

**Lab 5: MICROSOFT ACCESS XP UNIT** (this lab takes two to four hours to complete)

For each lab assignment:

1. Complete an entire unit and hand in all pages at one time.
2. Write your name & section number in the upper right hand corner of the first paper. No cover sheet needed & no banner pages please.
3. Please place your completed lab assignments in the submit basket on the desk in K241 (Adjunct Faculty Office).

Helpful hints:

- a. You will be creating two different databases in Access. Each time you create a database, you will begin with a blank database. When you create a database, you will NAME it before adding data. This step saves the database, making it ready for you to add data. Each database will contain two tables, a form, and one report.
  - b. **YOU MUST HAVE A DISK!!**
  - c. Make sure that you follow each step in your lab book **VERY CAREFULLY!!** HINT: the primary key, field sizes and titles are very important! There is a difference between letters & numbers!
  - d. Make sure you create (save) databases on your disk (drive A), NOT on the hard drive C!!!
1. Start on page A 1.9 and work through to page A 1.24. On page A 1.24, step 7 – read carefully.
  2. Continue from page A 1.24 to page A 1.31, on page A.1.30, step 4 – read carefully. Also, you will need to add one more record to print the database - type your name in the name column, leaving the rest of the fields blank. You still must write your name on your printout, look at the sample labs to see where the upper right corner of this paper is.
  3. Continue from page A 1.31 to page A1.34, you should have your first printout and it should look like Figure 1-43 on page A1.32.
  4. Continue from page A 1.35 to page A 1.47, printing figure 1-57 from page A 1.39 and figure 1-71 from page A 1.46
  5. On page A 1.56 to page A 1.57 "In the Lab 1": Do steps 1-9. Do your printouts look like the ones in your lab book? Get help early!

(Re-read the instructions at the top of the first page of this document before submitting your lab for grading)

**End of Microsoft Access 2000 Unit.**