

Create Database and a Table - Northside Music Database Assignment

Before you Begin

Watch these two videos from GCFGlobal. Notice there is an easy-to-read transcript for each video beneath each video.

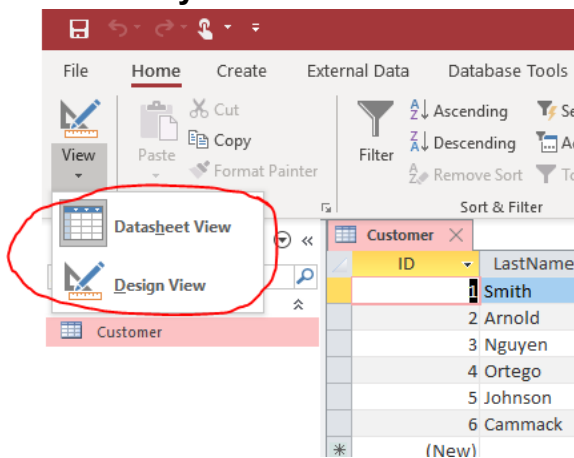
1. [Introduction to Databases](#) (3:44)
2. [Introduction to Objects](#) (4:55)

Tasks to Complete

1. Create the Access database and table as shown in these videos

- [Create An Access Database](#) (1:15)
- [Create Your First Database Table](#) (6:10)
- [Modify a Table](#) (edit table structure, add records, edit records) (6:02)
- [A Note About Database Files](#) (1:28)

2. Take two screenshots of your table--one in Datasheet View and one in Design View. Name them **yourname Datasheet View** and **yourname Design View**



Your completed table should look like this (in Datasheet View):

ID	LastName	FirstName	Address1	City	State	Zip	Phone	Balance	Active	Click to Add
1	Smith	Mary	101 Main	Beaumont	TX	77708	4094444444	\$100.00	<input checked="" type="checkbox"/>	
2	Arnold	Vincent	111 7th	Port Arthur	TX	77641	4095555555	\$300.00	<input checked="" type="checkbox"/>	
3	Nguyen	Hoang	34 Nadell	Port Neches	TX	77651	4091234567	\$0.00	<input type="checkbox"/>	
4	Ortego	Justin	444 Maple	Beaumont	TX	77702	4098764533	\$451.00	<input checked="" type="checkbox"/>	
5	Johnson	Brenda	3434 Crestview	Port Arthur	TX	77640	5672345033	\$90.00	<input type="checkbox"/>	
6	Cammack	James	101 Seventh	Beaumont	TX	77702	4091234567	\$100.00	<input type="checkbox"/>	
*	(New)							\$0.00	<input type="checkbox"/>	

3. Watch this video [Creating a Form in Access](#) and then recreate the **Review Customer Data HR Department** form, as shown in the video. Enter your name in the search box, and take a screenshot showing your record in the form. Save the screenshot as **yourname Customer Review Form**.
4. Watch this video [Creating a Report in Access](#) and then recreate the **Customer Phone List for Sales Reps** report, as shown in the video. Take a screenshot of the report in Print Preview

mode, as specified in the video. Save the screenshot as **yourname Customer Phone List Report**.

Submitting your work

When complete, upload and submit the following:

1. your database file (NorthsideMusic.accdb)
2. yourname Datasheet View
3. yourname Design View
4. yourname Customer Review Form
5. yourname Customer Phone List Report