel	12/3/2017
Destination	Barcelona
LocalAirport	Yes
AmountPaid	Euro 245.00



Input Record 2 into table

Field Name:	Data for input:
CustomerID	Automatically generated
FirstName	Henry
Surname	Renault
Address	44 Old Road
Town	Dundee
DateOfTravel	31/10/2017
Destination	Bali
LocalAirport	No
AmountPaid	Euro 1788.00



Input Record 3 into table

Field Name:	Data for input:
CustomerID	Automatically generated
FirstName	Yvonne
Surname	Yang
Address	180 Great Avenue
Town	Fort William
DateOfTravel	14/5/2018
Destination	Las Vegas
LocalAirport	Yes
AmountPaid	Euro 1535.00



Input Record 4 into table

Field Name:	Data for input:
CustomerID	Automatically generated
FirstName	George
Surname	Foo
Address	18 The Crescent
Town	Oban
DateOfTravel	23/2/2018
Destination	Hawaii
LocalAirport	Yes
AmountPaid	Euro 2875.00



Save the file

- Check records for accuracy
- Save the database locally on the PC and back up with a copy to cloud storage
- The file should be named: Travelco1
- Proceed onto the next part of this Database exercises for editing and saving the file with a different name but keeping the original as well



Edit the records

- Edit the records as follows
- Saving the database file as: Travelco2
- Edits:
 - Change the field size for FirstName and Surname to be 25 characters in size instead of the current 35
 - Edit record 3 for the destination field to now be Moscow instead of Las Vegas
- Ensure the database file is saved and backed up in the same place as the original Travelco1 and ensure the changes have been completed to Travelco2 only

